



Town Team Project Board (TTPB)
Via Teams
Monday 14th July 2025 7.00pm

Present:

		Voting or Advisory Member?
Les Allen	Lead Consultant	Advisory
Kim Brownhill	Torpoint Town Partnership representative	Voting
Councillor Gary Davis	Torpoint Town Councillor	Voting
Catherine Thomson	Community Link Officer	Advisory
Councillor John Tivnan BEM	Torpoint Town Councillor	Voting
Milly Southworth	Torpoint Town Council – Town Clerk & RFO	Advisory

		ACTION
362. TTPB	<p>Welcome and apologies for absence</p> <p>Councillor Gary Davis welcomed everyone. The quorum of 4 members' was confirmed as in attendance.</p> <p>Apologies for absence were received from: -</p> <p>Kelly-Jane Brown – Coppola School of Performing Arts</p> <p>Councillor Kate Ewert - Cornwall Councillor for Rame Peninsula and St. Germans</p> <p>Becky Lingard – CHAT (Community Health Around Torpoint)</p> <p>Julie Martin - Coppola School of Performing Arts representative</p> <p>Sheena Morton – Torpoint Neighbourhood Plan</p> <p>William Trinick - Antony Estate</p> <p>Rob White – Torpoint Neighbourhood Plan</p>	
363. TTPB	<p>Minutes of the previous meeting held Monday 16th June 2025: -</p> <p>The minutes of the previous meeting held Monday 16th June 2025 are approved.</p>	
364. TTPB	<p>Matters arising from the minutes:</p> <p>i) To update on membership responses, following review of Terms of Reference (Torpoint Post Office and Shop representative resigned)</p> <p>Following the resignation of the Jules Cook from Torpoint Post Office and Shop, members' agreed to advertise for a Fore Street/local trader/business owner to join the Town Team Project Board. Clerk to action an advert accordingly.</p>	Clerk

365. TTPB	<p>To receive a summary/update on outcomes/ work completed by the Town Team Project Board and future plans for the Lower Fore Street Redevelopment</p> <p>Due to the confidentiality of the PowerPoint slides shared by the consultant these will not accompany the meeting minutes.</p> <p>The consultant gave a brief summary:</p> <p>Torpoint Project – New Build of Community Hub & Residential RIBA 3</p> <p>Position</p> <ul style="list-style-type: none"> • Updates on reports/studies completed and in progress • Programme amended to align all reporting • Meeting with the Armed Forces Covenant Board took place on 9/7/25. Good reception from them and some good connections provided. • Meeting with MCLG 25/06/25 • Meeting with Homes England 2/7/25 (consultant to action an update to the MP) <p>Issues</p> <ul style="list-style-type: none"> • Time frame for delivery is fast. <p>Risks</p> <ul style="list-style-type: none"> • 1,000 on consultation process. (Tracking Commenced). <p>Next Actions</p> <ul style="list-style-type: none"> • Awaiting response from Go Collaborate £2,000 (decision required). • Decision on grounds investigations Level 1 = £585, Level 2 = £8,940 (decision required). • Awaiting final cost for Parking Survey circa £7,000 (decision required). • Decision on design for Library/Community Hub £13,475 + VAT or £19,975 + VAT (decision required). <p>Following consideration of each of the decisions required, it is recommended to: -</p> <ol style="list-style-type: none"> 1) Instruct Go Collaborate to undertake the online consultation, at an approximate cost of £2,000 + VAT. 2) Instruct Clifton Emery Design to instruct contractor to complete the Phase 1 £585 + VAT and the Phase 2 £8,940 + VAT ground investigations, to achieve the requirements for the RIBA 3 reports on the community hub and the town square. 3) Instruct Cormac to undertake the Parking Survey. Following debate the area to be included is extended and therefore maximum budget for this report is £10,000 + VAT. 4) Instruct Clifton Emery Design to instruct contractor to complete the design for Library/ Community Hub at a cost of £13,475 + VAT. <p>For all the above, it is further recommended to waive Financial Regulations, as a continuation of an existing contract, or additional work to support the RIBA 3 reports on the community hub and the town square, all are in scope of the project and will be charged against grant funding SPF Year 4 grant project.</p>	<p>L Allen</p> <p>Council</p> <p>Council</p>
-----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------

	<p><u>Funding Secured so far:</u></p> <ul style="list-style-type: none"> • £245,263 (SPF Year 4 Funding) (inc £10k match) • £74,000 (New Build Feasibility) • £546,468 One Public Estate Brown Field Release Funding • £76,850 Growth Fund (TITAN Feasibilities) • £8,000 Cornwall Council • £50,000 Town Vitality Fund • £22K bid (Failed) - £11K Purchase order received from CC • £12.5K Approved for Website • TRIP Funding for Library Demolition Surveys and RIBA 2 £140,000 • £57,600 (CLUP 2025 Funding for Entertainment Space) Awarded (£20K match) <p>£1,221,681</p> <ul style="list-style-type: none"> • LCWIP Sustrans Proposal £35,000 being commissioned • Strategic CIL Bid £1M made for Town Square delivery with CC Officers for review awaiting RIBA 3 report on square. 	
366. TTPB	<p>Discussion / Action Plans</p> <p>No additional discussions or actions required.</p>	
367. TTPB	<p>Neighbourhood Development Plan (NDP) update</p> <p>The final NDP has now been submitted to Cornwall Council, it will now proceed to referendum.</p>	
368. TTPB	<p>Stakeholder and Communications Plan.</p> <p>None immediately. Commence contact with Go Collaborate regarding future community consultation.</p>	
369. TTPB	<p>Any other Business</p> <p>i) Catherine Thomson has received a request Liskeard TC, for a copy of the TTPB Terms of Reference, members' agree the request.</p>	C Thomson
370. TTPB	<p>Date and time of the next meeting</p> <p>Monday 11th August, 7.00pm on Teams.</p>	

The meeting closed at 8.10pm.