MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 11 June 2025 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

PRESENT JS Power (Chair)
B Jackson (Vice-Chair)

KM Baker
P Lapin
AS Martin
SJ Reynolds
MA Wilson

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

12. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillor Broadhurst was absent without having provided apologies.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

15. TO APPROVE THE MINUTES OF MEETING HELD ON 21 MAY 2025

Following consideration, it was

RESOLVED that the Minutes of the meeting held on 21 May 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Lapin)

Councillors Jackson, Lapin, Power, Reynolds and Wilson in favour. Councillors Baker and Martin abstained.

16. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke regarding a potential planning enforcement matter on an adjacent property to her own. In response, it was requested that she provide further information in advance of the next meeting.

17. NEW AND AMENDED PLANNING APPLICATIONS

Following consideration, it was

RESOLVED that the comment of ‘no objection’ to the planning applications set out in Appendix B to the Agenda be approved, save for application No. 3, where the objection of the Tree Officer be noted.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

The Committee then considered, in total, eight 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: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin AS Martin SJ Reynolds MA Wilson
1.	PA25/03858	Mr Ian Sinclair	Proposed roof extension, alterations and parking area. **Britannia, Cliff Road, Mousehole**	Objection on the following grounds:- 1. The size of the proposed dormers which are inappropriate in scale in comparison to the host property. 2. The detrimental impact of the proposed dormers on the adjacent West Penwith International Dark Sky Park and their non-compliance with Policy DDH3 of the Neighbourhood Plan for Penzance Parish 2020-2030. 3. The apparent subdivision of the property without the	**Councillors Baker, Lapin, Martin, Power, Reynolds and Wilson in favour. Councillor Jackson against.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin AS Martin SJ Reynolds MA Wilson
				benefit of planning permission and with no reference having been made within this application. **Proposed - Cllr Lapin** **Seconded - Cllr Martin**	
2.	PA25/02351	Mr Aiden McMahon	Proposed paved area for off street parking and the installation of a car charging point to include removal of section of boundary wall to front. **Maisonette, Incledon Villa, Trewithen Road, Penzance**	Consideration of the application be deferred as an informed decision cannot be made due to there being insufficient information in relation to the preservation of the surrounding trees and the permeability of the proposed paving. **Proposed - Cllr Reynolds** **Seconded - Cllr Wilson**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin AS Martin SJ Reynolds MA Wilson
3.	PA25/03648	Mr R. Mann	Conversion of Existing Garage to Form Annex Accommodation **21 Lidden Road, Penzance**	No objection subject to the proposed annexe remaining as ancillary accommodation to the main dwelling and being used solely by the occupiers or non-paying guests of the occupiers of 21 Lidden Road, Penzance, and at no time being used as a separate residential unit of accommodation. **Proposed - Cllr Wilson** **Seconded - Cllr Martin**	**Unanimous.**
4.	PA25/03629 AND PA25/03623 **LISTED BLDG**	Mr & Mrs Richard & Irene Sowerbutts	To replace existing 20th Century Conservatory with new Garden Room and associated landscaping. **West Lodge, Alverton Road, Penzance**	No objection. **Proposed - Cllr Lapin** **Seconded - Cllr Power**	**Councillors Baker, Jackson, Lapin, Martin, Power and Wilson in favour. Councillor Reynolds against.**
5.	PA25/02566	Cherry Dunn	Construction of a single-storey contemporary garden building to be	No objection.	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin AS Martin SJ Reynolds MA Wilson
			used as a study **Pendrea Coach House, Trythogga, Gulval**	**Proposed - Cllr Lapin** **Seconded - Cllr Jackson**	
6.	PA25/03034 AND PA25/03035 **LISTED BLDG**	Mr Stephen Oliver, The Morrab Library	Essential damp-proofing upgrades with modest alterations to a critically damp basement level which stores rare books and archives. New inclusive access at ground floor level and proposals to improve the control of surface water. **Morrab Library, Morrab Gardens, Penzance**	No objection. **Proposed - Cllr Martin** **Seconded - Cllr Lapin**	**Unanimous.**
7.	PA25/03382	Mr & Mrs B Sidgwick	Refurbishment of existing single storey rear extension. **3 Coulsons Terrace, Penzance**	No objection. **Proposed - Cllr Lapin** **Seconded - Cllr Wilson**	**Unanimous.**
8.	PA25/02616	Mr Richard Cliffe	Replacement of an existing skylight with a Velux roof window and installation of one additional Velux	No objection. **Proposed - Cllr Lapin**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin AS Martin SJ Reynolds MA Wilson
			roof window to improve natural lighting in an existing attic bedroom. **Treleigh, Bay View Villas, Penzance**	**Seconded - Cllr Jackson**	

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

Since the last meeting of the Committee, the following responses had been provided in relation to applications considered under the Local Council Protocol:-

PA25/02334 - Demolition of Approved Barn Conversion to form Dwelling PA23/02105 & Prior Approval Conversion to C1 Guest House PA24/04946 and Construction of Two Self Build Dwellings & Associated Works - Redundant Barns, Trevithal Farm House, Trevithal, Paul

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

(No responses from Councillors received.)

PA25/02385 - Construction of two Self Build Dwellings & Associated Works - 9 Penare Road, Penzance

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

(No responses from Councillors received.)

PA25/03024 - Replacement hardwood shopfront - Succession Group Limited, 46 Causewayhead, Penzance

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

(Councillor Lapin responded to state that he supported the Planning Officer's recommendation for refusal. However, this response would not comply with the adopted procedure as it would (informally) overturn a formal decision which had been made democratically.)

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

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

20. MATTERS ARISING FOR REPORT ONLY

At the preceding meeting an undertaking had been provided that a report regarding the Penzance Conservation Area Article 4 Direction Order and the Penzance Conservation Area Appraisal would be presented to a future meeting. However, while it had not been possible to prepare the report for this meeting, it was still intended that the report would be presented as soon as practicable.

In addition, Penzance Council had recently been consulted regarding Cornwall Council's Street Trading Policy and this too would be the subject of a future report.

Finally, a Member made reference to the validation of planning applications by Cornwall Council, in that a number of applications appeared to have been validated despite containing various errors. A request was therefore made that this matter be made the subject of a future report.

Meeting closed at 7:31 pm

Chair
2 July 2025

MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 2 July 2025 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

PRESENT JS Power (Chair)
B Jackson (Vice-Chair)

KM Baker
P Lapin
MA Wilson

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

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Reynolds.

Councillors Broadhurst and Martin were absent without having provided apologies.

22. DECLARATIONS OF INTEREST

There were no declarations of interest.

23. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

24. TO APPROVE THE MINUTES OF MEETING HELD ON 11 JUNE 2025

Following consideration, it was unanimously

RESOLVED that the Minutes of the meeting held on 11 June 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Lapin; seconded: Councillor Wilson)

25. PUBLIC PARTICIPATION

There was no public participation.

26. 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 Lapin; seconded: Councillor Wilson)

The Committee then considered, in total, seven 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: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin MA Wilson
1.	PA25/04495	Mr Nicolas Clift	Centenary commemoration project, Trinity House Buoy. **The Promenade, Penzance**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Power**	**Unanimous.**
2.	PA25/03444	Mr G Williams	Alterations and Extension of Existing Garage. **31 Alexandra Gardens, Penzance**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Jackson**	**Councillors Baker, Jackson, Power and Wilson in favour. Councillor Lapin against.**
3.	PA25/03939	Mr & Mrs Michael Jeremy Downing, MyPlace Design Ltd.	Construction of Open Sided Carport. **Glen Trewithen, Trewithen Road, Penzance**	No objection. **Proposed - Cllr Power** **Seconded - Cllr Wilson**	**Councillors Baker, Jackson, Power and Wilson in favour. Councillor Lapin against.**
4.	PA25/03934	Mrs T Marrai	Rear extension to existing cottage to form new kitchen. **1 The Fradgan, Newlyn**	No objection, subject to:- 1. There being no overshadowing of, nor loss of light for, the neighbouring property, 2 The Fradgan, Newlyn.	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin MA Wilson
				2. The proposed replacement windows being of traditional sash design with the inclusion of glazing bars. **Proposed - Cllr Lapin** **Seconded - Cllr Wilson**	
5.	PA25/04362	Mrs M McLennan	Replacement roof to existing rear extension. **2 Kitts Court, Chapel Street, Penzance**	Objection due to the proposed use of non-traditional roofing materials which are not in keeping. **Proposed - Cllr Lapin** **Seconded - Cllr Wilson**	**Councillors Baker, Lapin and Wilson in favour. Councillors Jackson and Power abstained.**
6.	PA25/03854 **LISTED BLDG**	Mrs Mary Banner	To replace existing bath and over bath electric shower and replace with a level access shower and new electric shower, to provide a suitable adaptation for the tenant, under the Disabled Facilities Grant	No objection. **Proposed – Cllr Lapin** **Seconded - Cllr Wilson**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin MA Wilson
			system. **Flat 2, Victoria Mews, Victoria Square, Penzance**		
7.	PA25/04264 **LISTED BLDG**	Dan Foster, Conserv Facilities Ltd	To install a new sink, worktop and cupboard in the southeast corner of the former Guildhall/Court room. New timber studs will be fitted to form a new 'false wall' frame which will be fixed to a partition wall in the corner of the room with plywood fitted over the frame to face it. **Cornwall Council, St Johns Hall, Alverton Street, Penzance**	No objection. **Proposed – Cllr Lapin** **Seconded – Cllr Wilson**	**Unanimous.**

27. TO NOTE ANY RESPONSES PROVIDED UNDER THE ‘LOCAL COUNCIL PROTOCOL’

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

PA25/03341 - Removal of gate post and gates - Regent House, Voundervour Lane, Penzance

‘Penzance Council ‘agrees to disagree’ with the Planning Officer’s recommendation for approval.’

(Councillors Lapin, Reynolds and Wilson in favour)

28. REPORTS FOR DECISION

a) Cornwall Council Street Trading Policy Consultation

Cornwall Council was in the process of reviewing its Street Trading Policy and the current document had been revised to include various minor amendments and to provide clarification regarding practices and procedures.

Penzance Council had been contacted regarding the proposed changes in order to allow it to respond to the consultation exercise. In accordance with its Terms of Reference, it fell to the Planning Committee to respond on the Council’s behalf, should it be deemed necessary.

During the debate, Members made reference to the proposed changes regarding single-use plastics and the provision of healthier food options and welcomed these proposals.

Following consideration, it was unanimously

RESOLVED that the proposed changes receive the wholehearted support of Penzance Council.

(Proposed: Councillor Power; seconded: Councillor Wilson)

b) Penzance Conservation Area – Appraisal and Article 4 Direction Order

At the meeting held on 21 May 2025 a Member raised concerns relating to the Penzance Conservation Area Appraisal and the Article 4 Direction Order, and an undertaking was provided that a report would be presented to a future meeting.

The respective documents were therefore set out at Appendices 1 and 2 to the report.

During the debate, a Member made reference to a specific issue of which he had been made aware, whereby a resident had replaced their windows within the Penzance Conservation Area without the benefit of planning permission as the Article 4 Direction

Order was unclear with regard to the replacement of windows. He therefore suggested that Cornwall Council might be requested to review the Article 4 Direction Order in order to ensure that it aligned with the Penzance Conservation Area Appraisal, a document dated 2010 which in itself was due to be reviewed in 2015.

Following consideration, it was unanimously

RESOLVED that representations be made to Cornwall Council's Portfolio Holder for Tourism, Localism and Planning, the Strategic Director for Sustainable Growth and Place and the Senior Development Officer (Specialist) to:-

i) request that the Penzance Article 4 Direction Order be reviewed in order to ensure that it aligns with the Penzance Conservation Area Appraisal and to provide clarity for residents in the area; and
ii) request that a review of the Penzance Conservation Area Appraisal (2010) be undertaken in light of the document itself stating that it would be reviewed following a period of five years.

(Proposed: Councillor Lapin; seconded: Councillor Wilson)

c) Planning Application Validation Process

At the meeting held on 11 June 2025 a Member raised concerns relating to Cornwall Council's planning application validation process, in that the Committee was being asked to consider a number of applications which contained errors, and requested that an item was added to the Agenda of a future meeting.

Set out at Appendix 1 to the report was the Cornwall Council Validation Guide and set out Appendix 2 was the 'Common Invalid Reasons Guidance'.

During the debate, a Member stated that there was no problem with the documents set out at Appendices 1 and 2 to the report, but the problem appeared to stem from Cornwall Council's own adherence to the documents and the validation of applications which were incomplete or contained errors.

Following consideration, it was unanimously

RESOLVED that representations be made to Cornwall Council's Portfolio Holder for Tourism, Localism and Planning, the Strategic Director for Sustainable Growth and Place and the Senior Development Officer (Specialist) to request that all applications submitted to Penzance Council for consultation purposes meet the requirements set out in Cornwall Council's Validation Guide.

(Proposed: Councillor Lapin; seconded: Councillor Wilson)

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

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

30. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:49 pm

Chair
23 July 2025

MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 16 June 2025 at 7:00pm.

PRESENT

Councillors:

JM How	JR Pugh
PA Law	SJ Reynolds
PM Hadley	D Smart Knight
PL Jameson	PC Trevail
PI Osborne	

Also present: Verity Anthony (Director (Maternity Cover), Penlee House) and Elliot Ridington (Democratic Services and Governance Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Young.

Councillors Broadhurst, Marrington and Reed were absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Pugh be appointed as Vice-Chair of the Arts and Culture Committee.

In the absence of any other nominations, it was unanimously

RESOLVED that Councillor Pugh be appointed as Vice-Chair of the Arts and Culture Committee.

(Proposed: Councillor Law; seconded: Councillor Hadley)

Councillor Pugh thereupon took the chair for the remainder of the meeting.

3. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

Two members of the public were in attendance and spoke regarding the recent announcement that Truro and Penwith College intended to sell the Penzance Art School building on Morrab Road. They went on to inform the Committee that they proposed to form a Community Interest Company in order to retain the building for the community and gave further information regarding how they intended to use the building in future, should their plans come to fruition.

Further reference was made to the various grants which might be available to fund the purchase of the building. However, of concern was the potential for the building to be declared an 'asset of community value' which would prevent its sale for a period of six months, as this would prevent the utilisation of a number of different grants as the respective funding windows would close during this time.

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

There were no confidential matters for consideration.

6. MINUTES OF THE MEETING HELD ON 24 MARCH 2025

Having previously been circulated, it was

RESOLVED that the Minutes of the meeting held on 24 March 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor How)

Vote; Three in favour. Six abstentions.

7. REPORTS FOR DECISION

(a) Sponsorship Agreement for Upcoming Exhibition

Penlee House Gallery and Museum planned to present an exhibition of the work of Lamorna Birch, featuring paintings from the collection of the late Austin Wormleighton, from 15 October 2025 – 10 January 2026. Following the conclusion of the exhibition, the works from the Wormleighton estate would be put up for sale at auction, independent of Penlee House Gallery and Museum.

It was expected that the auction house would pay to Penlee House a sponsorship fee of up to £3,000 plus any applicable VAT. The decision to provide sponsorship would be in acknowledgement of the benefits to the auctioneers of the works being part of a public exhibition in advance of their sale.

Following consideration, it was unanimously

RESOLVED that authority be delegated to the Town Clerk to complete and enter into the draft Sponsorship Agreement, as set out at Appendix 1 to the report, for the upcoming 'Lamorna Birch: A Painter Laureate' exhibition at Penlee House Gallery & Museum with the auctioneers administering the Wormleighton estate, when confirmed.

(Proposed: Councillor Law; seconded: Councillor Trevail)

8. REPORTS FOR INFORMATION

The following reports for information were noted:-

a) Penlee House Director's Report
b) Arts and Culture Committee Forward Plan – Progress Update

c) Going Places Funding Bid Outcome
d) Penlee Coach House Redevelopment – Progress Report
e) Learning Centre Feasibility Study – Update Report
f) Budget Comparison Report – 1 April – 31 May 2025

9. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 8:32 pm

Chair
4 August 2025

MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Monday 23 June 2025 at 7:00pm.

PRESENT

Councillors	N Broadhurst (Chair)	
	JM How	JS Power
	PM Hadley	SJ Reed
	PL Jameson (from 7.08 pm)	SJ Reynolds
	PI Osborne	P Young

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jackson and Law.

Councillor Martin was absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Reed be appointed as Vice-Chair of the Leisure and Amenities Committee.

In the absence of any other nominations, it was unanimously

RESOLVED that Councillor Reed be appointed as Vice-Chair of the Leisure and Amenities Committee.

(Proposed: Councillor Osborne; seconded: Councillor Young)

(Councillor Jameson was not present for this item.)

3. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

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

There were no confidential matters for consideration.

6. MINUTES OF THE MEETING HELD ON 31 MARCH 2025

The Minutes having been circulated, it was

RESOLVED that the Minutes of the meeting held on 31 March 2025 be approved as a true and correct record and signed by the Chair.

(Proposed: Councillor Power; seconded: Councillor How)

Vote; Seven in favour. One abstention.

Councillor Jameson then joined the meeting.

7. REPORTS FOR DECISION

(a) Cleaning of Statues and War Memorials - Review

Following a review of the cleaning and maintenance recommendations set out within Historic England's 'memorial management' document, it had been identified that Penzance Council's present cleaning methods did not comply with all of its recommendations.

Low pressure steam cleaning was identified throughout the document as the most effective and least abrasive method for cleaning many types of memorials. However, this method was accompanied by a significantly increased cost. In addition, other methods were also identified throughout the document as particularly suited to memorials of certain types and materials and on some types of inscriptions.

It was therefore recommended that estimates were sought from a number of different contractors in order to inform discussions when the 2026/27 budget was considered.

Following consideration, it was unanimously

RESOLVED that

1. A review of the recommended cleaning requirements for the statues and memorials managed by Penzance Council be undertaken.
2. The results of said review, including options, recommendations and financial implications, be presented to a future meeting of this Committee in order to inform the setting of the 2026/27 budget.

(Proposed: Councillor Power; seconded: Councillor Reed)

(b) Continuation of Electronic Payments in Wellfields Car Park

The Committee entered into a trial of an electronic payment system for Wellfields Car Park in 2024 and its uptake and usage had been a success. The system, in its current form, provided everything requested by the Committee while also retaining the ability for users to pay using cash.

It was therefore recommended that a more formal agreement be entered into, while retaining the ability for a review to be undertaken in the future, to ensure that the system continued to meet the needs of the Council and the car park's users.

Following consideration, it was unanimously

RESOLVED that

1. A three-year fixed term contract be entered into with the existing provider of the electronic payment system in Wellfields Car Park, on the basis of the current arrangement, subject to the costs being met within approved budgets.

2. Said contract be developed, finalised and signed by the Town Clerk on behalf of Penzance Council.

(Proposed: Councillor Reynolds; seconded: Councillor How)

(c) Quotes for Replacement Electric Vehicles

In 2023 Penzance Council entered into three year lease agreements for two Citroen Berlingo electric vans. The switch to electric vehicles had been a long-standing ambition of the Council and demonstrated its commitment to reducing its carbon footprint.

When sourcing replacement vehicles, an analysis of current usage would be undertaken to identify any areas for improvement. An example might be the benefit of having two vans of different sizes which could then be swapped dependent on tasks and capacity.

Following consideration, it was unanimously

RESOLVED that

1. Quotes be sought for replacements for the two Citroen Berlingo electronic vehicles.

2. Said quotes be presented to a future meeting of this Committee in order to inform the setting of the 2026/27 budget.

(Proposed: Councillor Power; seconded: Councillor Young)

8. REPORTS FOR INFORMATION

(a) External Play Area Inspection Reports
(b) 2025 Tree Survey of Penzance Council Sites
(c) Leisure and Amenities Asset Management Plan 2025/26
(d) Budget Comparison Report – 1 April 2025 – 16 June 2025
(e) Operational Performance Report
(f) Project Updates

9. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

Earlier during the meeting reference had been made to the Council's mechanical weed treatment programme and a request was made that a report be presented to the next scheduled meeting of the Committee.

The meeting closed at 7:48 pm

Chair
11 August 2025

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 7 July 2025 at 5.15 pm.

PRESENT

Councillors J McKenna (Chair)

TS Marington
JS Power
SJ Reynolds
P Young

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jameson.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Young be appointed as Vice-Chair of the Personnel Committee.

In the absence of any other nominations, it was unanimously

RESOLVED that Councillor Young be appointed as Vice-Chair of the Personnel Committee.

(Proposed: Councillor Marrington; seconded: Councillor Power)

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION TIME

There were no members of the public present.

5. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 7(a), 7(b), 7(c), 7(d) and 8(a) 'Flexible Working Request and Associated Arrangements', 'Proposed Changes to Staffing Structure', 'Performance Development Review of the Town Clerk', 'Completion of Probationary Period of the Town Clerk' and 'TOIL and Sickness Figures to June 2025' it was, unanimously

RESOLVED that, in accordance with S.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from those sections of the meeting due to the confidential nature of the business to be transacted.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

6. MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2025

The Minutes of the meeting having been circulated, it was

RESOLVED that the Minutes of the meeting held on 6 February 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

Vote; Three in favour. Two abstentions.

7. CONFIDENTIAL REPORTS FOR DECISION

(a) Flexible Working Request and Associated Arrangements

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 Young; seconded: Councillor Marrington)

(b) Proposed Changes to Staffing Structure

Penlee House Gallery and Museum had been included in a 'Going Places' funding application, made by Art Fund to the National Lottery Heritage Fund. The Art Fund had been successful in its application and, as a result, Penlee House would receive £156,447 over a period of five years from 2025 to 2030 to take part in the project.

The funding would enable the employment of a part-time Curatorial Assistant and a part-time Audience Engagement Assistant, for parts of the funding period, to support the development of the corresponding exhibitions. Role descriptions for these two roles would be produced and presented for approval in the coming months, with an anticipated start date for the Curatorial Assistant of December 2025.

In the meantime, it was requested that the staffing structure of the Council was amended to included these two new, externally grant funded, posts to enable the preparatory work to be undertaken.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the staffing structure of Penzance Council be amended to include the following two, fixed term, part time, externally grant funded posts at Penlee House Gallery and Museum:-

(i) Curatorial Assistant (0.5 Full Time Equivalent)

(ii) Audience Engagement Assistant (0.5 Full Time Equivalent)

(Proposed: Councillor Reynolds; seconded: Councillor Power)

(c) Performance Development Review of the Town Clerk

The Performance Development Review of the Town Clerk was undertaken by the former Chair of the Personnel Committee and the Mayor and, in accordance with the Terms of Reference of the Committee, it required formal approval.

Following consideration, it was unanimously

RESOLVED that the Performance Development Review of the Town Clerk, as set out at Appendix 1 to the report, be approved.

(Proposed: Councillor McKenna; seconded: Councillor Marrington)

(d) Completion of Probationary Period of the Town Clerk

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

Following consideration, it was

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

(Proposed: Councillor Reynolds; seconded: Councillor Young)

8. CONFIDENTIAL REPORTS FOR INFORMATION

The following report was noted:-

(a) TOIL and Sickness Figures to June 2025

9. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 5:39 pm

Chair
2025

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 7 July 2025 at 7:00 pm.

PRESENT

Councillors

P Lapin (Chair)

KM Baker
NC Broadhurst
J McKenna
SJ Reynolds
D Smart Knight
MA Wilson
P Young

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

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillors Pugh and Trevail were absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Wilson be appointed as Vice-Chair of the Finance and General Purposes Committee.

In the absence of any other nominations, it was

RESOLVED that Councillor Wilson be appointed as Vice-Chair of the Finance and General Purposes Committee.

(Proposed: Councillor Baker; seconded: Councillor Smart Knight)

Vote; Six in favour. Two abstentions.

3. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke in favour of Agenda Item 7(a), 'Applications for Grants – Friends of Penzance Burial Ground (Heamoor) CIC'.

A member of the public was in attendance and spoke in favour of Agenda Item 7(b), 'Applications for Grants - Citizens Advice Cornwall'.

A member of the public was in attendance and spoke in favour of Agenda Item 7(c), 'Applications for Grants – West Cornwall Womens' Aid'.

A member of the public was in attendance and spoke in favour of Agenda Item 7(d), 'Applications for Grants – YMCA Cornwall'.

A member of the public was in attendance and spoke in favour of Agenda Item 7(e), 'Applications for Grants – Redwing Contemporary Art CIC'.

A member of the public was in attendance and spoke in favour of Agenda Item 7(f), 'Applications for Grants – Nance Provisions CIC'.

5. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 9(a) and 9(b), 'Flexible Working Request and Associated Arrangements' and 'Proposed Changes to Staffing Structure', it was unanimously

RESOLVED that, in accordance with S.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from those sections of the meeting due to the confidential nature of the business to be transacted.

(Proposed: Councillor Broadhurst; seconded: Councillor Reynolds)

6. MINUTES OF THE MEETING HELD ON 14 APRIL 2025

Having been previously circulated, it was

RESOLVED that the Minutes of the meeting held on 14 April 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Broadhurst)

Vote; One in favour. Seven abstentions.

7. APPLICATIONS FOR GRANTS

Members had been advised that the total value of the grant requests for consideration at this meeting exceeded the amounts available within the approved budget, meaning that it would not be possible to award all applicants the full amounts requested. In addition, and in accordance with Penzance Council's adopted Grants Policy, as no representative from the Lunar Agile Centre CIC had attended the meeting to speak in support of their application, the organisation would be ineligible to receive a grant at this meeting.

As the available budget represented 58.18% of the total amount requested within the eligible applications, a Member suggested that all eligible applicants receive 58.18% of their grant application requests.

Following consideration, it was

RESOLVED that all of the eligible grant applicants receive 58.18% of their total requested grant amount.

(Proposed: Councillor Broadhurst; seconded: Councillor Wilson

Vote; Five in favour. Three against.

The decisions in relation to each of the individual grant requests were therefore as follows:-

(a) Friends of Penzance Burial Ground (Heamoor) CIC

In light of the Committee's decision to award all eligible applicants 58.18% of their total requested grant amount, it was

RESOLVED that a grant of £2,327.24 be awarded from the General Grants Budget to Friends of Penzance Burial Ground (Heamoor) CIC for the project: 'Essential Tree Works'

(b) Citizens Advice Cornwall

In light of the Committee's decision to award all eligible applicants 58.18% of their total requested grant amount, it was

RESOLVED that a grant of £1,826.01 be awarded from the General Grants Budget to Citizens Advice Cornwall for the project: 'Ensuring Client Data Security (Penzance Office)'

(c) West Cornwall Women's Aid

In light of the Committee's decision to award all eligible applicants 58.18% of their total requested grant amount, it was

RESOLVED that a grant of £3775.95 be awarded from the General Grants Budget to West Cornwall Women's Aid for the project: '16 Days of Activism'.

(d) YMCA Cornwall

In light of the Committee's decision to award all eligible applicants 58.18% of their total requested grant amount, it was

RESOLVED that a grant of £4363.58 be awarded from the General Grants Budget to YMCA Cornwall for the project: 'Your Help, Their Future'.

(e) Redwing Contemporary Art CIC

In light of the Committee's decision to award all eligible applicants 58.18% of their total requested grant amount, it was

RESOLVED that a grant of £2,909.05 be awarded from the General Grants Budget to Redwing Contemporary Art CIC for the project: 'Redwing: Purchase of a Community Asset', subject to all other funding being secured.

(f) Nance Provisions CIC

In light of the Committee's decision to award all eligible applicants 58.18% of their total requested grant amount, it was

RESOLVED that a grant of £2,298.15 be awarded from the General Grants Budget to Nance Provisions CIC for the project: 'Secure Storage'.

(g) Lunar Agile Learning Centre CIC

In accordance with Penzance Council's adopted Grants Policy, this application was ineligible for grant funding as there was no representative of the Lunar Agile Learning Centre CIC in attendance at the meeting.

8. REPORTS FOR DECISION

(a) 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 April to 31 May 2025

(ii) – Bank Reconciliation from 1 April to 31 May 2025

(iii) - Financial Comparison for the Period Ending 31 May 2025

(Proposed: Councillor McKenna; seconded: Councillor Broadhurst)

9. CONFIDENTIAL REPORTS FROM OTHER COMMITTEES FOR DECISION

(a) Flexible Working Request and Associated Arrangements

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 McKenna; seconded: Councillor Smart Knight)

(b) Proposed Changes to Staffing Structure

Penlee House Gallery and Museum had been included in a 'Going Places' funding application, made by Art Fund to the National Lottery Heritage Fund. The Art Fund had been successful in its application and, as a result, Penlee House would receive £156,447 over a period of five years from 2025 to 2030 to take part in the project.

The funding would enable the employment of a part-time Curatorial Assistant and a part-time Audience Engagement Assistant, for parts of the funding period, to support the development of the corresponding exhibitions. Role descriptions for these two roles would be produced and presented for approval in the coming months, with an anticipated start date for the Curatorial Assistant of December 2025.

In the meantime, it was requested that the staffing structure of the Council was amended to included these two new, externally grant funded, posts to enable the preparatory work to be undertaken.

Following consideration, it was unanimously

RESOLVED that the staffing structure of Penzance Council be amended to include the following two, fixed term, part time, externally grant funded posts at Penlee House Gallery and Museum:-

(i) Curatorial Assistant (0.5 Full Time Equivalent)
(ii) Audience Engagement Assistant (0.5 Full Time Equivalent)

(Proposed: Councillor McKenna; seconded: Councillor Reynolds)

10. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 8:13 pm

Chair
1 September 2025