

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 18 JULY 2017 at 7pm in the Guildhall

- PRESENT** Cllrs Allen, Bugden-Cawsey, Bullen, Gordon (Deputy Mayor) Harris, Hogan, Keighley, Mitchell, Nancarrow, O'Brien, Penhale, Tremain, Williams,
In attendance: Christopher Drake (Town Clerk), Amy Dennis (C&D Post)
- 1707/14** **Apologies for absence**
Apologies for absence were received from Councillor Sandercock, Conway and Young
Apologies were received from County Councillors Massey and Farrington
- 1707/15** **Declarations of Interest**
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received.

The Council resolved that as per Section 33 of the 2011 Localism Act, dispensation be given to all members for Agenda Item 8 – Cornwall Site Allocations DPD Submission Consultation, as having regard to all relevant circumstances it considered that granting the dispensation was in the interests of persons living in the council's area
- 1707/16** **Public Representation Session**
There were no members of the public present at the meeting
- 1707/17** **To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the meeting of the Full Meeting of Council held on 20 June 2017 at 7pm.
- 1707/18** **To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub-committees:
i) Planning and Economic Development Committee held on Thursday 29 June 2017 at 7pm
ii) Tourism and Information Services Committee held on Tuesday 4 July 2017 at 10am
- 1707/19** **Electoral Review of Cornwall**
Members considered Report 07/17 concerning the above (previously circulated)
It was **resolved unanimously** that the Town Council submit a response to the Boundary Commission for England that the proposed Cornwall Council size of 87 councillors was the right number of councillors to be able to take decisions effectively.
- 1707/20** **Neighbourhood Plan**
It was **resolved** that the Council investigates the feasibility of undertaking a Neighbourhood Plan, working in conjunction with neighbouring parishes and that

councillors O'Brien, Allen, Harris and Budgen-Cawsey will undertake the necessary feasibility work

1707/21 Proposed comments for submission to the Cornwall Site Allocations Development Plan Document (DPD) Submission Consultation (June 2017) (Regulation 19/20 Consultation)

It was **resolved** that the comments as included at Appendix 1 of the agenda be agreed as the Council's response to the consultation subject to the amendment that the St Stephen's Traffic Survey and the details regarding the recent Air Quality Management survey be included as part of the response.

It was also **resolved** to minute the Council's thanks to the DPD Working Party

1707/22 2017 Off Street Parking Consolidation Order

It was **resolved** to note the statutory notice regarding the above

1707/23 Cornwall Takes Tea with the World

It was **resolved** that a tea party be organised to be held in the Town Hall and that a town walk be considered as part of the event

1707/24 Correspondence and matters to note

- (i) The Launceston Freight Questionnaire as part of Cornwall Council's transportation analysis of Launceston was noted and officers will write to Cormac advising of the number of copies received at Town Council owned sites and request that the Cormac database be updated so as this does not happen in any future consultations

1707/25 Reports from Cornwall Councillors

There were no Cornwall Councillors able to attend the meeting.

1707/26 Reports and Questions from Town Councillors

Cllr V Budgen-Cawsey gave an update on the work of the Chamber of Commerce and advised of their proposed Gorsedh window display, of town events that are being arranged and of the positive response to the business opening hours on Saturdays

Cllr Allen gave an update on Police Liaison and it was agreed that the Council offer the Town Hall for a co-ordinated event with the Police on internet safety. The Council also recorded their congratulations to PC Steve Stoppard on his award of the Ian Warne Memorial Trophy for his commitment to safeguarding young people and his work within the town

Cllr Tremain gave a brief update on the forthcoming Priory Open Day

Cllr Harris gave an update on the Street Pastors AGM and said that the scheme was working well and that new recruits were welcome

Cllr J Williams gave an update regarding her meeting with Cornwall Councillor Gemma Massey and looking at ways to continue the Town Council and Cornwall Council working in partnership.

Cllr Gordon gave an update on the Friends of Launceston Hospital AGM , which was attended by the Deputy Chief Executive of the Cornwall NHS Partnership Trust who re-iterated the potential for the increase of services at Launceston hospital, as well as there being a strong case for an Urgent Care Unit at the site. There were no proposals for bed closures and the forthcoming 'Shaping Our Future' consultation would be the mechanism for the town to input on what facilities it wanted at the hospital.

It was **resolved unanimously** that the Town Council worked with neighbouring parishes to ensure that the best facilities, including an Urgent Care Unit, were secured for Launceston Hospital

1707/28

Report from the Town Mayor

The Mayor's report was noted

1707/29

Urgent Items

It was agreed that a bouquet of flowers and a gift be sent to Cllr Tony and Mrs Jean Sandercock to mark their Diamond Wedding Anniversary

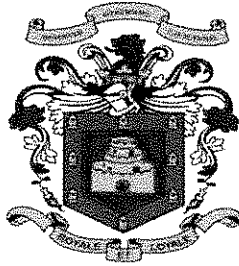
Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 19 September 2017 at 7pm in the Guildhall.

The meeting ended at 8.25pm.

Signed Date

Town Clerk CW Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the Otho Peter Room, Launceston Town Hall, on Wednesday 19 July 2017 at 7pm

- PRESENT: Cllrs Allen, Bullen, Conway, Gordon, O'Brien (Chairman), Williams (substitute for
In attendance: Helen Gribble (RFO/Support Services Manager)
- 1707/30 Election of Chairman**
Cllr O'Brien was elected Chairman
- 1707/31 Election of Vice Chairman**
Cllr Conway was elected Vice Chairman
- 1707/32 Apologies for absence**
Apologies were received from Cllr Keighley, Penhale, Sandercock and Young
- 1707/33 Declarations of Interest**
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received.

No declarations of interest were made.
- 1707/34 Public Representation Session**
No public representations were made.
- 1707/35 Minutes of the last meeting**
The minutes of the meeting of 3 May 2017 were signed as a correct record.
- 1707/36 Finance**
It was **resolved** to approve the cheques for payment (vouchers 38 to 189 and 190 to 256) as per the lists appended to these minutes. Cllr Keighley and Cllr Hogan carried out a random check of payments for audit purposes (voucher no's 79, 89, 91, 218, 221, 226, 254, 239-240, 256).

It was **resolved** to approve the balance sheet for May 2017.

It was **resolved** to approve the income and expenditure account for May 2017.

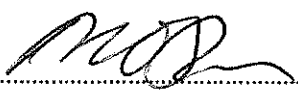
The bank statements up to 30 June 2017 were available at the meeting.

Cllr Allen and O'Brien would conduct the payments check for August and Cllr Gordon would conduct the payment check for September.

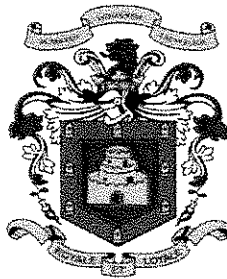
A handwritten signature in black ink, appearing to be 'MDS'.

- 1707/37 Internal Audit**
It was **resolved** to appoint Hudson Accounting Ltd as the Council's internal auditor for the current financial year and years 2018/19 and 2019/20 in accordance with the proposal as circulated with the agenda.
- 1707/38 Bank Signatories**
a) It was **resolved** to appoint Cllrs Allen and Young as bank signatories for Town Council bank accounts and remove Cllr Hogan.
b) It was **resolved** to appoint Cllr Young as an online bank signatories for the Town Council bank accounts.
- 1707/39 Ambulance Hall**
a) It was **resolved** to appoint Cllrs Bullen, Gordon, O'Brien and Young along with the Town Clerk and the Responsible Financial Officer as bank signatories for the Ambulance Hall bank accounts
b) It was **resolved** to authorise the use of online banking for the Ambulance Hall bank accounts to view transactions only.
- 1707/40 Car Park Season Tickets**
It was **resolved** to continue to issue season tickets for the Multi-Storey car park at the standard rate.
- 1707/41 Urgent Items**
No urgent items were raised
- 1707/42 Date of Next Meeting**
It was **resolved** that the dates of future meetings be as follows:
6 September 2017
4 October 2017
8 November 2017
3 January 2018
7 March 2018
2 May 2018

The meeting closed at 7.30 pm.

Signed  Date 6/9/17

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 20 July 2017 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Allen, Bugden-Cawsey, Gordon (Deputy Mayor), Harris, Hogan, Mitchell, Tremain (Chairman), Williams
In attendance: Christopher Drake (Town Clerk)
Cllr J Conway
Cornwall Cllr G Massey

1707/43 Apologies
Apologies for absence were received from Cllrs Young and Nancarrow, who was substituted by Cllr Allen

1707/44 Declarations of Interest
Cllr Allen declared an interest in planning application PA17/04902 - Scarne Farm Hurdon Road Launceston PL15 9LR and PA17/05518 - Launceston Rugby Club Launceston Cornwall PL15 9QT

1706/45 Public Representation
There were no members of the public present

1706/46 Minutes of the last meetings
The minutes of the meeting held on 29 June 2017 were signed as a correct record

1706/47 Current Planning Applications for comment

Application PA17/04321
Proposal Application for Listed Building Consent for installation of New Cisco Wireless Access Points within the branch as part of this delivery; these devices provide access to wireless internet access within the site.
Location 14 Westgate Street Launceston PL15 7AG
Applicant Royal Bank Of Scotland/Natwest
Decision The Town Council supports this application

Application PA17/04902
Proposal Variation of condition 2 (approved plans condition) in respect of decision notice PA12/12067 dated 12/04/13
Location Scarne Farm Hurdon Road Launceston PL15 9LR
Applicant Mr Gareth Davies Clean Earth Energy Ltd
Decision The Town Council supports this application

Application PA17/05518

DD

Proposal Install a new floodlighting system.
Location Launceston Rugby Club Launceston Cornwall PL15 9QT
Applicant Mr Roy Webb
Decision The Town Council supports this application

Cllr Allen declared an interest in planning applications PA17/04902 and PA17/05518 and left the Chamber when these items were discussed and took no part in the debate or voting

Application PA17/05681
Proposal Advertisement consent for the erection of two signs - Sign A - Flex face signage halo illuminated fascia sign as shown on attached drawing
Sign B - Aluminium Box sign halo illuminated fascia sign as shown on attached drawing
Location 1 Launceston Retail Park Scarne Industrial Estate Launceston PL15 9DJ
Applicant Mr Tom Pinder
Decision The Town Council supports this application

1706/48

Planning Decisions noted

It was **resolved** to note the following planning decisions

Application PA17/04554
Location Launceston Retail Park Scarne Industrial Estate Launceston PL15 9DJ
Proposal Installation of air conditioning plant to the rear of Unit 1B in an enclosed plant area together with roof mounted cowl unit.
Decision APPROVED
Town Council NO OBJECTION

1706/49

Cornwall Site Allocations Development Plan Document (DPD) Submission Consultation (June 2017) (Regulation 19/20 Consultation)

It was **resolved** that the comments as included at Appendix 1 of the agenda be agreed as the response to the consultation subject to the amendment that the St Stephen's Traffic Survey and the details regarding the recent Air Quality Management survey be included as part of the response and that it be highlighted that there is the need for short terms aims of the traffic survey to be instigated immediately and that air quality issues throughout the town must be considered

1706/50

Correspondence and items to note

Cllr Allen raised concerns regarding planning application PA17/05382 - Land South of Rosebank, Chapel, Launceston, which was proposing the construction of five new dwellings with associated landscaping and new private access road. This application is in a neighbouring parish but the Town Council **resolved** to object to the application as it will have a detrimental effect to Launceston residents. The Town Council has concerns regarding access and egress to this site and there are highways concerns on what is a narrow single track country lane

Next Meeting

The next meeting of the committee will be held on Thursday 10 August 2017 at 7pm.
The meeting closed at 7.49pm

Signed  Date 10th August 2017

Town Clerk CW Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 7 August 2017
at 10am in the Town Hall.

PRESENT: Cllrs. Conway, Gordon (Deputy Mayor), Harris, Hogan, Keighley (Chairman), O'Brien and Tremain
In attendance: Cllr Williams
Mr Robert Moor – Living Churchyards Project
David James (Properties Manager)
Christopher Drake (Town Clerk)

No site visits were made by the committee.

- 1708/01 Apologies for Absence**
Apologies received from: Cllrs Sandercock and Young
- 1708/02 Declarations of Interest**
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item/s he must leave the room while that item is discussed, unless a written request for a dispensation has been received.
- 1708/03 Public Representation Session**
No members of the public were present at the meeting
- 1708/04 Minutes of the last meeting**
The minutes of the meeting held on 5 June 2017 were signed as a correct record.
- 1708/05 Presentation by Mr Robert Moor**
Mr Moor gave an update on the Cornwall Living Churchyards Project, explaining that for the scheme to be successful it was important to install interpretation signage and to work with local schools. He gave details regarding the types of planting that could be considered and advised that grant funding was available for projects.
- 1708/06 Site Visits**
There were no pre-arranged visits undertaken but councillors gave individual feedback on areas of concern or where work may be required
- 1708/07 Properties Managers Report**
The Properties Managers report was received and Mr James explained that the format of the report had been amended to include agenda items for matters that required a committee resolution

- 1708/08 Southgate Arch**
The proposal for the hire of Southgate Arch was considered and it was **resolved** that the organisation that had submitted the request be asked to provide further information in regards to the proposed use of the site and be invited to the October meeting of the committee to discuss their proposals
- 1708/09 Ambulance Hall**
The details regarding the Fire Risk Assessment for the site were noted and it was **resolved** that officers seek the advise of the Fire Service in regards to actions required and that any advice received be acted upon in liaison with cllrs Hogan and Keighley
- 1708/10 Town Hall Main Lighting**
It was **resolved** to undertake the works for main lighting dimmer packs as detailed in the report to the committee
- 1708/11 West Gate Car Park Electrical Installation Condition Report**
It was **resolved** that two further quotations for works to the car park electrical system be requested and that details be forwarded to the committee for consideration
- 1708/12 West Gate Car Park**
It was **resolved** to undertake works to the car park toilets as soon as practicable and to consider if the Grounds Maintenance team could carry out the required works
- 1708/13 Cemetery Burial Report**
It was **resolved** to undertake the recommended T1 audit for the proposed cemetery site and to allocate a budget reserve for future cemetery costs, to be agreed at the Finance and General Purposes committee budget setting meeting
- *Cllr P O'Brien left the rom at 11.25am and re-entered at 11.27am during the discussion of the above***
- 1708/14 Allotment Judging**
It was **resolved** that Cllrs Gordon, Tremain and Keighley judge the allotment awards, to be carried out during National Allotment Week
- 1708/15 Urgent items**
- 1) The letter from Mr Coombe, regarding land to the rear of Meadowside was noted and it was **resolved** that the Council undertakes work at the site , and works with local schools to develop the area as natural habitat and that the need to update Grammers Park play area be bought back to a future meeting
 - 2) It was noted that signage giving details of the parking restrictions is required at the Roundhouse car park area
 - 3) It was noted that brass plaques within the Town Hall needed to be cleaned on a regular basis
 - 4) The successful work regarding the installation of play equipment at Lanstephan was noted
- Date of the next meeting**
The next meeting would be held on Monday 3 October 2017 at 10am
- The meeting closed at 11.58 am.

Signed.....

Date.....

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 10 August 2017 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs Allen, Gordon (Deputy Mayor), Harris, Hogan, Keighley
In attendance: Christopher Drake (Town Clerk)
2 x Public
- 1708/16 Apologies**
Apologies for absence were received from Cllrs Bugden-Cawsey, Mitchell, Young, Nancarrow, Tremain who was substituted by Cllr Keighley and Williams who was substituted by Cllr Allen
- 1708/17 Declarations of Interest**
Cllr Allen declared an interest in planning application PA17/05770 - 31 Dunheved Road Launceston
- 1708/18 Public Representation**
Mr K Johnson spoke in support of planning applications PA/17/06482 and PA/17/06447 – stating that there was no safety or hazard issues in regards to the trees but that they were too big for the site. The size of the trees was a concern to neighbours and a sensible solution was needed to resolve the issue.

Mr Johnson also spoke in regards to planning application PA/17/06607 and advised that the trees at this site had significant re-growth and the plan was to re-introduce a 3-5 year cycle of pollarding
- 1708/19 Minutes of the last meetings**
The minutes of the meeting held on 20 July 2017 were signed as a correct record
- 1708/20 Current Planning Applications for comment**
- | | |
|--------------------|---|
| Application | PA17/04241 |
| Proposal | Proposed erection and use of an asphalt plant together with associated ancillary facilities including offices, lorry park, storage bays, weighbridge, workshop and dust/sand barn; import of aggregate for levelling and engineering of new internal road with appropriate landscaping/planting of embankments; creation of new site entrance at Bangors Road with closure of current entrance at Quarry Lane and restoration to woodland; demolition of former mobile plant garage, some tree/vegetation removal and installation of culvert |
| Location | Land South Of Bangors Road Bangors Road Pennygillam Industrial Estate
Launceston |
| Applicant | CORMAC SOLUTIONS LIMITED CORMAC SOLUTIONS LIMITED |
| Decision | The Town Council support the proposal in principle but this is subject to a site visit, which the Council respectfully requests includes local members |

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Proposal Advertisement consent for adverts associated with the erection of three trolley bays
Location 1 Launceston Retail Park Scarne Industrial Estate Launceston PL15 9DJ
Applicant Mr Tom Pinder
Decision **The Town Council supports this application**

1708/21

Planning Decisions noted

It was resolved to note the following planning decisions

Application PA17/04016
Location Abbots Priory Yard Riverside Launceston Cornwall
Proposal Proposed erection of 8no. dwellings and associated infrastructure on previously approved land
Decision **APPROVED**
Town Council **The Town Council requests that a full archaeological survey investigation be undertaken before the commencement of any works as the site is of significant historical interest within Cornwall**
In addition the Town Council requests further background information in regards to proposals for the site.

Application PA17/04020
Location Chapel Garage Chapel Close Launceston Cornwall PL15 7BY
Proposal Change of house type to Plot 3 from a 3 bedroom house to a 4 bedroom house.
Decision **APPROVED**
Town Council **SUPPORT**

Application PA17/05069
Location St Thomas The Apostles Church Riverside Launceston PL15 8DH
Proposal Work to tree within a Conservation Area - namely T1 - Ash with Cavity - to fell. T2 and Group 2 - Sycamores reduce by 3 meters on all to retain a balanced canopy through the group. Tree 10 (in Group1) - Lime on the end of Group 1, closest to the Power line 25% thin of the crown. Group 1- Limes, 4 meter crown lift measuring from the graveyard side, and removal of any rubbing or crossing branches. T13 - Sycamore (In Group 2), removal of the leaning large stem over the properties behind.
Decision **Decided not to make a TPO**
Town Council **T1 - Ash with Cavity -to fell - Support**
T2 and Group 2 - Sycamores reduce by 3 meters on all to retain a balanced canopy through the group - Object
Tree 10 (in Group1) - Lime on the end of Group 1, closest to the Power line 25% thin of the crown - Support
Group 1- Limes, 4 meter crown lift measuring from the graveyard side, and removal of any rubbing or crossing branches - Support
T13 - Sycamore (In Group 2), removal of the leaning large stem over the properties behind - Support

Application PA17/04130
Location Castle Hill House Castle Street Launceston PL15 8AZ

Application PA17/05770
Proposal Conversion of existing garage to a single storey dwelling with habitable loft space
Location 31 Dunheved Road Launceston Cornwall PL15 9JF
Applicant Mr David Werran
Decision **The Town Council objects to this application as access is via a narrow lane and there are concerns in regards to emergency vehicles being able to access a separate habitable dwelling**

Cllr Allen declared an interest in planning application PA17/05770 and left the Chamber when this item was discussed and took no part in the debate or voting

Application PA17/06447
Proposal Application for works to trees subject to a tree preservation order - Works to two Beech (Fagus sylvatica)
Location Wyndley Hollies Road Launceston PL15 8HB
Applicant Mr Kevin Johnson MBE Empire Tree & Garden Services
Decision **The Town Council supports this application**

Application PA17/06482
Proposal Various tree works to T1 1 x Oak and T2 1 x Ash
Location Wyndley Hollies Road Launceston PL15 8HB
Applicant Peter Peter and Wright Solicitors
Decision **The Town Council supports this application**

Application PA17/06504
Proposal Prior Approval for change of use of a building and any land within its curtilage to state funded school
Location Unit 1 Newport Industrial Estate Launceston Cornwall
Applicant Mrs Tara Broad
Decision **The Town Council supports this application**

Application PA17/06607
Proposal Works to a row of 10 Lime trees to remove epicormic growth and re-pollarding.
Location St Josephs School St Stephens Hill St Stephens Launceston
Applicant The Bursar The Bursar St Joseph's School
Decision **The Town Council supports this application**

Application PA17/06753
Proposal Demolition of existing classrooms, erection of two modular classrooms, changing rooms and associated works
Location St Josephs School St Stephens Hill St Stephens Launceston
Applicant St Josephs School
Decision **The Town Council supports this application**

Application PA17/06764
Proposal Installation of three trolley bays
Location 1 Launceston Retail Park Scarne Industrial Estate Launceston PL15 9DJ
Applicant Mr Tom Pinder
Decision **The Town Council supports this application**

Application PA17/06765



Proposal Listed Building Consent for replacement of a brick garden wall (demolished by a lorry) with iron railings and the addition of a new iron gate in between existing piers
Decision **WITHDRAWN**
Town Council **SUPPORT**

Application **PA17/05341**
Location 4 Chapel Close Launceston Cornwall PL15 7FL
Proposal Change of house type to plot 4 to include accommodation above the garage.
Decision **APPROVED**
Town Council **SUPPORT**

Application **PA17/01984**
Location Land South Of Cross Lanes Lanstephan St Stephens Launceston Cornwall
Proposal Outline application for erection of circa 35 age restricted (55+) bungalow/chalet bungalow dwellings with means of access only (all other matters reserved)
Decision **REFUSED**
Town Council **The Town Council objects to this application due to access and egress issues, highways concerns and that the proposal does not form part of the designated Local Plan**

Application **PA17/04472**
Location 3-4 Madford Lane Launceston PL15 9EB
Proposal Listed building consent for renovation of existing warehouse building, restoring to original 3 unit layout for use as retail units and office space including new shop fronts. (Revised design to PA16/06677 dated 07/09/16 to include the replacement of deteriorated slate hanging to south elevation of 3 Madford Lane with second hand Delabole slate).
Decision **APPROVED**
Town Council **SUPPORT**

Application **PA17/05681**
Location 1 Launceston Retail Park Scarne Industrial Estate Launceston PL15 9DJ
Proposal Advertisement consent for the erection of two signs -
Sign A - Flex face signage halo illuminated fascia sign as shown on attached drawing
Sign B - Aluminium Box sign halo illuminated fascia sign as shown on attached drawing
Decision **APPROVED**
Town Council **SUPPORT**

1708/22

Correspondence and items to note

The details of new highways maintainable areas in regards to the Hurdon Way development, were noted

Next Meeting

The next meeting of the committee will be held on Wednesday 30 August 2017 at 7pm.
The meeting closed at 7.30pm

Signed.......... Date..... 30. 8. 17

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Wednesday 30 August 2017 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Conway, Gordon (Deputy Mayor), Harris, Hogan, Mitchell, Nancarrow, Tremain, Williams, Young (Town Mayor)
In attendance: Cllr Allen
Christopher Drake (Town Clerk)

1708/23 Apologies
Apologies for absence were received from Cllrs Bugden-Cawsey who was substituted by Cllr Conway

1708/24 Declarations of Interest
There were no declarations of interest

1708/25 Public Representation
There were no members of the public present

1708/26 Minutes of the last meetings
The minutes of the meeting held on 10 August 2017 were signed as a correct record

1708/27 Current Planning Applications for comment

Application PA17/07773
Proposal Modification of planning obligation S106 as the size of the land allocated for the school has been changed
Location Land At Hay Common South Of Hay Parc Launceston Cornwall
Applicant Mr Michael Davey Hay Common Developments Ltd
Decision **The Town Council support this application in principle but request assurance that the developer contributions will not be reduced from that previously agreed**

1708/28 Planning Decisions noted
It was **resolved** to note the following planning decisions

Application PA17/06447
Location Wyndley Hollies Road Launceston PL15 8HB
Proposal Application for works to trees subject to a tree preservation order - Works to two Beech (*Fagus sylvatica*)
Decision **APPROVED**
Town Council **SUPPORT**

Application PA17/06482
Location Wyndley Hollies Road Launceston PL15 8HB
Proposal Various tree works to T1 1 x Oak and T2 1 x Ash

Decision APPROVED
Town Council SUPPORT

1708/29

Correspondence and items to note

- The details regarding the proposed site visit to Land South Of Bangors Road, Pennygillam Industrial Estate for planning application reference PA17/04241 were noted
- It was **resolved** to change the date of the next committee meeting to Wednesday 20 September so as Members could attend the Community Network Panel meeting on Thursday 21 September

Next Meeting

The next meeting of the committee will be held on Wednesday 20 September 2017 at 7pm.
The meeting closed at 7.13pm

Signed..... Date.....



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Monday 4 September 2017 at 7pm at Launceston Town Hall (Otho Peter Room)

PRESENT: Cllrs Allen, Gordon (Deputy Mayor), Hogan, Keighley, Tremain, Williams and Young (Town Mayor).
Jake Jackson (Hon Curator), Arthur Wills (Archivist) (Chairman Friends of Lawrence House Museum), Miss
Baughan (Stewards' Representative), Miss Davey (Stewards' Representative), Christopher Drake (Secretary),
Helen Gribble (Treasurer)

1 Apologies for absence

Apologies were received from Cllr Harris who was substituted by Cllr Allen and from Mary Godwin

2 Minutes of the last meeting

The minutes of the meeting held on Monday 5 June 2017 were agreed as a correct record and were signed by the Chairman.

3 Treasurer's Report

The income and expenditure account to date was circulated and is appended to these minutes. The account was noted and approved. Mrs Gribble spoke about Gift Aid donations and it was noted that this was improving.

4 Curator's Report

The Curator's report was circulated with the agenda and is appended to these minutes.

5 Friends of Lawrence House Report

Mr Wills gave an report and this is appended to these minutes

6 Stewards' Representative Report

Miss Davey said that it had been an enjoyable season, with many children visiting the museum and that the children's activities had proved popular. Miss Davey advised that there was still a continuing shortage of stewards

7 Archivist's Report

Mr Wills' report is attached to these minutes.



Lawrence House Museum

(A Registered Charity)



Hon Curator Jake Jackson
01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk

Lawrence House
9 Castle Street
Launceston
Cornwall
PL15 8BA

8 Succession Planning

It was **resolved** that councillors visit the museum to see the work undertaken by the museum colleagues. The visit will take place on Tuesday 14 November. Cllr O'Brien requested that museum colleagues bring back to a future meeting of the committee their ideas for how the museum could operate going forward

9 Urgent Items

Details of the forthcoming Heritage Open Days were noted

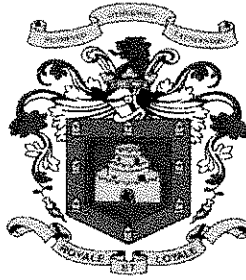
Date of the next meeting

The next meeting will be held on Monday 4 December 2017 at 7pm at Launceston Town Hall.

The meeting finished at 7.45 pm.

Signed Date

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE

held in the Otho Peter Room, Launceston Town Hall, on Wednesday 6 September 2017 at 7pm

PRESENT: Cllrs Allen, Bullen, Conway, Gordon, Hogan (substitute for vacancy), Keighley, O'Brien (Chairman), Williams (substitute for Cllr Penhale), Young
In attendance: Helen Gribble (RFO/Support Services Manager)

1709/01 Apologies for absence
Apologies were received from Cllr Penhale

1709/02 Declarations of Interest
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received.

No declarations of interest were made.

1709/03 Public Representation Session
No public representations were made.

1709/04 Minutes of the last meeting
The minutes of the meeting of 19 July 2017 were signed as a correct record.

1709/05 Finance
It was **resolved** to approve the payments (vouchers 257 to 319) as per the lists appended to these minutes. Cllr O'Brien carried out a random check of payments for audit purposes (voucher no's 266, 288, 292, 306)

It was **resolved** to approve the balance sheet for July 2017.

It was **resolved** to approve the income and expenditure account for June and July 2017.

The bank statements up to 31 August 2017 were available at the meeting.

Cllr Young will conduct the payments check for October.

1709/06 Band Room
It was **resolved** to obtain legal advice on current situation, an up to date valuation and accurate figures on the costs associated with the band room should be sort. Upon receipt of the previously mentioned information the item will be brought back to the Committee.

1709/07 Christmas Holiday

It was **resolved** that the Council office, TIC and Town Hall are closed from Saturday 23rd December to Tuesday 2nd January inclusive. The Town Hall will be opened to accommodate a wedding on the 31st December. Arrangements will be made for the public conveniences to be open during this period.

1709/08

Urgent Items

Clr Sandercock's funeral will take at St Mary Magdalene Church at 11am, it was **agreed** that the Town Council offices and TIC will be closed to allow Officers to attend.

Date of Next Meeting

The next meeting will be held on Wednesday 4 October 2017 at 7pm.

The meeting closed at 7.34 pm.

Signed Date

Mayor's Bookings

27 July	Tony & Jean Sandercock, Diamond Anniversary
30 July	Bude Heritage Day, with Deputy Mayor
31 July	Pasendale Service in Square, with Deputy Mayor
1 August	Opening of Lanstephan Play Area, with Deputy Mayor
1 August	Pentillie Castle
21 August	Gorsedh Planning
24 August	Causley Birthday Party
31 August	Gorsedh Book Launch (am) Gorsedh Awards Evening (pm)
1 September	Gorsedh Conference (am) Gorsedh Ceilidh (pm)
2 September	Gorsedh Ceremony Gorsedh Concert (pm)
3 September	Cornish Evensong
4 September	Opening new Tiny Tots Nursery

Agenda item: 10

Committee: Full Council

Date: Tuesday 19 September 2017

Subject: Community Chest 2017/18

Summary: To note the information regarding Cornwall Council's Community Chest Fund

Recommendations

The Council is recommended to note the information regarding Cornwall Council's Community Chest Fund

1 Background Information

1.1 As in previous years, each Cornwall Councillor has £2000 to allocate to community projects to assist projects run by not for profit groups in their Electoral Division, via a simple grants process co-ordinated by the Localism team.

The basic process is as follows:

- The applicant contacts their local Cornwall Councillor seeking their in principle support for their project and if the Councillor wishes to support the project, and has sufficient funds, Localism sends the applicant an application form
- The applicant sends in their completed application form. Localism checks the form to ensure it meets the guidance. The Cornwall Councillor is asked formally to approve the grant. Localism then pays the grant, providing sufficient funds are available

1.2 Applications can be made at any time during the year, up until the closing date of 16 February 2018.

1.3 This year Cornwall Councillors will have an opportunity to allocate some or all of their Community Chest funds to support crowdfunding schemes. This will be as part of Cornwall Council's pilot crowdfunding platform.

Contact officer: Christopher Drake – Town Clerk
13 September 2017

Agenda item: 11

Committee: Full Council

Date: Tuesday 19 September 2017

Subject: Changes to Community Network Panels

Summary: To note the proposed changes to Community Network Panels

Recommendations

The Council is recommended to note the proposed changes to Community Network Panels

1 Information

- 1.1 Following the elections in May, Cornwall Council is looking at strengthening Community Network. The Cabinet has commissioned a report setting out options for implementing practical improvements to the role and operation of the Community Networks. As a proposed early improvement measure, the Council Leadership Team (CLT) is assigning its officers to be representatives on the Community Network Panels (CNP). This means that every Panel will have a Strategic or Service Director, acting in an advisory capacity and as the senior management link between the CNPs and CLT.
- 1.2 The key roles of the CLT CNP Representatives will include: helping to improve communications and working relationships between CNPs, the Council and its partners; helping CNPs to progress issues of local concern where they encounter barriers; attending CNP meetings and generally acting in a supportive role to CNPs. They will work closely with the Community Link Officers (CLOs) who support CNPs and Members at local level.

2 CLT Representatives Operation

- 2.1 The Council Leadership Team (CLT) comprises the Strategic Director Team and Service Directors. As part of its new management arrangements and to support leadership focus on key resident priorities, CLT has assigned representatives from its membership to each Network Panel.
- 2.2 The CLT Representatives will act as the senior management link between the Network Panels, which local Members lead in their local leadership role, and CLT. Their specific duties include:
- Attending Community Network Panel meetings
 - Attending six-monthly meetings of CNP Chairs, the Portfolio Holder and CLT
 - Acting as a senior point of contact between CNPs, Cornwall Council and its partners by:
 1. Helping to escalate or directly escalating issues where the Network Panel is experiencing barriers and Members/Localism cannot resolve these alone

2. Helping to ensure Cornwall Council and its partners are aware of key issues from their CNP (and trends across CNPs), where appropriate
3. Helping to facilitate effective communications and working relationships between CNP, Cornwall Council, partners and residents
4. Identifying at an early stage Cornwall Council's desire to use CNPs as a way of engaging and consulting on Cornwall Council related projects

2.3 To keep contact at a sustainable and appropriate level, the arrangement will be that:

- Outside CNP meetings, contact between the CNP and the CLT Representative will be via the Chair and Community Link Officer. Accordingly, CNP representatives (Members/Town & Parish Council representatives) will be asked to raise any CNP business with the Chair and CLO, rather than direct with the CLT Representative. It will then be for the Chair, in discussion with the CLO, to determine what action to take in response and whether, as part of this, to involve the CLT Representative.
- Issues may only be escalated to the CNP Representative by the CNP itself (at a Panel meeting) or by the CNP Chair (outside meetings), in both cases after considering the CLO's advice.
- To act as a supportive friend to Network Panels by offering guidance and support to help them meet their objectives, helping to ensure they are kept up to date on strategic issues and the wider context for their local discussions, advising the CNP Chair when their guidance is sought by the Chair and liaising with and acting as a source of guidance and advice to the CLO

Contact officer: Christopher Drake – Town Clerk
13 September 2017

Agenda item: 12

Committee: Full Council

Date: Tuesday 19 September 2017

Subject: Select Committee on Citizenship and Civic Engagement

Summary: To consider a response to the Select Committee on Citizenship and Civic Engagement

Recommendations

The Council is recommended to;

- 1) note the background information regarding the Select Committee on Citizenship and Civic Engagement and the comments made by the Cornwall Association of Local Councils**
 - 2) Consider a response to the Call for Evidence**
-

1 Information

1.1 Local Councils were advised that the House of Lords had recently created a Select Committee on Citizenship and Civic Engagement to investigate the legal rights and responsibilities for citizens of the UK, the barriers to citizenship and what can be done to support and encourage civic engagement. The Select Committee have launched an inquiry to hear the public's views on these issues and the National Association of Local Councils (NALC) felt that local town and parish councils were well placed to respond.

1.2 Details were received on 16 August 2017 with a deadline date for response of 8 September. Cornwall Association of Local Council's (CALC) expressed concern to NALC about the tight deadline set at a time of year when many Councils have no meetings scheduled. NALC advised that it understood the frustrations but it was outside their control as the date was determined by the Select Committee. However NALC are asking Councils to send responses in, even if they are past the deadline, as 'they may come in handy for future responses NALC produce to government'

2 Call for Evidence

2.1 The House of Lords Select Committee has been appointed to consider the issues of citizenship and civic engagement in the twenty-first century and is calling for evidence from those interested in these issues. The committee is keen to hear from a wide range of individuals, groups and organisations in order to understand the nature of the citizenship challenge for different parts of society; the aim being to identify new ways of building bridges within and between communities, and to support civic engagement. The Committee will begin taking oral evidence in September 2017, and has to report by 31 March 2018.

2.2 The focus of the Committee's inquiry will include:

- The meaning of citizenship and civic engagement in the 21st Century
- The role of ceremonies in encouraging citizenship
- The rights and responsibilities attached to citizenship
- The impact of current electoral law on political engagement
- The state of citizenship education and the role that it plays in creating active citizens
- The role of voluntary citizenship schemes such as the National Citizen Service
- The ways society can support civic engagement and the role of Government and Parliament in supporting that
- The values that all of us who live in Britain should share and support
- The relationship between civic engagement and social cohesion.

3 Questions for Consideration

3.1 The questions, as listed, are intended to provide a framework for those who wish to offer their views and there is not a need to answer all of the questions.

1. What does citizenship and civic engagement mean in the 21st century? Why does it matter, and how does it relate to questions of identity?
2. Citizenship is partly about membership and belonging. Are there ways we could strengthen people's identity as citizens, whether they are citizens by birth or naturalisation? Could citizenship ceremonies or events throughout the educational process play a role? Should pride in being or becoming British be encouraged?
3. Civic engagement can be seen as both a responsibility and a right of citizenship. Beyond the existing legal framework, should citizens have additional formal rights and responsibilities? How do you see the relationship between the two? Should they have the force of law individually or be presented as reciprocal duties between citizen and state? How should they be monitored and/or enforced?
4. Do current laws encourage active political engagement? What are your views on changes to the franchise for national or local elections, including lowering the voting age? Should changes be made to the voting process or the voting registration process?
5. What should be the role of education in teaching and encouraging good citizenship? At what stages, from primary school through to university, should it be (a) available, and (b) compulsory? Should there be any exemptions? Should there be more emphasis on political participation, both inside and outside classes? How effective is current teaching? Do the curriculum and the qualifications that are currently offered need amending?
6. Do voluntary citizenship programmes such as the National Citizen Service do a good job of creating active citizens? Are they the right length? Should they be compulsory, and if so, when? Should they include a greater political element? Should they lead to a more public citizenship ceremony? Are they good value for money? What other routes exist for creating active citizens?
7. How can society support civic engagement? What responsibility should central government, devolved and local governments, third sector organisations and the

- individual have for encouraging civic engagement? What can the Government and Parliament do to support civil society initiatives to increase civic engagement?
8. What are the values that all of us who live in Britain should share and support? Can you identify any threats to these values, which affect the citizenship of, for instance, women or various minority groups? If so, how can their citizenship be strengthened?
 9. Why do so many communities and groups feel “left behind”? Are there any specific factors which act as barriers to active citizenship faced by different communities or groups - white, BME, young, old, rural, urban? How might these barriers be overcome?
 10. How do you see the relationship between citizenship and civic engagement on the one hand and social cohesion and integration on the other? What effect does the level of diversity in schools and workplaces have on integration in society as a whole? How can diversity and integration be increased concurrently?
 11. How important are levels of English proficiency for first and second generation immigrants and what could be done to increase them, including through support for ESOL classes? Are there particular barriers faced by newcomers to Britain? Could the naturalisation process, including the citizenship test, be improved and if so, how?
 12. Can you give examples of initiatives and role models that have helped promote a positive vision of British Citizenship within a tolerant and cohesive society?

Contact officer: Christopher Drake – Town Clerk
13 September 2017

OkeRAIL

Okehampton to Exeter Railway

OkeRail Forum

Terms of Reference

1. Purpose and Aims of the Forum

1.1. OkeRail Forum was established in recognition of the benefits, and the need to meet community aspirations, by re-establishing daily train services on the existing line between Okehampton and Exeter. The community that would benefit includes North Cornwall, West Devon and North-West Devon (parts of Torridge).

1.2. A working railway line exists; the Forum's aim is to bring about a daily rail service on the existing line, working with local and national stakeholders and partners.

1.3. The Forum's purpose is to take charge of, lead, and manage, all steps necessary to re-establish services from as early a date as possible.

1.4. In parallel to the work of the Forum, and ensuring continued liaison with the Forum and with stakeholders, Devon County Council (DCC) will lobby central government for the line to be reopened through to Tavistock and Plymouth. This will include through Devon County Council and the Peninsula Rail Task Force, local MPs, Destination Okehampton and other local lobby groups.

2. Working Principles

2.1. In recognition of the number of false dawns in the past, the Forum is founded on the need for all relevant organisations/groups to work together. Over many years up to the present time, many of the groups have already contributed valuable work towards the project; this includes timetabling, financing ideas and construction expertise, while to date no one group has been able to make sufficient progress on its own.

2.2. The Forum will act collaboratively by engaging all organisations that:

(a) are central to, or needed to, fund or operate trains;

(b) may be able to contribute to, or undertake work that can directly bring about, the reintroduction of a daily train service.

2.3. This Forum's prime aim is to make this happen; it is about doing what is needed to re-establish services, not advocating others to do so.

2.4. Devon County Council will support the Forum with technical/professional support and advice.

2.5. OkeRail Community Interest Company will provide mechanisms for dealing with matters of finance, risk, insurance and the like.

2.6. The Forum will be free to create Task and Finish Groups in support of its Purpose and Aims.

3. Membership and Representation

3.1. The Forum will decide on a consistent approach to representation on the Forum with reference to the above Purpose and Aims.

3.2. Applications for Forum membership will be dealt with through the Secretary.

3.3. It is expected that due to the diverse nature of the organisations represented, decisions would normally be expected to be by consensus not voting.

3.4. All organisations represented will provide a single representative (in effect a "voting member") for all Forum meetings, who can be supported by (a) colleague(s) for technical support and advice.

3.5. To be represented an organisation will have to demonstrate that they have the ability to provide tangible (not just lobbying) resources that can be used to actually help reintroduce train services. Examples are: train operators, track owner or lessee, organisations working to improve the local economy of the whole area served by the railway and/ or that may have access to external funding bids, organisations that may provide support for operating existing stations and their parish/ town councils, local district / county council(s).

3.6. Other organisations/individuals will be invited to attend meetings, either for a whole meeting or for a specific item only, as required.

3.7. By being a member of the Forum, all organisations agree to the need for equal representation across the different organisations without undue emphasis, weight, or favour, to any one organisation.

3.8. All organisations on the Forum agree to understanding and respecting the different perspectives of other organisations represented on the Forum.

4. Chair and Vice-Chair

4.1. In line with the above Purpose and Aims and Working Principles the Forum will accordingly select a Chair in a transparent and accountable manner.

4.2. The Chair will be expected to:

- *be impartial and not be from, or allied to, any one group represented on the Forum*
- *facilitate collaboration and understanding*
- *work at pace focusing on the achievement of the Forum's aims and purpose*
- *be of sufficient standing and have the skills set to hold the support of the whole Forum*
- *speak on behalf of and represent the Forum as required*

4.3. A Vice-Chair will also be appointed.

4.4. The roles of Chair and Vice-Chair will be reviewed and elected annually in September of each year.

4.5. The Chair, or Vice-Chair when the Chair is not available, will speak on behalf of the Forum to external bodies.

AEW
June 2017

Mr Christopher Drake,
Town Clerk, Town Hall, Launceston.

From: Jim Edwards,
62 Hurdon Way.
Tel: 01566 775801

September 7th, 2017.

Dear Sir,

After helping with the sorting of old St John Ambulance Corps goods in the Hall, it occurs to me that by sorting out a display of what is left - with the co-operation of Mr Tony Taplin, the Lawrence House museum and any other concerned people of the district – a large display of what is still in there could be put in place in the Hall for a stated period, so that people would pay a reasonable price to examine just what the corps has done for the town in the last 102 years.

I feel sure advice on displaying the goods in there could be supervised by volunteers in the town. Should Mr Taplin be induced to later offer some of these artefacts, they could be marked as for sale after the display was closed, possibly bringing in enough money to pay for some of the work which will be necessary for decorating/altering the interior of the hall for later use.

No doubt some of the existing artefacts may go into the museum, or to private/public offices nearby. Mr Taplin is the owner of most of the pictures in there, but suggests he would like to part with some, and some other goods he holds at his home, some of which are valuable in terms of money and history.

I would like to put this forward to the town council and anyone else interested in that, or any other idea of value to the district. I impress on 'District' as so much money and effort was put into the original corps from people in all walks of life in the past, so linking the entire district – and further – by remaining and past families.

Hoping something comes of the above,
Yours faithfully

Jim Edwards.

----- Original Message -----

From: Merv Davey

To: ymyoung@talktalk.net

Sent: Tuesday, September 05, 2017 1:17 PM

Subject: Gorsedh Kernow

Dydh Da Margaret

Just a note to say a big thank you to yourself and the busy team at Launceston Town Council for making this year's Gorsedh ceremony what many are describing the best ever! The setting was amazing for the ceremony and the various venues for the Esedhvos events, together with the welcome received made for a very special festival that all enjoyed. Please convey my thanks to the Town Council and members of the Local Organising Committee.

Oll an Gwella

Merv

Dr Merv Davey / Telynyor an Weryn

Bardh Meur / Grand Bard

Gorsedh Kernow

www.gorsedhkernow.org.uk



Virus-free. www.avast.com