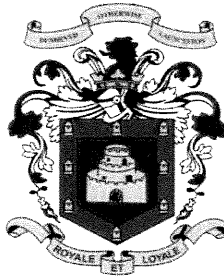


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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on MONDAY 14 JUNE 2021 at 7.00pm in the Town Hall

PRESENT Cllrs, Penhale (Town Mayor), Bailey (Deputy Mayor), Conway, Gilbert, Gordon, Green, Harris, Hogan, Heaton, Nancarrow, Nolan, O'Brien, Soanes, and Young
In attendance: Christopher Drake (Town Clerk)
Mayors Chaplain Reverend David Miller
1 x public
1 x police

Prayers were read by Reverend David Miller

2106/12 Apologies for absence
Apologies for absence were received from Cllr Tremain

2106/13 Declarations of Interest
There were no declarations of interest

2106/14 Co-option to the Council (North Ward)
Mr Lancaster and Mrs Bullen gave presentations to the Council. Ballots were held;
Mrs Bullen was co-opted to North Ward

Councillor Bullen signed the Declaration of Acceptance of Office before taking her seat at the table.

2106/15 Public Representation Session
There were no public representations

2106/16 Police Representation Session
PC Steve Stoppard gave a presentation to the Council on his retirement from the service, thanking the Council for their support during his tenure as Neighbourhood Beat Manager

The Mayor thanked PC Stoppard for all of his work in supporting the Council and stated that he was a friend of the town

2106/17 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 Annual Meeting of the Council held on Monday 17 May 2021 at 7.00pm

2106/18 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 20 May 2021 at 7.00pm
(ii) Estates and Properties held on Monday 7 June 2021 at 10.00am

2106/19

Reports from Cornwall Councillors

Cornwall Cllr Conway advised that emergency works were taking place at Priors Bridge, prior to full heritage repairs being undertaken in the future. Cllr Conway also advised that the temporary traffic lights at Newport were in situ until the end of the week.

Cllr Conway stated that the issues with the maintenance at Coronation Park were still ongoing, noted that the Government's Covid 19 restrictions had been extended to 19 July, and that the G7 event in Cornwall had been successful and well policed.

Cllr Conway concluded his update by advising that he would be undertaking work on the shortage of affordable rental properties within the town

Cllr Harris stated that there would be a future supply of rental properties once building works had been completed at the Link Rd development

Cr Gordon stated that rental properties had to be built and maintained to an acceptable standard

Cllr Hogan asked if a traffic survey was being undertaken at Newport whilst the road works were underway and spoke about a one way system at St Stephens Hill being considered. Cllr Conway advised he would seek clarification

Cllr Bullen noted that the temporary traffic lights at Newport had been relocated

Cllr Young stated that air quality testing should be undertaken at the Newport site during the ongoing works

2106/20

Reports and Questions from Town Councillors

Cllr Heaton advised that Plastic Free Launceston was working with the West Country Rivers Trust and undertaking a public information day at the River Kensey on 21 June. Cllr Heaton also advised that Cornwall Council representatives were available to discuss eco diversity with the Town Council, that a meeting with the Charles Causley Trust had been booked and that the Speedwatch campaign had a new piece of equipment which was used by the Police when working with Speedwatch volunteers. **Cllr Harris** asked if the event at the River Kensey would involve an invertebrate study

Cllr Bailey gave an update regarding the Launceston PPG and advised that new art works and furniture were to be installed at the new medical centre as well as a Dementia Friendly clock purchased and funded by the Rotary Club of Launceston and that new staff were being trained for the centre. Cllr Bailey also advised that the Heritage Weekend had been a great success with excellent team work between a host of organisations

2106/21

Report from the Town Mayor

The Mayor stated that the Heritage Weekend had been very successful and thanked all those involved, especially Cllr Helen Bailey

2106/22

Lawrence House Museum

It was **resolved** to agree the minutes of the Lawrence House Museum (previously circulated) and to note that the Museum would not be re-opening this year, and for thanks be minuted to Mr Martin Cornish and Mrs Helen Gribble for their works in regards to the ongoing Arts Council grant submission

- 2106/23 Committee Membership**
It was **resolved** that Cllr Bullen be elected to the vacant position on the Finance and General Purposes committee
- 2106/24 Standing Orders**
It was **resolved** to agree the Council's Standing Orders (previously circulated)
- 2106/25 Terms of Reference**
It was **resolved** to
- i) agree the Council's Terms of Reference (previously circulated), subject to the amendments to the Library, Arts, Business and Information Services Committee that
 - a) meetings be held on a monthly basis
 - b) Non-members to include a representative of the Lawrence House Museum
- 2106/26 General Power of Competence**
It was **resolved** to confirm that the Town Council was eligible for the General Power of Competence as;
- i) at least two-thirds of the total seats on the council are held by members who stood at the last ordinary election
 - ii) the Town Clerk holds the Certificate in Local Council Administration
- 2106/27 Progress and Information**
Members considered Report 11/21 concerning the above (previously circulated)
It was **resolved** that;
- i) the Council support the 20's Plenty scheme
 - ii) it be noted that at the time of writing purchase orders were still awaited from GLL for works at Coronation Park
 - iii) it be noted that quotes are being sought for the provision of new Christmas lights
- 2106/28 Correspondence and matters to note**
It was **resolved** to
- i) note the letter of thanks for grant funding from the Launceston Male Voice Choir
 - ii) note the venue usage
- 2106/29 Urgent Items**
The Mayor updated members on the condition of Cllr and Mrs Tremain who had been involved in a car accident

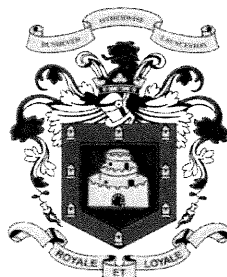
Date of the next meeting of the Council

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

The meeting ended at 8.11pm

Signed Date

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 17 June 2021 at 7.00pm
The Main Hall, Launceston Town Hall

Present Cllrs, Penhale (Town Mayor), Bailey (Deputy Mayor), Gilbert, Green, Gordon, Harris, Heaton, Nancarrow
In attendance: Cllr Soanes
Christopher Drake (Town Clerk)

2106/30 Apologies
Apologies for absence were received from Cllr Tremain

2106/31 Declarations of Interest
There were no declarations of interest

2106/32 Public Representation
There were no representations

2106/33 Minutes of the last meetings
The minutes of the meeting held on 20 May 2021 were signed as a correct record

2106/34 Current Planning Applications for comment

Application	PA21/04568
Proposal	Works to provide a stand-alone office.
Location	Tangles 8 - 10 Southgate Street Launceston Cornwall
Applicant	Hicks JSK Property Ltd
Decision	Support

Application	PA21/04569
Proposal	First floor flat roof extension and loft conversion with dormer extension
Location	43 Woburn Road Launceston PL15 7HJ
Decision	The Town Council objects to this application as the flat roof is not in keeping with other properties

Application	PA21/05982
Proposal	Works to trees in a Conservation Area, namely prune Oak tree (T1) branches by up to 2.5m - 3m to prevent further limb loss/branch failure.
Location	Towns Mills Cottage 6 Town Mills Launceston Cornwall PL15 8HU
Decision	Support

Application	PA21/06052
Proposal	Works to trees in a Conservation Area, namely remove one leader of twin stemmed Goat Willow and fell Walnut tree
Location	18 Exeter Street Launceston Cornwall PL15 9EQ
Decision	The Town Council supports this application and requests that the walnut tree be replaced with a suitable native tree in a suitable location for growth. It was noted that pictures/photographs greatly enable the Council to consider applications of this nature

2106/35

Planning Decisions to note

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

Application	PA21/01704
Location	Old Quarry SE Of 5 Ridgemoor Hill Launceston PL15 8BT
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
Decision	APPROVED
Town Council	Support
Application	PA20/11486 REFUSED
Location	Land East Of Dutson Road Launceston
Proposal	Outline planning application with all matters reserved except access comprising up to 105 units for retirement living and up to 40 Dwellings (both Class C3 Use) including a proportion of affordable housing, a 64-bed Care Home (Class C2 Use) and up to 1,275sqm Administration and Communal Facilities Building, a Commercial Unit of up to 300sqm (Class E Use) with associated drainage infrastructure and open space.
Decision	REFUSED – 1) The application site is not of an appropriate scale and is not allocated for strategic growth as set out in the St Stephens by Launceston Neighbourhood Development Plan, Policy 3 of the Cornwall Local Plan Strategic Policies 2010-2030 (CLP) or the adopted Site Allocations Development Plan Document. Although the proposal offers social and economic benefits through housing delivery including affordable units in this edge of town location (which are positive material considerations supported within the NPPF) these do not outweigh or justify a departure from the spatial strategy pursued by the Development Plan. The proposal is therefore not considered to constitute sustainable development as defined by the Development Plan as it conflicts specifically with Policies 1, 2, 3, 7, 9, 23 and 27 of the Cornwall Local Plan Strategic Policies 2010-2030, adopted November 2016. 2) In the absence of a mechanism to secure it, the proposal fails to provide affordable housing; public open space contributions; off-site financial contributions to deliver improvements to mitigate pressures on education; managed and maintained biodiversity net gains, or air quality contributions. The proposal is therefore considered to be contrary to policies 8, 12, 13, 16, 23, 27 and 28 of the Cornwall Local Plan Strategic Policies 2010-2030 adopted November 2016. 3) Insufficient information has been provided in relation to the level of activity and presence of reptiles across the whole site (during the reptiles season when the cattle are not present) to establish whether a favourable conservation status of European Protected Species can be maintained; contrary to Policy 23 of the Cornwall Local Plan Strategic Policies 2010-2030, adopted November 2016.

4) Insufficient information has been provided to demonstrate a safe and suitable access can be achieved with particular reference to traffic movements on Newport Square; and a safe and suitable access is not demonstrated at the northern Dutson road site entrance; contrary to Policy 27 of the Cornwall Local Plan Strategic Policies 2010-2030, adopted November 2016 and paragraph 12.49 of the adopted Cornwall Site Allocations Development Plan Document, adopted November 2019

Town Council The Town Council objects to this application for the following reason;
 The future development needs of the town have already be met
 This side of the town has been identified as being unsuitable for development
 There are access and egress constraints to the proposed site which will cause highways issues
 A development of this nature in this part of the town will have a direct and negative impact on traffic generation in an identified AQMA
 There is no adequate pedestrian access
 The Site Allocation DPD recognises the poor transport network in the area
 There will be a large loss of visual amenity as building at this site will be visible from the town
 The neighbouring St Stephens by Rural Parish Council do not support the proposals and it is contrary to their Neighbourhood Plan
 A large number of local residents have expressed concern at the proposal and the Town Council resolved to include their objections as part of its submission

2106/36

Correspondence and items to note

There were no matters for consideration

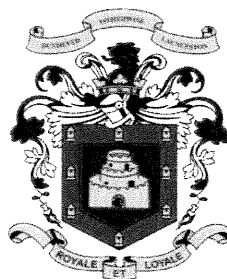
Next Meeting

The next meeting of the committee will be held on Wednesday 30 June 2021 at 7pm.

The meeting closed at 7.12pm

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

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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Wednesday 30 June 2021 at 7.00pm
The Main Hall, Launceston Town Hall

Present Cllrs, Gilbert, Green, Gordon, Harris, Heaton, Nancarrow
In attendance: Christopher Drake (Town Clerk)

2106/37 Apologies
Apologies for absence were received from Cllrs Tremain, Penhale and Bailey

2106/38 Declarations of Interest
There were no declarations of interest

2106/39 Public Representation
There were no representations

2106/40 Minutes of the last meetings
The minutes of the meeting held on 17 June 2021 were signed as a correct record

2106/41 Current Planning Applications for comment

Application	PA21/04738
Proposal	Alterations and extension to existing dwelling
Location	30 Trecarrell Launceston Cornwall PL15 9DF
Decision	Support

Cllr Nancarrow entered the meeting at 7.02pm during the discussion of the above

Application	PA21/05279
Proposal	Conversion of former restaurant to form two residential apartments
Location	The Bridewell, Paul Hicks Insurance Services Dockacre Road Launceston PL15 8DE
Decision	Support

Application	PA21/05423
Proposal	Increase the size of 2 porch windows and 2 hall windows by lowering the sills.
Location	Great Meadow Windmill Hill Launceston PL15 9AG
Decision	Support

Application	PA21/06304
Proposal	Non Material Amendment (2) to replace the fibre-cement roof finish to the two

storey part of the dwelling with natural slate and replace the ridge tiles with grey clay ridge tiles (Application number PA19/10588 dated 6th February 2020 relates)

Location Nevill Hovey And Co Blindhole Launceston PL15 9DU
Decision Support

2106/42

Planning Decisions to note

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

Application PA21/02893
Location Land Off Penworth Close Launceston Cornwall
Proposal Construction of retaining walls and associated finishes within entrance area of site approved under PA19/08455
Decision APPROVED
Town Council Support

Application PA21/01933
Location Launceston College Hurdon Road Launceston Cornwall PL15 9JR
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)
Decision APPROVED
Town Council Support

2106/43

Correspondence and items to note

There were no matters for consideration

Next Meeting

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

The meeting closed at 7.11pm

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



**Minutes of The Library, Arts, Business and Information Services Committee held on
Tuesday 6 July 2021 at 5.15pm in the Guildhall**

- Present:** Cllrs: Penhale (Mayor), Bailey (Deputy Mayor), Gordon, Gilbert, Nancarrow and Nolan
In attendance: Cllrs Heaton and Soanes
Launceston Visitor Information Centre Manager (Clerk)
- 2107/01 Election of Chairman**
Cllr Bailey proposed and Cllr Penhale seconded that Cllr Gilbert be elected as Chairman.
Unanimously agreed
- 2107/02 Election of Vice Chairman**
Cllr Penhale proposed and Cllr Gilbert seconded that Cllr Gordon be elected as Vice Chairman.
Unanimously agreed
- 2107/03 Apologies for Absence**
None received
- 2107/04 Declarations of Interest**
No declarations were made
- 2107/05 Public Representation Session**
No representations made
- 2107/06 Minutes of the last meeting**
The minutes of the meeting held on 4 May 2021 **were agreed** and signed as a correct record.
- 2107/07 Financial Report**
It was **resolved** to note the financial report
- 2107/08 Manager's Report**
It was **resolved** to note the manager's report including the following comments:
i. Safety screens should remain in the VIC following the change in COVID restrictions
ii. Post restrictions, staff should be allowed personal choice whether to wear face coverings
iii. There should be appreciation that some staff, or family of staff, remain vulnerable to the virus
- 2107/09 Exclusion of members of the press and public**
No members of the press or public were present
- 2107/10 VIC Website Image Tender Process**
The committee **resolved** to engage the services of Mark Theisinger of Gateway Studios to undertake the **still artwork** and that further investigation of video footage is still required.
Proposed Cllr Nolan
Seconded Cllr Penhale
Carried
- 2107/11 Items to Note and any Urgent Matters**
No urgent matters were raised
- 2107/12 Date of Next Meeting**
Tuesday 7 September 2021 at 5.15pm

Agenda item: 11

Committee: Full Council

Date: Tuesday 20 July 2021

Subject: Chairmanship Group

Summary: To consider the formation of a Chairmanship Group

Recommendations.

The Council is recommended to consider the formation of a Chairmanship Group

1 Information

- 1.1 It is practice for some larger Councils to have a small group of Council Members who meet with the Clerk to discuss matters of Council business so as a steer can be given on whether a particular proposal or scheme is deemed valid and to agree that such proposals then be taken to Full Council for consideration and resolution. The benefit of such a group is that it allows the Clerk to act upon a situation, particularly if it is time constrained.
- 1.2 Those Council's that are politically divided traditionally set up such a group, with membership made up entirely of the particular ruling group. However, Launceston Town Council does not have party political divide and as such does not have to consider the make up of its membership based on the Widdecombe principles. Therefore it is proposed that any such group of this nature at the Town Council be made up of the Chairman of each committee (Finance, Planning, Estate, Library/Arts), along with the Mayor and Deputy Mayor. This will give a total membership of six.
- 1.3 It is not proposed that a calendar of meetings be set up, and indeed it could be that discussion and decisions are agreed via email, although there may be occasion when face to face meetings allow for more detailed conversation as required. It is important to note that a group of this nature will have no decision making authority and would not have use of devolved powers unless specifically agreed by the Council as a whole

Contact Officer Christopher Drake – Town Clerk
Date 6 July 2021

Agenda item: 13

Committee: Full Council

Date: Tuesday 20 July 2021

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Agree Outside Body Membership to the Little Red Bus**
 - 2) Note the proposal for a Council visioning day**
 - 3) Agree the date for a meeting of the Staffing Committee**
-

1 Outside Body Membership

- 1.1 Further to the Annual Meeting of Council in May, clarification was sought in regards to the need for Council representation for the Little Red Bus. Following this clarification, the Council is now recommended to appoint an Outside Body representative to this organisation

2 Council Visioning Day

- 2.1 Following the elections and establishment of the current Council, it is proposed that a Council Visioning Day be held whereby the Council will discuss and agree the vision of the Council for the next four years and beyond the current term.
- 2.2 The Council's Senior Management team met on 5 July to agree an officer's vision for the Council and to discuss how this is shared and agreed with Members and Council staff. The day itself will include a site visit to all Council properties and presentations from various Council colleagues. The aim of the day will be for staff and councillors to work alongside one another to agree a future plan based on the Council's core strategies and to agree how any agreed actions are taken forward and measured.

3 Staffing Committee meeting

- 3.1 Following the election of Chairman for all Council committees it is recommended that the Staffing Committee meet as soon as practicable. Included on the agenda, can be details of employment organisations to be approached subject to the Council agreeing a job evaluation for the Council, as at item 10 of this agenda

Contact officer Christopher Drake – Town Clerk

Date 6 July 2021

ABM-Halls for Hire Usage Statistics Printed at 07/07/21 15:03

From 14/06/2021 to 13/07/2021

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	1	16.00 Hours	
External Hires	4	3.25 Hours	
Guildhall	8	27.50 Hours	
Kitchen Bar and Reception Area	6	35.00 Hours	
Main Hall	34	107.75 Hours	
Otho Peter Suite 01	2	9.00 Hours	
Otho Peter Suite 02	0	0.00 Hours	
Otho Peter Suite Both Rooms	0	0.00 Hours	
Town Square	6	26.50 Hours	
Total	61		

Town Square	Number of Bookings	Time Booked	Value
Town Square	6	26.50 Hours	
Total	6		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	1	0.25 Hours	
Ambulance Hall (MainHall)	29	122.50 Hours	
Ambulance Hall (Meeting Room)	0	0.00 Hours	
Total	30		