MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 24 September 2025 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

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

KM Baker
NC Broadhurst
P Lapin
SJ Reynolds
MA Wilson

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

60. APOLOGIES FOR ABSENCE

There were no apologies for absence.

61. DECLARATIONS OF INTEREST

In accordance with the Council's Code of Conduct:-

Councillor Reynolds declared both non-registerable and disclosable pecuniary interests in Application No. 10 – PA25/06543 'Non Material Amendment to Application No. PA22/11412 dated 21st August 2024 for Development comprising 320 no. new homes; associated highways and accesses; 1 no. pedestrian crossing; car parking; cycleways and footways; foul and surface water drainage infrastructure; utilities; landscaping, public open space and green infrastructure and demolition of an agricultural building, namely, seeking approval of road realignment off the bridge into the development. PZ-H4, Land at Trannack Farm, Penzance.' These interests were declared due to his being a member of the 'Save Heamoor from Excess Development' group which was opposed to the wider associated development and due to his property being located in close proximity to the wider proposed development. He then left the meeting for the duration of the application's consideration.

62. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

63. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2025

Following consideration, it was unanimously

RESOLVED that the Minutes of the meeting held on 3 September 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Lapin; seconded: Councillor Wilson)

64. PUBLIC PARTICIPATION

There was no public participation.

65. 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 Jackson; seconded: Councillor Baker)

The Committee then 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: JS Power (Chair) B Jackson (Vice-Chair) KM Baker NC Broadhurst P Lapin SJ Reynolds MA Wilson
1.	PA25/06241	Andrew & Andrea Nash	Extensions and alterations to the front NE elevation. **Magnolia Cottage, St Peters Hill, Newlyn**	No objection. **Proposed - Cllr Reynolds** **Seconded - Cllr Broadhurst**	**Councillors Baker, Broadhurst, Jackson, Power and Reynolds in favour. Councillors Lapin and Wilson against.**
2.	PA25/05712	Mr & Mrs Brian & Samantha Byrne	Alterations and upgrade of existing 3-bedroom property. Re-building of rear extension at first floor, Attic conversion with new dormers. Remains as 3 bedroom property. **10 Marine Terrace, Promenade, Penzance**	No objection. **Proposed - Cllr Broadhurst** **Seconded - Cllr Jackson**	**Councillors Baker, Broadhurst, Jackson, Power and Reynolds in favour. Councillors Lapin and Wilson against.**
3.	PA25/06252	Mr Luke Walker	Construction of Replacement Extension & Associated Works. **9 Gloucester Road, Newlyn**	No objection subject to there being no unacceptable increase in the overlooking of, nor loss of privacy for, the neighbouring properties. **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 NC Broadhurst P Lapin SJ Reynolds MA Wilson
4.	PA25/05735	Mr T Marsden, Pirate One Ltd & Pirate Two Ltd, c/o SF Planning Limited	External alterations including amendments to fenestration. **Wharfside Shopping Centre, Market Jew Street, Penzance**	No objection. **Proposed - Cllr Broadhurst** **Seconded - Cllr Jackson**	**Unanimous.**
5.	PA25/05841 **LISTED BLDG**	Mr William Chapman	Internal and external repairs and alterations including renewal of roof coverings, various external repairs to include refurbishment of all dormers, install roof vents, install internal stud partition, construct raised planter, install Radon mitigation, replace door with sash window, upgrade incoming mains and electrical distribution, remove redundant external pipework and upgrade drainage. **Trereife House, Penzance**	No objection. **Proposed - Cllr Broadhurst** **Seconded - Cllr Wilson**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker NC Broadhurst P Lapin SJ Reynolds MA Wilson
6.	PA25/06468	Mr P Smith	Formation of front parking space, garage built over existing parking area and extension of existing domestic workshop. **3 Elms Close Terrace, Newlyn**	No objection subject to there being no unacceptable increase in the overlooking of neighbouring properties as a result of the proposed french doors. **Proposed – Cllr Lapin** **Seconded – Cllr Wilson**	**Unanimous.**
7.	PA25/06110 **LISTED BLDG**	Mr Antony Morvan MusicAbility Foundation CIO	Internal and external alterations to a Grade II listed building, including demolition of a later single-storey extension, adjustments to external access arrangements, masonry repairs using appropriate traditional materials, replacement security bars to Ground Floor windows and internal works to improve fire safety and compliance with current Building Regulations. **Musicability Centre, 10 Parade Street, Penzance**	No objection. **Proposed – Cllr Reynolds** **Seconded – Cllr Broadhurst**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker NC Broadhurst P Lapin SJ Reynolds MA Wilson
8.	PA25/06304	Mr T Boulton, Trustees of The MusicAbility Foundation	Proposed change of use for whole building to Sui Generis (venue for live music performance), E (c, e, g (i)), F1 (e) and F2 (b). Reconfiguration of ground floor space, construction of temporary timber access ramp and renovation of existing windows internally and installation of secondary glazing without compliance of condition 2 of decision notice PA22/11075 dated 15.02.2024 without compliance with condition 2 of decision notice PA25/01841 dated 13.06.2025. **MusicAbility Centre, 10 Parade Street, Penzance**	No objection. **Proposed – Cllr Reynolds** **Seconded – Cllr Wilson**	**Unanimous.**
9.	PA25/06651 AND PA25/06652	Mrs Claire Vyvyan	Minor modifications to the internal layout at Ground and First Floors along with the replacement of	No objection. **Proposed – Cllr Lapin**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker NC Broadhurst P Lapin SJ Reynolds MA Wilson
	LSTD BLDG		poorly designed and constructed windows and doors within the later side and rear extensions and the insertion of a new window to the ground floor of the later rear extension. **The Summerhouse, Cornwall Terrace, Penzance**	**Seconded – Cllr Wilson**	
10.	PA25/06543	Mr Aaron Puffett Devonshire Homes	Non Material Amendment to Application No. PA22/11412 dated 21st August 2024 for Development comprising 320 no. new homes; associated highways and accesses; 1 no. pedestrian crossing; car parking; cycleways and footways; foul and surface water drainage infrastructure; utilities; landscaping, public open space and green infrastructure and demolition of an agricultural building, namely, seeking approval of road realignment off the bridge	No comment. **Proposed – Cllr Broadhurst** **Seconded – Cllr Wilson**	**Councillors Baker, Broadhurst, Jackson, Power and Wilson in favour. Councillor Lapin abstained. Councillor Reynolds was not present for this item.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker NC Broadhurst P Lapin SJ Reynolds MA Wilson
			into the development. **PZ-H4, Land at Trannack Farm, Penzance**		
11.	PA25/06592	Ms Carol Filby	Change of use of barn from agricultural to creche / day nursery including alterations to roof to form dormers. **Trenoweth Farm Barn, Heamoor**	No objection. **Proposed – Cllr Lapin** **Seconded – Cllr Wilson**	**Councillors Baker, Broadhurst, Jackson, Lapin, Reynolds and Wilson in favour. Councillor Power abstained.**
12.	PA25/06256 **LISTED BLDG**	Mr and Mrs Richard and Irene Sowerbutts	Demolition of 1no. partition wall in basement, change exterior paint colour, amend roofing material of garage [approved PA25/02181] and re-roof existing porch canopy. **West Lodge, Alverton Road, Penzance**	No objection. **Proposed – Cllr Lapin** **Seconded – Cllr Wilson**	**Unanimous.**
13.	PA25/04982	Mr & Dr Simon & Anna Morris	Removal of 1 roof light, addition of 3 roof lights, replacement windows and door to rear conservatory.	No objection. **Proposed – Cllr**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker NC Broadhurst P Lapin SJ Reynolds MA Wilson
			Moorings, The Fradgan, Newlyn	**Broadhurst** **Seconded – Cllr Wilson**	

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

The following responses had been provided under the 'local council protocol' since the previous meeting of the Committee:-

PA25/04613 - Construction of a single-storey front extension at first-floor level - 18 Lower Gurnick Road, Newlyn

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

(Members were not consulted as, due to this being a 'householder' application, there was no opportunity to request that the matter was determined by the West Sub-Area Planning Committee, meaning that the only option available was to 'agree to disagree')

PA25/05334 - Proposed roof extension and alterations – Britannia, Cliff Road, Mousehole

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

(Members were not consulted as, due to this being a 'householder' application, there was no opportunity to request that the matter was determined by the West Sub-Area Planning Committee, meaning that the only option available was to 'agree to disagree')

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

Following consideration, it was unanimously

RESOLVED that Councillors Power and/or Reynolds be appointed to represent the views of Penzance Council at any future meeting of the appropriate Planning Committee of Cornwall Council convened to consider the following application:-

PA25/03633 - Redevelopment for retirement living accommodation for older people (sixty years of age and/or partner over fifty-five years of age) comprising 56 retirement apartments and six retirement cottages including communal facilities, access, car parking and landscaping. Former Lidl Site, Promenade, Penzance

(Proposed: Councillor Broadhurst; seconded: Councillor Jackson)

It was then further, unanimously

RESOLVED that Councillors Power and/or Reynolds be appointed to represent the views of Penzance Council at any future meeting of the appropriate Planning Committee of Cornwall Council convened to consider the following application:-

PA25/04955 - Proposed heliport comprising: a terminal building, hangar, emergency vehicle garage, helicopter landing pad and apron, operational equipment and apparatus, *fuel storage facility, bunding and pipework, 269 staff and customer long-stay parking spaces, 5 drop off spaces, access from Jelbert Way, internal access roads and footways, hardstanding and servicing, emergency escape route, landscaping, surface water drainage, utility connections and pipe-laying, acoustic mitigation, associated works and infrastructure without compliance with conditions 26, 27, 28, 29, 30, 31 and 38 of decision notice PA16/09346 dated 03.08.2018. Penzance Heliport, Jelbert Way, Eastern Green*

(Proposed: Councillor Broadhurst; seconded: Councillor Jackson)

68. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:29 pm

Chair
15 October 2025

MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 15 October 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
SJ Reynolds
MA Wilson

Also present: Cal Bagshaw (Corporate Services Manager) and Elliot Ridington (Democratic Services and Governance Officer).

69. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillor Broadhurst was absent without having provided apologies.

70. DECLARATIONS OF INTEREST

In accordance with the Council's Code of Conduct:-

Councillor Reynolds declared non-registerable interests in Application No.1, 'PA25/07074 - Restoration of existing Grade I listed building to use as a public building for a food hub, bar, events and office space. Works relate to the east end of the building only. Market House, Market Place, Penzance' and Agenda Item 8(a), 'Proposed Stopping up of Highway at 28 – 30 Market Place, Penzance', as a Director of the Penzance Regeneration Company – the applicant. He therefore left the meeting for both the duration of these items and the public participation associated with them.

71. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

72. TO APPROVE THE MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2025

Following consideration, it was unanimously

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

(Proposed: Councillor Lapin; seconded: Councillor Wilson)

73. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke in favour of Application No.1 - 'PA25/07074 - Restoration of existing Grade I listed building to use as a public building for a food hub, bar, events and office space. Works relate to the east end of the building only. Market House, Market Place, Penzance' and Agenda Item 8(a), 'Proposed Stopping up of Highway at 28 – 30 Market Place, Penzance'.

A member of the public was in attendance and spoke in favour of Application No. 2 - 'PA25/06950 / PA25/06951 - Replacement roof coverings, new rear dormer, new skylights, chimney restoration, changes to dormer windows, widened back gate, extension to hardstanding, replacement garden shed and greenhouse and repainted front door. 3 North Parade, Penzance.'

74. NEW AND AMENDED PLANNING APPLICATIONS

Members were advised that Application No. 1 set out within Appendix B to the Agenda had already been determined by the Local Planning Authority.

Following consideration, it was then unanimously

RESOLVED that Application No. 4 – 'PA25/07294 - Four replacement windows at the front of the property. 7 Boase Street, Newlyn' be removed from Appendix B to the Agenda and, instead, considered within Appendix A to the Agenda.

(Proposed: Councillor Lapin; 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 Lapin)

The Committee then considered, in total, ten 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 SJ Reynolds MA Wilson
1.	PA25/07074 **LISTED BLDG**	PZRC	Restoration of existing Grade I listed building to use as a public building for a food hub, bar, events and office space. Works relate to the east end of the building only. **Market House, Market Place, Penzance**	No objection. **Proposed - Cllr Lapin** **Seconded - Cllr Wilson**	**Unanimous. (Councillor Reynolds was not present for this item.)**
2.	PA25/06950 AND PA25/06951 **LISTED BLDG**	Ms Hayley Barrett	Replacement roof coverings, new rear dormer, new skylights, chimney restoration, changes to dormer windows, widened back gate, extension to hardstanding, replacement garden shed and greenhouse and repainted front door. **3 North Parade, Penzance**	No objection. **Proposed - Cllr Jackson** **Seconded - Cllr Wilson**	**Councillors Baker, Jackson, Power, Reynolds and Wilson in favour. Councillor Lapin against.**
3.	PA25/05757	Mr Nigel & Penny Meyer	Replacement roof including dormer, extension to garden elevation to create a dining room/ sun room and new windows and doors. Externally creation of 2no.	1. Objection on the following grounds:- (i) The proposed palette of	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
			parking spaces accessed from Raginnis Hill. **Sea Haven, Raginnis Hill, Mousehole**	colours and materials are inappropriate in the Area of Outstanding National Beauty and not in keeping with the locality; and (ii) The proposed additional glazing which will have a detrimental impact on the West Penwith Dark Sky Park. 2. The proposal is therefore in conflict with policies DDH1 and DDH3 of	

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
				Neighbourhood Plan for Penzance Parish. **Proposed - Cllr Lapin** **Seconded - Cllr Reynolds**	
4.	PA25/06825	Stuart Bradley	Extensions and alterations. **1 Craddocks Orchard, The Parade, Mousehole**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Lapin**	**Councillors Baker, Jackson, Lapin, Power and Wilson in favour. Councillor Reynolds against.**
5.	PA25/07026	Christopher Jones, Cornwall Council Maritime Section Manager	Non-material amendment in relation to decision notice PA24/01142 dated 02.05.2024: Removal of the bronze metal inlay. **Penzance Harbour and Moorings, Penzance Harbour, Wharf Road, Penzance**	No objection. **Proposed - Cllr Reynolds** **Seconded - Cllr Power**	**Councillors Baker, Jackson, Power, Reynolds and Wilson in favour. Councillor Lapin against.**
6.	PA25/07027	Christopher Jones, Cornwall Council	Non-material amendment in relation to decision notice PA24/02154 dated 24.07.2024: Existing window opening increased	This application had already been determined by the Local Planning Authority and so was not considered by the	Not applicable.

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
		Maritime Section Manager	in size to match adjacent window. **Penzance Harbour and Moorings, Penzance Harbour, Wharf Road, Penzance**	Planning Committee.	
7.	PA25/06914	Barclays Bank	Retrospective application for installation of 1no new external ATM to replace existing one. Existing glass section to be replaced with new after ATM installation. New white vinyl applied internally on glass around ATM and blue vinyl text applied externally on glass. Existing branch nameplate to be removed and made good. **Barclays, 9 Market Jew Street, Penzance**	No objection. **Proposed – Cllr Reynolds** **Seconded – Cllr Jackson**	**Unanimous.**
8.	PA25/07188	Mr W Kerr	Conversion of existing loft and associated works. **27 St James Street, Penzance**	No objection. **Proposed – Cllr Jackson** **Seconded – Cllr Wilson**	**Councillors Baker, Jackson, Reynolds and Wilson in favour. Councillor Lapin against. Councillor Power abstained.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
9.	PA25/07367	Mr Kane Messham, Collings Greenways Capital Limited	Certificate of Lawful Development for an Existing Use of 17 Mennaye Road, Penzance as 6 x self-contained flats (dwellings). **17 Mennaye Road, Penzance**	No comment. **Proposed – Cllr Power** **Seconded – Cllr Reynolds**	**Unanimous.**
10.	PA25/07294	Susannah + Roger Clemence + Whybrow	Four replacement windows at the front of the property. **7 Boase Street, Newlyn**	Objection on the grounds of the proposed design as replacement windows for the property should be of sliding sash style due to its location within the Newlyn Conservation Area. **Proposed – Cllr Lapin** **Seconded – Cllr Power**	**Councillors Baker, Lapin, Power and Wilson in favour. Councillors Jackson and Reynolds against.**

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

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

76. REPORTS FOR DECISION

a) Proposed Stopping Up of Highway at 28-30 Market Place, Penzance

In its role as statutory consultee, Penzance Council had been provided with the opportunity to comment upon the proposed stopping up of the highway at 28 – 30 Market Place, Penzance.

The various documentation for consideration was set out as an appendix to the report.

Following consideration, it was unanimously

RESOLVED that no objection be offered the Department for Transport regarding the proposed stopping up of the highway at 28-30 Market Place, Penzance.

(Proposed: Councillor Lapin; seconded: Councillor Baker)

b) Newlyn Ice Works – Listing Amendment Assessment

Historic England was considering an amendment to the entry for the Newlyn Ice Works on the List of Buildings of Special Architectural or Historic Interest in order to better describe its interior and provide clarity on any special interest the machinery may have had.

In its role as statutory consultee, Penzance Council had been given the opportunity to provide any information or comments about the architectural or historic interest of the Newlyn Ice Works.

The communication from Historic England was set out as an appendix to the report.

Following consideration, it was unanimously

RESOLVED that no comment be provided to the Historic England regarding the listing of the Newlyn Ice Works.

(Proposed: Councillor Reynolds; seconded: Councillor Wilson)

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

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

78. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:45 pm

Chair
5 November 2025

MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 29 September 2025 at 7:00pm.

PRESENT

Councillors: P Young (Chair)
JR Pugh (Vice-Chair)

JM How	TS Marrington
PM Hadley	PI Osborne
PL Jameson	SJ Reynolds
PA Law	D Smart Knight

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

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Trevail.

Councillors Broadhurst and Reed were absent without having provided apologies.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. PUBLIC PARTICIPATION

There was no public participation.

21. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

22. MINUTES OF THE MEETING HELD ON 4 AUGUST 2025

Having previously been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 4 August 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Pugh; seconded: Councillor Osborne)

23. REPORTS FOR DECISION

(a) Expenditure from Penlee House Plant Fund for Plant Maintenance

In 2024 a specification for the repair and replacement of elements of the plant at Penlee House Gallery and Museum was produced but the tender opportunity for said repair and replacement was unsuccessful, with no tenders received. As a result, the plant, which dated in the main to 1997, continued to deteriorate with areas needing repair and replacement.

An annual maintenance contract was in place and monthly maintenance visits were undertaken. However, this year there had been a number of elements of the plant which required replacement, beyond the bounds of the maintenance contract.

It was therefore recommended that expenditure of up to £10,000 from the Penlee House Plant Fund earmarked reserve was approved to enable further repairs to be made as required to ensure the plant continued to operate correctly.

Following consideration, it was unanimously

RESOLVED that expenditure of up to £10,000 from the Penlee House Plant Fund earmarked reserve (4995/1/7) for the ongoing maintenance of the Penlee House plant be approved.

(Proposed: Councillor Law; seconded: Councillor Hadley)

(b) Updated Collections Care and Collections Documentation Policies

Museum Accreditation was a nationally recognised standard, administered by Arts Council England, and it had been achieved by Penlee House Gallery and Museum in 2022. It existed to ensure museums properly managed their collections, that they engaged with visitors and that they were appropriately governed. Though Penlee House was not due to submit its next accreditation return until 2027, it was recognised as best practice to review all policies on a three yearly cycle.

The Collections Care and Collections Documentation policies detailed how the gallery collections were cared for and properly documented. The Collections Documentation policy ensured that information about the objects in the care of Penlee House was accurate, secure and accessible and completed to at least the minimum standard. The Collections Care policy set out how the collections were managed to appropriate museum standards.

Following consideration, it was unanimously

RESOLVED that

1. The updated Collections Care Policy for Penlee House Gallery & Museum, as set out at Appendix 1 to the report, be approved.

2. The updated Collections Documentation Policy for Penlee House Gallery & Museum, as set out at Appendix 2 to the report, be approved.

(Proposed: Councillor Pugh; seconded: Councillor Hadley)

24. REPORTS FOR INFORMATION

The following reports for information were noted:-

a) Penlee House Director's Report
b) Outcome of the Arts and Culture Committee Informal Workshop Meeting Held on 10 September 2025
c) Penlee Coach House Redevelopment – Progress Report
d) Budget Comparison Report – 1 April – 31 August 2025

25. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 7:47 pm

Chair
24 November 2025

MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Monday 6 October 2025 at 7:00pm.

PRESENT

Councillors NC Broadhurst (Chair)
SJ Reed (Vice-Chair)

JM How	JS Power
B Jackson	SJ Reynolds
PA Law	P Young
PI Osborne	

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

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hadley.

Councillor Jameson was absent without having provided apologies.

19. TO RECEIVE DECLARATIONS OF INTEREST

In accordance with the Council's Code of Conduct:-

Councillor Reed declared a disclosable pecuniary interest in Agenda Item 6(a), 'Proposed Allotment Charges from 2027 Onwards', as an existing allotment tenant and left the room for the duration of the item.

20. PUBLIC PARTICIPATION

There were no members of the public present.

21. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

22. MINUTES OF THE MEETING HELD ON 11 AUGUST 2025

The Minutes having been circulated, it was

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

(Proposed: Councillor Osborne; seconded: Councillor Young)

Vote; Eight in favour. One abstention.

23. REPORTS FOR DECISION

(a) Proposed Allotment Charges from 2027 Onwards

Allotment pricing had not been reviewed in over ten years and, during this time, the costs associated with their upkeep had increased significantly. These costs often exceeded the income received from allotment rents and meant that it was necessary to meet the difference through the precept.

A number of Councils priced their allotments by 'full' and 'half' plots and some also required refundable deposits, with said deposits being refunded upon the allotment being handed back in a condition which required no additional expenditure from the council and which was able to be utilised by the next person on the waiting list. Where work was required, the deposit was retained to offset the cost of returning the allotment to a lettable condition. Penzance Council currently operated a "full plot" and "half plot" charging system, although no refundable deposit was taken.

The report demonstrated the charges levied by neighbouring Councils and also recommended new charges for Penzance allotment holders, to be implemented from 2027, which were as follows:-

Full Plot on a site with water - £50
Full plot on a site without water - £45
Half Plot on a site with water - £30
Half plot on a site without water - £25
Refundable Deposit - £60

It was further recommended that these charges were index linked and would therefore rise, or fall, with the Consumer Price Index (CPI) annually. This would remove the need for periodic price increases, with the associated larger increases for tenants resulting from each review, and result in a lessened risk that Penzance Council's allotment pricing was not within the broad range of local and industry averages.

During the debate, a Member suggested that the refundable deposit should not be applied to existing tenants as, for some, it may have been unaffordable.

Following consideration, it was unanimously

RESOLVED that the proposed allotment charges from 2027 onwards, including annual CPI adjustments, as set out in the report, be approved and adopted, but that a refundable deposit be applied to new tenants only.

(Proposed: Councillor Power; seconded: Councillor Reynolds)

(Councillor Reed was not present for this item.)

(b) Expenditure for Repairs to Penlee Park

The 2025 Penzance Food Festival occurred during periods of heavy rain and, although it was undoubtedly a success, Penlee Park experienced significant damage as a result.

Repairs to the ground and reseeding would be required and could not be carried out by officers within their existing capacity without abandoning duties across the other parish sites.

A local contractor had therefore been contacted to provide an estimate for the work. This work was time critical as the grass would need to be seeded prior to winter in order to allow it to recover sufficiently for the 2026 Food Festival.

Following consideration, it was unanimously

RESOLVED that

1. Expenditure of up to £5,000 from the Penlee Park – Infrastructure Improvements earmarked reserve (1995/11) be approved in order to carry out repair works to Penlee Park following the 2025 Penzance Food Festival.

2. It be noted that an additional contribution to the earmarked reserve will be proposed as part of the 2026/27 budget setting process in order to replenish this amount, in addition to the regular annual contribution.

(Proposed: Councillor Law; seconded: Councillor Young)

24. REPORTS FOR INFORMATION

(a) Health and Safety Audit - Update
(b) Leisure and Amenities Staffing
(c) Budget Comparison Report – 1 April – 28 September 2025
(d) Project Updates

25. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

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

The meeting closed at 7:36 pm

Chair
1 December 2025

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 20 October 2025 at 7:00 pm.

PRESENT

Councillors

P Lapin (Chair)

KM Baker	D Smart Knight
NC Broadhurst	PC Trevail
J McKenna	MA Wilson
SJ Reynolds	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).

19. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillor Pugh was absent without having provided apologies.

20. ELECTION OF VICE-CHAIR

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

In the absence of any other nominations, it was unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

21. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

22. PUBLIC PARTICIPATION

A member of the public was in attendance who spoke in favour of Agenda Item 7(a), 'Application for Grants – Solomon Browne Memorial Hall Association'.

A member of the public was in attendance who spoke in favour of Agenda Item 7(b), 'Applications for Grants – St Piran in Penwith'.

A member of the public was in attendance who spoke in favour of Agenda Item 7(c), 'Applications for Grants – the Hypatia Trust'.

A member of the public was in attendance who spoke in favour of Agenda Item 7(d), 'Applications for Grants – Newlyn Harbour Lights'.

23. EXCLUSION OF THE PRESS AND PUBLIC

There was no confidential business for consideration.

24. MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2025

Having been circulated, it was

RESOLVED that the Minutes of the meeting held on 1 September 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Wilson)

Vote; Seven in favour. Two abstentions.

25. APPLICATIONS FOR GRANTS

(a) Solomon Browne Memorial Hall Association

Information about the organisation, its cause and the reason for the grant request was set out at Appendix 1 to the report, the grant application form.

Following consideration, it was unanimously

RESOLVED that a grant of £4,990.73 be awarded from the General Grants Budget to the Solomon Browne Memorial Hall Association for the project: 'The Mousehole Telephone Box Library'.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

(b) St Piran in Penwith

Information about the organisation, its cause and the reason for the grant request was set out at Appendix 1 to the report, the grant application form.

Following consideration, it was unanimously

RESOLVED that a grant of £1,860 be awarded from the General Grants Budget to St Piran in Penwith for the project: 'St Piran in Penwith Celebrations'.

(Proposed: Councillor Broadhurst; seconded: Councillor Young)

(c) The Hypatia Trust

Information about the organisation, its cause and the reason for the grant request was set out at Appendix 1 to the report, the grant application form.

Following consideration, it was

RESOLVED that a grant of £3,418 be awarded from the General Grants Budget to the Hypatia Trust for the project: 'Who Makes History?'.

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

Vote; Seven in favour. One against. One abstention.

(d) Newlyn Harbour Lights

Information about the organisation, its cause and the reason for the grant request was set out at Appendix 1 to the report, the grant application form.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that a grant of £6,000 be awarded from the General Grants Budget to Newlyn Harbour Lights for the project: 'Newlyn Harbour Christmas Lights 2025'.

(Proposed: Councillor Wilson; seconded: Councillor Broadhurst)

26. REPORTS FOR DECISION

(a) Expenditure from the Elections Reserve for Elections and By-election

Cornwall Council had invoiced Penzance Council for payment for the uncontested elections which took place earlier during the year in Heamoor and Gulval, Newlyn and Mousehole and Penzance Promenade wards, the costs for which were £859.28.

In addition, Cornwall Council had set out the costs associated with the election which took place in Penzance East ward on 1 May 2025, with the total being £7,865.67.

Finally, a by-election had been requested to fill the vacancy in Penzance Promenade ward and this would take place on 6 November 2025. It was expected that the costs associated with this would be in the region of £10,000.

It was therefore recommended that payment be made from the Elections earmarked reserve for the costs of these elections and by-election. Further, and subject to funds being available, approval was also sought to utilise this reserve to meet the costs of all future elections and by-elections without the need to present individual reports to this Committee.

Following consideration, it was unanimously

RESOLVED that

1. A payment of £859.28 be made from the Elections earmarked reserve to Cornwall Council to meet the costs associated with the 2025 uncontested elections in Heamoor and Gulval, Newlyn and Mousehole and Penzance Promenade wards.

2. Upon request by Cornwall Council, a payment of £7,865.67 be made from the Elections earmarked reserve to meet the costs associated with the election held in Penzance East ward on 1 May 2025.

3. Upon request by Cornwall Council, the payment for the upcoming Penzance Promenade by-election be approved and met from the Elections earmarked reserve, subject to sufficient funds being available.

4. Subject to sufficient funds being available, payment for any future elections or by-elections be met from the Elections earmarked reserve upon request.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

(b) Options for Corporate Services Vacancy and Potential Work Experience

The post of Corporate Service Officer had been vacant since 31 August 2025 and had not been filled for reasons which were set out in the report.

While the Corporate Services team could absorb the most crucial tasks during this period, there were several lower priority tasks which had been deprioritised. It was therefore suggested that there was an opportunity to provide the benefits of a work experience placement to a member(s) of the community. Further information regarding work experience placements was set out in the report and its appendices.

Following consideration, it was unanimously

RESOLVED that

1. It be noted that Penzance Council is currently operating with an unfilled Corporate Services Officer post.

2. The principle of working with the Job Centre Plus to offer adult work experience placement(s) in the Corporate Services team be approved.

3. A report be presented to a future meeting of this Committee to report on the success of, and/or the experiences associated with, the work experience placements

(Proposed: Councillor Wilson; seconded: Councillor Broadhurst)

(c) Expenditure from IT Replacement Reserve for IT Upgrades

The Council's IT provider had recommended works to upgrade some of the existing network infrastructure in order to provide improved security and performance. The recommended works would also begin the process of moving from an on-premises system to a 'cloud based' one, which was planned for the future.

Following consideration, it was

RESOLVED that expenditure of up to £3,000 from the IT Replacement reserve be approved in order to carry out the necessary upgrade works to the Council's IT network.

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

Vote;

(d) Expenditure from CCTV Repair / Replacement Reserve for Infrastructure Costs

At the meeting of Penzance Council held on 21 July 2025 it was resolved to approve the use of £5,000 from the CCTV Repair and Replacement earmarked reserve to spend against the CCTV Repair and Replacement Budget (2200/2/4) to meet the cost of an overspend and to provide a budget for any future additional works.

Since this meeting, additional works had been identified which were required to replace more camera infrastructure and it would not be possible for these works to be undertaken within the available budget. The quote received from the authorised contractor would exceed the available budget by £2,589.20 and it was therefore recommended that the use of up £10,000 from the CCTV Repair and Replacement earmarked reserve be approved to meet this cost and allow for any future works.

Following consideration, it was unanimously

RESOLVED that the use of up to £10,000 from the CCTV Repair and Replacement earmarked reserve be approved to spend against the CCTV Repair and Replacement Budget (2200/2/4) to meet the quote received and allow for any additional future works.

(Proposed: Councillor McKenna; seconded: Councillor Baker)

Eight in favour. One abstention.

(e) 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 August to 30 September 2025

(ii) – Bank Reconciliation from 1 August to 30 September 2025

(iii) - Financial Comparison for the Period Ending 30 September 2025

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

27. MATTERS ARISING FOR REPORT AT NEXT MEETING

During the consideration of the grant applications earlier during the meeting reference had been made to the carbon footprint associated with some of the projects and questions were raised as to whether this should be taken into account within the grants policy. It was also suggested that the wider grants policy required review to evaluate its success and fitness for purpose following the changes which had been introduced for the present municipal year.

In response, Members were advised that a Working Party might be established to consider the grants policy and that the carbon footprint associated with grant applications could also potentially be considered by the Climate Emergency Working Party.

The meeting closed at 8:08 pm

Chair
15 December 2025