



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of Torpoint Town Council will be held on Thursday 21st August 2025 at 7.00pm in the Committee Room, 4 York Road, Torpoint to which you are summoned to attend.

An Open Forum will precede the meeting.

Additionally, members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk: clerk@torpointtowncouncil.gov.uk

AGENDA

1. Apologies for absence.

2. Declarations of Interest relating to matters on the Agenda.

- a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

3. Planning Applications.

- a) PA25/05017 – Ground floor porch extension and verand to the east, reconfiguration to the main pitched roof, new external steps and first floor access door to the west, altered patio levels / boundary treatments to the east garden, replacement garage and larger parking area. 16no. solar panels on the garage flat roof. 17 Marine Drive, Torpoint PL11 2EH.
<https://planning.cornwall.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SYRY38FGJ8300>
- b) PA25/05549 – Single storey side extension. 47 Trengrouse Avenue, Torpoint PL11 2DN.
<https://planning.cornwall.gov.uk/onlineapplications/applicationDetails.do?activeTab=documents&keyVal=SZRDMMFGIY300>

4. Cornwall Council Reports (one report attached).

5. Police Activity Report, August '25 Newsletter, Engagement update (as circulated).

6. Minutes of the previous meeting.

- a) Minutes of the meeting held on Thursday 17th July 2025 (as circulated).

7. Matters arising from the minutes.

- a) None.

8. Mayor's communications.

9. Current Projects.

- a) To consider and accept: Accessible Play Equipment Project
 - i) Invitation to Tender (to be issued Friday 22nd August 2025);
 - ii) To note the results of the Accessible Play Parks online survey (both as circulated).
- b) To consider: As part of the CLUP (Year 4) Torpoint Event and Facilities Improvements project, the recommendation to Waive Financial Regulations: -
 - i) To purchase one 10x15 Mammoth SHED for Bénodet Park from Shire, **payment in full in advance is required** – quotation attached @ £3,023.33 + VAT (delivery included). (The quality of this product has been reviewed against other suppliers, additional quotation Daves Sheds attached.)
 - ii) To purchase two solar powered classic SMART benches for £2,800 + VAT each, total £5,600 + VAT, **50% payment in advance is required** (invoice as circulated).

10. Question of which notice has been given or notice of motion.

11. Torpoint Ferry Statistics (as circulated).

- a) To note: Press release on successful completion of work experience placement at Torpoint ferries (as circulated).
- b) To note: Press release on new partnership with Action for Children (as circulated).
- c) To note: Press release on election of new Joint Chairs (as circulated).

12. Financial Information. July 2025 Budget Variance (as circulated).

13. Accounts for payment.

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
Cornwall Council - Bus Rate Tennis Courts	802923069	48.00	0.00	48.00	Business Rates Tennis Courts September
Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 September
Cornwall Council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library September
Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers September
Richards Builders Merchants Ltd	943320	27.87	4.64	23.23	Parks Maintenance
Richards Builders Merchants Ltd	943450	20.38	3.40	16.98	Parks Maintenance
Penny Madge	Out With Friends	75.00	0.00	75.00	Bus Transport - Library
Cornish Tea & Cornish Coffee Co Ltd	SL102432	218.84	0.00	218.84	Cafe Supplies Library
Cornish Tea & Cornish Coffee Co Ltd	SL102983	120.00	0.00	120.00	Coffee Machinie Rental Library
David Green	AHGTC	30.00	0.00	30.00	AHGTC Membership
Cornish Tea & Cornish Coffee Co Ltd	SL103062	218.84	0.00	218.84	Café Supplies - Library
Western Web Limited	25047	90.00	15.00	75.00	Changes to the website
Gibson's Cornish Ice Cream	SL7647	50.40	7.20	43.20	Café Supplies - Library
Andy Campfield	Civic Parade	30.00	0.00	30.00	Photography Civic Parade
L&L Diverse solutions Limited	033/2025	1,644.00	274.00	1,370.00	2 days consultancy - RIBA 3 Detailed Design Reports
L&L Diverse solutions Limited	034/2025	1,644.00	274.00	1,370.00	2 days consultancy - RIBA 3 Detailed Design Reports
Richards Builders Merchants Ltd	946622	37.11	6.18	30.93	Maintenance Council Chambers
Richards Builders Merchants Ltd	947612	8.98	1.50	7.48	Maintenance Cambridge Field
Richards Builders Merchants Ltd	9466881	35.93	5.99	29.94	Maintenance Council Chambers
Richards Builders Merchants Ltd	948831	79.91	13.32	66.59	Maintenance Tennis Courts
FOY-AIR Enterprises Ltd T/A LittleMops	2341	114.59	19.10	95.49	Consumables Council Chambers
Biffa	522C54400	85.42	14.24	71.18	Recycling Collection Council Chambers
Cornwall Council	8100597006	61.00	0.00	61.00	Admin Fee - Road Closure - Civic Parade
Festive Lights	SO2097235	730.96	121.83	609.13	Festoon Lighting and Attachments - CLUP Funding
FOY-AIR Enterprises Ltd	2343	207.99	34.66	173.33	Consumables Public Conveniences

T/A LittleMops					
FOY-AIR Enterprises Ltd T/A LittleMops	2342	184.31	30.72	153.59	Consumables Library
The Play Inspection Company	79289	649.80	108.30	541.50	Outdoor Annual Life Expectancy Inspection (All Playparks)
SMP Pipe Systems Limited	4146	612.00	102.00	510.00	Repair to Boiler - Council Chambers
Biffa	522C54401	118.94	19.82	99.12	General Waste Collection Council Chambers
Biffa	522C54399	103.18	17.20	85.98	General Waste Collection Library
Biffa	522C54398	85.42	14.24	71.18	Recycling Collection Library
ITEC	1124812	98.69	16.45	82.24	Meter Readings Xerox
ACF Cleaning	24942	57.65	9.61	48.04	Laundrying of Tablecloths
Torpoint Sea Cadets	314	300.00	0.00	300.00	Sea Cadets Band - Civic Parade and DDay 80
Don Benson	66	70.00	0.00	70.00	Clock Winding St James
L&L Diverse solutions Limited	035/2025	822.00	137.00	685.00	1 day consultancy - Torpoint Vision Projects PO-0410
Clifton Emery Design	SI-5342	43,835.70	7,305.95	36,529.75	Ref PO-0418 RIBA 3 Detailed Design Reports
Clifton Emery Design	SI-5387	720.00	120.00	600.00	Review and update the NDP document to reflect comment from External Examiner. Policy map changes and adjustments throughout the document
Shire*	To be advised	3,628.00	604.67	3,023.33	10 x 15 Mammoth Shed, no windows, delivery charge included - CLUP Funding
The Solar Range*	S1171	3,360.00	560.00	2,800.00	2 x Solar Benches (50% deposit) - CLUP Funding
Go Collaborate**	051	870.00	145.00	725.00	Provision of online consultation (50%) for RIBA 3 Reports
TOTAL		63,032.91	9,986.02	52,321.89	
* Council to consider Waiving Financial Regulations – see Agenda 9b					
** Invoice already paid to instruct works to commence					

14. Correspondence.

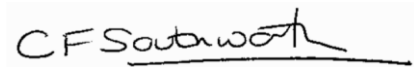
- a) To consider and minute/ratify: LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26 The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. Employers are encouraged to implement the pay award as soon as possible - issued 24th July 2025 – via CALC/NALC (as circulated).
- b) To consider and note: Public Space Protection Order: Review of existing dog bans on beaches, opportunity to comment – Cornwall Council (as circulated).
- c) To note: Invitation to join free 'Climate Skills with Creativity Course', several start dates available – Climate Vision (as circulated).
- d) To consider: Enhanced LMP Grant for 2025 – 2026 funding opportunity (up to £15k) to improve the Public Rights of Way (PRoW) network within the parish boundary, operating on a first come, first served basis – Countryside Officer, Cornwall Council (as circulated).
- e) To consider: Thank you following Civic Award 2025 and enquiry re Performing Arts space – Mrs. K-J Brown, Coppola School of Performing Arts (as circulated).
- f) To consider and note: CALC Training Update July 2025 and CALC News Bulletin July 2025 (with documents) – CALC (as circulated).
- g) To consider: Correspondence regarding parking concerns on Bickern Road – J Connah (as circulated).
- h) To consider and note: Employer Day - Expression of Interest – Cornwall Pensions (as circulated).

15. Reports.

- a) To receive: Neighbourhood Development Plan (NDP).
- b) To receive: Torpoint Town Partnership (TTP) update.
- c) To receive: Town Team Project Board (TTPB) update and minutes of the meeting held Monday 11th August 2025.
- d) To receive: Reports from delegates to outside bodies.
 - i) Torpoint Archives & Heritage Centre – July 2025 (report as circulated).

16. Date of next meeting.

Thursday 18th September 2025.

A handwritten signature in black ink that reads "C F Southworth".

Mrs C F Southworth Cert (HE), BA (Hons), FSLCC
Town Clerk and RFO

Friday 15th August 2025