



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 3rd July 2025 at 7.00pm in the Council Committee Road, 4 York Road, Torpoint.

PRESENT: - Councillor G J Davis (Chairman), Councillor Mrs. J M Martin (Town Mayor), Councillor Mrs. C E Goodman (Deputy Town Mayor), Councillors L E Keise, M J Spurling (substitute for Councillor J Tivnan BEM), C R Still, plus the Town Clerk & RFO (Clerk).

	ACTION
<p>20-25D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss R A Evans, Mrs. L Fellows BEM, K J Moon, Mrs. J L Reeves and J Tivnan BEM.</p>	
<p>21-25D&L Declarations of Interest relating to items on the Agenda a) None.</p>	
<p>22-25D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 5th June 2025 were taken as read, confirmed and signed by the Chairman.</p>	
<p>23-25D&L Matters arising from the minutes a) Torpoint Skate Park. The next steps to progress the work with the Torpoint Ramps Forum, the preparation of a Project Initiation Document: - Pursuant to minute number 07-25D&L (a), the first / phase 1 Project Initiation Document (PID) had been previously shared for consideration. Torpoint Ramps Forum (TRF) arranged a site meeting with Maverick Skateparks Ltd (30th June 2025) which the Chairman (Councillor G J Davis) had attended. Maverick Skateparks Ltd have indicated their enthusiasm to support the work of TRF, on the understanding there is no guarantee they will be awarded any contracted works, as this will be awarded following the undertaking of a fair and transparent tender process. The Chairman explained the planned timeline for the project.</p> <p>Following members' review of the PID, queries were raised with answers found, Page 8 should read Torpoint Ramps Forum, not Torpoint Recreational Forum. Discussion about whether there should be a Masterplan for Thanckes Park, in partnership with Friends of Thanckes Park.</p> <p>The Clerk raised resource questions, highlighting the existing council projects currently in progress. The Chairman acknowledged the Clerk's concerns, and explained the Clerk would only be required to provide limited administrative support at this stage of the project, for example TRF would draft the Invitation to Tender. Following in-depth discussion, it is therefore recommended: -</p> <ul style="list-style-type: none"> i) The council adopts the phase 1 Project Initiation Document for Torpoint Skate Park Project, on the understanding that there is currently only a proportionately small amount of the funding secured for the total value of the project; ii) The council agreed and supports a working arrangement with Torpoint Ramps Forum, this is likely to require an 'informal' steering group to be formed; iii) The council provides the administrative support, from the Clerk, to enable the Invitation to Tender documents to be prepared and issued, on behalf of the council, in August. iv) The council will review the results of the tender documentation, in accordance with Financial Regulations. 	Council



<p>b) 'Love Fore Street' – To consider any further updates from the group: - Pursuant to minute number 07-25D&L (b), there is no further update on 'Love Fore Street'.</p> <p>c) Torpoint Artists Collective CIC. To consider the [attached] draft Memorandum of Understanding, between Torpoint Town Council and Torpoint Artists Collective CIC, setting out the principles of the collaboration between the two organisations: - Pursuant to minute number 07-25D&L (c), the draft Memorandum of Understanding had been previously circulated and discussed, with the following amends/changes: -</p> <p>4.2 Torpoint Town Council.</p> <ul style="list-style-type: none"> • Nominate councillor representatives to the Working Group (remove officer) • Facilitate <i>reasonable</i> access to Council venues or platforms for consultation events where feasible (add in reasonable). <p>It is recommended to: -</p> <ol style="list-style-type: none"> i) Agree the Memorandum of Understanding (MoU) between Torpoint Artists Collection CiC and Torpoint Town Council, with the amendments as detailed; ii) 'Nominated councillors' refers to the current three designated members, delegated to outside bodies for the civic year 2025 -2026, as agreed at the Annual Meeting, with reporting back to the council via the designated members, to the Development and Localism committee; iii) Delegate to the Clerk to sign the MoU for and on behalf of the town council. <p>d) Street lighting – next phase. To update on Cornwall Council's street lighting initiative. In line with the policy in Torpoint, the main roads and the town centre will remain illuminated and residential areas will be switched off between midnight and 5.00am. This is being applied from Monday 30th June:</p> <p>Pursuant to minute number 17-25D&L (a), the turning off of street lights in all residential areas in the town has commenced. Clerk indicated any complaints are being forwarded to Cornwall Council's generic mail box streetlighting@cornwall.gov.uk.</p> <p>e) Sydney Road / Adela Road works. To update on progress with the road improvements to Sydney Road and Adela Road: - Pursuant to minute number 19-25D&L, the road improvement works to Sydney Road/Adela Road have commenced.</p> <p>f) Bénodet Park (Walled Garden) and Skate Park, to consider: Lease Renewal – Cornwall Council: - Following discussion regarding the proposed Heads of Terms for Lease Renewal for Bénodet Park (Walled Garden) and Skate Park, subject to confirmation regarding access permissions to the site, particularly with significant improvements being planned, it is recommended this council agrees the Heads of Terms and instructs Cornwall Council's Legal team to prepare the lease.</p>	<p>Council</p> <p>Council</p>
<p>24-25D&L Library and Community Hub</p> <p>a) Newsletter from the Library and Community Hub and additional report: - Thanks are minuted to the staff and volunteers for all the successes at the facility.</p> <p>b) Café Income & Expenditure: - The café income and expenditure to date, as previously circulated, is noted. Clerk indicated a 5.5% price increase on Cornish Tea and Coffee supplies is taking effect from June 2025, the café prices will not be increased until a review is undertaken after the next 2 months.</p>	<p>Clerk</p>

<p>25-25D&L Policies referred to this Committee</p> <p>a) Communications and Social Media Policy: - The updated version of the Communications and Social Media Policy was previously circulated and it is recommended to adopt the updated policy.</p> <p>b) To consider adopting an IT policy, in line with NALC guidance. The 2025 edition of the Practitioners Guide contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities to have an IT Policy (Section 1.54, page 16): - Following consideration of the draft IT policy, with one addition, highlighting the marking of any emails which are classed as 'confidential' when appropriate, it is recommended to adopt the IT policy.</p>	<p>Council</p> <p>Clerk Council</p>
<p>26-25D&L To consider the Council Business Risk Management</p> <p>a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the updated May 2025 financial information, as previously circulated and the items relevant to this committee. There are no current concerns.</p>	
<p>27-25D&L Items Referred to this Committee</p> <p>a) None.</p>	
<p>28-25D&L Other projects</p> <p>a) Tennis courts, feedback from 'Tennis Open Day' event Saturday 21st June '25, Coaching and Free Park Tennis, Memberships update: - Pursuant to minute 11-25D&L (a) and the written report as circulated, the Clerk was pleased to advise the 'Big Tennis Weekend' event on Saturday 21st June 2025, had been a resounding success, with many people of all ages interacting and joining in. Staff from the South Devon Tennis Centre and Jane from The Tennis Networkd organised and ran the event, along with the two new 'Activators'. Councillor Goodman attended and supported as well as Councillor Fellows who said after the event " <i>We were very pleased to see so many families and older participants arrive to play tennis. We had many enquiries from parents and older individuals regarding coaching sessions. Jane said she has never seen so much engagement and community spirit in an area, what a compliment!</i>"</p> <p>Additionally, Jane, from The Tennis Network, who led the Big Tennis Weekend is now looking to run some local summer holiday courses, which will include a one weeks' course at the courts, for ages 7 – 14.</p> <p>The Activators are planning to run three 'Free Park Tennis' sessions in July and these will then be followed up according to their availability.</p> <p>Renewal of memberships is continuing and those who have lapsed will be chased during the Wimbledon fortnight.</p>	
<p>29-25D&L Planning Applications</p> <p>a) None.</p>	
<p>30-25D&L Localism</p> <p>a) Town Team Project Board (TTPB): - No further update.</p> <p>b) 3G Pitch 9v9 Project: - The outcome of the revised planning application is awaited.</p>	

c) Vision and other Projects: -

None.

d) Neighbourhood Development Plan (NDP): -

There are some amendments being made to the NDP and once these amendments are completed, the updated NDP will be submitted to Cornwall Council to progress the referendum.

e) Tourism event 2025: -

The detailed breakdown of costs and income was discussed; Clerk explained the error made on the previous spreadsheet, the total expenditure needed to be increased by £2k, to reflect the costs for this event. Councillor Mrs. J M Martin highlighted that unfortunately the council did not budget sufficient expenditure for the event, however, the feedback indicates that it was a great success and one which everyone enjoyed!

31-25D&L Climate Emergency Action Plan

a) To consider the actions relating to this Committee: -

No further updates.

32-25D&L Equality, Diversity and Inclusion

a) Update on accessible play equipment project: -

The Clerk explained the Play Equipment consultant suggested undertaking community engagement before going to tender, so a survey is being compiled and this will be circulated on social media, seeking feedback on accessible play park equipment proposals.

b) Torpoint Diverse Advisory Panel update: -

No further update.

Clerk/
Cllr Fellows

33-25D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Security Dynamics	INV-0467	1,089.84	181.64	908.20	Supply, installation and commissioning of a CCTV system at Torpoint Library
L&L Diverse Solutions Limited	022/2025	1,644.00	274.00	1,370.00	Consultancy in accordance with submitted time sheet to support Torpoint Projects, funding, bids and the development of a RIBA 3 Report for the Old Police Station Site.
L&L Diverse Solutions Limited	024/2025	822.00	137.00	685.00	Consultancy in accordance with submitted time sheet to support Torpoint Projects, funding, bids and the vision development.
L&L Diverse Solutions Limited	023/2025	822.00	137.00	685.00	Consultancy in accordance with submitted time sheet to support Torpoint Projects, funding, bids and the development of a RIBA 3 Report for the Town Square Site.
Buck and Co Jewellers	1021	85.00	14.17	70.83	Repair and solder one silver link on Mayoral Chain
TOTAL		4,462.84	743.81	3,719.03	



<p>34-25D&L Correspondence</p> <p>a) To consider and note: Bomb protocols – Cllr L Fellows, Director of Beat 4 Autism: - Noted.</p> <p>b) To note: LYNHER return to service – Tamar Crossings: - Noted.</p> <p>c) To consider & note: Cornish Research Project – G James, Researcher: - Noted.</p>	
<p>35-25D&L Date of next meeting</p> <p>Thursday 4th September 2025.</p>	
<p>36-25D&L Any Business that has been disclosed to the Chairman and members prior to the meeting</p> <p>None.</p> <p>Meeting closed at 8.34pm _____ Chairman</p>	