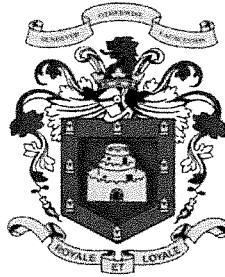


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING
held on WEDNESDAY 11 SEPTEMBER 2019 at 7pm in the Guildhall**

- PRESENT** Cllrs, Gordon (Town Mayor), Allen, Bailey, Bullen, Conway, Gilbert, Heaton, Hogan, Nancarrow, Nolan and Young
In attendance: Christopher Drake (Town Clerk)
- 1909/36 Apologies for absence**
Apologies for absence were received from Councillors Penhale (Deputy Mayor), Keighley O'Brien, Tremain and Harris
- 1909/37 Declarations of Interest**
There were no declarations of interest
- 1909/38 Public Representation Session**
There were no public questions
- 1909/39 To Consider Staffing Matters and Agree Proposals**
It was **resolved unanimously** that the Council offices close at 1.00pm every day until Friday 11 October

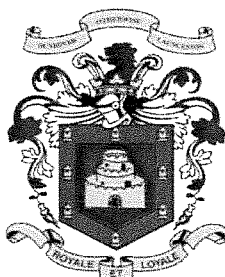
Date of the next meeting of the Council

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

The meeting ended at 7.16pm

Signed Date

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 17 SEPTEMBER 2019 at 7pm in the Guildhall

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bullen, Conway, Gilbert, Heaton, Hogan, Keighley, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Cornwall Cllr Paynter
Christopher Drake (Town Clerk)
1 x press, 15 x Public
- 1909/40 Apologies for absence**
Apologies for absence were received from Councillors Bailey and Harris and Cornwall Councillors Farrington and Massey
- 1909/41 Declarations of Interest**
Cllr Heaton declared an interest in Agenda Item 11 – Community Governance Review
Cllr Conway declared an interest in Agenda Item 11 – Community Governance Review and stated he would leave the meeting if the agenda discussion became more detailed than as described on the order paper
- 1909/42 Allotment Competition winners**
The Mayor presented awards to the winners of the Allotment Competition
KENSEY - Winner: Ms Jackie Smith Highly Commended: Ms Marilyn Basford
DUTSON - Winner: Mr Jim Pritchard Highly Commended: Mrs Caroline Sochanik
GRAMMERS PARK - Winner: Mr Bob Elford Highly Commended: Mr Malcolm Jones
OVERALL WINNER : Mr Bob Elford
- 1909/43 Launceston Community Interest Company (CIC)**
The Council received a presentation from Ms Ellie Mason regarding the Launceston Community Interest Company (CIC)
It was **resolved** to support the scheme
- 1909/44 Public Representation Session**
Ms J Coppen spoke in regards to the cancellation of the October market in The Square.
The Mayor **Cllr Gordon** advised that the Tourism and Information Services committee would discuss the matter at its next meeting

Mr L Whaley spoke in regards to the Launceston Southern Growth Area Masterplan and requested that a working party be established and for the working party to include local residents
- 1909/45 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 16 July 2019 at 7.00pm
- 1909/46 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 Friday 26 July 2019 at 4.00pm
- ii) Planning and Economic Development held on Thursday 15 August 2019 at 7.00pm
- iii) Estates and Properties held on Monday 19 August 2019 at 5.30pm
- iv) Tourism and Information Services held on Monday 3 September 2019 at 5.15pm
- v) Lawrence House Management held on Monday 3 September 2019 at 4.00pm
- vi) Finance and General Purposes held on Wednesday 4 September 2019 at 7.00pm
- vii) Planning and Economic Development held on Thursday 5 September 2019 at 7.00pm

1909/47

Reports from Cornwall Councillors

Cornwall Councillor Adam Paynter gave an update regarding the opening of the Sowenna building in Bodmin, the resolved planning matter at Pennygillam, and advised that Cornwall Cabinet were meeting the following day and items on the agenda included the new Household Waste & Recycling Collection Contract, the Spaceport proposals and the Development Plan Document (DPD). Cllr Paynter also spoke about the work undertaken as part of the Launceston Masterplan and the aim of ensuring future community benefit.

Cllr Gordon asked if a new school would be built and if there was a timeline for any building. **Cllr Paynter** advised that Cornwall Councillor Farrington had been leading on this project but that funding for a new school had been agreed and a two year build time was being sought and the proposed school would be a two form entry

Cllr Tremain stated that he was pleased that the Local Plan DPD was due to be signed off

Cllr Conway spoke in regards to a planning matter and thanked Cllr Paynter for his assistance

Cllr Heaton endorsed the comments of Cllr Conway and stated that on a visit to Launceston College she had asked about the proposed school

1909/48

Reports and Questions from Town Councillors

Cllr Allen gave an update on the town CCTV and advised that work was ongoing regarding the camera at Pennygillam, that grant funding had been received by the organisation including a Community Chest award and that the organisation was working on having a camera installed in the Newport area.

Cllr Allen also provided an update on environmental issues and stated that the Plastic Free Picnic had been a great success and that work was ongoing to install a refill water system in the town square and that grant funding was being sought towards the project

Cllr Heaton asked if there was any update in regards to the new library and also spoke about the cancellation of the October town market.

Cllr Conway spoke about the cancellation of the October town market

Cllr O'Brien advised that he had stepped down from his role of Chair of the CALC Executive Committee. **Cllr Gordon** thanked Cllr O'Brien for all of his work as part of the Executive

1909/49

Report from the Town Mayor

The Mayor circulated a report to all councillors (copy appended to these minutes). The Mayor also provided an update in regards to matters of communication and ensuring that

the Council offered additional opportunities for local residents to raise matters and advised that he will be running a monthly Mayoral surgery in addition to the councillor surgeries, for a trial period of three months. If the new surgery was successful then he would continue it throughout the remainder of his Mayoral year

1909/50

Community Governance Review

Members considered Report 17/19 (previously circulated)

It was **resolved** to note the update and that Cllr Tremain would attend the Launceston area meeting on Friday 27 September

Cllr Heaton declared an interest in the above item and left the meeting and took no part in the debate or voting

1909/51

Section 106 Nominations

It was **resolved** that the Chairman or the Council and the Chairman of the Planning Committee would be the Council representatives on the Launceston Town Enhancement Section 106 Fund Group. In the absence of the Chairmen, the respective Vice Chairs would represent the Council

1909/52

Launceston Southern Growth Area Masterplan

Members considered Report 18/19 (previously circulated)

It was **resolved** to note the update regarding the Plan

1909/53

Request to Change Committee Terms of Reference

Members considered Report 19/19 (previously circulated)

It was **resolved** that the meeting times for the Estates and Properties committee be changed to 11.30am, following site visits at 10.00am

1909/54

Progress and Information

Members considered Report 20/19 (previously circulated)

It was **resolved** to

- i) note the details of the BT payphone review
- ii) note the details regarding the Cornwall Council Street Trading Review
- iii) note the verbal update from the Mayor giving background details to the library project, and explaining the broad outline received from nominated architects and that when further details were available, the Council would be seeking local residents views on proposals

1909/55

Correspondence and matters to note

- i) The Town Council's venues usage was noted

1909/56

Urgent Items

Cllr Gordon advised Council that the Civic Service would be held on Sunday 3 November at 10.30am at St Thomas Church

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 15 October 2019 at 7pm

The meeting ended at 8.13pm

Signed Date

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

Extraordinary Meeting
Minutes of The Tourism and Information Services Committee held on
Friday 30 August 2019 at 2.00 pm at the Town Hall

Present: Cllrs: Gordon (Mayor), Penhale (Deputy Mayor Chairman), Nancarrow (Vice Chairman) and Hogan
In attendance: Ewan Murray – TIC Manager (Minute taker)

1908/08 Apologies for absence
Apologies were received from Cllr Gilbert

1908/09 Declarations of Interest
No declarations were made

1908/10 Public Representation Session
No members of the public were present

1908/11 October market in the Square
It was **resolved** that for logistic and H&S reasons, the October Market should be cancelled.
Proposed Cllr Hogan seconded Cllr Nancarrow. Carried unanimously.

1908/12 Items to Note and any Urgent Matters
No urgent matters were raised

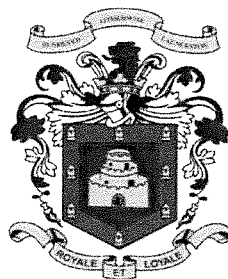
Date of Next Meeting
The next meeting is scheduled for Tuesday 3 September 2019 at 5.15pm

The meeting closed at 2.35pm

Signed

Date

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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 26 September 2019 at 6.30pm
The Otho Peter Suite, Launceston Town Hall

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

1909/57 Apologies
Apologies for absence were received from Cllr Nancarrow

1909/58 Declarations of Interest
There were no declarations of interest

1909/59 Public Representation
There was no public representation

1909/60 Minutes of the last meetings
The minutes of the meeting held on 5 September 2019 were signed as a correct record

1909/61 Current Planning Applications for comment

Application	PA19/07199
Proposal	Single storey extension to provide ensuite and additional space in new Master bedroom
Location	34 St Stephens Hill St Stephens Launceston Cornwall
Applicant	Mr Lavey
Decision	SUPPORT

Application	PA19/07501
Proposal	Proposed extension
Location	27 Highfield Park Road Launceston Cornwall PL15 7DX
Applicant	Mr & Mrs Redding
Decision	SUPPORT

1909/62 Planning Decisions to Note
It was **resolved** to note the following planning decisions

Application	PA19/05501
Location	Coole Cars Garage 13 Newport Industrial Estate Launceston Cornwall PL15 8EX
Proposal	Alterations to premises to form MOT testing station

Decision APPROVED
Town Council SUPPORT

1909/63

Correspondence and items to note

- 1) Chapel Gate - Street Names – The committee supported the proposed street names for the new development off Upper Chapel Road in Launceston
- 2) The details of the proposed reforms to permitted development rights to support the deployment of 5G and extend mobile coverage were noted and Members agreed to respond to the consultation accordingly
- 3) Details of the forthcoming Planning conferences were noted

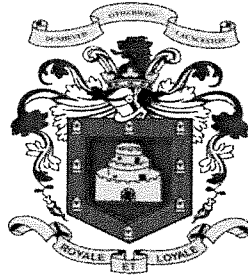
Next Meeting

The next meeting of the committee will be held on Thursday 17 October 2019 at 7pm.

The meeting closed at 6.46pm

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

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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 2 October 2019 at 7pm

PRESENT: Cllrs Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Bullen, Conway (Chairman), Keighley, O'Brien and Young (from minute 1910/05)
In attendance: Councillors Heaton
Helen Gribble – RFO

1910/01 Apologies for absence
No apologies for absence were received

1910/02 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.
Cllr Gordon declared an interest in the 1910/08 the reduced rate hire for Launceston Carnival.

1910/03 Public Representation Session
No public representations were made.

1910/04 Minutes of the last meeting
The minutes of the meeting of 4 September 2019 were signed as a correct record.

***** Councillor Young Joined the Meeting*****

1910/05 Finance
It was **resolved** to approve the payments (vouchers 309 to 381) as per the lists appended to these minutes. Cllr Young carried out a random checks of payments for audit purposes (voucher no's 313, 322, 330, 340, 351 and 360)

It was **resolved** to adjourn the Balance and Income and Expenditure until the next meeting and RFO will circulate the accounts once finalised.

The bank reconciliation for 31 August 2019 was examined and signed as correct by Cllr Conway and **approved** by the meeting.

1910/06 Strategic Plan 2020-2024
It was **resolved** to adopt the draft strategic plan for 2020-2024.

1910/07

Budget setting process

It was **resolved** to adopt a 4 year budget setting process from the financial year 2021/2022 and produce a interim 2 year budget from the financial year 2020/2021.

1910/08

Charges and Fees 2020/2021

It was **resolved** to keep the Westgate Car Park fees unchanged.

It was **resolved** to increase the Town Hall hire charges as per the report.

It was **resolved** to increase the Town Hall reduced rate hire charges as per the report.

*****Cllr Gordon declared an interest in the reduced rate hire charges *****

It was **resolved** to keep the Ambulance Hall charges unchanged, the committee felt that with the Ambulance Hall in its current state it could not increase the charges, however following the planned refurbishment of the building the committee would revisit the hire charges for this space.

It was **resolved** to keep the Town Square hire charges unchanged.

1910/09

Miracle Theatre

It was **resolved** not to underwrite the cost of Miracle Theatre putting on a production in the Castle grounds in 2020.

1910/10

Urgent Items

Cllr Young stated that she had carried out a stock take of the Town Hall kitchen inventory and that it was much depleted from the original list. She felt that a system needed to be put into place to safeguard the inventory but was unsure of how this could be achieved without adding substantially to the work load of the Stewards. Cllr Young asked committee members to give it some consideration and contact the Office with any ideas.

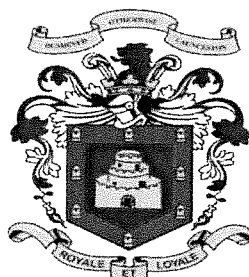
Date of Next Meeting

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

The meeting closed at 7:32 pm.

Signed Date

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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 October 2019
at 11.20am in the Town Hall.

PRESENT: Cllrs. Gordon (Mayor), Penhale (Deputy Mayor), Bailey, Harris, Hogan, Keighley (Chairman)
In attendance: David James (Estates & Properties Manager), Christopher Drake (Town Clerk)

1910/11 Apologies for Absence

Apologies for absence were received from Cllrs O'Brien Conway and Nolan

1910/12 Declarations of Interest

There were no declarations of interest

1910/13 Public Representation Session

No members of the public were present at the meeting.

1910/14 Minutes of the last meeting

The minutes of the meeting held on 19 August 2019 were signed as a correct record subject to the amendment that Cllr Nolan was in attendance at the meeting

1910/15 Site Visits

Site visits were made to three sites and it was **resolved** that;

- 1) Cemetery Compost Area
 - i) Quotes be sought for the clearance of the area
- 2) Grammars Park Play area
 - i) The maze be repaired using existing materials and the equipment made good, with an ongoing review under the proviso that further damage may lead to the removal of the equipment
 - ii) the youth shelter uprights be investigated for replacement/repair and surrounding ground works be examined
- 3) Dockacre Cemetery
 - i) Professional advice be sought for the required repairs to the leaded coffin area
 - ii) The provision of a clear path through the site be explored
 - iii) Ownership of the railings adjacent to the road side be established

1910/16 Estates & Properties Manager's Report

The Estates and Properties Manager gave a verbal update regarding the ongoing legal works for the new cemetery suite, the need for a Trustees meeting to agree expenditure at the Ambulance Hall, ongoing works in regards to costings for new car park ticket machines, and that further solutions are being sought in regards to works to the car park wall due to concerns raised by contractors to date about the potential integrity of the wall during any proposed works

1910/17 Strategic Plan 2020-2024

It was **resolved** to agree to the draft Plan subject to the amendment to include The Green, Band Room and Lawrence House Museum within the list of properties the Council is responsible for, that Cormac/Cornwall Council be requested to undertake regular maintenance works to The Walk and Zig-Zag and that a long term aim of the committee be to install a fit trail within the town.

1910/18 Budget 2020-21

It was **resolved** that a budget meeting of the committee be held on Monday 28 October

1910/19 Water Bottle Filling Station

The committee received a written update report from Cllr Allen and it was **resolved** that details of the location for the proposed refill station be agreed, that designs of a proposed unit are considered by the committee and the life expectancy of any units be investigated

1910/20 Urgent items

The following matters were raised by Members;

- i) Loose materials are visible at the base of the Guildhall chimney
- ii) The town crest at the front of the Town Hall needs re-painting
- iii) Three internal car park lights are not currently in operation
- iv) Issues regarding damp within areas of the Town Hall need investigating
- v) The cleanliness of the public toilets was commended
- vi) Future site visits will include the Band Room and the Ambulance Hall

Date of the next meeting

The next meeting will be held on Monday 28 October 2019 at 10.00am

The meeting closed at 12.05pm.

Signed.....

Date.....

Agenda item: 9

Committee: Full Council

Date: Tuesday 15 October 2019

Subject: Community Governance Review

Summary: To note the update regarding the Community Governance Review

Recommendations.

The Council is recommended to;

- 1) note the update regarding the Community Governance Review**
- 2) consider the Town Council's proposals regarding the Pennygillam Industrial Estate**

1 Information

1.1 The Town Council was invited to submit responses to the Community Governance Review in January 2019 and it was resolved unanimously for the Town Council to submit a response requesting a review of the town boundary. In February, the Council received an update following the Cornwall Association of Local Councils Annual Conference regarding proposed parish governance reviews and advice was received that said that a Council requesting a boundary review should consider a working party being set up to explore in principle changes to the town boundary. It was resolved that Cllrs O'Brien and Tremain be nominated to undertake this work. The working party members were tasked with investigating the need for a review, and to consider what changes should be implemented. The report of this working party was brought to the Council for consideration in April 2019 and it was resolved that the following changes to the town boundary be requested;

- i) all of the Pennygillam Industrial Estate to be within the town boundary
- ii) to move the current boundary from Upper Chapel to the locally named Chapel Top Road so that it runs from the top of St Catherines Hill to Treburseye and returns on to the A30 via the Eastbound slip road.
- iii) include the area from Cross Lanes, at the junction with the A388 down to Millways, along the unnamed road to join the Dutson to St Leonard's Road down to the River Kensey at St Leonard's

1.2 These recommendations were submitted in Stage 1 of the Governance Review, which ended on 17 July 2019. The submission document is attached as an appendix to this report. Cornwall Council is now engaging in Stage 2. This stage involves Cornwall Council agreeing a set of Draft Recommendations for public consultation and is envisaged to conclude in December 2019, with a public consultation taking place between then and March 2020.

- 1.3 As reported to the September Council, Stage 2 of the review involved public engagement meetings to enable the Electoral Review Panel to hear views about the submissions. The closing date for comments was 4 October. The Launceston area meeting took place on Friday 27 September and members of the Council's working party attended the meeting to explain the Council's submission to the review.

2 Pennygillam Industrial Estate

- 2.1 Further to the area meeting, detailed in paragraph 1.3, a meeting was held with representatives from South Petherwin Parish Council in regards to the Town Council's submission for the Pennygillam Industrial Estate. The Town Council was represented by the Mayor and the Chairman of the Council's Planning and Economic Development committee.
- 2.2 As stated in paragraph 1.1 (i) the Town Council proposed all of the Pennygillam Industrial Estate to be within the town boundary, however South Petherwin Parish Council stated that they did not support this proposal and would consider to either retain the status quo or to consider that the area be part of the Parish Council. It was agreed that following the meeting of the Parish Council on Wednesday 9 October, the Town Council would be informed of any decision and subsequently could discuss the matter at the Full Council meeting. The Council is therefore requested to consider the three following options;
- i) To retain its original submission to the Governance Review that the entire Pennygillam Industrial Estate be within the Launceston Town Council area
 - ii) That, subject to the decision of its Council, the entire Industrial Estate area fall within South Petherwin Parish Council
 - iii) The area remain unchanged and the boundary continue to run through the Industrial Estate

Members are minded to note that the closing date for submissions to the Governance Review was Friday 4 October and that any changes to the Council's original submission may not be able to be taken into account.

3 Financial Considerations

- 3.1 There are no budgetary or financial considerations to consider in regard to this report

Contact officer: Christopher Drake – Town Clerk
2 October 2019



Submission on the Community Governance Review for Cornwall 2019

Please complete and return this form with any accompanying papers to Cornwall Council, by email or post, no later than noon 17 July 2019. Email: CGRs@Cornwall.gov.uk Postal address: Community Governance Review, Cornwall Council, Room 3E.01, County Hall, Treyew Road, Truro, TR1 3AY
1. Please state the area or Parish to which this submission relates: Launceston Town Council
2. Is this submission from: ☒ A Parish Council (City, Town, Parish or Community Council, or Parish meeting) ☐ A community organisation ☐ Any other body or organisation ☐ One or more individual resident(s)
3. Please indicate whether this submission relates to a change or no change: ☐ No Change – <i>please continue to section 5</i> ☒ Change – <i>please continue to section 4</i>
4. Submission proposal: <i>Please tick any that apply</i> ☒ Change to Parish boundary ☐ Create a grouped Parish with at least one other Parish ☐ Creation of a new Parish ☐ By separating part of a Parish ☐ By aggregating parts of a Parish ☐ By amalgamating Parishes ☐ Change to Parish name ☐ Create Parish wards ☐ Change the boundaries of existing Parish wards ☐ Abolish Parish wards ☐ Change the total number of Councillors (say how many you want in the future) ☐ Change the number of Councillors in each ward (say how many you want in the future) ☐ Other (please provide details below)
5. Details of proposal(s): <i>Please give details of any submissions that you are proposing or, if appropriate, reasons why you do not want change.</i> <i>Please give sufficient evidence to support your submission, including any information that you may have already provided to Cornwall Council.</i> <i>Please explain why you consider that the submission you are making will ensure that community governance within the area will reflect the identities and interests of the community and will be effective and convenient.</i> Proposal 1

All of the Pennygillam Industrial Estate to be included within the town boundary. This will ensure that the boundary extends to a natural boundary point, whereas currently the industrial estate is across two parishes. The map at Appendix 1 highlights the area

Proposal 2

To move the current boundary from Upper Chapel to the locally named Chapel Top Road so that it runs from the top of St Catherine's Hill to Treburseye and returns on to the A30 via the Eastbound slip road. This will ensure that the proposed Launceston cemetery extension will fall within the Town boundary and will also provide a natural boundary point using clearly identifiable 'borders' formed by roadways. The map at Appendix 2 shows the area

Proposal 3

To include the area from Cross Lanes, at the junction with A388 down to Millways, along the unnamed road to join the Dutson to St Leonard's Road down to the River Kensey at St Leonard's within the town boundary. This proposal is again ensuring that identifiable 'borders' formed by roadways are used to define the boundary. The map at Appendix 3 shows the area.

The proposals ensure that the town of Launceston is clearly identifiable within a proper boundary.

The inclusion of the whole of the Pennygillam Industrial Estate will mean that any confusion regarding where certain buildings within the site lie within the town, will be expelled. It is practical and logical for the whole area to be included within Launceston.

The Upper chapel proposal will see 140 new houses built and the section 106 agreement that forms part of this is to provide land for a cemetery extension. The Town Council currently provides cemetery provision and space is at a premium with very few years remaining before the current site is full to capacity. The Town Council is prepared to take on the cost of setting up and delivering the cemetery extension, but the land must be within the town boundary for the Council to legitimately be able to provide this service

Proposal 3 will ensure that the parish boundary is consistent and coherent by following a recognisable boundary, in this instance using existing roadways to form the boundary

(please attach additional pages as required)

6. Evidence in support of submission:

If your proposals involve any changes to existing boundaries, please submit ordnance survey base maps showing clearly proposed new boundaries.

Please give detailed information on the number of dwellings and other significant buildings (shops, industrial premises etc.) affected by your proposed changes.

Please give details of any consultation that you may have carried out with affected residents, and the outcome.

If your proposals affect other parishes, please state what discussions you have had with other parish councils and the outcome.

Maps are attached highlighting the three proposals listed above

Proposal 1 will see the remaining section of industrial units fall within the town boundary and proposal 2 will include 140 new build houses.

Conversation and subsequent Council meetings that have involved neighbouring parishes have highlighted that the surrounding parishes do not support the proposals.

If the Town Council is not successful in achieving the boundary changes, then the most detrimental effect will be the loss of a new cemetery as the Town Council will not be in a position to undertake all the necessary groundworks and associated running costs if the site falls outside of the town boundary.

Launceston Town Council has undertaken significant steps in ensuring that devolution has not been detrimental to the town and all neighbouring parishes and in addition to the 'usual' services offered, including public toilets, highways grass maintenance, a museum, information service and venues for hire has most recently taken on the provision of the a library and information service

(please attach additional pages as required)

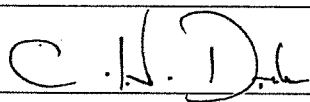
7. List of attachments:

3 x appendices highlighting areas for inclusion

8. Submitted by:

Christopher Drake

Signed:



Date:

28 June 2019

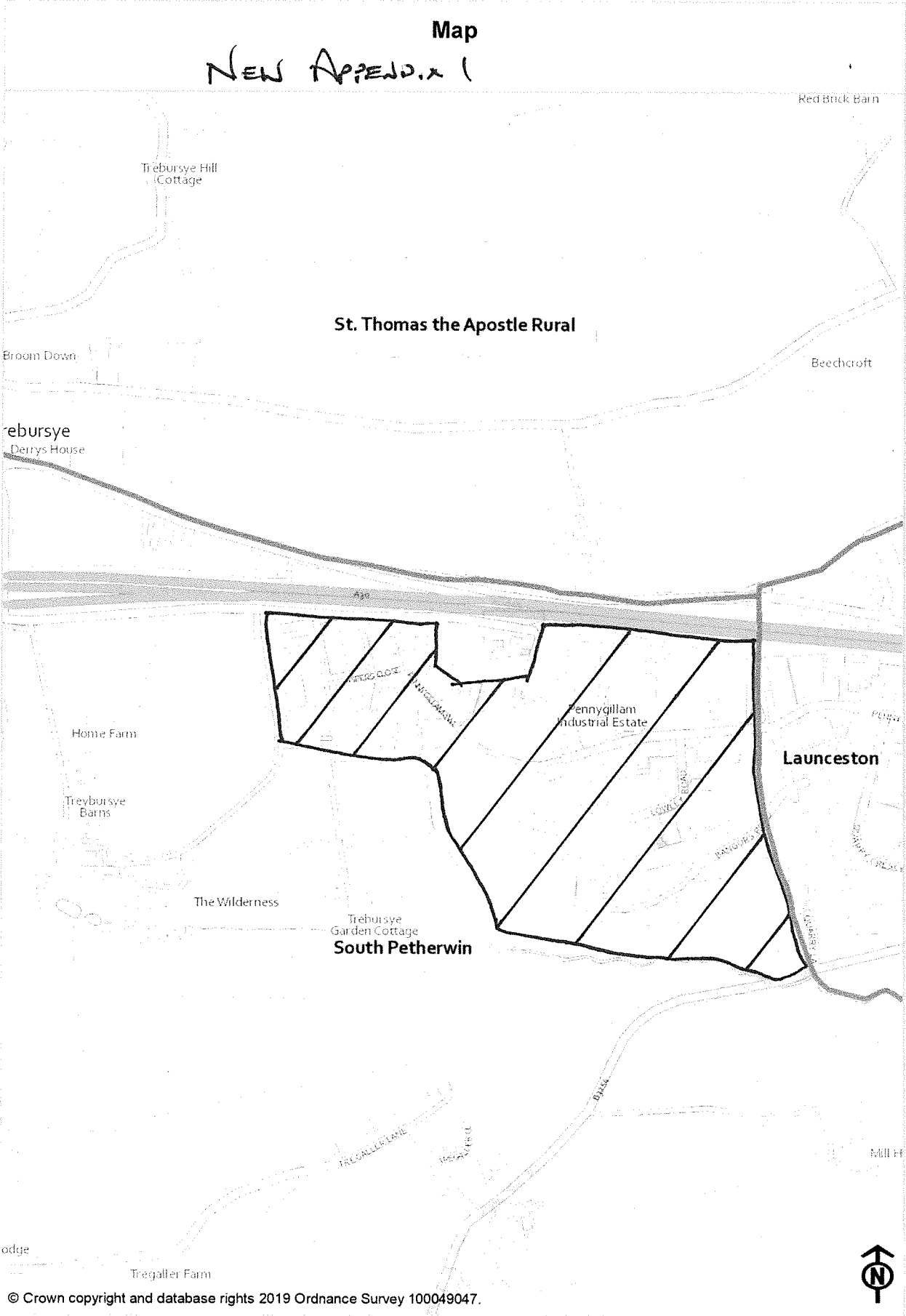
Organisation and position (if submitting on behalf of an organisation):

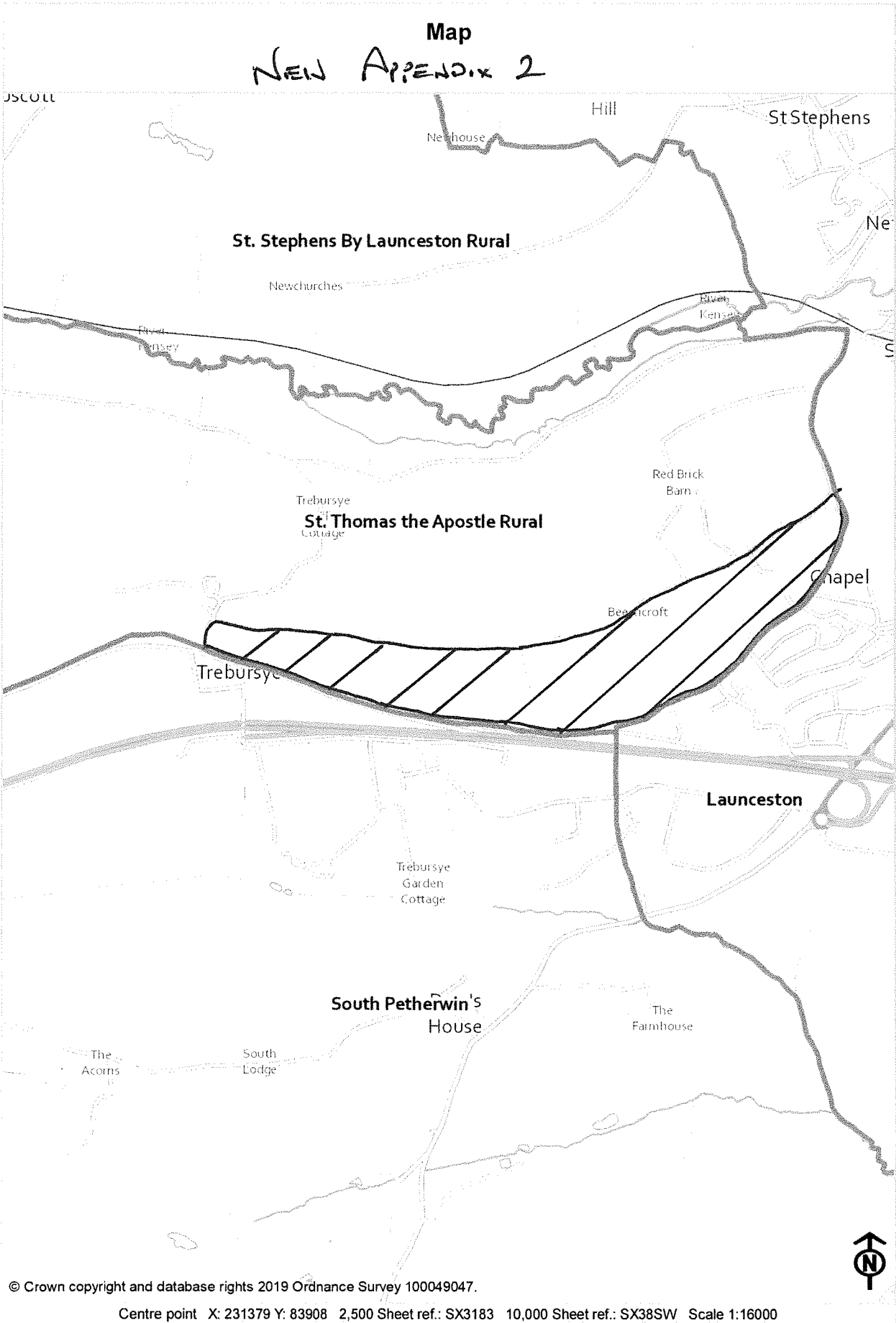
Town Clerk – Launceston Town Council

Contact details:

T: 01566 773693

E: Chris@launceston-tc.gov.uk





Launceston Town Council - 2013 Wards & Polling Districts

- APPENDIX 3 -



Agenda item: 10

Committee: Full Council

Date: Tuesday 15 October 2019

Subject: Rural Services Network Towns Grouping

Summary: To consider the benefits of joining the Rural Services Network Towns Grouping

Recommendations.

The Council is recommended to:

- 1) note the details regarding the proposed Rural/Market Towns Group**
- 2) agree to join the Group at a cost to the Council of £150 per annum**

1 Information

- 1.1 The Rural Services Network (RSN) is seeking to establish a Rural/Market Towns Grouping to sit within its network. The organisation has approached over 200 places across the country with the intention of setting up both a more comprehensive national rural network and a separate grouping. The RSN is seeking to establish and present the rural view as well as evidencing and sharing best practice.
- 1.2 The organisation feels that Government needs to return to giving special attention to rural/market towns as shopping habits change as it is vital to the national economy that market towns remain buoyant and lively places and support their wider rural hinterlands.
- 1.3 The proposed Rural/Market Towns Grouping will be representative of rural areas and towns and markets across England and give a 'voice' to countryside towns and larger parishes. Within Cornwall two towns have been identified which are Penzance and Launceston. It is intended there will be two meetings of the Group each year but working remotely will also be considered so as attendance will not be necessary to successful inclusion to the group. As the group becomes more established it will be for the member local councils to set the agenda and the direction.

2 Financial Implications

- 2.1 The fee to be part of the group is based on population size and for Launceston this would mean a fee of £150 per annum (excl vat). The Council is recommended to approve the cost and to explore the benefits of the scheme for a two year trial period. This will allow officers to investigate if the scheme has the proposed benefits to the town of being able to influence government towards a Rural Strategy

Contact officer: Christopher Drake – Town Clerk

Agenda item: 11

Committee: Full Council

Date: Tuesday 15 October 2019

Subject: Town Council Lease Agreements

Summary: To agree that the Clerk undertakes work on the Council's expiring lease agreements

Recommendations.

The Council is recommended to agree that the Clerk undertakes work on the Council's expiring lease agreements

1 Information

- 1.1 The Council has a number of leases and some of these are close to expiry. Most notably is that for the Green Room, which currently has a lease in place with the Launceston Amateur Dramatic Society (LADS). This lease dates back to 1972 and has always run for a period of five years, with the current arrangement due to expire in March 2020.
- 1.2 It is pertinent to note that a previous lease agreement with LADS for the use of the stage and backstage area, as part of the organisations grant funding application, expired in June 2019.
- 1.3 The Council recently agreed an extension to the lease for the Tourist and Information building in the White Hart Arcade and this is in situ until 2024 with a review date of December 2021. This will allow the Council to consider its position in regards to the potential for re-siting the Information Centre within a new library building
- 1.4 The Council is recommended to agree that the Clerk undertakes work on any expiring lease agreements and brings back details to the Council for consideration of what agreements it wants to put in place

2 Financial Implications

- 2.1 There will be no immediate costs to the Council but any changes or new leases will incur legal fees.

Contact officer: Christopher Drake – Town Clerk
8 October 2019



**Launceston Castle Community Project:
A Partnership Proposal for Consideration by Launceston Town Council**

Project Summary

English Heritage (EH) will deliver an exciting community engagement programme, which includes creative workshops for young people, outreach activities and family-friendly events, centred on Launceston Castle and green.

In doing so, we will inspire and empower the community to take ownership of the site, celebrate civic identity and protect a heritage monument of national significance for future generations.

This work will be delivered in partnership with local organisations including Charles Causley Trust, the University of Exeter and Launceston Life. This project is scheduled to be delivered between July 2020- June 2022, and is dependent on securing funding from National Lottery Heritage Fund.

We would like to invite Launceston Town Council to support this project as an official partner.

English Heritage Background

Originally established as a government body in 1983, English Heritage became an independent charity on 1 April 2015.

Today, we are the guardians of over 425 buildings, monuments and landscapes including Cornwall's Restormel Castle, Tintagel Castle and the coastal fortresses of Pendennis and St Mawes along with the ancient villages of Chysauster and Carn Euny.

Launceston Castle

Launceston Castle is an especially well-preserved example of a Norman motte and bailey fortification. Strategically placed between Dartmoor and Bodmin Moore, the castle historically controlled entry into Cornwall and has played a number of significant roles throughout Cornwall's history: from a Norman administrative hub to the epicentre for Cornish revolts in 1549; and from a 17th C. county jail to a US Army hospital camp in WWII.

Launceston Castle is a Grade I listed building and a Scheduled Ancient Monument of national importance. It has been in the guardianship of English Heritage since 1984.

Why do we want to deliver this project?

- The castle and green are subject to increasing levels of vandalism and anti-social behaviour. This negative activity places both the monument and our small team of site staff, at considerable risk. We need to reframe how local people view and use this space, and inspire a duty of care for the site.
- The castle green is a much-needed, and currently under-utilised, outdoor community space. We recognise that, previously, it has been difficult to access this area for events. We want to demonstrate our commitment to working in partnership with the community by delivering a programme of accessible and welcoming events and activities onsite.
- There is a disparity between the castle, the community and the wider stories of Launceston town. We want to listen to members of the local community, record their stories and develop new ways to share them onsite with our visitors.
- The castle's current interpretation lacks exciting content to engage visitors. We want to develop creative ways to bring the history of Launceston and historic castle to life, to reinforce the town's significance as the gateway to Cornwall.

Project Aims & Objectives.

We will:

- Employ a Community Engagement Officer, based at the Charles Causley Trust (CCT), who will support both organisations to build meaningful relationships with target groups from the local community.
- Establish a youth panel of young people aged 16-30 years; engaging those most at risk of falling into negative behaviour patterns, or living with mental health issues. They will help to research, develop and deliver new interpretation for the site and new events to engage the local community.
- Deliver a programme of family-friendly community events on the castle green, including hosting a day of the Charles Causley Literacy Festival.
- Collect stories and memories from the local community to inform new interpretation for the site, helping us to bring history to life in new and exciting ways.

- Provide a small number of community grants to empower local groups and organisations to deliver their own family-friendly events and activities on the castle green.
- Establish a new volunteer programme at Launceston Castle, as means of creating deeper engagement with the community. Volunteer training opportunities will be extended to local organisations such as CCT, Lawrence House Museum, along with other local orgs.

In doing so, we aim to:

- Increase the sense of ownership of the site, across the community, in an effort to reduce anti-social behaviour and vandalism at Launceston Castle and the green to help us to protect heritage for future generations.
- Raise aspirations of young people across the community, who will develop new skills, discover new interests and explore their civic identity.
- Reflect the community by including their stories in new accessible, interpretation.
- Strengthen the resilience of local organisations through new strategic partnerships, increased levels of community support and an emboldened sense of place.

This project supports the following key objectives detailed in Launceston Town Framework Plan (2017):

- To protect and enhance the natural and historic environment in and around Launceston and enhance the areas tourism offer;
- To enhance the quantity and quality of Launceston's publicly accessible green infrastructure to improve health and wellbeing.

Key Partnerships & Activity To Date

- Charles Causley Trust (CCT) – The Community Engagement Officer will support the work of CCT on a part-time basis, allowing CCT to grow their capacity to engage a wider range of people with their work. EH and CCT are meeting frequently to develop this project in partnership.
- Tourist Information Centre (TIC) –EH would like to work with the TIC to redevelop the existing town heritage trail; starting and ending the trail on the Castle Green. This will encourage the Castle's visitors to explore Launceston and its unique heritage offer in addition to driving footfall to local businesses and services.
- Launceston Life – A partnership with LL will enable EH to become involved in a wide range of community events and will extend the reach and impact of our work by promoting our programme through local publications and social media platforms.
- National Lottery Heritage Fund (NLHF) – We have submitted a project enquiry which outlines the project and have held an initial meeting between EH, CCT and NLHF. NLHF were supportive of the concept and noted that the strength of the project lies in these developing partnerships.
- University of Exeter – Exeter will support the delivery of hands-on heritage activities during public events.

Requests for Support from Launceston Town Council

- 1) Administrative support to manage bookings for public and community events.
- 2) Use of a local venue space, with kitchen and toilet facilities (such as the Ambulance Hall), to deliver community workshops.
- 3) Public support to help engage the local community (press releases, representation at community events etc.
- 4) A partnership agreement with the Council to confirm support would strengthen NLHF bid.

Project timeline

- March 2020 – Submission of NLHF bid, decision expected June 2020.
- April 2020 – Recruitment of Community Engagement Officer
- July 2020 – June 2022 – Project Delivery
- June 2023 – Completion of project evaluation: We will ask key partners to feed into this evaluation process and lessons learned will be shared to improve future partnerships, events and activities.

Next steps

We would like to invite representatives of the Council for a meeting to discuss details of the partnership and to answer any questions which the Council may have.

Georgia Butters, Head of Historic Properties (Devon & Cornwall) *(based at Tintagel Castle)*

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Agenda item: 14

Committee: Full Council

Date: Tuesday 15 October 2019

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Agree the Christmas and New Year opening times for the various business arms of the Town Council and consider the request to hire the Town Hall for a New Year's Eve party**
- 2) Agree the dates for the Cornwall Council free parking day**
- 3) Agree the Council office business opening hours**
- 4) Note the External Auditor Report and Certificate for the year ended 31 March 2019**
- 5) Note that Council committees are currently discussing the Strategic Plan for 2020-2024 with the aim to bring a draft Plan to the November meeting of the Council**

1 Christmas and New Year opening times

- 1.1** For the 2018 festive period, the Town Council offices, Tourist Information Centre and Town Hall were closed from 1300 hours on the 24 December until Wednesday 1 January 2020 inclusive, with arrangements made for the public conveniences to be open during this period. The Council is recommended to agree a similar arrangement for this year subject to the proviso that there is a theatrical production taking place in the Town Hall on Friday 27 and Saturday 28 December.
- 1.2** The Council has also been approached with regards to a hire of the hall for a New Year's Eve party. This is the first request received of this kind and Members are asked to consider if they wish for an event of this type to take place. Whilst staff members have stated that they are available to work, it should be considered that an event of this type is likely to finish in the early morning and that there is the likelihood of those leaving the venue causing disturbance to local residents. There is also concern that anyone not granted admission to the event could act in an anti-social manner and this again may give cause for concern from nearby residential properties. In addition, whilst a higher than normal damage deposit would be sought, any damages incurred are unlikely to be able to be repaired in time for next event at the venue (FLIC cinema on Friday 3 January). If agreement for the event is given, Members are recommended to agree a suitable damage deposit and also to agree the level of door security staff that the hirer would be expected to employ.
- 1.3** This is the first Christmas for which the Council has been responsible for the operation of the Library and Information Service and consideration must also be given to the Registration

service. Libraries have always remained open in the past and whilst there is not a large amount of book lending, there is demand for computer and printer use for families over this time as there isn't anywhere else available in town and the site is also a contact for rent and Council Tax payments as well as providing a hotline to housing for anyone who may be homeless. The proposed hours for the Library service are;

Monday 23 - Closed as normal

Tuesday 24- Open as normal 9.30 – 5.00

Wednesday 25 - Closed Bank Holiday

Thursday 26 - Closed as normal

Friday 27 - Open as normal 9.30 – 5.00

Saturday 28 - Open as normal 10.00 – 1.00

New Year's week

Monday 30 - Closed as normal

Tuesday 31 - Open as normal 9.30 – 5.00

Wednesday 1 - Closed Bank Holiday

Thursday 2 January - Closed as normal

Friday 3 January – Normal business hours resume

2 Cornwall Council Free Parking Day

- 2.1 Cornwall Council (CC) is still in the delivery phase of implementing the Positive Parking Framework for Cornwall, one aim of which is to ensure that its car parking is managed in a way that stimulates economic and environmental growth throughout Cornwall. Following the success of the last two year's promotion, Cornwall Council is offering those Towns and Parishes within the areas that CC operate pay and display or pay on exit car parks, to select a day within the Festive period when CC will provide free car parking within their car parks.
- 2.2 The free parking provision can be used to support any events that may be planned, and the Council is recommended to consider that Saturday 30 November be identified as this coincides with the town's Christmas Light Switch On weekend event. Any requests must be received at Cornwall Council by Friday 15 November to allow the various operational changes required to enable the free parking provision.

3 Council Office Opening Hours

- 3.1 Further to the Council agreeing under resolved item 1909/39 that the Council offices close at 1.00pm every day until Friday 11 October, the Council is still experiencing a shortage of staff and Members are recommended to agree that the early closing time is continued to Friday 29 November, when it is hoped that the staffing levels will return to their full complement

4 External Auditor Report

- 4.1 The Council has received the External Auditor Report and Certificate 2018/19. The report states that 'On the basis of our review of Sections 1 and 2 of the Annual Governance and

Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’.

5 Strategic Plan 202-2024

- 5.1 The Council’s current Strategic Plan ends this year and the Council’s committees are currently considering their individual aims and objectives for the new plan to be established for 2020-2024. It is proposed that when all committees have input into the Plan, a full draft document will be brought before the November meeting of the Council to agree and adopt.

Contact officer: Christopher Drake – Town Clerk

8 October 2019

From 18/09/2019 to 17/10/2019

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	1	15.00 Hours	
External Hires	2	13.50 Hours	
Guildhall	14	36.25 Hours	
Kitchen Bar and Reception Area	22	122.00 Hours	
Main Hall	46	203.00 Hours	
Otho Peter Suite 01	13	41.00 Hours	
Otho Peter Suite 02	6	23.00 Hours	
Otho Peter Suite Both Rooms	11	47.50 Hours	
Town Square	7	45.00 Hours	
Total	122		

Town Square	Number of Bookings	Time Booked	Value
Town Square	7	45.00 Hours	)
Total	7		)

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	1	0.25 Hours	)
Ambulance Hall (MainHall)	41	168.75 Hours	
Ambulance Hall (Meeting Room)	13	80.50 Hours	
Total	55		