

**MINUTES OF THE PLANNING COMMITTEE MEETING** held at 7:00 pm on Wednesday 5 November 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).

**79. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Councillor Broadhurst was absent without having provided apologies.

**80. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**81. EXCLUSION OF THE PRESS AND PUBLIC**

There were no confidential matters to be considered.

**82. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 OCTOBER 2025**

Following consideration, it was unanimously

**RESOLVED** that the Minutes of the meeting held on 15 October 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Lapin; seconded: Councillor Wilson)

**83. PUBLIC PARTICIPATION**

There was no public participation.

**84. NEW AND AMENDED PLANNING APPLICATIONS**

A Member made a request to remove Application No. 1 from Appendix B and, instead, consider it separately within Appendix A. However, Members were then advised that three of the remaining applications set out within Appendix B had already been determined by the Local Planning Authority and so they may have wished to consider separately each of



those three which remained.

The Committee therefore considered, in total, sixteen new and amended planning applications and its comments and votes are as detailed below:-



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
					<p>JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson</p>
1.	<a href="#">PA25/07550</a>	Mr & Mrs M Williams	Conversion of Former Net Loft Ancillary Accommodation to Form Separate Apartment & Associated Works. <b>1 Wellington Place, Regent Terrace, Mousehole</b>	No objection.  <b>Proposed - Cllr Reynolds Seconded - Cllr Power</b>	<b>Councillors Baker, Jackson, Power, Reynolds and Wilson in favour. Councillor Lapin against.</b>
2.	<a href="#">PA25/07752</a>	Mr & Mrs Withey	Extensions & Internal Alterations to Existing Dwelling House & Associated Works. <b>Brambles Cottage, 30A Raginnis Hill, Mousehole</b>	Objection due to the proposed amount of glazing which will be detrimental to the Mousehole Conservation Area and the West Penwith Internation Dark Sky Park in contravention of policies DDH1 and DDH3 of the Penzance Neighbourhood Plan.  <b>Proposed - Cllr Reynolds Seconded - Cllr Wilson</b>	<b>Councillors Baker, Jackson, Power, Reynolds and Wilson in favour. Councillor Lapin against.</b>
3.	<a href="#">PA25/07591</a>	Mrs Bull	Demolition, replacement and enlargement of existing rear extension & Full refurbishment of	No objection.  <b>Proposed - Cllr Lapin</b>	<b>Unanimous.</b>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
			property. <b>17 Florence Place, Newlyn</b>	<b>Seconded - Cllr Power</b>	
4.	<a href="#">PA25/06751</a>	Neil Eddy, Mounts Bay Academy	Refurbishment of an Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, dugouts and replacement floodlights. <b>Mounts Bay Academy, Boscathnoe Lane, Heamoor</b>	No objection subject to:-  1. The Sports Lighting Statement being recommissioned as the current document classifies the site as Environmental Zone E3 (Suburban) when it should in fact be Environmental Zone E2 (Rural). 2. A lighting curfew being imposed by way of a condition to ensure that that the site is not floodlit throughout the night. 3. The application being considered, and approved, by the	<b>Unanimous.</b>

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
				Local Lead Flood Authority.  <b>Proposed - Cllr Reynolds Seconded - Cllr Wilson</b>	
5.	<a href="#">PA25/06528</a> AND <a href="#">PA25/06529</a> <b>LISTED BLDG</b>	Mr and Mrs Howard and Melanie Miller	Essential structure repairs to south-west gable wall which are supported by the re-building and extending of side extension. New car port to rear garden and general conservation-led minor alterations and repairs. <b>9 Morrab Terrace, Penzance</b>	No objection subject to the comments of the Historic Environment Planning Service being addressed.  <b>Proposed - Cllr Lapin Seconded - Cllr Wilson</b>	<b>Unanimous.</b>
6.	<a href="#">PA25/07523</a>	Mrs Heidi Lockyer	Conversion of existing garage into ancillary residential accommodation with its own disabled access. A door will be knocked through to the main house giving direct access to the main living areas. Replacement of existing garage door with windows and a door.	No objection subject to the development remaining as ancillary accommodation to the main dwelling and being used solely by the occupiers or non-paying guests of the occupiers of Pendor, Gwavas Road, Newlyn, and at no time being used as a	<b>Unanimous.</b>

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
			<b>Pendor, Gwavas Road, Newlyn</b>	separate residential unit of accommodation.  <b>Proposed - Cllr Lapin Seconded - Cllr Jackson</b>	
7.	<a href="#">PA25/07682</a>	Mr and Miss Oliver and Hannah Wild and England	Demolition of existing garage and replacement with new incidental building. <b>3 Pendennis Place, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin Seconded – Cllr Wilson</b>	<b>Unanimous</b>
8.	<a href="#">PA25/06752</a>	Miss Anna Bingham	Single storey kitchen extension incorporating existing outbuildings and galley kitchen within rear courtyard, lantern roof to kitchen and glazed conservatory to first floor and mounting of a heat pump. <b>3 Wellington Place, Penzance</b>	Objection on the grounds that the proposed ‘glazed conservatory’ fails to respect the host property and is harmful to the street scene and wider Penzance Conservation Area.  <b>Proposed – Cllr Reynolds Seconded – Cllr Power</b>	<b>Councillors Power, Reynolds and Wilson in favour. Councillors Baker, Jackson and Lapin against. Due to the equality of votes, Councillor Power then exercised her casting vote in favour.</b>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
					<b>JS Power (Chair)</b> <b>B Jackson (Vice-Chair)</b> <b>KM Baker</b> <b>P Lapin</b> <b>SJ Reynolds</b> <b>MA Wilson</b>
9.	<a href="#">PA25/07665</a>	Sainsbury's Supermarkets Ltd	Construction of a new retail concession pod and associated signage. <b>Sainsbury's, Eastern Green, Penzance</b>	No objection subject to the Local Lead Flood Authority being satisfied that the existing surface water problems on the site are addressed sufficiently.  <b>Proposed – Cllr Reynolds</b> <b>Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
10.	<a href="#">PA25/07666</a>	Sainsbury's Supermarkets Ltd	Advertisement consent for 3no. fascia signs and 10no. wall signs on the front and the sides of the proposed Timpson pod. <b>Sainsbury's, Eastern Green, Penzance</b>	No objection.  <b>Proposed – Cllr Reynolds</b> <b>Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
11.	<a href="#">PA25/07371</a>	Mrs Miki Ashton	Proposed repairs, alterations and extensions to a dilapidated Old Stable Block/Gardeners' Cottage currently in use for Storage and Mess facilities for the Gardeners of Morrab Gardens to retain and improve facilities and in addition to	No objection.  <b>Proposed – Cllr Lapin</b> <b>Seconded – Cllr Wilson</b>	<b>Unanimous.</b>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin SJ Reynolds MA Wilson
			create a Public/Community Recreational 'Green Hub' Pavilion Building and Educational Facility as an Environmental Education Centre with variation of condition 3 of decision notice PA21/09036 dated 24.03.2022. <b>The Gardeners' House, Morrab Gardens, Penzance</b>		
12.	<a href="#">PA25/07529</a> <b>LISTED BLDG</b>	Mr and Mrs Richard and Irene Sowerbutts	Retrospective emergency chimney works. <b>West Lodge, Alverton Road, Penzance</b>	No objection.  <b>Proposed – Cllr Reynolds Seconded – Cllr Lapin</b>	<b>Unanimous.</b>
13.	<a href="#">PA25/06549</a> AND <a href="#">PA25/06550</a> <b>LISTED BLDG</b>	Dworniak	Replacement chimney. <b>8 Penrose Terrace, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin Seconded – Cllr Reynolds</b>	<b>Unanimous.</b>
14.	<a href="#">PA25/07468</a> <b>WINDOWS</b>	Ms H Morris	Replacement windows and door. <b>6 Wesley Place, Newlyn</b>	Objection on the grounds of the proposed design as replacement windows for the property should be of sliding	<b>Councillors Lapin, Power, Reynolds and Wilson in favour. Councillors Baker and</b>



	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  <b>JS Power (Chair)</b> <b>B Jackson (Vice-Chair)</b> <b>KM Baker</b> <b>P Lapin</b> <b>SJ Reynolds</b> <b>MA Wilson</b>
				sash style to match the existing due to its location within the Newlyn Conservation Area.  <b>Proposed – Cllr Power</b> <b>Seconded – Cllr Wilson</b>	<b>Jackson against.</b>
15.	<a href="#">PA25/07619</a> <b>WINDOWS</b>	Mr Colin Fell	Replace Timber sash windows with UPVC sash white windows to match existing in a conservation area. <b>9 Alma Terrace, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin</b> <b>Seconded – Cllr Baker</b>	<b>Councillors Baker, Jackson, Lapin and Power in favour. Councillors Reynolds and Wilson against.</b>
16.	<a href="#">PA25/05584</a> <b>LISTED BLDG WINDOWS</b>	Mr Johannes Thoms	Like for like replacement of existing damaged, harbour-facing double-glazed window. <b>Flat 2, Harbours Reach Lobster Pot Apartments, South Cliff, Mousehole</b>	No objection.  <b>Proposed – Cllr Reynolds</b> <b>Seconded – Cllr Lapin</b>	<b>Unanimous.</b>



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

Since the previous meeting of the Committee, the following response had been provided under the 'local council protocol:-

PA25/05976 - Replacement windows - 6 at first floor, 2 at ground floor - Bath Inn, Cornwall Terrace, Penzance

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

(Councillor Lapin in favour.)

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

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

**87. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

Meeting closed at 7:42 pm

Chair  
26 November 2025

**MINUTES OF THE PLANNING COMMITTEE MEETING** held at 7:00 pm on Wednesday 26 November 2025 in the Alverne Room, St John's Hall, Alverton Street, Penzance.

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

KM Baker  
P Lapin  
DM Paul  
SJ Reynolds  
MA Wilson (from 7.02 pm)

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

**88. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Councillor Broadhurst was absent without having provided apologies.

**89. DECLARATIONS OF INTEREST**

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

Councillors Baker, Jackson, Lapin, Paul, Power, Reynolds and Wilson declared non-registerable interests in Application No. 6 – PA25/04354 'Landscaping works. Penzance Town Council, Penlee Centre, Penlee Park, Penzance.' as Members of Penzance Council, the applicant, which stood to benefit financially from the proposal, should it be approved.

Councillor Reynolds declared a non-registerable interest in Application No. 18 – PA25/07919 'Proposed ATM and signage removal for bank closure. Market House, Market Jew Street, Penzance' as a director of the Penzance Regeneration Company, the owner of the property.

**90. EXCLUSION OF THE PRESS AND PUBLIC**

There were no confidential matters to be considered.

**91. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2025**

Following consideration, it was

**RESOLVED** that the Minutes of the meeting held on 5 November 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Lapin; seconded: Councillor Reynolds)

Vote; Councillors Baker, Jackson, Lapin, Power, and Reynolds in favour. Councillor Paul abstained. Councillor Wilson was not present for this item.

**92. PUBLIC PARTICIPATION**

There was no public participation.

**93. NEW AND AMENDED PLANNING APPLICATIONS**

It was

**RESOLVED** that Application No.s 1 and 7, PA25/08142 – ‘Replacement of original wooden sash bay windows with UPVC heritage style sash windows. The Granary, 15D Causewayhead, Penzance’ and PA25/08256 – ‘Proposed replacement windows and repairs to front and rear pitched roof.11 St Clare Street, Penzance’, be removed from Appendix B to the Agenda and instead considered independently within Appendix A.

(Proposed: Councillor Lapin; seconded: Councillor Reynolds)

Vote; Councillors Baker, Jackson, Lapin, Paul, Power and Reynolds in favour. Councillor Wilson abstained.

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 Paul; seconded: Councillor Lapin)

The Committee then considered, in total, twenty new and amended planning applications and its comments and votes are as detailed below:-



	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  <b>JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin DM Paul SJ Reynolds MA Wilson</b>
1.	<a href="#">PA25/06633</a>	Mr Michael Hourican, LiveWest	Demolition of an existing 7 storey tower block containing 22 sheltered apartments and construction of new 6 storey apartment building containing 21 general needs apartments made up of 15 x 1 bedroom & 6 x 2 bedroom apartments. Application also includes details of proposed sub-station, refuse storage, cycle storage, car parking and landscaping. <b>Fountain Court, Tower Block, St Clare Street, Penzance</b>	1. No objection subject to:-  (i) Consideration being given to the proposed bicycle storage, on the basis that the development will have significantly more bedrooms than the number of spaces proposed.  (ii) Confirmation that Building Control is satisfied with the proposed windows and their lack of ability to be opened.  (iii) Confirmation that the proposed white blockwork	<b>Unanimous.</b>

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				<p>will be of sufficient quality and design to withstand the effects of the local maritime climate in accordance with Policy DDH1 of the Penzance Neighbourhood Plan.</p> <p>2. Clarification is sought from the applicant regarding its plans for, and/or method of, the relocation of the telecommunications and related infrastructure which is sited on the existing building.</p> <p><b>Proposed - Cllr Paul</b></p>	



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				<b>Seconded - Cllr Lapin</b>	
2.	<a href="#">PA25/08229</a>	Treveth Development LLP	Non-material amendment in relation to Decision Notice PA23/08659 dated 29/05/24 - Amendments to the approved proposals for the repointing and rebuilding of existing walls within the gardens. Updated existing garden fountain restoration details, including ground-level lighting. <b>Former Vospers Site, Coinagehall Street, Penzance</b>	This application had been determined by the Local Planning Authority and so was not considered by the Planning Committee.	<b>N/A</b>
3.	<a href="#">PA25/08217</a>	Mr J Hardy Penzance Town Council	Change of use from community space to café and associated building alterations with removal of conditions 2 and 3 in respect of PA23/08518 dated 17/07/2024 <b>Penzance Town Council, Penlee Centre, Penlee Park, Penzance</b>	This application was not considered by the Planning Committee as all of those Members present had declared non-registerable interests in the matter as Members of Penzance Council, the applicant, which	<b>N/A</b>

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				stood to benefit financially from the proposal, should it be approved.	
4.	<a href="#">PA25/08123</a> <b>LISTED BLDG</b>	Christopher Jones, Cornwall Council	Masonry and void maintenance repairs to the Lighthouse Pier at Penzance Harbour arrest ongoing degradation of the pier, and movement around the lighthouse at the eastern end. Refer to the drawings and Heritage Impact Assessment and Design & Assessment Statement (HIA & DAS) document for further details. <b>Street Record, South Pier, Penzance</b>	No objection subject to confirmation of the methods which will be employed to prevent the contamination of the local marine environment.  <b>Proposed - Cllr Lapin</b> <b>Seconded - Cllr Wilson</b>	<b>Unanimous.</b>
5.	<a href="#">PA25/08274</a>	Miss Kitty Magin	Existing conservatory replaced with single story side extension. Dormer added. <b>Cragside, Mount Prospect Terrace, Newlyn</b>	No objection.  <b>Proposed - Cllr Wilson</b> <b>Seconded - Cllr Jackson</b>	<b>Councillors Baker, Jackson, Paul, Power, Reynolds and Wilson in favour. Councillor Lapin against.</b>

	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  <b>JS Power (Chair)</b> <b>B Jackson (Vice-Chair)</b> <b>KM Baker</b> <b>P Lapin</b> <b>DM Paul</b> <b>SJ Reynolds</b> <b>MA Wilson</b>
6.	<a href="#">PA25/07648</a>	Tracey Middleton	Single storey rear extension, conversion of existing garage and new balcony at 6 Rock Road, Penzance, TR18 4PJ. <b>6 Rock Road, Penzance</b>	No objection.  <b>Proposed - Cllr Lapin</b> <b>Seconded - Cllr Wilson</b>	<b>Unanimous.</b>
7.	<a href="#">PA25/07913</a>	Mr and Mrs John and Mary Bennetts	Alterations and extension to a private house <b>Pen Tor, Park Corner, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin</b> <b>Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
8.	<a href="#">PA25/08218</a>	Mr & Mrs G Weissberg	Replacement single storey rear extension. Installation of new window and rooflight. <b>6 Rosevean Terrace, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin</b> <b>Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
9.	<a href="#">PA25/08198</a>	Mr & Mrs R Dylan	Single storey rear extension and replacement windows. <b>4A Albert Villas, Penrose Terrace, Penzance</b>	No objection.  <b>Proposed – Cllr Wilson</b> <b>Seconded – Cllr Jackson</b>	<b>Unanimous.</b>

	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin DM Paul SJ Reynolds MA Wilson
10.	<a href="#">PA25/07771</a>	Mr Ross Payne LiveWest	Single storey bedroom extension to the side of a semi detached house. <b>26 Chywoone Crescent, Newlyn</b>	No objection.  <b>Proposed – Cllr Reynolds Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
11.	<a href="#">PA25/08291</a>	Dr Jonathan Ratoff	Proposed alterations to existing ground floor rear extension. <b>7 Wellington Place, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
12.	<a href="#">PA25/07989</a>	Mr & Mrs Dawson	Replacement windows to the rear, replacement doors and roofspace conversion with variation of condition 2 in respect of decision PA21/09767 dated 07/12/2021. <b>12 Belgravia Street, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin Seconded – Cllr Reynolds</b>	<b>Unanimous.</b>
13.	<a href="#">PA25/08516</a>	Mr & Mrs Richard and Irene Sowerbutts	Non-Material Amendment in relation to Decision Notice PA25/02182 dated 12th May 2025, namely, change to proposed garage roofing material. <b>West Lodge, Alverton Road,</b>	No objection.  <b>Proposed – Cllr Reynolds Seconded – Cllr Paul</b>	<b>Councillors Baker, Jackson, Paul, Power, Reynolds and Wilson in favour. Councillor Lapin against.</b>

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			<b>Penzance</b>		
14.	<a href="#">PA25/08286</a>	Mrs Jay	Proposed retention of the conversion of a former garage to a self-contained annexe. <b>Trungle Rise, Trungle, Paul</b>	No objection subject to the development remaining as ancillary accommodation to the main dwelling and being used solely by the occupiers or non-paying guests of the occupiers of Trungle Rise, Trungle, Paul and at no time being used as a separate residential unit of accommodation.  <b>Proposed – Cllr Reynolds Seconded – Cllr Lapin</b>	<b>Unanimous.</b>
15.	<a href="#">PA25/08204</a>	Mr H Fido	Install a new conservatory on the western elevation of the property. <b>Biscovey, Trewithen Road, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin Seconded – Cllr Wilson</b>	<b>Unanimous.</b>

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					<b>JS Power (Chair)</b> <b>B Jackson (Vice-Chair)</b> <b>KM Baker</b> <b>P Lapin</b> <b>DM Paul</b> <b>SJ Reynolds</b> <b>MA Wilson</b>
16.	<a href="#">PA25/08551</a>	Allen	Loft conversion with external stair access. <b>Trannack Le Heamoor, Penzance</b>	No objection subject to the development remaining as ancillary accommodation to the main dwelling and being used solely by the occupiers or non-paying guests of the occupiers of Trannack Le, Heamoor, Penzance and at no time being used as a separate residential unit of accommodation.  <b>Proposed – Cllr Reynolds</b> <b>Seconded – Cllr Paul</b>	<b>Councillors Baker, Jackson, Paul, Power, Reynolds and Wilson in favour. Councillor Lapin against.</b>
17.	<a href="#">PA25/08141</a> <b>LISTED BLDG</b>	Mr M Frey	Refurbishment of sanitary rooms and addition of a new ensuite shower room. <b>Flat 5, 38 Chapel Street, Penzance</b>	No objection.  <b>Proposed – Cllr Lapin</b> <b>Seconded – Cllr Wilson</b>	<b>Unanimous.</b>
18.	<a href="#">PA25/07919</a> <b>LISTED</b>	Lloyds Banking	Proposed ATM and signage removal for bank closure.	No objection.	<b>Unanimous.</b> <b>(Councillor Reynolds</b>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) B Jackson (Vice-Chair) KM Baker P Lapin DM Paul SJ Reynolds MA Wilson
	<b>BLDG</b>	Group, c/o Mite Plc	<b>Market House, Market Jew Street, Penzance</b>	<b>Proposed – Cllr Lapin Seconded – Cllr Baker</b>	<b>was not present for this item.)</b>
19.	<a href="#">PA25/08142</a> <b>WINDOWS</b>	Mr Robert Scotter	Replacement of original wooden sash bay windows with UPVC heritage style sash windows. <b>The Granary, 15D Causewayhead, Penzance</b>	No objection subject to the proposed windows being of a heritage style sufficient to match the existing.  <b>Proposed – Cllr Power Seconded – Cllr Reynolds</b>	<b>Unanimous.</b>
20.	<a href="#">PA25/08256</a> <b>LISTED BLDG WINDOWS / ROOF</b>	Mrs K Gibbon	Proposed replacement windows and repairs to front and rear pitched roof. <b>11 St Clare Street, Penzance</b>	The comments of the Historic Environment Planning Service be noted and supported.  <b>Proposed – Cllr Reynolds Seconded – Cllr Wilson</b>	<b>Unanimous.</b>

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

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

PA25/05909 - Replacement of life expired flat roof to 1980's block with slate mansard incorporating care suite and enclosure of re-configured fire escape stair - Chyons Residential Home, Clifton Hill, Newlyn

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

(Councillor Reynolds in favour.)

PA25/07294 - Four replacement windows at the front of the property, 7 Boase Street, Newlyn

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

(Members were not consulted as, due to it being a householder application, there was no opportunity to request that the matter was determined by the West Sub-Area Planning Committee.)

PA25/05757 - Replacement roof including dormer, extension to garden elevation to create a dining room/ sun room and new windows and doors. Externally creation of 2no. parking spaces accessed from Raginnis Hill - Sea Haven, Raginnis Hill, Mousehole

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

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

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

**96. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

Meeting closed at 7:54 pm

Chair  
17 December 2025

**MINUTES OF THE PLANNING COMMITTEE MEETING** held at 7:00 pm on Wednesday 17 December 2025 in the Alverne Room, St John's Hall, Alverton Street, Penzance.

**PRESENT** JS Power (Chair)

KM Baker  
P Lapin  
DM Paul  
SJ Reynolds

Also present: Councillor JM How, Councillor D Smart Knight and Elliot Ridington (Democratic Services and Governance Officer).

**97. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jackson and Wilson.

Councillor Broadhurst was absent without having provided apologies.

**98. DECLARATIONS OF INTEREST**

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

Councillor Power declared a non-registerable interest in Application No. 1 - 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, Penzance*' as her husband was both an objector to this application and a member of the Mounts Bay Action Group which also opposed it. It would therefore have a detrimental impact upon his wellbeing, were it to be approved.

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

Councillor Power left the meeting for the duration of this item and, in the absence of both the Chair and Vice-Chair of the Committee, it was necessary to elect a Chair for this Agenda Item.

In the absence of any other nominations, it was unanimously

**RESOLVED** that Councillor Reynolds be appointed Chair for the duration of this Agenda item.



(Proposed: Councillor Paul; seconded: Councillor Lapin)

Councillor Power had submitted a written request for dispensation in relation to Application No. 1 – 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, Penzance’*. This request had been submitted so that she might remain in the room to exercise her duties as Chair of the Committee during the ‘public participation’ item and the consideration of the planning application itself, but not to take part in the vote(s).

Following consideration, it was unanimously

**RESOLVED** that, in accordance with Standing Order 15(m), Councillor Power be granted a dispensation in respect of Application No. 1 – 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, Penzance’* for the duration of its consideration but that this dispensation solely provide for remaining in the meeting to exercise her duties as Chair and not to take part in the vote.

(Proposed: Councillor Paul; seconded: Councillor Baker)

(Councillor Power was not present for this item.)

#### **100. EXCLUSION OF THE PRESS AND PUBLIC**

There were no confidential matters to be considered.

#### **101. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2025**

Following consideration, it was unanimously

**RESOLVED** that the Minutes of the meeting held on 26 November 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Lapin; seconded: Councillor Reynolds)

#### **102. PUBLIC PARTICIPATION**



Thirteen members of the public were in attendance who spoke in opposition to Application No. 1 - 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, Penzance*'.

**103. NEW AND AMENDED PLANNING APPLICATIONS**

Following consideration, it was unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor Paul)

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



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) KM Baker P Lapin DM Paul SJ Reynolds
1.	<a href="#">PA25/04955</a>	Tresco Island Ltd	<p>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.</p> <p><b>Penzance Heliport, Jelbert Way, Penzance</b></p>	<p>1. Objection to the variation and/or removal of the existing planning conditions on the grounds that the requested increases in permitted noise will result in:-</p> <p>(i) A loss of residential amenity and adverse impacts on the general health and wellbeing of the residents both in the vicinity of the heliport and beneath the flightpath(s);</p> <p>(ii) A detrimental impact on the adjacent Areas of</p>	<p><b>Councillors Baker, Lapin, Paul and Reynolds in favour. Councillor Power abstained.</b></p>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) KM Baker P Lapin DM Paul SJ Reynolds
				<p>(iii) Outstanding Natural Beauty; and Potentially significant effects on the Marazion Marsh Special Protection Area (SPA), Ramsar and a number of Sites of Special Scientific Interest (SSSI).</p> <p>2. In light of the points set out in (1.) above, the proposal is contrary to the aims and intentions of Paragraph 198 of the National Planning Policy Framework, Policies 13, 16 and 23 of the Cornwall Local Plan and Policy C1</p>	



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) KM Baker P Lapin DM Paul SJ Reynolds
				<p>(3.) and (8.) of the Climate Emergency Development Plan Document.</p> <p>3. There is a lack of clear reason for the proposed amendments to Condition 27 and, were this change to be approved, there would be a lack of consistency in decision making on the part of the Local Planning Authority as the environment which gave rise to its necessity has not changed.</p> <p>4. With regard to the proposed removal of Condition 38, it</p>	



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:  JS Power (Chair) KM Baker P Lapin DM Paul SJ Reynolds
				<p>remains unclear to this Committee why its removal is sought when it was discharged by the notice of 18 August 2020. It also remains unclear as to why this Condition was discharged when only the methods and timescale of monitoring were submitted, with no apparent submission of the monitoring results as required by said Condition.</p> <p>5. A request is made that the Penzance Heliport Stakeholders Forum is reestablished and/or reconvened as a matter of urgency in</p>	

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
					<b>JS Power (Chair)</b> <b>KM Baker</b> <b>P Lapin</b> <b>DM Paul</b> <b>SJ Reynolds</b>
				<p>order to provide a meaningful means of dialogue between all interested parties.</p> <p><b>Proposed - Cllr Reynolds</b>  <b>Seconded - Cllr Paul</b></p>	
2.	<a href="#">PA25/08782</a>	Mr Jamie Murphy	Non-material amendment to decision notice PA24/02682 dated 03.09.2024 to Extend the crane gantry externally from existing warehouse. <b>Dry Dock Penzance, Dry Dock Limited, Wharf Road, Penzance</b>	No objection. <b>Proposed - Cllr Reynolds</b> <b>Seconded - Cllr Lapin</b>	<b>Unanimous.</b>
3.	<a href="#">PA25/08676</a>	Mr & Mrs E Oates	Dormer extensions to serve loft conversion. <b>6 Kenstella Road, Newlyn</b>	Objection on the grounds that, due to the scale of the proposed front dormer, the development would be out of keeping with the neighbouring properties and wider street scene.	<b>Councillors Baker, Lapin, Paul and Reynolds in favour.</b> <b>Councillor Power abstained.</b>



	<b>APP. NO.</b>	<b>APPLICANT</b>	<b>DEVELOPMENT</b>	<b>DECISION</b>	<b>RECORDED VOTE CLLRS PRESENT:</b>  JS Power (Chair) KM Baker P Lapin DM Paul SJ Reynolds
				<b>Proposed - Cllr Paul Seconded - Cllr Lapin</b>	
4.	<a href="#">PA25/09122</a>	Mr Parsons	Replacement of life expired windows with UPVC and demolition of existing poor quality lean-to and creation of first floor balcony with glass balustrade <b>Trevelyan Cottage, Chapel Street, Penzance</b>	No objection subject to there being no unacceptable increase in the overlooking of neighbouring properties.  <b>Proposed - Cllr Paul Seconded - Cllr Baker</b>	<b>Unanimous.</b>
5.	<a href="#">PA25/08806</a>	Mrs H Cain	Conversion of Garage to Form Linked Extension to Dwelling, Internal Refurbishments, Internal Alterations & Associated Works. <b>Anjarden, Gwelenys Road, Mousehole</b>	No objection.  <b>Proposed - Cllr Lapin Seconded - Cllr Paul</b>	<b>Unanimous.</b>
6.	<a href="#">PA25/08684</a> AND <a href="#">PA25/08685</a> <b>LISTED BLDG</b>	Mr. & Mrs. L. Atter	Proposed Rear Extension with Associated External Works and Internal Alterations. <b>22 Regent Terrace, Penzance.</b>	No objection.  <b>Proposed - Cllr Lapin Seconded - Cllr Power</b>	<b>Unanimous.</b>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
					<b>JS Power (Chair)</b> <b>KM Baker</b> <b>P Lapin</b> <b>DM Paul</b> <b>SJ Reynolds</b>
7.	<a href="#">PA25/08702</a>	Mr & Mrs S Anderson	Single storey rear extension. Replacement windows throughout. Rendering of front wall. <b>16 Rosevean Road, Penzance</b>	Objection to the proposed rendering of the front wall which would have a harmful impact upon the street scene and group value of the surrounding properties and a detrimental impact upon the Penzance Conservation Area.  <b>Proposed – Cllr Lapin</b> <b>Seconded – Cllr Paul</b>	<b>Unanimous.</b>
8.	<a href="#">PA25/09027</a>	Robert Stephens	Non-material amendment in relation to decision notice PA25/04613 dated 24.09.2025 to allow:- 1. Alteration of the roof from a mono-pitch design to a flat roof leading to a 12-degree pitch. 2 Finished Floor Level Adjustment. 3. External Steps Reorientation. 4. Under-croft Door Relocation. 5. Window and Juliet Balcony Door Adjustment.	No objection.  <b>Proposed – Cllr Reynolds</b> <b>Seconded – Cllr Power</b>	<b>Councillors Baker, Paul, Power and Reynolds in favour.</b> <b>Councillor Lapin against.</b>



	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT:
			<b>18 Lower Gurnick Road, Newlyn</b>		<b>JS Power (Chair) KM Baker P Lapin DM Paul SJ Reynolds</b>
9.	<a href="#">PA25/08495</a>	Dr Linda Thomas	Erection of greenhouse. <b>The Mews, Rosehill, Penzance</b>	No objection. <b>Proposed – Cllr Lapin Seconded – Cllr Paul</b>	<b>Unanimous.</b>

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

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

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

Following consideration, it was unanimously

**RESOLVED** that Councillor 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:-

*PA25/00085 - 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*

(Proposed: Councillor Power; seconded: Councillor Paul)

**106. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

Meeting closed at 8:13 pm

Chair  
14 January 2026



**MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING** held in the Alverne Room, St John’s Hall, Alverton Street, Penzance on Monday 29 September 2025 at 7:00pm.

**PRESENT**

Councillors: P Young (Chair)  
 JR Pugh (Vice-Chair) (from 7.01 pm)

JM How	PI Osborne
PM Hadley	SJ Reynolds
PL Jameson	PC Trevail

Also present: Councillor Peter Lapin, James Hardy (Town Clerk), Verity Anthony (Director (Maternity Cover), Penlee House), Cal Bagshaw (Corporate Services Manager), Cameron Sil (Finance Manager) and Elliot Ridington (Democratic Services and Governance Officer).

**26. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Law, Marrington, Reed and Smart Knight.

Councillor Broadhurst was absent without having provided apologies.

**27. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**28. PUBLIC PARTICIPATION**

A member of the public was in attendance and spoke regarding the Cornish language and its inclusion within the 2026 Communications Plan, going on to thank the Council for its commitment to promote greater use in future.

**29. EXCLUSION OF THE PRESS AND PUBLIC**

There were no confidential matters for consideration.

**30. MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2025**

Having previously been circulated, it was unanimously

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

(Proposed: Councillor How; seconded: Councillor Trevail)

**31. REPORTS FOR DECISION**

(a) Arts and Culture Predicted 2025/26 Outturn and Proposed 2026/27 Budget

The Acting Director of Penlee House Gallery and Museum, the Finance Manager and the Town Clerk presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2026/27 Arts and Culture budget.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The projected outturn for 2025/26, as set out at Appendix 1 to the report, be approved.
2. The Arts and Culture proposed budget for 2026/27, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2026/27, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor Pugh; seconded: Councillor Reynolds)

(b) Disposal of Asset – Transfer of Painting to the National Army Museum

Following consideration by officers at the Penlee House Gallery and Museum, it had been identified that the oil on canvas painting, 'The Battle of Tubabacelong' by Louis Chevallier Desange, did not fit with Penlee House Gallery & Museum's Collecting Policy, which sought 'to collect, preserve, display and interpret art depicting the far west of Cornwall and art associated with that area'. It was therefore recommended that the painting be transferred to an institution where it had a greater connection to the context of the existing collection, thereby giving it a stronger narrative, and where it could be accessed by a much larger audience.

The Museums Association 'Disposals Toolkit' framework also advocated that items for disposal be transferred to a more relevant, preferably public, institution and contact had therefore been made with the National Army Museum, which owned several other works by Desanges, including many from this series, which had confirmed that it would be willing to accept the transfer of the painting into its collections.

During the debate a question was raised as to whether the painting could be sold rather than transferred but it was confirmed that the Gallery and Museum was prevented from selling its collections. With that in mind, a commitment was sought from the National Army Museum to promote that the work had been donated by Penlee House Gallery and Museum when on display, preferably in the form of a plaque.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that the oil on canvas painting 'The Battle of Tubabacelong' by Louis Chevallier Desange be transferred to the National Army Museum, London.



(Proposed: Councillor Jameson; seconded: Councillor Osborne)

**32. REPORTS FOR INFORMATION**

The following reports for information were noted:-

- a) Penlee House Director's Report
- b) Penlee Coach House Redevelopment Report
- c) Budget Comparison Report – 1 April – 31 October 2025

**33. MATTERS ARISING FOR REPORT ONLY**

There were no matters arising for report.

The meeting closed at 7:43 pm

Chair  
2 February 2026

DRAFT



**MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING** held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Monday 1 December 2025 at 7:00pm.

**PRESENT**

Councillors NC Broadhurst (Chair) (from 7.02 pm)

JM How	DM Paul
B Jackson	JS Power
PL Jameson	SJ Reynolds
PA Law	P Young
PI Osborne	

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

**26. ELECTION OF CHAIR FOR THE MEETING**

In the absence of both the Chair and Vice-Chair of the Committee it was necessary to appoint a Chair for the meeting.

In the absence of any other nominations, it was unanimously

**RESOLVED** that Councillor Reynolds be appointed as Chair for the meeting.

(Proposed: Councillor Young; seconded: Councillor Power)

**27. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Councillors Hadley and Reed were absent without having provided apologies.

**28. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**29. PUBLIC PARTICIPATION**

There were no members of the public present.

**30. EXCLUSION OF THE PRESS AND PUBLIC**

There were no confidential matters for consideration.

**31. MINUTES OF THE MEETING HELD ON 6 OCTOBER 2025**



The Minutes having been circulated, it was

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

(Proposed: Councillor How; seconded: Councillor Jackson)

Vote; Seven in favour. Two abstentions.

Councillor Broadhurst then joined the meeting and assumed the chair.

### **32. REPORTS FOR DECISION**

#### (a) Invitation to Join the Local Maintenance Partnership

Penzance Council had received an invitation from Cornwall Council to join the Local Maintenance Partnership and this was set out as an appendix to the report.

Some years prior the Council had participated in the scheme with Cornwall Council. However, it had been resolved that participation in the partnership would not continue for a number of reasons and these were detailed within the report.

It was suggested that the funds offered by Cornwall Council to take part in the scheme would be better utilised by it for the necessary maintenance to the paths in the parish. However, were there any meaningful changes to the invitation from Cornwall Council in future years, a report would be presented to the appropriate Committee to allow Members to consider any potential future membership.

Following consideration, it was unanimously

**RESOLVED** that

1. The invitation from Cornwall Council to join the Local Maintenance Partnership for 2026/27, and invitations for any future years, be declined unless or until there are substantial changes to the scheme's funding and/or or parameters.
2. A request be made to Cornwall Council that the funds offered as part of the invitation be ringfenced for maintenance work within the Penzance parish.

(Proposed: Councillor Power; seconded: Councillor Osborne)

#### (b) Leisure and Amenities Projected 2025-26 Outturn and Proposed 2026-27 Budget

The Leisure and Amenities Manager, the Finance Manager and the Town Clerk presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2026/27 Leisure and Amenities budget.

During the debate a Member raised a query regarding the 'Allotment Provision' earmarked reserve and, in response, it was clarified that this reserve was not solely



intended for purchasing land but also for ongoing repairs, maintenance and so on. It was therefore suggested that the reserve be renamed 'Allotments'.

Following consideration, it was unanimously

**RESOLVED** that

1. The projected outturn for 2025/26, as set out at Appendix 1 to the report, be approved.
2. The Leisure and Amenities proposed budget for 2026/27, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2026/27, as set out at Appendix 2 to the report, be approved and adopted subject to the 'Weed Treatment Equipment' earmarked reserve being incorporated into the 'Machinery Replacement' earmarked reserve and the 'Allotment Provision' earmarked reserve being renamed 'Allotments'.

(Proposed: Councillor Law; seconded: Councillor Young)

**33. REPORTS FOR INFORMATION**

- (a) Budget Comparison Report – 1 April – 24 November 2025

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

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

The meeting closed at 7:34 pm

Chair  
9 February 2026



**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING** held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 15 December 2025 at 7:00 pm.

**PRESENT**

Councillors

P Lapin (Chair)  
PC Trevail (Vice-Chair)

NC Broadhurst  
J McKenna  
SJ Reynolds

D Smart Knight  
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).

**28. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Pugh and Wilson.

Councillor Baker was absent without having provided apologies.

**29. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

No written requests for dispensation had been received.

**31. PUBLIC PARTICIPATION**

There were no members of the public present.

**32. EXCLUSION OF THE PRESS AND PUBLIC**

In respect of Agenda Item 9(a), 'Upgrades to IT Infrastructure and Future Service Provision', 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 that section of the meeting due to the confidential nature of the business to be transacted.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

**33. MINUTES OF THE MEETING HELD ON 20 OCTOBER 2025**

Having been circulated, it was unanimously

**RESOLVED** that the Minutes of the meeting held on 20 October 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor McKenna; seconded: Councillor Tremain)

**34. REPORTS FOR DECISION**

(a) Finance and General Purposes 2025/26 Outturn and Proposed 2026/27 Budget

The Finance Manager presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2026/27 Finance and General Purposes budget.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The projected outturn for 2025/26, as set out within Appendix 1 to the report, be approved.
2. The Finance and General Purposes proposed budget for 2026/27, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2026/27, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor McKenna; seconded: Councillor Reynolds)

(b) Proposed Changes to Policies

As part of the ongoing review and revision of the Council's suite of governance and employment policies, officers had undertaken a comprehensive evaluation of key documents to ensure they remained legally compliant and aligned with relevant guidance.

These formed part of the wider rolling programme of policy review and those policies which had been amended were set out as appendices to the report.

During the debate, a Member made reference to the proposed Dignity at Work Policy referring to the 'Chair of the Council' when it should in fact have referred to the 'Town Mayor', in line with the other policies.

Following consideration, it was

**RESOLVED** that

1. The updated Grievance Policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted.
2. The Respiratory Infections Policy be redesignated as the Transmissible Infections Policy, set out using tracked changes at Appendix 2 to the report, and the document be adopted.
3. The revised Dignity at Work Policy, as set out at Appendix 3 to the report, be adopted and supersede the existing Dignity at Work Policy, as set out at Appendix 4 to the report, subject to references to 'Chair of the Council' being replaced with 'Town Mayor'

It was then further

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that

1. The updated Whistleblowing Policy, set out using tracked changes at Appendix 5 to the report, be approved and the document be adopted.
2. The updated Equal Opportunities Policy, set out using tracked changes at Appendix 6 to the report, be approved and the document be adopted.

(Proposed: Councillor Broadhurst; seconded: Councillor Reynolds)

Vote; Six in favour. One abstention.

(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 October to 30 November 2025

(ii) – Bank Reconciliation from 1 October to 30 November 2025

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

(Proposed: Councillor Young; seconded: Councillor McKenna)

Vote; Six in favour. One abstention.

**35. CONFIDENTIAL REPORTS FOR DECISION**

(a) Upgrades to IT Infrastructure and Future Service Provision

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

Following consideration, it was unanimously

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

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

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

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

The meeting closed at 7:48 pm

Chair  
23 February 2026