



MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 16 JULY 2019 at 7pm in the Guildhall

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Bullen, Conway, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Helen Gribble (RFO), Reverend Teresa Folland (Mayor's Chaplain),
1 x press, 5 x Public
- 1907/33 Apologies for absence**
Apologies for absence were received from Councillor Gilbert and Harris and Cornwall Councillors Farrington and Massey
- 1907/34 Declarations of Interest**
There were no declarations of interest
- 1907/35 Public Representation Session**
Mr L Whaley spoke in relation to the minutes of the last meeting about dog wardens in the Launceston Area. He went on to advise the Council that work on the medical centre extension had started.
- 1907/36 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 Council held on 18 June 2019 at 7.00pm
- 1907/37 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) Lawrence House Management held on Tuesday 2 July 2019 at 4.00pm
 - ii) Tourism and Information Services held on Tuesday 2 July 2019 at 5.15pm subject to the amendment that Councillor Nancarrow was in attendance at the meeting on the 2 July 2019.
 - iii) Finance and General Purposes held on Wednesday 3 July 2019 at 7.00pm
 - iv) Planning and Economic Development held on Thursday 4 July 2019 at 7.00pm
- 1907/38 Reports from Cornwall Councillors**
Cornwall Councillor Gemma Massey sent her apologies, the RFO will request a written report from her that can be circulated to the Councillors.
- 1907/39 Reports and Questions from Town Councillors**
Cllr Allen gave an update in respect to her role as Outside Body Representative for the Plastic Free Launceston. Plastic Free Launceston has held its first meeting and agreed to hold a Plastic Free picnic during the summer holidays on the Castle Green. The group are looking to start a repair café at the Ambulance Hall and Cllr Allen has spoken with a number of the stall holders at the Market in the Square and a number of them are already plastic free.

Cllr Bailey gave an update regarding the Victorian Market. It was felt that it was success and many of the organisations who participated have expressed their wish to return next year if the Council were to hold it again.

Cllr Bullen gave an update in respect to her role as Outside Body Representative for Launceston Town Band. The band are looking for funding opportunities and advertising for new members. There is the final Brass on the Granite on the 2nd August.

Cllr Tremain raised the question of how the Council could get the streets within the Town cleaned. During the hot weather there has been an unpleasant smell coming from the streets. The RFO will report this to Cornwall Council.

1907/40

Report from the Town Mayor

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

1907/41

Child Protection and Safeguarding policy

It was **resolved** to adopt the Child Protection and Safeguarding Policy. Thanks were expressed to the TIC Manager for his hard work in compiling this policy.

1907/42

Polling Districts and Polling Places Review – stage 2 consultation

Members considered Report 19/19 (previously circulated)

The consultation was **noted** and no response was agreed.

1907/43

Change of planning committee meeting date

It was **agreed** to postpone the scheduled meeting of the Planning committee on Thursday 25 July. It was **agreed** that the next meeting of the committee would be on Thursday 15 August 2019.

It was **agreed** that any amendment to dates could be agreed by the Chair of the Council along with the Chair of Planning.

1907/44

Correspondence and matters to note

i) The Town Council's venues usage was noted

1907/45

Urgent Items

Cllr Gordon reminded the Council that Cllr Penhale was hosting a Cream Tea at his home for the Mayor's Charity on the 28th July 3 – 6pm

The Civic Service will be held on 29 September 19 at St Thomas Church, Launceston 10.30am

Cllr Tremain reminded the Councillors that the Town Clerk required numbers of those attending when the Bishop of Truro visits the Town on the 27 August 19.

Cllr Conway asked that a letter of thanks be sent from the Council to the Medical Centre for their hard work securing the extension.

Cllr Gordon thanked Reverend Teresa Folland for her time as Mayor's Chaplain and wished her all the best in her new post as Priest in charge at Stratton.

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 17 September 2019 at 7pm

The meeting ended at 7.28pm

Signed Date



Lawrence House Museum

(A Registered Charity)



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Lawrence House
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MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Tuesday 26 July 2019 at 10.30am at The Ambulance Hall (Upstairs Meeting Room)

PRESENT: Cllrs Bailey (Substitute for Cllr Keighley), Gordon (Mayor), Nancarrow (substitute for Cllr O'Brien), Penhale (Deputy Mayor), Hogan and Young, Lesley Barker and Carol Bunbury (Museum Administrators), Pam Davey (Museum Representative), Judith Cayzer (Museum Representative), Helen Gribble (Treasurer),

1 Apologies for absence

Apologies were received from Cllr Keighley, O'Brien, Tremain, Arthue Wills (Chairman, Friends of Lawrence House Museum) and Mary Godwin (Museum Mentor)

2 Minutes of the last meeting

The minutes of the meeting held on Monday 2 July 2019 were agreed as a correct record and were signed by the Chairman.

3 Temporary Curator Advertisement

It was **resolved** to advertise the position of Museum Temporary Curator on a fixed period contract until the 20 December 2019. The post will be for 16 hours a week at a rate of £10.00 per hour. This will be financed by the remaining balance of the grant from Launceston Town Council and the donation received from the Paranormal Investigations.

It was **resolved** to advertise the post using free media – Facebook, websites and noticeboards for Lawrence House Museum and Launceston Town Council and it was felt the costs of advertising in the local paper was prohibitive.

It was **resolved** that the closing date for application be the 16th August 2019 and the interviews will take place on Wednesday 21st August 2019 at Lawrence House Museum and the interview panel will be made up of a representative from the Museum, a Trustee of the Museum and the Secretary of the Management Committee. A representative from the Museum will show the candidates around the Museum prior to their interview.

The position of a permanent curator will be revisited during the budget setting process later in the year.

4 Urgent Items

The Museum representatives reported that volunteers at the Museum were happier now that a temporary curator is being put in place.

Date of the next meeting

The next meeting will be held on Tuesday 3 September at 4pm at Launceston Town Hall.

The meeting finished at 11.26am

Signed Date

Town Clerk C W Drake
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Launceston Town Council
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 15 August 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Gordon (Town Mayor), Penhale (Deputy Mayor), Harris, Hogan, Nolan and Tremain
In attendance: Cllr Keighley, Cllr Heaton
Christopher Drake (Town Clerk)
2 x public
1 x press

1908/01 Apologies
Apologies for absence were received from Cllrs, Allen, Gilbert and Nancarrow

1908/02 Declarations of Interest
There were no declarations of interest

1908/03 Public Representation
There was no public representation

1908/04 Minutes of the last meetings
The minutes of the meeting held on 4 July 2019 were signed as a correct record

1908/05 Current Planning Applications for comment

Application	PA19/05501
Proposal	Alterations to premises to form MOT testing station
Location	Coole Cars Garage 13 Newport Industrial Estate Launceston Cornwall
Applicant	Mr Lee Cottingham
Decision	SUPPORT

Application	PA19/05703
Proposal	Proposed erection of garage and associated landscaping works
Location	1 Duke Street St Stephens Launceston Cornwall
Applicant	Mr G and J Horrell and O'Keeffe
Decision	The Town Council objects to this application due to highways concerns as the proposed double garage fronts a busy junction

Application	PA19/05884
Proposal	Outline application with some matters reserved for residential development of up to 195 dwellings with associated access, roads, footways, drainage, landscaping, open space, parking areas and safeguarding land for southern link road
Location	Land South Of Tavistock Road Tavistock Road Launceston Cornwall

A handwritten signature in black ink, consisting of a stylized 'X' or 'Z' shape.

Applicant Bovis Homes Limited
 Decision The Town Council objects to this application due to the following issues:
 1) Access and egress to the site is directly on to the A388 but should be designed to be a part of the proposed loop
 2) The proposals should incorporate the vision of the Southern Growth Masterplan and should not be supported until such time as that document is adopted
 3) Any play provision must be for the benefit of all age groups
 4) There are concerns that the site may be at risk of flooding

Application PA19/05973
 Proposal Convert the shop/commercial unit into a flat.
 Location 30 Westgate Street Launceston Cornwall PL15 7AE
 Applicant Mr Nick Wills
 Decision SUPPORT

Application PA19/06084
 Proposal Ground floor extension.
 Location 60 Broad Park St Stephens Launceston PL15 8DT
 Applicant Mr L Potter
 Decision SUPPORT

1908/06

Planning Decisions to Note

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

Application PA19/03280
 Location Philip Warren & Son 1 Westgate Street Launceston Cornwall PL15 7AB
 Proposal Conversion of first and second floor mixed use residential and redundant office accommodation into five residential flats and four ground floor retail units, incorporating a rear galvanised fire escape stair with door and new glazed shop front.
 Decision APPROVED
 Town Council The Town Council objects to this application as the premises are too small in size. The Council supports the previous application consisting of four dwellings

Response to Local Council Protocol - 05.07.2019:

The Town Council will to agree to disagree on this occasion.

We are very happy with the retail element of the plans but it is the extra flat that we object to as the size appears to be very small. The original application for 4 flats was acceptable to us.

Application PA19/02160
 Location Eagle House Hotel 3 Castle Street Launceston Cornwall PL15 8BA
 Proposal Variation of condition 3 (balustrade detailing) of PA18/07490 (Demolition of the existing conservatory and erection of a replacement conservatory, together with the formation of a roof terrace with balustrading and the reversion back to Hotel Use) to allow a glazed railing to be used on the east
 Decision APPROVED
 Town Council SUPPORT



Application PA19/05041
Location Grasmere Dunheved Road Launceston PL15 9JQ
Proposal Construction of two storey extension
Decision APPROVED
Town Council SUPPORT

1908/07

Correspondence and items to note

- 1) The update regarding planning conditions for planning application PA17/04016 - Abbotts Priory Yard, Riverside Launceston for the erection of 8no. dwellings and associated infrastructure was noted
- 2) An update from the Chairman regarding the Heritage Strategy for Cornwall was received and it was agreed that any comments on the Strategy be considered at the next meeting

Next Meeting

The next meeting of the committee will be held on Thursday 5 September 2019 at 7pm.

The meeting closed at 7.37pm

Signed.......... Date.....5.9.19.....

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on 19 August 2019
at 5:30pm in the Town Hall.

PRESENT: Cllrs. Gordon (Mayor), Penhale (Deputy Mayor), Conway, Hogan, Keighley & Bailey
In attendance: David James (Estates & Properties Manager), Cllr. Allen & Cllr. Heaton

- 1908/08 Apologies for Absence**
Apologies received from Cllr. Harris & Cllr. O'Brien.
- 1908/09 Declarations of Interest**
Councilors were reminded that if a councilor 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.
- 1908/10 Public Representation Session**
No members of the public were present at the meeting.
- 1908/11 Minutes of the last meeting**
The minutes of the meeting held on 3 June 2019 were signed as a correct record.
- 1908/12 Site Visits**
It was requested that issues raised would be addressed
- 1908/13 Estates & Properties Manager's Report**
It was **resolved** to note the report, The committee thanked Mr. James.
It was **resolved** that the committee would recommend to the Trustees of the Ambulance Hall that they accept the quote from N C Wade & Sons for the painting of the front doors.
It was **agreed** seek quotes for:
 - the updating of the carpark ticket machines
 - Repairs to the external carpark wall
The committee thanked the Ground Maintenance Team for their continued good work.
- 1908/14 Structured Site Visits**
The majority of the committee **resolved** that a request to amend the terms of reference to be made at the next full Council meeting to change the time of the meetings to allow for site visits to be made before each Estates & Properties Committee meeting.

1908/15

Lanstephan (St. Marys Road Play Area)

It was **resolved** that Cllr. Harris will be asked report to the committee on any actions that can be taken by Cornwall Housing on the issues with the vandalism of the fencing and play equipment.

1908/16

Water bottle filling stations.

It was **resolved** to agree in principle for the installation of a bottle filling station in the Town Square. Cllr. Allen was asked to bring a report to the next meeting.

1908/17

Urgent items

There were no items for discussion

Date of the next meeting

The next meeting would be held on Monday 7 October 2019. The committee would make site visits at 10.00am the meeting would follow immediately afterwards in the Town Hall at approximately 11:30am.

subject to confirmation at the Full Council meeting in September

The meeting closed at 7:15pm.

Signed.....

Date.....



**Minutes of The Tourism and Information Services Committee held on
Tuesday 3 September 2019 at 5.15pm at the Town Hall**

- Present:** Cllrs: Gordon (Mayor), Penhale (Deputy Mayor/Chair), Nancarrow (Vice Chair), Hogan, Gilbert and Nolan
In attendance: Cllr Allen, Cllr Heaton and Ewan Murray – TIC Manager (Minute taker)
- 1909/01 Apologies for Absence**
No apologies received
- 1909/02 Declarations of Interest**
No declarations were made
- 1909/03 Public Representation Session**
No members of the public were present
- 1909/04 Minutes of the last meeting**
The minutes of the meeting held on 2 July 2019 were agreed and signed as a correct record
- 1909/05 Financial Report**
It was **noted** that:
I. there is no significant current variance from the forecast of outturn
II. Cllr Gordon **noted** the new photo machine was a positive benefit to the TIC
- 1909/06 Manager's Report**
It was **noted** that;
i) Footfall was erratic and slightly down on 2018 with weather having a significant impact
ii) TIC Manager is to investigate up to date protocols for DBS checks for hirers of council premises
iii) The date clash of the Saturday Markets and Launceston Carnival pose logistical difficulties
- 1909/07 Saturday Markets**
It was resolved that:
I. Saturday Markets for 2020 would continue to take place on the second Saturday of the month, March to December
II. October and November markets will take place in the town hall to preclude cancellation due to adverse weather conditions
III. December market will take place in the town square but the town hall is to be booked as a fallback in case of inclement weather
Proposer Cllr Gordon, Seconded Cllr Nancarrow, carried unanimously
- 1909/08 Town Guide**
TIC Committee **to consider all** proposals for the 2021 Town Guide earlier to ensure the publication is released on time
- 1909/09 Recycling in Launceston**
Cllr Allen gave a positive update on market traders' views of achieving single use plastic free status with target goal of 2020

- 1909/10 Funding TIC Events**
Following TIC resolution 1907/12, TIC Manager to meet with Cllrs Gordon and Penhale in order TIC events for F/Y 2020 – 2021 and promulgated to Finance and General Purposes Committee for the budget setting process
- 1909/11 Library**
The following points were **noted that**:
I. the library provided excellent support for families over the summer
II. the library is forging good links with other organisations
- 1909/12 Launceston Schools' Harvest Celebrations**
It was **resolved** that in the interests of securing best value for money of public funds, the TIC will not be able to support this event
- 1909/13 Christmas 2019 Festivities**
Cllr Gorgon gave a comprehensive update to the committee of the Christmas Itinerary
- 1909/14 Items to Note and any Urgent Matters**
No urgent matters were raised
- 1909/15 Date of Next Meeting**
The next meeting is scheduled for Tuesday 5 November 2019 at 5.15pm

The meeting closed at 6.30pm

Signed

Date



Lawrence House Museum

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Lawrence House

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MINUTES OF A MEETING OF THE LAWRENCE HOUSE MUSEUM MANAGEMENT COMMITTEE

Tuesday 3 September 2019 at 4pm at Launceston Town Hall

PRESENT: Cllrs Gordon (Mayor), Penhale (Deputy Mayor), Hogan (Chairman), Keighley, Tremain and Young. Arthur Wills (Chairman Friends of Lawrence House Museum), Damon Dennis (Curator), Lesley Barker (Museum Administrator), Pam Davey (Museum Representative), Judith Cayzer (Museum Representative), Mary Godwin (Museum Mentor), Ewan Murray (TIC Manager), Christopher Drake (Secretary),

1 Apologies for absence

Apologies were received from Cllr O'Brien

2 Minutes of the last meeting

The minutes of the meeting held on Friday 26 July 2019 were agreed as a correct record and were signed by the Chairman

3 Treasurer's Report

The report and income and expenditure account were noted and the income and expenditure account to date was **approved**.

4 Museum Report

The Museum report was circulated with the agenda and is appended to these minutes.

5 Friends of Lawrence House Report

It was **agreed** that the Friends of Lawrence House consider a request from the committee to contribute towards the cost of refurbishing the phone box sited in the Museum gardens

6 Museum Representative Report

Members discussed the recent changes to the committee Terms of Reference as agreed by Council

7 Property Updates

It was **agreed** that a copy of the report of the recent visit by councillors and the Properties Manager be forwarded to the Museum Curator for information

8 Updates from Full Council

It was **agreed** that the Curator would take on future responsibility for the museum weekend rota



Lawrence House Museum

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Lawrence House

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9 Request for use of the Museum

The request for a Ghost Hunt event at the Museum was **agreed** in principle, with details of the event and costs of hire to be agreed with the organisers

10 Urgent Items

There were no items for discussion

Date of the next meeting

The next meeting will be held on Tuesday 5 November at 4pm at Launceston Town Hall.

The meeting finished at 4.48 pm.

Signed Date

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MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE

held in the Otho Peter Room, Launceston Town Hall, on Wednesday 4 September 2019 at 7pm

PRESENT: Cllrs Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Bullen, Conway (Chairman), Keighley, O'Brien and Young
In attendance: Councillors Heaton and Nolan
Christopher Drake – Town Clerk

1909/16 Apologies for absence
No apologies for absence were received

1909/17 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.

1909/18 Public Representation Session
No public representations were made.

1909/19 Minutes of the last meeting
The minutes of the meeting of 3 July 2019 were signed as a correct record.

1909/20 Finance
It was **resolved** to approve the payments (vouchers 1 to 160) as per the lists appended to these minutes. Cllrs Bullen and Allen carried out a random checks of payments for audit purposes (voucher no's 169, 175, 185, 194, 221, 224, 236, 249, 259, 280, 290-297, 307)

It was **resolved** to approve the balance sheet for June 2019.

It was **resolved** to approve the income and expenditure account for June 2019.

The bank reconciliation for 30 July 2019 was examined and signed as correct by Cllr Conway and **approved** by the meeting.

Cllrs Bullen and Gordon will conduct the payments check for October and November respectively.

1909/21 Foreign Pensions: Proof of Life Residence
It was **resolved** that foreign pension recipients will need to make an appointment to meet with the Town Clerk or Responsible Finance Officer and there be a suggestion donation of £10 per appointment to the Mayor's Chosen Charity

- 1909/22 Paranormal Investigation Charges**
It was **resolved** to charge a rate of £200 plus VAT for paranormal evenings within the Town Hall and for the charges to be reviewed as part of the Council's annual charges review
- 1909/23 Council Scarfs**
It was **resolved** to agree in principle the purchase of Council scarfs for Councillors subject to the design of the scarfs being agreed
- 1909/24 Budget Setting Process**
It was **resolved unanimously** that an agenda paper regarding a proposal for a four yearly budget, be considered at the October meeting of the committee
- 1909/25 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 item as it may involve the likely disclosure of confidential information
- It was further resolved that Cllrs Heaton and Nolan be permitted to remain in the meeting
- 1909/26 Free Hall Hire**
It was **resolved unanimously** to agree the application for a free hall hire for Laughable for the Radio 4 Any Questions show
- 1909/27 Urgent Items**
There were no items for consideration
- Date of Next Meeting**
The next meeting will be held on Wednesday 2 October 2019 at 7pm.
- The meeting closed at 7:27 pm.

Signed Date

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Launceston Town Council
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 5 September 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Gordon (Town Mayor), Allen, Gilbert, Harris, Hogan, Nancarrow, Nolan and Tremain
In attendance: Christopher Drake (Town Clerk)

1909/28 Apologies
Apologies for absence were received from Cllr Penhale

1909/29 Declarations of Interest
There were no declarations of interest

1909/30 Public Representation
There was no public representation

1909/31 Minutes of the last meetings
The minutes of the meeting held on 15 August 2019 were signed as a correct record

1909/32 Current Planning Applications for comment

Application	PA19/06522
Proposal	Removal of the external balcony of staircase and erection of a new balcony.
Location	7 Hendra Vale Launceston Cornwall PL15 7HE
Decision	SUPPORT

1909/33 Planning Decisions to Note
It was **resolved** to note the following planning decisions

Application	PA19/05389
Location	3 Brookside Close Launceston Cornwall PL15 8SF
Proposal	Alterations and extension to dwelling house.
Decision	APPROVED
Town Council	SUPPORT

Application	PA19/06084
Location	60 Broad Park St Stephens Launceston PL15 8DT
Proposal	Ground floor extension.
Decision	APPROVED
Town Council	SUPPORT

1909/34

Heritage Strategy for Cornwall

The committee supported the strategy document and stated that the allocation of Section 106 monies should be included within the strategy

1909/35

Correspondence and items to note

There were no items for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 26 September 2019 at 7pm.

The meeting closed at 7.24pm

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

Agenda item: 11

Committee: Full Council

Date: Tuesday 17 September 2019

Subject: Community Governance Review

Summary: To receive an update regarding the Community Governance Review process

Recommendations.

The Council is recommended to note the update regarding the Community Governance Review

1 Information

- 1.1 Cornwall Council is undertaking a Community Governance Review for the whole of Cornwall. The review can consider parish boundaries, the number of seats and warding arrangements for local councils and their names. Stage 1 of this review ended on 17 July 2019. Stage 2 of the review involves Cornwall Council agreeing a set of Draft Recommendations for public consultation. This stage is currently envisaged to conclude in December 2019, with a public consultation taking place between then and March 2020.
- 1.2 The Electoral Review Panel wish to ensure the opportunity to comment on submissions received from third parties affecting a parish and a summary overview of the submissions received is available on the Cornwall Council website alongside the full submissions received broken down by Community Network Area. The closing date for comments is 4th October

2 Public Engagement Meetings

- 2.1 As part of Stage 2, Cornwall Council's Electoral Review Panel has arranged a series of public engagement meetings in September and early October to enable the Panel to hear views about the submissions, in particular around any proposals that involve significant boundary changes and/or the creation of new councils. The meetings will be structured so as to give a representative of each Parish or Town Council and any individuals who made submissions the opportunity to speak first. All meetings will have a 6.30pm for 7pm start time and will aim to finish by 9.30pm.
- 2.2 The Launceston area meeting is scheduled for Friday 27 September at Tregadillett Community Centre, and the Parishes being focused on will be Launceston, South Petherwin, St Stephens by Launceston Rural, St Thomas the Apostle Rural in Launceston Community Network Area and Davidstow and Treneglos in Camelford Community Network Area

Contact officer: Christopher Drake – Town Clerk

Agenda item: 13

Committee: Full Council

Date: Tuesday 17 September 2019

Subject: Launceston Southern Growth Area Masterplan

Summary: To receive an update regarding the Launceston Southern Growth Area Masterplan

Recommendations.

The Council is recommended to;

- 1) note the update regarding the Launceston Southern Growth Area Masterplan**
- 2) agree council representatives to attend the exhibition event**

1 Information

- 1.1 Launceston Town Council, Cornwall Council and local landowners have been working with local architects, Lavigne Lonsdale, to create a planning master plan for an allocated site to the south of Launceston. The aim is to achieve higher quality development within Launceston and for the allocated site to be distinctive to the town and to provide appropriate services and facilities.
- 1.2 A public consultation, seeking the views of local residents is now currently in progress and runs to the 14 October. In addition to the printed documentation which is available at both the Town Hall and Launceston Library, an exhibition is being held in the Town Hall on Friday 27 September from 10.00am – 3.30pm and on Saturday 28 September from 10.00am – 1.00pm.
- 1.3 The draft plan highlights proposed areas for housing, employment and open space and seeks to ensure they are properly connected to provide sustainable movement and travel as well as access to facilities for existing residents. This is based on the premise that it is understood that sites to the south of the A30 such as Stourscombe are comparatively isolated, and the aim of the masterplan is to ensure a more sustainable set of neighbourhoods.
- 1.4 Once the draft plan has been considered, a final plan will be adopted by Cornwall Council and will form the framework for future planning

2. Council Representatives

- 2.1 It has been agreed that councillors will be in attendance at the exhibition, and those able to attend should advise the Clerk of the times and dates they are available

Contact officer: Christopher Drake – Town Clerk

Agenda item: 14

Committee: Full Council

Date: Tuesday 17 September 2019

Subject: Request for Change to Committee Terms of Reference

Summary: To consider the request from the Estates and Properties committee to amend the committee's Terms of Reference

Recommendations.

The Council is recommended to consider the request from the Estates and Properties committee to amend the committee's Terms of Reference in regards to meeting start times

1 Information

- 1.1 At the August meeting of the Estates and Properties committee it was requested that Full Council consider a change to the committee's Terms of Reference in relation to the start time of the meetings.
- 1.2 At the Annual Meeting of Council in May, it was resolved (resolution 1905/46) that meetings of the Estates and Properties committee be scheduled to start at 5.30pm. The committee has requested that meetings be held at 11.30am, following site visits at 10.00am
- 1.3 The Town Council's Standing Order 7a) states 'A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 10 councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or sub-committee'

Contact officer: Christopher Drake – Town Clerk

Agenda item: 15

Committee: Full Council

Date: Tuesday 17 September 2019

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to;

- 1) consider a response to the BT payphone review**
 - 2) note the details regarding the Cornwall Council Street Trading Review and consider a response to the consultation**
-

1 BT payphone review

1.1 The Council has received notification from BT that they are undertaking a review of a further 104 phone boxes in Cornwall. There is only one within the Launceston area (details attached at Appendix 1). The response options to the proposals are;

- Agree with the proposed removal
- Object to the proposed removal (including reasons why)
- Adopt the phone box

1.2 The Lawrence House Museum Management committee has expressed an interest in the possibility of updating the current phone box within the Museum gardens that is in a poor state of repair. Responses to the consultation are required by 23 September

2 Cornwall Council Street Trading Review

2.1 Cornwall Council is currently reviewing its Street Trading Policy. The current policy document, which includes a statement of practices and procedures, has been revised to include various minor amendments and provides clarification to practices and procedures. The consultation will run until 31 October 2019 and responses can suggest amendments, deletions or additions as considered appropriate. All consultation responses will be referred to the Licensing Act Committee for them to consider, make any amendments as necessary and recommend the policy for adoption.

2.2 A hard copy of the document is available from the Town Council offices or is available online at <https://www.cornwall.gov.uk/media/38923126/draft-revised-statement-of-practices-procedures-policy-for-consultation.pdf> . The proposed changes are shown as shaded text within the document.

Contact officer: Christopher Drake – Town Clerk

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
41	01326317402	PCO PCO1 MONGLEATH AVENUE FALMOUTH	TR11 4PP	10	03/07/2019		
42	01326373386	UNION CORNER PCO1 OAKLAND PARK FALMOUTH	TR11 4JL	4	03/07/2019		
43	01326565108	PCO PCO1 BULWARK ROAD HELSTON	TR13 8JQ	43	03/07/2019		
44	01326574323	PCO PCO1 GWEAL WARTHA HELSTON	TR13 0SN	12	03/07/2019		
45	01503230250	WAYLEAVE PP260 PCO1 QUAY ROAD ST. GERMANS SALTASH	PL12 5LY	10	05/07/2019		
46	01566772370	VILLAGE GREEN PCO1 LAWHITTON LAUNCESTON	PL15 9NQ	0	04/07/2019		
47	01579320613	PCO PCO1 HERODSFOOT LISKEARD	PL14 4QY	2	05/07/2019		
48	01579342074	O/S POST OFF. VILLAGE SQUARE PCO1 MENHENIOT LISKEARD	PL14 3QR	27	05/07/2019		
49	01579342168	WAYLEAVE PP12 PCO1 LAKE LANE LISKEARD	PL14 3DE	90	05/07/2019		
50	01579342209	WAYLEAVE PP12 PCO1 ADDINGTON NORTH LISKEARD	PL14 3HQ	146	05/07/2019		

ABM-Halls for Hire Usage Statistics Printed at 11/09/19 14:53

From 17/08/2019 to 16/09/2019

Launceston Town Hall	Number of Bookings	Time Booked	
Entire Town Hall	2	13.00 Hours	
External Hires	3	2.25 Hours	
Guildhall	16	51.00 Hours	
Kitchen Bar and Reception Area	24	150.50 Hours	
Main Hall	32	121.00 Hours	
Otho Peter Suite 01	18	54.75 Hours	
Otho Peter Suite 02	9	70.50 Hours	
Otho Peter Suite Both Rooms	1	2.00 Hours	
Town Square	6	27.50 Hours	
Total	111		

Town Square	Number of Bookings	Time Booked	
Town Square	6	27.50 Hours	
Total	6		

Ambulance Hall	Number of Bookings	Time Booked	
Ambulance Hall (Garage)	1	0.25 Hours	
Ambulance Hall (MainHall)	38	157.25 Hours	
Ambulance Hall (Meeting Room)	7	43.00 Hours	
Total	46		