

**MINUTES OF THE PLANNING COMMITTEE MEETING** held at 7:00 pm on Wednesday 20 November 2024 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

**PRESENT** B Jackson (Vice-Chair in the chair)

NG Pengelly  
SJ Reynolds

Also present: Elliot Ridington (Democratic Services Officer).

**84. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors W Elliott and Power.

Councillors Bosworth and Davis were absent without having provided apologies.

**85. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**86. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

There were no confidential matters to be considered.

**87. TO APPROVE THE MINUTES OF MEETING HELD ON 30 OCTOBER 2024**

Following consideration, it was unanimously

**RESOLVED** that the Minutes of the meeting held on 30 October 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Pengelly)

**88. PUBLIC PARTICIPATION**

There was no public participation.

**89. NEW AND AMENDED PLANNING APPLICATIONS**

Following consideration, it was unanimously

**RESOLVED** that the comment of 'no objection' to the planning applications set out in Appendix B to the Agenda be approved.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

The Committee considered, in total, ten new and amended planning applications and its



comments and votes in relation to Appendix A are as detailed below:-



	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  <b>B Jackson (Vice-Chair in the chair) NG Pengelly SJ Reynolds</b>
1.	<a href="#">PA24/08258</a>	Mr A Macaulay	Retention and completion of two access drives on the site, retention of field, minor extensions to garden areas <b>Land NW Of Trungle Byre, Paul</b>	Objection on the following grounds:-  1. The proposed access drive to the north- easternmost dwelling renders the retained 'field' unviable for agricultural purposes, effectively leading to the urbanisation of the area, and is not required for access to and egress from the site.  2. The negative impact on the character of the area due to the unauthorised alterations to the topography of the land through site levelling, thus failing to recognise and	<b>Unanimous.</b>



	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  <b>B Jackson (Vice-Chair in the chair) NG Pengelly SJ Reynolds</b>
				respect the host landscape.  <b>Proposed - Cllr Reynolds Seconded - Cllr Jackson</b>	
2.	<a href="#">PA24/08436</a>	Mr Poynter Newlyn Pier & Harbour Commissioner s	'Application for a new purpose-built Newlyn Marine Skills and Resources Centre to meet future skills training and qualification needs for the fishing and seafood industry' without compliance of Condition 2 of Decision Notice PA23/08470 dated 21.06.24. <b>Marine Management Organisation Storage Land, 76 The Strand, Newlyn</b>	No objection.  <b>Proposed - Cllr Pengelly Seconded - Cllr Reynolds</b>	<b>Unanimous.</b>
3.	<a href="#">PA24/07705</a>	Mr Simon Jones Liv West	Non material amendment in relation to Decision Notice PA21/10825 - Condition 15 (rewording of condition) <b>Land North Of Foxes Field, Eastern Green</b>	This application was not considered by the Planning Committee as it had been determined by the Local Planning Authority.	

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  B Jackson (Vice-Chair in the chair) NG Pengelly SJ Reynolds
4.	<a href="#">PA24/08196</a>	Ms Samuel	Single-storey Extensions <b>56 Tredarvah Road, Penzance</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Pengelly</b>	<b>Unanimous.</b>
5.	<a href="#">PA24/06874</a>	Mr Noah Werth	Two-storey rear extension <b>8 Lariggan Crescent, Penzance</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Pengelly</b>	<b>Unanimous.</b>
6.	<a href="#">PA24/07902</a>	Mrs L. Love	Conversion of existing loft, construction of dormer windows, internal alterations, conversion of garage to annex and associated works <b>Low Lee, Cliff Road, Mousehole</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Pengelly</b>	<b>Unanimous.</b>
7.	<a href="#">PA24/08131</a>	Mr & Mrs Hannah & Sam Draper	Proposed two-storey side extension. <b>5 Tregie, Newlyn</b>	No objection.  <b>Proposed - Cllr Pengelly Seconded - Cllr Jackson</b>	<b>Unanimous.</b>
8.	<a href="#">PA24/08337</a>	Mrs Joanna Galbraith	Non material amendment in relation to Decision Notice PA24/03097 dated 18/07/24 – Alter	No objection.  <b>Proposed - Cllr Reynolds</b>	<b>Unanimous.</b>

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  B Jackson (Vice-Chair in the chair) NG Pengelly SJ Reynolds
			the pitched roof that covers the single story side extension to a flat roof and install a window/door from the first floor to provide means of escape. <b>Penzance Orchestral Society Band Room, Queen Street, Penzance</b>	<b>Seconded - Cllr Pengelly</b>	
9.	<a href="#">PA24/08350</a>	Miss Rachel Booth	Non material amendment in relation to Decision Notice PA23/08036 dated 18/12/23 - Addition of skylight in dining area, reduction in size of garden doors, addition of 1 ground floor window, addition of solar thermal panels, proposed changes to external cladding and removal of one window on east elevation. <b>7 Cornwall Terrace, Penzance</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Pengelly</b>	<b>Unanimous.</b>
10.	<a href="#">PA24/08320</a>	Miss B Sheppard Bridget Sheppard	Removal of dangerous chimney. Painting of existing joinery white. New timber gate to front boundary. New timber fence and gate and	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Jackson</b>	<b>Unanimous.</b>

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  B Jackson (Vice-Chair in the chair) NG Pengelly SJ Reynolds
		Architect [BSA]	new access to rear boundary. Replacement joinery (windows and doors). Demolition of out buildings. Replacement of side and rear elevation facing materials from modern to traditional. <b>23 The Fradgan, Newlyn</b>		
11.	<a href="#">PA24/08226</a>	Treveth Development LLP	Non material amendment in relation to Decision Notice PA23/08659 dated 29/05/24 for changes to conditions 5, 9, 10, 11, 12, 13, 15, 21 and 23. <b>Land At Coinagehall Street, Penzance</b>	This application was not considered by the Planning Committee as it had been determined by the Local Planning Authority.	
12.	<a href="#">PA24/08595</a>	Treveth Development LLP	Non-material amendment in relation to decision notice PA23/08659 dated 29/05/2024, namely 1) Changes to surface water management. <b>Land At Coinagehall Street, Penzance</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Pengelly</b>	<b>Unanimous.</b>

**90. TO NOTE ANY RESPONSES PROVIDED UNDER THE 'LOCAL COUNCIL PROTOCOL'**

Since the last meeting of this Committee, the following response had been provided in relation to an application considered under the Local Council Protocol:-

*PA24/05444 - Outline planning permission with some matters reserved (appearance, landscaping and scale) for 17 dwellings, with a range of apartments and houses. Outlet Barn, Branwell Lane, Eastern Green*

'Penzance Council 'agrees to disagree' with the Planning Officer.'

(Councillors W Elliott and Reynolds in favour.)

**91. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL**

There were no matters which required the appointment of Members to represent Penzance Council.

**92. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

Meeting closed at 7:34 pm

Chair  
11 December 2024



**MINUTES OF THE PLANNING COMMITTEE MEETING** held at 7:00 pm on Wednesday 11 December 2024 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

**PRESENT** W Elliot (Chair)  
B Jackson (Vice-Chair)

NG Pengelly  
J Power  
SJ Reynolds

Also present: Elliot Ridington (Democratic Services Officer).

**93. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bosworth and Davis.

**94. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**95. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

There were no confidential matters to be considered.

**96. TO APPROVE THE MINUTES OF MEETING HELD ON 20 NOVEMBER 2024**

Following consideration, it was

**RESOLVED** that the Minutes of the meeting held on 20 November 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

Vote; Councillors Jackson, Pengelly and Reynolds in favour. Councillors W Elliott and Power abstained.

**97. PUBLIC PARTICIPATION**

A member of the public was in attendance and spoke in favour of Application No. 1 – PA24/08438 'Demolition of six existing domestic garages and construction of single two bedroom dwelling. Land West of Coulsons Buildings, Queen Street, Penzance.'

**98. NEW AND AMENDED PLANNING APPLICATIONS**

The Committee considered, in total, nine new and amended planning applications and its comments and votes in relation to Appendix A are as detailed below:-



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
					<b>W Elliott (Chair)</b> <b>B Jackson (Vice-Chair)</b> <b>NG Pengelly</b> <b>J Power</b> <b>SJ Reynolds</b>
1.	<a href="#">PA24/08438</a>	Mr Neil Reid	Demolition of six existing domestic garages and construction of single two bedroom dwelling <b>Land West of Coulsons Buildings, Queen Street, Penzance</b>	No objection.  <b>Proposed - Cllr Pengelly</b> <b>Seconded - Cllr Power</b>	<b>Unanimous.</b>
2.	<a href="#">PA24/08687</a>	Mr S Turner	Outline Planning Permission with all matters reserved for a single storey dwelling <b>Land Adjacent to Field of Birds, School Lane, Gulval</b>	Objection on the grounds that the proposal is out of keeping due to:-  (i) It not reflecting the pattern or density of development on the northern side of School Lane; and  (ii) It not reflecting the uniform, set back from the road arrangement of the neighbouring properties on the northern side of School Lane.	<b>Councillors W Elliott, Jackson, Power and Reynolds in favour.</b> <b>Councillor Pengelly against.</b>

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
					<b>W Elliott (Chair)</b> <b>B Jackson (Vice-Chair)</b> <b>NG Pengelly</b> <b>J Power</b> <b>SJ Reynolds</b>
				<b>Proposed - Cllr Reynolds</b> <b>Seconded - Cllr Power</b>	
3.	<a href="#">PA24/08835</a>	Mr & Mrs D & J Roberts	Change of use and conversion of building to provide one dwelling <b>Old Bridge House, The Strand, Newlyn</b>	No objection.  <b>Proposed - Cllr W Elliott</b> <b>Seconded - Cllr Reynolds</b>	<b>Unanimous.</b>
4.	<a href="#">PA24/06945</a>	Mrs W Luke	Construction of rear ground floor extension to replace the existing conservatory <b>Trelawn, Trythogga, Gulval</b>	No objection.  <b>Proposed - Cllr W Elliott</b> <b>Seconded - Cllr Pengelly</b>	<b>Unanimous.</b>
5.	<a href="#">PA24/08640</a>	Mr T Plummer T/A Comicoïn	Conversion of rear stores to owners accommodation, internal alterations, shutter grille and new shop sign <b>Miller and Son, 21 Causewayhead, Penzance</b>	No objection.  <b>Proposed - Cllr Reynolds</b> <b>Seconded - Cllr W Elliott</b>	<b>Unanimous.</b>
6.	<a href="#">PA24/08590</a>	Mr Niek Miedema	Demolition of garage, erection of home office, replacement window in blocked opening	No objection.  <b>Proposed - Cllr Power</b>	<b>Unanimous.</b>

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly J Power SJ Reynolds
			<b>33 Garden Flat, Morrab Road, Penzance</b>	<b>Seconded - Cllr W Elliott</b>	
7.	<a href="#">PA24/08970</a>	Gina Alyward	Replacement single-storey rear extension and minor alterations <b>18 Weethes Cottages, Penzance</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Power</b>	<b>Unanimous.</b>
8.	<a href="#">PA24/09081</a>	Mr Simon Jones LiveWest	Non material amendment in relation to decision notice PA21/10825 dated 23.11.2022 - Reconfiguration & location of car parking serving Plots 65, 78 & 79, to avoid construction in Tree root protection zone <b>Land North Of Foxes Field, Gulval</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Power</b>	<b>Unanimous.</b>
9.	<a href="#">PA24/09061</a>	Mr Simon Jones LiveWest	Non-material amendment to decision PA21/10825 dated 23.11.2022 for the re-siting of Plot 23. <b>Land North Of Foxes Field, Eastern Green</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Jackson</b>	<b>Unanimous.</b>



**99. TO NOTE ANY RESPONSES PROVIDED UNDER THE 'LOCAL COUNCIL PROTOCOL'**

There had been no responses provided under the 'local council protocol' since the previous meeting of the Committee.

**100. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL**

There were no matters which required the appointment of Members to represent Penzance Council.

**101. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

Meeting closed at 7:31 pm

Chair  
8 January 2025



**MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING** held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 25 November 2024 at 7:00pm.

**PRESENT**

Councillors: MJ Beveridge (Chair)  
R Sorrell (Vice-Chair)

JM How SJ Reynolds  
PA Law N Tonner  
SJ Reed

Co-opted Advisors: Arwen Fitch  
Trevor Thorne

Also present: James Hardy (Town Clerk), Anna Renton (Director, Penlee House), Cameron Sil (Responsible Finance Officer), Elliot Ridington (Democratic Services Officer) and Councillor Penny Osborne.

**27. APOLOGIES FOR ABSENCE**

Apologies for absence were received from John Swarbrooke and Councillors W Elliott and Young.

**28. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**29. PUBLIC PARTICIPATION**

A member of the public was in attendance and spoke regarding the financial contributions to the Penlee House Gallery and Museum which were made by its Friends organisation, highlighting that it was recognised that uplifts would be required each year in light of inflation and the corresponding increases in costs. She went on to state that the Friends of Penlee House Gallery and Museum were working to increase their income in order to achieve this aim and were considering a patrons' scheme, whereby members who wished to contribute a greater amount than that required as a condition of their membership would be able to do so.

Further consideration was also being given to making greater use of the Friends' capital resources as, traditionally, these had been used in order to procure assets on behalf of the Gallery and Museum. However, it was recognised that the Friends could play a greater role in contributing to the actions listed within the Penlee House Masterplan.

Another member of the public was in attendance and spoke regarding a proposed Newlyn Artists Colony Memorial Project, advising that his organisation looked to Penzance Council for guidance and support.

He went on to provide a brief history of the Newlyn artists colony and how this aspect of the village was largely overlooked, unlike places like St Ives where its contribution to art history received far more celebration. The proposed project sought to rectify this by



placing a bronze statue of Stanhope Forbes in the old part of the village along with a series of 'storyboards' around the village where he and the other artists once painted their famous works. It was hoped that the project would work to preserve history and heritage, celebrate artistic achievement, promote tourism and the local economy and inspire both future generations and community pride in general. It was further hoped that the Penlee House Gallery and Museum would also benefit from the project due to the increased footfall generated by the greater awareness of the area's artistic history.

A Working Group comprised of individuals from the community was in the process of being established and Penzance Council would be kept up to date with developments.

**30. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

There were no confidential matters to be considered.

**31. MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2024**

Having previously been circulated, it was

**RESOLVED** that the Minutes of the meeting held on 30 September 2024 be approved as a true and accurate record and signed by the Chair, subject to the following amendment:-

The decision in respect of Minute No. 24(c) 'Penlee House Plant Upgrade – Expenditure and Project Support' being recorded as having been unanimous.

(Proposed: Councillor Reynolds; seconded: Councillor Law)

Vote; Six in favour. One abstention.

**32. REPORTS FOR DECISION**

(a) Funding for Plant Maintenance

The pipe which carried chilled water from the chiller units located outside of the Penlee Centre to Penlee House had been found to be leaking.

The pipe was situated atop the Garden of Remembrance wall and so a building contractor was required to take down a portion of the wall to enable investigative works and to repair and/or replace the pipe.

Whilst no chilled water was being pumped into the building, stable conditions could not be maintained within recommended temperature and humidity parameters.

Following consideration, it was unanimously

**RESOLVED** that

1. Repairs be made to the leaking chilled water pipe at Penlee House Gallery and Museum.



2. The use of up to £10,000 from the Plant Fund (4995/1/7) be approved to meet the costs associated with said repair.

(Proposed: Councillor Reed; seconded: Councillor Reynolds)

(b) Letting of Penlee House Cleaning Contract

The longstanding cleaning arrangement which was in place at Penlee House for almost twenty-seven years terminated on 22 March 2024. A 53-week arrangement was then put in place with a different cleaning contractor, following the advertisement of the opportunity and the receipt of four quotes. The contractor which scored the highest during the selection process was then appointed to 31 March 2025.

As the existing contract approached its end, authority was sought to advertise the opportunity on the basis of a contract for three years with a possibility to extend to five years. The opportunity would be advertised widely across the Council's website, social media and on Contracts Finder.

Following consideration, it was unanimously

**RESOLVED** that

1. The opportunity to secure the cleaning contract at Penlee House Gallery and Museum for a period of three years, with the option to extend to five years, be advertised.
2. Authority be delegated to the Town Clerk to review quotes received and appoint a contractor for the period 1 April 2025 to 31 March 2028 and extend for up to two additional years if appropriate.

(Proposed: Councillor How; seconded: Councillor Reed)

(c) Coach House Café Catering Contract

Penzance Council had resolved to convert the Coach House in Penlee Park into a new café/restaurant with the support of the Town Deal Enterprise Grant funding. Work was now well underway to develop the project specification, including detailed construction plans, landscaping plans and all necessary documentation, which would be shared with the Project Delivery Group prior to a public tender exercise.

In addition to the planned capital works, it was now necessary to commence the required tender process for the future café operation, which would include undertaking a commercial appraisal. In addition, legal consideration of the responsibilities of the franchisee and the Council required investigation and would subsequently need to be included in a lease or franchise agreement, which would then need to be advertised widely.

Following consideration, it was unanimously

**RESOLVED** that





1. Authority be delegated to the Town Clerk, following consultation with the Coach House Project Delivery Group, to determine and approve the business model, such as a lease or franchise agreement, for the running of the Coach House Café which best suits the requirements of Penzance Council.
2. The requisite work be undertaken to develop a new lease or franchise agreement for the Coach House café with external advice and support, as detailed in the report, commissioned as necessary.
3. Authority be delegated to the Town Clerk, following consultation with the Coach House Project Delivery Group, to assess and approve the terms of the final lease or franchise agreement.
4. Upon the approval of said lease or franchise agreement, the Coach House Café contract opportunity be advertised, with the appropriate documentation released for public tender if necessary.
5. Authority be delegated to the Town Clerk, following consultation with Coach House Project Delivery Group, to assess contract bids / tenders and appoint the preferred supplier for the Coach House café catering contract.

(Proposed: Councillor Sorrell; seconded: Councillor How)

(d) Virement of Funds for Replacement of Dishwasher

The dishwasher located in the Orangery Café had been leaking for some time. Despite two callouts, the leaks could not be repaired without a full replacement of all of its seals. This repair had been quoted as costing £975.31, while a quote for a new dishwasher has been obtained at a cost of £3,136 and two further quotes would be sought.

Given the age of the dishwasher and the cost to repair, it was recommended that it be replaced.

Following consideration, it was unanimously

**RESOLVED** that a virement of up to £3,500 be made from the Catering Equipment Fund (4995/1/8) to budget line 4100/6/2 (Orangery Capital Purchase) to enable the purchase and installation of a new dishwasher.

(Proposed: Councillor Law; seconded: Councillor Tonner)

(e) Town Flags and Promenade Banners 2025

As had been the case in previous years, the specifications for the Town Flags and Promenade Banners for the following season would need to be released for public tender prior to Christmas in order to enable the appointment of contractors and provide them with enough time to produce the flags and banners for the upcoming summer season.

The specifications set out at Appendices 1, 2 and 3 to the report recreated those from the previous year but had been adjusted to reflect the number of flags and banners which would now be required.



Following consideration, it was unanimously

**RESOLVED** that

1. The Town Flag specification, as set out at Appendix 1 to the report, be approved and released for public tender.
2. The Promenade Banners specification, as set out at Appendix 2 to the report, be approved and released for public tender.
3. The flag and banner rigging specification, as set out at Appendix 3 to the report, be approved and released for public tender.
4. Authority be delegated to the Town Clerk to appoint the preferred contractors for said contracts upon the closure of the public procurement exercise(s).

(Proposed: Councillor How; seconded: Councillor Reed)

(f) Development of a Parish Cultural Strategy

A key priority from the final report of the Activist review of Penlee House Gallery and Museum, which had been adopted by Penzance Council, proposed *'that Penzance Council, working with Penlee House and all local providers, develops a new creative and cultural strategy group, supported by a dedicated resource, to spearhead their contribution to regeneration and joint working.'*

To this end, a steering group was established with representatives from Penzance Council, Penlee House, the Newlyn Art Gallery & The Exchange and Newlyn Art School with regular meetings taking place from July 2022, which then informed an unsuccessful bid to the Shared Prosperity Fund to recruit a co-ordinator and take forward the development of a strategy.

It was now proposed that, as part of Penzance Council's budget setting process, the Arts and Culture Committee once again supported work to bring stakeholders together and develop a parish-wide Cultural Strategy. There was no capacity among officers to undertake this work and so it was proposed that a new budget line, consisting of £5,000, was supported to commission strategy development work. It was further proposed that a range of partners develop a tender brief to be presented to a future meeting of the Arts and Culture Committee.

Following consideration, it was unanimously

**RESOLVED** that subject to approval with the Penzance Council proposed 2025/26 budget, £5,000 be approved to support the development of a Penzance Cultural Strategy.

(Proposed: Councillor Tonner; seconded: Councillor Sorrell)

(g) Future Christmas Lights Delivery



The Town Clerk had been in discussion with the Penzance Business Improvement District (BID) Manager regarding the transfer of responsibility for the Penzance Christmas lights to Penzance BID.

On the confirmation of Penzance BID securing another term, the transfer would now take place and, as such, the 2024 Christmas lights project would be the last undertaken by Penzance Council officers. This transfer would move Penzance closer to the common model of Christmas delivery amongst towns and Councils with BIDs in place.

It was hoped that a transfer to the BID would allow for an organisation with more of a 'town centre' focus to explore potential enhancements to the scheme in future years. The transfer of the 'Christmas lights' would also involve the Christmas tree installation and remove the need for the historic Penzance Council rigging contact.

It was therefore recommended that the revised delivery arrangements for Christmas lights, in partnership with Penzance BID, for Christmas 2025 onwards be supported. Subject to Penzance Council's approval of the proposed 2025/26 budget, a revised budget of £13,800 was recommended for approval as Penzance Council's contribution to future Christmas Light delivery, to be undertaken by Penzance BID.

It was further recommended that the existing earmarked reserve, originally established to improve the electrical infrastructure for the Christmas lights, which currently stood at £27,500, was retained until any longer-term improvements and infrastructure needs were confirmed.

During the debate, a Member referred to the recommendation (2.) set out within the report and advised that the word 'approval' required insertion.

Following consideration, it was unanimously

**RESOLVED** that

1. The revised delivery arrangements for Penzance Christmas Lights, in partnership with the Penzance Business Improvement District, for Christmas 2025 onwards, be supported.
2. Subject to Penzance Council approval of the proposed 2025/26 budget, a revised budget of £13,800 be approved as Penzance Council's contribution to future Christmas light delivery, to be undertaken by Penzance BID.

(Proposed: Councillor Law; seconded: Councillor Tonner)

### **33. 2025/26 BUDGET SETTING**

#### **(a) Arts and Culture Projected 2024-25 Outturn and Proposed 2025-26 Budget**

The Director of Penlee House Gallery and Museum and the Responsible Finance Officer presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2024/25 Arts and Culture budget.



Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The projected out-turn for 2024/25, as set out at Appendix 1 to the report, be approved.
2. The Arts and Culture proposed budget for 2025/26, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2025/26, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor Reed; seconded: Councillor Reynolds)

**34. REPORTS FOR INFORMATION**

The following reports for information were noted:-

- a) Penlee House Director's Report
- b) Budget Comparison Report – 1 April – 31 October 2024

**35. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

The meeting closed at 8:18 pm

Chair  
27 January 2025



**MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING** held in the St Piran’s Room, the Penlee Centre, Penlee Park, Penzance on Monday 2 December 2024 at 7:00pm.

**PRESENT**

Councillors	N Broadhurst (Chair) J Power (Vice-Chair)	
	W Elliott (until 7.40 pm)	TS Marrington
	JM How	PI Osborne
	B Jackson	SJ Reynolds
	PA Law	R Sorrell
	Z Lawlor	P Young

Also present: James Hardy (Town Clerk), Ben Brosgall (Leisure and Amenities Manager), Cameron Sil (Responsible Finance Officer) and Elliot Ridington (Democratic Services Officer).

**29. APOLOGIES FOR ABSENCE**

Apologies for early departure were received from Councillor W Elliott.

Councillors S Elliott and Reed were absent without having provided apologies.

**30. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**31. PUBLIC PARTICIPATION**

A member of the public was in attendance and spoke regarding the proposed financial contribution from Penzance Council for improved footpath maintenance through the parish. He made reference to the need for close liaison with the contractor to assess which footpaths might be those most in need of maintenance and, with this in mind, suggested that Councillors might be those best placed to visit the footpaths within their wards.

In response, it was advised that the final decision regarding the budget allocation of £15,000 would be taken by Penzance Council at its meeting due to take place on 13 January 2024. Discussions had already taken place with the contractor and a specification was in the process of being finalised but the proposed funding would lead to a far better standard of maintenance than could be provided through the Local Maintenance Partnership.

Another member of the public was in attendance and spoke regarding the play area at Heabrook Parc in Heamoor. It was highlighted that there was a lack of play equipment in Heamoor in general but that a number of pieces of equipment had been removed from Heabrook Parc play area due to being dangerous, with those which remained being in a



particularly poor state of repair. Furthermore, despite being responsible for the site, Cornwall Council had adopted a policy of providing no maintenance for its play sites and removing any equipment which was in disrepair.

A meeting of concerned residents had taken place which had been attended by Penzance Council's Ward Councillors and the view had been expressed that other areas of the parish received greater levels of funding from Penzance Council. An Informal Committee of local residents was in the process of being established in order to consider how improvements to the area might be made but it was hoped that Penzance Council would consider adopting the play area in order to progress matters and ensure that adequate facilities were provided for the young people in the area.

In response, it was advised that there were a number of ways in which funding might be gained to improve the site and that adoption by Penzance Council would not necessarily be the best option in order to achieve this aim as, for instance, it had taken six and half years for the devolution transfer of the Princess May Recreation Ground to be finalised due to delays imposed by Cornwall Council. However, Penzance Council had recently been able to act as accountable body for Community Infrastructure Levy funding for new play equipment at Gwavas, without taking responsibility for the site or its future maintenance, and a similar funding bid might be preferable in this instance in order to achieve the required improvements in a far more timely manner than through site adoption.

It was important to note that, ultimately, the site remained the responsibility of Cornwall Council and that Heabrook Parc play area was one of a multitude of sites with Penzance parish where it was withdrawing all funding and maintenance due to its budgetary pressures. With that in mind, the various sites and issues would need to be considered as a whole and the Devolution Working Group which had been established some years ago would be best placed to undertake this work.

### **32. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

In respect of Agenda Item 9(a) 'Alexandra Play Park Security Contract', it was unanimously

**RESOLVED** that members of the press and public be excluded from that section of the meeting.

(Proposed: Councillor Power; seconded: Councillor Young)

### **33. MINUTES OF THE MEETING HELD ON 7 OCTOBER 2024**

The Minutes having previously been circulated, it was

**RESOLVED** that the Minutes of the meeting held on 7 October 2024 be approved as a true and correct record and signed by the Chair.

(Proposed: Councillor Sorrell; seconded: Councillor Jackson)

Vote; Eleven in favour. One abstention.





### 34. REPORTS FOR DECISION

(a) Three Phase Electrical Supply – Penlee Park

Aspirations had previously been expressed for the installation of a three-phase electrical supply in Penlee Park and the issue was further highlighted in the summer of 2024, when work was undertaken to establish whether power could be supplied to support the Penzance Food Festival. These investigations did not identify a cost-effective option, primarily due to the aim of installing the supply in the lower end of Penlee Park.

Further conversations had recently taken place regarding the need for the Coach House development project to have a three-phase electrical supply installed in order to sufficiently power the new café and it was therefore recommended that options be explored for the installation of the supply at or near the current Council office building.

Following consideration, it was unanimously

**RESOLVED** that options be considered to explore the potential to install a three-phase electrical supply in Penlee Park.

It was then further,

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE AND, SUBSEQUENTLY, PENZANCE COUNCIL** that virements of up to £20,000 be made from the Penlee Park Infrastructure reserve (currently standing at £60,984) to budget line 1015/10 Penlee Park – Capital Projects to install a three-phase electrical supply in Penlee Park.

(Proposed: Councillor W Elliott; seconded: Councillor Marrington)

(b) Open Spaces Strategy

A number of Open Spaces Strategy documents produced by other councils had been reviewed and, while there were forward-looking elements to the some of these documents, they were focussed on current sites and the opportunities and weaknesses within them.

Having now completed the devolved transfer of Princess May Recreation Ground, a community consultation would take place to understand the local community's aspirations for the site in terms of improvements and future management, which may have informed the approach to other sites.

Since the initial resolution had been passed to develop an Open Spaces Strategy, the significant budgetary challenges faced by Cornwall Council were having a particular impact on its Environment Service and on open spaces. As had been referenced earlier during the meeting, officers were currently in discussion regarding additional funding for footpath maintenance, play equipment had been removed from the Heamoor Recreation Ground and there was uncertainty over all play areas as well as the future maintenance of Town Deal public realm enhancements.



It was therefore suggested that the Devolution Working Group was reconvened to consider these challenges and outline Penzance Council's position both in terms of its future role and aspirations but also to understand budget and staffing capacity in order to recommend the future strategy and potential devolution to Penzance Council.

However, alongside this work, there remained value in the production of an Open Spaces Strategy which encompassed the sites currently owned and managed by the Council and referenced its long term aims for those sites.

Categories which would typically form part of the document were set out within the report.

Following consideration, it was unanimously

**RESOLVED** that

1. The scope of the proposed Open Spaces Strategy document be amended to comply with the categories identified within the report.
2. Said strategy be finalised following the completion of the Princess May Recreation Ground consultation in order to ensure it captures the results and the corresponding strategic aims of Penzance Council.

(Proposed: Councillor W Elliott; seconded: Councillor Osborne)

(c) Wellfields Car Park Quarterly Parking Permits

Wellfields Car Park had 162 spaces, including 4 spaces for blue badge holders, with an all-day ticket costing £2.50 and a quarterly ticket costing £100. If the car park was used daily, the quarterly permit would represent a saving of approximately £80 across the quarter.

The numbers of quarterly permits issued had gradually risen over recent years, having historically been relatively static at around 50 tickets, with 63 quarterly permits having been sold for the current quarter, which represented just over 40% of the available spaces within the car park.

At times Wellfields Car Park became very full and sometimes had no spaces remaining, with the issue in part caused by the increasing number of quarterly permits being issued. It was recommended that the number of permits be capped in order to keep the number of daily spaces available relatively high.

Following consideration, it was

**RESOLVED** that the number of quarterly permits issued for Wellfields Car Park be capped at sixty-five per quarter and provided on a 'first come, first served' basis.

(Proposed: Councillor Broadhurst; seconded: Councillor Jackson)

Vote; Eleven in favour. One abstention.

Councillor W Elliott then left the meeting.





(d) Penzance Football Club Development

This item had been withdrawn from the Agenda and so was not considered by the Committee.

**35. 2025/26 BUDGET SETTING**

(a) Leisure and Amenities Projected 2024-25 Outturn and Proposed 2025-26 Budget

The Leisure and Amenities Manager and the Responsible Finance Officer presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2024/25 Leisure and Amenities budget.

In addition, it was advised that, due to discussions which had been ongoing with the contractor, the proposed £15,000 contribution for footpath maintenance had not been included within the 2025/26 proposed budget. It was therefore requested that the recommendation be amended to include this item.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The projected out-turn for 2024/25, as set out at Appendix 1 to the report, be approved.
2. The Leisure and Amenities proposed budget for 2025/26, as set out at Appendix 1 to the report, be approved, subject to the inclusion of a new budget line, consisting of £15,000, entitled 'Parish Footpath Maintenance (1130/7)'.  
3. The level of existing earmarked reserves and their respective contributions in 2025/26, including proposed new reserves, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

**36. REPORTS FOR INFORMATION**

There were no reports for information.

**37. CONFIDENTIAL REPORTS FOR DECISION**

(a) Alexandra Play Park Security Contract

The context and background associated with this item were set out within the report.

Following consideration, it was unanimously

**RESOLVED** that the recommendations, as set out in the report, be approved.



(Proposed: Councillor Marrington; seconded: Councillor Young)

**38. MATTERS ARISING FOR REPORT AT THE NEXT MEETING**

There were no matters arising for report at the next meeting.

The meeting closed at 8:06 pm

Chair  
3 February 2025

DRAFT



**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING** held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 16 December 2024 at 7:00 pm.

**PRESENT**

Councillors

NG Pengelly (Chair)  
S Elliott (Vice-Chair)

MJ Beveridge  
NC Broadhurst  
Z Lawlor  
J McKenna

PI Osborne  
SJ Reynolds  
N Tonner

Also present: James Hardy (Town Clerk), Ben Brosgall (Leisure and Amenities Manager), Talan Richards (Finance Officer) and Elliot Ridington (Democratic Services Officer).

**36. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor W Elliott.

Councillors Bosworth and Davis were absent without having provided apologies.

**37. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**38. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION**

No requests had been received.

**39. PUBLIC PARTICIPATION**

There was no public participation.

**40. EXCLUSION OF PRESS AND PUBLIC**

There were no confidential matters for consideration.

**41. MINUTES OF THE MEETING HELD ON 21 OCTOBER 2024**

Having been previously circulated, it was

**RESOLVED** that the Minutes of the meeting held on 21 October 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

Vote; Seven in favour. Two abstentions.

**42. REPORTS FROM OTHER COMMITTEES FOR DECISION**

(a) Three Phase Electrical Supply – Penlee Park

Aspirations had been expressed in the past for the installation of a three-phase electrical supply in Penlee Park and the issue was further highlighted in the summer of 2024, when work was undertaken to establish if power could be supplied to support the Penzance Food Festival. These investigations did not identify a cost-effective option, primarily due to the aim of installing the supply in the lower end of Penlee Park.

Further conversations had recently taken place regarding the need for the Coach House development project to have a three-phase electrical supply installed in order to sufficiently power the new café and it was therefore recommended that options be explored for the installation of the supply at or near the current Council office building.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. It be noted that, at its meeting held on 2 December 2024, the Leisure and Amenities Committee resolved the following:-

*‘Options be considered to explore the potential to install a three-phase electrical supply in Penlee Park.’*

2. Virements of up to £20,000 be made from the Penlee Park Infrastructure reserve (currently standing at £60,984) to budget line 1015/10 Penlee Park – Capital Projects to install a three-phase electrical supply in Penlee Park.

(Proposed: Councillor Tonner; seconded: Councillor Reynolds)

**43. REPORTS FOR DECISION**

(a) Future Devolution and Cornwall Council Assets

Having now completed the devolved transfer of the Princess May Recreation Ground, Penzance Council had committed to a community consultation to understand the local community’s aspirations for the site in terms of improvements and future management, which could potentially inform the approach to other sites.

The Leisure and Amenities Committee had committed to developing an Open Spaces Strategy but it had been acknowledged that the significant budgetary challenge for Cornwall Council was having a particular impact on the Environment Service and on open space delivery. Discussions were ongoing regarding additional funding for footpath maintenance, play equipment had been removed from the Heamoor

Recreation Ground and there was uncertainty over all play areas as well as the future maintenance of Town Deal public realm enhancements. This was in addition to recent consultations on the future of leisure provision and on the closure of a number of services.

At the recent Cornwall Association of Local Councils Larger Council's Committee, concern was raised by all town councils regarding the impact of Cornwall Council's budget cuts and its current approach to devolution. As a result, a meeting was being established with the Strategic Director responsible for Localism and Devolution and town council representatives.

In order for Penzance Council to develop any future plans for devolution it was proposed that the Devolution Working Group be convened to develop an options appraisal, taking into account both local priorities as well as future provision and challenges in terms of Cornwall Council budget cuts. To inform this work it was further proposed that authority was delegated to the Town Clerk to enter into direct discussions with Cornwall Council to understand the impact of budget cuts on services locally.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. Meetings of the Devolution Working Group be convened to begin the development of an options appraisal for a future devolution programme.
2. Authority be delegated to the Town Clerk to enter into negotiations with Cornwall Council to determine the likely outcomes of its budget constraints and the potential for the future devolution of assets and services.

(Proposed: Councillor Beveridge; seconded: Councillor Osborne)

(b) Financial Papers to Receive and Accept

Following consideration, it was unanimously

**RESOLVED** that the following financial papers be received and accepted:-

(i) – Paid Expenditure from 1 October to 30 November 2024

(ii) – Bank Reconciliation from 1 October to 30 November 2024

(iii) - Financial Comparison for the Period Ending 30 November 2024

(Proposed: Councillor Pengelly; seconded: Councillor Reynolds)

**44. 2025/26 BUDGET SETTING**

- (a) Finance and General Purposes Projected 2024/25 Outturn and Proposed 2025/26 Budget

The Town Clerk presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2024/25 Finance and General Purposes budget.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The projected out-turn for 2024/25, as set out at Appendix 1 to the report, be approved.
2. The Finance and General Purposes proposed budget for 2025/26, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2025/26, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor McKenna; seconded: Councillor S Elliott)

**45. REPORTS FOR INFORMATION**

Members received the following reports for information:-

- (a) Arts and Culture Projected 2024/25 Outturn and Proposed 2025/26 Budget
- (b) Leisure and Amenities Projected 2024/25 Outturn and Proposed 2025/26 Budget

**35. MATTERS ARISING FOR REPORT AT NEXT MEETING**

There were no matters arising for report at the next meeting.

The meeting closed at 7:28 pm

Chair  
17 February 2025