



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 6th November 2025 at 7.00pm in the Council Committee Road, 4 York Road, Torpoint.

PRESENT: - Councillor C R Still (Chairman), Councillor Mrs. J M Martin (Town Mayor), Councillor Mrs. C E Goodman (Deputy Town Mayor), Councillors Mrs. L Fellows, L E Keise, Mrs. J L Reeves, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

IN ATTENDANCE: Councillor M J Spurling.

	ACTION
71-25D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis, Miss R A Evans BEM and K J Moon.	
72-25D&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.	
73-25D&L Minutes of the previous meeting It was resolved that the minutes of the Development and Localism Committee meeting held on Thursday 2nd October 2025 were taken as read, confirmed and signed by the Chairman.	
74-25D&L Matters arising from the minutes a) Torpoint Artists Collective CIC - To consider any further updates from the group and a reminder of the invitation to attend workshop with their appointed consultant on Thursday 13th November 2025: - Pursuant to minute number 57-25D&L (b) the Town Mayor (Councillor Mrs. J M Martin) highlighted having recently met, with Councillor G J Davis, the appointed consultant for an initial review of The Torpoint Arts and Creative Strategy, with a reminder that the 7.00pm session, on Thursday 13th November, is an opportunity for all members' to hear about all the consultation undertaken as well as review and comment on a preview of the Arts and Creative Strategy. All members' will subsequently be invited to attend the presentation of the final version of the Strategy at 6.30pm, in advance of the November council meeting.	ALL
75-25D&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. The Clerk highlighted that discussions are currently ongoing to ascertain the benefits of continuing with the once a month Saturday opening, with more information forthcoming at the next meeting. i) Recognition for volunteers and the organisation of visit of Cllr Sarah Preece, Cornwall Council Portfolio Holder for Tourism, Localism and Planning, following publication of Pride in Place government document. The Clerk explained the Mayor is hosting a visit of Councillor Preece, arranged for Wednesday 19th November, 10.45am in the library and community hub, with other key stakeholders invited to attend. Once her visit has concluded at the library and community hub, she will be taken to Cambridge Field and Thanckes Park, to see	

the improvements to the devolved play parks and tennis courts. The library and community hub volunteers are being invited to a volunteers Christmas thank you buffet on Monday 15th December, 2.00pm – 4.00pm hosted by the Mayor. Councillor Fellows is being asked to present the sensory training certificates and the Mayor will present each volunteer with a thank you certificate. b) Café Income & Expenditure: - The café income and expenditure to date, as previously circulated, is noted.	
76-25D&L Policies referred to this Committee a) Revised IT Policy: - The revised IT policy was reconsidered, one more amendment is to remove the 'WhatsApp group' as listed, as this is an informal communication method used by some members'. Clerk to review the current comments in red text, update accordingly, re-issue to members' and once this is actioned, it is recommended to adopt the revised IT and Data Compliance Policy. b) Review Action Plan: - With the addition of an 'Issue/Revision Date', it is recommended to adopt the updated Action Plan, as previously circulated. c) Review Town Council's Strategy: - Members' reviewed the existing Strategy document and made several suggestions to update: i) Neighbourhood Plan updates, following referendum; ii) Add Battling On as a partner of the library and community hub; iii) Library and community hub included in the 'Pride in Place' government publication – to include visit of Councillor Preece; iv) Include TAC updates – The consultation undertaken and forthcoming adoption of the Torpoint Arts and Creative Strategy; v) The work of Torpoint Ramps Forum and Invitation to Tender issued; vi) Accessible Play equipment, award of tender; vii) Equality, Diversity and Inclusion updates; viii) Town Team Project Board funding successes; ix) CLUP Year 4 grant funding award; x) Climate and Environmental Action Plan changes; xi) Milestone of signing the Armed Forces Covenant; xii) Addition of Torpoint Visitor website. Clerk to update the Strategy for review at the next meeting of this committee. d) Review the Communications and Social Media Policy: - Councillor K J Moon had asked for correspondence to be shared with some suggestions about the town council's primary social media page. The Clerk had shared the current Communications and Social Media Policy, to enable discussion to be had. Comments from members' cited that the existing arrangements of 'monitoring and running' the town council's primary social media site are managed well. However, it was considered that where an individual town councillor sees a comment that could be perceived as being defamatory in any way, this should be referred to the Clerk, as the council's Communications Officer, to take action and should not be replied to by the councillor. It is therefore, recommended to include a statement to highlight this in the Communications and Social Media Policy:: "Where an individual town councillor sees a comment that could be perceived as being defamatory in any way, this should be referred to the Clerk, as the council's Communications Officer, to take action and should not be replied to by the councillor. In the absence of the Clerk, it should be referred to the Town Mayor."	Council Clerk Council Clerk Clerk Council

77-25D&L To consider the Council Business Risk Management a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the September 2025 financial information, as previously circulated and the items relevant to this committee, there are no concerns. The Clerk highlighted the changes to the fixed assets register, as a result of the assets purchased using the CLUP funding and explained, social media publicity will be actioned soon.	Clerk
78-25D&L Items Referred to this Committee a) None.	
79-25D&L Other projects a) Tennis courts: - Pursuant to minute number 62-25D&L (a), the Clerk highlighted: - i) The tennis Activators have recently attended a meeting of a new 'Torpoint Tennis' group which is being set up and are in liaison with Jane at The Tennis Network regarding the group. ii) The Clerk explained having had a recent invitation from the LTA to give a short presentation about Thanckes Park tennis courts, at the LTA Park Forum, in Exeter. The Operations Manager and Torpoint Town Council Support Officer / Assistant to the Town Clerk & RFO will give the presentation at the event on the 18th November. b) Torpoint Skate Park to update on progress with the Invitation to Tender (ITT): - Pursuant to minute number 62-25D&L (b) the deadline for submission has been extended by nine working days, to allow more time for tenderers to arrange a site visit (if necessary) and submit, this was agreed following consultation with the Torpoint Ramps Forum (TRF). The Clerk is liaising with TRF to arrange the short listing, with confidentiality agreements being prepared for non-council members to agree and sign. c) To update on progress with the Accessible Play Equipment Project: - Pursuant to minute 62-25D&L (c) the Contract has been signed by Sutcliffe Play South West and confirmation of a commencement of work date is anticipated soon.	
80-25D&L Planning Applications a) None.	
81-25D&L Localism a) Town Team Project Board (TTPB): - A link to the draft documentation / RIBA 3 reports will be shared with members of the TTPB and Councillors shortly. i) To consider and note: Torpoint & Rame LCWIP (Local Cycling and Walking Infrastructure Plan) project and consultation events, including Saturday 22nd November, 10.00am – 2.00pm at Torpoint Library and Community Hub: - Noted. 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 referendum of Thursday 30th October DECLARATION OF RESULT OF POLL Torpoint Parish Neighbourhood Plan Referendum for the Torpoint Parish neighbourhood area Number of votes cast in favour of a "Yes" 786 (88.21%) Number of votes cast in favour of a "No" 105 (11.78%) It is thereby declared that more than half of those voting have voted in favour of the Torpoint Parish Neighbourhood Plan. e) Update on CLUP (Community Levelling Up Programme) Year 4 Project: - The project is progressing, unfortunately all Thanckes Park permissions will not be proceeding and therefore funds are being diverted to other suitable projects. An extension has been given to the deadline for the first grant claim to be submitted. f) To receive an update on the Horson Field project, Home Advantage Programme, Cornwall FA: - Noted.	
82-25D&L Climate and Environmental Action Plan a) To consider the actions relating to this Committee: - Nothing to update.	
83-25D&L Equality, Diversity and Inclusion a) Torpoint Diverse Advisory Panel update: - Councillor Mrs. L Fellows explained, the Diverse Advisory Group had met the previous day. It had been a very positive meeting, with the following actions identified: - ➤ Arrange a 'save the date' for the Sticker Scheme get-together in January '26, invite businesses who have not signed up to the scheme too. ➤ Order the doorbells and present these at the same get-together. ➤ Re-visit setting up a GoFundMe and QR code for the last bit of Accessible Play equipment fundraising. ➤ Finish and distribute the accessibility video from the library for feedback before the next meeting. ➤ Thanks were minuted to Councillor J Tivnan BEM for his persistence on all issues, particularly highlighting the installation of the new handrail at Thanckes Park public conveniences. ➤ Consider setting up a Young Persons disabled forum. ➤ Liaise with Councillor Preece regarding inclusion opportunities, when she visits Torpoint.	

84-25D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Coffee Ltd	SL107768	149.57	0.00	149.57	Library Café Supplies
L&L Diverse Solutions Ltd	045/2025	2,892.00	482.00	2,410.00	Consultancy in accordance with submitted time sheet - RIBA 3 Old Police Station Site
L&L Diverse Solutions Ltd	046/2025	2,466.00	411.00	2,055.00	Consultancy in accordance with submitted time sheet - RIBA Town Square Site
L&L Diverse Solutions Ltd	047/2025	4,110.00	685.00	3,425.00	Consultancy in accordance with submitted time sheet - RIBA 3 Old Police Station Site
TOTAL		9,617.57	1,578.00	8,039.57	

The Clerk summarised the total expenditure incurred in the last month from L&L Diverse Solutions Ltd had been confirmed by the Clerk, with this expenditure being funded from the UK Shared Prosperity Fund grant funding award.

85-25D&L Correspondence

a) To consider and note: Torpoint tree planting consultation and proposals – Forest for Cornwall - see link (as circulated). [Trees For Cornish Towns 2025 - Torpoint | Let's Talk Cornwall](#): - Noted.

b) To note: Cornwall Community Flood Forum Annual Conference 7 November 2025 – Cornwall Council: Noted.

c) To note: Notification of Highway Works – Sycamore Drive, Micro Asphalt – Cormac: - Noted.

d) To note: Planning news for local councils and agents – Cornwall Council planning and Housing Service: - Noted.

e) To consider and note: Community Highways Improvement Programme Guidance Note 2025, plus Appendix 2: -
Members' discussed the three suggestions which had been recently circulated from [Cornwall] Councillor R Parsonage, copied here.

1. Crossing by the dental surgery (remove pinch point; install signalised pedestrian crossing). Parents and children are currently waiting closer to live traffic because of the narrowed carriageway. The chicane is not slowing vehicles effectively and creates a squeeze risk. Ask: remove the largely ineffective narrowing and deliver a signal-controlled pedestrian crossing at/near the current desire line so families can cross safely after clubs and when the school crossing patrol isn't on duty.
2. Cemetery approach: missing footway between the parking bay and Trevol Business Park
There is a short gap with hedge/vegetation that forces people into the carriageway.

Ask: remove the necessary length of hedge (subject to ecology checks) and construct a 1.5–2.0 m footway with kerb and drainage tying into the existing parking bay and business park pavement. 3. Horson Straight: clear and make safe the existing path to the St John’s turning. The path is narrowed by encroaching verge and surface defects, creating trip/slip hazards for the considerable number of senior citizens, walkers and runners. Ask: side-out and re-profile the full width, cut back vegetation, refresh edges/lining, and patch or resurface where required. They directly address known safety concerns; connect homes, school/after-school activities, the cemetery and main pavement for those visiting their loved ones who have passed; and can be phased with quick wins (clearance/lining) while design progresses on the new crossing and short footway build take place. Another suggestion was discussed; the opportunity to put forward the installation of dropped kerbs at locations around the town, particularly near to bus stops. It is agreed that either: further discussion is needed at the November council meeting with a recommendation put for a decision on the way forward, or delayed until the December meeting of this committee, then a recommendation is made the December council meeting. The Clerk explained that should the council wish to submit more than one Highways proposal, the projects will need to be prioritised accordingly. [No current recommendation.] [Clerk is directed to email this information in advance of the council meeting.] f) To consider and note: Carew Pole Garden Trust at Antony Woodland Garden, awarded UKSPF grant funding for Woodland Forest School – Antony Estate: - Noted.	Council
86-25D&L Date of next meeting Thursday 4th December 2025.	
87-25D&L Any Business that has been disclosed to the Chairman and members prior to the meeting ➤ The Clerk detailed a request from Antony School to borrow some of the recently purchased CLUP funded equipment, for a forthcoming Christmas event, which is agreed. ➤ The Clerk was pleased to advise the second stage of the Footpath 1 improvements, running beside Torpoint Community College had been completed earlier this week. Meeting closed at 8.33pm _____ Chairman	