

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING

held on TUESDAY 15 SEPTEMBER 2020 at 7.04pm via the Zoom Platform

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Bullen, Conway, Gilbert, Harris, Hogan, Heaton, Keighley, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
- 2009/01 Apologies for absence**
There were no apologies for absence
- 2009/02 Declarations of Interest**
Cllr Nolan declared an interest in Agenda Item 11 as a local resident of the area
- 2009/03 Public Representation Session**
There were no public representations
- 2009/04 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Annual Meeting of the Council held on 25 August 2020 at 7.00pm
- 2009/05 Rescinding of Previously Resolved Item 2008/17 (j)**
Members considered a Notice of Motion concerning the above (previously circulated)
It was **resolved** that;
The Council
- i) Rescinds resolved item 2008/17 (j) that 'Cllr O'Brien be the Town Council Outside Body Representative for the Launceston Community Network Panel, subject to the Council being permitted to have a second member on the panel at which Cllr Young sits as Chairman'
 - ii) Agrees that the Town Council elect two representatives to the Community Network Panel, subject to the proviso that as per the Terms of Reference for the Panel, the Town Council will be limited to one vote
- 2009/06 Reports from Cornwall Councillors**
Cllr Paynter had forwarded a written report that gave an update on the following:
- Covid Testing**
A lot of people in Cornwall who have coronavirus symptoms are having problems booking a test via the government website.
The government is restricting the number of slots available in the national labs for processing samples from what they consider to be "low priority" areas like Cornwall. This means that fewer than 100 appointments per site are being made available each day. One of these sites is still at Launceston Rugby Club, but does move around.
If you are having difficulties booking then please report this by direct message on our Facebook page at [facebook.com/forCornwall](https://www.facebook.com/forCornwall) or via email at phdesk@cornwall.gov.uk so

that the council can get an idea of the scale of the problem and report this to the government.

Newport Bridges and Ridgeway Path and Parkland

Households in the wider Newport area will soon be getting a flier through the door explaining the changes proposed and notifying them of the planning applications.

Launceston Leisure Centre

We continue to work with GLL to reopen the centre as soon as possible. Unfortunately the government have not given any support to the leisure industry which has been very badly affected by the virus. We are working with councils across the SW to push for financial support and lobbying local MPs.

Traffic Regulation Orders (TROs)

The consultation on the proposed TROs in and around Launceston will close very soon so we would urge everyone to comment if they wish?

Community Governance Review (commentary from the Chairman, Cllr Malcolm Brown)

As you know, the council embarked on a community governance review for the whole of Cornwall once the new electoral divisions which the council will have from next May were known. This decision was made in conjunction with the Cornwall Association Of Local Councils who have been kept closely in touch throughout.

We were more or less keeping up with the clock until the pandemic struck. Obviously the review had to be paused then because it was no longer a top priority and staff were reassigned to other duties. Fortunately, though, a major consultation on the changes to parish arrangements which Council had agreed last December had basically just concluded then.

The Electoral Review Panel met in mid July and agreed to continue the review but to be realistic about what could be completed in time to implement next May. The officer team was then strengthened and a considerable amount of work has been done to write up the results of the consultation, to assess them and to seek further information so as to clarify what the position of some local councils and others was and to reassess the evidence. Checks have also been made as to the latest dates possible for decisions to be made so as to fit in with adjustments of the council tax register, the preparation of a new electoral register and the requirements of the Boundary Commission.

As a result of that dates have been set for the Electoral Review Panel to meet
23rd September 1400

1st October 1400

6th October 1000, a reserve meeting in case business is not completed in the first two.
Leading up to a special Council meeting on 3rd November.

Officers will be making recommendations on individual parishes and the Vice Chair and I are not seeking to influence those. However, we have taken part in talks about the process that should be followed.

Broadly we are now trying between us to classify the parishes and the parish boundaries into 3 categories in the way that the Panel wanted :

Those where there will be no change or there is a local consensus as to what change there should be. Those will be dealt with first at the first Panel meeting.

Those where there are still relatively deep disagreements and the issues are more complicated. We will be recommending the Panel to ask Council to refer them to the next Council to pick them up in further work on a review if they so choose.

Those where there are still disagreements but where the issues are understood and the Panel may have enough information to come to recommendations to put to Council.

We don't know yet which issues will be in each category or how many of those in the third category there will be time for the Panel to consider. You will receive further information on this as soon as possible and are of course very welcome to attend and speak at the Panel meetings. I am, however, thinking of working to a timetable and to limit the amount of time on each item so as to ensure that the business the Panel wants to conduct can be completed.

It was **agreed** that an update regarding the town Leisure Centre be contained as an agenda item for future meetings

2009/07

Reports and Questions from Town Councillors

Cllr Bailey gave an update on the Chamber of Commerce and advised that work was ongoing in regards to the Launceston Loyalty card offers

Cllr Heaton spoke about the issue of overgrown vegetation throughout the town

Cllr Gordon expressed his thanks for the works undertaken by the grounds maintenance team at Coronation Park

Cllr Young asked about the responsibility for the maintenance at the Parade Ground

Cllr Conway stated that the works to the wall at the Pannier Market site needed completion

2009/08

Report from the Town Mayor

The Mayor advised that a copy of his report was available from the office (copy attached)

2009/09

Bridges Across A30

It was **resolved** that the Council requests that bridges in the town that cross the A30 be made less accessible to climb and consideration be given to increasing the parapet height.

2009/10

Planning for the Future White Paper

It was **resolved unanimously** that;

- i) the Town Council informs Cornwall Council and CALC of its opposition to the Government's proposals as set out in the 'Planning for the Future' White Paper.
- ii) urges our Member of Parliament to oppose these proposals, and to inform the Council of his views

2009/11

Priory Park Play Area

Members considered Report 18/20 concerning the above (previously circulated)

It was **resolved unanimously** that;

- i) the background information regarding issues at Priory Park be noted
- ii) the actions for the improvement of the site of new football goal posts, netball/basketball hoop area, seating and a themed piece of play equipment for younger children be agreed
- iii) Cllr Harris to explore the possibility of the installation of CCTV at the site

2009/12

Council Projects and Prioritisation

Members considered Report 19/20 concerning the above (previously circulated)

It was **resolved** that;

- i) projects were prioritised in the following order;
 - a) New cemetery
 - b) Library hub building

- c) Refurbishment of Ambulance Hall
- ii) The future use of the current Visitor Information Centre site be considered

Cllr O'Brien left the meeting at 8.30pm during the discussion of the above

2009/13

Progress and Information

Members considered Report 20/20 concerning the above (previously circulated)

It was **resolved** that;

- i) the update regarding town Christmas Events be noted
- ii) the details regarding the current councillor vacancy be noted
- iii) the details regarding the position of Honorary Secretary of the Lawrence House Museum be noted
- iv) the retirement of the Estates and Properties Manager be noted and the post be advertised internally and that the Staffing Committee agree the Job Description for the role
- v) the request for Trustees from Community Money Advice Launceston be noted and Cllrs Gordon, Nolan and Penhale registered their interest
- vi) the recent salary scales agreement from the National Joint Council be noted

2009/14

Correspondence and matters to note

There was no correspondence to note

2009/15

Urgent Items

There were no items for discussion

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 20 October 2020 at 7pm

The meeting ended at 8.50pm

Signed Date

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 24 September 2020 at 7.00pm
via the Zoom platform

Present Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Conway, Gilbert, Harris, Heaton, Nancarrow, Nolan, Young and Tremain (Chairman)
In attendance: Christopher Drake (Town Clerk)

2009/16 Election of Chairman
Cllr Gordon proposed and Cllr Conway seconded, that Cllr Tremain be elected as Chairman of the committee
Cllr Tremain was duly elected as Chairman

2009/17 Election of Vice Chairman
Cllr Gilbert proposed and Cllr Penhale seconded, that Cllr Gordon be elected as Vice Chairman of the committee
Cllr Gordon was duly elected as Vice Chairman

2009/18 Apologies
Apologies were received from Cllr Hogan who was substituted by Cllr Conway

2009/19 Declarations of Interest
There were no declarations of interest

2009/20 Public Representation
There were no representations

2009/21 Minutes of the last meetings
The minutes of the meeting held on 12 March 2020 were signed as a correct record

2009/22 Current Planning Applications for comment

Application	PA20/07126
Proposal	Construction of a detached two-storey dwelling with parking space
Location	Land North West Of 1 Polson View Race Hill Launceston PL15 9BQ
Applicant	Mr Ian Aldridge
Decision	SUPPORT
Application	PA20/07835
Proposal	Works to trees in a Conservation Area, namely Sycamore (T1) to reduce by 2 metres, pre work tree is 12 metres, post works tree will be 10 metres in height
Location	5 Foundry Gardens Tredydan Road Launceston Cornwall PL15 8PA
Applicant	Mr Garrett Harrison
Decision	SUPPORT

2009/23

Issues Regarding On street Parking

It was **resolved** that the following proposals and concerns be forwarded to Cornwall Highways;

- a) Yellow lines be installed along the length of St Thomas Road and that the layby area by Dockarcre Road be allocated for free parking for 45 minutes and between the hours of 6pm and 8am
- b) Parking along Castle Street from Eagle House Hotel to the corner of Tower Street causes obstruction and larger vehicle cannot access the roads
- c) Parking enforcement is required along Windmill Hill and Castle Street
- d) Parking on Priory Park Road and Tredydan Road needs enforcement
- e) The Council investigate whether parking could be accommodated at the Priory Park site
- f) Consideration be given to operating a one way system around North Street and Duke Street
- g) Full Council considers the issues of speeding and traffic flow

2009/24

Correspondence and items to note

- 1) The committee received the following update from the Chairman;

It was interesting to read the emails from Cubert Parish Council with reference to affordable housing and S.106 problems. I am sure we will be kept informed of developments.

The Buildings at Risk Register still shows 13 High Street upper floors as of ongoing concern. Hopefully the recent repairs will have addressed some of these concerns.

An absentee landlord who bought several properties in Snowdrop Crescent and Honeysuckle Gardens when they were first built and rents them out is in the process of having them converted into Houses of Multiple Occupancy. Neighbours are concerned and Cllr. Farrington is dealing with this via the Private Sector Housing Department at County Hall.

I have been informed there are still ongoing sewage overflow/smell problems at Stourscombe. Sewage is being pumped from the Wainhomes site into the main system through Snowdrop Crescent. The main sewer outlet has overflowed in the past through the public open space that the Town Council and local residents are hoping to plant out this autumn. South West Water are working on the problem but residents are concerned as to how the new developments may add to the problems.

Cllr. John Harris brought to our attention some info about Accessibility Standards and it is something for us to be aware of.

The Rural Service Newsletter the Clerk forwards to us is an excellent document and sometimes there are links to planning issues.

I joined the 2020 Planning Conference yesterday via Teams. It was an interesting presentation and it will be available to us all through the Cornwall Council website before too long.

Approximately 1,400 planning applications are received per year and 93% are approved, whilst 92% align with local community views. There are pressures on enforcement with a backlog due to Covid 19. Officers working hard to deal with the new changes to the planning system.

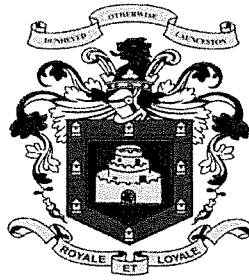
Next Meeting

The next meeting of the committee will be held on Thursday 15 October 2020 at 7pm.

The meeting closed at 7.40pm

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

Town Clerk CW Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on 5 October 2020
at 10.00am via the Zoom platform.

PRESENT: Cllrs Penhale (Deputy Mayor), Bailey, Harris, Hogan, Keighley, Nolan, O'Brien and Young
(substitute for Cllr Conway)

In attendance: Christopher Drake – Town Clerk

- 2010/01 Election of Chairman**
Cllr Hogan proposed and Cllr Bailey seconded that Cllr Nolan be elected as Chairman. This was **unanimously agreed**
- 2010/02 Election of Vice Chairman**
Cllr Young proposed and Cllr Nolan seconded that Cllr Hogan be elected as Vice Chairman
This was **unanimously agreed**
- 2010/03 Apologies for Absence**
Apologies were received from Cllr Conway who was substituted by Cllr Young
- 2010/04 Declarations of Interest**
There were no declarations of interest
- 2010/05 Public Representation Session**
There were no representations made.
- 2010/06 Minutes of the last meeting**
The minutes of the meeting held on 3 February 2020 were signed as a correct record.
- 2010/07 Property Manager's Report**
It was **resolved** to note the report and for a list of outstanding works projects to be submitted to the committee for information
- 2010/08 Budget**
It was **resolved** that;
i) no additional items be considered for the forthcoming budget but that outstanding works be scheduled to take place within venues whilst they are not currently in use
ii) Cllr Harris advised that the CCTV committee would discuss the viability of the installation of cameras at Priory Park at a forthcoming meeting
- 2010/09 Urgent items**
An update was given on future Service Level Agreements in regards to verge maintenance and weed growth and the Clerk advised that officers would work with Cornwall Council to ensure

that biodiversity issues were considered whilst the level of grass cutting was maintained and that the issue of dealing with weed and vegetation growth within the town was satisfactorily concluded

Date of the next meeting

The next meeting would be held on Monday 7 December 2020 at 10.00am

The meeting closed at 10.20am.

Signed.....

Date.....

Agenda item: 9

Committee: Full Council

Date: Tuesday 20 October 2020

Subject: Changes to the Council's Operation of Lawrence House Museum

Summary: To agree changes to the operation of Lawrence House Museum

Recommendations.

The Council is recommended to agree to the proposals in regards to the operation of Lawrence House Museum

1 Proposals

- 1.1 Members have reviewed the current operation of Lawrence House Museum in regards to improving Council input into support of the site and ensuring protocols are in place to streamline the communication between the Museum and the Town Council. A proposal for the way forward for Lawrence House Museum.
- a) The Curator to become the link between the Town Hall, Trustees, Operations team, the volunteers and Friends of Lawrence House.
 - b) The Town Council to be responsible for the terms of the lease set up by the National Trust (NT) (i.e. the internal maintenance every 7 years and external maintenance every 5 years.)
 - c) The Trustees of Lawrence House Charity will be made up of interested Councillors and two lay trustees.
 - d) The Management meetings to become Trustees meetings and be held bi-monthly as per the current Council calendar of meetings. The meeting will be made up of;
 - 7 + Town Councillors
 - 2 lay trustees.
 - Secretary (non-voting)
 - Treasurer (non-voting)
 - Curator (non-voting)
 - e) The Curator to hold meetings with the Museum Operations Team and the volunteers to feedback from the Trustees meetings and raise items for the next Trustees meeting.
 - f) The Secretary's role will be an interim appointment of Ms Lesley Barker from the Operations team. Ms Barker she works closely with the present curator and at this time, this would be beneficial to this proposal.
 - g) Treasurer – To appoint a professional body to handle finances. A local accountant has quoted a favourable sum for all requirements of this role; Salary and pension, expenses, liaison with the Curator, attendance at meetings to be included.
 - h) The Town Council to maintain the conditions of the NT lease. Internal work may be decided by the Trustees and the Curator and local businesses employed from the grant to complete the work.
 - i) Curator to present the Forward Plan to the Trustees and liaise with schools, the Library Manager and the Visitor Information Centre manager to promote and use the museum to the best advantage.

Agenda item: 10

Committee: Full Council

Date: Tuesday 20 October 2020

Subject: Progress and Information

Summary: To consider various items of Progress and Information

Recommendations.

The Council is recommended to:

- 1) Agree if the free provision of dog bags is to be continued**
 - 2) Consider a request for applying for funding for a bus shelter on Western Road**
 - 3) To note the resignation of Mr Brian Keighley as a town councillor and agree a replacement for membership of the Finance and General Purposes Committee and the Estates and Properties Committee**
 - 4) Agree a date for the Cornwall Council Christmas Free Parking**
-

1 Provision of dog bags

- 1.1** The Town Council has provided free of charge dog bags for a number of years. The bags were printed with the Town Council logo and were introduced as a way of preventing the issues of dog fouling within the town. The current stock of 50,000 bags, purchased in April 2013 at a cost of £965 excl vat, has now been depleted and Members are requested to consider if they wish to agree to continue with this service provision. The previous stock were polythene, so if the scheme is to be continued, the Council is recommended to ensure that any new stock is bio-degradable.

2 Bus Shelter – Western Road

- 2.1** Cornwall Councillor Jade Farrington received a request from a local resident for the installation of a bus shelter at the stop on Western Road, for which Cllr Farrington was responsible for seeing installed.
- 2.2** Previous upgrades to bus stops and the roll out of the digital bus stop signs in Launceston were covered using funds from Cornwall Council's One Public Transport System for Cornwall Project but these funds have now been allocated and spent. Cornwall Council do have a small capital budget for infrastructure and this can be used to support local Town/Parish Council's wanting to upgrade stops through a grant process with Cornwall Council providing up to £3,000. This is the maximum amount available and will be for the provision and installation only. Any preparatory ground works that might be necessary will have to be met by the local Council. In addition, the Town Council must provide details of the average number of people waiting for buses at the proposed location on a normal weekday (split between general public and school children waiting for contract buses), as well as accepting responsibility for insuring and maintenance of the bus shelter.
- 2.3** Cornwall Council will give additional consideration to applications on the basis of: the level of current bus service and proposed service changes; proposed highway infrastructure schemes that may affect the bus route and/or site; proximity to any existing shelters; and

age of existing shelter if request is for a replacement. Requests will be dealt with on a 'first come, first served' basis.

3 Resignation and Committee Membership

- 3.1 Mr Brian Keighley resigned his position of Town Councillor on Thursday 8 October. In accordance with the provisions of the Local Government Act 1972, public notice of the vacancy has been posted.
- 3.2 Members are recommended to agree the vacant positions left by Mr Keighley on the Finance and General Purposes Committee and the Estates and Properties Committee.

4 Cornwall Council – Christmas Free Parking

- 4.1 Following the success of the last three year's promotion, and in order to support the recovery of town centre economies during the current pandemic, Cornwall Council is offering the provision to enable the Towns and Parishes within the areas with pay and display or pay on exit car parks, to select a day within the Festive period when Cornwall Council will provide free car parking. The closing date for submissions is 15 November.