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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 20 JULY 2021 at 7.00pm in the Town Hall

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

Prayers were read by Reverend David Miller

2107/24 Apologies for absence
Apologies for absence were received from Cllrs Hogan and Young

2107/25 Declarations of Interest
There were no declarations of interest

2107/26 Public Representation Session
There were no public representations

2107/27 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 Monday 14 June 2021 at 7.00pm

2107/28 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 17 June 2021 at 7.00pm
(ii) Planning and Economic Development held on Wednesday 30 June 2021 at 7.00pm
(iii) Library, Arts, Business and Information held on Tuesday 6 July at 5.15pm

2107/29 Reports from Cornwall Councillors
Cornwall Cllr Conway said that the Community Chest Grant Fund was now available, that he had received a petition regarding the issues of parking and HGV movements in Castle Street, that the issue of housing shortages for local people was high on the agenda for Cornwall Council to tackle and that the Community Network Panel was considering highways spend requests. Cllr Conway also raised the issue of a press release being made by Cornwall Council without the consultation of the Town Council

Cllr Harris stated that the parapets for the bridge across the A30 had not been installed to date. Cllr Conway advised that funds were available for the project and confirmation of a start date for works was awaited from Highways England

Cllr O'Brien stated that in regards to Castle Street, the local police be requested to enforce the highways regulations. **Cllr Tremain** stated that the HGV issue needed addressing

Cllr Bailey stated that the pavement surfaces on the bridge across the A30 were in a poor state of repair

Cllr Soanes stated that poor surfaces caused difficulties for those using disability scooters

Cllr Gordon stated that grass cutting along the A30 was required. Cllr Conway advised that works were scheduled

2107/30

Reports and Questions from Town Councillors

Cllr Harris advised that tree works were required as branches were overhanging the footpath on the bridge across the A30

Cllr Gordon advised that events for the Platinum Jubilee were being planned for Coronation Park

Cllr Heaton spoke about the Police Crime Development Plan and advised that advocates had been asked to raise issues. To date these had included matters of domestic abuse, a greater police presence and the re-invigoration of Neighbourhood Watch areas. Cllr Heaton also advised that Plastic Free Launceston continued working with the West Country Rivers Trust and works to meet with more residents in the school Summer holidays were planned and also stated that more traffic wardens and patrols were needed in the town

Cllr Bailey gave an update regarding the Launceston PPG and advised issues regarding patients being able to get in contact with the medical centre had been raised with the Centre Manager. Cllr Bailey also gave an update regarding the Chamber of Commerce and advised that Christmas Late Night Shopping events were planned for 10 and 17 December

2107/31

Report from the Town Mayor

The Mayor advised that he had welcomed Mr Gary Turner to Launceston on his charity walk

2107/32

Presentation Consideration

The presentation from Mr Howard had been adjourned and so this agenda item could not be discussed

2107/33

Lawrence House Museum

There were no minutes received for consideration

2107/34

Proposal to Agree a Chairmanship Group

Members considered Report 13/21 concerning the above (previously circulated)
It was **resolved** that a Chairmanship Group not be considered

2107/35

Job Evaluation

It was **resolved** to undertake an evaluation of all paid posts at Launceston Town Council and for the Staffing Committee to agree the organisations that will be invited to tender for the required works

2107/36

Progress and Information

Members considered Report 14/21 concerning the above (previously circulated)
It was **resolved** that;

- i) No current appointment be made for the Outside Body Membership to the Little Red Bus
- ii) the proposal for a Council visioning day be noted
- iii) a meeting of the Staffing Committee be agreed

2107/37 Correspondence and matters to note

It was resolved to

- i) note the venue usage

2107/38 Urgent Items

There were no items for consideration

2107/39 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.

2107/40 Launceston Library Hub

The Clerk provided a verbal update in regards to the proposed library hub

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 21 September 2021 at 7pm

The meeting ended at 8.40pm

Signed Date

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Launceston Town Council
The Town Hall
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MINUTES OF THE EXTRAORDINARY COUNCIL MEETING
held on TUESDAY 10 AUGUST 2021 at 7.00pm in the Town Hall

- PRESENT** Cllrs, Penhale (Town Mayor), Bullen, Conway, Gordon, Green, Harris, Hogan, Heaton, Nancarrow, Nolan, O'Brien, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
22 x public
1 x press
- 2108/25 Apologies for absence**
Apologies for absence were received from Cllrs Bailey and Gilbert
- 2108/26 Declarations of Interest**
There were no declarations of interest
- 2108/27 Public Representation Session**
Question 1 – The Launceston Minor Injuries Unit (MIU) Campaign Group submitted details of its petition and wants the Launceston site re-open, and wanted answers in regards to who made the decision to temporarily close the site, when was the decision made and what was the remit, was any risk assessment carried out, was any consultation undertaken and was there a guarantee that the site would re-open in October as stated.

Question 2 – A member of the public stated that all MIU's in the South West needed protecting

Question 3 – A member of the public stated that no other organisational bodies had been informed of the closure decision

Question 4 – A member of the public raised concerns over the general lack of NHS services in the immediate and surrounding areas.

Question 5 – A Bude Town Councillor advised of their involvement in the operation of the Bude MIU and offered assistance to the Town Council if required

The Mayor advised that he had the same concerns as all those present

Cllr Heaton stated that the Patient Participation Group were working on the issue and advised of the possibility of staff cover being staggered across sites to allow better coverage throughout the region

Cllr Green stated that he had contacted the relevant authority and received an email response.

Cllr O'Brien stated that a letter be sent to all parties concerned
- 2108/28 Temporary Closure of Launceston Minor Injuries Unit**
Members considered a Notice of Motion from Cllr Conway concerning the above (previously circulated)

It was **resolved unanimously** that this Council notes with great disappointment the temporary closure of Launceston Hospital Minor Injuries Unit and calls upon the relevant Health Trust to reconsider the matter each week to see if an earlier resumption is possible and that the result of such consideration is shared with elected representatives. This Council also asks that in future, decisions concerning our hospital must be shared with staff and elected representatives before the event.

2108/29

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.

2108/30

Launceston Library Hub

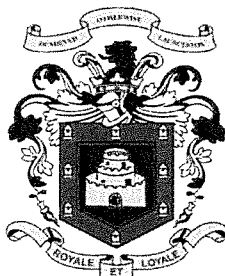
Members considered Report 15/21 concerning the above (previously circulated);

It was **resolved unanimously** that the Town Council agree to the ongoing operation of the town library service

The meeting ended at 8.00pm

Signed Date

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Launceston Town Council
The Town Hall
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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 7 JULY 2021 at 7.00pm in the Town Hall

- PRESENT** Cllrs, Penhale (Town Mayor), Bailey (Deputy Mayor), Bullen, Conway, Hogan, Nolan, O'Brien, Soanes, and Young
In attendance: Cllr Heaton
Helen Gribble (RFO)
- 2107/13 Election of Chairman**
Cllr Bailey was elected as Chair. Proposed by Cllr Nolan, seconded by Cllr Young
- 2107/14 Election of Vice Chairman**
Cllr Bullen was elected as Vice Chair. Proposed by Cllr Young, seconded by Cllr Hogan
- 2107/15 Apologies for absence**
No apologies for absence were received
- 2107/16 Declarations of Interest**
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received.
- 2107/17 Public Representation Session**
No public representations were made.
- 2107/18 Minutes of the last meeting**
The minutes of the meeting of 5 March 2021 were signed as a correct record.
- 2107/19 Finance**
a) It was resolved to approve the payment listings for May and June 2021
b) It was resolved to approve the balance sheet for May 2021
c) It was resolved to approve the income and expenditure account to May 2021
d) It was agreed that Cllr Nolan would check the payments and bank reconciliations for the period of April to June 2021
- 2107/20 St Mary Magdalene Church Clock**
It was resolved that to make a grant of £3,000 to St Mary Magdalene Church for the restoration of the ancient public clock.
- 2107/21 Award of Appreciation**

It was resolved to award Steve Stoppard an award of appreciation in recognition of the above and beyond service he has provided to the Town as Community Police Officer.

2107/22

Exceptional Grants

Members considered an Exceptional Grant Application from Cornwall Care, it was resolved not to support this application.

Cllr Penhale requested that his abstention to this resolution be recorded

2107/23

Urgent Items

- Cllr Bailey asked for Lawrence House Museum Income and expenditure to be considered at the next Finance and General Purposes committee
- The RFO informed the committee that the Council had been notified that it was due to receive a legacy of £500 for the maintenance of Launceston Cemetery. How to use this legacy will be brought to the Estates and Properties Committee.

The meeting closed at 7:43 pm.

Signed Date

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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 29 July 2021 at 7.00pm
The Main Hall, Launceston Town Hall

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

2107/41 Apologies
There were no apologies for absence

2107/42 Declarations of Interest
Cllr Harris declared an interest in planning application PA21/05965 – 11 Western Road and left the meeting and took no part in the discussion or voting on this item

2107/43 Public Representation
There were no representations

2107/44 Minutes of the last meetings
The minutes of the meeting held on 30 June 2021 were signed as a correct record

2107/45 Current Planning Applications for comment

Application	PA21/05965
Proposal	Listed Building consent for the removal of an existing rear chimney which is NOT part of the original building. Partial rebuilding of 2no. existing original chimney's as they are in poor condition.
Location	11 Western Road Launceston PL15 7AS
Decision	Support
Application	PA21/06085
Proposal	Proposed new internal traffic office, reception, canteen and toilet block together with new external windows, personnel doors and brick / concrete disabled access ramp.
Location	Unit 4 Quarry Crescent Pennygillam Industrial Estate Launceston
Applicant	FedEx UK Ltd
Decision	Support

2107/46 Planning Decisions to note
It was **resolved** to note the planning decisions

Application	PA21/04568
Location	Tangles 8 - 10 Southgate Street Launceston Cornwall PL15 9DP
Proposal	Works to provide a stand-alone office.
Decision	APPROVED
Town Council	Support
Application	PA20/10722
Location	Land SE Of 5 Ridgewood Hill Ridgewood Hill Launceston Cornwall
Proposal	Outline planning application with all matters reserved for up to 100 residential dwellings (C3), a care home (C2 or C3) of up to 120 beds and a 10 unit apartment block for adults with learning disabilities (C2), and associated works.
Decision	REFUSED - 1 The outline application represents a cramped overdevelopment of the site; and does not include sufficient land and detail including a comprehensive masterplan and concept plan to safeguard the delivery of the required estate road, pedestrian and cycle links between Kensey Valley Meadow and Newport Industrial Estate to create a safe and suitable access; to deliver open space requirements; to protect and enhance onsite biodiversity and the woodland priority habitat at the western edge of the allocation; and to ensure slope stability and ground water levels are acceptable, contrary to Policy LAU-H3 of the Cornwall site allocations development plan document, adopted November 2019; and Policies 1,2,3,16,23,26 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, and transport 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, adopted November 2016.
	3 Insufficient information has been provided in relation to the level of activity and presence of dormice across the site 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
Town Council	Whilst the Town Council supports the principle of a care home, it does not support the application as a whole and objects to the application due to the following; The application does not provide an access link to Newport. This has been a strategic aim of the Town Council since the building of the original Kensey development. The lack of this provision means that vehicle access and egress from the proposed site will lead to significant traffic generation at Prouts Corner, as well as seeing an increase in vehicle movements through the town, which is a recognized AQMA The proposal will allow a further development in the town with poor connectivity There is no play or proper open space provision Access for waste vehicles is not accommodated The application is not compliant with required fire service provisions There is inadequate infrastructure provision

Application PA21/02950
Location 14 Robin Drive Launceston PL15 9JY
Proposal Replacement of existing single space tarmac parking space to create double tarmac space parking to include widening of access.
Extension of the ACO drain fronting the existing garage.
Decision APPROVED
Town Council Support

Application PA21/06052
Location 18 Exeter Street Launceston Cornwall PL15 9EQ
Proposal Works to trees in a Conservation Area, namely remove one leader of twin stemmed Goat Willow and fell Walnut tree
Decision Decided not to make a TPO
Town Council 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

2107/47

Correspondence and items to note

Cllr Bailey raised concerns regarding parking near to the entrance to the Pennygillam industrial estate and the highways issues this caused in regards to access and egress from the site, congestion and pedestrian safety. It was agreed to report the matter to Cornwall Highways

Next Meeting

The next meeting of the committee will be held on Thursday 19 August 2021 at 7pm.

The meeting closed at 7.07pm

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

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Launceston Town Council
The Town Hall
Launceston
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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 2 August 2021
at 10.00am in the Town Hall.

PRESENT: Cllrs. Penhale (Mayor), Bailey (Deputy Mayor), Gilbert, Gordon, Harris, Hogan, Nolan and Young
In attendance: Cllr Soanes
Christopher Drake (Town Clerk)
Martin Cornish (Estates & Properties Manager).

2108/01 Apologies for Absence

There were no apologies for absence

2108/02 Declarations of Interest

There were no declarations of interest.

2108/03 Public Representation Session

No members of the public were present at the meeting.

2108/04 Minutes of the last meeting

The minutes of the meeting held on Monday 7 June were signed as a correct record.

2108/05 Estates & Properties Manager's Report – July 2021

It was resolved to;

- i) note the update regarding the grounds maintenance vacancy
- ii) note the update regarding Lawrence House Museum
- iii) agree to the required works following the fire risk assessment for the Town Hall
- iv) note the update regarding the replacement boiler at the Ambulance Hall
- v) note that works to the Town Crest at the front of the Town Hall had been completed and scaffolding would be removed from the site shortly
- vi) note the update regarding the ongoing grant application process for Priory Park play area
- vii) note that works to clear the site at Stourscombe open space will begin following confirmation of a start date by the contractor
- viii) note the update regarding Service Level Agreements and that the committee be provided with a breakdown of all costs regarding the service
- ix) note the survey report of the multi storey car park and for officers to seek quotes for the required repair works

2108/06 Urgent items

It was noted that;

- i) the bollards in the town square had been left open on several occasions
- ii) a bench at Stourscombe open space is in need of replacement

Date of the next meeting

The next meeting would be held on Monday 4 October 2021 at 10.00am

The meeting closed at 10.23am.

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 19 August 2021 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2108/31 Apologies
There were no apologies for absence

2108/32 Declarations of Interest
Cllr Harris declared an interest in planning application PA21/05647 – Land South West of Kensey View and left the meeting and took no part in the discussion or voting on this item

Cllr Penhale declared an interest in planning application PA21/05647 – Land South West of Kensey View and left the meeting and took no part in the discussion or voting on this item

2108/33 Public Representation
There were no representations

2108/34 Minutes of the last meetings
The minutes of the meeting held on 29 July 2021 were signed as a correct record

2108/35 Current Planning Applications for comment

Application	PA21/05647
Proposal	Proposed housing development of 28 dwellings
Location	Land South West of Kensey View Launceston Cornwall
Decision	Support

Application	PA21/05877
Proposal	Listed Building Consent for replacement windows
Location	1 Duke Street St Stephens Launceston Cornwall
Decision	Support

Application	PA21/07340
Proposal	Redevelopment of existing refuse transfer station, creation of a vehicle queuing lane and a temporary extension to the operating hours
Location	Household Waste Recycling Centre And Refuse Transfer Station Bangors Road

Applicant	Pennygillam Industrial Estate Launceston
Decision	Cornwall Energy Recovery Ltd This application falls outside of the town boundary and therefore the Council makes no comment
Application	PA21/07172
Proposal	Change of use of a building to B8 Use, including retention of existing restricted B2 Use as a tyre and storage distribution depot
Location	R H Claydon Ltd Scarne Industrial Estate Launceston PL15 9HS
Applicant	Claydon Pension Scheme
Decision	Support
Application	PA21/08121
Proposal	Tree works to fell trees within a conservation area namely: T1 - Conifer and T2 - Ash.
Location	Lindisfarne Dunheved Road Launceston PL15 9JE
Decision	Support

2108/36

Planning Decisions to note

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

Application	PA21/02838
Location	Launceston College Hurdon Road Launceston Cornwall PL15 9JR
Proposal	The construction of a new 3 storey teaching block for an additional 375 pupils, the new building will include 13 new science labs, 8 general teaching rooms, 3 small group rooms, together with staff and ancillary spaces
Decision	APPROVED
Town Council	The Town Council objects to this application as the tree works required are too great and the report of the tree officer must be considered in regards to any planning decision made. The proposal will cause an overlooking effect to neighbouring properties and lead to a loss of privacy, the proposed building height is not in keeping with others on the site and the loss of hard play area is not acceptable. In addition, the Town council questions whether the submitted boundary plans are accurate Following the options as set out within the Protocol for Local Councils, the Town Council agreed to disagree with the decision of Cornwall Council
Application	PA21/04569
Location	43 Woburn Road Launceston PL15 7HJ
Proposal	First floor flat roof extension and loft conversion with dormer extension
Decision	APPROVED
Town Council	The Town Council objects to this application as the flat roof is not in keeping with other properties Following the options as set out within the Protocol for Local Councils, the Town Council agreed to disagree with the decision of Cornwall Council

2108/37

Railway Bridges

Members received a verbal report from Cllr Tremain in regards to the infilling of former railway bridges across the country and it was **resolved** that a letter be sent to Cornwall Council and Highways England (Historical Railways Estate) raising the Town Council's concerns

2018/38

Correspondence and items to note

There were no items for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 9 September 2021 at 7pm.

The meeting closed at 7.29pm

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



**Minutes of The Library, Arts, Business and Information Services Committee held on
Tuesday 7 September 2021 at 5.15pm in the Guildhall**

Present: Cllrs: Bailey (Deputy Mayor), Gilbert (Chairman), Gordon, Soanes and Heaton
In attendance: Ms Snook (Senior Library Assistant)
Mr Dennis (Curator, Lawrence House Museum)
Launceston Visitor Information Centre Manager (Clerk)

2709/01 Apologies for Absence

Cllr Penhale

Apologies for absence were received from Cllr Nolan who was substituted by Cllr Soanes

Apologies for absence were received from Cllr Nancarrow who was substituted by Cllr Heaton

2109/02 Declarations of Interest

No declarations were made

2109/03 Public Representation Session

No representations made

2109/04 Minutes of the last meeting

The minutes of the meeting held on 6 July 2021 **were agreed** and signed as a correct record.

2109/05 Financial Report

It was **resolved** to note the financial report

2109/06 Manager's Report

It was **resolved** to note the manager's report including the following comments:

- i. Further consideration is needed to ensure the council best promotes events
- ii. The Senior Library Assistant confirmed there is currently internet access for library users including for those with additional access requirements
- iii. The museum pop-up is due to open on 15 September

2109/07 Intra-Council Relationships

It was **resolved** that the relationship between the library, museum, town hall events and the VIC is consolidated to promote greater coherence of service delivery

Proposed: Cllr Gordon

Seconded: Cllr Bailey

Carried

2109/08 Heritage Weekend 2022

It was **resolved** that the Visitor Information Manager investigates the intentions of other organisations regarding an event for summer 2022

2107/09 Exclusion of members of the press and public

No members of the press or public were present

2109/10 VIC Website Footage Tender Process

The committee **resolved** to engage the services of Stuart Bailey of Tamar Valley TV to undertake the footage artwork using funds allocated in Financial Year 21/22, and that a small contingency should be identified for F/Y 22/23 to allow for updating the footage.

Proposed Cllr Bailey

Seconded Cllr Gordon

Carried

2109/11 Items to Note and any Urgent Matters

No urgent matters were raised

2109/12 Date of Next Meeting

Tuesday 7 September 2021 at 5.15pm

The meeting closed at 6:45 p.m.

Signed :

Date:

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 8 SEPTEMBER 2021 at 7.00pm in the Town Hall

- PRESENT** Cllrs, Penhale (Town Mayor), Bailey (Deputy Mayor), Bullen, Conway, Hogan, Soanes, and Young
In attendance: Cllr Heaton
Helen Gribble (RFO)
- 2109/?? Apologies for absence**
Apologies were received from Cllr Nolan and Cllr O'Brien
- 2109/?? Declarations of Interest**
Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a written request for a dispensation has been received.
- 2109/?? Public Representation Session**
No public representations were made.
- 2109/?? Minutes of the last meeting**
The minutes of the meeting of 7 July 2021 were signed as a correct record.
- 2107/19 Finance**
a) It was **resolved** to approve the payment listings for July and August 2021
b) It was **resolved** to approve the balance sheet for July 2021
c) It was **resolved** to approve the income and expenditure account to July 2021
d) It was **agreed** that Cllr Young would carry out the payment and bank reconciliations checks.
- 2109/?? Bank Signatories**
a) It was **resolved** to add Cllr Bailey as a bank signatory for the Town Council bank accounts
b) It was **resolved** to add Cllr Bullen as an online bank signatory for the Town Council bank accounts
- 2109/?? Ambulance Hall Boiler**
It was **resolved** to approve the expenditure for a replacement boiler at the Ambulance Hall. The three quotations received were considered and the contract was awarded to DB Heating
- 2109/?? Lawrence House Museum Income & Expenditure**

It was **agreed** to bring this item back to the Committee following the completion of the building works at Lawrence House Museum.

2109/??

Suspension of Financial Regulations

It was **agreed** to suspend the Financial Regulations in relation the agenda item 10 – Lawrence House Steeplejacks, due to specialized nature and limited number of available steeplejacks in the area.

2109/??

Lawrence House Museum Steeplejacks

It was **resolved** to appoint Peninsula Access to carry out repair works to four chimney stacks at Lawrence House Museum as per the quotation.

2109/??

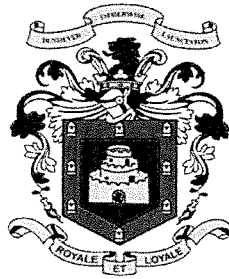
Urgent Items

The RFO informed the Committee that Miss Fiona Davey had passed her AAT Level 2 exams with distinction. The Committee sent their congratulations to her.

The meeting closed at 7:46 pm.

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 9 September 2021 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2109/24 Apologies
Apologies for absence were received from Cllr Penhale

2109/25 Declarations of Interest
There were no declarations of interest

2109/26 Public Representation
There were no representations

2109/27 Minutes of the last meetings
The minutes of the meeting held on 19 August 2021 were signed as a correct record

2109/28 Current Planning Applications for comment

Application PA21/06776
Proposal Extensions and alterations to rear kitchen and first floor seating area to part indoor/outdoor style terrace.
Location 8 Westgate Street Launceston Cornwall PL15 7AB
Decision The Town Council objects to this application due to concerns of overlooking and loss of privacy for neighbouring residential properties

2109/29 Planning Decisions to note
It was **resolved** to note the planning decisions

Application PA21/06085 APPROVED
Location Unit 4 Quarry Crescent Pennygillam Industrial Estate Launceston PL15 7PF
Proposal Proposed new internal traffic office, reception, canteen and toilet block together with new external windows, personnel doors and brick / concrete disabled access ramp.
Decision APPROVED
Town Council Support

2109/30

Letter from Bodmin Town Council

Members considered a letter from Bodmin Town Council in regards to new proposed planning reforms and it was **resolved** that a letter be sent highlighting the concerns that the Town Council's Planning Committee had raised with Cornwall Council and Scott Mann MP

Cllr Heaton left the meeting at 7.19pm during the discussion of the above

2019/31

Correspondence and items to note

There were no items for consideration

Next Meeting

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

The meeting closed at 7.29pm

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



Lawrence House Museum

(Registered Charity No 276656)
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LAWRENCE HOUSE MUSEUM MANAGEMENT AND LIAISON COMMITTEE MINUTES OF THE MEETING AT 6pm ON 12 AUGUST 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
Launceston Town Council (LTC) Property Manager Martin Cornish
Curator Damon Dennis
Secretary Lesley Barker

APOLOGIES: Cllr Trustees Helen Bailey and Dave Gordon
Lay Trustee David Scott
Treasurer Emma Gilbert
Secretary's note: Lay Trustees Verity Anthony and Peter Herring also later apologised for their unavoidable absence.

- 1 **CHAIRMAN'S WELCOME:** Chair Margaret Young welcomed everyone and explained that this meeting was to be a short one, principally to update the Committee on progress with the building works and to minute the Committee's approval of the pop-up museum.
- 2 **MINUTES OF THE MEETING ON 6 JULY 2021, PREVIOUSLY CIRCULATED**
The minutes were agreed as a correct record.
- 3 **PROGRESS UPDATES – ACTION POINTS FROM LAST MEETING**
Employment of steeplejacks and progress on other work
 - Martin Cornish reported that Project Manager Chris Hunter had appointed Peninsula Access to use steeplejacks to carry out the high-level work needed to waterproof the Museum building, the work being scheduled for the end of September. The blocked drain which caused some of the water ingress and damage to the building is scheduled to be dealt with next week.
 - Martin also reported that the Expression of Interest for a grant of £250,000 towards the building work submitted to the Arts Council did not get through to the next stage.
 - Martin was concerned that he had been having difficulty in obtaining quotes for providing a handrail for the garden steps, due to many companies having a backlog of work. Margaret pointed out that there is now no need for three quotes and asked him to progress the work urgently using whoever is available.

3 PROGRESS UPDATES – ACTION POINTS FROM LAST MEETING (cont)

- A review of the Museum heating is under way, with Project Manager Chris Hunter proposing to arrange on-site meetings with companies interested in carrying out the work. It may be advantageous to commission the work in stages, starting at the lower levels, as funding becomes available. Green energy solutions, such as a dual fuel (hydrogen and gas) boiler and an air source heat pump, are being considered and this may make it easier to obtain grants.
- Ian Nolan made the point that it is essential to keep individual projects under constant review in order to make sure that money allocated is actually spent, particularly the £80K for this financial year which needs to be progressed asap. David Scott has suggested that, in order to move quickly on individual interior projects, smaller working parties be formed to expedite them and report back to the main committee.
- Damon also pointed out that it is important to obtain quotes as soon as possible as without them grant applications will not be considered.

Tenant's concerns

- Brian Hogan said that he believed work required to the flat is largely cosmetic and that any work carried out during the refurbishment of the building would not materially affect the tenants.
- Re the outstanding water bills, it was noted that the entire water bill for the Museum building is paid from the Museum account but, although a subsidiary water meter had been installed some time ago and the tenant had been submitting readings to LTC, the procedure whereby LTC had been billing the tenant and crediting these payments to the Museum account appeared to have broken down.

Secretary's note: this procedure was in place until at least 2018 when income described as 'Charret-Dykes Water' is shown on a statement produced by LTC. There seems to be no reason why the procedure cannot be reinstated and an agreement reached concerning payment of arrears.

- It was agreed that the tenancy question should be revisited. Paula Bullen suggested that the lease should be reviewed and Martin Cornish was asked to obtain a copy for the Committee.

Liaison with Historic England: Martin Cornish confirmed that the Project Manager is in contact.

4 POP-UP MUSEUM PREMISES

David Scott has offered the use of his empty property at 11a High St as a pop-up museum at a rent of £500 pcm plus electricity. The property will shortly be available and no charge will be made for the first two weeks of occupation. The lease will be flexible with no set term. The Committee voted unanimously to accept his offer and authorised Chair Margaret Young to sign the lease.

5 OTHER BUSINESS

Damon reported that he had secured funding of £5K towards redevelopment of the Museum website. Paula Bullen, as the link with Treasurer Emma Gilbert, will shortly be making contact with her: Margaret asked her to make sure that the question of the Curator's back pension payments is resolved.

6 DATE OF NEXT MEETING: the next meeting is scheduled for Tuesday 7 September at 7pm on Zoom.

Cc Town Clerk for circulation to full Council

Housing Resolutions - Bude Stratton Town Council

“Housing was the number one issue that our Cllrs came across when door knocking for May’s election, so they are keen to try and make a positive difference. Although this is difficult within the remit of a Town Council, hence the calls for policy changes at a government level and for Cornwall Council as the Housing Authority to take action. The Council has resolved to lobby government to:

1. End the ‘Right to Buy’ scheme
2. Scrutinise the principles of Affordable Housing with a view to creating links to local earnings
3. New homes must be prioritised for local need and occupancy
4. Second Homes:
 - a. To allow a multiplier of council tax which is passed to local communities
 - b. Scrutiny of the principle of registering houses as businesses
5. Additions to our housing stock should be delivered to high sustainable living standards and offered with secure and humane tenancy agreements

If this situation remains unchecked, we fear fracturing of our communities leading to long term social identity issues, workforce problems, loss of family support networks and empty homes bringing a loss of economic vitality and sustainability of our community. Bude-Stratton Town Council urges Cornwall Council to declare a housing emergency based on the BSTC statement.

The Council is sending this statement to Scott Mann MP and is also passing it to CALC and NALC for circulation to all Town and Parish Councils for support.

We would welcome other Councils passing a similar resolution and adding to the call for action.”

Agenda item: 13

Committee: Full Council

Date: Tuesday 21 September 2021

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Note the update regarding the job evaluation process**
 - 2) Note the update on the proposals for the Christmas light switch on**
 - 3) Note the date for the Council Visioning Day**
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1 Job Evaluation

- 1.1 The Council agreed to undertake a job evaluation to review all posts within the Council and the Staffing Committee resolved that organisations be approached for quotations to supply the Council with a full review and job evaluation.
- 1.2 Four organisations were approached, namely Chris Rolley Associates, South West Councils, Ellis Whittam and Local Government Resource Centre. Officers were advised that Chris Rolley Associates was no longer operating following the retirement of Mr Rolley, but a former associate was contacted but has advised they are unable to offer a quote at the current time. As soon as all other organisations have submitted quotations, details will be taken back to the Staffing committee for consideration

2 Christmas Light Switch On

- 2.1 The Christmas Working Party met on 8 September, and it was agreed that the date for the light switch on will be Friday 3 December, with the lights turned on at 6.30pm, that there will be a street market held in Broad Street, a parade through town with samba band leading, Father Christmas on a sleigh, that the Town Band and pop-choir will perform Christmas songs and Funfair rides will be in the town square.
- 2.2 The working party members are making the necessary arrangements for the event and are next meeting on 22 September

3 Council Visioning Day

- 3.1 The Council Visioning Day will be held on Wednesday 13 October, commencing at 9.30am until 4.30pm. The purpose of the day is for all staff and councillors to work together to agree the future direction of the Council and agree the aims, objectives and goals both for the current Council administration and beyond 2025. The day will be spent on agreeing the 'vision' of the Council and its role in how we place shape the town, with all future actions and resolutions being based upon the direction/s agreed on the day. It is also hoped to arrange a tour of all Council sites and premises prior to the day itself.

ABM-Halls for Hire Usage Statistics Printed at 16/09/21 13:16

From 17/08/2021 to 16/09/2021

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	3	30.50 Hours	
External Hires	1	5.00 Hours	
Guildhall	5	10.00 Hours	
Kitchen Bar and Reception Area	10	57.50 Hours	
Main Hall	21	76.50 Hours	
Otho Peter Suite 01	6	12.00 Hours	
Otho Peter Suite 02	0	0.00 Hours	
Otho Peter Suite Both Rooms	6	29.50 Hours	
Town Square	6	23.50 Hours	
Total	58		

Town Square	Number of Bookings	Time Booked	Value
Town Square	6	23.50 Hours	
Total	6		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	1	0.25 Hours	
Ambulance Hall (MainHall)	32	139.25 Hours	
Ambulance Hall (Meeting Room)	0	0.00 Hours	
Total	33		