



**Town Team Project Board (TTPB) Meeting
Via MS Teams
Tuesday 11th February 2025 7.00pm**

Present:

		Voting or Advisory Member?
Les Allen	Lead Consultant	Advisory
Kim Brownhill	Torpoint Town Partnership representative	Voting
Councillor Gary Davis	Torpoint Town Councillor	Voting
Councillor Kate Ewert	Cornwall Councillor for Rame and St. Germans	Voting
Councillor Chris Goodman	Torpoint Town Councillor	Voting
Julie Martin	Coppola School of Performing Arts representative	Voting
Councillor John Tivnan BEM	Cornwall Councillor for Torpoint	Voting
Milly Southworth	Town Clerk & RFO	Advisory

		ACTION
333. TTPB	<p>Welcome and apologies for absence Apologies for absence were received from: Kelly-Jane Brown – Coppola School of Performing Arts Jules Cook - Torpoint Post Office and Shop Becky Lingard - CHAT & Chair of Maker with Rame Parish Council Sheena Morton - Torpoint Neighbourhood Development Plan Catherine Thomson - Cornwall Council – Community Link Officer William Trinick - Antony Estate Rob White - Torpoint Neighbourhood Development Plan</p>	
334. TTPB	<p>Minutes of the previous meeting held Tuesday 14th January 2025: - The minutes of the previous meeting held on Tuesday 14th January 2025, as circulated, were taken as read and confirmed.</p>	
335. TTPB	<p>Update on the Lower Fore Street Redevelopment The consultants’ slides are shared, a reminder of the confidentiality of the PowerPoint slides which are shared with these minutes. The consultant gave a brief summary: Torpoint Project 4 – New Build of Community Hub & Residential</p> <ul style="list-style-type: none"> ➤ CIL bid being completed in preparation for submission. ➤ Procurement for RIBA 3 being completed – funding bid was submitted on the deadline date of Monday 27th January 2025. 	

- Awaiting outcome of ask for funding for RIBA 3 funding week commencing 10th March 2025.
- Procurement discussions on the land and for post RIBA have commenced.
- Agreement for shortfall funding to start work on the Library (surveys etc. for demolition preparation).

Following a comment made regarding the forthcoming Pre-Election period, the commencement date of Friday 14th March was highlighted.

The consultant summarised the details of what the CIL bid is being completed for.

The **Programme for RIBA 3 Detailed Design** is copied and shared below: -

Project Start Date	15/01/2025
Submit Bid	27/01/2025
Gateway Process	28/01/2025
Procurement documents & Process	28/01/2025
Authorities Achieved	27/02/2025
Economic Prosperity Board	27/02/2025
Awards known	11/03/2025
Procurement commences	12/03/2025
Procurement completes	09/05/2025
Mobilisation of RIBA 3	30/05/2025
RIBA 3 starts	02/06/2025
Commence soft market testing for delivery partners	06/10/2025
RIBA 3 completes	28/11/2025
Town Council adoption	04/12/2025
Planning Permission submitted	05/12/2025
Land available for disposal and delivery (OPE requirement)	31/03/2026
Project Financial Completion Date	05/12/2025
Final Outputs/Outcomes Reported	19/12/2025

The costing spreadsheets detailing the anticipated expenditure for the two projects within the bid was shared: -

Project	TOTAL expenditure (£)
Lower Fore Street Redevelopment – RIBA 3	157,558.00
Town Public Square site – RIBA 3	84,705.00
Monitoring and Evaluation	3,000.00
TOTAL project bid to SPF Year 4	245,263

Current Funding opportunities were explained, including the additional year of Community Levelling Up Programme (CLUP), which has just been launched. Here is a link which has information and links to apply: [Community Levelling Up Programme - Cornwall Council](#).

Key points to note are: Applications for the Community Levelling Up Programme are open for Year 4 and will close at 5.00pm on Friday 28th February 2025. All projects must be completed by 31st December 2025.

- Minimum grant amount £25,000
- Maximum grant amount £200,000 (subject to funds being available in each Community Area Partnership (CAP))
- Average project grant is expected to be around £80,000
- Eligible applicants include charities, Community Interest Companies, Charitable Incorporated Organisations, public sector (town/parish councils).

The focus is on three funding areas: -

1. *Sustainable and accessible infrastructure*

This includes capital improvements to increase an organisation’s sustainability, limit impact on energy bills, make local infrastructure resilient to change, improve accessibility to create inclusive community buildings.

For example, improving accessibility in a Community Hall (such as a ramp, accessible toilets or hearing loop), installation of new green energy systems in a Village Hall (such as heat pump or solar panels), refurbishment of local community infrastructure.

Please note that these improvements need to demonstrate additionality and lead to outputs such as more events, more sessions, more engagement with local communities, etc.

2. *Green spaces and well-being*

This includes investment in public parks, paths, playgrounds, green gyms, and other projects that deliver a social programme engaging the local community.

3. *Events and culture*

This includes support for projects offering an event or a programme of events to rejuvenate town centres or villages and create opportunities to come together and celebrate local places, boost the economy and increase footfall. For example, new local celebrations or events such as markets, festivals.

CLUP will not fund one-off events, but projects that will create/kickstart/launch a new programme/service which will continue beyond the lifetime of the funding.

The CLUP funding opportunity prompted much debate, one option was the opportunity to apply for funding to install solar panels on the Council Chambers building. Following further debate and consideration, members’ agreed to focus on option 3: *Events and culture*, as a funding priority and with this in mind all members’ are asked to offer ideas (quickly) to the consultant for inclusion in the funding bid. It is expected there will be a **recommendation** to submit a funding bid to the Community Levelling Up Programme for Year 4, for an amount in excess of £25k, maximum £200k, focusing on criteria 3: Events and culture, by the deadline of 5.00pm on Friday 28th February 2025.

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	<p>Funding secured so far</p> <p>£ 74,000 (New Build Feasibility)</p> <p>£546,468 One Public Estate Brown Field Release Funding</p> <p>£ 76,850 Growth Fund (TITAN Feasibilities)</p> <p>£ 8,000 Cornwall Council</p> <p>£ 50,000 Town Vitality Fund</p> <p>£ 22,000 bid (failed)</p> <p>£11,000 Purchase Order received from Cornwall Council</p> <p>£ 12,500 Approved</p> <p>Strategic CIL Bid Business Case for Town Square delivery to be submitted</p> <p>Awaiting outcome on request for funding for RIBA 3 from Cornwall Council.</p> <p><u>£773,318 TOTAL</u></p>	
336. TTPB	<p>Discussion / Action Plans</p> <p>No additional discussions or actions required.</p>	
337. TTPB	<p>Neighbourhood Development Plan (NDP) update</p> <p>The re-run of Regulation 16 has commenced and finishes on Wednesday 12th March.</p>	
338. TTPB	<p>Stakeholder and Communications Plan.</p> <p>No current communication is required.</p>	
339. TTPB	<p>Any other Business</p> <ul style="list-style-type: none"> ➤ Following a suggestion put by the Chairman, it is agreed to review the current Terms of Reference, particularly the current membership, at the next meeting of the Board. 	Clerk
340. TTPB	<p>Date and time of next meeting:</p> <p>Monday 17th March 2025, 7.00pm MS Teams</p>	

The meeting closed at 7.52pm.