

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 16 MARCH 2021 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)
- 2103/24 Apologies for absence**
Apologies for absence were received from Cornwall Cllrs Paynter and Massey
- 2103/25 Declarations of Interest**
There were no declarations of interest
- 2103/26 Public Representation Session**
There were no public representations
- 2103/27 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 Tuesday 16 February 2021 at 7.00pm
- 2103/28 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 25 February 2021 at 7.00pm
(ii) Tourism and Information Services held on Tuesday 2 March 2021 at 5.00pm
(iii) Finance and General Purposes held on Wednesday 3 March 2021 at 7.00pm
- 2103/29 Reports from Cornwall Councillors**
Cllr Massey provided a written report as follows;
Launceston Chamber of Commerce-
The chamber held their AGM, virtually on 11th of March. Two new member businesses joined the group, reports were presented for the past years works and elections were held for committee and volunteer positions. All current business volunteers remained within their roles. Thanks was given to chair Annette Baskerville Smith and Vice Chair Tash Baskerville for their continued hard work during such a challenging year for our local businesses and Highstreet. The chambers hard work was recognised by members, giving thanks for that the way the chamber has adapted by holding more frequent online business support, launched a new printed membership leaflet and has become more proactively involved in many other local projects such as the Town Plan Group. The feedback has been positive for the business community.
- Town Plan Group-
Following the positive support offered from the Town Council during the group presentation at the recent extraordinary meeting, the town plan group continues to meet

by-weekly to investigate funding for projects and progression for town branding , the town map and more. (The group is due to meet again on Weds 17th.)

Two Bridges-

I am pleased to report that the work on the St Thomas Bridge upgrades begins this week. Road closures remain in place over night during the works. Works on the Ridgeway Bridge will soon follow. This is a very positive step in supporting the improvements for all road users. Easing congestion, improving connectivity, offering safer routes for both pedestrians and cyclists, and supporting the improvements in air quality around Newport.

Community Network Highways Schemes-

It has been fantastic to witness the schemes listed by the panel, not only achieved, but completed under budget. These savings mean we can now invest the remaining funds into additional highways projects. This is a brilliant opportunity and I look forward to hearing the discussion on the priorities of the panel for these remaining funds during Thursday's network panel meeting.

Dates for the Diary-

Community Network Panel Meeting (Virtual) Thursday 18th of March.

Cornwall Council (Full Council) (Virtual) Tuesday 23rd March.

Launceston Chamber of Commerce Meeting (Virtual) Thursday 14th May.

2103/30

Reports and Questions from Town Councillors

Cllr Bailey gave an update regarding the Chamber of Commerce AGM. There was a constitution item changed as the Town Council now organise the Christmas Lights this was amended in the wording of the Constitution. The Social Media update was a huge improvement from last year with Facebook for the Chamber now having over 1000 followers with 6172 people reached and 350 engaging as well there being Twitter and Instagram accounts. The AGM was listed as an event and 2700 were reached with this post. Any businesses who are members of the Chamber can send their key messages and these will be posted on Twitter for Promotions etc.

Chamber Chair Annette, thanked all members behind the scenes for all their support during the year as achievements by the Chamber were vast and amazing and they should be congratulated. The works included;

- An analysis on the website of what membership of the Chamber includes and a rebranding of the Chamber and its Logo took place. On the new website Members are given more exposure via new events such as the Easter Egg Hunt, Halloween Trail and the late-night openings every Friday in December
- Working in collaboration with VIC was good as was having profile interviews with BBC Spotlight and being revisited twelve months later.
- The This Is Launceston event had to be cancelled due to Covid Restrictions but planning was underway to run this as soon as is possible.
- A survey of the public and businesses about the town shops was undertaken and work was ongoing with reopening the Highstreet and production of notices for shops to display explaining how many people can enter a premises
- Production of Town Maps to be put in various outlets promoting the town and its businesses.
- CIL Application
- Town Plan Group – Giving our Town a Brand to attract visitors and increase footfall
- Building relationships with other groups and organisations

Cllr Heaton advised that building works at the medical centre were ongoing, and asked about the Council's grass cutting regime in regards to climate and environmental considerations. Cllr Heaton also asked if there were any updates regarding the installation of electric car charging points as well as a water dispenser unit

Cllr Conway said he was pleased that work was to be undertaken regarding repairs at Cornwall Council car parks and stated that the new library project needed to be pursued.

Cllr Tremain spoke about tree planting schemes

Cllr Young spoke about potential grounds works at Stourscombe and stated that a process of consultation was required as well as a proper budgeting process

2103/31

Report from the Town Mayor

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

2103/32

Lawrence House Museum

It was **resolved** to agree the minutes of the Lawrence House Museum

2103/33

Council Policies Update

It was **resolved** to approve the continued use of BACS or CHAPS as a suitable method of payment for suppliers and salaries, in accordance with the Council's Financial Regulations and to approve the following Town Council policies in line with the Council's audit procedures

- i) Statement of Internal Control
- ii) Operational and Financial Risk Assessment
- iii) Investment Strategy

2103/34

Future Proposals for Council and Committee meetings

Members considered Report 07/21 concerning the above (previously circulated)
It was **resolved** to note the update in regards to future meetings of the Council

2103/35

Progress and Information

Members considered Report 08/21 concerning the above (previously circulated)
It was **resolved** to

- i) agree the continuation of road closures within the town
- ii) note the update regarding the forthcoming elections and agree to the the Council booking training updates for councillors
- iii) approve the address for the proposed buildings at the new Scarne Cross development be Flat x, Tir Lydnaw, Landlake Road Launceston
- iv) note the letter from assistant Chief Constable Glen Mayhew in regards to the forthcoming G7 event

2103/36

Correspondence and matters to note

There was no correspondence to note

2103/37

Urgent Items

There were no items for consideration

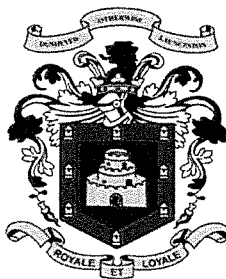
Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 20 April 2021 at 7pm

The meeting ended at 7.45pm

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 18 March 2021 at 7.00pm
via the Zoom platform

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

2103/38 Apologies for absence

Apologies for absence were received from Cllr Penhale (Deputy Mayor) and Cllr Hogan who was substituted by Cllr Bailey

2103/39 Declarations of Interest

Cllr Gordon declared an interest in planning application PA21/0519 – 54 St Johns Road
Cllr Bailey declared an interest in planning application PA21/01220 – 30 Meadowside

Those cllrs that declared interests were moved to the virtual waiting room when the item was discussed and took no part on the debate or vote in regards to the item

2103/40 Public Representation

There were no representations made

2103/41 Minutes of the last meetings

The minutes of the meetings held on 25 February 2021 were signed as a correct record

2103/42 Current Planning Applications for comment

Application	PA21/01220
Proposal	To convert the integral garage into a home office with document store room.
Location	30 Meadowside Launceston PL15 7DJ
Applicant	Mr Gavin Coombe
Town Council	Support

Application	PA21/01519
Proposal	Proposed two storey extension
Location	54 St Johns Road Launceston PL15 7DD
Applicant	Mr Brian Locke
Town Council	Support

Application	PA21/01704
Proposal	Erection of two detached dwellings on the site of the Old Quarry with variation of conditions 2, 3, 4, 5, 6 and 7 of decision PA20/08144 dated 09/12/2020
Location	Old Quarry SE Of 5 Ridgeway Hill Launceston PL15 8BT
Applicant	Mr Dax Ali Dax Property Management

Town Council Support

2103/43

Planning Decision to Note

Application	PA20/11206
Location	Land Known As Scarne Cross South Of Launceston Hospital Link Road Launceston PL15 9HP
Proposal	Construction of 7 x 1 bed flats for specialist housing with associated communal space, on-site parking for 10+ vehicles and amenity areas.
Decision	APPROVED
Town Council	The Town Council supports in principle the provision of specialist housing, but objects to the application as the site is unsuitable for residential accommodation due to noise generation from the Link Road, as well as nearby commercial industrial sites with high vehicle movements throughout the day. There is also the concern in regards to the air quality for residents at the proposed site. These two issues will not serve towards the health and well being of residents.

In addition, the proposal will lead to a loss of green space, which Launceston is already severely lacking in, and there are concerns in regards to sewage overflow from existing buildings.

2103/44

Correspondence and items to note

There were no items for consideration

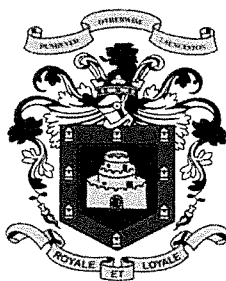
Next Meeting

The next meeting of the committee will be held on Thursday 8 April 2021 at 7pm.

The meeting closed at 7.10pm

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 8 April 2021 at 7.00pm
via the Zoom platform

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

2104/01 Apologies for absence
There were no apologies for absence

2104/02 Declarations of Interest
There were no declarations on interest

2104/03 Public Representation
There were no representations made

2104/04 Minutes of the last meetings
The minutes of the meetings held on 18 March 2021 were signed as a correct record

2104/05 Current Planning Applications for comment

Application	PA20/09739
Proposal	Listed Building Consent for the removal and replacement of existing cracked pebbledash from rear and side elevations. Removal and replacement of lintels above 2 x rear windows. Insertion of lintel above rear door. Making the building watertight
Location	3 Windmill Lane Launceston PL15 9AU
Applicant	J Earp
Town Council	The Town Council supports this application subject to the recommendations of Historic Environment Planning being undertaken
Application	PA21/01933
Proposal	Reorganisation of the existing car park, extension to the existing hard play areas, new access road, new stepped and ramped entrance and new external area for special education needs (SEN)
Location	Launceston College Hurdon Road Launceston PL15 9JR
Applicant	Claire Penfold Launceston College Multi Academy Trust
Town Council	Support

2104/06 Planning Decision to Note

Application	PA21/00623
Location	14 Westgate Street Launceston PL15 7AG

Proposal	Removal existing rooflight and replacing with roof slates to match existing.
Decision	APPROVED
Town Council	Support
Application	PA21/00878
Location	Manaton Dunheved Road Launceston PL15 9JE
Proposal	Application for works to trees subject to Tree Preservation Order namely : Felling of 6 Lawson Cypress and replacement with same and management works to 10 further trees (4 no. Western Red Cedar, Beech, Field Maple, Sessile Oak, Red Oak, Norway Maple, Maple)
Decision	APPROVED
Town Council	Support
Application	PA21/01009
Location	62 Trecarn Close Launceston Cornwall PL15 7LN
Proposal	Reducing the tree T1 by a 2m clearance of the properties subject of a Tree Preservation Order
Decision	APPROVED
Town Council	Support
Application	PA21/00534
Location	Windmill Court Pennygillam Way Pennygillam Industrial Estate Launceston PL15 7ED
Proposal	Proposed Covered Loading Bay.
Decision	APPROVED
Town Council	Support
Application	PA21/00751
Location	The Coach House St Stephens Launceston Cornwall PL15 8HQ
Proposal	Listed Building Consent for the conversion of barns into living accommodation
Decision	APPROVED
Town Council	Support

2104/07

Correspondence and items to note

CLlr Tremain advised that he had emailed all councillors with an update in regards to Windmill Lane

Next Meeting

The next meeting of the committee will be held on Thursday 29 April 2021 at 7pm.

The meeting closed at 7.11 pm

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



Lawrence House Museum

(Registered Charity No 276656)

9 Castle Street, Launceston PL15 8BA
Curator Dr Damon Dennis 01566 773277
lawrencehousemuseum@yahoo.co.uk
www.lawrencehousemuseum.org.uk



LAWRENCE HOUSE MUSEUM MANAGEMENT AND LIAISON COMMITTEE MINUTES OF THE MEETING AT 7pm ON 13 APRIL 2021 VIA ZOOM

PRESENT: Cllr Trustee Margaret Young (Chair)
Cllr Trustee Rob Tremain (Vice Chair)
Cllr Trustees Paula Bullen, Joan Heaton, Brian Hogan
Ian Nolan, Leighton Penhale
Lay Trustees Verity Anthony, Peter Herring, David Scott
Treasurer Emma Gilbert
Launceston Town Council (LTC) Properties Manager Martin Cornish
Curator Damon Dennis
Secretary Lesley Barker

- 1 **WELCOME AND APOLOGIES FOR ABSENCE:** Chair Margaret Young welcomed everyone to the meeting, and apologies were recorded from Helen Bailey and Dave Gordon.
- 2 **MINUTES OF THE MEETING ON 2 MARCH 2021, PREVIOUSLY CIRCULATED**
The minutes were agreed as a correct record.
- 3 **FINANCIAL UPDATE**
Treasurer Emma Gilbert reported that she had met with LTC Responsible Financial Officer Helen Gribble and they had agreed on an interim course of action until the Museum bank account can be transferred to Emma's control. This means that for the time being and with immediate effect any bills received and agreed by the Curator should go to Emma for payment to be authorised and recorded and then Emma will pass them to Helen for payment from the Museum account, which she can mostly do online. This greatly decreases the need for cheques to be issued, an advantage at the moment as signatories to the account will have to be reviewed and probably changed to include only members of the new Management and Liaison Committee, a process which could take some time to complete with HSBC.
Chair Margaret Young emphasised that the question of the Curator's pension payments and annual salary increases should be progressed as soon as possible.
- 4 **CURATOR'S REPORT**
Curator Damon Dennis referred to the Digital Strategy Report, which had been circulated to Committee members for information, and would enable the Museum to apply at the end of May for a grant of £10,000 to carry out some of the recommendations. It was noted that Helen Gribble had offered to help with the grant application if required.
Karen Howse plans to continue with the Herbarium project this year but, in order to do so, urgently needs her enhanced DBS check to be processed. Margaret undertook to follow this up with LTC.
Progress is being made on the Museum garden. Properties Manager Martin Cornish is arranging for a delivery of gravel for the paths and volunteer Head Gardener Tony Howe has asked for funds to purchase plants. The Committee approved expenditure of £500 and Damon intends to ask the Friends for another £500.

4 CURATOR'S REPORT (cont)

When the ceiling in the Photo Archive Office came down recently, much of the debris landed on the photocopier, which had to be written off. Damon has been in touch with Concorde, who before supplying proposals for a replacement, need to know that LTC's insurance will cover the cost settlement for the current lease. Margaret will request Town Clerk Chris Drake to action this. Paula Bullen offered to supply names of other companies who could give alternative quotes for a new photocopier.

Damon has agreed with Ellie Mason to commission an advertisement for the Museum in a prominent position on the new Town Map.

5 PROPERTIES UPDATE

LTC Properties Manager Martin Cornish thanked David Scott and Damon for a very helpful meeting which had highlighted the work needed on the building, much of which would require input from the National Trust and Heritage England, causing considerable potential delay. The project is a major one and will need the services of a project or contract manager. Smaller items can be progressed immediately: for instance replacement glass for the conservatory roof will be fitted within a week. A matter for concern is that the building needs a new fire system, which could affect the insurance.

It was agreed that properties issues should be progressed as a matter of urgency and to this end Margaret proposed that a small sub-committee be appointed as a working group to address these issues immediately and agree a timeline so that the Committee can take proposals to full Council (who are responsible for covering the costs) for agreement to proceed once the forthcoming May elections are resolved. David Scott has already approached Catherine Marlow of Historic England and she has agreed to consult on any proposals put forward. David undertook to liaise with her and is hopeful that, although major works will need permission, replacement work on the fire system may not.

It was agreed that the sub-committee (maximum 6 people) should consist of Curator Damon Dennis, Properties Manager Martin Cornish, David Scott, Chair Margaret Young (or if she is not available Vice Chair Rob Tremain) and a maximum of 2 others. Martin undertook to identify some possible dates/times for a meeting the following week which Margaret would then circulate to Brian Hogan, Ian Nolan and Joan Heaton to see who would be available to fill the remaining two places on the sub-committee.

6 MUSEUM PROPOSED OPENING DATE

It was agreed that opening the Museum before all restrictions are lifted on 21 June would not be practicable, and, after that, time would be needed to conduct a fire alarm test and fire drill for the stewards. There is also the question of when the necessary fire safety work could be completed. A provisional opening date of 1 July was therefore agreed, subject to review in the light of circumstances.

7 OTHER BUSINESS

Brian Hogan made the point that the working party will also need to urgently consider proposals for the employment of consultants and a project/contracts manager, ready to put to full Council at the first possible opportunity in June after the elections.

8 DATE OF NEXT MEETING

It was agreed that, as the sub-committee would need to bring back to the full Committee their proposed programme and timeline to address the property issues, they should request the next meeting of the full Committee as soon as they are ready to do so. Thereafter meetings of the full Committee will be held monthly in order to expedite the project.

Cc Town Clerk for circulation to full Council

Agenda item: 10

Committee: Full Council

Date: Tuesday 27 April 2021

Subject: Future Dates for Council and Committee meetings

Summary: To agree the dates for future meetings of the Council

Recommendations.

The Council is recommended to agree the dates for future meetings of the Council and its committees, further to the expiration of the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

1 Information

1.1 As was reported to March Council, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 end on 6 May 2021 and as such there will be no allowance for virtual Council meetings to be held exclusively from that date.

1.2 So as to allow for in person meetings to be held in a safe and Covid 19 risk assessed environment, dates for meetings of the Council and its committees need to be agreed in conjunction with other Town Hall hirer usage, and the proposals are as follows;

1. Annual Meeting of the Council can be held in the Main Hall on the evening of either Monday 17th or Wednesday 19th May.
2. Planning on 20th May moves to the Main Hall
3. Full Council for 25th May has been removed as will no longer be necessary due to the Annual Meeting being held on either 17th or 19th May
4. Estates and Properties on 7th June moves to the Main Hall
5. Full Council originally scheduled for 15th June moves to Monday 14th June in the Main Hall
6. Planning on 17th June moves to the Main Hall
7. Tourism and Information Services on 6th July moves to the Guildhall
8. Finance on 7th July moves to the Main Hall
9. Planning on 8th July moves to the Main Hall
10. Full Council on 20th July moves to the Main Hall
11. Planning on 29th July moves to the Main Hall

These dates go beyond the Covid 19 Spring Response Plan, when it is hoped that all restrictions will have been lifted by 21 June, however they provide a cushion should the June date be pushed back.