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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

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

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Allen, Bailey, Bullen, Conway, Gilbert, Harris, Heaton, Hogan, Keighley, Nancarrow, O'Brien, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x press, 16 x Public
- 1911/32 Apologies for absence**
Apologies for absence were received from Councillor Nolan and Cornwall Councillors Paynter, Farrington and Massey
- 1911/33 Declarations of Interest**
There were no declarations of interest
- 1911/34 Public Representation Session**
Question 1) A resident gave background for the need for the Council to declare a Climate Emergency and requested support for Climate Emergency proposals and for the Council to agree to a working party to agree an action plan
Question 2) A resident gave information on the need to declare a Climate Emergency
Question 3) A resident spoke about the Southern Masterplan and raised concerns regarding new housing developments and the need for a Southern loop road being installed prior to housing building works. In addition a better town bus service is required and local residents and Councils should work together
- 1911/35 Change to Order of Business**
It was **resolved** that the order of business be changed and that agenda item 9 be taken as the next item for consideration
- 1911/36 Declaration of Climate Emergency**
Members considered Report 28/19 (previously circulated)
It was **resolved** that;
(i) the receipt of a signed petition requesting the Town Council declare a climate emergency be noted
(ii) the Town Council form a working party to investigate what actions can be undertaken and what is required of the Council and that the working party membership be cllrs J Harris, S Allen, J Heaton and P O'Brien with the ability to co-opt membership from outside of the Council
(iii) the Town Council declares a Climate Emergency and supports Cornwall Councils aim to become carbon neutral by 2030
- 1911/37 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
(i) Minutes of the Meeting of the Council held on 15 October 2019 at 7.00pm, subject to the amendment that Cllr Heaton declared an interest in Agenda Item 9

part 1 - Community Governance Review and requested to be called back into the Guildhall for Agenda Item 9 part 2 (Pennygillam Estate)

1911/38 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) Staffing held on Thursday 17 October 2019 at 10.00am
- ii) Planning and Economic Development held on Thursday 17 October 2019 at 7.00pm
- iii) Extraordinary Estates and Properties held on Monday 28 October 2019 at 10.00am
- iv) Lawrence House Management held on Tuesday 5 November 2019 at 4.00pm
- v) Tourism and Information Services held on Tuesday 5 November 2019 at 5.15pm
- vi) Finance and General Purposes held on Wednesday 6 November 2019 at 7.00pm
- vii) Planning and Economic Development held on Thursday 7 November 2019 at 7.00pm

1911/39 Reports from Cornwall Councillors

Cornwall Councillors Paynter and Farrington provided a written report to the Council (copy appended to these minutes).

1911/40 Reports and Questions from Town Councillors

Cllr Allen gave an update regarding the water refill station for the Town Square and advised that quotes for the product were being sought and the exact location for the siting of the unit was to be confirmed

Cllr Harris gave an update regarding the Localism and Climate Change event he had attended. A copy of his report is appended to these minutes

Cllr Bailey gave an update regarding the Chamber of Commerce and advised that the This Is Launceston event had been very successful and reminded those present of the Late Night Christmas shopping events

Cllr Heaton gave an update regarding her attendance at the Climate Change event, and advised of the Shaping My Community event and workshop as well as giving an update in regards to repairs to railings in Dutson

1911/41 Report from the Town Mayor

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

1911/42 Town Council Strategic Plan 2020-2024

It was **resolved** that;

- (i) the Library be listed as an asset and service operated by the Town Council
- (ii) an new objective, to support all members of staff in regards to health and well being be inserted
- (iii) the declaration of a Climate Emergency and agreed actions be inserted
- (iv) the Plan be brought back to December Council for ratification

1911/43 Launceston Footpaths

It was **resolved** to note the update report from Cllr Heaton concerning the above

1911/44 Launceston Sothern Growth Masterplan

It was resolved that;

- (i) the update report from Cllr Heaton concerning the above be noted
- (ii) the Town Council to continue to pressure Cornwall Council to ensure that future planning developments within the town are suitable and
- (iii) that a Neighbourhood Plan working party be agreed to explore the practicalities of the Council undertaking a plan and that the working party be made up of Cllrs J Heaton, J Harris, L Penhale and P O'Brien

1911/45

Progress and Information

Members considered Report 29/19 (previously circulated)

It was **resolved** that;

- (i) the recommendation of the staffing committee regarding the extension to the Council office opening times until 31 March 2020 be agreed
- (ii) the formation of a Council Working Party to consider the proposals from Launceston Community Interest Company be agreed and membership be cllrs M Young, S Allen, P Bullen and N Gilbert and that meetings of the working party commence after 5.30pm
- (iii) the update regarding the Christmas Light Switch On event be noted
- (iv) the date of the forthcoming meeting with Cornwall Council regarding the Southern Masterplan be noted

1911/46

Correspondence and matters to note

- i) The Town Council's venues usage was noted
- ii) The received Christmas cards were noted
- iii) The details for the forthcoming Community Meal were noted
- iv) Thanks was given to those councillors who supported the town Remembrance Day service event and assisted with the provision of refreshments

1911/47

Urgent Items

The Mayor thanked those that attended his Civic Service

Date of the next meeting of the Council

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

The meeting ended at 8.28pm

Signed Date

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Launceston Town Council
The Town Hall
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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 28 November 2019 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

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

1911/48 Apologies
Apologies for absence were received from councillor Penhale (Deputy Mayor)

1911/49 Declarations of Interest
Cllr Tremain declared an interest in planning application PA19/09639 - Land West Of 1 Shilson Terrace Windmill Hill Launceston

1911/50 Public Representation
Q1) A resident spoke in regards to planning application PA19/09095, The Ranch, Chapel, Launceston and gave details of what was proposed and offered advice to Members in regards to the application

1911/51 Minutes of the last meetings
The minutes of the meeting held on 7 November 2019 were signed as a correct record

1911/52 Current Planning Applications for comment

Application	PA19/08540
Proposal	Proposal to remove dead stems from T5 Golden Cypress
Location	Boswyn Windmill Hill Launceston PL15 9AG
Applicant	Mr Nigel Munns
Decision	SUPPORT

Application	PA19/09095
Proposal	Outline application with some matters reserved for 3 self build, detached executive style houses in the garden of the ranch.
Location	The Ranch Chapel Launceston Cornwall
Applicant	Mr And Mrs John Waters
Decision	SUPPORT

Application	PA19/09516
Proposal	Replacement of Glazed Conservatory Style Entrance Roof With Slate Roof To Match Existing Other Roof Covering
Location	White Horse Inn 14 Newport Square Launceston PL15 8EL
Applicant	St Austell Brewery St Austell Brewery

Decision The Town Council supports this application, subject to the proviso that the advice from Historic England in regards to the type of slate used, is followed

Application PA19/09639
Proposal Non Material Amendment (1) in relation to PA17/00608
Location Land West Of 1 Shilson Terrace Windmill Hill Launceston Cornwall PL15 9AP
Applicant Mr Sam Homewood
Decision Launceston Town Council do not support this application. The concerns raised against previous applications still apply, surface water run off issues , significant harm to adjacent properties , poor access, overall the location is inappropriate for development

Cllr Tremain declared an interest in this application and left the meeting and took no part in the debate or voting

Cllr Harris chaired the meeting for the above item

Application PA19/09882
Proposal Non Material Amendment (1) in respect of PA19/00913
Location 1 Southgate Street Launceston PL15 9DP
Applicant Lloyds Bank
Decision SUPPORT

Application PA19/10046
Proposal Works to trees in a conservation area, namely Yew (T18A) - Pollard at 5m; Yew (T19) - Pollard at 5m; Yew (T19A) - Pollard at 4m; Holm Oak (T20) - Pollard main stem at forks at 5.5m, Pollard leaning stem at 2.5m; Holm Oak (T21) - Pollard at 5m; Holm Oak (T22) - Pollard at 3m; Holm Oak (T22A) at top of retaining wall - Pollard at 2.5m; Holm Oak above T22A - pollard at 5m; Holm Oak (T22B) at top of retaining wall - Pollard at 2.5m; Holm Oak above T22B - pollard at 5m; Holm Oak (T22C) - Pollard at 2 - 2.5m; Yew (T22D) - Pollard at 3m; Holm Oak above T22D - pollard at 5m; Holm Oak (T23) - Pollard at 8 - 10m; Holm Oak (T24) - Pollard at 8 - 10m; Yew (T25) - Crown lift to 3 - 4m; Yew (T26) - Leaning tree, Crown lift to 3m; Yew (T27) - Crown lift to 3m; Holm Oak (T28) - Crown lift to 4m including trailing branches over car park; Yew (T29) - Crown lift to 4 - 5m; Yew (T30) - Crown lift to 4 - 5m. It is intended to manage the pollarded trees in future on a 5 year re-pollarding cycle.

Location Launceston Castle Castle Street Launceston PL15 8AZ
Applicant Mr Chris Bally English Heritage
Decision SUPPORT

Application PA19/10156
Proposal Non Material Amendment in respect of application PA17/02564 in relation to plot 248 only
Location Land At Hay Common South Of Hay Parc Long Field Road Launceston Cornwall
Applicant Mr M. Davey Haycommon Developments Ltd
Decision SUPPORT

1911/53

Planning Decisions to Note

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

Application PA19/06522

Location 7 Hendra Vale Launceston Cornwall PL15 7HE
Proposal Removal of the external balcony of staircase and erection of a new balcony.
Decision APPROVED
Town Council SUPPORT

Application PA19/07501
Location 27 Highfield Park Road Launceston Cornwall PL15 7DX
Proposal Proposed extension
Decision APPROVED
Town Council SUPPORT

Application PA19/07625
Location 18 Bluebell Way Launceston Cornwall PL15 9JU
Proposal: A small porch to the front door.
Decision APPROVED
Town Council SUPPORT

Application PA19/08259
Location 1 The Roundabout Newport Industrial Estate Launceston PL15 8EX
Proposal Erection of a block of 3no. non service secure lock-up units
Decision APPROVED
Town Council SUPPORT

Application PA19/09206
Location 1 St Johns Road Launceston PL15 7DA
Proposal Extension to porch
Decision APPROVED
Town Council SUPPORT

Application PA19/08154
Location 21 Tavistock Road Launceston Cornwall PL15 9HF
Proposal Proposed replacement of two storey side garage and workshop extension.
Decision APPROVED
Town Council SUPPORT

Application PA19/08658
Location 13 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal Single storey rear extension to dwelling with associated works.
Decision APPROVED
Town Council SUPPORT

Application PA19/08660
Location 13 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal Listed Building Consent for a single storey rear extension to dwelling with associated works.
Decision APPROVED
Town Council SUPPORT

1911/54 **Housing Supplementary Planning Document**
Members **resolved** to note the document

1911/55 **Correspondence and items to note**
1) The Clerk advised of a proposed meeting with developers in regards to the new Hay Common school, with the date for a meeting to be confirmed
2) Cllr Tremain advised of a pre application meeting regarding a proposed application at Race Hill

Next Meeting

The next meeting of the committee will be held on Thursday 19 December 2019 at 7pm.

The meeting closed at 7.26pm

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

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The Town Hall
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Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 2 December 2019
at 12.10pm in the Town Hall.

PRESENT: Cllrs. Gordon (Mayor), Penhale (Deputy Mayor), Keighley (Chairman), Conway, Nolan, Young for
In attendance: David James (Estates & Properties Manager)
Christopher Drake (Town Clerk)

1912/01 Apologies for Absence

Apologies for absence were received from Cllrs Bailey, O'Brien, Harris and Hogan who was substituted by Cllr Young

1912/02 Declarations of Interest

There were no declarations of interest

1912/03 Public Representation Session

No members of the public were present at the meeting.

1912/04 Minutes of the last meeting

The minutes of the meeting held on 7 October 2019 and the Extraordinary meeting held on the 28 October 2019 were signed as a correct record

1912/05 To Discuss Findings of Earlier Site Visits

It was **resolved** that the following be undertaken:

Band Room Lease conditions be checked in regards to ownership responsibilities

Library 1) Deep clean of carpets and windows
2) Parking area to be chained off when building not in use

Lawrence House Museum -

- 1) Review heating in archive room
- 2) Deep clean carpets
- 3) Fix proper disabled ramp access
- 4) Review replacement of storage heaters
- 5) Change hot water heater
- 6) Consider use of secondary double glazing, especially for second floor
- 7) Copy surveyors report to all councillors

1912/06 Property Manager's Report

There were no update matters to receive

1912/07 Budget 2020/21 and 2021/22

It was **resolved** to agree the budget as set out in the order paper

1912/08 Urgent Items

Cllr Gordon requested that further to the Council's declaration of a Climate Emergency, that trees be planted in the lower area of Grammers Park

Date of the next meeting

The next meeting would be held on Monday 3 February 2020. The committee would make site visits at 10.00am and the meeting would follow immediately afterwards in the Town Hall at approximately 11:30am.

The meeting closed at 12.25pm.

Signed.....

Date.....



Launceston Town Council Environmental Policy 2019

Approved by
Estates & Properties Committee on:

Date: 03-12-18

Adopted at Full Council on:
Minute Reference:

Date: 17-12-19
Number:

Policy Review Date:

November 2019

Prepared By:

David James
Estates & Properties Manager

LAUNCESTON TOWN COUNCIL

ENVIRONMENTAL POLICY

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1. INTRODUCTION

Launceston Town Council is committed to support the creation of a sustainable community. The Council acknowledges that our activities may have an adverse impact on the environment and that we can take steps to minimise those impacts.

The Council attaches importance to matters relating to the environment and will strive to comply with, and where possible exceed, all environmental regulations, laws and codes of practice, as applicable.

The Council will strive to make a positive contribution to protecting and enhancing the local and global environment.

2. AIM OF POLICY

The aims of the Launceston Town Council Environmental Policy are:

To promote the importance and value of a quality environment and its contribution to the quality of life for the community of Launceston;

To support our community in its enjoyment of our local environment;

To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment.

3. ENERGY & WATER MANAGEMENT

The Town Council is committed to responsible energy management and will promote energy efficiency throughout its operation. Examples of which are:

Encouraging staff to ensure that electrical equipment and unnecessary lights are switched off when not in use;

Encouraging staff to close windows and external doors when heating is on;

Encouraging staff to minimise the use of electric heaters;

Encouraging staff, allotment holders and hirers to use water efficiently on Council premises;

Where possible utilise water butts fed by down pipes as a non-drinking water source;

Ensure staff and members minimise vehicle miles driven on council business.

4. RECYCLING & CONSERVATION

The Town Council will:

Encourage the recycling of wastepaper and cardboard at all operations and where possible plastics and glass;

Promote and encourage recycling across the Town;

Use Recycled Paper products where feasible;

Minimise the amount of printing and minimise the amount of waste paper;

Observe its duty of care conscientiously with all its waste contracts;
Utilise electronic communications wherever possible;

Minimise pollution and prevent where possible;

Use composting facilities at relevant operated amenities.

5. THE NATURAL ENVIRONMENT

The Town Council will:

Seek to protect and where possible enhance the quality of the natural environment of Launceston and its open spaces;

Support the conservation of trees, hedgerows, ponds and streams; To actively look at a program for the planting of native trees.

Consider the conservation and promotion of local biodiversity in all its activities but particularly with regard to the management of its land;

Seek to manage its green spaces in a manner that promotes and protects biodiversity.

Committed to reduce the use of Pesticides and Herbicides, looking at alternative methods of control.

6. AWARENESS, LOBBYING & PARTNERSHIPS

The Town Council will:

In all relevant communications promote awareness of, and information on environmental issues within the community;

Where appropriate, act as a voice for the local environmental concerns to those agencies given the statutory powers to tackle problems.

Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy;

Where appropriate work with its partners to minimise the effects of noise and light pollution on the Town.

7. SUSTAINABLE PROCUREMENT

The Town Council will:

Seek to minimise environmental damage caused through the transportation of goods by sourcing materials and services locally so long as the requirements for value for money and quality are met;

Ensure that all catering, including tea/coffee in offices, is sourced from local, organic, fair trade or other recognised certification schemes;

Any timber or similar products used by the Council will be from FSC certified sources;

Commit to developing a plan to reduce and eventually stop altogether the use of pesticides/herbicides on all land management and horticultural activities.

8. SUSTAINABLE TRAVEL

The Town Council will:

Encourage members and officers to car-share where possible when a car journey must be made on Council business;

Promote, and support the use of cycling, public footpaths and public transport;

Ensure all Council vehicles are serviced and maintained to a high standard.

9. REVIEW

This policy and its application will be subject to annual review to ensure that it continues to reflect the aims and objectives of the Council and promotes continuous environmental improvement throughout the Council's operations.



Launceston Town Council Vehicle Policy 2019

Approved by
Estates & Properties Committee on:

Date: 03-12-19

Adopted at Full Council on:
Minute Reference:

Date: 17-12-19

Number:

Policy Review Date:

November 2020

Prepared By:

David James
Estates & Properties Manager

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1.0 Introduction

Subject to holding a current, full driving licence, some employees are entitled to drive Council vehicles for use in the performance of their duties. Unless you are notified otherwise, Council Vehicles may only be used for work purposes. Employees and Councillors of Launceston Town Council are the only persons authorised to drive Council vehicles, excluding drivers under the age of 25, under no circumstances may any other person drive a vehicle.

Upon request, the employee must provide his or her full driving licence for inspection. Launceston Town Council reserves the right to change or cancel the provision of this policy, as the needs of the Council dictate.

2.0 Principles

2.1 Servicing Maintenance and Inspections

Launceston Town Council shall be responsible for the reasonable running and standing expenses of vehicles. The Council is responsible for ensuring vehicles are maintained in a serviceable condition at all times, serviced in accordance with the manufacturer's service schedule and are MOT tested as required. Launceston Town Council will retain all documents relating to the registration of vehicles.

2.2 Re-fuelling Vehicles

It is the employee's responsibility to ensure the level of fuel is maintained in the vehicle.

3.0 Driver Responsibilities

Employees using Council vehicles have a personal responsibility to maintain them in a good and clean condition at all times. Good driver behaviour and care of the Council's vehicles is expected and drivers demonstrating negligence will be subject to disciplinary action.

The employee must ensure:

- That daily checks for oil, water, tyres and all lights including indicators, headlights and brake lights are carried out before first use each day and a record of inspections kept on the sheet provided
- All defects and faults are reported immediately (a vehicle must not be used if the fault breaches road traffic regulations)
- Any road traffic accident in which the employee may be involved whilst driving a vehicle must be reported immediately to the Properties Manager, whether or not the incident occurred on the Council's business
- Any fixed penalty notice or any order of any Court to endorse the employee's driving licence or to disqualify him or her from holding a driving licence, whether or not that consequence occurred whilst driving on the Council's business must be reported immediately to the Properties Manager.
- Any other event which results in an employee being ineligible to drive a vehicle must be reported immediately to the Properties Manager
- Employees are not permitted to take Council vehicles out of Great Britain
- Council vehicles may not be taken home by employees overnight unless specific authorised by the Properties Manager/Town Clerk
- Non-work related passengers must not be carried at any time unless authorised by the Properties Manager/Town Clerk
- When driving on Council business, the expectation by the Council is for safe and considerate driving; complaints received about the standard of employee driving whilst on Council business will be dealt with under the Council's Disciplinary Procedure Policy

3.1 Towing of Trailers

The employee must ensure when towing any trailer or other item behind Council or their own vehicles whilst on Council business that:

- their drivers' license entitles them to tow a trailer
- the correct vehicle registration is displayed on the towed item
- the trailer lights are working, tyre pressure and tyre condition checked before use (any defects to be reported immediately and trailer not to be used if the fault breaches road traffic regulations)
- when hitching the trailer to the vehicle, ensure the safety wire is used, the lights are properly connected to the towing vehicle and any running wheels are securely tightened in the 'up' position
- ensure all side and back panels are properly secured before use
- heavy items are evenly distributed to ensure ease of towing
- overhanging items will not cause obstruction or damage to the towing vehicle or other vehicles or persons and are clearly marked
- all items in the trailer are properly secured to prevent movement
- the speed limits for towed vehicles are not exceeded

3.2 Ride-On Mower

Before using the ride-on mower on the Highway, the employee must ensure that:

- their drivers' license entitles them to do so
- the flashing beacon is functional and in use
- the blades are disengaged and in the 'up' position
- the tyre pressure and tyre condition is checked
- ensure all attachments are properly secured
- there is sufficient fuel in the tank for the journey
- the operator is wearing high visibility clothing provided
- it is not used except in full daylight
- any defects are reported immediately. Vehicle is not to be used if the fault breaches road traffic regulations
- the vehicle is not left unattended on the Highway, except in exceptional circumstances, the keys must not be left in the vehicle if it is unattended in any circumstances

4.0 Breakdown Procedure

You must notify the Properties Manager as soon as is reasonably practicable of your location and vehicle problem.

4.1 Accidents/Damage

You must notify Properties Manager or the Town Clerk immediately, of any accident or damage (irrespective of the seriousness or fault) involving a Council vehicle, and of any charges brought against you arising from driving offences. In all such cases, the individual must provide written details to the Council without delay. Failure to notify of an accident will be treated as a disciplinary offence and may, subject to the nature of the accident, be treated as gross misconduct.

Any accident whilst on Council business will be investigated to determine whether the Council's Disciplinary procedure will be invoked. Drivers deemed to be at fault in the event of an accident may be required to undertake additional driver training.

If you or any other person is injured whilst travelling in a Council vehicle, or you are absent from work as a result of an accident or incident in a Council vehicle, the details must be recorded in the Council's Accident Reporting book.

4.2 Reporting of Road Accidents

The following details must be reported immediately to the Properties Manager or the Town Clerk;

- Date of accident
- Place where incident occurred (town, street names)
- Weather and road conditions
- Note position of all vehicles before and after accident
- Take photographs or draw a picture where possible
- Obtain details of third party (Registration Number, Make and model of vehicles, driver/passenger names and addresses, insurance details, company, address, policy number, telephone number)
- Where possible obtain witness details
- Never admit liability or give money to any third party involved in an incident
- Where required obtain medical assistance for any injured person
- Ensure all parties are clear from the damaged vehicles and moving traffic providing they are not injured [if there are injuries wait for the emergency services]
- Any accident involving personal injury, to either party must be reported to the police at the time of the accident or within 24 hours.

4.3 Driver Training

Drivers may, as part of the Council's policy of effective Health & Safety management, be required to undertake additional driver skills training at various times during their employment. It is the Council's policy to ensure that all staff have the necessary skills and training to undertake their duties safely. Individuals who refuse to undertake additional training will not be allowed to drive Council vehicles and this may affect their future employment.

5.0 Fines & Prosecutions

You are responsible for the prompt payment of fines for parking, driving or other motoring offences incurred whilst you are driving a Council vehicle. Further, you consent to the deduction from your wages of a sum no greater than the costs Launceston Town Council incurs arising out of the following circumstances:-

- Where you are issued with a parking ticket and, by reason of your failure to notify Launceston Town Council or pay the fine in accordance with this clause, the Council is issued with a penalty notice or other fines connected with your failure to comply with this clause.
- The Council agrees to notify you of the deduction from your wages prior to the deduction being made under this clause.
- You further consent, to the disclosure by the Council to the Police or other authorised parties of your name and home address in respect of any motoring offence, on receipt by the Council, of a written request by authorised parties to provide this information.
- Launceston Town Council agrees to notify you of the disclosure of your personal details made under this Clause.

6.0 Security

Personal items are left in the vehicle entirely at the employee's own risk and Launceston Town Council does not accept any liability for loss, theft or damage of personal items. When the vehicle is unattended, doors, windows should be closed and keys removed from the vehicle. Belongings and all valuables should be secured discreetly and not left on seats.

Vehicles are to be locked at all times when parked, including when parked on Council property.

Personal items should be removed from the vehicle when not in use.

In the event of theft or criminal damage to a Council vehicle, the Police must be advised immediately and any crime number, etc. given by the Police must be recorded and immediately forwarded to the Properties Manager or Town Clerk.

7.0 Health & Safety

The principal legislation governing road safety are the Road Traffic Acts supported by the Highway Code. There are also many other related statutes intended to safeguard road users. When employees drive Council vehicles for business use, the employer has duties under the Health and Safety at Work Act 1974 as well as the Management of Health and Safety at Work Regulations 1999.

7.1 Alcohol and Drugs

Launceston Town Council has a zero tolerance of drink driving, or driving whilst under the influence of illegal drugs (this could also include certain prescription and over-the-counter medicines). Any employee found driving with illegal drugs in their bloodstream, or alcohol above the legal maximum level, will be subject to immediate dismissal.

7.2 Smoking

Council vehicles are a place of work and, as such, the Council's policy on smoking in the work place applies to all vehicles, which complies with Government legislation. The ban on smoking in Council vehicles applies at all times and not just during normal hours of work.

7.3 First Aid Kits

The Council's vehicles are a place of work and, as such, the first aid requirements have been assessed and appropriate control measures have been taken. Launceston Town Council's policy is that all vehicles will carry a First Aid Kit. No additional items should be added to the First Aid Kit without the authority of the Properties Manager or Town Clerk. Employees who use Council vehicles are responsible for regularly checking (every three months) to ensure the First Aid Kit supplied is complete and not time expired. If items are used or are time-expired the employee must immediately request replacement items.

7.4 Mobile Phones

You are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of your duties, whether this is to make or receive telephone calls, send or read text or image/picture messages.

If you do wish to use a hand-held mobile phone when driving, you must stop the vehicle and completely turn off the engine before using the mobile phone. A person is regarded as "driving" for the purposes of the law if the engine is running, even if their vehicle is stationary. This means you must not use a hand-held phone at traffic lights, during traffic jams or at other times when the engine is still running.

You must:

- Never use a mobile phone on a petrol station forecourt
- Always find a safe place to stop before answering or using a mobile phone
- Never use a mobile phone near a vehicle carrying flammable loads

If you are discovered contravening these rules, you will face serious action under the Council's disciplinary procedure.

7.5 Eating and Drinking Whilst Driving

Please note the Government also recommends that eating and drinking whilst driving is prohibited. If you are found not to be in control of the vehicle whilst eating and drinking, you could be liable of 'driving without due care and attention' and be issued with a fixed penalty fine.

You must:

- Never eat or drink whilst driving a Council vehicle.
- Always find a safe place to stop for refreshments.
- If you are discovered contravening this rule, you will face serious action under the Council's disciplinary procedure.

7.6 Road Traffic Law

When driving Council owned vehicles, the employee must drive within the law and abide by all requirements of road traffic law and the Highway Code. You must ensure that:

- traffic signs and speed limits are observed
- the vehicle is properly parked and not in breach of any road traffic regulations.

8.0 Withdrawal of Use

Notwithstanding any rights in your terms and conditions, Launceston Town Council may withdraw the use of Council vehicles if you lose your driving licence for any reason, or are charged by the Police with a serious motoring offence, or you do not comply with the procedures contained within this document. The Council will, on an individual basis, review your appointment with Launceston Town Council if you are no longer able to effectively carry out your duties due to the withdrawal of use of a Council vehicle or the loss of your driving licence. There is no automatic right to transfer to alternative duties on the loss of your licence; each case will be reviewed on an individual basis. If deemed necessary, Launceston Town Council may treat any such incidents as an act of gross misconduct and may undertake the actions necessary to review your continuing employment with the Council.

If you lose your licence on medical grounds, Launceston Town Council will, on an individual basis, review your situation to find, where possible, suitable alternative employment in accordance with the requirements of the Disability Discrimination Act 1995.

In the event that the Council suspends the Employee from the performance of his or her duties in accordance with the Council's disciplinary procedure, the Employee will not be entitled to the use of any Council vehicle during that period of suspension.

9.0 Driving Own Private Vehicles Whilst on Council related Business

The following applies to staff who drive on Council-related business using their own private vehicle.

9.1 Driving Licence and Insurance

Employees are required to be in possession of a current, full driving licence at all times when driving on Council-related business. Upon request, the employee must provide their driving licence for inspection.

When an employee uses their own vehicle on Council-related business, they must ensure their policy of insurance specifically covers using the vehicle for business travel. Upon request, the employee must produce a copy of their insurance certificate confirming business travel cover.

9.2 Mileage Allowance

If an employee uses their own vehicle whilst driving on Council-related business, an allowance will be granted for approved journeys. This allowance cannot be claimed for journeys between home and the employee's place of work, except when you are required to return to work for additional duties e.g. for opening/closing of Council facilities or attending meetings.

Please note that journeys home for lunch breaks are specifically excluded.

Launceston Town Council reserves the right to change the amount of the allowance from time to time in line with statutory guidelines.

9.3 Roadworthiness and Tax

When using their own vehicle for business reasons, the employee must ensure that it is maintained in good repair and in an efficient roadworthy condition, that it is serviced at the recommended intervals (in line with the vehicle log book and mileage record), that regular checks are made of tyre tread and pressure, lights, brakes, fuel, oil, water coolant, screen wash and battery, that it conforms with current road traffic legislation and that the provisions and conditions of the car insurance policy are observed and that such policy is not rendered void or voidable.

The vehicle must not be used for business travel if the employee knows or suspects it may have a defect or in any other way not be roadworthy.

The employee must also take reasonable steps to ensure that their vehicle is in a clean and presentable condition (both externally and internally) when used for business travel on the basis that it represents the Council to its customers, suppliers and public.

In addition, the employee must ensure their vehicle has a valid MOT certificate (where required) and have current Vehicle Tax. Upon request, the employee is required to submit a copy of the vehicle's MOT certificate and vehicle tax.

9.4 Fines and Penalties

The employee is responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving on Council-related business, including but not limited to parking, congestion and speeding fines.

9.5 Accidents and Loss of Licence

The employee must report to the Council forthwith any road traffic accident in which they are involved whilst driving their own vehicle on business travel, regardless of fault. The employee must also immediately report to the Council any order of any court to disqualify them from holding a driving licence (or fixed penalty notice which results in disqualification under the "totting up" provisions), whether or not that consequence occurred whilst driving their vehicle on Council related business, together with any other event which results in their being ineligible to drive.

9.6 Carrying of Passengers

The employee should ensure they comply with the vehicle manufacturer's design specification, when carrying passengers. There should be enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys.

9.7 Driving and Mobile phones

Please refer to the provisions of Clause 7.4 of this Policy.

9.8 Safe Standards of Driving

When driving on Council-related business, the employee must drive within the law and abide by all requirements of road traffic law and the Highway Code, including ensuring that:

- traffic signs and speed limits are observed
- the vehicle is properly parked and not in breach of any road traffic regulations.

Employees are prohibited from driving on Council-related business whilst under the influence of any intoxicating substances such as alcohol or drugs. Employees who are taking any prescription drugs or other medication which may cause drowsiness should inform their line manager prior to driving as this may affect their ability to drive. While driving on Council-related business, it is important that employees take regular breaks because driving when tired can result in accidents.

9.9 Breach of this Policy

A failure to observe these rules will be regarded as a disciplinary offence and will be dealt with in accordance with the Council's disciplinary procedure. Depending on the seriousness of the breach it may constitute potential gross misconduct rendering the employee liable to summary dismissal.



Launceston Town Council Smoking Policy 2019

Approved by
Estates & Properties Committee on:

Date: 03-12-19

Adopted at Full Council on:
Minute Reference:

Date: 17-12-19
Number:

Policy Review Date:

November 2020

Prepared By:

David James
Estates & Properties Manager

1. Introduction

1.1 In response to changes in government legislation and guidelines Launceston Town Council has implemented a total ban on smoking, including E cigarettes/Vaping, in any Council premises, including offices, corridors and toilets, vehicles (including privately owned when on Council business and carrying any passengers) or worksites.

1.2 As a responsible employer Launceston Town Council is taking the necessary steps to protect all employees from health risks wherever practical. Non-smokers have a right to work in a safe and healthy environment. This includes being protected from passive smoking. The Council recognises the risks of smoking both to smokers and non-smokers.

1.3 The implementation and enforcement of this policy, in association with the terms and conditions of employment is intended to protect the employee, colleagues, members of the public and the Council.

1.4 This policy will replace all previous policies and instructions relating to the control of smoking in Council premises or worksites.

1.5 This policy also applies to Members.

2. Current legislation

2.1 It is intended that this policy complies with the relevant legislation including the 'Health Bill' in England and Wales effective from 1st July 2007.

2.2 The Health and Safety at Work Act 1974, Section 2(2)(e), which places a duty on employers to provide a working environment for employees that is:

“..safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”

3. Aims and Scope of this Policy

3.1 This policy is intended to:

- Protect everyone against the effects of second hand smoke
- Promote health in the workforce
- Support those people who would like to quit smoking

4. Guidelines

4.1 Non adherence or disregard to any points below will be seen as a breach of this policy and the disciplinary procedure will be invoked which could result in your dismissal.

4.2 Smoking, including e-cigarettes/vaping, is **not** allowed in any part of the premises, work sites or grounds, including offices, corridors and toilets. Unless there is a designated smoking area clearly marked.

4.3 Smokers are not permitted to smoke immediately outside any work base. This applies to staff, visitors and contractors.

4.4. Staff based in and visitors to premises owned by Launceston Town Council are not permitted to smoke in any part of the premises, worksites or grounds, including offices, corridors and toilets. Unless there is a designated smoking area clearly marked.

4.5 Staff are not permitted to smoke in Town Council or rental vehicles at any time.

4.6 Staff are not permitted to smoke in personal vehicles whilst undertaking official Town Council business and carrying any passengers.

4.7 Staff are not permitted to smoke whilst undertaking official Council including such duties as grass cutting.

4.8 Smoking breaks will NOT be provided for staff.

5. Responsibilities

5.1 This policy is intended to benefit all employees and visitors. All employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with Line Managers

5.2 Signs will be put up where necessary to inform visitors. There will be no ashtrays inside Council buildings.

6. Support

6.1 Each case will be dealt with on an individual basis. However, the Council will recommend referral to your own GP for counselling.

7. Enforcement of the policy

7.1 In the unlikely event of a member of staff not respecting the policy, their manager will attempt to resolve the situation informally in the first instance. Repeated breaches of the policy will result in disciplinary procedures.



Launceston Town Council Health & Safety Policy 2019

Approved by
Estates & Properties Committee on:

Date:

Adopted at Full Council on:
Minute Reference:

Date:

Number:

Policy Review Date:

November 2020

Prepared By:

David James
Estates & Properties Manager

Launceston Town Council Health and Safety Policy

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Launceston Town Council Health and Safety Policy

Section 1

Health safety and welfare policy

Launceston Town Council has adopted a health and safety policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, then discuss with the Town Clerk / Property Manager.

Statement of health, safety and welfare policy

The members of Launceston Town Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Establish an organisation with responsibility for making this Policy effective. Under the present committee structure this responsibility will lie with Estates and Properties Committee.

All Councillors and members of staff will undertake a Disclosure and Barring Service (DBS) check (formerly CRB) before working with children or vulnerable adults on a frequent or intensive basis.

Launceston Town Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

The council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Launceston Town Council Health and Safety Policy

Objectives

The Estates & Properties Manager shall have overall responsibility for deciding and ensuring the implementation of this policy and for securing the health, safety and welfare of all employees of Launceston Town Council and visitors to Council-owned properties.

1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the council's activities.
3. Assess the risks to the health and safety of employees and of anyone else who is affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
7. Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
8. Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
10. Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises (Health and Safety First Aid Regulations 1981).
11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be

Launceston Town Council Health and Safety Policy

necessary to ensure the welfare of employees whilst at work.

- 13.** Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- 14.** Ensure that accident prevention within Launceston Town Council is an integral part of operational management and is supported by a competent advisory service.
- 15.** Ensure the proper direction and control of all persons other than employees allowed access to the council's premises and also ensure they are not put at risk by the council's work activities.
- 16.** Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- 17.** Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
- 18.** Keep the health and safety policy statement under constant review and make improvements, additions and amendments that will be necessary or desirable.

Launceston Town Council Health and Safety Policy

Section 2

Organisation and responsibilities

1. The Property Manager, on behalf of the Members of the Council, is to co-ordinate the implementation of the Health & Safety policy. The Property Manager will, together with the Town Clerk:
 - a) Promote a positive Health and Safety culture within the council.
 - b) Monitor the Health and Safety performance of the council and compliance with legislation.
 - c) Plan and develop Health and Safety training to meet the council's requirements.
 - d) Implement best working practice for the prevention of injury or ill health to personnel and damage to plant/equipment.
 - e) Carry out routine site inspections on all council sites, acting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities.
 - f) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
 - g) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
 - h) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.
 - i) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps to ensure that they are properly implemented.
 - j) Ensure that all works carried out on council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards (Provision and Use of Work Equipment Regulations 1998).
 - k) Ensure that where the council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
 - l) Ensure that employees are conversant with the council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as

Launceston Town Council Health and Safety Policy

specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues (Diseases and Dangerous Occurrences Regulations 2013 RIDDOR).

- m) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.
- n) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used (The Health and Safety Information for Employees Regulations 1989).
- o) Ensure that periodic statutory tests, inspections and where applicable, maintenance of premises, are carried out and the appropriate records kept.
- p) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employee and visitors are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible. A weekly inspection of the premises for fire safety will be undertaken and any actions to be recorded. Records of training drills and fire alarm testing will be kept.
- q) Make available, and enforce the use where necessary, of safety equipment and protective clothing, in accordance with current regulations and council instructions (Personal Protective Equipment at Work Regulations 1992).
- r) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
- s) Ensure that all employees are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept (Health and Safety display screen equipment Regulations 1992).
- t) Ensure that regular consultation with the workforce takes place
- u) Undertake COSHH assessments and provide COSHH data sheets

Launceston Town Council Health and Safety Policy

2. All employees are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with The Properties Manager in the fulfilment of their duties with regard to Health, Safety and Welfare at Work. Each employee, therefore, will be responsible for:-
- a) Making themselves familiar with and conforming to relevant Health and Safety instructions at all times.
 - b) Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.
 - c) Reporting to the Property Manager incidents that have led to, or may lead to, injury or damage.
 - d) Assisting as required in the investigation of accidents or incidents.
 - e) Wearing the appropriate protective equipment where required.
 - f) To carry out Dynamic Risk Assessments for each task undertaken.

Signed:..... Town Mayor

Signed:..... Town Clerk

Date

Section 3 **Arrangements**

Risk assessment
Contract workers
Accident reporting
First aid
Fire safety
Control of substances hazardous to health (COSHH)
Electricity at work
Workplace welfare
Display screen equipment
Personal protective equipment
Manual handling operations
Lone working
Young employee health and safety
Asbestos

Launceston Town Council Health and Safety Policy

Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities, including the requirement to assess the risk to Health and Safety to employees and others arising out of Launceston Town Council's undertaking.

Risk Assessments will be carried out in accordance with the Approved Code of Practice (ACOP) and published guidance. General risk assessments will be carried out on all council workplaces and on all activities organised by the council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by:

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonable practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Property Manager is responsible for:-

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent Health & Safety advice where required.
- c) Ensuring that action is taken to adequately control risks to Health & Safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to Health & Safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:-

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

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- f) To carry out Dynamic Risk Assessments for each task undertaken.

Launceston Town Council's risk assessments are held centrally by the Property Manager and also by individual work sections. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

Contract workers

It is Launceston Town council's policy that when contractors are used, they will represent the company in the same way as direct labour and are required to work to the council's policy.

The Property Manager is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Accredited contractors with CHAS (The Contractors Health and Safety Assessment Scheme) have been pre assessed. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

A copy of the safety policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Property Manager in person or by telephoning 01566 773693.

Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The accident will be recorded in the accident book located in the Property Manager's office.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the Health and Safety Executive (HSE) accidents which result in the following:-

- Fatalities.
- Specified injuries.
- Employees being absent from work for more than 7 days.(not accounting the day the accident happened)
- Reportable industrial diseases

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Property Manager.

Employee's responsibilities

All employees are instructed, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of the Property Manager. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Employees must:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Property Manager
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's responsibilities

The Property Manager is to:-

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.

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- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 7 days (not including the day of the accident) to report on line to the Health and Safety Executive (HSE) at www.hse.gov.uk/riddor within 15 days of the accident.

First Aid

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities

- Provide First Aid equipment and facilities that are adequate and appropriate in the circumstances for enabling First Aid to be rendered to the council employees. Also to ensure that all employees know where the First Aid boxes are (kitchen areas, ground and first floor Town Hall).
- Provide trained first aiders (and maintain their training). Training certificates to be kept in the trainee's personal files in the Town Clerk's office
- Provide appointed persons when first aiders are absent
- First aid risk assessment

Fire Safety

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities

- Carry out fire safety risk assessments
- Have correct fire fighting equipment
- Weekly and annually record and test and inspections reports
- Inform all employees what to do in case of a fire i.e. fire plan
- Maintain clear fire exits and good house keeping

COSHH

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities

- Carry out COSHH risk assessment
- Provide material data sheets
- Training

Electricity at work

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- All works to be carried out by a qualified electrician

Launceston Town Council Health and Safety Policy

- Testing (5yrs) records kept in Health and Safety file
- PAT testing
- Training
- No live working

Workplace welfare

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Provide adequate toilet and washing facilities for all employees
- Mess facilities (microwave etc)
- Drinking water

VDU Display Screen Equipment

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- VDU workstation risk assessment
- Provide suitable and tested equipment
- Provide suitable furniture (chairs etc)
- Provide suitable environment (heating etc)
- Provide rest breaks

Personal protective equipment

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Provide appropriate PPE
- Training in its usage
- Record dates of issues

Manual Handling

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Provide manual handling training
- Avoid the need for hazardous manual handling ,so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling so far as is reasonably practicable
- Provide lifting aids

Lone Working

The Property Manager has delegated responsibility on behalf of the Town Council

Employer's responsibilities:-

- Implement a lone worker management system
- Carry out regular checks on lone workers

Young Employees

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- Take into account that young people are likely to be inexperienced unaware of health and safety risks and physically or mentally immature
- Assess the risks to a young people under 18 years old **before** they start work /work experience and tell them what the risks are
- Where possible a young person should have a buddy with them at all times
- Ensure that training is provided

Asbestos

The Property Manager has delegated responsibility on behalf of the Town Council.

Employer's responsibilities:-

- All council owned property to have a asbestos survey carry out.
- The survey information is to shown to any contractor working on the buildings.
- Any asbestos found/uncovered will be removed by licensed asbestos removal contractor.



Launceston Town Council Tree Management Policy 2019

Approved by
Estates & Properties Committee on:

Date: 03-12-19

Adopted at Full Council on:
Minute Reference:

Date: 17-12-19
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Policy Review Date:

November 2020

Prepared By:

David James
Estates & Properties Manager

Launceston Town Council Tree Management Policy

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1. Introduction

- 1.1. Launceston Town Council ('the council'), as a tree owner, has a direct responsibility to ensure that its trees do not pose a danger to the public or property. The Council has a statutory duty of care to members of the public and staff who must not be put at risk because of any failure by the Council to take all reasonable precautions to ensure their safety.
- 1.2. Like all living organisms, trees are subject to decline and collapse and they can be damaged physically or invaded by pathogenic organisms. As trees deteriorate they are increasingly likely to shed limbs or fall in strong winds and the potential to cause harm increases.
- 1.3. The Council recognises that trees are an important conservation and amenity resource to the area, but that they can present risk to the public if they are not managed properly.
- 1.4. Owners of trees have a legal duty of care and are obliged to take all reasonable care to ensure that any foreseeable hazards can be identified and made safe. Although it is not possible to completely eliminate the risk of a tree falling, there are often indications that a tree may be in decline, have structural faults or be suffering from decay or pests and diseases. Many of these signs can be recognised by trained staff who can then instigate further investigations by an external qualified arboriculturalist.
- 1.5. The safe and appropriate management of its trees is important to the Council who want to ensure that a balance is maintained between public safety and sustaining a healthy tree population with the benefits it provides. Trees are integral to most natural land-based ecosystems, providing a wide range of ecosystem services to humankind, including mitigating the harmful effects of climate change as well as assisting with climate adaption.
- 1.6. This policy seeks to manage the risks associated with trees using a risk-based approach which requires the inspection of trees belonging to the Council to assess whether they represent a risk to life or property, and to take remedial action as appropriate.

2. Trees under Council Management

2.1. The council has responsibility for a limited tree stock and is responsible for the trees at the following locations:

- Launceston Cemetery
- Kings Field
- Windmill Wood
- Grammers Park Allotments
- Launceston Priory Ruins
- Stourscombe Estate

2.2. The Council have a responsibility to maintain trees within our ownership / management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance.

3. The Importance Of Trees In The Urban And Rural Landscape

3.1. Trees are important features in the landscape. They help to create an attractive environment, making the area a better place to live, work, study and visit. They bring colour and contrast, screen unsightly structures, give privacy, soften the hard lines of and contribute to the setting of buildings, streets and landscapes. Not only do trees have a visual quality, but they also enhance the environment in less obvious ways:

- they improve air quality by filtering airborne dust, smoke and fumes;
- they absorb traffic noise in built-up areas and can help limit noise pollution;
- they reduce temperature extremes by providing shelter in hot weather and insulation in cold weather; trees adjacent to buildings can reduce air conditioning and heating costs;
- they act as a screen, increasing privacy in residential roads and gardens;
- they convert carbon dioxide to oxygen, increasing the quality of the air locally and helping to reduce the 'greenhouse effect';
- they provide food and habitat for birds and other wildlife, thus supporting nature conservation value and biodiversity;
- research has shown that trees provide many psychological and health benefits and have been shown to reduce stress significantly.

4. Legislation

There is a range of legislation which has been considered during the development of this policy, for example:

- 4.1. The Forestry Act (1967) requires certain permissions and licences to be granted where felling of trees is proposed within a woodland setting. The council will ensure that any proposed felling is fully compliant with the requirements of the Forestry Act.
- 4.2. The Local Planning Authority are able to protect trees by creating Tree Preservation Orders (TPOs), in respect of trees or woodland, which are considered to have a significant amenity value in the landscape.
- 4.3. In addition to those trees protected by a Tree Preservation Order, the Town & Country Planning Act (1990) also makes special provision for trees in conservation areas.
- 4.4. The Wildlife & Countryside Act (1981, as amended CROW Act 2000) states that it is illegal to intentionally or recklessly damage or destroy the nest of a wild bird while that nest is in use or being built. For Schedule 1 (Wildlife and Countryside Act) bird species it is also an offence to disturb birds whilst they are building or using a nest
- 4.5. Many bat species use holes, cracks and crevices in trees as roosts. Bats are a European Protected Species and are protected by Conservation of Habitats & Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to or destroying a roost site, preventing access to a roost site and killing bats are all criminal offences which can lead to imprisonment or a fine. A roost cavity is considered to be a roost even if bats are not currently using it. Felling trees with bat roosts for health & safety reasons without first consulting Natural England may still be an offence under the Regulations.
- 4.6. The Hedgerow Regulations (1997) introduced powers allowing important rural native hedgerows to be protected.

5. Inspection Of Council Trees

- 5.1. Most tree inspection regimes work on a risk based approach prioritising trees in high risk areas such as adjacent to highways or schools, over low risk trees in the middle of woodlands. The Council has only a small number of trees under its management so this will allow the Council to carry out regular tree inspections on all its trees under the same inspection programme for each site.
- 5.2. The Council tree inspections will be carried out by the Council grounds maintenance staff, the Estates & Properties Manager and independent suitably qualified arboriculturalists.

5.3. The trees will be inspected:

- Yearly – by a competent person.
- Every three years by a suitably qualified Arboriculturalist.
- checked following a storm event.
- All tree inspections will be recorded and;

When there are concerns with the safety of a tree the Estates & Properties Manager will be informed and have the tree checked by a competent Tree surgeon or Arboriculturalist.

5.4. The Yearly inspections will include looking for defects as listed:

- pollards;
- break-out cavity;
- weak/tight fork;
- pruning wounds/ cavities;
- loose bark (oozing/weeping);
- basal cavities;
- damaged/ impaired roots;
- crown dieback
- other crown hazards;
- cankers;
- abrupt bends;
- fungal fruit bodies;
- soil cracks/ ground heave.

5.5. The inspections are recorded on a tree inspection form and entered on the office database to enable individual tree information to be viewed, providing a means of monitoring changing tree condition.

5.6. Any immediate works are notified to the Estates & Properties Manager as soon as practicable, all other works will be programmed into the works programme and where required quotes from suitably qualified tree surgeons will be obtained.

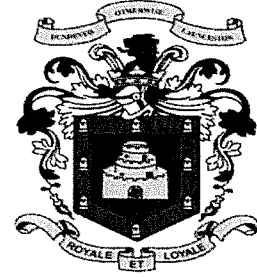
5.7. The Estates & Properties Manager will ensure that the Tree Safety Management Policy is kept under constant review and is formally reviewed every 5 years.

6. Tree Maintenance

- 6.1. Cyclical maintenance is carried out, as a result of information gathered during proactive tree inspections.
- 6.2. Reactionary tree maintenance has always formed a key element of overall tree maintenance operations and normally originates from the following:
 - Programmed and routine tree inspections
 - Ad-hoc inspections following enquiries, reports and service requests;
 - Reports from members of the Public;
 - Enquires from County and Councillors;
 - Reports from utility companies;
 - Cyclic maintenance;
 - Emergency works (e.g. resulting from high winds).

7. Tree Replacements

- 7.1. Any tree that is felled as result of the tree inspection programme will be replaced with a tree of an appropriate species. When feasible the replacement tree will be the same species as the tree removed or a more suitable species chosen for the location.
- 7.2. The priority for tree replacement programmes is as follows:
 - Trees with TPO's;
 - Trees in conservation areas;
 - Trees in sensitive visual or environmental locations;
 - Other trees removed;
 - Enhancement planting.



Appendix A

Tree Management

In the National Tree Safety Group publication, “Common Sense Risk Management of Trees”, statistics show that there is about a one in 10 million chance of an individual being killed by a falling tree or part of a tree in any given year.

Routine maintenance and long term planning of trees is essential to maintaining a healthy population for now and in the future.

The Council's tree maintenance strategy aims to:

- Provide for a continuity of local trees by establishing a tree population with a balanced age structure and diverse species mix
- Conduct periodic maintenance and conservation works appropriate to the nature of each site
- Improve the safety of trees for the enjoyment of the general public

Tree Maintenance

The management of trees is primarily concerned with maintaining public safety and with the provision of an amenity.

Trees that the Town Council is responsible for located in and around the town, are inspected every three years to ensure that they are in a healthy condition, are free from defects which may lead to branch shedding, are not obstructive and do not obscure sight lines, traffic signals, street lights or road signage. Any necessary pruning or felling identified is scheduled accordingly.

Highways trees are considered to be the highest priority, however highways trees are in general managed and inspected by Cornwall County Council and any health and safety concerns regarding highways tree should be directed to the County Council: **Highways Customer Services; 0300 1234 222.**

Tree Pruning

Trees will normally be pruned for one or more of the following reasons:

- Where part of tree is dead, dying, damaged, diseased or dangerous to rectify the defect and maintain safety
- To remove or alleviate an unreasonable source of nuisance or potential damage to people or property
- To remove obstructing branches or foliage for safety purposes.
- To encourage the formation of a safe and balanced tree or control its overall size
- To remove or reduce the risk of existing or future damage. This may include entering private land, with the owner's consent, to deal with roots originating from a Council maintained tree

Limited or Seasonal Nuisance

The presence of trees near dwellings, especially in urban areas, can cause a limited or seasonal nuisance leading to complaints from residents. Examples include the shedding of leaves, seeds, fruit, petals and other debris, honeydew secreted by aphids, bird droppings, squirrel activity, shading of sun or daylight, obstruction of views, minor rubbing of telephone lines, interference with television and satellite entertainment and tree size.

The Council does not consider these nuisances to be sufficiently serious to warrant high priority action except in special circumstances, e.g. an emergency call line for a disabled person. Requests to alleviate such nuisances will therefore generally be given low priority status and only minimal action taken to avoid spoiling the appearance of the tree.

All enquiries regarding trees on Council land should be directed to the Estates & Properties Manager on 01566 773693.

STRATEGIC PLAN 2020-2024

Launceston Town Council

Launceston Town Council has 16 elected members. Elections take place every four years, the last being in May 2017. The next elections will take place in May 2021. The Full Council ratifies the decisions made by the committees and makes decisions on the larger issues which affect the council and the town. The council is non-political. The Annual Parish Meeting is held in March and the Annual General Meeting of the Council is held in May. The Council became a Quality Town Council in October 2010.

There are nine full time and thirteen part-time members of staff. The full time posts are as follows;

Town Clerk, Properties Manager, TIC Manager, Support Services Officer, TIC Assistant, Senior Groundsman and three Groundsmen.

The part time positions are;

The Responsible Financial Officer, Administrative Assistant, three Facilities Stewards, TIC Assistant, Senior Library and Information Assistant, four Library Assistants, Library Cleaner and Museum Cleaner

Launceston Town Council assets and services:

- Launceston Town Hall and Guildhall
- The Ambulance Hall
- Lawrence House Museum
- Launceston Tourist Information Centre
- Launceston Library
- Launceston Cemetery
- Dockacre closed cemetery
- Allotments - Dutson, Grammers Park and Kensey Vale
- Coach Park - Western Road
- Multi-storey car park in Westgate Street
- Public conveniences - Westgate Street, Race Hill, The Walk, Newport
- War Memorial
- Southgate Arch (leased to Causley Trust)
- The Roundhouse, Newport
- The Bandroom (leased to Launceston Town Band)
- The Green Room (leased to LADS)
- Launceston Priory Ruins
- Grammers Park and play area
- King's Field and play area
- Stourscombe public open spaces
- The Rest Garden, Newport
- Windmill Wood
- Public seats
- Bus shelters
- Street lights (3)

Launceston Town Council provides the following partnership services with Cornwall Council:

- Grass cutting and horticultural work in the town and surrounding parishes
- Grass cutting of Highways
- Management of the Town Square
- Management of the Parade Ground

Launceston Town Council manages the town square and parade ground on behalf of Cornwall Council. Maintenance remains the responsibility of Cornwall Council.

The original Strategic Plan set out Launceston Town Council's aims and objectives for five years from 2008. The second plan (2015-2019) continued to build on those aims and objectives. The plan outlines the policies through which the Town Council will seek to achieve the best possible outcomes for the town and the community.

The Strategic Plan is based on the terms of reference for the Council's committees:

Finance & General Purposes

Staffing

Planning and Economic Development

Lawrence House Management

Estates and Properties

Tourism and Information Services

Each committee has its own objectives and policies, which flow from the Town Council's Mission Statement and strategic objectives. Committee budgets are detailed in the Town Council's annual budget, which is drawn up in November.

Mission Statement

The primary role of Launceston Town Council is to provide a democratic and representative voice for the community. It will support, and contribute towards, the sustainable economic and social well-being of the town, having regard to the needs and wishes of the local community. Launceston Town Council recognises its obligations to deliver cost-effective quality services. Launceston Town Council will work with other councils to ensure that the town remains at the heart of the local community.

Aims and Values:

- To show clear and positive community leadership
- To be open and accountable, and to conduct the Council's business with integrity and impartiality
- To consult effectively and to represent the views of the residents at all levels of local and national government
- To promote continuous improvement of Council services, and of services provided by others
- To use resources effectively and efficiently
- To support the local economy by using local service providers whenever possible
- To respond quickly and efficiently to all enquiries
- To arrange civic and ceremonial duties in a dignified manner to uphold, enhance and promote the status of the town

Strategic Objectives

- To promote equality of access to services
- To enhance the quality of life of residents by providing services and facilities which reflect the identified needs of the community
- To ensure that public services are responsive to the needs of the community
- To build and maintain effective working relationships with statutory agencies and other partners

- To improve and preserve the town environment and to champion ways to address the climate and nature emergency
- To improve communications between Launceston Town Council and the community it serves, including local parishes
- To support local organisations through councillor representation and by making grants available
- To make the Town Hall a hub of community life
- To provide tourist and community information services to the town
- To protect services provided by other agencies eg Launceston Hospital, Registration Services
- To use the General Power of Competence to develop the Council's work
- To support all members of staff in regards to their health and wellbeing

Achieving the Council's strategic objectives

Short term objectives (1 year)

- To work with Cornwall Council to ensure the best result for Launceston in all decisions taken in relation to service provision
- To continue the councillor surgeries at the monthly town Market
- To continue to enhance the Council's social media profile
- To contribute council news to Launceston Life (published quarterly, delivered to 12000 homes in and around Launceston)
- To continue to provide news stories to the local press

Medium term objectives (2/3years)

- To explore other methods of improving communication
- To ensure that Launceston benefits from the Unitary Authority by delivering a range of services on behalf of Cornwall Council
- To support and encourage the Youth Council
- To make individual councillors portfolio holders for specific tasks
- To be accredited as a Quality Gold Council in the Local Council Award Scheme

Long term objectives (3 years +)

- To continue to develop and strengthen the relationship with Cornwall Council
- To work with the Chamber of Commerce and the commercial property sector to keep Launceston as a viable and thriving town centre

Strategic Plan - Monitoring and evaluation

- The Strategic Plan will be reviewed annually
- Individual committees will continually review progress
- On-going dialogue with partner organisations and the community will take place
- Comparison with the Annual Plan to ensure aims and objectives are complimentary

Finance & General Purposes Committee

This committee covers all matters relating to Council's finances and the efficient and effective management of its resources.

Strategic Objectives

- To manage the Council's resources efficiently and effectively
- To build and maintain a suitable general reserve as well as allocating and reviewing relevant earmarked reserves
- To ensure that risk assessments are undertaken for all relevant areas of the Council's work and for

- all assets
- To respond to consultation documents on behalf of the Council
- To put in place and operate systems and procedures which process transactions effectively and cost-efficiently.
- To review the Council's asset register on an annual basis

Short term objectives (1 year)

- To continue to support the town's CCTV system
- To set a four year budget

Medium term objectives (2/3years)

- To manage any devolution of assets and services from Cornwall Council

Long term objectives (3 years +)

- To maximise income from all sources in order to minimise increases in the precept

Staffing Committee

The Staffing Committee is responsible for ensuring that all legal obligations are met with regard to employment and remuneration. The committee formulates employment policies, and oversees recruitment, staff development and training. In the event of a grievance or dispute the committee will make recommendations to Council on procedure. The Council, as a corporate body, is the employer.

Strategic Objectives

- To ensure that staff are qualified, trained and motivated to provide high quality services to the town
- To regularly review staffing requirements to ensure that all areas of work are properly supported
- To review and update the Employee Handbook
- To review the staffing levels to ensure they are proper and consistent

Short term objectives (1 year)

- To maintain a basic training programme for councillors and staff
- To support members of staff who wish to take the Working With Your Council course
- To support the Town Clerk in his role as Membership Secretary for the Cornwall Society of Local Council Clerks

Medium term objectives (2/3 years)

- To develop a focused training programme for all councillors

Long term objectives (3 years +)

- To retain staff and their expertise, to ensure continuity, stability and quality

Estates and Properties Committee

The committee has responsibility for the physical assets belonging to the Council (Town Hall and Guildhall, Ambulance Hall, Library, car park and public conveniences, priory ruins, Southgate Arch, Roundhouse, Band Room, Green Room, coach park, war memorial) and for advising the council on the best future uses of the buildings. In addition the committee has responsibility for Launceston Cemetery, the closed cemetery at Dockacre Road, Windmill Wood, allotments at Dutson, Grammers Park and Kensey, King George's Playing Field (Priory Park) and Grammers Park. Also included within the committee remit are grass cutting and footpaths service agreements with Cornwall Council. The committee is also responsible for environmental issues affecting the Town Council and the town. The committee also advises on prospective purchases or leases

Strategic Objectives:

- To develop the Town Hall to its full potential
- To ensure that all properties are properly maintained, and that a rolling programme of works is followed
- To protect the historic Priory site
- To review the Council's property portfolio
- To maintain all open spaces to a high standard
- To minimise the Town Council's carbon footprint through using less (energy, materials) and recycling more
- To take on more service level agreements with Cornwall Council for public open space
- To ensure an attractive, litter free town environment

Short term objectives (1 year)

- To continue to actively market the Town Hall as a venue, particularly for conferences and meetings and ensuring the venue provides a diverse range of arts and entertainment for all ages
- To continue a maintenance program to include cyclical scheduling for all Council owned properties.
- To continue to improve the standard of the allotment gardens and services to tenants
- To improve play facilities in the town
- To make Launceston a Plastic Free Town
- To support environmental initiatives within the town

Medium term objectives (2/3years)

- To continue making the Town Hall a thriving centre for community activities
- To continue to improve the income generated by Town Hall lettings with an increase in marketing
- To make better use of The Walk and Zigzag as community resources
- To identify areas where the council can become 'greener'
- To digitise the cemetery records and make them available online
- To work with Residents Associations to help keep Launceston tidy
- To make Newport and Riverside more attractive for leisure activities
- To ensure that the local footpaths network is accessible to walkers

Long term objectives (3 years +)

- To explore the feasibility of acquiring adjoining land from British Gas to extend the Priory site
- To develop the site allocated for a cemetery extension and provide a new cemetery
- To be in a position to offer leadership on environmental issues
- To consider forming independent allotment associations to manage the sites

Lawrence House Management Committee

The Management Committee of the Lawrence House Museum consists of seven councillors, the Curator of the museum, the Chairman of the Friends of Lawrence House, the Museum Administrator, representatives of the Museum volunteers, the Town Clerk acting as Secretary and the Responsible Financial Officer acting as Treasurer. The museum is funded through a grant from the Town Council and from donations from visitors, as well as the occasional bequest. The Management Committee oversees the development of the museum and its collections, and is advised by the Curator.

Lawrence House is owned by the National Trust and has been leased to the Town Council on a 99 year repairing lease from April 1992.

Strategic Objective

- To conserve and document evidence of the culture, history and natural history of Launceston and district, and to present it to the public through imaginative educational displays and events.

Short term objectives (1 year)

- To increase community use of the building
- To recruit additional volunteers, who may work in conjunction with other Council volunteer schemes
- To identify potential grant funding streams

Medium term objectives (2/3years)

- To continue to computerise the town archive
- To encourage continued primary schools involvement with the museum
- To continue to catalogue acquisitions
- To identify potential income stream increases to include the provision of a café/tearoom/retail

Long term objectives (3 years +)

- To give future tenants of the flat a caretaker role
- To identify potential business and individual sponsors
- To identify potential grant funding streams
- To increase corporate and group use of the house and garden

Planning and Economic Development Committee

The Committee considers all planning applications in the town and makes recommendations for approval or refusal to the Planning Committee of Cornwall Council. The committee's terms of reference include Town Centre management, the Town Square and associated events and liaison with the Chamber of Commerce, to maximise the Town Council's role in influencing the further development of the town.

Strategic Objectives

- To maintain a proactive role in the future development of the town and its surroundings
- To achieve a sustainable future for the town, its inhabitants and the local community
- To ensure that all planning development is appropriate and beneficial and builds on the unique character and geography of the town
- To support the efforts of the Chamber of Commerce and other bodies in promoting beneficial economic development
- To monitor changes in legislation

Short term objectives (1 year)

- To take a proactive role in the development of any town planning strategies
- To ensure the views of the local community are incorporated within the plans for future development
- To ensure the Town Council's views are given appropriate weighting in decision making
- To promote use of the town centre, including the Parade Ground

Medium term objectives (2/3years)

- To develop a system of local plans which are appropriate to the needs of the town
- To encourage redevelopment of underused and outdated sites in the town centre

Long term objectives (3 years +)

- To preserve the historic character of the town
- Review infrastructure requirements to ensure they match development plans
- Ensure that development plans reflect the aspirations of the local community

- To be prepared to adapt to changes in legislation which may assist economic development and local employment

Tourism and Information Services Committee

The committee is responsible for developing tourism, promoting the town and managing and expanding the role of the Tourist Information Centre. A business plan for the TIC was approved by Full Council in July 2012.

Strategic objectives:

- To promote Launceston as a visitor destination
- To offer a range of visitor and community services through the TIC
- To support local tourism businesses
- To facilitate and promote local events, arts and cultural opportunities
- To position the TIC at the heart of the community
- To incorporate the services provision of Launceston Library within the committee's portfolio

Short term objectives (1 year)

- To streamline the running of the monthly markets
- To continue to develop internet marketing strategies including social media
- To continue to explore ways to increase footfall to the TIC and town Centre
- To improve signage within the town and at all entrances to the town
- To promote Launceston to coach operators and other groups throughout the south west
- To visually improve the car park and coach park
- To rename the service as the Visitor Information Centre

Medium term objectives (2/3 years)

- To raise the profile of the service in Cornwall and the South West
- To continue to increase the range of services through partnerships
- To continue to develop new products to improve sustainability of the service
- To continue to review and develop new marketing materials to increase awareness of the town and its attractions
- To use best endeavours to increase turnover year on year

Long term objectives (3 years +)

- To endeavour to increase turnover to cover running costs
- To make the centre the visitor marketing arm of the Council
- To increase the number of visitors to Launceston

Agenda item: 11

Committee: Full Council

Date: Tuesday 17 December 2019

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Note the update regarding Upper Chapel**
- 2) Agree the Outside Body Membership of Cllr Heaton to the Connections Working Party**
- 3) Note the update regarding the Launceston Masterplan**
- 4) Note the success of the Community Christmas Lunch and to minute thanks to all those that supported the event**
- 5) Note the early publication of committee agendas for meetings during week commencing 6 January 2020**

1 Community Governance Review – Land at Upper Chapel

- 1.1** Further to the recommendations of the Community Governance Review Panel, considered by Cornwall Council on 10 December, it was noted that no changes to the parish boundary be instigated for Launceston.
- 1.2** Due to the allocated cemetery site at the Upper Chapel development lying within the parish of St Thomas, work has been undertaken to try to arrange a meeting with representatives of the parish. The aim of the meeting will be to attempt to formulate a plan that will see the development site allocated within the Launceston boundary. A date for the meeting has been set for 6 January 2020.
- 1.3** Officers have advised local Cornwall ward councillors and the Governance Review Panel of the above. It is hoped that any agreement between the two parishes can be considered within the next round of Governance Review consultation, due in the new year

2 Outside Body Membership

- 2.1** Following the Shaping my Community event in November, a working party, naming itself Connections, was set up with the aim of reaching out and communicating with the community. As part of this, a community contact list is being compiled and Cllr Heaton has offered to be a Town Council contact.
- 2.2** The Council is recommended to agree Cllr Heaton as an Outside Body representative in this regard

3 Launceston Masterplan

3.1 A Masterplan Consultation follow up meeting was held on 5 December. Cornwall officers summarised the 7 main themes of the responses received, and these were;

- Infrastructure and Facilities
- Valley Park and Open Spaces
- Movement and Roads
- Quality of Development
- Employment
- Climate Change
- Other comments – including health, drainage, policing

3.2 Turnout for the consultation was deemed to be good and recommendations, including the incorporation of climate change action within the document will be considered in December and January, with a meeting with the Town Council to be scheduled in the new year to review and amend recommendations. This will be followed by a six week online consultation

4 Community Christmas Lunch

4.1 The Community Christmas lunch was held on 6 December with 80 attendees receiving a two course meal at the Town Hall. The Council is recommended to minute its thanks to those organisations that supported the event, either through the provision of transport to and from the venue, those that generously donated food and the volunteers that assisted on the day, including members of the local Police.

5 Early Agenda Dates

5.1 Due to the Christmas and New Year break, agendas for the following committees will be posted on Tuesday 24 December:

- Tourism and Information Services - meeting 7 January 2020
- Lawrence House Museum – meeting 7 January 2020
- Finance and General Purposes – meeting 8 January 2020
- Planning and Economic Development – meeting 9 January 2020

Contact officer: Christopher Drake – Town Clerk

11 December 2019

ABM-Halls for Hire Usage Statistics Printed at 11/12/19 12:08

From 09/11/2019 to 08/12/2019

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	1	9.50 Hours	
External Hires	5	13.50 Hours	
Guildhall	13	62.50 Hours	
Kitchen Bar and Reception Area	27	141.75 Hours	
Main Hall	47	194.25 Hours	
Otho Peter Suite 01	11	34.50 Hours	
Otho Peter Suite 02	6	31.50 Hours	
Otho Peter Suite Both Rooms	7	19.75 Hours	
Town Square	12	88.00 Hours	
Total	129		

Town Square	Number of Bookings	Time Booked	Value
Town Square	12	88.00 Hours	
Total	12		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	0	0.00 Hours	
Ambulance Hall (MainHall)	37	150.75 Hours	
Ambulance Hall (Meeting Room)	13	88.25 Hours	
Total	50		