

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 PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 15 JANUARY 2019 at 7pm in the Guildhall

PRESENT

Cllrs, Young (Town Mayor), Gordon (Deputy Mayor), Allen, Bailey, Bullen, Conway, Harris, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Penhale, Tremain, Williams
In attendance: Christopher Drake (Town Clerk), 1 x Press, 3 x Public

***The Mayor called for a minutes silence as a mark of respect following the announcement of the death of serving Town Councillor Val Budgen-Cawsey and former Town Mayor Cynthia Buckingham**

Prayers were read by Reverend Teresa Folland

1901/01

Apologies for absence

Apologies for absence were received from Cornwall Councillors Farrington and Paynter

1901/02

Declarations of Interest

There were no declarations of interest

1901/03

Public Representation Session

Mrs Meakin spoke in regards to Agenda Item 14 part 3 – Correspondence and matters to note Launceston Florists - and stated that the whilst she supported the sale of fruit and vegetables in the Town Square, the sale of cut flowers and potted plants was unfair competition

Mrs J Heaton spoke about Agenda Item 9 - Budget and Precept 2019-20 and the increases proposed for library staffing and Christmas Lights

1901/04

Change of Order of Business

It was **resolved** to take Agenda Item 14 part 3 - Correspondence and matters to note Launceston Florists - as the next item of business

1901/05

Correspondence and matters to note

3. It was **resolved** to note the letter and response regarding Launceston Florists and that the weekly Town Square market trader be advised that only the sale of fruit, vegetables and shrubs would be permitted

1901/06

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 Full Meeting of the Council held on 18 December at 7.00pm

1901/07

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) Finance and General Purposes committee held on Tuesday 11 December 2018 at 7.00pm

- ii) Extraordinary Tourism and Information Services committee held on Monday 17 December 2018 at 5.15pm
- iii) Planning and Economic Development held on Thursday 20 December 2018 at 7.00pm

1901/08

Reports from Cornwall Councillors

Cllr Massey gave an update regarding the proposed bridges at Newport and advised that the proposal had received Cabinet approval and gave details of the estimated costs of the project of £3 million

Cllr Gordon asked for further information regarding the costs of the project. **Cllr Massey** advised that full details were to be agreed but explained of the large scale of the project and the aim of Cornwall Council to ensure that a suitable budget was set to ensure that works were completed.

Cllr Conway spoke about previous plans that had not been completed and agreed that a proper budget was required to ensure works would be carried out.

Cllr Harris asked if the budget for the scheme was appropriate. **Cllr Massey** gave background details of the project and explained why the budget was set at the level suggested.

Cllr Hogan asked about the tendering process for the required works. **Cllr Massey** stated she would request the details and advise the Town Council

1901/09

Reports and Questions from Town Councillors

Cllr Gordon provided an update regarding the installation of CCTV cameras at Coronation Park and advised that the required works to link the cameras to the Police station were being undertaken

Cllr Williams gave an update regarding the V-Net Learning project regarding cyber security and gave background to the project as well as details regarding potential funding. **Cllr Williams** also spoke about the issue of public transport at Kensey Valley Meadow and work undertaken to seek the views of local residents and requested the Council's permission to use the information to further the work towards the provision of better public transport for the town.

It was **resolved** that **Cllr Williams** continue the work and that she liaise with local bus providers

Cllr Harris gave an update regarding a Community Led Local Development (CLLD) meeting and provided leaflets detailing available funding

1901/10

Report from the Town Mayor

The Mayor circulated a report to all councillors (copy appended to these minutes).

1901/11

Budget and Precept 2019-20

The budget and precept request had been considered by the Finance and General Purposes (F+GP) committee and had been circulated with the agenda for the Full Council. It was **resolved**;

- i) to adopt the budget for 2019-2020
- ii) that the precept for 2019-2020 be £657,121.

1901/12

Municipal Charities

Members considered Report 01/19 (previously circulated)

It was **resolved** to note the background information regarding the Municipal Charities and that the Municipal Charities Annual Meeting be held in October

1901/13

Bus Stop Improvements

Members considered Report 02/19 (previously circulated)

It was **resolved** to agree to the proposed bus stop improvements for Launceston and that Cormac be requested to take on the legal responsibility for the maintenance and general associated wear and tear to the road surface for the proposed bus stop and shelter at the Town Council owned Coach Park site

1901/14

Community Governance Reviews – Initial Interest

Members considered Report 03/19 (previously circulated)

It was **resolved unanimously** to note the details regarding the proposed Community Governance Reviews and for the Town Council to submit a response requesting a review of the town boundary

1901/15

Christmas Lights Event

Members considered Report 04/19 (previously circulated)

It was **resolved** that the working party membership to formulate proposals for the Christmas Light Switch On event be Cllrs Gordon, Young, Allen and Bailey and that the Town Clerk provide administrative support

1901/16

Correspondence and matters to note

1. The Town Council's venues usage was noted
2. The letter regarding the Sowenna Appeal was noted and it was agreed that a donation of £500 be made to the appeal
3. Previously resolved item as Council Resolution 1901/05
4. It was requested that further clarification be sought regarding the site identified in the Off Street Parking Order as the Race Hill car park and what area was meant by this

1901/17

Urgent Items

The Mayor gave details of the funeral arrangements for Cllr Budgen-Cawsey including details of the time and route of the Civic Procession

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 19 February 2019 at 7.00pm in the Guildhall.

The meeting ended at 8.41pm

Signed Date

Town Clerk C 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 Tourism and Information Services Committee held on
Tuesday 29 January 2019 at 5.15pm at the Town Hall**

Present: Cllrs: Young (Mayor), Gordon (Deputy Mayor), Nancarrow (Chairman), Hogan, Penhale and Bailey
In attendance: Ewan Murray: (TIC Manager and clerk to the meeting)

1901/25 Apologies for absence

There were no apologies for absence

1901/26 Declarations of Interest

There were no declarations of interest

1901/27 Public Representation Session

There was no public representation

1901/28 Minutes of the last meeting

The minutes of the meetings held on 6 November 2018 and 17 December 2018 were agreed and signed as a correct record

1901/29 Financial Report

The following was **noted**:

- The budget is running well within projected limits especially the staffing line
- The replacement of the photo machine was raised and TIC Manager confirmed it had been previously agreed that sufficient funds be put aside and that it was likely the new machine would generate more income. A proper procurement process is underway.

1901/30 Manager's Report

Previously circulated, the TIC Manager talked through the report to clarify any queries.

It was **noted**:

- TIC Manager will consult with Sarah Mason, County Executive Officer at Cornwall Association of Local Councils regarding benefits between business members of the TIC
- The production of the new town guide is in hand and should be ready for the new season
- Efforts should be made to coordinate with businesses from Pennygillam as they offer a forward-thinking approach
- Manager TIC to investigate the work of Frome Town Council
- The new footfall record sheet gives clearer information

1901/31 Items to Note and any Urgent Matters

1901/32 Date of Next Scheduled Committee Meeting

The next meeting is scheduled for Tuesday 5 March 2019 at 5.15pm

The meeting closed at 6.15pm

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 PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 February 2019
at 10am in the Town Hall.

PRESENT: Cllrs Young (Town Mayor), Gordon (Deputy Mayor), Bailey, Conway, Harris, Hogan, Keighley (Chairman) and Williams

In attendance: Christopher Drake (Town Clerk)
David James (Properties Manager)

1902/01 Apologies for Absence

Apologies received from Cllr Penhale who was substituted by Cllr Williams and from Cllr O'Brien

1902/02 Declarations of Interest

Cllr Conway declared an interest in Agenda Item 10 – Town Council Truck Finance
Cllr Williams declared an interest in Agenda Item 9 – Launceston In Bloom

1902/03 Public Representation Session

No members of the public were present at the meeting.

1902/04 Minutes of the last meeting

The minutes of the meeting held on 3 December 2018 were signed as a correct record.

1902/05 Site Visits

Cllr Hogan raised the issue of overgrown vegetation at the front of the Lawrence House Museum and it was resolved that a tree survey be undertaken

1902/06 Properties Manager's Report

The Properties Manager gave updates regarding repairs to the Town Hall clock, alterations to the Guildhall fire doors, light replacement within the Town Hall tower and ongoing maintenance to the flooring within the Westgate public conveniences

It was **resolved** to note the report

1902/07 St Mary's Playground

It was **resolved** that quotations for replacement fencing, to include Armco and playground safety standard fencing, be sought

1902/08 Budget 2019-20

The budget as presented was **agreed**

1902/09 CCTV Policy Review

It was **resolved** that CCTV Policy be agreed

1902/10

Launceston In Bloom

It was **resolved** that;

- i) the background information regarding the planting within the Town Square as part of the annual Launceston In Bloom displays be noted
- ii) the Town Council will undertake the required works for planting within the Town Square, to include the War Memorial and the Town Square planters.

1902/11

Town Council's Truck Review

It was **resolved** that the option to sell the Council vehicle to an unconnected third party be agreed in principle subject to offers being sought from other organisations

1902/12

Urgent items

It was noted that details relating to the Lanstephan Play area were not currently included on the Town Council's website

Date of the next meeting

The next meeting would be held on Monday 1 April 2019 at 10am

The meeting closed at 10.40am.

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 February 2019 at 7pm

PRESENT: Cllrs Allen, Bailey, Bullen, Conway, Gordon, Keighley, O'Brien and Young
In attendance: Helen Gribble (RFO/Support Services Manager)
2 x Public

1902/13 Apologies for absence
Cllrs Penhale

1902/14 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.

Cllr Bailey declared an interest in agenda item 10 (minute 1902/24). She left the room while this agenda item was considered.

The following interests were declared for agenda item 11 (minute 1902/25): Cllr Allen (Town CCTV), Cllr Conway (Launceston Foodbank, Launceston Association Football Club, Town CCTV), Cllr Gordon (Launceston Foodbank, Launceston Carnival) Cllr Keighley (Launceston Memory Café), Cllr Young (Launceston Pre-School, Youth Council). All Councillors left the room while those applications were considered

1902/15 Public Representation Session
Ms Patricia Orridge spoke about agenda item 12 the exceptional grant application. Ms Orridge is the Chariman of Launceston Youth Partnership and she explained the background of the Youth Partnership, the hurdles they have faced and the future plans.
Mr Graham Verrall (Trustee of Launceston Youth Partnership) spoke about agenda item 12 the exceptional grant application. Mr Verrall explained the progress that had been made and the future plans.

1902/16 Minutes of the last meeting
The minutes of the meeting of 11 December 2018 were signed as a correct record.

1902/17 Change of Order of Business
It was **resolved** to take Agenda Item 12 – Exceptional Grant - as the next item of business

1902/18 Exceptional Grant
It was **resolved** to award an exceptional grant of £4,000 to Launceston Youth Partnership.

It was **resolved** to pay this from General Reserves.

1902/19

Finance

It was **resolved** to approve the payments (vouchers 482 to 620) as per the lists appended to these minutes. Cllr Bullen & Keighley carried out a random check of payments for audit purposes (voucher no's 518, 522, 531, 537, 543, 551, 575, 583, 596, 609 & 618)

It was **resolved** to approve the balance sheet for December 2018.

It was **resolved** to approve the income and expenditure account for December 2018.

It was **resolved** that Cllr Conway would visit the office and approve the bank reconciliation for the period end 31 January 2019.

Cllrs Allen and Bullen will conduct the payments check for February and March respectively.

1902/20

Cornwall Pension Fund AGM

The RFO gave a verbal report to the committee about the recent Cornwall Pension Fund AGM and the proposed changes to the Pension Fund. Cllr Conway raised some questions with regards to the changes, the RFO will report back to Committee once more is known.

1902/21

HSBCnet Signatory

It was **resolved** to appoint Cllr Bailey as an additional signatory for the online payment system HSBCnet.

1902/22

Miracle Theatre 40th Anniversary Tour

It was **resolved** to underwrite the Miracle Theatre fee of £1,750 to ensure Launceston forms part of the 40th Anniversary Tour.

The Committee asked that Town Council Officers approach Miracle Theatre about bringing further productions to the Town Hall possibly a Pantomime in 2020.

1902/23

Awards of Appreciation

The Award of Appreciation nominations were considered and it was **resolved** to award Mrs Eve Gabriel and Mr Robert Kovacs and Mr Raymond Phillips an Award of Appreciation.

1902/24

Tipper Finance

It was **resolved** to sell the Tipper Truck to Brownbrink Limited an unconnected third party and repurchase the vehicle at the same price.

It was **resolved** that the amount be paid from General Reserves.

The committee requested a letter be sent to the owners of Brownbrink to thank them for their assistance.

1902/25

Grants

The committee considered the applications for grants for 2019/2020 and it was **resolved** to make the following grants in being in the interests of the area or its inhabitants and of benefit to them in a manner commensurate with the expenditure:

A Grant of £420 was awarded to the following:

Cornwall Air Ambulance
Launceston Memory Café

Launceston Football Club
Launceston Youth Project
Cruse Bereavement Care in Cornwall
Launceston Folk Dance Club
Scientifique
Launceston Women's Institute
Launceston Town Band
The Elfords
Launceston Pre-School
Launceston Street Pastors
Launceston Choral Society
Girlguiding Launceston District
Launceston Cricket Club
Launceston Hockey Club
Southgate Colts Football Club

Grants awarded from year to year

It was **agreed** to set the following annual grants following the grant review carried out in 2018:

St Mary Magdalene, St Thomas', St Stephen's and St Cuthbert Mayne churches for the maintenance of churchyards - £250 each

Charles Causley Festival - £2,000

Launceston in Bloom - £500

Launceston Youth Council - up to £3,000

Town CCTV - £3,000

Friends of Launceston Priory – up to £1,000

Launceston Carnival - £500

Launceston Municipal Charities - £500

Launceston Eventide Trust - £300

Launceston Community Transport Partnership - £500

Launceston Foodbank - £500

Launceston Money Advice Centre - £500

The Council Tax payments would continue to be made for Cyprus Well (£1,442 in 2018/19)

It was **agreed** not to pay a grant to the following:

North Petherwin Mini Badgers Football Club

Launceston Rugby Club Mini/Juniors

The Good Champions of North Hill

Tregadillett Primary School PTA

Launceston Refugee Support Group

Tregadillett & District Age Concern

1902/26

Urgent Items

It was **agreed** to issue a press release with regards to the 2019/20 Precept.

Cllr Keighley raised that there was a lot of rubbish (cigarettes ends and chewing gum) in the Westgate gents toilets. The Properties Manager will be notified and signs installed if necessary.

Date of Next Meeting

The next meeting will be held on Wednesday 6 March 2019 at 7pm.

The meeting closed at 8:45 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 PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 7 February 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs Young (Mayor) Gordon (Deputy Mayor), Allen, Harris, Hogan, Nancarrow, Tremain (Chairman) and Williams
In attendance: Christopher Drake (Town Clerk)
Cornwall Cllr Massey
1 x public
- 1902/27 Apologies**
There were no apologies for absence
- 1902/28 Declarations of Interest**
There were no declarations of interest
- 1902/29 Public Representation**
There were no public present
- 1902/30 Minutes of the last meetings**
The minutes of the meeting held on 17 January 2019 were signed as a correct record
- 1902/31 Current Planning Applications for comment**
- | | |
|--------------------|---|
| Application | PA18/11542 |
| Proposal | Proposed erection of dwelling |
| Location | Kooyong Landlake Road Launceston Cornwall |
| Applicant | Mr Robert Owen |
| Decision | Support |
-
- | | |
|--------------------|--|
| Application | PA19/00295 |
| Proposal | Mixed use development to provide up to 140 dwellings with variation of condition 1 in respect of decision PA18/01983 for reserved matters to allow proposed substitution of house types |
| Location | Land North Of Upper Chapel Tresmarrow Road Launceston Cornwall |
| Applicant | Miss Susan Kaweesa Barratt David Wilson Homes |
| Decision | The Town Council supports the application subject to the proposed cemetery site having its own entrance site and parking and for the site to be properly screened from the residential development. As services will be installed at the site as part of the development infrastructure, those services should be included within the proposed cemetery site. |
-
- | | |
|--------------------|------------------------------------|
| Application | PA19/00551 |
| Proposal | Crown lift a London Plane tree. |
| Location | 3 Chapel Close Launceston PL15 7FL |
| Applicant | Mr Locker |

Decision **The Town Council objects to this application and it does not see the need for works to be undertaken at this time**

Application PA19/00004/NDP
Proposal Plan proposal submitted for St Stephens by Launceston Neighbourhood Development Plan

Location St Stephens By Launceston Cornwall

Applicant St Stephens By Launceston Parish Council

Decision **Noted**

1902/32

Planning Decisions noted

Application PA18/11048

Location 2 Hurdon Road Launceston Cornwall PL15 9DA

Proposal To change the front garden patio into a car parking area for disabled use

Decision APPROVED

Town Council SUPPORT

Application PA18/11170

Location 42 St Thomas Road Launceston PL15 8BX

Proposal Change of use of commercial portion to that of a domestic dwelling, making the property a whole single residence.

Decision APPROVED

Town Council SUPPORT

Application PA18/11171

Location 42 St Thomas Road Launceston PL15 8BX

Proposal Listed building consent for change of use of commercial portion to that of a domestic dwelling, making the property a whole single residence.

Decision APPROVED

Town Council SUPPORT

Application PA18/11474

Location 19 Snowdrop Crescent Kensey Park Launceston Cornwall PL15 9JS

Proposal Works to trees covered by a Tree Preservation Order, namely remove rotten branches and thin other branches from the oak tree T1.

Decision APPROVED

Town Council SUPPORT

1902/33

Correspondence and items to note

- 1) The implementation of Area Team Planning in Cornwall Council and the dates for opportunities to meet with Cornwall Planners be noted and a request be made for additional places at the meeting event
- 2) The update regarding the Community Infrastructure Levy (CIL) for Cornwall be noted
- 3) The decision of Cornwall Council in regards to the Future High street Funds that the Council's informal Cabinet agreed that in order to submit the strongest case and demonstrate maximum impact and value for money from any funds secured from a national competition only those towns with a population in excess of 20,000 will be invited to submit their case for consideration by Cornwall Council, be noted
- 4) The environmental issues regarding Castle Dyke be raised with the relevant department at Cornwall Council

Next Meeting

The next meeting of the committee will be held on Thursday 28 February 2019 at 7pm.

The meeting closed at 7.25pm

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

Agenda item: 9

Committee: Full Council

Date: Tuesday 19 February 2019

Subject: Launceston Town Council Environment Community Champion.

Summary: To consider electing a Launceston Town Council Environment community champion.

Recommendations.

The Council is recommended to;

- 1) Elect Cllr Williams as the Launceston Town Council Environment community champion**
 - 2) Agree that if elected, Cllr Williams to use the Launceston Town Council Environmental Policy as a basis to create an Environmental Policy Action Plan for Launceston Town Council and to prepare a first draft to be presented to Full Council in March**
 - 3) Agree, that if elected Cllr Williams to investigate what is happening in regards to environmental issues in the county and local community and to report back to future meetings**
 - 4) Agree that Cllr Williams represent Launceston Town Council for The Keep Britain Tidy Great British Spring Clean for 2019**
-

1. Information

1.1 At the Estates and Properties committee meeting held on 3 December 2018, it was RESOLVED to agree the Town Council Environment Policy and at the Full Council meeting held on 19 June 2018, at agenda item 11; Support Plastic Free Initiatives, Councillors were asked to note the letters received from local school children and consider what initiatives the Town Council can undertake to support the campaign to reduce plastic waste.

1.2 It was RESOLVED that the Youth Council be asked for further input into what actions they would like to see taken to reduce plastic waste and for the Town Council to undertake better re-cycling of waste as well as looking at ways to reduce plastic and non-recyclable usage (minute reference 1806/32)

1.3 The Council is recommended to consider the election of an Environment Community champion to allow the Council to fully explore available initiatives and to ensure implementation of the previously resolved proposals

Contact officer: Christopher Drake – Town Clerk
13 February 2019

Agenda item: 10

Committee: Full Council

Date: Tuesday 19 February 2019

Subject: Nominations for Mayor Elect

Summary: To agree the use of Notices of Motion for the nomination process for the Mayor Elect

Recommendations

The Council is recommended to agree that Notices of Motion be used for the election process of the Mayor and Deputy Mayor elect for 2019-20

1 Information

- 1.1 The Town Council has traditionally elected the position of Mayor and Deputy Mayor in March. This allows nominations to be considered and agreed prior to the Mayor Choosing ceremony in May. To ensure that proper nominations can be considered, the Council is recommended to use Notices of Motion for the process. A copy of the Motion form is attached as Appendix 1.
- 1.2 If agreed, then councillors are requested to complete the Motion form and return it to the Town Council by Tuesday 12 March, for inclusion for consideration at the March meeting. Completed forms should show the name of the proposer and seconder of the nomination as well as the name of the nominee.

Contact officer: Christopher Drake – Town Clerk
13 February 2019

NOTICE OF MOTION

I, Councillor, propose
that

Councillor

be elected as Mayor/Deputy Mayor of Launceston Town Council
for the Municipal years 2019-20 and 2020-21

I, Councillor, second the
above proposal

Date;

From 16/01/2019 to 15/02/2019

Launceston Town Hall	Number of Bookings	Time Booked
Entire Town Hall	0	0.00 Hours
External Hires	3	2.25 Hours
Guildhall	15	59.75 Hours
Kitchen Bar and Reception Area	27	156.50 Hours
Main Hall	44	164.25 Hours
Otho Peter Suite 01	9	28.25 Hours
Otho Peter Suite 02	7	25.00 Hours
Otho Peter Suite Both Rooms	18	90.50 Hours
Town Square	7	40.00 Hours
Total	130	

Town Square	Number of Bookings	Time Booked
Town Square	7	40.00 Hours
Total	7	

Ambulance Hall	Number of Bookings	Time Booked
Ambulance Hall (Garage)	0	0.00 Hours
Ambulance Hall (MainHall)	38	188.50 Hours
Ambulance Hall (Meeting Room)	13	86.50 Hours
Total	51	