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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING
held on TUESDAY 13 OCTOBER 2020 at 7.00pm via the Zoom Platform

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Bullen, Conway, Gilbert, Harris, Hogan, Heaton, Keighley, Nancarrow, Nolan, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
- 2010/10 Apologies for absence**
Apologies for absence were received from Cllr O'Brien
- 2010/11 Declarations of Interest**
There were no declaration of interest
- 2010/12 Public Representation Session**
There were no public representations
- 2010/13 Community Infrastructure Levy Funding**
Members considered Report 21/20 concerning the above (previously circulated)
It was **resolved unanimously** that;
- i) the following projects be submitted as part of the Community Infrastructure Levy funding scheme
 - a) Replacement of existing temporary Covid-19 road closure signage and barriers with moveable bollards to control access to Westgate Street, High Street, Church Street and part of Broad Street to create pedestrian areas within the town
 - b) Installation of additional street furniture including benches, cycle racks and a water refill station.
 - c) Installation of additional planting throughout the town.
 - d) Enhancement of the Parade Ground site through the provision of seating areas, installing electric points and improving access
 - ii) the Council records its thanks to all those organisations and individuals concerned for their work on the project and the time commitments offered in support of the town, including the work of the Visitor Information Centre Manager, Mr Ewan Murray

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 7.12pm

Signed Date

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MINUTES OF THE FULL COUNCIL MEETING

held on TUESDAY 20 OCTOBER 2020 at 7.00pm via the Zoom Platform

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Bullen, Conway, Gilbert, Harris, Hogan, Heaton, Nancarrow, Nolan, O'Brien, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
- 2010/25 Apologies for absence**
There were no apologies for absence
- 2010/26 Declarations of Interest**
There were no declaration of interest
- 2010/27 Public Representation Session**
There were no public representations
- 2010/28 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Meeting of the Council held on 15 September 2020 at 7.00pm
- 2010/29 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub committees:
i) Planning and Economic Development held on Thursday 24 September 2020 at 7.00pm
ii) Estates and Properties held on Monday 5 October 2020 at 10.00am
- 2010/30 Reports from Cornwall Councillors**
A written report was received from Cllr Massey who advised that Cornwall Council is due to meet in the coming weeks and from this a more formal update will be available, but that in the meantime Cllr Massey was able to update that she had met with Cllr Gordon, Launceston Chamber of Commerce and representatives from Cormac to discuss the opportunities presented following the road closures from COVID-19. It was been an incredibly positive experience, working with all of the collective parties on the continued works on additional safety measures and supportive tools for the town centre moving forward.

Cllr Massey was pleased to report that although the leisure centre opening had been somewhat slower than others, which was due to urgent works to the pool itself, involving new pool lining and tiling, the pool will be open for use in November. Coronation park was now opened for local use thanks to the continued works of the Volunteers of the Coronation Park Trustees

Cllr Massey had been working closely with Launceston Food bank to ensure we are sharing a clear supportive message to residents in need and that we are working to support our most vulnerable in these challenging times.

2010/31

Reports and Questions from Town Councillors

Cllr Heaton gave an update in regards to Plastic Free Launceston working in regards to the Rivers Trust. Cllr Heaton also updated in regards to the Patient Participation Group and a meeting with the Mayor and surgery Practice Manager and gave an update on ongoing works at the surgery and issues regarding appointments and advised that funds were being held ready for support of the new build. Cllr Heaton also advised that the works from the Councillor Advocacy Scheme were ongoing and updates will be presented as they arose. Cllr Heaton concluded by asking if a pedestrian refuge could be installed at Hendra Vale.

Cllr Tremain advised that the Town Council had previously requested a pedestrian refuge at Hendra Vale but that this was not achievable due to the large petroleum delivery vehicles that required access to the petrol station.

2010/32

Report from the Town Mayor

A written report had been circulated to councillors and is attached as an appendix

2010/33

Changes to the Council's Operation of Lawrence House Museum

Members considered Report 22/20 concerning the above (previously circulated)

It was **resolved unanimously** that;

- i) the proposals in regards to the operation of Lawrence House Museum be agreed and that ;
 - 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.
 - g) Treasurer – To appoint a professional body to handle finances.
 - 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.

2010/34

Progress and Information

Members considered Report 23/20 concerning the above (previously circulated)

It was **resolved** that;

- i) the Council does not continue with the free provision of dog bags
- ii) officers explore if a canopy style bus shelter can be considered at Western Road prior to undertaking any other works in regards to a funding bid
- iii) the resignation of Mr Brian Keighley as a town councillor be noted and a letter of thanks be sent to Mr Keighley for his many years of service to the town and that consideration of replacements for the vacancies of the various committees at which Mr Keighley sat, be undertaken at the November meeting of Council
- iv) the date for the Cornwall Council Christmas Free Parking be Saturday 5 December

2010/35

Correspondence and matters to note

There were no matters for consideration

2010/36

Urgent Items

The Mayor spoke of the current resurfacing works being undertaken in the town and stated that he had been advised that Broad Street was due to be resurfaced in 2021.

2010/37

Exclusion of members of the press and public

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

2010/38

Proposed Devolution of Site

It was **resolved unanimously** that;

- i) the Council supports the proposals at the site at Ridgegrove and agrees in principle to enter into formal devolution negotiations
- ii) the Council advises Cornwall Council that it wishes to explore the proposed devolution of the area at Windmill Park, to include the wildlife area

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 17 November 2020 at 7pm

The meeting ended at 8.05pm

Signed Date

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Launceston Town Council
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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 15 October 2020 at 7.00pm
via the Zoom platform

Present Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Gilbert, Harris, Heaton, Hogan, Nancarrow, Nolan, Young and Tremain (Chairman)
In attendance: Christopher Drake (Town Clerk)
Representatives of Suez Recycling and Recovery UK Ltd and Cornwall Council

Representatives of Suez Recycling and Recovery UK Ltd provided an update on proposed changes to the Launceston recycling centre to support Cornwall Council's new waste collection contract

2010/14 **Apologies for absence**
There were no apologies for absence

2010/15 **Declarations of Interest**
Cllr Harris declared an interest in Agenda Item 6 in regards to discussion on a proposed assisted living development and left the meeting and took no part in the debate or voting on this item

2010/16 **Public Representation**
There were no representations

2010/17 **Minutes of the last meetings**
The minutes of the meeting held on 24 September 2020 were signed as a correct record

2010/18 **Current Planning Applications for comment**

Application	PA20/08077
Proposal	Creation of a shared use cycle and footpath between Ridgegrove Lane and Newport Industrial Estate to include a new bridge over the River Kensey and new culvert
Location	Land Between Ridgegrove Lane And Newport Industrial Estate Launceston
Applicant	Mrs Rebecca Riley Cornwall Council
Decision	SUPPORT

Application	PA20/08088
Proposal	Proposed pedestrian footbridge to span the River Kensey adjacent to St Thomas Road bridge.
Location	Land South Of 1 Newport Square Launceston PL15 8EW
Applicant	Rebecca Riley Cornwall Council
Decision	The Town Council supports this application and request that pedestrian safety measure are included as part of the proposals

Application	PA20/08089
Proposal	Listed building consent for Proposed pedestrian footbridge to span the River Kensey adjacent to St Thomas Road bridge.
Location	Land South Of 1 Newport Square Launceston PL15 8EW
Applicant	Rebecca Riley Cornwall Council
Decision	The Town Council supports this application and request that pedestrian safety measure are included as part of the proposals
Application	PA20/08156
Proposal	Application for planning permission to change the use of garage and store floor area into a hobbies room.
Location	3 Lower Boswyn Windmill Hill Launceston Cornwall
Applicant	Mr And Mrs M Jane
Decision	SUPPORT
Application	PA20/08214
Proposal	Application for works to trees subject to TPOs at Manaton Court, see works schedule.
Location	Manaton Court Dunheved Road Launceston PL15 9DR
Applicant	Mr Clive Newton Firstport Ltd
Decision	SUPPORT

2010/19

Correspondence and items to note

- 1) The Chairman raised the issue of works that had been undertaken at Windmill Lane and the concerns of local residents in regards to highways and visual amenity issue. The Clerk advised that the matter had been reported to Cornwall Highways and that a response was awaited
- 2) Members considered the proposal for an assisted living development at Scarne Cross. It was agreed that the following comments be submitted to the Cornwall Council Housing Delivery & Development Team;

The committee is very strongly in agreement for the need of this type of building and the design as shown in the proposals but has concerns regarding the location of the site as this is not deemed to be appropriate as the site is adjacent to a very busy road, opposite a large industrial unit , so no outlook and large vehicles accessing the site, the site is currently a water run off for buildings in the surrounding areas. The committee is of the opinion that residents would be better served within a community and the new development on the opposite side of the Link Road would provide better opportunities for integration

Cllr Harris declared an interest in part 2 of the above and left the meeting at 8.00pm

Next Meeting

The next meeting of the committee will be held on Thursday 5 November 2020 at 7pm.

The meeting closed at 8.14pm

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

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Launceston Town Council
The Town Hall
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MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held via the Zoom portal on Wednesday 4 November 2020 at 7pm

PRESENT: Cllrs Gordon (Town Mayor), Penhale (Deputy Town Mayor), Bailey, Bullen, Conway, Nolan and Young
In attendance: Councillor Heaton
Helen Gribble – RFO
Christopher Drake – Town Clerk

2011/16 Election of Chairman
Cllr Bailey was elected as Chair

2011/17 Election of Vice Chairman
Cllr Bullen was elected as Vice Chair

2011/18 Apologies for absence
Apologies for absence were received from Cllr O'Brien

2011/19 Declarations of Interest
There were no declarations of interest

2011/20 Public Representation Session
No public representations were made.

2011/21 Minutes of the last meeting
The minutes of the meeting of 4 March 2020 were signed as a correct record.

2011/22 Finance

- a) It was **resolved** to approve the payment listings for March to October 2020
- b) It was **resolved** to approve the balance sheet for September 2020
- c) It was **resolved** to approve the income and expenditure account to September 2020
- d) It was **agreed** that Cllr Nolan would check the payments and bank reconciliations for the period of March to September 2020 and would make an appointment to view the documents in line with the Covid-19 risk assessment restrictions

2011/23 Charges and Fees 2021/2022
It was **resolved** that;

- i) The charges and fees for 2021/2022 were not increased and remained as per the 2020/2021 charges

- ii) Consideration for the taking of a deposit for the hire of kitchen equipment be considered as a future meeting of the committee

2011/24

Internal Audit

It was **resolved** to accept the proposal from Hudson Accounting for the provision of Internal Audit Services

2011/25

Exceptional Grants

Members considered Exceptional Grant Applications from Merlin MS Centre, Food for Friends and Launceston Voluntary First Aid Service

It was **resolved** that;

- i) The Youth Council will fund the hall hire charges for the Food for Friends organisation
- ii) The Merlin MS Centre be awarded a grant of £300
- iii) Launceston Voluntary First Aid Service be awarded a grant of £300

2011/25

Christmas Closure

It was **resolved** that the Town Council Offices, Visitor Information Centre, Town Hall and Ambulance Hall close from 5pm Wednesday 23 December reopen on Monday 4 January 2021. The Library will reopen on Tuesday 5 January 2021. Arrangement will be made to open the Westgate car park public conveniences during this period

2011/26

Urgent Items

Cllr Conway stated that expenditure should be kept to a minimum due to the restrictions on Council income during the current restrictions being faced.

Date of Next Meeting

The next meeting will be held on Wednesday 9 December 2020 at 7pm.

The meeting closed at 7.23pm.

Signed Date

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Launceston Town Council
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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 5 November 2020 at 7.00pm
via the Zoom platform

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

***Representatives of Resonance provided an update on the proposed affordable planning development at Prouts Corner and advised that the scheme would provide 28 housing units all of which met national space requirements and that the site was working in line with bio-diversity net gain principles ***

2011/27 Apologies for absence
There were no apologies for absence

2011/28 Declarations of Interest
There were no declarations of interest

2011/29 Public Representation
There were no representations

Cllr Heaton left the meeting at 7.15pm

2011/30 Minutes of the last meetings
The minutes of the meeting held on 15 October 2020 were signed as a correct record

2011/31 Current Planning Applications for comment

Application	PA20/07372
Proposal	Window to the rear of the property being removed and wall below cut out to form door opening
Location	2 Dowl Close Western Road Launceston PL15 7BJ
Applicant	Mr Richard Goodman
Decision	SUPPORT
Application	PA20/08144
Proposal	Erection of two detached dwellings on the site of the Old Quarry
Location	Old Quarry South East Of 5 Ridgeway Hill Launceston PL15 8BT
Applicant	Mr Dax Ali Dax Property Management
Decision	SUPPORT
Application	PA20/08293
Proposal	Change of use from an assisted living home to a residential dwelling.

Location Penlea 13 Dunheved Road Launceston PL15 9JE
Applicant Kevin Metcalfe
Decision SUPPORT

Application PA20/08573
Proposal Part two storey and part first floor side extension with the inclusion of a Juliet balcony on the south elevation
Location 4 Cherry Way Launceston PL15 9GR
Applicant Mr And Mrs Jackson
Decision SUPPORT

Application PA20/09156
Proposal To crown lift Beech Tree (T7) over the highway to a height of approx. 5.2m and 2.5m over footway
Location The Rectory Dunheved Road Launceston Cornwall
Applicant Jon Mackeen
Decision SUPPORT

2011/32

Planning Decision to Note

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

Application PA20/00423
Location Land East Of 58 St Thomas Road Launceston Cornwall PL15 8DB
Proposal Permission in Principle for residential development of up to 9 new dwellings.
Decision Granted
Town Council The Town Council objects to this application as it is over intensive development within an area identified as an AQMA. It is not in keeping with the proposed natural habitat proposals for the site and there are concerns regarding the site being on a flood plain. In addition there are highways concerns regarding the access and egress via Dutson Road

In accordance with the Protocol for Local Councils, Cornwall officers advised that the nature of a permission in principle application is such that the local authority can only look at the first stage in basic terms; i.e whether the location, land use and amount of housing is in accordance with the development plan.

In this case, the site includes some brownfield land and buildings to the north west and also the sloping green finger alongside the north of the river Kensey. The broad location within the context of Launceston is identified within the allocations development plan document as being a potential windfall housing site; it has been shown to be possible to develop outside the flood zones and the scale of 9 units could be comfortably accommodated.

The scheme would accord with local plan policy 3 in terms of principle. Any impacts on the character and appearance of the Conservation Area, flood risk, access, design would need to be addressed at any subsequent stage 2 technical details application; and given that the environment agency no longer object in principle, this stage 1 PIP is considered to comply with the local plan and is recommended for approval.

Officers re-iterated that permission for housing is not a given, even if permission in principle is accepted.

In response, the Town Council agreed to disagree with the recommendation

Application	PA20/05337
Location	2 Southgate Technology Park Quarry Crescent Pennygillam Industrial Estate Launceston PL15 7ED
Proposal	Change of use for the mezzanine floor to be a bar area for alcohol on and off sales. Remainder of the unit to continue B2 industrial usage. Parish : Launceston
Decision	APPROVED
Town Council	SUPPORT
Application	PA20/05400
Location	St Leonards Equitation Centre St Stephens Launceston Cornwall PL15 9QR
Proposal	Proposed Menage incorporating space for 2 Full sized 60m x 20m Menage Areas with a full size practice area in between.
Decision	APPROVED
Town Council	SUPPORT
Application	PA20/06830
Location	55 Broad Park Launceston Cornwall PL15 8DT
Proposal	Remove windows, door and polycarbonate roof to existing conservatory. Build up walling with openings for proposed sitting room with flat roof, balcony over.
Decision	APPROVED
Town Council	The works proposed under PA20/06830 have already been completed and we have been advised that the balcony is being used.

The Town Council request that the applicant be informed that the works should not
have been started before permission was granted and respectfully request that the
planning officer look into this matter.

The Town Council do not support this application.

2011/33

Correspondence and items to note

- 1) The Chairman advised that he had met with Mr Les Whaley in regards to the provision of dog waste bins and the committee **agreed** that the Town Council would request the provision of dog waste/litter bins for any new developments within the town.
- 2) It was **agreed** that the Council would write a letter of support for the project to restore and repair the St Mary's Church clock.

Next Meeting

The next meeting of the committee will be held on Thursday 26 November 2020 at 7pm.

The meeting closed at 7.47pm

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

Liskeard Town Forum

Dalva An Dre Lyskerrys

Liskeard Town Forum
c/o Liskeard Town Council
3-5 West Street
Liskeard
Cornwall
PL14 6BW

Councillor Dave Gordon
Town Hall,
Western Rd City.
Launceston,
Cornwall
PL15 7AR

10/11/2020

Ref: Request for Launceston Town Council to support Liskeard Town Forum's request for free Cornwall Council car park parking across Cornwall, to support and protect our high-streets during 2020.

Dear Councillor Dave Gordon,

I am sure being councillors active in your own communities you will be aware of the impact to the high-street of the current lock-down, and also the loss of trade opportunitie during the previous months of closures.

As you may know, to support the Liskeard high-street, and our many shop keepers and retailers during these difficult times Liskeard Town Forum has been leading a campaign in Liskeard to try and get free parking from Cornwall Council during the whole of December for Liskeard, and across Cornwall.

November and December are often critical months for generatin cash-flow to sustain businesses through the generally quieter months of January and February, so the loss of November trade with the new lock-down could have a really serious impact on our high-street, with a potential loss of employment and vibrancy within our communitie during 2021.

Sadly, free parking may not be the only answer to saving our high-street, but having spoken to a number of shop owners in Liskeard, not one has argued against free parking, and the potential benefits that could bring.

Liskeard Town Forum

Dalva An Dre Lyskerrys

Liskeard Town Forum
c/o Liskeard Town Council
3-5 West Street
Liskeard
Cornwall
PL14 6BW

Liskeard Town Forum has therefore written to Cornwall Council, (letter attached) and though we have yet to receive a formal reply, during an interview on BBC Radio Cornwall on 2nd November, Cllr Geoff Brown, Portfolio holder for Transport has so far refused to consider extending the one day of free parking offered by Cornwall Council for December.

This interview can be heard here, <https://www.bbc.co.uk/sounds/play/p08v>

As chair of Liskeard Town Forum, I would argue that one free day of parking will not make up for the loss of November trade, especially when the impact of online and out of town retail is considered.

I am therefore writing to ask you as Chair of Launceston Town Council, to invite your council to send a letter to Councillor Julian German, (Leader of Cornwall Council), to support the Liskeard Town Forum's request for Cornwall Council to provide free parking throughout November, December, and ideally January 2021 for every Cornish Community in an effort to help protect our high-streets into the future.

We can all understand and have empathy to the constraints of balancing Cornwall Council's budgets, and the competing priorities they have, however I would say the loss of income to Cornwall Council in providing free parking across Cornwall is small compared to the overall budget demands, while the potential benefit of helping to protect jobs on the high-street will be long-term, in what I am sure is our shared ambition in reducing deprivation across the county?

I trust therefore Launceston Town Council will look kindly on supporting this request, and present it at your next council meeting for consideration.

Yours Sincerely,

David Ambler.
Chairman of Liskeard Town Forum.

A Neighbourhood Development Plan A Plan for Launceston.

Due to the Covid 19 pandemic, many of the anticipated meetings and other activities planned would necessarily need to comply with all social distancing rules. Therefore the use of virtual meeting platforms such as Zoom will become the norm.

What is a Neighbourhood Development Plan? As the name implies, an NDP is everything to do with Planning and the use of land within the boundaries of a given neighbourhood (Parish). Its aim is to include Housing, Business & Employment, Parks & Leisure, Open Green Spaces, and the increasingly important issues of the Climate Emergency and wider environmental issues.

In Cornwall, Neighbourhood Plans must firstly comply with Cornwall Council's Local Plan and the Cornwall Site Allocations DPD. They must also be developed with extensive public consultation and engagement. The first draft of any NDP is scrutinised by an independent examiner who will have to be satisfied that the public has been sufficiently consulted.

After the examiner has found the NDP acceptable and passed it, there has to be a referendum held by the people of the Parish on whether or not to adopt the completed NDP. Costs of the referendum would be met by Cornwall Council.

Once an NDP has been adopted, it becomes a statutory document. This process gives the plan and its policies legitimacy and power, which means it **must** be taken into account by both the local authority planners and any developers submitting planning applications.

To date there are more than 100 towns and parishes in Cornwall which either have, or are working towards, the adoption of a Neighbourhood Development Plan. Adopting an NDP would give the people and businesses who live, work and operate in Launceston, a real opportunity to add their voice and to contribute their ideas to their Neighbourhood Plan.

On the front page of the LTC web site, under the heading Transparency, is reproduced the following: *The 2015 Local Government Transparency Code sets out the data that local authorities should publish in the public domain. It was issued to meet the Government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services....* which is what an NDP is designed to do.

The completed Neighbourhood Plan would set out planning policies that reflect local issues and projects which the residents of Launceston would like to see implemented over the coming years. Our own NDP would aim to maintain and enhance Launceston as a significant historic town, with a good choice and mix of homes, employment opportunities and a thriving town centre with a wide range of sports and recreational facilities.

Cornwall Council has recently announced a Climate Emergency, and Launceston Town Council, having recognised the emerging crisis, has also voted to adopt Climate Emergency

measures. Climate change and its consequences, is arguably the single most important issue of our time and will only gain in urgency in the years to come.

In an effort to mitigate the effects of Climate Change the UK as a nation has to act, at a government level plans and contingencies will need to be formulated and put into place. These plans will filter down from the top to local authorities, towns, parishes, and ultimately to individuals for concerted action.

When Neighbourhood Plans were first envisaged, environmental concerns were not such a high priority. For a town such as Launceston, possessing an NDP with an emphasis on environmental issues and written with links to Cornwall Council and central government's own climate emergency programmes, will put the town in a much stronger position in helping to guard against an uncertain future. However, our plan must remain, as its name implies, a neighbourhood endeavour concerned with Launceston, its land and its uses.

To add extra weight, the plan would also include policies to protect Conservation areas, AONBs and other areas of historic interest within the parish boundaries. Such policies would help to create a sustainable and high quality environment which would address the more localised problems of poor air quality, lack of green space and social deprivation.

Writing a Neighbourhood Development Plan would allow individual citizens, the Town Council, groups and organisations to work together to create our own vision for a sustainable community, to improve the health and well-being of the people of the town.

An NDP would also give the people who live and work in Launceston a very real opportunity to safeguard Launceston's unique and important ancient heritage along with its distinct identity. The plan can, with input from our businesses, incorporate sympathetic design principles coupled with green energy to meet future environmental needs, and can actively encourage the regeneration of the town centre.

A Neighbourhood Plan should be considered as a planning tool which would enable the Town Council and the people of Launceston to have a much stronger voice in our future growth. An NDP would also be used by Cornwall Council planning officers to determine whether planning applications should be approved or refused. It would also put Launceston in a better position to secure Community Infrastructure Levy (CIL) money and other outside investments that would help to bring forward projects which could benefit the whole community. A Neighbourhood Plan would give all of us a greater influence in the way we would like to see our town and community develop and prosper and yet retain its unique qualities.

"It is worth bearing in mind the opportunity cost to a town if it does not have a Neighbourhood Plan. The town might end up taking far more houses than it needs. Too many houses of which might be placed outside the parish boundary... and the town would not receive the precept and the residents would still expect the town council to provide services. Or a town might end up with hundreds of extra houses and no corresponding employment and services to make the community whole and sustainable."

Steve Vinson, Town Clerk, Liskeard Town Council

The Financial Implications when making an NDP

The Dept of Communities and Local Government (DCLG) advises on costs of preparing an NDP, which will be met partly by grants from Central Government and Cornwall Councils basic grant available to all NDPs. The Town Council would be asked to contribute but not all of these contributions have to be necessarily financial but can be in kind, such as the use of council premises for meetings and events and some officer time. However some funding would be required by the town council. This funding would be mitigated in the long term by the 25% of all CIL contributions made by developers in future developments.

The overall costs can also be kept to a minimum by using local businesses, organisations and resident volunteers. The volunteers with specific skills would be doing much of the consultation work and project management, aided by professionals.

Basic Grant Funding

All Neighbourhood Plan start ups are eligible to apply for £9,000 in basic grant. As well as applying for a basic grant, NDP start ups can also apply for technical support to help with the making of an NDP.

Additional Grant Funding

Groups meeting the eligibility criteria are also able to apply for an additional grant of up to £8,000. This will take the total amount of grant available to £17,000. There is also a possibility of some additional funding.

Technical Support

Technical support includes professional support and advice on technical or more complex issues in developing their NDP.

Cost covered by Cornwall Council

The cost to Cornwall Council will include arranging and covering the cost of the independent examination. CC will also pick up the bill for arranging and holding the referendum held at the end of the process. In addition, Cornwall Council Planning Department will offer expertise, advice and administrative costs. CC will also pay the legal fees for processing the statutory elements of a Neighbourhood Development Plan.

Examples

In preparation for writing this report I have tried to keep examples to a like-for-like comparison. I have concentrated on similar towns to Launceston and kept them within Cornwall so their relationship and co-operation with Cornwall Council can be assessed. Also, to keep this document concise, I have only included two examples in this report. Many other examples of detailed NDPs are available at the link below.

<https://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/neighbourhood-planning-regulations-and-legal-requirements/neighbourhood-development-plans-adopted/>

Looking at the costs involved in making an NDP, the examples below are taken from the Liskeard NDP and Bude & Stratton web sites. Both towns are comparable in size and population to Launceston, especially Liskeard which is also an inland market town of similar age. It must be kept in mind that Liskeard and Bude & Stratton are two early examples of towns who made NDPs.

Both towns were groundbreakers, but did make some mistakes and false starts. As a later participant, Launceston will have the benefit of learning from such pathfinders. Much of the hard work has already been done and Launceston would not have to “reinvent the wheel”. Our NDP should also take much less time and the overall costs should be correspondingly lower.

Core costs to Liskeard Town Council

Some ‘core costs’ are unavoidable: for example, public engagement & consultation and publicity and printing of documents. In addition, it will be necessary to commission expert studies, such as flood risk assessments, environmental impact assessments, and ‘masterplan’ type documents. However, it is possible that these costs could be reduced by using volunteers to collect data and record local conditions, or for contributions-in-kind and ‘expert volunteering’ to play a part.

Budget forecast for the Liskeard Neighbourhood Plan.

The final cost of the Liskeard Neighbourhood Plan, £56,000 to produce, comprising:

- Starting up – Nil
- Ensuring community support for process – Nil
- Organisation – £2,650
- Communication and engagement strategy – £1,450
- Community Engagement/Scoping Events – £1,690
- Option Setting/Consultation – £1,750
- Expert studies, surveys, preparation and printing of Draft Plan – £33,700
- Preparation, printing and promotion of Final Plan, Referendum – £2,900
- Making Plan – £1,100
- Other Costs and Contingency – £10,625

Liskeard Town Council funding of £14,400 was earmarked towards this cost. Grant aid from Locality and Cornwall Council of £4,750 was awarded, and £8,975 of volunteer effort was also committed. Further grants from Locality and Cornwall Council totalling £3,750. The remaining £24,125 came through additional volunteer input, further grant aid, and sponsorship/contributions-in-kind where appropriate. Some of the expert study costs was avoided or minimized by use of existing studies.

Information supplied by Steve Vinson Town Clerk Liskeard Town Council

Bude-Stratton Town Council NDP

Accounting records NDP project beginning 2013.

A grant of £2,500 for community development and expenditure totalling £25,000 over four years. The bulk of this (£19,000) went to a consultancy firm who oversaw the consultation and drafting process. Also B&S TC paid out £600 p.a. to have a separate website set up and maintained as part of the communication process.

Bude-Stratton was an early adopter of the NDP (2013), things have moved on somewhat over the past seven years, new NDPs may not need to follow the same routes or incur the same level of costs as B&S TC.

"The process was run outside of the mainstream Council Business by a wider community group, though that did include a number of Councillors amongst it. We have found the NDP very useful in shaping the development of our area and it is a valued document to our Planning Committee."

Keith Cornwell, Town Clerk & RFO, Bude-Stratton Town Council

1. Research, background reading and initial planning.

All relevant background material, SWOT analysis. Prepare an action plan and timetable /schedule. Identify key contacts, partners and stakeholders – and establish contact.

£1000

2. Consultation and Community Engagement/Involvement.

Gathering additional information to form the evidence base for the NDP via project groups; questionnaires; surveys; meetings; events; etc.

£6000

3. Developing/Drafting the NP.

Establishing key issues, aims, visions, themes, priorities and options – writing the NDP.

£5000

4. Pre-submission consultation

Getting feedback on draft NP, pre-submission testing and modifying as needed

£3000

5. Submission

Submission of NP to Cornwall Council and making any further amendments.

£800

Information supplied by Keith Cornwell Town Clerk & RFO, Bude-Stratton Town Council

Conclusion

Make no mistake, If Launceston decides to undertake the creation of a Neighbourhood Development Plan, it will incur a monetary cost, to the Town Council and the town in general. However, with the judicious use of grant funding and volunteer support, the final amount of actual cash taken from the towns coffers should be kept down to within acceptable limits.

What is an acceptable limit? Some people both on the town council itself and among the wider public, will state their concern that any amount spent on the Neighbourhood Plan is too much. They will argue that the town cannot afford to use our over stretched and scarce resources on such an unnecessary endeavour.

I would counter this reasoning by asking the question: can the town afford *not* to make an NDP? A Neighbourhood Plan should be looked at as an investment, not an extra bill to be paid. Spending money on projects which take some time to bear fruit is always contentious.

If the Town Council consents, an NDP Steering Group would be formed, made up of volunteers who live or work in Launceston and have expressed a wish to become involved, plus any Town Councillors who may also would like to lend a hand.

This group of people would lead the development of the plan, working with Cornwall Council, government agencies and environmental groups. It would also work with local businesses through the Chamber of Commerce, our schools both primary and senior and with as many other interest groups as possible, all of which would be equal partners.

It takes optimism and vision to invest real time and money in any new venture, this venture could become a truly valuable and powerful tool in shaping the future of Launceston. A Neighbourhood Development Plan is an investment in our future.

Cllrs John Harris & Joan Heaton for the LTC NDP viability sub-committee
16/03/2020
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