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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 SEPTEMBER 2021 at 7.00pm in the Town Hall

PRESENT

Cllrs, Penhale (Town Mayor), Bailey (Deputy Mayor), Bullen, Conway, Gilbert, Green, Harris, Heaton, Nancarrow, Nolan, O'Brien, Soanes, Tremain and Young
In attendance: Cornwall Councillor Paynter
Mayors Chaplain Reverend David Miller
Christopher Drake (Town Clerk)
9 x public

Prayers were read by Reverend David Miller

2109/32

Apologies for absence

Apologies for absence were received from Cllrs Gordon and Hogan

2109/33

Declarations of Interest

There were no declarations of interest

2109/34

Allotment Competition winners

The Mayor presented awards to the winners of the Allotment Competition

KENSEY - Winner: Mr & Mrs Basford Highly Commended: Ms Jackie Smith
DUTSON - Winner: Ms Julie Northey Highly Commended: Mrs Caroline Sochanik
GRAMMERS PARK- Winner: Miss J Fathers Highly Commended: Mr Bob Elford
OVERALL WINNER: Miss Jodie Fathers

2109/35

Public Representation Session

There were no public representations

2109/36

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 20 July 2021 at 7.00pm
- (ii) Minutes of the Extraordinary Meeting of the Council held on Tuesday 10 August 2021 at 7.00pm

2109/37

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) Finance and General Purposes held on Wednesday 7 July 2021 at 7.00pm
- (ii) Planning and Economic Development held on Thursday 29 July 2021 at 7.00pm
- (iii) Estates and Properties held on Monday 2 August 2021 at 10.00am
- (iv) Planning and Economic Development held on Thursday 19 August 2021 at 7.00pm
- (v) Library, Arts Business and Information held on Tuesday 7 September at 5.15pm
- (vi) Finance and General Purposes held on Wednesday 8 September 2021 at 7.00pm

- (vii) Planning and Economic Development held on Thursday 9 September 2021 at 7.00pm

2109/38

Reports from Cornwall Councillors

Cornwall Cllr Paynter advised that the issues regarding the potential closure of the leisure centre were being addressed and that current housing and planning issues were being reviewed and considered

Cornwall Cllr Conway stated that the leisure centre must be retained upon expiry of the lease in January 2023, and advised that a consultation on the future of leisure centre provision was being launched on 22 September and that various forms of funding the sites need to be considered.

Cllr Tremain gave details of the concerns of residents due to the state of overgrown vegetation and weeds growing throughout the town and asked Cornwall members to investigate.

2109/39

Reports and Questions from Town Councillors

Cllr Bailey advised that the AGM of the Launceston Patient Participation Group will be held on 9 November either in person at the Medical Centre or via Zoom and that the Chair of the PPG could be contacted to provide the necessary Zoom link. Funds had now been passed to the Centre to provide Bariatric chairs for the patients waiting room. The Chairman of the PPG had sent a response to the NHS Foundation Trust regarding the closure of the Minor Injury Unit (MIU) and a number of meetings were planned to discuss the issue, with the MIU scheduled to re-open on 1 October. Flu vaccinations will be available from mid September and Launceston College had been hired as a venue to facilitate this. New larger signage had been ordered to guide patients out of the surgery. Complaints and comments regarding the centre can be directed to the Practice Manager via the website or by telephone. Written submissions should be marked strictly for the attention of the Practice Manager, and as training is given to all staff, any comments received can be helpful in regards to training purposes.

Cllr Bailey also advised that the Launceston Memory Café will be meeting again from 11 September

Cllr Young attended the In Bloom AGM and passed on thanks to all Town Council staff who had helped maintain the displays and also stressed that those businesses that had floral displays should take responsibility in looking after them.

Cllr Nolan had attended the CCTV AGM and advised that the system continued to work well

Cllr Conway advised that repairs to the pannier market car park wall were still ongoing and advised that works to Priors bridge would soon be commencing following agreement by relevant historic and environmental bodies.

Cllr Heaton advised that the Community Network Panel (CNP) has a working party compiling information in regards to climate change matters, and that at the recent CNP meeting the issues regarding NHS Care issues and the closure of the MIU were discussed. Cllr Heaton had also attended a very successful League of Friends event

2109/40

Report from the Town Mayor

A copy of the Mayor's report had been made available to all Members

2109/41 **Lawrence House Museum**
The minutes of the Lawrence House Management and Liaison committee were agreed

2109/42 **Housing Resolutions – Bude Stratton Town Council**
Members considered the Housing Resolutions from Bude Stratton Town Council (previously circulated) and it was **resolved** that;
The Council lobby Government to

- a) scrutinise the principles of Affordable Housing with a view to creating links to local earnings
- b) ensure new homes must be prioritised for local need and occupancy
- c) Second Homes:
 - i) To allow a multiplier of council tax which is passed to local communities
 - ii) There be scrutiny of the principle of registering houses as businesses
- d) additions to housing stock should be delivered to high sustainable living standards and offered with secure and humane tenancy agreements

2109/43 **Request for Traffic Regulation Order (TRO) – Castle Street**
It was **resolved** to;

- i) support the request for a width/weight restriction for Castle Street and for a Traffic Regulation Order (TRO) at the site to be included at the next round of TRO's for consideration in the Launceston Community Network Area.
- ii) request suitable signage be placed and or amended to stop unsuitable HGV's from accessing Castle Street

2109/44 **Progress and Information**
Members considered Report 15/21 concerning the above (previously circulated)
It was **resolved** that;

- i) the update regarding the job evaluation process be noted
- ii) the update on the proposals for the Christmas light switch on be noted
- iii) the date for the Council Visioning Day be noted

Cllr O' Brien left the meeting at 8.03pm and re-entered the room at 8.07pm during the discussion of the above

2109/45 **Correspondence and matters to note**
It was **resolved** to

- i) note the venue usage

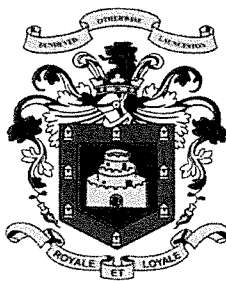
2109/46 **Urgent Items**
Cllr Soanes stated that the current temporary road closures needed to be kept in place

Date of the next meeting of the Council
The next Full Council meeting will be on Tuesday 19 October 2021 at 7pm

The meeting ended at 8.15pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 30 September 2021 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2109/47 Apologies
Apologies for absence were received from Cllr Bailey

2109/48 Declarations of Interest
There were no declarations of interest

2109/49 Public Representation
1) A local resident spoke against planning application PA21/06607 – Launceston Golf Club, North Street, stating that the proposal will lead to overlooking of neighbouring residential properties and a loss of privacy, that it is contrary to the local conservation area plan, and that the proposals are detrimental to the environment as no natural resources are proposed in the application
2) A local resident spoke in favour of planning application PA21/08179 – 27 Westgate Street, stating that the proposal will provide an affordable local housing need

2109/50 Minutes of the last meetings
The minutes of the meeting held on 9 September 2021 were signed as a correct record

2109/51 Current Planning Applications for comment

Application	PA21/06607
Proposal	Replacement escape stair and replacement terrace
Location	Launceston Golf Club North Street St Stephens Launceston
Applicant	Launceston Golf Club
Decision	The Town Council objects to this application as it is not a proposal for a replacement terrace and escape stair, but for a much larger terrace area that could be used as an outdoor entertaining space. The proposal will lead to overlooking of neighbouring residential properties, and noise issues if used as an extension to the existing bar area. The proposed development is also within the conservation area.

The Town Council respectfully requests that any such extension be made to other parts of the building so as to eliminate the issues of overlooking and loss of privacy

Application PA21/08179
Proposal Change of use of former office to two dwellings
Location 27 Westgate Street Launceston Cornwall PL15 7AD
Decision Support

Standing Orders were suspended at 7.20pm to allow for the applicant to answer questions in relation to the above application

Standing Orders were resumed at 7.21pm

Application PA21/07509
Proposal Proposed garage extension
Location 1 Dutson Road Launceston Cornwall PL15 8DX
Decision Support

Application PA21/08657
Proposal Detached garage to be constructed in garden
Location 11 Broad Park Launceston Cornwall PL15 8DS
Decision Support

Application PA21/08351
Proposal Replace windows and French doors at property.
Location Great Meadow Windmill Hill Launceston PL15 9AG
Decision Support

Application PA21/08888
Proposal Beech (T2) - Install 9mm fixed cable brace with through eye-bolts at three-quarters of tree height, linking outer stems. Beech (T3) - Reduce lateral spread of low westerly limb by 3m from approximately 10m to 7m. Reduce the branches directly above this limb to maintain a natural shape within the upper canopy. Yew (T30) - Crown reduction of 3m, reducing height from approximately 12m to 9m and radii from approximately 9m to 6m
Location Launceston Castle Castle Street Launceston PL15 8AZ
Applicant Mr Chris Bally English Heritage
Decision Support

2109/52

Planning Decisions to note

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

Application PA21/05877
Location 1 Duke Street St Stephens Launceston Cornwall PL15 8HE
Proposal Listed Building Consent for replacement windows
Decision REFUSED - The introduction of double glazed uPVC windows would fail to enhance or restore/preserve the features and fabric and appearance and historic character of this Grade II listed house, its historic setting or the wider Conservation Area, and the less than substantial harm caused by the proposed development would not be outweighed by any public benefits. As such the proposal conflict with Policy 24 of the Cornwall Local Plan Strategic Policies 2010 - 2030 (Adopted 22nd November 2016) and paragraph 202 of the 2021 National Planning Policy Framework.

Town Council Support - Following the options as set out within the Protocol for Local Councils, the Town Council agreed with the decision of Cornwall Council

2019/53

Correspondence and items to note

- 1) Officers updated the committee of a meeting with the Committee Vice Chair and local divisional member with the applicants for the planning application at No8 Westgate Street and gave details of the advice given to the applicants in regards to the planning process
- 2) It was noted that a local enforcement issue had been raised with Cornwall Council
- 3) It was noted that the Council had been contacted in regards to issues at the Chapel Gate development, but that this site fell outside of the town boundary and therefore details had been passed to the relevant authority

Next Meeting

The next meeting of the committee will be held on Thursday 21 October 2021 at 7pm.

The meeting closed at 7.34pm

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

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 October 2021
at 10.00am in the Town Hall.

PRESENT: Cllrs Bailey (Deputy Mayor), Gordon, Harris, Hogan, Nolan and Young

In attendance: Cllr Soanes

Christopher Drake (Town Clerk)

Martin Cornish (Estates & Properties Manager).

2110/01 Apologies for Absence

Apologies for absence were received from Cllr Gilbert and Cllr Penhale

2110/02 Declarations of Interest

There were no declarations of interest.

2110/03 Public Representation Session

No members of the public were present at the meeting.

2110/04 Minutes of the last meeting

The minutes of the meeting held on Monday 2 August were signed as a correct record.

2110/05 Estates & Properties Manager's Report – October 2021

It was resolved to;

- i) note that the Grounds Maintenance Vacancy was not successfully filled and that the existing team members are undertaking the works as required with support from office based staff
- ii) note the update regarding Lawrence House Museum and that the next phase of works will be the installation of heating and that drainage clearance is required at the Coach House
- iii) note 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
- vi) note the update regarding the ongoing grant application process for Priory Park play area and that CCTV at the site should be considered
- 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 that a date for works to clear land adjacent to Snowdrop Crescent at the Stourscombe estate are still to be agreed by the contractor
- ix) review the current Service Level Agreements for highways and maintenance and bring back details to a future meeting and consider if the Council retains the current service provision

- x) note the completion of a fire risk assessment for Southgate Arch

2110/06

Urgent items

It was noted that;

- i) pedestrian crossings are required between bus stops by Kernow House on the Link Road
- ii) works vehicles are stopping at the Link Road and causing congestion

Date of the next meeting

The next meeting would be held on Monday 6 December 2021 at 10.00am

The meeting closed at 10.31am.

Signed.....

Date.....



**Minutes of The Library, Arts, Business and Information Services Committee held on
Tuesday 5 October 2021 at 5.15pm in the OP Rooms**

Present: Cllrs: Penhale (Mayor), Gilbert (Chairman), Gordon, Nancarrow, Nolan

In attendance: Cllr Soanes
Ms Snook (Senior Library Assistant)
Mr Dennis (Curator, Lawrence House Museum)
Ms Stark (Support Services Officer)
Launceston Visitor Information Centre Manager (Clerk)

2110/07 Apologies for Absence
Cllr Bailey

2110/08 Declarations of Interest
No declarations were made

2110/09 Public Representation Session
No representations made

2110/10 Minutes of the last meeting
The minutes of the meeting held on 7 September 2021 **were agreed** and signed as a correct record.

2110/11 Financial Report
It was **resolved** to note the financial report

2110/12 Manager's Report
It was **resolved** to note the manger's report

2110/13 Update of Broader LABI Activities
Councillors **received** an update of recent activities and events **noting:**

- The town hall is open at every opportunity offering both full capacity major performers and Covid secure events to allow residents, still apprehensive of the pandemic, opportunities to re-engage in public activities
- The library has offered a variety of support activities for children in different locations, with a range of organisations, all of which promotes greater partnership and safer working practices
- The popup museum has generated a 75% increase in footfall and a range of events and activities is planned for the coming months and into 2022.

2110/14 Intra-council Website
It was **resolved** that officers should add detail to the outline of the website presented at the meeting and report back to councillors prior to Christmas.

Proposed Cllr Gilbert
Seconded Cllr Gordon
Carried

2110/15 Heritage Weekend 2022
It was **resolved** that the VIC Manager should convene a meeting of all interested parties, including members of the LABI committee, to establish how each organisation wishes to participate in the event.

Proposed Cllr Nolan
Seconded Cllr Gordon
Carried

2110/16

VIC Membership

It was **resolved** that:

- The membership fee(s) should remain unchanged for 2022 but that they should be reviewed for 2023
- The council should promote the basic membership package to support local businesses

Proposed Cllr Nolan

Seconded Cllr Gordon

Carried

2110/17

VIC Winter Hours

It was **resolved** that the VIC winter opening hours should remain unchanged, but should commence after the October half-term school holiday.

Proposed Cllr Gordon

Seconded Cllr Gilbert

Carried

2110/18

Items to Note and any Urgent Matters

No urgent matters were raised

2110/19

Date of Next Meeting

Tuesday 2 November 2021 at 5.15pm

The meeting closed at 6:30 p.m.

Signed :

Date:

Agenda item: 10

Committee: Full Council

Date: Tuesday 19 October 2021

Subject: Cornwall Council Survey Invitation

Summary: To consider a response to the Cornwall Council Survey

Recommendations.

The Council is recommended to consider how to respond to the Cornwall Council Survey Invitation

1 Survey Invitation

1.1 Further to the recent elections and administration changes at Cornwall Council, the views of Town and Parish Councils on that of Cornwall Council, are being sought.

1.2 The Town Council is invited to consider what needs changing, what can be done better and how the new administration can make the changes that will benefit the community.

Examples of what could be considered are;

Views on Planning

- Does the Cornwall Council planning department and committee listen to our comments?
- What can be done better?

Views on Devolution

- Is the Council satisfied with the process?

Views on the waste and recycling

- Is the Council satisfied with the waste and recycling service?

The Council can consider submitting comments on highways, Cornwall Housing, affordable housing, second homes

1.3 In addition the Council is requested to consider what Cornwall Council gets right, how it handled the Coronavirus pandemic? All the response will be collated and

1.4 This is potentially a large consultation process and the Council is recommended to have each committee consider the responses that relate to their remit and for these to be bought back to consider for resolution of what should be submitted on behalf of the Town Council.

Contact officer: Christopher Drake – Town Clerk

Date: 12 October 2021

Agenda item: 12

Committee: Full Council

Date: Tuesday 19 October 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 temporary road closures**
 - 2) Note the details regarding free parking in Cornwall Council car parks**
-

1 Temporary road closures

- 1.1 The Cornwall Streetworks team have provided details that the Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic put in place for urban pedestrianisation to allow social distancing throughout the coronavirus pandemic, have been extended to 31st March 2022.
- 1.2 There have been significant challenges with ensuring that the road closure signage is in place, and officers are working with Cornwall Council so that signage can be replaced and that any breaches of the closures can be investigated.

2 Free parking in Cornwall Council Car Parks

- 2.1 Cornwall Council is offering free parking in Cornwall Council car parks, and on the Truro Park and Ride, on Small Business Saturday which this year falls on Saturday 4 December 2021. In previous years, the Council has been able to offer town and parish councils the option of choosing an alternative free parking day or enabled them to subsidise additional free parking days. Unfortunately, this can not be offered this year due to the resources required to take payment machines out of service and back into service multiple times. All Cornwall Council car parks are clearly branded, and the free parking day will be advertised on social media as well as on posters at charging points.

Contact officer: Christopher Drake – Town Clerk

Date: 12 October 2021

ABM-Halls for Hire Usage Statistics

From 15/09/2021 to 14/10/2021

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	3	22.00 Hours	
External Hires	3	6.50 Hours	
Guildhall	8	20.00 Hours	
Kitchen Bar and Reception Area	9	48.00 Hours	
Main Hall	39	154.25 Hours	
Otho Peter Suite 01	4	14.50 Hours	
Otho Peter Suite 02	0	0.00 Hours	
Otho Peter Suite Both Rooms	7	21.25 Hours	
Town Square	6	27.00 Hours	
Total	79		

Town Square	Number of Bookings	Time Booked	Value
Town Square	6	27.00 Hours	
Total	6		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	1	0.25 Hours	
Ambulance Hall (MainHall)	30	135.00 Hours	
Ambulance Hall (Meeting Room)	2	4.00 Hours	
Total	33		