TORPOINT TOWN COUNCIL

Fr Michael Brown led prayers before the meeting. [Cornwall) Councillor K Ewert and a member of the public were in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 15th October 2026 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Mrs. J M Martin) Chairman, Councillors Mrs. K Brownhill, S A Clark, G J Davis, Miss R A Evans BEM, Mrs. L Fellows, L Hogan, L E Keise, K J Moon, Mrs. J L Reeves, M G Spurling, Mrs. C Webber. The Town Clerk & RFO (Clerk), the Town Council Support Officer / Assistant to the Town Clerk were also in attendance.

	ACTION
121-26 Apologies for absence: Apologies for absence were submitted on behalf of Deputy Town Mayor (Councillor Mrs. C E Goodman) and Councillors Mrs. S G Bickle, C R Still and J Tivnan BEM and also [Cornwall] Councillor Rob Parsonage.	
122-26 Declarations of Interest relating to matters 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. i) An NRI (Registerable Interest) was declared by: - Councillor G J Davis – (Agenda item 10a. To consider next steps regarding Torpoint College's 3G Pitch Project – as through the Mayors Charity between May 2023 and May 2025 he, along with others raised and donated the monies held by the Council for the Torpoint Community College 3G Pitch project.) b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. The Town Clerk explained that I have reviewed the application as received and am content to award a dispensation to Councillor Davis, a copy of the dispensation will be kept on file and it is for today's meeting only and he has indicated that he does wish to participate in any voting.	
123-26 Planning Applications: - a) PA26/05199 Construction of 5no. replacement industrial units in 2 blocks. Drayton Mere Court, Fisgard Way, Trevol Business Park, Torpoint. (Re-considered with additional information now received.) It was **resolved** to suspend standing orders, to enable questions to be asked to the member of the public, regarding PA26/05199. Standing orders resumed at 7.14pm and the meeting continued. It is **resolved** there are no objections or observations.	Clerk
124-26 Cornwall Council Reports: - Town Mayor (Councillor Mrs. J M Martin) thanked [Cornwall] Councillor Mrs. K Ewert for her written report and read out a message received earlier that day from Councillor R Parsonage: "I am afraid I am still in Truro and unfortunately will not be able to make the meeting this evening. I will forward my brief to residents to you tomorrow. Please apologise to the Town Council and ask that should they have questions please email me. I am in Torpoint all tomorrow and will be able to reply. Again, please give my apologies."	

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Councillor Ewert explained that correspondence had been received from the Ministry of Defence regarding the footbridge, who have established that the MOD has responsibility for the maintenance of the footbridge, although the MOD does not own the bridge. Investigation works have also confirmed the bridge is not an asset maintained under the Defence Infrastructure Organisation's existing estate maintenance contracts. In the meantime, to ensure a clear understanding of the bridge's condition, the MOD has instructed an existing maintenance contractor to carry out a technical inspection. The results of this inspection will be reviewed by MOD officials as part of their approach to managing maintenance of the bridge going forward. Councillor Ewert has received a number of emails regarding parking on Horson straight, all have been forwarded to Councillor Parsonage. Following discussion about these parking issues Councillor Ewert explained Torpoint AFC committee is communicating with clubs and players and is actively looking for a solution to the problem.	
125-26 Police Activity Report Town Mayor (Councillor Mrs. J M Martin) thanked the Police for providing the statistics. Neighbourhood Officer PC Levi Voysey is now in post and he hopes to be able to come and introduce himself to members' soon.	
126-26 Minutes of the previous meeting: - a) It is **resolved** the minutes of the meeting held on Thursday 17th September 2026 as circulated, are adopted.	
127-26 Matters arising from the minutes: - a) To update: Correspond and submit questions to the next meeting of the Tamar Bridge and Torpoint Ferry Joint Committee (scheduled for Friday 25th September 2026) highlighting this council's concerns and seek permission to publish councillors Q&A on the town council website and in the future share the council's concerns with the local Parishes, also the local MP: - Pursuant to minute number 115-26 (a) the Clerk explained a letter with one question (maximum number of 50 words) was submitted and presented in time for the Tamar Bridge and Torpoint Ferry Joint Committee meeting. The question was answered at the meeting, with no subsequent question asked, both are recorded here for transparency. **Question:** "With the recent closure of the toilets and the disruption as a result of staff shortages can a review of the financial resources needed by the ferry management team to maintain staffing levels and re-open the toilets for the three-ferry service operation be undertaken, and if needed be increased accordingly?" **Response:** "Almost all our income is derived from tolls, and our financial resources are therefore under constant review. The Chief Officer removed £750k of costs from the budget last year to address diminishing reserves and is looking to do the same this year. Investment in infrastructure and additional staff therefore must be proportional and justified. The budget setting process for next year is underway and any additional requirements for the ferry will be considered as part of that process." The Clerk has published the Q&A on the town council website and will action all the same correspondence to the local Parishes also the local MP in the next few days. **Torpoint Ferry Statistics:** Town Mayor (Councillor Mrs. J M Martin) thanked the Torpoint Ferry staff for the statistics. Following comments and discussion amongst members, the Clerk is directed to contact Councillor Parsonage with the following questions: -	Clerk

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1. A 'Financial Workshop' was frequently mentioned by the Chief Officer – has this been arranged and when it is scheduled?
2. Although it is good to see Portaloos on either side of the Ferry installed as a temporary measure, could the contractor be asked to turn the Devonport side ones around, so the doors do not face the Ferry lanes? Travellers are sometimes having to wait in a 45 minute queue, it may offer some privacy to users when entering and exiting the portable toilets.
3. Is there a planned date when the 3rd ferry will return to service and is this date looking to be achievable?
4. Regarding the full business case being prepared for shore based toilets, on either side of the Torpoint Ferry, to be submitted to the December Joint Committee meeting. It will look at options such including public charging, it is understood from Councillor Moon that he has been in contact with you to ask that accessible toilets are including in the business case too – can you confirm this is correct?

b) To undertake a number of actions relating to the recent closure of Torpoint Youth Group: - Pursuant to minute number 118-26 (d), the Clerk has referred this agenda item to future meetings of the Finance and Operations committee.

128-26 Mayor's communications: -

Town Mayor (Councillor Mrs. J M Martin) gave her Mayor's Communications.

I would like to say a huge thank you to everyone involved, in whatever way, in the Civic Parade and Service on Sunday 20th September. The community of Torpoint always turns out in force and we have a reputation for putting on an excellent event and hospitality, which all of the visiting Mayors were very complimentary about. Thank you to those Councillors who looked after visitors for me, it really demonstrates what a thoughtful and friendly team we are. Congratulations to all of the Civic Award winners and a special mention to the Sea Cadets, Torpoint Nursery and Infant School, Carbeile Junior School and The Coppola School of Performing Arts for entertaining us all.

The following day I was pleased to host a visit by Harriet Hills, The High Sheriff of Cornwall. We discussed all things Torpoint and I was proud to show her around our town. She was genuinely interested in everything and sent me the following in an email: -

Dear Julie,
Thank you both so much for your time today. It really was a joy to visit Torpoint and be so brilliantly shown round by you and Andy.
Your love of and commitment to Torpoint is obvious and it was wonderful to see how the Town Council is working with the local community and showing fantastic leadership in the care for the public spaces. It makes such a difference when everyone is pulling together and setting the right tone of pride and care.
I thought the Library and Community Hub was marvellous - they are really maximising on the space and their provision - what an incredible team.
I wish you well with all the plans for development. Never easy but you have some great ambitions which will be so beneficial for the town.
I can see that the Infant School needs careful consideration. Though you have potential for so much with that site.
I wish you well with the rest of your term and hope our paths cross again.

It was also good to be able to host a meeting which included [Cornwall] Councillor Peter LaBroy Portfolio Holder for Housing on 1st October. We shared our Vision, our Economic Plan

and our Development Plan and visited the Defiance Field and Lower Fore Street sites. He was very complimentary about our successes so far and what we have achieved with our relatively low precept. Furthermore, I was contacted by the Mayor of Bude (Councillor LaBroy is a Bude Town Councillor) following the visit who after hearing about our ambition and our work wants to come for a visit to see if he can learn anything from us. My visits representing the Council and the town over the last month have included the Scouts AGM, the Veteran's breakfast, Torpoint Lady Singers concert and Launceston's Civic Service. It was also lovely to be able to congratulate residents Peter and Sandra Nicholson on their Diamond Wedding Anniversary. Forthcoming dates for your diaries are: - My Halloween Dance on Saturday 31st October, there are still some tickets left and it would be lovely to see you there and supporting my charity fund. We have our annual Remembrance Parade and Service on Sunday 8th November and I am holding a Civic Carol Service on Wednesday 16th December 7.00pm at Cornerstone Church.	
129-26 Finance and Operations Committee: It is **resolved** the minutes of the meeting held on Monday 29th September 2026 and the recommendations in the minutes: - 70-26F&O (a) Award £1,655 of grant funding to Torpoint Artists Collective CIC, with conditions, to keep the Youth Group open for an interim period, 73-26F&O (a) To adopt the CCTV, Body-Worn Video and Vehicle-Borne Camera Policy and forward a copy to Cornwall Housing, 75-26F&O (d) To delegate to the Clerk, supported by the Operations Manager, to a ceiling limit of £2,000, to order parts and equipment for the play parks, acknowledging that best value will be sought at all times, all were adopted. A reminder that all members will be summoned to attend the first few agenda items of the next Finance and Operations committee meeting scheduled for Tuesday 3rd November 2026, as it is the annual budget setting meeting.	Clerk All
130-26 Development and Localism Committee: - It is **resolved** the Minutes of the meeting held on Thursday 1st October and were considered, there were no recommendations in the minutes. The Clerk highlighted a correction will be made to minute number 85-26D&L (b) Proposal to Federate, should read this "The committee considered…." With this is mind, it is **resolved** to direct the Clerk to respond to the consultation on behalf of the Town Council highlighting the council understands the situation and is supportive of the proposal. a) To consider: The next steps regarding Torpoint Community College's 3G Pitch Project, following discussions and work progressed by the appointed consultant. Following recent discussions/meeting with members' plus the consultant, it is **resolved** to agree in principle to continue to progress with the 3G Pitch Project. For clarification the next steps are to: - 1. Refine the draft Facilities Operational Partnership Agreement; 2. Identify any financial exposure to the Town Council; 3. Continue to liaise with Torpoint Community College. For the minutes, members' were reminded that at the Extraordinary meeting held on Wednesday 20th May, the council committed £12k from funds raised plus funds held in allocated reserves to progress this project.	Clerk Delegated working party

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131-26 Question of which notice has been given or notice of motion

None.

132-26 Financial Information:

It is **resolved** that the September 2026 Budget Variance is received and adopted.

133-26 Accounts for Payment: -

Contact Name	Invoice Number	Total	VAT	NET	Description
The Tamar Lounge	Civic 2026	120.00	0.00	120.00	Buffet Items for Civic
Penny Madge	Sep-26	90.00	0.00	90.00	Bus Travel September
St John Ambulance	SP26006071	139.20	23.20	116.00	Provision of first aid support - civic parade
Cornish Pod	INV-1221	1,931.10	0.00	1,931.10	Buffet Items for Civic
BDO LLP	INV-00881720	2,016.00	336.00	1,680.00	External Audit Fees
Biffa	522C189542	116.42	19.40	97.02	General Waste Collection Chambers
Biffa	522C189541	39.38	6.56	32.82	Recycling Collection Chambers
Biffa	522C189543	59.64	9.94	49.70	General Waste Collection Library
Biffa	522C189544	39.38	6.56	32.82	Recycling Collection Library
Cornish Tea & Cornish Coffee Co Ltd	SL121520	140.56	0.00	140.56	Café Supplies
Isla Sell	60	420.00	0.00	420.00	Provision of Pilates - Library
ITEC	1233125	118.01	19.67	98.34	Xerox Meter Readings
Westcare Limited	SINV00226718	176.40	29.40	147.00	Stationery
Don Benson	80	70.00	0.00	70.00	Clock Winding St James
Watertight Roofing	4966	1,074.08	179.01	895.07	Repairs to Roof - Chambers
Cornwall Council - Bus Rate Chambers	802311466	1,503.00	0.00	1,503.00	Cornwall Council - Bus Rate Chambers November
Cornwall Council - Bus Rate Library	802715760	657.00	0.00	657.00	Cornwall council - Bus Rate Library November
Cornwall Council - Bus Rate Tennis Courts	802923069	51.00	0.00	51.00	Cornwall Council - Bus Rate Tennis Courts November
Cornwall Council Bus Rates Room 4	802980235	63.00	0.00	63.00	Cornwall Council Bus Rates Room 4 November
Duchy Defibrillators	JN2288	390.00	65.00	325.00	Annual monitoring fee and mobile data - fire station

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TOTAL		**9,214.17**	**694.74**	**8,519.43**	
Amazon	CC Amazon	17.40	2.90	14.50	Amazon - Flexi hose
Amazon	CC Amazon	17.94	2.99	14.95	Amazon - Vertical Drain Outlet
XERO	CC October 2026 subscription	46.80	7.80	39.00	XERO - Monthly accounting software subscription October 2026
Adobe Systems Software Ireland Ltd	CC October 2026	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription October 2026
Amazon	CC Amazon	47.51	7.92	39.59	Amazon - Safety First aid Kit Refills - Library
Amazon	CC Amazon	13.00	2.17	10.83	Amazon - Safety First aid Kit Refills - Library
Amazon	CC Amzon	12.83	2.14	10.69	Amazon - Safety First aid Kit Refills - Chambers
Amazon	CC Amazon	3.78	0.63	3.15	Amazon - Safety First aid Kit Refills - Chambers
Amazon	CC Amazon	11.99	2.00	9.99	Amazon - Day to Page diary
Amazon	CC Amazon	19.98	3.33	16.65	Amazon - Day to Page diaries x 2
Amazon	CC Amazon	8.99	1.50	7.49	Amazon - Telescopic Rod
Amazon	CC Amazon	12.60	2.10	10.50	Amazon - Adjustable Curtain Poles
Amazon	CC Amazon	11.96	1.99	9.97	Amazon - Command Strips
Amazon	CC Amazon	5.69	0.95	4.74	Amazon - Masking Tape
Amazon	CC Amazon	14.99	2.50	12.49	Amazon - Blackout curtains
Amazon	CC Amazon	208.44	34.74	173.70	Amazon - Sika FastFix Self-Setting Paving Jointing Compound, 15kg x 6
Post Office Torpoint	CC R52082	3.45	0.57	2.88	Post Office Torpoint - Postage Summer Reading Challenge
Clifford Motors	CC 104607	57.06	9.51	47.55	Clifford Motors - Fuel for the Machinery
Amazon	CC Amazon	4.49	0.75	3.74	Amazon - Push Pins
Amazon	CC Amazon	6.98	1.16	5.82	Amazon - Mouse Mat Library
CO-OP GROUP 380558	CC Co-op	120.64	20.13	100.51	Café Supplies and Newspapers Library

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Total		**663.16**	**107.78**	**555.38**	
ALD Automotive Limited t/a Ford Lease	DD October 2026	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle October 2026
Corona Energy - Chambers- Gas	DD 20396128	584.87	97.48	487.39	Corona Energy - Chambers- Gas - Gas Supplied Sept - Oct 2026
ENGIE Gas Library and Community Hub	DD 1-0440527001	85.98	14.33	71.65	ENGIE Gas Library and Community Hub - Gas Supplied to library September 2026
EE	DD V02524456143	44.30	7.38	36.92	EE - Mobile phone charges October 2026
ENGIE Electricity Cambridge Field	DD 2-06407899	55.12	2.62	52.50	ENGIE Electricity Cambridge Field - Electricity consumed September 2026
ENGIE Electricity Council Chambers	DD 2-06407900	820.56	136.76	683.80	ENGIE Electricity Council Chambers - Electricity consumed September 2026
ENGIE Electricity Library	DD 2-06407897	417.20	19.87	397.33	ENGIE Electricity Library - Electricity consumed September 2026
ENGIE Electricity Public Conveniences	DD 2-06407898	169.97	8.09	161.88	ENGIE Electricity Public Conveniences - Electricity consumed September 2026
Everflow Water	DD 6067311	(247.89)	(18.18)	(229.71)	Everflow Water - Public Conveniences Water Rates - Water 18/11-17/12
Everflow Water	DD 6067311	267.09	16.80	250.29	Everflow Water - Library Water Rates
Everflow Water	DD 6067311	367.70	23.43	344.27	Everflow Water - Chambers Water Rates
Total		**3312.32**	**433.15**	**2879.17**	

134-26 Correspondence

a) To note: Presentation from Planning engagement session regarding housing viability – Cornwall Council: -

Noted.

b) To consider: Consultation on Proposed Reduction of the Published Admission Number (PAN) for Torpoint Community College – 2028/29 – Torpoint Community College: -

There was discussion from members', who are encouraged to respond individually to this consultation, as well as providing a response on behalf of the Town Council. It is **resolved** to direct the Clerk to respond, highlighting similar concerns to those provided in the consultation response to the closure of the 6th form. Councillor Mrs. L Fellows highlighted the impact on travelling has to young people, particularly those with SEND. All members' were encouraged to correspond with the Clerk, with information to be included in the final response to the consultation.

Clerk/ All

c) To consider: Proposal to change the age range of Torpoint Community College from 11-18 to 11-16 from September 2027 - Torpoint Community College: -

Noted.

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d) To note: Employer Newsletter September 2026 – Cornwall Pension Fund: - Noted. e) To consider and note: Training Bulletin October to December 2026 – CALC: - Noted. f) To consider: Renewal of BES Group Inspection Insurance for Lift 30.10.26 – 29.10.26 £562.00: - It is **resolved** to accept the renewal of the BES Group Inspection Insurance for the lift from 30th October 2026 to 29th October 2027, at a cost of £562.00. g) To consider: Scoping consultation for the Cornwall Local Plan – Let's Talk website Cornwall Council https://letstalk.cornwall.gov.uk/cornwall-local-plan-scoping-consultation: - Noted. h) To consider: Freedom of Information Request: CCTV System AI/Facial Recognition Capabilities – P Davis: - Clerk is directed to respond to the Freedom of Information request regarding CCTV System AI facial recognition capabilities, in line with the legal timescales. i) To note: King's Award for Voluntary Service – Town and Parish Council Newsletter: 9 October 2026 – Cornwall Council: - Noted.	Clerk Clerk
135-26 Reports: a) To receive: Torpoint Town Partnership (TTP) update: - At the recent TTP meeting, held on Monday 12th October, the arrangements for the events leading up to the Christmas lights activities were detailed, including the Christmas swags for the lamp posts, which are being sponsored by local businesses and organisations, also the lantern making and decorate a gingerbread house or biscuit. Councillor Mrs. C Webber, as a representative for Cornerstone Church, was pleased to confirm that Cornerstone Church has agreed to hold the Christmas tree festival this year, with details being shared in due course. b) To receive: Town Team Project Board (TTPB) update and minutes of the meeting held Monday 5th October 2026: - The notes of the meeting held on Monday 5th October 2026 were accepted. At the meeting Councillor G J Davis was re-elected as Chairman for the civic year. Councillor Davis recorded thanks to Torpoint Artists Collective (TAC) for sharing a first draft of a one-page document which highlights transport connectivity for The Jetty Project. There is still work to be done on the document and this will be addressed again by TAC in November. Councillor Davis minuted thanks to Mr L Allen, from L & L Diverse Solutions Ltd., the consultant who has supported the work of the Town Team Project Board and the Town Council for nearly six years' and it is **resolved** that Town Mayor (Councillor Mrs. J M Martin) sends a letter of the thanks to Mr Allen for this. c) To receive: Reports from delegates to outside bodies. i) Torpoint Archives & Heritage Centre – September 2026 - Noted. Thank you to Torpoint Archives and Heritage Centre for the report. ii) Town Mayor (Councillor Mrs. J M Martin) has recently attended, with the Clerk, the first CALC Conference and AGM at Wadebridge. It was an interesting event, with a key note speaker from the National Association of Local Councils, presentations included emergency plans, AI and data protection and the event concluded with a presentation and update on the Cornwall Local Plan, Neighbourhood Priority Statements and Affordable Housing from Councillor Sarah Preece and her team. iii) Councillor Mrs. K Brownhill spoke regarding 'Smile Together' who she has contacted with regards to them coming to Torpoint. [Post meeting note: unfortunately their schedule is now	Cllr Martin/ Clerk

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already confirmed, but they will look to come to Torpoint when they next set their schedule.] iv) Councillor G J Davis explained the South East Community Area Partnership meeting was held last week, he gave his apologies, the notes and documentation from the meeting with be circulated by Clerk.	
136-26 Date of next Meeting: Thursday 19th November 2026.	
Meeting closed at 8:34pm …… Town Mayor	

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