TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Development and Localism Committee held on Thursday 4th December 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, K J Moon, Mrs. J L Reeves, J Tivnan BEM plus the Town Clerk & RFO (Clerk). The Community Hub and Library Development Manager (CH&LDM) was also in attendance.

IN ATTENDANCE: Councillor M J Spurling.

	ACTION
88-25D&L Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis, Miss R A Evans BEM and L E Keise.	
89-25D&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.	
90-25D&L Library and Community Hub a) Newsletter from the Library and Community Hub and additional report: - The Community Hub and Library Development Manager (CH&LDM) presented the newsletter and additional report. The CH&LDM highlighted several additional points including: - ➢ Having started and run two Pain Café sessions, that run on the last Thursday of the month, from 4.00pm – 6.00pm, with the CH&LD and one additional employee having completed the Ten Footsteps Training. ➢ Staff appraisals are being used as an opportunity to match staff skills with dedicated projects at the Library and Community Hub. ➢ The CH&LDM attended a SE Cornwall wide Outreach Youth Work, Family Together workers meeting, to raise awareness of what is offered at the Torpoint Library and Community Hub. ➢ Free Soup Fridays has started up again. ➢ The Town Mayor (Councillor Mrs. J M Martin) is hosting a Volunteer Thank you buffet/afternoon, where those who attended the Sensory Workshop will be presented a certificate by [Councillor] Mrs. L Fellows from Beat4autism and the Mayor will present certificates to all volunteers. ➢ Working in collaboration with the social prescriber, CHAT and the CH&LDM, the foundations are being laid for a men's mental health group. The need has been identified by the CH&LDM and the Social Prescriber, who has discussed the idea with some of her male patients, who would benefit from this group. They have all said they would attend a mens support group and would like to be on a steering group to help shape this project. The collaboration has met with a Social Care Practitioner from Cornwall Council, who is keen to facilitate the group and who is now seeking permission from his line manager. A steering group would be formed, sessions planned and a start date set.	

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 Town Mayor (Councillor Mrs. J M Martin) was keen to highlight that the visit has been a great success, visiting the library and community hub, meeting with a variety of staff, volunteers and groups and then Torpoint Archives, this was then followed with a tour to other [Cornwall Council] devolved sites in the town. Publicity following the event has been shared on local social media news pages. The Clerk explained that when Cllr Preece had been asked a question at the recent Full Council meeting, she had taken the opportunity to mention her visit to Torpoint in her answer to the question and was very enthusiastic about her visit. Grateful thanks were minuted to the CH&LDM, her staff and team of volunteers for the continued success of running Torpoint library and community hub. b) Café Income & Expenditure: - The café income and expenditure to date, was discussed and is noted. A question was put to the CH&LDM about whether there could be any impact to the café sales with the forthcoming opening of a new café on Fore Street. A member responded having spoken to the new café owner, the new café owner is looking to develop a 'different model'. The new café is looking to open later in the afternoon and into the evening, and appears to be looking at a different clientele, and it is therefore unlikely to impact on the existing customers / sales at Dreckly's café. (The Community Hub and Library Development Manager left the meeting at this point.)	
91-25D&L Minutes of the previous meeting It was **resolved** that the minutes of the Development and Localism Committee meeting held on Thursday 6th November 2025 were taken as read, confirmed and signed by the Chairman.	
92-25D&L Matters arising from the minutes a) Torpoint Artists Collective CIC - To consider next steps, following the adoption (November 2025) of the Torpoint Arts and Culture Strategy to support Torpoint Artists Collective with delivery: - Pursuant to minute number 74-25D&L (b) the Chairman (Councillor C R Still) suggested, as one of the three delegates to outside bodies to Torpoint Artists Collective CIC (TAC) to arrange for the delegates to arrange a meeting with TAC, to prioritise and agree how best to progress the Actions identified in the Arts and Culture Strategy. Councillor Still agreed to progress arranging the meeting. The Clerk suggested forwarding the Torpoint Arts and Culture Strategy to the Senior Culture Officer at Cornwall Council, also, [Cornwall] Councillors R Parsonage and Mrs. K Ewert, as well as extending an invitation to them to attend the publicity event in the New Year, being organised by TAC CIC, all agreed for the Clerk to take this action. b) Community Highways Improvement Programme (referred back from the November council meeting): - The deadline for submission of an Expression of Interest (EoI) has been extended to 27th February 2026. The extension of the deadline means that the rest of the programme has been adjusted accordingly and therefore work on schemes will start later than originally scheduled. This is a link to the live EoI form: Community Highways Improvement Programme (CHIP) Expression of Interest. This is a link to the Local Transport Plan webpage with details of the scheme: Local Transport Plan - Cornwall Council.	Cllr Still Clerk

Following re-consideration of the information as previously circulated by [Cornwall] Councillor R Parsonage, the Clerk explained it is understood Councillor Parsonage is expected to submit an EoI for the section of the Highway in front of the main front doors to St. James Church. Additionally, Councillor J Tivnan BEM has completed a survey of the bus stops where dropped kerbs are not in place. The Clerk had been asked, by Councillor G J Davis in his absence, to highlight the stretch of the A374, where the current speed limit is 60MPH. To consider traffic calming measures, which could include a speed reduction to 50MPH and / or the installation of 'Concealed Entrance' signs near to the Horson Cemetery car park/ Horson Field turning, off from the A374. Members' agreed to continue the discussions at the February 2026 committee meeting, proposals can be prioritised, with consideration to be given to the answers to the questions on the EoI form.	Clerk
93-25D&L Policies referred to this Committee a) Revised IT Policy: - Having reviewed the changes, it is **recommended** to adopt the revised IT and Data Compliance Policy. b) Town Council's Strategy: - The Clerk explained that unfortunately the Strategy had not been updated and this would be actioned in advance of the February 2026 committee meeting.	**Council** Clerk
94-25D&L To consider the Council Business Risk Management a) Budget Variance – Development and Localism Committee Responsibilities: - The Committee considered the October 2025 financial information, as previously circulated and the items relevant to this committee, there are no concerns. The Clerk detailed the CLUP Year 4 expenditure and how the claim is calculated, highlighting that it is unlikely that £20k will be able to be match funded, due to the timescales for the project, therefore the total amount of funding to be claimed will reduce.	
95-25D&L Items Referred to this Committee a) None.	
96-25D&L Other projects a) Tennis courts: - Pursuant to minute number 79-25D&L (a), the Clerk explained an updated Action Plan had been shared, following a meeting earlier in the week with the LTA. i) The Operations Manager and Torpoint Town Council Support Officer / Assistant to the Town Clerk & RFO gave a presentation at the LTA Tennis Forum, in Exeter, on the 18th November. ii) Following a question put, the Clerk explained the history regarding the council's endeavours to appoint a tennis coach for the courts, as well as the way forward which is to appoint Jane from The Tennis Network, to undertake this role. b) Torpoint Skate Park to update on to update on progress with the results of the Invitation to Tender, this *may* include consideration of the results before making a recommendation to the Town Council: - Pursuant to minute number 79-25D&L (b) the Clerk explained the scoring panel has met and the panel are progressing with arranging presentation/pitch from those who have been down selected to progress to the next stage. c) To update on progress with the Accessible Play Equipment Project: -	

Pursuant to minute 79-25D&L (c) the Clerk was pleased to advise that works are scheduled to commence on Monday 5th January 2026.	
97-25D&L Planning Applications The meeting agenda did not include a new planning application for consideration. a) PA25/07538 16 Hawthorn Avenue, considered at the November Town Council meeting and the Town Council commenting as follows: "It is resolved there are no observations or objections." Email received from Planning Officer at Cornwall Council on 03/12/25. *Having considered the submitted plans, the proposal appears as an overdevelopment of the plot which would significantly erode the external and internal amenity provision for 16 Hawthorn Avenue. Due to the siting, size and relationship to the existing dwelling, there would a significant loss of sunlight to the garden of 16 Hawthorn Avenue, loss of internal light to 16 Hawthorn Avenue and a notably reduced garden area in size. The resulting impact would be an extreme reduction in overall amenity for the existing dwelling.* *Planning permission was previously approved on the plot for an attached dwelling under PA17/00816 which was a much more logical approach.* *We therefore intend to recommend refusal of the current application.* *I would respectfully request that your Council consider the following options as set out within the Protocol for Local Councils:* *1. Agree with my recommendation* *2. Agree to disagree* *3. It is requested the LPA consider referring the matter to planning committee* *Please tell me which option you wish to choose within 5 working days from the date of this communication. If I do not hear from you within 5 working days, a delegated decision may be issued in accordance with my recommendation following discussion with the Divisional Member.* Following debate, it is **resolved** to 1. Agree with the Planning Officer's recommendation of refusal.	Clerk
98-25D&L Localism a) Town Team Project Board (TTPB): - The next meeting of the TTPB is scheduled for the New Year. As anticipated the outcome of the planning application is awaited. b) 3G Pitch 9v9 Project: - The outcome of the revised planning application is awaited. c) Vision and other Projects: - None. d) Update on CLUP (Community Levelling Up Programme) Year 4 Project: - The project is progressing, with the first grant claim submission being extended further. e) To receive an update on the Horson Field project, Home Advantage Programme, Cornwall FA: - Noted.	

99-25D&L Climate and Environmental Action Plan

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

Nothing to update.

100-25D&L Equality, Diversity and Inclusion

a) Torpoint Diverse Advisory Panel update: -

Councillor Mrs. L Fellows explained:

- The next newsletter will include an invitation to new members to join the Diverse Advisory Panel as well as an update on the fundraising for the Accessible Play Equipment project.
- The doorbells are being ordered and there will be a presentation event organised in the New Year.
- Fundraising continues for the Accessible Play Equipment project.
- Consider setting up a Young Persons disabled forum, members' felt this was a really good idea and should be taken forward.

101-25D&L Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Duchy Defibrillators Ltd	JN1911	390.00	65.00	325.00	Annual monitoring fee and 12 months data connection - Fire Station
L&L Diverse Solutions Ltd	051/2025	1,290.00	215.00	1,075.00	1.5 Days Consultancy
SMP Pipe Systems Ltd	4176	742.08	123.68	618.40	Call - out and maintenance to Library boilers.
Nisbets	32470962	1,259.67	209.94	1,049.73	Items from CLUP grant including BBQ
Gear4music	M12772170	96.54	16.09	80.45	Cordless Microphones CLUP
Mike Harding Lighting Solutions Limited	4090	504.00	84.00	420.00	Christmas Lights Installation - 2nd Payment
L&L Diverse Solutions Ltd	052/2025	3,288.00	548.00	2,740.00	4.0 Days Consultancy
Gould Electronics Two Way Radio Ltd	122220	294.00	49.00	245.00	Radio Site Survey
Don Benson	70	56.00	0.00	56.00	Clock Winding St James
Phil Griffiths	Mileage Claim	41.70	0.00	41.70	Mileage Claim for Attendance at LTA Tennis Forum with Support Officer
WesternWeb	25186	180.00	30.00	150.00	Renewal of Cloud email account for the period from 10/22/2025 - 09/11/2026
TOTAL		**8,141.99**	**1,340.71**	**6,801.28**	

102-25D&L Correspondence

a) To consider and note: Caring Where it Matters: Have Your Say Survey – NHS Cornwall and Isles of Scilly – via Cornwall Council: -

Noted.

b) To note: Cornwall Highways Winter Maintenance plan 2025 – Cornwall Council: -

Noted.

c) To note: Free of charge report – Torpoint Town Partnership: - Noted. d) To consider: Notification expected Community Infrastructure Levy funding to Connect Communities, fifth round launch, an initial Expression of Interest stage will run for six weeks from 16th January 2026 - Cornwall Council: - The informal notification is noted with anticipation of the official announcement being issued the following day in the Town and Parish Council publication from Cornwall Council. Running for six weeks from 16th January 2026, some initial ideas were mentioned. However, members' agreed for a more in-depth discussion to take place at the next committee meeting in February 2026.	
103-25D&L Date of next meeting Thursday 5th February 2025.	
104-25D&L Any Business that has been disclosed to the Chairman and members prior to the meeting Meeting closed at 8.40pm _____ Chairman	