



**Town Team Project Board (TTPB) and Torpoint Town Councillors  
Committee Room Monday 15<sup>th</sup> September 2025 7.00pm**

**Present:**

		<b>Voting or Advisory Member?</b>
Les Allen	Lead Consultant	Advisory
Councillor Samm Bickle	Torpoint Town Councillor	Voting
John Bird	Clifton Emery Design – appointed contractor	Advisory
Councillor Kim Brownhill	Torpoint Town Councillor & Torpoint Town Partnership representative	Voting
Councillor Gary Davis	Torpoint Town Councillor (Chairman TTPB)	Voting
Councillor Kate Ewert	Cornwall Councillor for Rame Peninsula and St. Germans	Voting
Councillor Lizeta Fellows	Torpoint Town Councillor	Voting
Councillor Chris Goodman	Torpoint Town Councillor (Deputy Town Mayor)	Voting
Councillor Liam Hogan	Torpoint Town Councillor	Voting
Councillor Julie Martin	Torpoint Town Councillor (Town Mayor) & Coppola School of Performing Arts representative	Voting
Councillor Keiran Moon	Torpoint Town Councillor	Voting
Sheena Morton	Torpoint Neighbourhood Plan	Voting
Councillor Steve Pike	Torpoint Town Councillor	Voting
Councillor Marlon Spurling	Torpoint Town Councillor	Voting
Councillor Chris Still	Torpoint Town Councillor	Voting
Catherine Thomson	Community Link Officer	Advisory
Councillor John Tivnan BEM	Torpoint Town Councillor	Voting
William Trinick	Antony Estate	Voting
Milly Southworth	Torpoint Town Council – Town Clerk & RFO	Advisory

		<b>ACTI ON</b>
380. TTPB	<p><b>Welcome and apologies for absence</b></p> <p>Councillor Gary Davis welcomed everyone to the meeting and clarified those members' who are eligible to vote and those present in an advisory capacity, introductions were made. Apologies for absence were received from: -</p> <p>Kelly-Jane Brown – Coppola School of Performing Arts</p> <p>Councillor Steve Clark - Torpoint Town Councillor</p> <p>Councillor Rachel Evans BEM - Torpoint Town Councillor</p>	



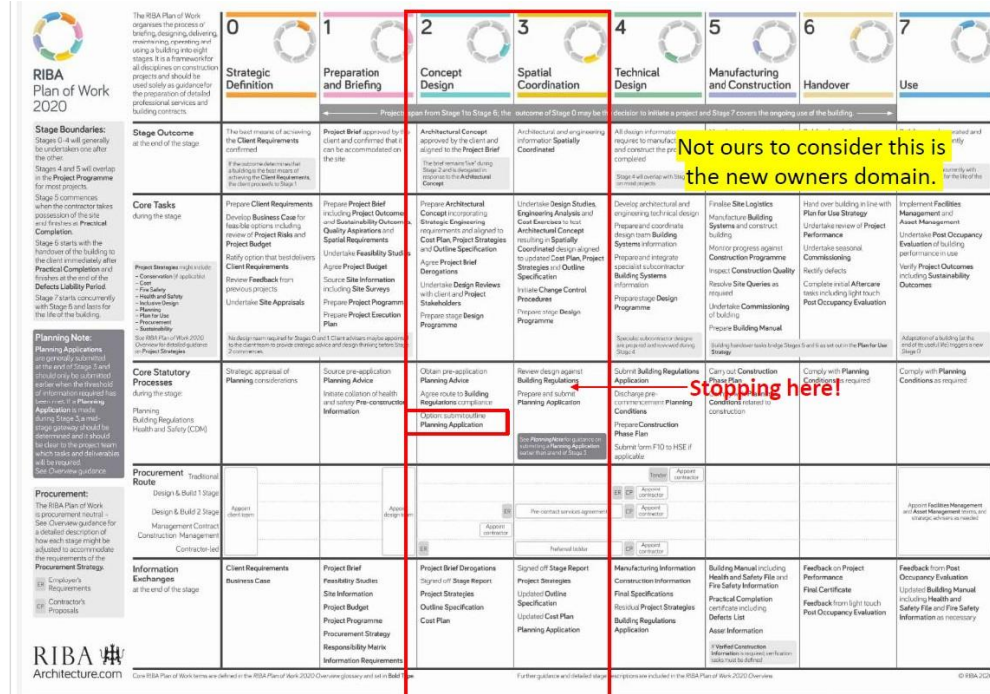
**SLIDE TWO** – An explanation of what a RIBA 3 report will achieve (see below):

## What does a RIBA 3 Report achieve?

- In this phase, architects and engineers collaborate to refine the design and ensure that all elements are perfectly integrated. This involves detailed design studies, engineering analysis and adjustments to the architectural concept. The objective being to ensure design not only looks good but also works in reality. The stage is crucial in aligning practical execution of the project with the strategic vision, following the comprehensive guidelines of the RIBA plan of work.
- Another cornerstone of stage 3 is compliance with building regulations. This goes beyond aesthetics and functional aspects of the design delving into the technical construction. The design must meet a myriad of standards, energy efficiency, accessibility and sustainability. Building regs dictate aspects of construction including structural integrity, fire safety, insulation levels and ventilation all crucial to compliance and comfort of the occupants.

This means that the design could change with a new owner.

## SLIDE THREE – An explanation of what a RIBA 3 report will achieve (see below):



Several questions were asked, including a question regarding what would happen if the 'developer' deciding not to proceed with the detailed proposals. It was explained that there is a risk, however, the Masterplan is already in place, along with The Vision for Torpoint, this indicative plan, all of which will be included in the Design and Access Statement, which will form the basis of the submission of the outline planning application.

The Chairman (Councillor Gary Davis) clarified Cornwall Council's statutory duty/obligation regarding the provision of the library service. A question was posited: why is Cornwall Council not doing this redevelopment? The Community Link Officer (Catherine Thomson) explained on behalf of Adam Birchall (Head of Planning and Housing Policy/Cornwall Council) there is no Officer resource available. Cornwall Council has been working in partnership with Torpoint Town Council since 2014 and the reason all has been achieved in the town, is as a result of this, re-iterating Cornwall Council does not have the resource or capacity available. Councillor Kate Ewert summarised Cornwall Council's 'direction of travel' since 2017 and each of the 'four-year periods of elected councils', including the 'direction of travel' since the recent election in May 2025.



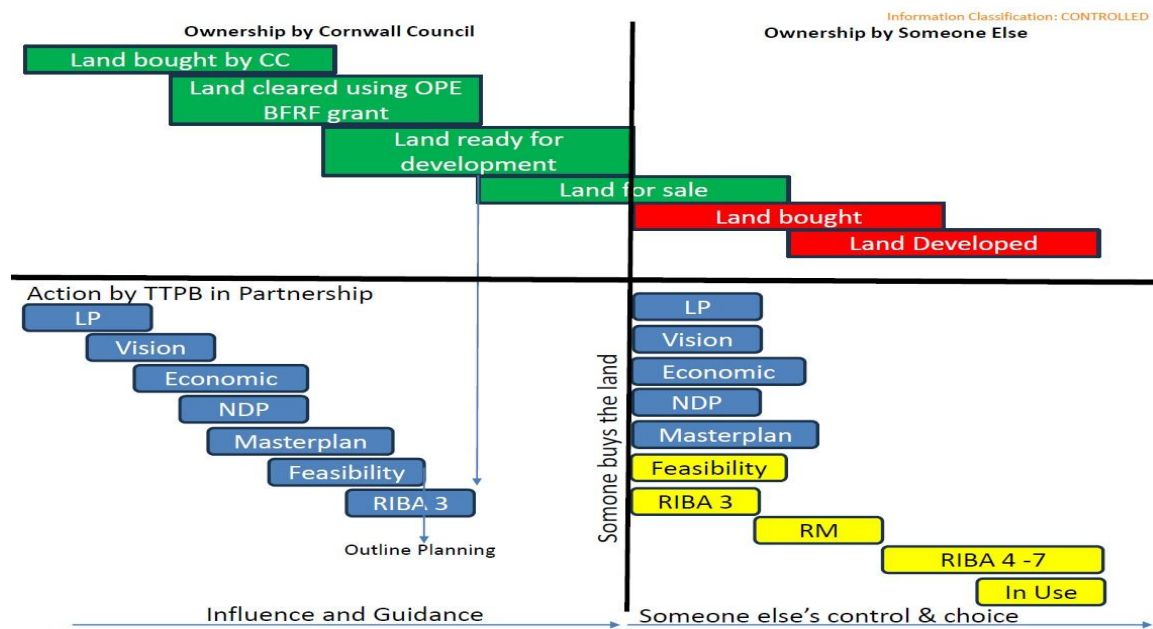
**SLIDE FOUR** – Client Notes / Check (see below).

## Client Notes / Check

- Award winning CED appointed via National Competition
- Vision remains the same?
- CED advisor on the NDP
- CED produced the Cornwall Vision for the location (Award Winning)
- CED created Masterplan
- CED previously won feasibility delivery against Internal Competition
- CED Involved in the Northern Fringe Development (not Torpoint procurement)
- Bridge designed for but not with, due to likely cost to deliver and through-life maintenance costs / potential interests through a buyer
- Confirm that TTC do not want to buy the land
- Confirm that your requirement is a community hub which enables the replacement of the library and provides services to the community
- Confirm you do not wish to own but lease this therefore a third party is needed to deliver this project not Cornwall or Torpoint Town Council
- Confirm that the lease you hope to get for a peppercorn

All agreed the client notes/check.

**SLIDE FIVE** – Graphic Explanation of the land ownership & process / next steps (see below).



Land ownership was discussed.

	<p><b>SLIDES SIX – TWELVE</b> – Consultant (Clifton Emery Design) took members through a detailed overview of the proposals (these slides are at <i>Appendix 1.</i>)</p> <p>Questions were asked about 'land banking', with the consultant summarising some of the questions that had arisen from the recent consultation, which included parking, explaining the solutions around disabled parking and access, as well as adding in a children's play area. Bio-diversity net gain was explained, along with more information given about the proposals for the public square and the topography levels at the site (which are from the Masterplan).</p> <p>Summarising, the Consultant (Clifton Emery Design) explained next steps, what will be included in the outline planning application:</p> <ul style="list-style-type: none"> <li>i) Submit a 'red line Site plan';</li> <li>ii) This will include the North elevation of the existing library building;</li> <li>iii) Include the indicative plan;</li> <li>iv) The Design and Access Statement will include all the material as shown;</li> <li>v) Planning statement;</li> <li>vi) Transport statement;</li> <li>vii) Flood risk report;</li> <li>viii) Ecology report.</li> </ul> <p>Following a question put regarding proposed ownership of the public square, the consultant explained a funding bid is being compiled for the ownership of the land to remain with Cornwall Council.</p> <p>On the basis of all the material and information presented by the consultants, it is <b>recommended</b> the council agrees the appointed consultant (Clifton Emery Design) submits the outline planning application to Cornwall Council, for the land area as detailed.</p> <p>(Councillor Kate Ewert left the meeting at this point.)</p>	Council
383. TTPB	<p><b>To receive a summary/update on outcomes/ work completed by the Town Team Project Board and future plans for the Lower Fore Street Redevelopment</b></p> <p>A reminder of the <b>confidentiality of the PowerPoint slides shared by the consultant.</b></p> <p><b>Torpoint Project – New Build of Community Hub &amp; Residential RIBA 3</b></p> <p>A detailed update was given. The consultant explained having liaised with Cornwall Council regarding the proposed loss of the car park, also the 'stopping up' of Harvey Street. The current engagement plan was summarised and this is continuing.</p> <p><b>Torpoint Project – Community Town Square RIBA 3</b></p> <p>CIL Bid to be completed (ongoing) in preparation for submission after RIBA 3 is available.</p>	

	<p><b>Torpoint Project – Demolition Surveys for Library &amp; Northern Phase RIBA 2</b></p> <p>Passed to BEPs 2 Framework under Cornwall Council to deliver, Inception Meeting held last week, £90K available for surveys with approx. £50K for RIBA 2, No intrusive surveys to Library to affect operation.</p> <p><b>Torpoint Project – Sustrans Project</b></p> <p>Inception meeting held and they are scoping their project. Timings are yet to be agreed between Sustrans and Cornwall.</p> <p>Peninsula Network Group are engaging locally.</p> <p><b>Funding Secured so far:</b></p> <ul style="list-style-type: none"> <li>•£50,000 Town Vitality Fund.</li> <li>•£245,263 (SPF Year 4 Funding) (inc£10K match).</li> <li>•£74,000 (New Build Feasibility).</li> <li>•£546,468 One Public Estate Brown Field Release Funding.</li> <li>•£76,850 Growth Fund (TITAN Feasibilities).</li> <li>•£8,000 Cornwall Council.</li> <li>•£22K bid (Failed) -£11K Purchase order received from CC.</li> <li>•£12.5K Approved for Website.</li> <li>•TRIP Funding for Library Demolition Surveys and RIBA 2 £140,000</li> <li>•£57,600 (CLUP 2025 Funding for Entertainment Space) (inc£20K match).</li> <li>•LCWIP Sustrans Proposal £35,000 commissioned.</li> </ul> <p><b>£1,267,681</b></p> <p>•Strategic CIL Bid £1M made for Town Square delivery with CC Officers for review awaiting RIBA 3 report on square.</p> <p>Community Link Officer (Catherine Thomson) highlighted that other towns have seen the amount of funding secured and are envious of Torpoint.</p> <p>The Chairman (Councillor Gary Davis) minuted thanks to consultant John Bird (Clifton Emery Design) for all the work completed on the RIBA 3 Community Hub and RIBA 3 Town Square projects, to date.</p> <p>The Chairman (Councillor Gary Davis) minuted thanks to consultant Les Allen (L &amp; L Diverse Solutions Ltd.) for all the work completed on the projects to date.</p>	
384. TTPB	<p><b>Action Plans</b></p> <p>i) To update on advertising for a Fore Street / local trader representative:</p>	

	<p>An invitation has been included in the recent newsletter distribution and letters will be circulated to Fore Street traders before the end of the week, with a deadline for expressions of interest, which could then be reviewed prior to the next meeting. Vacancies exist for a business representative and a third sector representative.</p> <p>ii) Torpoint Jetty – proposed meeting with portfolio holders from Cornwall Council and Plymouth City Council.</p> <p>Clerk is directed to issue an agenda for a meeting with key representatives regarding the Jetty proposals, which it is hoped will be organised for next month.</p>	<p>Clerk</p> <p>Clerk</p>
385. TTPB	<p><b>Neighbourhood Development Plan (NDP) update</b></p> <p>The NDP referendum date is set for Thursday 30<sup>th</sup> October, the steering group has met to agree a marketing campaign, which will include a leaflet drop to all households, banners and posters being put up around the town, as well the community hub and library, social media, information uploaded to the NDP website, as well as attendance at the Sunday market, at the end of October.</p>	
386. TTPB	<p><b>Stakeholder and Communications Plan.</b></p> <p>The community consultation will now end and the outcomes considered, attendance at the Sunday market at the end of October will enable further opportunity for community engagement.</p>	
387. TTPB	<p><b>Any other Business</b></p> <p>None.</p>	
388. TTPB	<p><b>Date and time of the next meeting</b></p> <p>Monday 13<sup>th</sup> October 2025, 7.00pm Teams.</p>	

The meeting closed at 8.30pm.