

MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 8 January 2025 in the Alverne Room, St John's Hall, Alverton Street, Penzance.

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

NA Davis
NG Pengelly
SJ Reynolds

Also present: Elliot Ridington (Democratic Services Officer).

102. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bosworth.

Councillor Power was absent without having provided apologies.

103. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

104. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

105. TO APPROVE THE MINUTES OF MEETING HELD ON 11 DECEMBER 2024

Following consideration, it was

RESOLVED that the Minutes of the meeting held on 11 December 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

Vote; Councillors W Elliott, Jackson and Reynolds in favour. Councillor Davis abstained.

106. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke against Application No. 1 – PA24/08901 'Listed building consent to demolish the building. Ganges Tandoori Restaurant, 18 Chapel Street, Penzance.'

A member of the public was in attendance and spoke in favour of Application No. 2 – PA24/09780 – 'Application for Permission in Principle for up to 8 flats/accommodation (maximum of 8, minimum of 1), excluding ground floor. Former Ice Works, 64 The Strand, Newlyn.'

107. NEW AND AMENDED PLANNING APPLICATIONS

Following consideration, it was unanimously

RESOLVED that Application No. 3 - PA24/09572 'Works to trees in a conservation area (CA), works include T1 Mature Monterey Cypress. Intend to fell because its outgrown location. 9 Albert Terrace, Penzance' be removed from Appendix B to the Agenda and instead considered within Appendix A to the Agenda.

(Proposed: Councillor Reynolds; seconded Councillor Jackson)

It was then further, unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor Pengelly)

The Committee considered, in total, thirteen 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: W Elliott (Chair) B Jackson (Vice-Chair) NA Davis NG Pengelly SJ Reynolds
1.	PA24/08901 LISTED BLDG	Mr Phil Hosen	To demolish the building. Ganges Tandoori Restaurant, 18 Chapel Street, Penzance	Objection on the following grounds:- i) No heritage statement has been provided in relation to the proposal in contravention of paragraph 207 of the National Planning Policy Framework. ii) There is apparent evidence of neglect of the building in contravention of Paragraph 209 of the National Planning Policy Framework. iii) No proposal for future use of the site has been	Unanimous.



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NA Davis NG Pengelly SJ Reynolds
				<p>provided in contravention of paragraph 219 of the National Planning Policy Framework.</p> <p>iv) The total loss of the heritage asset with no substantial public benefit in contravention of paragraph 214 of the National Planning Policy Framework.</p> <p>v) The harm to the setting of the neighbouring listed buildings and the historic character of Chapel Street as a whole.</p> <p>Proposed - Cllr Reynolds</p>	

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NA Davis NG Pengelly SJ Reynolds
				Seconded - Cllr Pengelly	
2.	PA24/09780	W Stevenson & Sons Ltd	Application for Permission in Principle for up to 8 flats/accommodation (maximum of 8, minimum of 1), excluding ground floor. Former Ice Works, 64 The Strand, Newlyn	No objection. Proposed - Cllr Davis Seconded - Cllr Jackson	Councillors Davis, W Elliott and Jackson in favour. Councillor Reynolds against. Councillor Pengelly abstained.
3.	PA24/09592	Ms V Ives	Proposed two-storey rear extension and associated internal alterations Capistrano, 1 Chyandour Square, Penzance	This application had been deemed to be invalid by the Local Planning Authority and so was not considered by the Committee.	
4.	PA24/06519	Mr & Mrs Ian & Louise Wesley + McCarthy	Re-building of rear extension, alterations and re-configuration to existing property. 11 Marine Terrace, Promenade, Penzance	No objection. Proposed - Cllr Davis Seconded - Cllr Reynolds	Unanimous.
5.	PA24/09371	Kinnaird Hall	Change of use of Kinnaird Hall Vacant Building into 2 dwellings.	No objection.	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NA Davis NG Pengelly SJ Reynolds
			Kinnaird Hall, Chapel Street, Penzance	Proposed - Cllr Davis Seconded - Cllr Reynolds	
6.	PA24/06051 AMENDED PLANS	Mrs Emily Jane	Proposed extensions & alterations. Meridian, Cliff Road, Mousehole	No objection. Proposed - Cllr Reynolds Seconded - Cllr Davis	Unanimous.
7.	PA24/09401	Mr D Bales, Moore Professional Ltd	Construction of replacement garage & associated works. The Old Watch House, 6 Carn Todden, Mousehole	No objection. Proposed - Cllr Davis Seconded - Cllr Reynolds	Unanimous.
8.	PA24/09339	Mr Jon Julian, Live West Homes Ltd	'Proposed residential development to provide 14 new homes along with open space for residents, parking and associated highway and drainage infrastructure' without compliance with Condition 2 of decision notice PA21/05591 dated 14/07/22. Arthur House, Polmeere Road, Penzance	No objection. Proposed - Cllr W Elliott Seconded - Cllr Jackson	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NA Davis NG Pengelly SJ Reynolds
9.	PA24/08878	Noel Reader	To extend garage across the width of the garden. To replace asbestos roof and rotten supports. 9 Tolver Place, Penzance	No objection. Proposed - Cllr Pengelly Seconded - Cllr Reynolds	Unanimous.
10.	PA24/09229 AND PA24/09230 LISTED BLDG	Mr Chris Hibbert Borlase Smart John Wells Trust	Alterations to existing off-street parking area to provide 2 vehicle spaces with improved access and electric vehicle charging points. Anchor Studio, Trewarveneth Street, Newlyn	No objection. Proposed - Cllr W Elliott Seconded - Cllr Davis	Unanimous.
11.	PA24/09653	Mr & Ms James & Jones	Non-material amendment in relation to decision notice PA23/01377 dated 28.06.2023 for amendment of approved pitched roof eaves detail to a traditional eaves detail with exposed fascia and gutters. 32 Lower Gurnick Road, Newlyn	No objection. Proposed - Cllr Reynolds Seconded - Cllr Pengelly	Unanimous.
12.	PA24/09194 LISTED BLDG	Mr J Lawson, Ravendene Ltd	Replacement suspended ceiling. 7 The Greenmarket, Penzance	No objection. Proposed - Cllr Reynolds	Unanimous.



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NA Davis NG Pengelly SJ Reynolds
				Seconded - Cllr Jackson	
13.	PA24/09572 TREES	Mrs Cynthia Collingwood	Works to trees in a conservation area (CA), works include T1 Mature Monterey Cypress. Intend to fell because its outgrown location. 9 Albert Terrace, Penzance	Objection due to the loss of a veteran tree which is prominently visible on the Penzance skyline in contravention of Policy 23 (3(e)) of the Cornwall Local Plan. Proposed - Cllr Reynolds Seconded - Cllr Jackson	Councillors Jackson, Pengelly and Reynolds in favour. Councillor Davis against. Councillor W Elliott abstained.



108. 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:-

PA24/04013 - Construction of 77 affordable residential units including associated works with alterations to the existing approved layout (Previous reference PA20/01533) without compliance with conditions 2, 6, 13 and 16 of decision notice PA21/11940 dated 16.12.2022 - Land Adjacent To A30, St Clare, Penzance

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

(Councillor W Elliott in favour.)

109. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL

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

110. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:40 pm

Chair
29 January 2025

MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 29 January 2025 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

PRESENT W Elliot (Chair)

NG Pengelly
J Power

Also present: Elliot Ridington (Democratic Services Officer).

111. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bosworth, Davis, Jackson and Reynolds.

112. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

113. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

114. TO APPROVE THE MINUTES OF MEETING HELD ON 8 JANUARY 2025

Following consideration, it was

RESOLVED that the Minutes of the meeting held on 8 January 2025 be approved as a true and accurate record and signed by the Chair.

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

Vote; Councillors W Elliott and Pengelly in favour. Councillor Power abstained.

115. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke in favour of Application No. 1 – PA24/09775 'Renovation to include thermal upgrade through the addition of insulated render to 3 elevations, new windows on 2 elevations, erection of 2-storey extension, creation of glazed rooflight and fit out of building at all floor levels to create a bouldering gym and associated ancillary uses, including a cafe and reception area at ground floor. 94 Market Jew Street, Penzance.'

116. 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 Power; seconded: Councillor Pengelly)

The Committee considered, in total, twelve 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: W Elliott (Chair) NG Pengelly J Power
1.	PA24/09775	Ms Susan Stuart, Penzance Regeneration Company Limited	Renovation to include thermal upgrade through the addition of insulated render to 3 elevations, new windows on 2 elevations, erection of 2-storey extension, creation of glazed rooflight and fit out of building at all floor levels to create a bouldering gym and associated ancillary uses, including a cafe and reception area at ground floor. 94 Market Jew Street, Penzance	No objection. Proposed - Cllr Power Seconded - Cllr Pengelly	Unanimous.
2.	PA25/00211	Mr S Curtis	Extension & Alterations to Existing Dwelling. The White Cottage, Cliff Road, Mousehole	No objection. Proposed - Cllr W Elliott Seconded - Cllr Power	Unanimous.
3.	PA24/09633	A Elvey Trelya	Replacement of existing dilapidated portacabin with new modular building to continue nursery use. The Lescudjack Centre, Penmere Close, Penzance	No objection. Proposed - Cllr Power Seconded - Cllr Pengelly	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) NG Pengelly J Power
4.	PA24/09354	Mr G Adams Penzance AFC	Siting of tractor storage building and alterations to boundary treatments and associated works Penzance AFC Alexandra Place Penzance	No objection. Proposed - Cllr Pengelly Seconded - Cllr Power	Unanimous.
5.	PA25/00207	Environment Agency	Removal and reinstatement of existing boundary wall due to its poor structural condition and temporarily widen existing vehicular access to facilitate access to Mousehole School to carry out flood alleviation work (part retrospective). Mousehole School, Foxes Lane, Mousehole	No objection. Proposed - Cllr Pengelly Seconded - Cllr Power	Unanimous.
6.	PA24/09328	Chetna Tucker, Westward Housing Group Ltd	Application for change of use from C2 (assisted support living) to C3 (residential dwelling house). Lyndhurst, Hea Road, Heamoor	Objection on the grounds that there is a lack of alternative supported living accommodation in the area. Proposed - Cllr Power Seconded - Cllr Pengelly	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) NG Pengelly J Power
7.	PA24/09503 AND PA24/09504 LISTED BLDG	Mr & Mrs Colman-Fox	Demolition and construction of rear extensions. 9 Penrose Terrace, Penzance	No objection. Proposed – Cllr Power Seconded - Cllr W Elliott	Unanimous.
8.	PA24/09683	Mr C Durham	Conversion of roof space to form additional bedroom and associated works. Flat Above 29 Market Jew Street, Penzance	No objection. Proposed - Cllr Pengelly Seconded - Cllr Power	Unanimous.
9.	PA25/00366	Ms Samuel	Non-material amendment to decision PA24/08196 dated 18.12.2024 to reduce the ridge height of the front extension roof, install new high-level triangular windows in the gable of the front extension, reduce existing Bathroom window and install solar panels on the rear roof slopes. 56 Tredarvah Road, Penzance	No objection. Proposed - Cllr Power Seconded - Cllr W Elliott	Unanimous.
10.	PA24/09573	Ben Mason	Demolition of existing domestic garage and erection of dwelling without compliance with condition 2 of decision PA18/00545 dated	No objection. Proposed - Cllr Pengelly Seconded - Cllr W Elliott	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) NG Pengelly J Power
			14.03.2018. Land to the Rear of 11 Greenbank, Greenbank, Alverton Road, Penzance		
11.	PA24/09682	Mrs G Grant	Conversion of Existing Loft and Associated Works without compliance of condition 2 of decision notice PA23/00196 dated 03/03/2023. 12 Boswergy, Penzance	No objection. Proposed - Cllr Pengelly Seconded - Cllr power	Unanimous.
12.	PA24/09598 LISTED BLDG	Mr William Chapman	Listed Building Consent for wholesale renewal of all roof coverings, lead valleys and associated flashings across Trereife House (not including Link Block and Stable Block). Refurbishment/renewal of all gutters and downpipes, soffits and fascias. Repair and re rendering of all chimney stacks. Refurbishment and repair to all dormers. Trereife House, Penzance	No objection. Proposed - Cllr W Elliott Seconded - Cllr Power	Unanimous.

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

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

118. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL

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

119. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:32 pm

Chair
19 February 2025

MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 19 February 2025 in the Alverne Room, St John's Hall, Alverton Street, Penzance.

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

NG Pengelly (from 7.05 pm)
SJ Reynolds

Also present: Elliot Ridington (Democratic Services and Governance Officer).

120. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bosworth, Davis and Power.

121. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

122. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

123. TO APPROVE THE MINUTES OF MEETING HELD ON 29 JANUARY 2025

Following consideration, it was unanimously

RESOLVED that the Minutes of the meeting held on 29 January 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

124. PUBLIC PARTICIPATION

Four members of the public were in attendance and spoke against Application No. 1 – PA25/00085 'Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for the development of up to 140 dwellings (including affordable housing); accessed off the A3071, alongside the provision of open space, ecological mitigation, and supporting infrastructure. Land North of the A3071, Castle Horneck, Penzance'.

A member of the public was in attendance and spoke in favour of Application No. 2 – PA25/00645 'Outline Planning Permission with some matters reserved (appearance, landscaping, layout and scale) for proposed development of up to 72 extra care apartments (C3) and associated works. John Daniels Adult Training Centre, Roscadghill Road, Heamoor'.



A member of the public was in attendance and spoke against Application No. 6 – PA25/00949 ‘Demolition of existing rear extension & construction of replacement partial two storey rear extension. 36 Penlee Street, Penzance’.

125. 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 Pengelly; seconded: Councillor Jackson)

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

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	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
1.	PA25/00085	Mr Jeremy Campling, South West Strategic Developments (SWSD)	Outline planning application with some matters reserved (appearance, landscaping, layout and scale) for the development of up to 140 dwellings (including affordable housing); accessed off the A3071, alongside the provision of open space, ecological mitigation, and supporting infrastructure. Land North of the A3071, Castle Horneck, Penzance	Objection on the following grounds:- i) The poor integration of the site within the local public transport network and the unsafe pedestrian access, in conflict with Policy T1 of the Climate Emergency Development Plan Document. ii) The loss of Grade 2 Agricultural Land in conflict with Paragraph 187(b) of the National Planning Policy Framework, particularly the failure to recognise 'the	Councillor W Elliott, Jackson and Reynolds in favour. Councillor Pengelly against.



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
				<i>economic and other benefits of the best and most versatile agricultural land’.</i> Proposed - Cllr Reynolds Seconded - Cllr Jackson	
2.	PA25/00645	Cornwall Council	Outline Planning Permission with some matters reserved (appearance, landscaping, layout and scale) for proposed development of up to 72 extra care apartments (C3) and associated works. John Daniels Adult Training Centre, Roscadghill Road, Heamoor	1. No objection to the principle of the site being used for extra care apartments which is in compliance with Policy H9 of the emerging Penzance Neighbourhood Plan. However, 100% of any dwellings provided should be reserved for residents with a local connection.	Unanimous.



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
				<p>2. Should the development be approved, a condition should be included to require that the Safe and Well Hub is provided with suitable alternative accommodation prior to the commencement of any works.</p> <p>Proposed - Cllr Reynolds Seconded - Cllr Jackson</p>	
3.	PA25/00688	Trustees of the JH Bennetts Ltd No 2 Pension Scheme	Permission in principle for construction of up to 7 dwellings [minimum of 4, maximum of 7]. Bennetts Gas Supplies, Chyandour Lane, Penzance	No objection. Proposed - Cllr W Elliott Seconded - Cllr Pengelly	Unanimous.
4.	PA25/00828	Ms. Carol Filby	Design alterations to previously approved application for the construction of extensions and	No objection subject to the glazing and/or design of the first floor windows on the	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
			alterations Trevcarhilly, Gear Hill, Gulval	south east elevation being that which will prevent light spill in order to comply with Policy DDH3 of the emerging Penzance Neighbourhood Plan. Proposed - Cllr Reynolds Seconded - Cllr W Elliott	
5.	PA25/00440	Mrs A Swash	Proposed mezzanine floor extension. Annexe, Regent Cottage, Regent Terrace, Penzance	No objection. Proposed - Cllr W Elliott Seconded - Cllr Reynolds	Unanimous.
6.	PA25/00949	Tara Stevens	Demolition of existing rear extension & construction of replacement partial two storey rear extension. 36 Penlee Street, Penzance	Objection on the following grounds:- 1. The overbearing impact upon neighbouring properties. 2. The overlooking of neighbouring properties.	Unanimous.



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
				3. The loss of light for neighbouring properties. 4. The overdevelopment of the site. 5. The detrimental impact upon the residential amenity of neighbouring properties. Proposed - Cllr Pengelly Seconded - Cllr Reynolds	
7.	PA25/00777	Mr William Dawson	Internal renovation of existing dwelling. 50 The Strand, Newlyn	No objection. Proposed – Cllr Reynolds Seconded - Cllr Pengelly	Unanimous.
8.	PA25/00705	Mr Andrew Selleck, Sselect Nicholls Limited	Non-material amendment in relation to Decision Notice PA21/10752 dated 05/05/22 - Minor adjustments to design and position of window at ground floor level to Bedroom 2 on the North	No objection. Proposed - Cllr Reynolds Seconded - Cllr Pengelly	Unanimous.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
			elevation and installation of a single rooflight into the north facing roof-slope over first-floor Apartment 8. Petrellen Court, Penrose Terrace, Penzance		
9.	PA25/00590 AND PA25/00591 LISTED BLDG	Mrs Yvonne Davies	Erection of a replacement conservatory extension (amended design) and a greenhouse. The Coach House, Alverton Road, Penzance	No objection subject to the comments of the Historic Environment Planning Service being addressed. Proposed - Cllr Reynolds Seconded - Cllr W Elliott	Unanimous.
10.	PA24/09404 LISTED BLDG	Mr Andrew Beard	New stone threshold to false door to Flat 1 and replacement stable door to Flat 3. Hutchens House, Mousehole Lane, Paul	No objection. Proposed - Cllr Reynolds Seconded - Cllr W Elliott	Unanimous.
11.	PA25/00497 LISTED BLDG	c/o Agent South West Water Limited	To lay a new sewer through a shop which is Grade II Listed and down a pavement which is also Grade II Listed. The works are likely to be	No objection. Proposed - Cllr Pengelly Seconded - Cllr Reynolds	Unanimous.



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: W Elliott (Chair) B Jackson (Vice-Chair) NG Pengelly SJ Reynolds
			classed as emergency as the manhole chamber which SWW are picking up is at constant risk of flooding, the chamber is inside the shop. 38 Market Place, Penzance		

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

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

127. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL

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

128. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 8:04 pm

Chair
12 March 2025



MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Thursday 23 January 2025 at 4.00 pm.

PRESENT

Councillors P Young (Chair)
J McKenna (Vice-Chair)

MJ Beveridge
B Jackson
SJ Reynolds (from 4.02 pm)

Also present: James Hardy (Town Clerk), Cal Bagshaw (Corporate Services Manager), Anna Renton (Director, Penlee House) and Elliot Ridington (Democratic Services Officer).

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Broadhurst.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. PUBLIC PARTICIPATION TIME

There were no members of the public present.

12. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

In respect of Agenda Items 7(a), 7(b) and 8(a), 'Flexible Working Request', 'Redesignation of Post' and 'TOIL and Sickness Figures to December 2024', it was unanimously

RESOLVED that the press and public be excluded from those sections of the meeting.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

13. MINUTES OF THE MEETING HELD ON 12 AUGUST 2024

The Minutes of the meeting having been circulated, it was

RESOLVED that the Minutes of the meeting held on 12 August 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor McKenna; seconded: Councillor Reynolds)

Vote; Four in favour. One abstention.

14. REPORTS FOR DECISION



(a) Revised Recruitment and Selection Policy

The annual review of various policies was in the process of being undertaken and the Recruitment and Selection Policy had been considered and amendments proposed. There were no relevant legal or regulatory changes and the changes proposed provided greater clarity on the updated points, set out using tracked changes within Appendix 1 to the report.

During the debate, reference was made to the overview section of the policy and it was highlighted that a number of the protected characteristics listed within the Equality Act 2010 had been missed, despite being referenced elsewhere in the report.

In response, an undertaking was provided to rectify this oversight prior to policy's presentation to the Finance and General Purposes Committee.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the revisions to the Recruitment and Selection Policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted, subject to the 'overview' section being amended to list the protected characteristics defined within the Equality Act 2010.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

15. CONFIDENTIAL REPORTS FOR DECISION

(a) Flexible Working Request

The background and issues associated with this item were set out in the report.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendation, as set out in the report, be approved.

(Proposed: Councillor Beveridge; seconded: Councillor Young)

(b) Redesignation of Post

The background and issues associated with this item were set out in the report.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Beveridge; seconded: Councillor Jackson)

(c) Results of Job Descriptions Review



The review of job descriptions had not yet been completed by the Council's external Human Resources partner and so this item had been withdrawn from the Agenda. The item would therefore be presented to a meeting of the Committee in due course and a provisional date of 6 February 2025 had been arranged, dependent on Member availability.

16. CONFIDENTIAL REPORTS FOR INFORMATION

The following reports were noted:-

- (a) Sickness Figures to December 2024
- (b) TOIL Figures to December 2024

17. MATTERS ARISING FOR REPORT AT NEXT MEETING

The 'Results of Job Descriptions Review' item, which had been withdrawn from the Agenda for this meeting, would be presented to the next meeting of the Committee, provisionally due to take place on 6 February 2025.

The meeting closed at 4:25 pm

Chair
6 February 2025



MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Thursday 6 February 2025 at 4.00 pm.

PRESENT

Councillors P Young (Chair)
J McKenna (Vice-Chair) (from 4.05 pm)

MJ Beveridge
B Jackson
SJ Reynolds

Also present: James Hardy (Town Clerk), Ben Brosgall (Leisure and Amenities Manager) (until 4.13 pm), Cameron Sil (Responsible Finance Officer) (until 4.13 pm) and Elliot Ridington (Democratic Services Officer) (until 4.13 pm).

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Broadhurst.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. PUBLIC PARTICIPATION TIME

There were no members of the public present.

21. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

In respect of Agenda Item 7(a), 'Results of Job Descriptions Review', it was unanimously **RESOLVED** that the press and public be excluded from that section of the meeting.

(Proposed: Councillor Beveridge; seconded: Councillor Reynolds)

22. MINUTES OF THE MEETING HELD ON 23 JANUARY 2025

The Minutes of the meeting having been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 23 January 2025 be approved as a true and accurate record and signed by the Chair, subject to Minute No. 11 being amended to refer to 'participation'.

(Proposed: Councillor Beveridge; seconded: Councillor Young)

23. REPORTS FOR DECISION

(a) Review of Employer Discretions Policy for Local Government Pension Scheme



Penzance Council was a scheme employer within the Local Government Pension Scheme and each employer was required to publish a policy statement detailing how it would apply the scheme when certain events happened, known as discretions. The policy was required to have discretions on whether it would:-

- allow flexible retirement;
- award additional pension;
- pay towards the cost of additional pension; and
- waive any reductions if a pension was paid early (not including if an employee retired due to ill health, redundancy or business efficiency, in these cases the employer had to meet the cost of paying pension early).

It was necessary to keep the policy under review and update it periodically in order to comply with any new legal or policy developments. The proposed changes to the document were set out within the report.

During the debate, Members referred to two errors in the document and requested that these be rectified.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that

1. The revisions to the Local Government Pension Scheme – Employer Discretion policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted, subject to:-
 - i) Paragraph 1.2 being amended to read ‘...the Council *has* the power...’
 - ii) The word ‘requirement’ set out in the table on Page 6 of the document being replaced with the word ‘retirement’.
2. If necessary, a consultation exercise be undertaken with the affected members of staff and the revisions to the policy be implemented upon the conclusion of said exercise.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

The Leisure and Amenities Manager, Responsible Finance Officer and Democratic Services Officer then left the meeting.

24. CONFIDENTIAL REPORTS FOR DECISION

(a) Results of Job Descriptions Review

At the meeting of Penzance Council held on 20 May 2024, authority was delegated to the Town Clerk to review and revise the job descriptions of the posts detailed within the report, to seek independent job evaluation through the Council’s external HR advisors and to make recommendations accordingly.



The review had now been completed and job descriptions had been revised in order to provide a true reflection of the roles carried out by members of staff on a day-to-day basis. These documents had now therefore been job evaluated by the Council's independent HR advisor which had resulted in a number of recommendations, as set out in the report.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Young; seconded: Councillor Beveridge)

25. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 4:32 pm

Chair
2025



MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 27 January 2025 at 7:00pm.

PRESENT

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

JM How	SJ Reynolds
PA Law	N Tonner
SJ Reed	P Young

Co-opted Advisors: Arwen Fitch
John Swarbrooke
Trevor Thorne

Also present: Anna Renton (Director, Penlee House), Verity Anthony (Visitor Experience and Retail Manager) Elliot Ridington (Democratic Services Officer).

36. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor W Elliott.

37. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

38. PUBLIC PARTICIPATION

There was no public participation.

39. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

40. MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2024

Having previously been circulated, it was

RESOLVED that the Minutes of the meeting held on 25 November 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Sorrell)

Vote; Eight in favour. One abstention.

41. REPORTS FOR DECISION

(a) Learning Centre Feasibility Study Draft Report



A feasibility study into a new Learning Centre had been funded by the Friends of Penlee House and, following a competitive process, consultant Henrietta Boex was appointed to undertake this work.

The initial draft of the report had been presented to officers but further consultation was required to reach a series of recommendations in order to progress work towards a new Learning Centre. It was therefore recommended that authority was delegated to the Town Clerk to liaise with interested parties, including the Penlee House Masterplan Working Group, and Henrietta Boex in order to complete the report and reach a series of recommendations to be reported to Penzance Council

Following consideration, it was unanimously

RESOLVED that

1. Progress on the draft Learning Centre Feasibility Study Report produced by Henrietta Boex, as set out in the report, be noted.
2. Authority be delegated to the Town Clerk to consult with interested parties, including the Penlee Masterplan Working Group, in order to refine and finalise said report prior to its presentation to Penzance Council for approval.

(Proposed: Councillor Young; seconded: Councillor Sorrell)

42. REPORTS FOR INFORMATION

The following reports for information were noted:-

- a) Penlee Coach House Development – Progress Report
- b) Arts and Culture Forward Plan Update
- c) Penlee House Director's Report
- d) Budget Comparison Report – 1 April – 31 December 2024

43. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 7:33 pm

Chair
24 March 2025



MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING held in the St Piran’s Room, the Penlee Centre, Penlee Park, Penzance on Monday 3 February 2025 at 7:00pm.

PRESENT

Councillors	N Broadhurst (Chair)	
	JM How	PI Osborne
	B Jackson	SJ Reed
	PA Law	SJ Reynolds
	Z Lawlor	P Young
	TS Marrington	

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

39. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Power and Sorrell.
Councillors S Elliott and W Elliott were absent without having provided apologies.

40. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

41. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke regarding footpaths in the parish and potential methods for their future maintenance.

42. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

43. MINUTES OF THE MEETING HELD ON 2 DECEMBER 2024

The Minutes having previously been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 2 December 2024 be approved as a true and correct record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

44. REPORTS FOR DECISION

(a) Alexandra Play Park – External Area Maintenance and Improvement Programme



In accordance with the resolution of the Committee of 5 August 2024, site meetings were held with the contractor which had drafted the original survey report for the required works to those areas adjacent to the site which were in the ownership of Penzance Council.

Updates to the survey report had now been completed and were set out at Appendix 1 to the report.

Due to cost fluctuations within the construction industry, it was recommended that quotes were sought in order to ascertain if they corresponded with those indicative prices set out as a part of the survey report. A final contract specification would then be prepared and considered by Members in due course.

Following consideration, it was unanimously

RESOLVED that quotes be sought for the required works to the external areas of Alexandra Play Park and Tennis Courts identified in the 'Revised Site Report 2024', as set out at Appendix 1 to the report.

(Proposed: Councillor Marrington; seconded: Councillor Reed)

(b) The Use of Penlee Park for Penzance Food Festival 2025

The organisers of the Penzance Food Festival 2024 had been in conversation with Penzance BID and the Town Clerk about an event for 2025, hoping to build on the success of 2024.

Penlee Park was used year-round by the residents of the parish and visitors to the area, and it was suggested that robust wet weather plans, possibly beyond the use of temporary matting for walkways, should have been developed to ensure that supporting the 2025 event did not cause unnecessary damage to the park.

Following consideration, it was unanimously

RESOLVED that

1. The use of Penlee Park for the Penzance Food Festival 2025 be approved.
2. Plans be developed to allow for the continued use of Penlee Park for the Penzance Food Festival 2025 in the event of inclement weather.
3. Authority be delegated to the Town Clerk to determine the charges, if any, levied upon the event organiser for the use of Penlee Park, and the associated utility costs, for Penzance Food Festival 2025.

(Proposed: Councillor Law; seconded: Councillor Reed)

(c) Rebalance of Princess May Recreation Ground Budgets

Following the transfer of Princess May Recreation Ground to Penzance Council, some adjustments to in-year budget lines were required to reflect some of the actual site



maintenance and upkeep costs rather than the estimated figures which had been used previously. The specific adjustments were detailed in the report.

Following consideration, it was unanimously

RESOLVED that

1. A virement of £1,027.43 be made from the Princess May earmarked reserve (1995/16) to the 'Maintenance – contractor for grass cutting' budget (1320/7).
2. A virement of £1,107.66 be made from the Princess May earmarked reserve (1995/16) to the 'Plants and Materials' budget (1320/8).

(Proposed: Councillor Reynolds; seconded: Councillor Marrington)

(d) **Consent for Submission of Planning Application by Penzance Football Club**

Penzance Football Club had submitted a planning application to Cornwall Council for development(s) on its grounds, which were owned by Penzance Council. However, section 28.4 of the lease agreement between Penzance Council and the Football Club required the Football Club to obtain Penzance Council's permission prior to submitting a planning application, which it had not.

While the planning application had been considered by the Planning Committee on its planning merits, consent from Penzance Council for the application's submission remained necessary in order to ensure that Penzance Football Club did not further breach the terms of its lease.

Potential elements for consideration as a part of any decision relating to consent were set out within the report.

Following consideration, it was unanimously

RESOLVED that

1. Authority be delegated to the Town Clerk, following consultation with the Chair and Vice-Chair of the Leisure and Amenities Committee, to consent to, or refuse consent for, the submission of the planning application by Penzance Football Club, detailed on the proposed site plan set out at Appendix 1 to the report.
2. Should consent for the submission of the planning application be refused, a report be presented to a future meeting of this Committee detailing the reasons for the refusal.

(Proposed: Councillor How; seconded: Councillor Osborne)

45. REPORTS FOR INFORMATION

(a) **Leisure and Amenities Manager's Report**

46. MATTERS ARISING FOR REPORT AT THE NEXT MEETING



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

The meeting closed at 7:49 pm

Chair
31 March 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 17 February 2025 at 7:00 pm.

PRESENT

Councillors

NG Pengelly (Chair)

MJ Beveridge
NC Broadhurst
Z Lawlor

SJ Reynolds
N Tonner

Also present: James Hardy (Town Clerk), Cal Bagshaw (Corporate Services Manager) and Elliot Ridington (Democratic Services Officer).

47. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bosworth, McKenna and Osborne.

Councillors S Elliott, W Elliott and Davis were absent without having provided apologies.

48. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

49. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

No requests had been received.

50. PUBLIC PARTICIPATION

There was no public participation.

51. EXCLUSION OF PRESS AND PUBLIC

In respect of Agenda Items 10(a), 10(b) and 10(c), 'Flexible Working Request', 'Redesignation of Post' and 'Results of Job Descriptions Review', it was unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

52. MINUTES OF THE MEETING HELD ON 16 DECEMBER 2024

Having been previously circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 16 December 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Beveridge; seconded: Councillor Reynolds)

53. REPORTS FROM OTHER COMMITTEES FOR DECISION

(a) Revised Recruitment and Selection Policy

The annual review of various policies was in the process of being undertaken and the Recruitment and Selection Policy had been considered and amendments proposed. There were no relevant legal or regulatory changes and those changes proposed provided greater clarity on the updated points, set out using tracked changes within Appendix 1 to the report.

Following consideration, it was unanimously

RESOLVED that the revisions to the Recruitment and Selection Policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted.

(Proposed: Councillor Tonner; seconded: Councillor Beveridge)

(b) Review of Employer Discretions Policy for Local Government Pension Scheme

Penzance Council was a scheme employer within the Local Government Pension Scheme and each employer was required to publish a policy statement detailing how it would apply the scheme when certain events happened, known as discretions. The policy was required to have discretions on whether it would:-

- allow flexible retirement;
- award additional pension;
- pay towards the cost of additional pension; and
- waive any reductions if a pension was paid early (not including if an employee retired due to ill health, redundancy or business efficiency, in these cases the employer had to meet the cost of paying pension early).

It was necessary to keep the policy under review and update it periodically in order to comply with any new legal or policy developments. The proposed changes to the document were set out within the report.

Following consideration, it was unanimously

RESOLVED that

1. The revisions to the Local Government Pension Scheme – Employer Discretion Policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted.
2. If necessary, a consultation exercise be undertaken with the affected members of staff and the revisions to the policy be implemented upon the conclusion of said exercise.

(Proposed: Councillor Beveridge; seconded: Councillor Reynolds)

54. REPORTS FOR DECISION

(a) Revised Grants Policy

At the meeting of the Committee held on 19 August 2024, it was resolved that a Working Group would be established in order to consider the Council's Grants Policy. A number of changes were proposed by the Working Group and these were included in the revised policy, set out at Appendix 1 to the report.

During the debate, Members raised a number of points including the following-

- i) An additional element should have been included within the 'Mandatory Requirements' section to require evidence of an applicant's commitment to Equality, Diversity and Inclusion.
- ii) Within the section entitled 'Applications which are not eligible', it was stipulated that organisations which intended to use the funding for further fundraising purposes would be precluded from applying. However, this may have prevented a number of worthwhile applications as, often, events such as those for a Christmas lights 'switch on' would involve volunteers with collection buckets, which would not be allowed if this change were made. It was therefore suggested that this element be clarified to refer to *third party* fundraising purposes.
- iii) Clarification was sought as to whether there would be 'no right of appeal' within the 'Automatic Refusal' section as it was thought that the word 'no' may have been deleted in error.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that the revised Grants Policy, set out using tracked changes at Appendix 1 to the report, be approved and adopted subject to:-

- i) The 'Mandatory Requirements' section including reference to evidence of an applicant's commitment to Equality, Diversity and Inclusion;
- ii) The 'Applications which are not eligible' section being amended to refer to '*third party* fundraising'; and
- iii) Clarification being provided as to whether there would be a right of appeal or no right of appeal within the 'Automatic Refusal' section.

(Proposed: Councillor Beveridge; seconded: Councillor Tonner)

(b) Enhanced Employee Benefits Policy and Introduction of Salary Sacrifice Schemes

Salary sacrifice schemes enabled employees to forego a part of their salary in exchange for non-cash benefits such as additional annual leave, dental/medical insurance or sustainable transport options like bicycles or electric vehicle leases.

The schemes could lead to saving on National Insurance contributions for both the employer and the employees, improve employee satisfaction and have a positive environmental impact. Were such schemes introduced, they would be incorporated into the 'Enhanced Employee Benefits Policy'.

Following consideration, it was unanimously

RESOLVED that

1. The feasibility and benefits of incorporating salary sacrifice schemes into the Enhanced Employee Benefits Policy be investigated.
2. The results of the investigation be reported to a future meeting of this Committee for consideration.

(Proposed: Councillor Broadhurst; seconded: Councillor Reynolds)

(c) 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 December 2024 to 31 January 2025
- (ii) – Bank Reconciliation from 1 December 2024 to 31 January 2025
- (iii) - Financial Comparison for the Period Ending 31 January 2025

(Proposed: Councillor Broadhurst; seconded: Councillor Beveridge)

55. REPORTS FOR INFORMATION

There were no reports for information.

56. CONFIDENTIAL REPORTS FROM OTHER COMMITTEES FOR DECISION

(a) Flexible Working Request

The background and issues associated with this item were set out in the report.

Following consideration, it was unanimously

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

(Proposed: Councillor Beveridge; seconded: Councillor Pengelly)

(b) Redesignation of Post

The background and issues associated with this item were set out in the report.

Following consideration, it was unanimously

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

(Proposed: Councillor Beveridge; seconded: Councillor Broadhurst)

(c) Results of Job Descriptions Review

At the meeting of Penzance Council held on 20 May 2024, authority was delegated to the Town Clerk to review and revise the job descriptions of the posts detailed within the report, to seek independent job evaluation through the Council's external HR advisors and to make recommendations accordingly.

The review had now been completed and job descriptions had been revised in order to provide a true reflection of the roles carried out by members of staff on a day-to-day basis. These documents had now therefore been job evaluated by the Council's independent HR advisor which had resulted in a number of recommendations, as set out in the report.

Following consideration, it was unanimously

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

(Proposed: Councillor Broadhurst; seconded: Councillor Tonner)

57. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 7:32 pm

Chair
14 April 2025