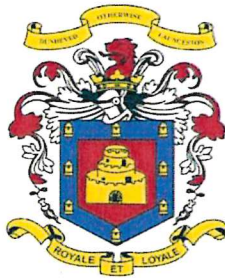


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 19 MARCH 2019 at 7pm in the Guildhall

PRESENT Cllrs, Young (Town Mayor), Gordon (Deputy Mayor), Allen, Bailey, Bullen, Conway, Harris, Hogan, Keighley, Nolan, O'Brien, Penhale, Tremain, Williams
In attendance: Christopher Drake (Town Clerk), Cornwall councillor Massey, 2 x Public

***The Mayor called for a minutes silence as a mark of respect following the announcement of the death of former Town Clerk Mr Philip Freestone ***

- 1903/14 Apologies for absence**
Apologies for absence were received from Councillor Nancarrow, Cornwall Councillors Farrington and Paynter and from Reverend Folland
- 1903/15 Declarations of Interest**
Cllr Conway declared an interest in Agenda Item 11 – Community Governance Reviews in relation to any decisions that may be made regarding St Stephens by Launceston Rural Parish Council

Cllr Tremain declared an Interest in Agenda Item 18 – Honoured Burgess
- 1903/16 The Office of Deputy Lieutenant**
Mr Philip Hodgson, gave a presentation on the role of the Deputy Lieutenant. He gave details of the role, its history and the ways in which it can be used to provided beneficial exposure and promotion to the area. Mr Hodgson spoke about Royal engagements and advised that the Town Council was in a position to nominate individuals or organisations for honours
- 1903/17 Public Representation Session**
There were no representations
- 1903/18 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 19 February 2019 at 7.00pm
- 1903/19 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 held on Thursday 28 February 2019 at 7.00pm
ii) Lawrence House Museum committee held on Monday 4 March 2019 at 2.00pm
iii) Finance and General Purposes Committee held on Wednesday 6 March 2019 at 7.00pm
- 1903/20 Reports from Cornwall Councillors**
Cornwall Cllr Massey gave an update regarding recent litter picks within the town, and advised of fire warden training courses available. Cllr Massey also advised that the

proposals for bridges at Newport were being taken to Cabinet for decision next week. Cllr Massey concluded by giving details of the forthcoming County Lines presentation event undertaken by pupils of Launceston College

Cllr Bullen re-iterated the work that was being put into the County Lines project by pupils at the College

Cllr O'Brien spoke about the closure of Kensey Foods and asked that Cornwall Council provide support where possible. Cllr Massey gave a detailed breakdown of all of the actions taken to date

1903/21

Reports and Questions from Town Councillors

Cllr Allen gave an update regarding CCTV and advised that the cameras at Coronation Park were now fully operational, and that further camera installations within the town were being investigated. Cllr Allen concluded by advising that Street Pastors had stated that New Years Eve had been a very busy time for their organisation

Cllr Bailey gave an update from the Chamber of Commerce who were putting in place a new constitution, as well as looking at new branding and a new website. The Chamber was seeking to work collaboratively with Cornwall Council to attempt to promote the use of empty shop premises within the town. The Chamber had advised that they had made a donation to the forthcoming Causley Festival

Cllr Williams gave an update regarding Launceston In Bloom and advised that there would be a committee meeting in the near future. Cllr Williams also gave details of the work she had been undertaking in regards to her role working on environmental matters. A report of actions and proposals will be brought back to a future meeting of the Council. It was **agreed** by Council that the role should include all matters relating to the environment, to include the issue of dog fouling and littering.

1903/22

Report from the Town Mayor

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

1903/23

Mayor and Deputy Mayor Elect 2019-20

Members considered Notices of Motion received for the above

- i) It was **resolved unanimously** that Cllr Dave Gordon be elected Mayor of Launceston for 2019-20
- ii) It was **resolved unanimously** that Cllr Leighton Penhale be elected Deputy Mayor of Launceston for 2019-20
- iii) Cllr Conway expressed the thanks of the Council to current Mayor Margaret Young for her work in the role and service to the town

1903/24

Community governance Review

Members considered Report 08/19 (previously circulated)

It was **resolved** that;

- i) the background information regarding proposed Community Governance Reviews be noted
- ii) the correspondence received in relation to the Town Council resolving that two councillors work to explore in principle changes to the town boundary be noted
- iii) it be noted that work on the in principle changes is ongoing and details will be brought back to a future meeting

1903/25

Council Policies Update

It was **resolved** to approve the Operational and Financial Risk Assessment and the Council's Investment Strategy policy documents

1903/26

Progress and Information

Members considered Report 09/19 (previously circulated)

It was **resolved** that;

- i) the details regarding the forthcoming election be noted
- ii) the details regarding the Notice of Polling Districts and Polling Places Review be noted
- iii) it be noted that interviews for the Grounds Maintenance vacancy will be held on Friday 22 March
- iv) the invitation from HSBC to a Cyber Crime Prevention Seminar be noted
- v) the details regarding the Local Government Scheme Fair Deal – Strengthening Pension Protection policy consultation be noted

1903/27

Correspondence and matters to note

- i) The Town Council's venues usage was noted
- ii) Officers be thanked for their work in the recent St Pirans Day event
- iii) The thank you letter from Café Scientifique for their recent grant award was noted

1903/28

Urgent Items

- i) Cllr Conway requested that the Town Council's thanks to former Clerk Mr Philip Freestone be minuted

1903/29

Exclusion of members of the press and public

It was **resolved** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items as they may involve the likely disclosure of confidential information

1903/30

Library Devolution

Members considered Report 10/19 (previously circulated)

It was **resolved** that;

- i) the update regarding the proposed devolution of the library service be noted
- ii) the proposed transfer and commencement of the interim agreement from 1 May 2019 be noted

1903/31

Honoured Burgess

Members considered Report 11/19 (previously circulated)

It was **unanimously resolved** that;

- i) the details regarding the Honoured Burgess nomination process be noted
- ii) the proposed nomination be agreed and that Cllr Rob Tremain be recognised as an Honoured Burgess of the town

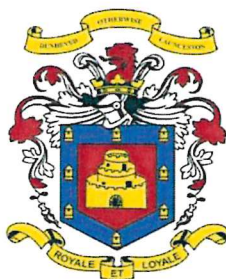
Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 16 April 2019 at 7.00pm in the Guildhall.

The meeting ended at 8.40pm

Signed Date

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Launceston Town Council
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Cornwall PL15 7AR

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING
held on THURSDAY 4 APRIL 2019 at 7pm in the Guildhall

- PRESENT** Cllrs, Young (Town Mayor), Gordon (Deputy Mayor), Allen, Bailey, Bullen, Harris, Hogan, Keighley, Penhale,
In attendance: Christopher Drake (Town Clerk)
- 1904/13 Apologies for absence**
Apologies for absence were received from Councillors Nancarrow, Conway, Nolan, O'Brien Tremain, Williams
- 1904/14 Declarations of Interest**
There were no declarations of interest
- 1904/15 Public Representation Session**
There were no representations
- 1904/16 To consider the use of polling cards for the forthcoming election for the Central Ward vacancy**
It was **resolved unanimously** that polling cards are not printed for the forthcoming election

The meeting ended at 7.07pm

Signed Date

Town Clerk C W Drake
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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 21 March 2019 at 6.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Young (Mayor) Gordon (Deputy Mayor), Allen, Harris (Vice Chairman), Hogan,
In attendance: Christopher Drake (Town Clerk)
1 x public

1903/32 Apologies
Apologies for absence were received from councillors Nancarrow, Nolan, Tremain and Williams

1903/33 Declarations of Interest
Cllr Allen declared an interest in planning application PA19/02088 – Kensey View, Launceston

The Committee granted a dispensation under Section 31(4) of the Localism Act 2011 to allow Cllr Allen to remain in the Chamber when this matter was discussed and vote on the application as to not do so would impede the transaction of business as the committee would have fallen inquorate

1903/34 Public Representation
There were no public representations

1903/35 Minutes of the last meetings
The minutes of the meeting held on 28 February 2019 were signed as a correct record

1903/36 Current Planning Applications for comment

Application PA19/01608
Proposal Proposed development of 118 dwellings with associated parking, roads, infrastructure, drainage, including open space with a variation of Condition 2 on Decision Notice PA15/10721 dated 24/03/2016

Location Former Withnoe Farm Tavistock Road Launceston PL15 9LG

Applicant Grant Wainhomes SW

Decision Support

Application PA19/01779
Proposal Reserved Matters in respect of application PA16/10221

Location Land W Of 44 Dunheved Road Launceston Cornwall

Applicant Mr ALEX PITCHER

Decision Support

Application PA19/02088
Proposal Works to trees covered by a Tree Preservation Order, namely various works to tree T2 and groups of trees G1 - G13.

Location Kensey View Launceston Cornwall PL15 9LA

Decision Support

1903/37

Planning Decisions noted

Application	PA19/00177
Location	Lowen Cottage 11 St Thomas Hill Launceston Cornwall PL15 8BL
Proposal	Listed Building Consent for minor repair, like for like, to wooden Windows
Decision	APPROVED
Town Council	SUPPORT
Application	PA19/00551
Location	3 Chapel Close Launceston PL15 7FL
Proposal	Crown lift a London Plane tree to 4 metres over drive. Reduction of extending lateral on north and south east sides
Decision	APPROVED
Town Council	The Town Council objects to this application and it does not see the need for works to be undertaken at this time

Following correspondence under the protocol for Local Councils advising that Cornwall Council was proposing to support the application, in accordance with the protocol the Town Council responded that it wished to 'agree to disagree'

1903/38

Correspondence and items to note

- 1) The report from Cllr Tremain on recent site visit at Land South of Manaton Drive, Dunheved Road, Launceston was noted

Next Meeting

The next meeting of the committee will be held on Thursday 11 April 2019 at 7pm.

The meeting closed at 6.13pm

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

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 1 April 2019
at 10am in the Town Hall.

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

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

- 1904/01 Apologies for Absence**
Apologies received from Cllrs Bailey and Cllr O'Brien
- 1904/02 Declarations of Interest**
There were no declarations of interest
- 1904/03 Public Representation Session**
No members of the public were present at the meeting.
- 1904/04 Minutes of the last meeting**
The minutes of the meeting held on 4 February 2019 were signed as a correct record.
- 1904/05 Site Visits**
There were no matters raised
- 1904/06 Properties Manager's Report**
The Properties Manager gave updates regarding the West Gate car park and works at Lawrence House Museum

It was **resolved** to note the report
- 1904/07 Town Hall Clock**
It was **resolved** to undertake repair works to the Town Hall clock.
Financial Standing Orders were suspended for this expenditure to allow for only one quotation to be considered as the works are only available from a specialist supplier
- 1904/08 St Mary's Playground**
It was **resolved** that welded profile mesh panel fencing be erected at the site
- 1904/09 Lawrence House Museum**
It was **resolved** that three quotes for the removal of the magnolia tree be sought and that the best price quotation be accepted and the removal works undertaken
- 1904/10 Horticultural Equipment**

It was **resolved** that the new grounds maintenance grass cutting machinery be purchased and that the existing mower be retained for future use by the Council

1904/11

Town Hall Dressing Room

It was **resolved** that designs be considered for the refurbishment of the current Town Hall backstage changing rooms and details be brought back to a future meeting of the committee

1904/12

Urgent items

It was noted that a condition report is being undertaken in relation to the trees at Coronation Park

Date of the next meeting

The next meeting would be held on Monday 3 June 2019 at 10am, subject to confirmation at the Annual Meeting of Council in May

The meeting closed at 10.34am.

Signed.....

Date.....

Cornwall Council Review of Parish Boundaries

1. Introduction

- 1.1** This Council, having already agreed to submit evidence to the Cornwall Council review of Parish Boundaries needs to agree the changes it wishes to achieve to our Parish Boundary.
- 1.2** The vast majority of these have already been agreed by the full Council but for the sake of clarity those initial decisions need to be confirmed and if needs be, extended.

2. Boundary changes sought or recommended

- 2.1** The changes the Council has already agreed to seek are
 - a) Include all of the Pennygillam Industrial Estate within the Town Boundary (shown at Appendix 1)
 - b) Move the current Boundary from Upper Chapel back to the (locally named) "Chapel Top Road" so that it runs from the top of St Catherines Hill to Treburseye and returns onto the A30 via the Eastbound slip road. This change will ensure that all the houses on the topside of Upper Chapel, including the anticipated "Hallam Development" will be incorporated within our town boundary. (shown at Appendix 2)
 - c) Include the area from Cross Lanes to St Leonards utilising the road on which Homeleigh Garden Centre stands, this road forming the new Town Boundary. (shown at Appendix 3)
- 2.2** There is now the need to:-
 - i) Formally confirm those earlier decisions (which we would recommend) – see Para 3.1. and
 - ii) To consider if we should seek the inclusion of any other area(s) within a revised Parish Boundary
- 2.3** The one significant change that has occurred since we first considered this issue is the possible merger between the Parishes of St Stephens by Launceston with Egloskerry. When we first considered this matter we were told that such a merger was under active consideration by both Parishes with the possibility of a merger appearing to be "odds on". We accepted this position and assumed it would become the formal position of both Parishes; however we have learnt in the last few weeks that there is no longer any appetite for such a change in either of the two Parishes. Accordingly we see no reason to stand aside from the position in St Stephens.

Due to attendance at a meeting of the St Stephens by Launceston Parish Council and subsequent correspondence – circulated to all members at our last meeting – we are aware of the reported views of the residents of that Parish that they wish to retain the status quo. Whilst mindful of that view we do not believe we have to agree with it or accept it.

We take the view that, in a period in which greater autonomy is being devolved from the Unitary Authority to local Councils, an increased size of Local Councils – with its commensurate increase in income – is a realistic method of ensuring the maintenance/increase of locally provided services. Accordingly we believe it makes good sense, both practically and financially, for our Council to seek the inclusion of the whole Parish of St Stephens by Launceston into the Parish of Launceston.

3. Recommendations

The Council are recommended to:-

3.1 Confirm its earlier decisions as set out at Para 2.1

3.2 Seek the incorporation of the Parish of St Stephen by Launceston into the Parish of Launceston.

Cllrs Tremaine

Gordon

O'Brien

Launceston Town Council - 2013 Wards & Polling Districts

- Appendix 1 -

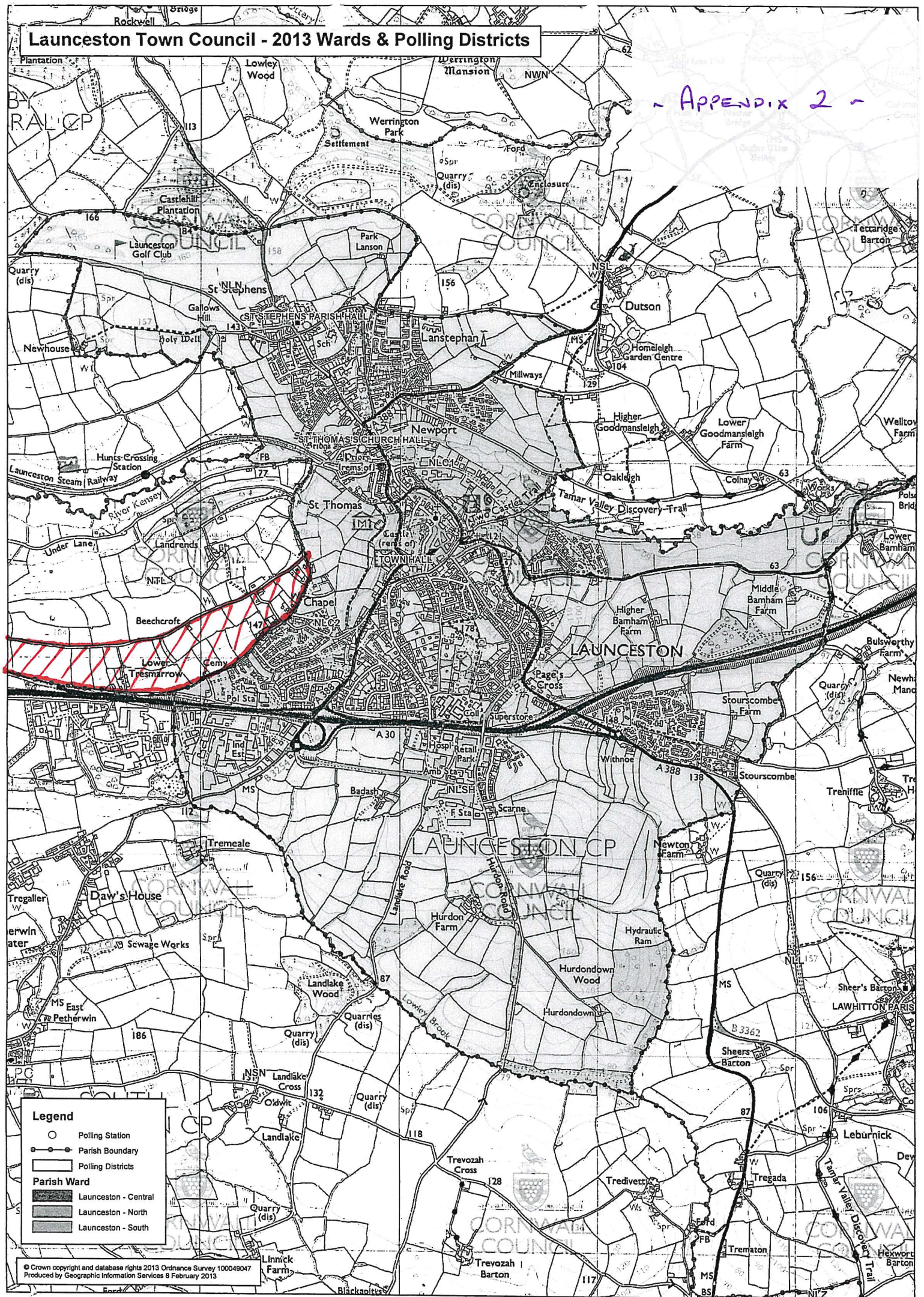


Legend

- Polling Station
- Parish Boundary
- Polling Districts
- Parish Ward**
- Launceston - Central
- Launceston - North
- Launceston - South

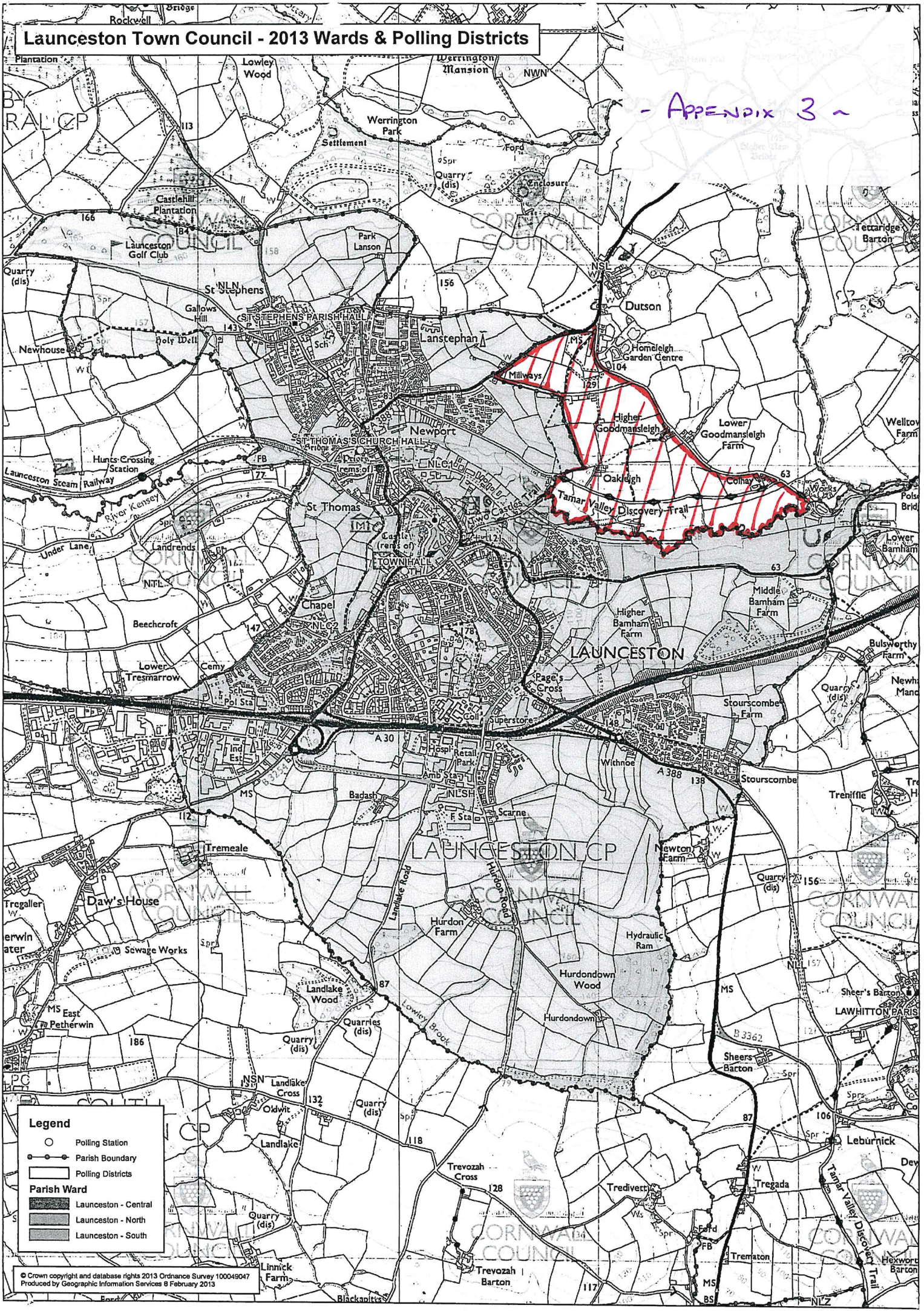
Launceston Town Council - 2013 Wards & Polling Districts

~ Appendix 2 ~



Launceston Town Council - 2013 Wards & Polling Districts

- Appendix 3 -



Legend

- Polling Station
- Parish Boundary
- Polling Districts
- Parish Ward**
 - Launceston - Central
 - Launceston - North
 - Launceston - South

Agenda item: 11

Committee: Full Council

Date: Tuesday 16 April 2019

Subject: Progress and Information

Summary: To note various items of progress and information

Recommendations

The Council is recommended to:

- 1) Note the details regarding the casual vacancy**
- 2) Note the resignation of Councillor Jessica Williams**
- 3) Note the invitation to the Road Safety and Community Speed engagement event**

1 Election for Town Council vacancy

- 1.1 Further to the Notice of Casual Vacancy, Cornwall Council advised that an election had been requested by ten or more electors. The Statement as to Persons Nominated has now been received and displayed on noticeboards and the Council website. The polling day will be Thursday 9 May.

2 Casual vacancy

- 2.1 Mrs Jessica Williams has resigned from her position with the Town Council (Central Ward). Officers will advise Cornwall Council who will issue the Notice of Casual vacancy. If ten or more electors request, then an election will be called.

3 Road Safety and Community Speed engagement event - 14 May 2019

- 3.1 the Council has received details of a forthcoming Road Safety and Community Speed engagement event being held on 14 May, 9.30am – 1.30pm at County Hall, Truro. The event is for Town and Parish Councils and community volunteers, to learn about and discuss community safety and explore ways of working together to deliver better outcomes.
- 3.2 Speakers from Devon and Cornwall Police, and Cornwall Council's Road Safety, Highways, and Localism services will cover:
- Wider Road Safety context including education, training and awareness
 - Enforcement, policing our roads, and safety cameras
 - Community initiatives including: Speed visor and Community Speed Watch
 - Highway Authority statutory duties and delivery
 - Cornwall's Road safety casualty reduction strategy
 - Collision Investigation, safety audit and safety engineering
 - Highway maintenance, traffic counts and speed readings

The closing date for RSVP's is 7 May 2019

Contact officer: Christopher Drake – Town Clerk
10 April 2019

ABM-Halls for Hire Usage Statistics Printed at 10/04/19 14:26

From 20/04/2019 to 19/05/2019

Launceston Town Hall	Number of Bookings	Time Booked
Entire Town Hall	2	14.00 Hours
External Hires	3	1.50 Hours
Guildhall	11	51.50 Hours
Kitchen Bar and Reception Area	24	174.50 Hours
Main Hall	34	147.00 Hours
Otho Peter Suite 01	8	20.00 Hours
Otho Peter Suite 02	3	6.00 Hours
Otho Peter Suite Both Rooms	10	65.50 Hours
Town Square	8	36.00 Hours
Total	103	

Town Square	Number of Bookings	Time Booked
Town Square	8	36.00 Hours
Total	8	

Ambulance Hall	Number of Bookings	Time Booked
Ambulance Hall (Garage)	1	0.25 Hours
Ambulance Hall (MainHall)	38	182.50 Hours
Ambulance Hall (Meeting Room)	2	5.00 Hours
Total	41	