



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 5th June 2025 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Mrs. J M Martin (Town Mayor), Councillor Mrs. C E Goodman (Deputy Town Mayor), Councillors Mrs. K Brownhill (as substitute for Councillor Mrs. J L Reeves), G J Davis, Miss R A Evans BEM, Mrs. L Fellows, K J Moon, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Community Hub and Library Development Manager (CH&LDM).

	ACTION
<p>01-25D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors L E Keise and Mrs. J L Reeves.</p>	
<p>02-25D&L Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – Agenda item 7.a. Torpoint Ramps Forum grant application.</p>	
<p>03-25D&L Election of Chairman for the Civic Year 2025-26 The Town Mayor (Councillor Mrs. J M Martin) called for nominations for the position of Chairman for the Civic Year 2025-26. Councillor Miss R A Evans BEM proposed that Councillor G J Davis is elected to serve as Chairman for the Civic Year 2025-26. Councillor C R Still seconded the proposition and there being no other nominations the motion was put and Councillor G J Davis was duly elected as Chairman for the Civic Year 2025-26. (Councillor G J Davis Chaired the meeting from this point forward.)</p>	
<p>04-25D&L Election of Vice Chairman for the Civic Year 2025-26 The newly elected Chairman (Councillor G J Davis) called for nominations for the position of Vice Chairman for the Civic Year 2025-26. The Deputy Mayor (Councillor Mrs. C E Goodman) proposed Councillor Mrs. L Fellows is elected to serve as Vice Chairman for the Civic Year 2025-26, Councillor Fellows declined to accept the proposition. The Town Mayor (Councillor Mrs. J M Martin) proposed Councillor C R Still is elected to serve as Vice Chairman for the Civic Year 2025-26, the Deputy Mayor (Councillor Mrs. C E Goodman) seconded the proposition and there being no other nominations the motion was put and Councillor C R Still was duly elected as Vice Chairman for the Civic Year 2025-26.</p>	
<p>05-25D&L Library and Community Hub a) Newsletter from the Library and Community Hub and additional report: - The Community Hub and Library Development Manager (CH&LDM) presented the newsletter and report, as previously circulated, highlighting: -</p> <ul style="list-style-type: none"> ➤ 60 children from Torpoint Nursery and Infant School had visited the facility for the 'Under the Sea' themed event. ➤ As part of the 80th Anniversary of VE Day, a Torpoint Scouts pack visited the Torpoint Archives. 	

- To celebrate Volunteers' Week, Volunteer Cornwall is thanking all volunteers that continue to do such amazing work to support others and they are hosting a drop in celebration tomorrow at the library and community hub, one of three this week across the county from 10.00am to 2.00pm.
- On 18th and 23rd June, the facility is encouraging new visitors who have not been in before.
- Following confirmation of the community hub grant funding from Volunteer Cornwall, of £16k. The funding sought is linked to the four key strategies for the health and care system and the four commissioning priorities of the ICB (Integrated Care Board), a meeting is arranged to look at setting up a pain café, in collaboration with The Rame Group Practice. The four key strategies are detailed here, along with ideas of how the library and community hub can meet each of the priorities.

1. START WELL

- i) Working with local Family Hubs
- ii) Toddler Groups
- iii) Providing Parent Support
- iv) Offering Youth Provision
- v) Immunisation / vaccination clinics

2. LIVE WELL

- i) Supporting Discharge to Assess (i.e. helping with people on discharge from hospital)
 - Providing services such as meals on wheels, laundry or gardening
- ii) Prevention & Early Intervention Offers
 - Health Checks
 - Growing / Cooking / Healthy Eating
- iii) Mental Health & Wellbeing Support
 - Talking Therapies
 - Peer Support Groups
 - Pain / Cancer cafés

3. AGE WELL

- i) Frailty & Admission Avoidance
 - Providing services such as meals on wheels, laundry or gardening
- ii) Services targeting older people
 - Balance & Stability
 - Dementia Support
 - Carers Support

4. DIE WELL

- i) End of Life Support
 - Death cafés
 - Bereavement Groups etc.
 - Advice, information & signposting.

- With be linking in with other organisations to develop activities and the offer, including Beat4autism CIC.

<ul style="list-style-type: none"> ➤ Rhyme time has been extended as sometimes there are up to 35 people attending. ➤ Information on the Summer Reading Challenge is being shared across all local schools, this years' theme is 'Story Garden'. ➤ Will be arranging a cooking session with the Afghanistan visitors and families' soon. ➤ The May half term activities were a great success and well very supported. ➤ Case studies continue to be written up to help the team better understand the range of queries and support that is offered to people. ➤ This year the library and community hub is hosting two students' on work experience from Torpoint Community College. <p>i) The CH&LDM explained there is support from staff for the proposal to open regularly on Saturday's from 10.00am to midday, the hours will be charged as overtime, this will start in June and the trial will last until the end of August. The Clerk is directed to check library and community hub Employment Contracts, regarding hours and days' of work.</p> <p>b) Café Income & Expenditure: - The café income and expenditure to date, as previously circulated, is noted. 'Home baked' cakes are a roaring success.</p> <p>(The Community Hub and Library Development Manager left the meeting at this point.)</p>	Clerk
<p>06-25D&L Minutes of the previous meeting</p> <p>It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 3rd April 2025 were taken as read, confirmed and signed by the Chairman.</p>	
<p>07-25D&L Matters arising from the minutes</p> <p>a) Torpoint Skate park – to agree next steps working with Torpoint Ramps Forum. Plus opportunity to financially support Torpoint Ramps Forum running a similar event to their 'market stall' at the skate park for Torpoint Fest '25, from midday – 3.00pm: - Pursuant to minute number 161-24D&L (b), members' acknowledged the urgency of considering the application, due the funding being to support an event being planned for Torpoint Fest. Following in-depth discussion, it is recommended to award the total amount of grant requested, £600.00, to fund Torpoint Ramps Forum to support the provision of activities at the skate park as part of Torpoint Fest '25 on Saturday 14th June:</p> <ol style="list-style-type: none"> 1. £500.00 is provided to enable Torpoint Ramps Forum to purchase skate park equipment, which can then be <i>loaned</i> out to individuals' for use and subsequently returned to Torpoint Ramps Forum to be used at future events. This equipment therefore becomes an asset of Torpoint Ramps Forum. 2. £50.00 is provided to purchase snacks and refreshments for this event. 3. £50.00 is provided to purchase and print promotional materials for this event. <p>(Councillor Mrs. L Fellows left the room for this agenda item.)</p> <p>b) 'Love Fore Street' – offer free use of facilities and free advertising: - Pursuant to minute number 161-24D&L (c), Councillor Mrs. L Fellows explained, Torpoint Artists Collective CIC has scheduled a 'Love Fore Street' open session for Saturday 7th June, 10.00am at The Courtyard Café. Also, another opportunity has just been set up for Friday 13th June, 5.00pm in the committee room, this will hopefully enable Fore Street and local traders' to attend and share ideas.</p>	Council



c) Torpoint Artists Collective (TAC) CIC pursue the collaboration: -
Pursuant to minute number 165-24D&L (b) Councillor Mrs. L Fellows gave a verbal update on the collaboration between the council and Torpoint Artists Collective CIC.

"We have met with TAC on two occasions since May, the first meeting we attended TAC provided us with an update on what has already been achieved, their vision, next steps and how we as councillors can support. TAC is a Community interest company limited by guarantee, not for profit organisation, that currently has 3 directors and around 9 regular volunteers that are artists, support TAC and have a vested interest in this project coming to fruition.

Within the first meeting TAC shared they have been successful in their funding application to the Community Capacity Fund and have been awarded £15,000 to deliver a collaborative and sustainable arts and culture strategy for Torpoint. This funding has tight deadlines attached and so TAC are striving to achieve this project in a significant short period.

They have many contacts and have secured Dicky from Groundswell to support in writing the draft tender document for the hiring of a consultant. Dicky will also be looking to develop the scoring system and support with the interview process.

Councillor Davis has kindly agreed to look over the tender document, once completed, prior to submitting. TAC is looking for support from the council for any platforms that would be appropriate to share this tender document on. The vision is that the consultant will engage and survey Torpoint, including Community engagement to complete an arts strategy. This strategy is to include culture and creative industry arts: performance, music, visual arts and culture. TAC has secured a shop within the high street which they are planning to open with 4 areas: a hot desk, workshop space, gallery and a studio.

It is proposed that the studio space will be rented by local artists and the income from this studio time will keep the shop financially stable. TAC already have artists interested in utilising this space. Sarah – one of the Directors of TAC has a space in Discovery Court, of which Miranda another Director has had a presence at Cornwall Open Studios over the past few weeks. This encouraged over 50 unique visits to Torpoint, many of the visitors were not from Torpoint some came from as far as London. Meeting TAC's ambition to be more of a destination. A very positive step in the right direction, with positive feedback being given.

TAC has also been issued the licence to occupy the Chapel at Horson Cemetery and are looking to obtain their lease next year.

They have produced a press release and would like support in sharing this throughout our community. We are just awaiting the go ahead for this to be shared.

TAC has again expressed their keen interest to be involved with the hoarding project – potentially looking to gain funding in order for professional artwork to be designed and commissioned here.

They have also requested that there is a hold put onto any other public art within the town until after the strategy has been produced, this will allow for a joined-up approach to be obtained.

<p>Love Fore Street project – the first of 2 round the table meetings takes place this Saturday from 10-12pm at the Courtyard Cafe. The whole community is encouraged to attend and give their suggestions and ideas of how we can promote our high street.</p> <p>It was brought up that Saturday morning may not be the best time for traders in the high street to attend and so a further meeting to engage high street traders has been arranged for Friday 13th June at 5pm, in the committee room, Council Chambers. Any help sharing these events is appreciated. It is hoped that this may engage others that cannot attend Saturday's session.</p> <p>TAC has expressed that in the future they would be interested in reapplying to the council via a grant and has asked for additional information regarding this, as their previous application was rejected. Additional information has been requested.</p> <p>Members' responded to the update with some questions; it was suggested that TAC CIC is invited to attend the next meeting of Torpoint Town Partnership.</p> <p>d) To update on progress with June '25 council newsletter. The Clerk reported the next newsletter is out for distribution with completion by the end of this weekend, weather permitting.</p>	Clerk
<p>08-25D&L Policies referred to this Committee</p> <p>a) Review Terms of Reference Development and Localism Committee: - No changes required, all approved as previously accepted.</p> <p>b) Review the Council Strategy and consider proposal of acceptance to the New Council: - It is suggested to add page numbers to the document, also make reference to the collaboration with Torpoint Artists Collective CIC. It is agreed these changes will be undertaken at the next review, later in the year. The existing Council Strategy is therefore accepted.</p> <p>c) Communications and Social Media Policy: - The updated policy will be presented for consideration at the next meeting.</p>	Clerk
<p>09-25D&L To consider the Council Business Risk Management</p> <p>a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the updated April 2025 financial information, as previously circulated and the items relevant to this committee. There are no current concerns.</p>	
<p>10-25D&L Items Referred to this Committee</p> <p>a) None.</p>	
<p>11-25D&L Other projects</p> <p>a) Tennis courts, 'Tennis Open Day', event Saturday 21st June '25: - Pursuant to minute 165-24D&L (a) the Clerk updated members' on progress with the tennis courts actions, since the last meeting. The return visit to South Devon Tennis Centre has taken place. South Devon Tennis Centre has agreed to support with the running of an 'Accessible Tennis' event/opportunity at Thanckes Park courts, on Saturday 21st June 2025, from 2.00pm – 4.00pm. This will be advertised as a BIG TENNIS WEEKEND. The Clerk explained as part of the discussions to organise this event, a tennis coach is enthusiastic to set up a collaboration of smaller court providers, who offer coaching opportunities at smaller venues and highlighted there may be a fee</p>	

<p>charged, for assistance with hosting the open day event. Following discussion, discounts will not apply for attendees at the event.</p> <p>The Clerk was pleased to advise that two Tennis Activators have now completed the training and all Safeguarding checks are complete, the tennis kit to deliver Free Park Tennis has been ordered and it is hoped the Activators will run some sessions in July.</p> <p>Meetings with the LTA are continuing and the recently updated LTA Action Plan will be shared with all members’.</p>	Clerk
<p>12-25D&L Planning Applications a) None.</p>	
<p>13-25D&L Localism a) Town Team Project Board (TTPB): - Pursuant to minute number 167-24D&L (a): -</p> <ul style="list-style-type: none"> i) Award of contract for the RIBA 3 Detailed Design reports for the Lower Fore Street Redevelopment site: - The Contract has been awarded. The Chairman (Councillor G J Davis) explained, having spoken to the consultant earlier the same day, Clifton Emery Design (contractor) has been asked to pull forward parts of the programme delivery, which will mean the outline planning application is ready for submission in September. This programme delivery will come alongside delivery of the RIBA 3 Detailed Design reports for the public square. The consultant also highlighted to Councillor Davis, the deadline date for submission of TRIP (Town Regeneration & Investment Programme) funding is 5.00pm on 30th June 2025. ii) Award of contract for the Torpoint Visitor Website: - The Contract has been awarded. n9design has commenced the programme of work. iii) CLUP – Year 4 funding – Torpoint Event and Facilities Improvements Project: - The Clerk explained there have been many additional clarifications, all have been answered and it is hoped a final decision on this funding application will be received shortly. <p>b) 3G Pitch 9v9 Project: - Pursuant to minute 167-24D&L (b), the outcome of the revised planning application is awaited. A stakeholder meeting was held today, Torpoint Community College has been advised that the funding application has been approved unanimously by the Football Foundation’s grants panel.</p> <p>c) Vision and other Projects: - i) Thanckes Park: - Pursuant to minute 167-24D&L (c) the Clerk had received a ‘Devolution proposal form’ for completion and return to Cornwall Council, to progress the conversation regarding the possible devolution of Thanckes Park. Following in-depth discussion, the Clerk is directed to respond to Cornwall Council to advise the council does not wish to now progress the devolution of the Thanckes Park any further. Also, to thank the team who had made the initial suggestion to the council, however, it is considered that it is not the right time to look at devolving the whole of the Thanckes Park at this time.</p>	Clerk

<p>d) Neighbourhood Development Plan (NDP): - Pursuant to minute 167-24&L (d) the draft report from the External Examiner is expected next week and once received a meeting of the NDP steering group will be arranged to review and respond.</p> <p>e) Tourism event 2025: - Councillor Mrs. J M Martin updated members' on progress with stall bookings, infrastructure and entertainment, also sponsorship and funding. The face painters will encourage minimum donations of £1 per child for face painting.</p> <p>The detailed breakdown of costs was discussed. Clerk to remove the feather flags expenditure.</p> <p>Councillor Mrs. J L Reeves has volunteered to support the accessible play equipment fundraising at the festival and run a raffle.</p>	Clerk																																																
<p>14-25D&L Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: - The Chairman (Councillor G J Davis) explained the council has not re-affirmed its commitment to the Climate Emergency and highlighted that this was discussed at the Finance and Operations committee meeting, earlier the same week. Following discussion, it is <i>suggested this should be debated at the next council meeting</i>, with the motion to 're-declare a climate emergency' considered by members' of the new council.</p>	Council																																																
<p>15-25D&L Equality, Diversity and Inclusion</p> <p>a) Update on accessible play equipment project: - The Clerk explained the tender has not yet been issued as the Play Equipment consultant used for the initial play park improvements is being contacted for advice, before it is issued.</p> <p>b) Torpoint Diverse Advisory Panel update: - No further update. Councillor J Tivnan BEM reminded Councillor Mrs. L Fellows to arrange a follow up meeting regarding how to improve access to Thanckes Park play park.</p>	Clerk/ Cllr Fellows Cllr Fellows																																																
<p>16-25D&L Accounts for Payment.</p> <table><tr><th>PAYEE</th><th>Invoice Number</th><th>Total</th><th>TAX</th><th>NET</th><th>Description</th></tr><tr><td>Every Corner Distribution</td><td>TTCECD013</td><td>625.00</td><td>0.00</td><td>625.00</td><td>Distribution of June 2025 Newsletters</td></tr><tr><td>Print Options</td><td>INV-15150</td><td>60.00</td><td>10.00</td><td>50.00</td><td>Printing of Anniversary Photo Display (A1)</td></tr><tr><td>Celebration Pyrotechnics</td><td>Torpoint Fest '25</td><td>1,920.00</td><td>320.00</td><td>1,600.00</td><td>(Total display value £2,000 plus VAT £2,400 less £480.00 deposit paid)</td></tr><tr><td>Biffa</td><td>522C34641</td><td>50.72</td><td>8.45</td><td>42.27</td><td>Recycling Collection Council Chambers</td></tr><tr><td>Biffa</td><td>522C34640</td><td>51.58</td><td>8.60</td><td>42.98</td><td>General Waste Collection Library</td></tr><tr><td>Biffa</td><td>522C34642</td><td>67.34</td><td>11.22</td><td>56.12</td><td>General Waste Collection Council Chambers</td></tr><tr><td>Biffa</td><td>522C34639</td><td>33.82</td><td>5.64</td><td>28.18</td><td>Recycling Collection Library</td></tr></table>	PAYEE	Invoice Number	Total	TAX	NET	Description	Every Corner Distribution	TTCECD013	625.00	0.00	625.00	Distribution of June 2025 Newsletters	Print Options	INV-15150	60.00	10.00	50.00	Printing of Anniversary Photo Display (A1)	Celebration Pyrotechnics	Torpoint Fest '25	1,920.00	320.00	1,600.00	(Total display value £2,000 plus VAT £2,400 less £480.00 deposit paid)	Biffa	522C34641	50.72	8.45	42.27	Recycling Collection Council Chambers	Biffa	522C34640	51.58	8.60	42.98	General Waste Collection Library	Biffa	522C34642	67.34	11.22	56.12	General Waste Collection Council Chambers	Biffa	522C34639	33.82	5.64	28.18	Recycling Collection Library	
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Streetmaster	12837	157.20	26.20	131.00	Stainless Steel Plaque (Stockton)
Andy Campfield	VE Day 80	40.00	0.00	40.00	Photography for VE Day 80 Event
B.E White	015/25	450.00	0.00	450.00	Financial Support to Complete Year-End Accounts
TOTAL		3,455.66	70.11	3,385.55	

(The payments to Spangles the Clown and Black Friday were not approved for payment in advance of the Festival.)

17-25D&L Correspondence

- a) To consider: Street lighting Initiative - Next Phase – Cornwall Council: -
Following consideration of the proposal to dim / turn off street lighting in Torpoint, as part of Cornwall Council's initiative to save carbon, save costs and save the environment, it is unanimously **recommended** this council strongly opposes the turning off or dimming of any street lights in the town, due to the safety and security it provides to residents' in the community, on all streets in the town.
- b) To note: Employer Newsletter May 2025 – Cornwall Pensions: -
Noted.
- c) To consider & note: Grant Funding Available for Cornwall Community Projects – Prime: -
Noted.

Council

18-25D&L Date of next meeting

Thursday 3rd July 2025.

19-25D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- Friends of Thanckes Park (FoTP) is seeking support from the council for the FoTP to submit an 'expression of interest (EoI)' to collaborate on a project to install a community mural at Bénodet Park. The Chairman (Councillor G J Davis) agreed to share the link to more information and it is suggested that FoTP should submit the EoI, on the basis that this is not a commitment is proceed, only an EoI at this stage.
- Councillor J Tivnan BEM was delighted to update members' having recently been advised by Cornwall Council that works to improve Sydney Road and Adela Road would be going ahead very soon. He explained that during his recent term of office as Cornwall Councillor he had 'campaigned' for these roads to be brought up to a better standard [not Highways standard as that is too expensive] and the works have now been agreed by Cornwall Council and Cormac instructed to undertake the works on their behalf.
- The Clerk was also delighted to advise that improvement works to Footpath 1, alongside Torpoint Community College, to the A374, are underway with the remainder of the improvements to Footpath 1 being undertaken in the October half term school holiday period.

Cllr Davis

Meeting closed at 9.00pm _____ Chairman