



**Town Team Project Board (TTPB) and Torpoint Town Councillors  
Committee Room Monday 12<sup>th</sup> May 2025 7.00pm**

**Present:**

		<b>Voting or Advisory Member?</b>
Les Allen	Lead Consultant	Advisory
Councillor Samm Bickle	Torpoint Town Councillor	Voting
Councillor Kim Brownhill	Torpoint Town Councillor & Torpoint Town Partnership representative	Voting
Councillor Gary Davis	Torpoint Town Councillor (Town Mayor – Chairman)	Voting
Councillor Kate Ewert (late arrival)	Cornwall Councillor for Rame Peninsula and St. Germans	Voting
Councillor Lizeta Fellows	Torpoint Town Councillor	Voting
Councillor Chris Goodman	Torpoint Town Councillor	Voting
Councillor Lambert Keise	Torpoint Town Councillor	Voting
Councillor Julie Martin	Torpoint Town Councillor & Coppola School of Performing Arts representative	Voting
Sheena Morton	Torpoint Neighbourhood Development Plan	Voting
Councillor Rob Parsonage	Cornwall Councillor for Torpoint	Voting
Councillor Steve Pike	Torpoint Town Councillor	Voting
Councillor Jacqui Reeves	Torpoint Town Councillor	Voting
Councillor Marlon Spurling	Torpoint Town Councillor	Voting
Councillor Chris Still	Torpoint Town Councillor	Voting
Councillor John Tivnan BEM	Torpoint Town Councillor	Voting
Milly Southworth	Torpoint Town Council – Town Clerk & RFO	Advisory

		<b>ACTION</b>
341. TTPB	<p><b>Welcome and apologies for absence</b></p> <p>Councillor Gary Davis (Town Mayor) welcomed everyone to an Extraordinary meeting, with invitations to attend issued to recently elected Town Councillors plus Town Team Project Board members', introductions were made.</p> <p>Apologies for absence were received from: -</p> <p>Kelly-Jane Brown – Coppola School of Performing Arts</p> <p>Councillor Steve Clark – Torpoint Town Councillor</p> <p>Jules Cook - Torpoint Post Office and Shop</p> <p>Councillor Rachel Evans BEM – Torpoint Town Councillor</p>	

	<p>Becky Lingard – CHAT (Community Health Around Torpoint)</p> <p>Councillor Keiran Moon – Torpoint Town Councillor</p> <p>William Trinick - Antony Estate</p> <p>Rob White – Torpoint Neighbourhood Plan</p>	
342. TTPB	<p><b>Declarations of Interest</b></p> <p>Members' had been CONFIDENTIALLY shared the names of the tender companies for: -</p> <ul style="list-style-type: none"> <li>➤ Visitor Website;</li> <li>➤ Torpoint RIBA 3 Detailed Design Reports and asked to declare an interest in any of these, there were none declared.</li> </ul>	
343. TTPB	<p><b>Minutes of the previous meeting held Monday 17<sup>th</sup> March 2025: -</b></p> <p>The minutes of the previous meeting will be considered at the first meeting of the civic year.</p>	
344. TTPB	<p><b>To consider results on Invitation to Tender for Visitor Website this item was taken as CONFIDENTIAL</b></p> <p>It was <b>resolved</b> to take this item confidentially, due to the nature of the business being transacted.</p> <p>Following in-depth explanation by the consultant of the comparison of the correct 'fixed fee' for this work plus discussion, which considered whether the existing council resources (staff) have sufficient capacity to manage and maintain a new website, and having been shared confidential information, it is <b>recommended</b> to award the contract for the Visitor Website to the company scoring a number 1 in the matrix shared on the screen, out of a total number of 3 tender responses received.</p>	<b>Council</b>
345. TTPB	<p><b>To consider results on Invitation to Tender on the Torpoint RIBA 3 Detailed Design Reports this item was taken as CONFIDENTIAL</b></p> <p>It was <b>resolved</b> to take this item confidentially, due to the nature of the business being transacted.</p> <p>Following discussion, and having been shared confidential information, it is <b>recommended</b> that a risk fee of £7,000 is added to the company scoring a number 1 in the matrix shared on the screen. This is calculated and includes: -</p> <ul style="list-style-type: none"> <li>➤ £2,500 for acoustics consultant, plus 12% handling charge;</li> <li>➤ £2,000 for ecology survey, plus 12% handling charge;</li> <li>➤ £2,000 Preparation of presentation boards and attendance at 1 no. consultation event.</li> </ul> <p>Therefore, the contract for the Torpoint RIBA 3 Detailed Design Reports is awarded to the company scoring a number 2 in the matrix shared on the screen, out of a total number of 16 tender responses received.</p> <p>The consultant explained the importance of ensuring Cornwall Council as property/land owner will be kept informed once the results of the tender are published and then continually kept abreast of the project once contracts are in place.</p>	<b>Council</b>

346. TTPB	<p><b>To receive a summary/update on outcomes/ work completed by the Town Team Project Board and future plans for the Lower Fore Street Redevelopment</b></p> <p>Due to the <b>confidentiality of the PowerPoint slides shared by the consultant these will not accompany the meeting minutes.</b></p> <p>The consultant gave a brief summary:</p> <ul style="list-style-type: none"> <li>➤ Torpoint Lower Fore Street Project (Police Station) - Where have we been so far!</li> <li>➤ Torpoint Project – New Build of Community Hub &amp; Residential</li> <li>➤ Torpoint Project 6 – TCAF Bid (Website)</li> <li>➤ Torpoint Project – Bid for CLUP 2025 (Entertainment Spaces)</li> </ul> <p><b><u>Funding Secured so far:</u></b></p> <ul style="list-style-type: none"> <li>• £57,600 (CLUP 2025 Funding for Entertainment Space) Pending (this includes £20,000 town council funding)</li> <li>• £245,263 (SPF Year 4 Funding)</li> <li>• £74,000 (New Build Feasibility)</li> <li>• £546,468 One Public Estate Brown Field Release Funding</li> <li>• £76,850 Growth Fund (TITAN Feasibilities)</li> <li>• £8,000 Cornwall Council</li> <li>• £50,000 Town Vitality Fund</li> <li>• £22K bid (Failed) - £11K Purchase order received from CC</li> <li>• £12.5K Approved for Website (extension granted)</li> <li>• Strategic CIL Bid £1M made for Town Square delivery with CC Officers for review awaiting RIBA 3 report on square.</li> </ul>	
347. TTPB	<p><b>Discussion / Action Plans</b></p> <p>No additional discussions or actions required.</p>	
348. TTPB	<p><b>Neighbourhood Development Plan (NDP) update</b></p> <p>No further update.</p>	
349. TTPB	<p><b>Stakeholder and Communications Plan.</b></p> <p>Publicity regarding SPF Year 4 Funding is due to be published shortly.</p>	
350. TTPB	<p><b>Any other Business</b></p> <p>i) Terms or Reference/Membership of Town Team Project Board for civic year 25/26: - agreed to review the membership, which needs a refresh.</p>	Clerk/All
351. TTPB	<p><b>Date and time of the next meeting</b></p> <p>To be advised.</p>	

The meeting closed at 8.22pm.