



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 4th September 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, K J Moon, Mrs. J L Reeves, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and the Community Hub and Library Development Manager (CH&LDM).
IN ATTENDANCE: Councillor L Hogan.

	ACTION
<p>37-25D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM and Mrs. L Fellows.</p>	
<p>38-25D&L Declarations of Interest relating to items 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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p>39-25D&L Library and Community Hub a) Newsletter from the Library and Community Hub and additional report: - The Community Hub and Library Development Manager presented the newsletter and report and summarised the 3 month trial opening on Saturday mornings. Members' accepted and all agreed that although there had been different activities offered to encourage footfall, there is insufficient new demand from customers to warrant opening every Saturday morning. Facility will revert to opening on the second Saturday of every month, as well as the last Sunday of every month. The option to open late one evening per week will be explored by the CH&LDM. The CH&LDM highlighted some of the summer activities undertaken as well as plans to start a Pain Café, running once a month, starting at the end of September. This is being supported by The Rame Group Practice. The monthly Menopause session/group is popular and feedback already from members' of the group say the advice and support given is very helpful. Chief and Author, Karen Anne Murry, brother of Councillor L J Keise attended the Library and Community Hub on 4th of August, to talk about her book <i>Tea Table</i> and what inspired her to write. Karen served West Country scones and shared stories from chef training in Birmingham, life and tea times in California and her culinary connections to Torpoint, around 20 residents' attended. This prompted Councillor Keise to formally minute thanks to the Library and Community Hub for hosting and giving his sister the opportunity to organise this event. Thanks are again minuted to the staff and volunteers for all the successes at the facility. (The CH&LDM left the meeting at this point.) b) Café Income & Expenditure: - The café income and expenditure to date, as previously circulated, is noted. The reduction in income generated was discussed and the Clerk will feedback to the CH&LDM to undertake a review of pricing.</p>	<p>CH&LDM</p> <p>CH&LDM</p>

<p>40-25D&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 July 2025 were taken as read, confirmed and signed by the Chairman.</p>	
<p>41-25D&L Matters arising from the minutes</p> <p>a) 'Love Fore Street' – To consider any further updates from the group: - Pursuant to minute number 23-25D&L (b), there are no further updates from the group. The Town Mayor (Councillor Mrs. J M Martin) highlighted the recent opening of Mrs. Browns Bakery in Fore Street.</p> <p>b) Torpoint Artists Collective CIC - To consider any further updates from the group: - Pursuant to minute number 23-25D&L (c) the Arts and Culture Strategy community consultation events are continuing. A point was raised by Councillor K J Moon about The Archives and Conservation.</p> <p>c) Newsletter September 2025 update: - The newsletter is on schedule and distribution will commence on Monday 8th September.</p>	
<p>42-25D&L Policies referred to this Committee</p> <p>a) Town Council Action Plan: - Additions/updates required for the Skate Park project and signing the Memorandum of Understanding between Torpoint Town Council and Torpoint Artists Collective CIC.</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 review, suggestions were put by Councillor K J Moon to amend the draft as previously circulated. Therefore, the draft IT policy will be reviewed and updated accordingly, before coming back to this committee for re-consideration.</p>	Clerk
<p>43-25D&L To consider the Council Business Risk Management</p> <p>a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the updated July 2025 financial information, as previously circulated and the items relevant to this committee. There are no current concerns. Following a question put about the income generated at the June Festival for the accessible play equipment project, Clerk to clarify whether this is included.</p>	Clerk
<p>44-25D&L Items Referred to this Committee</p> <p>a) None.</p>	
<p>45-25D&L Other projects</p> <p>a) Tennis courts: - Pursuant to minute number 28-25D&L (a), the Clerk had shared the updated LTA/council action plan, following a meeting held earlier the same week. Lapsed memberships were discussed and it is agreed that when the next Free Park Tennis dates are known and advertised, lapsed members' should be contacted, as a reminder to renew. Following a question put regarding whether floodlighting should be considered to be installed at the courts, it is suggested to contact the Friends of Thanckes Park group initially, to ascertain whether the installation of floodlighting would impact on the bats in Thanckes Park.</p> <p>b) Torpoint Skate Park to consider the next steps, to receive draft Invitation to Tender (ITT) , agree changes and panel members for selection process: - Pursuant to minute number 23-25D&L (a) the Chairman Councillor G J Davis minuted thanks to Torpoint Ramps Forum for sharing the draft tender for consideration. In light of comments from</p>	Clerk

<p>the Clerk, expressing concern about the timeline for issue slipping, whilst wishing to ensure the ITT is 'in keeping' with previous ITT's the council has issued, it is recommended to delegate to the Clerk to work with Torpoint Ramps Forum to prepare the ITT ready for issue. Panel members sitting on the selection process should include Torpoint Ramps Forum, councillors, plus the Clerk.</p> <p>c) Accessible play equipment project and parks survey results: - Pursuant to minute 32-25D&L (a) the accessible play project is progressing, with the Invitation to Tender issued. The play parks survey results were discussed at length and it is agreed that further discussion on the future of the play parks and their ongoing improvement should be made at the October budget setting meeting, of this committee.</p> <p>d) Horson Field project: - The Chairman (Councillor G J Davis) gave an update on the Horson Field project and highlighted he is awaiting correspondence from the Cornwall FA representative. Details of the successful funding bid were shared along with next steps. Questions around the possibility of the Footpath being re-instating, also the possibility of a cricket pitch, were asked.</p>	Council
<p>46-25D&L Planning Applications a) None.</p>	
<p>47-25D&L Localism a) Town Team Project Board (TTPB): - The community hub and library design discussions with the consultants are being scheduled for Friday 5th September, with Councillors and members' of the Town Team Project Board invited to attend the 3.30pm – 4.45pm session. The online consultation is now live and the consultants will be in the library and community hub on Thursday 11th September, from 4.00pm – 8.00pm, for members' of the public to view the plans and ask questions around the consultation.</p> <p>b) 3G Pitch 9v9 Project: - The outcome of the revised planning application is awaited.</p> <p>c) Vision and other Projects: - None.</p> <p>d) Neighbourhood Development Plan (NDP): - The NPD referendum is being planned for Thursday 30th October. A meeting of the steering group to plan and organise publicity is scheduled for Tuesday 9th September, 6.00pm in the Mayor's Parlour.</p> <p>e) Update on CLUP (Community Levelling Up Programme) Year 4 Project: - The detailed expenditure had been shared in advance and the project is progressing. Permissions for Thanckes Park are taking some time, however, it is anticipated that a 'water survey' at a cost of £1,000.00 will soon be undertaken by South West Water.</p>	
<p>48-25D&L Climate and Environmental Action Plan a) To consider the actions relating to this Committee: - No further updates.</p>	
<p>49-25D&L Equality, Diversity and Inclusion a) Torpoint Diverse Advisory Panel update, including Thanckes Park Play park visit: - The results from the Thanckes Park play park visit were discussed and will be included in the planned parks discussions next month. The Town Mayor (Councillor Mrs. J M Martin) highlighted the Friends of Thanckes Park AGM is scheduled for Monday 8th September, which could be a good opportunity to raise these points of concern.</p>	

The Chairman (Councillor G J Davis) recorded in the minutes, that as part of the CLUP Year 4 funding, the council had now purchased a Mobile Hearing Loop, which will be made available to organisations to loan/borrow for events.

50-25D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
SLCC	BK222752-1	126.00	21.00	105.00	How to Organise Safe and Successful Community Events
SLCC	BK222753-1	126.00	21.00	105.00	How to Organise Safe and Successful Community Events
Every Corner Distribution	TTCECD014	625.00	0.00	625.00	Newsletter Distribution September 2025
Cornwall ALC Ltd	2526-459	90.00	15.00	75.00	Chairing Skills Training - 2 x delegates @ £45.00
Biffa	522C64300	33.82	5.64	28.18	Recycling Collection Council Chambers
Biffa	522C64299	51.58	8.60	42.98	General Waste Collection Library
Biffa	522C64301	67.34	11.22	56.12	General Waste Collection Council Chambers
Biffa	522C64298	33.82	5.64	28.18	Recycling Collection Library
Screech Owl Sanctuary	2582	264.00	44.00	220.00	Educational Visit to Torpoint Library
Archer Signs	INV-13148	824.40	137.40	687.00	Safety Signage
Go Collaborate	INV 053	870.00	145.00	725.00	
TOTAL		3,111.96	414.50	2,697.46	

51-25D&L Correspondence

- a) To consider and note: Peninsula Transport £100k Rural Mobility Fund: - Noted.
- b) To consider and note: CALC News Bulletin 25/08/25 – Cornwall ALC: - Noted.
- c) To note: Cornwall Pension Fund August 2024 Newsletter – Cornwall Pension Fund: - Noted.
- d) To note: SW Councils Associates Newsletter - August 2025: - Noted.
- e) To consider and note: Adult Skills Education Briefing update 29 Aug '25 Cornwall Council: - Noted.

52-25D&L Date of next meeting

Thursday 2nd October 2025.

53-25D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed at 8.56pm _____ Chairman