



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 2nd October 2025 at 7.00pm in the Council Committee Room, 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 Miss R A Evans BEM, Mrs. L Fellows, L E Keise, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
54-25D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors K J Moon and Mrs. J L Reeves.	
55-25D&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.	
56-25D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 4th September 2025 were taken as read, confirmed and signed by the Chairman.	
57-25D&L Matters arising from the minutes a) 'Love Fore Street' – To consider any further updates from the group: - Pursuant to minute number 41-25D&L (a), the Chairman (Councillor G J Davis) gave a brief update and highlighted that the application for TRIP (Town Regeneration and Investment Programme) funding had unfortunately been unsuccessful. b) Torpoint Artists Collective CIC - To consider any further updates from the group: - Pursuant to minute number 41-25D&L (b) the Arts and Culture Strategy community consultation events are continuing; the appointed consultant recently met with Councillor Davis and the Town Mayor. Information about the consultation events has been shared on the Diary Dates. The Memorandum of Understanding has been formally signed between both parties.	
58-25D&L Library and Community Hub a) Newsletter from the Library and Community Hub and additional report: - The information shared by the Community Hub and Library Development Manager was presented. i) MHCLG Publication - Pride in Place: See Page 23: Torpoint Library included as a Case Study Pride in Place published 25 September 2025 MHCLG The Chairman (Councillor G J Davis) was pleased to explain that he had received, via email from a resident, a link to the recently published Government document, "Pride in Place". Having then read the document, Councillor Davis highlighted that the library and community hub is included as one of only three case studies in the Government publication. Councillor Davis continued, this is superb recognition for the facility and highlights all the fabulous work of the staff and volunteers, adding that Cornwall Libraries are likely to be very proud of being included in the publication. The Clerk had met with staff earlier this week, congratulating them all and highlighted that once this committee had met, the publication will be shared on social media. A 'celebration event' is being planned for the near future, hosted by the Town Mayor, with invitees to include the Cornwall Council Portfolio Holder for Tourism, Localism and Planning.	

This prompted Councillor Mrs. L Fellows to suggest the library volunteers are recognised for their contribution, a suggestion to issue certificates was put and agreed as a way of thanking them all. b) Café Income & Expenditure: - The café income and expenditure to date, as previously circulated, is noted. Initiatives to help generate more income, include: - ➤ Review pricing of teas, coffees, hot chocolate, increase slightly to cover the increase on stock price from Cornish Tea and Coffee. ➤ Increase homemade cake from £1.50 to £1.80 ➤ Have secured a freezer so that crusty bread and other free items can be kept for the Friday specials, to keep costs down. ➤ Increase the making on site and selling of: scones, homemade cakes and cottage pies. All are low cost to make, and profit margins are higher. ➤ Review the cakes and snacks that are purchased from Bookers, to make sure that there is a good profit margin on items, without selling items for more than the homemade cake. ➤ To peel and freeze some of the free fruit and vegetables that comes in for crumbles, cakes and soups, low cost, higher profit margins.	Clerk/ CH&LDM
59-25D&L Policies referred to this Committee a) Revised IT and Data Protection Policy. The Chairman (Councillor G J Davis) minuted a vote of thanks to Councillor K J Moon for providing an amended draft IT and Data Protection Policy, as previously circulated. Where this policy duplicates information already included in existing council policies, this should be removed. Additionally, the Clerk is unable to monitor personal devices used by members', therefore '<i>Where personal devices are used for Council business, they must be password-protected, up to date with security patches, and only used for work in accordance with this policy</i>' and '<i>Sensitive Council data must not be permanently stored on personal devices</i>', should either be removed or amended. A revised IT policy will be reconsidered at the next meeting of this committee.	Clerk/ Cllr Moon
60-25D&L To consider the Council Business Risk Management a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the August 2025 financial information, as previously circulated and the items relevant to this committee. [Again] The Clerk highlighted the over spend on the Advertising and Marketing budget, highlighting, some printing costs for the recent newsletter will be coded against the RIBA 3 Project. b) To consider: Initial budget discussions for 2026/27, using the council's Action Plan, including any new Project Initiation Documents. i) Lower Fore Street redevelopment – this project is expected to start to draw to a close, with the sale of the former police station site, by Cornwall Council, anticipated; ii) Accessible Play equipment project – this project is anticipated to reach its conclusion by the end of this financial year; iii) Skate park project – currently £20k in Allocated Reserves, at the budget meeting will consider whether any additional funding will be added. The Invitation to Tender is on target to be issued by a deadline agreed between Torpoint Ramps Forum and the Clerk. iv) Add Torpoint Artists Collective (CIC) Memorandum of Understanding between both parties to the Action Plan, also include the Creative Arts Strategy, which is currently being developed and should be in place by the end of this year, at the latest.	

61-25D&L Items Referred to this Committee a) None.	
62-25D&L Other projects a) Tennis courts: - Pursuant to minute number 45-25D&L (a), the Clerk had shared the updated LTA/council action plan, following a meeting held earlier the same week. The next meeting is scheduled for December. The LTA will be in touch with the schools', following the teacher training undertaken the day before, it had been a great success and it is hoped that in time this will grow the tennis offer. The final opportunity to promote Free Park Tennis will be this week and this will be restarted in Spring next year. The LTA will contact Jane at The Tennis Network, to reaffirm the links and encourage another collaboration on a Big Tennis Weekend event in 2026. b) Torpoint Skate Park to update on progress with the Invitation to Tender (ITT): - Pursuant to minute number 45-25D&L (b) the Clerk has met with representatives from the Torpoint Ramps Forum (TRF) and agreed a timeline to complete the document, issue the ITT, score, invite tenderers to pitch and then present to the town council for contract award, it is hoped this can all be achieved by the December council meeting. TRF will then commence the fundraising campaign in January 2026. The Clerk will include consultation results with the ITT. c) To consider the [confidential] results of the Invitation to Tender for the Accessible play equipment project: - Pursuant to minute 45-25D&L (c) the 'scoring group' had not yet had the opportunity to meet in advance of this meeting and therefore it is agreed, the results of the Invitation to Tender for the accessible play equipment project will be scored and considered directly at the October council meeting. The Clerk had circulated an up-to-date fundraising position on the project, highlighting two recent funding applications which had been submitted: i) [Cornwall] Councillor R Parsonage - Community Chest Fund and ii) The Carew Pole Charitable Trust, the results are awaited. Town Mayor (Councillor Mrs. J M Martin) highlighted the project is one of her Mayors' Charities and is planning to make a donation to the project very soon. A suggestion was put to ask [Cornwall] Councillor K Ewert for some funding, for the project, from her Community Chest Fund, Clerk action.	Clerk
63-25D&L Planning Applications a) None.	
64-25D&L Localism a) Town Team Project Board (TTPB): - No further update. b) 3G Pitch 9v9 Project: - The outcome of the revised planning application is awaited. c) Vision and other Projects: - None. d) Neighbourhood Development Plan (NDP): - The NDP referendum is being planned for Thursday 30th October. All publicity is being planned around the leaflet drop and then subsequently in the lead up to the date of the referendum. e) Update on CLUP (Community Levelling Up Programme) Year 4 Project: - The project is progressing. The recently purchased PA system was used at the recent Freedom of the Town Parade.	

65-25D&L Climate and Environmental Action Plan

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

The Clerk explained the library and community hub is now engaging with a new WEEE (Waste Electrical and Electronic Equipment) waste collector and soon a box will be available again at the rear of the building for residents' to dispose of their electrical and electronic equipment, at no cost to the council.

66-25D&L Equality, Diversity and Inclusion

a) Torpoint Diverse Advisory Panel update: -

No further update.

Councillor J Tivnan BEM has sent a follow-up email to Councillor R Parsonage requesting a response regarding improving the access to the disabled toilet at Thanckes Park.

67-25D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
BT	Q068 2D	823.94	137.32	686.62	Phone Lines and Internet Charges
Cornwall Council	8100613390	261.64	0.00	261.64	1st May 2025 Uncontested Parish Election Recharges
Westcare	SINV00218867	234.61	39.10	195.51	Stationery Order
L&L Diverse Solutions	043/2025	822.00	137.00	685.00	1 Days consultancy to support Town Council projects
L&L Diverse Solutions	041/2025	3,288.00	548.00	2,740.00	4 Days consultancy to support Town Council projects
L&L Diverse Solutions	042/2025	3,288.00	548.00	2,740.00	4 Days consultancy to support Town Council projects
Just Rods	9143	480.00	0.00	480.00	Full drainage survey, report and mapping of drains - Council Chambers
TOTAL		9,198.19	1,409.42	7,788.77	
(The invoice for Vincent's was not approved, more details to be provided by the Clerk.)					

68-25D&L Correspondence

a) To consider and note: CALC News Bulletin 24/09/25 – Cornwall ALC: -
Noted.

b) To note: Street Trading Updates - Cornwall Council: -
Noted.

69-25D&L Date of next meeting

Thursday 6th November 2025.

70-25D&L Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Chairman (Councillor G J Davis) highlighted information/correspondence to be shared by the Clerk, from Cornwall Council detailing 'The Cornwall Local Planning to 2025 – drop in sessions', on Tuesday 14th October, at Saltash and Liskeard, all are invited to attend.

Meeting closed at 8.06pm _____ Chairman