

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 18 JANUARY 2022 at 7.00pm in the Town Hall

PRESENT

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

Prayers were read by Reverend David Miller

2201/01

Apologies for absence

There were no apologies for absence.

2201/02

Declarations of Interest

Cllr Bullen declared an interest in Agenda Item 12 – Planning application PA21/12598 – Launceston College, Hurdon Road and left the meeting and took no part in the debate or voting on this item

2201/03

Public Representation Session

There were no public present at the meeting

2201/04

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 21 December 2021 at 7.00pm

2201/05

Reports from Cornwall Councillors

Cornwall Cllr Conway gave an update regarding the works at Race Hill, as well as advising that he had a meeting on 1 February in regards to the ongoing bridge works at Newport. He also advised that he would look into the matter regarding news reports of buildings in the town being put up for sale by Cornwall Council

Cllr Heaton asked whether there were any updates regarding climate change issues. Cllr Conway advised that no matters pertinent to climate change had been discussed at Council but advised that the issue forms part of all matters considered by the Council.

Cllr Green asked about news reports of buildings in the town being put up for sale by Cornwall Council. Cllr Conway confirmed that he would seek confirmation on the matter

2201/06

Reports and Questions from Town Councillors

Cllr Bailey gave an update from the Launceston Medical Centre Patient Participation Group and advised that all funds from the PPG bank account have now been passed to the Medical Centre and ringfenced in their accounts to purchase items for the use of patients and the PPG bank account has now been closed.

There have been some staffing issues in the Pharmacy leading to longer than normal queues outside, they are trying to address this as best as possible, but due to staff

isolating due to them or members of their household needing to isolate due to Covid and not being able to come into the building for obvious reasons it is leading to delays and it is not possible to just put anyone in this position. They are sending out staff to take names and details and trying to speed up the process, but apologise for any delays. They are looking into putting a shelter outside which would be covered and this is in the process of investigation with the builder.

There is a new Chairperson of the PPG, Helen Price and the Vice Chair is Paul Ford and Janet Ford has remained as Secretary. Mr Whaley has resigned from the PPG to focus on his works with Hospital Transport.

There are still some recruitment issues at the Medical Centre but they are looking to also employ further Mental Health Staff as there appears to be a huge need in our area. It was said that a high percentage of problems arising from Covid are in this area and there has been great strides since employing in this role and this is something they wish to strengthen.

Cllr Heaton advised that the proposed integrated care system had been delayed until July, that Cornwall Council co-opted a member to Health Watch Cornwall, that work on the future provision of renal dialysis was being undertaken at the medical centre and that the Town Plan Group had assisted in the Homestart Kernow project. Cllr Heaton also enquired if there was an update in regards to the provision of defibrillators in the town and raised the issue of an accident on the A30 near Altarnun and advised that this was a known accident blackspot and confirmed that the matter will be considered at the March Community Network Panel meeting and asked if the Town Council could provide written support to Altarnun in their on this matter. It was **resolved** to agree the proposal to support Altarnun

Cllr O'Brien requested confirmation of the Town Hall opening times

2201/07

Report from the Town Mayor

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

2201/08

Lawrence House Museum

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

2201/09

Railway Proposal

It was **resolved** to set up a working party to explore the potential of re-opening a Launceston to Okehampton railway line, as well as supporting a proposal for a north south town bypass. The working party to be; Cllrs Green, Conway, Nancarrow and Gordon

2201/10

Future of Town Market and Councillor Surgeries

It was **resolved** that;

- i) the market continue in its current format and a new set up team be employed, with details to be agreed at an Extraordinary meeting of Library, Arts, Business and Information committee
- ii) a working party be set up to consider the future commercial options of operating a town market, and the working party consist of; Cllrs Bailey, Young, and Nolan with input from Mrs Lauren Greene in her role within the Visitor Information Centre
- iii) councillor surgeries only be held when the market is in operation

2201/11

Local Council Survey on Nature

It was **resolved** that Cllrs Bailey, Bullen and Heaton consider a Council response and provide the details to the Town Clerk

2201/12

Planning Applications for Consideration

Application	PA21/11832
Proposal	Proposed double garage with ensuite shower to master bedroom
Location	38 Dunheved Road Launceston PL15 9JQ
Decision	Support
Application	PA21/12171
Proposal	Change of use of former hotel rooms and stores (C1) to 2no one bedroom self-contained flats (C3)
Location	Property Adjacent Banburys Beauty Spa Madford Lane Launceston Cornwall
Decision	Support
Application	PA21/12315
Proposal	Works to three trees; T1 Hornbeam, crown lift by 2-3m due to overhang, T2 Hornbeam, crown lift by 2-3m due to overhang, T3 Hornbeam, crown lift by 2-3m due to overhang.
Location	136 Kensey Valley Meadow Launceston Cornwall PL15 9TS
Decision	Support as per the Tree Officer's report
Application	PA21/12342
Proposal	Two storey extension
Location	15B Trecarn Close Launceston Cornwall PL15 7LN
Decision	Support
Application	PA21/12403
Proposal	Create an annex for family and friends and for occasional holiday use
Location	Fielden Underhayes Lane St Stephens Launceston
Decision	The Town Council objects to this application as more details in regards to the future usage are required. The Council requires confirmation as to whether this site will be used for a holiday let
Application	PA21/12598
Proposal	Proposed two mobile classrooms
Location	Launceston College Hurdon Road Launceston PL15 9JR
Decision	The Town Council does not support this application, as proposed building 2 will cause overlooking to neighbouring properties, the buildings will lead to a loss of valuable play area and on site parking and pedestrian access to the site will be compromised.

The Council would also request confirmation as to whether these proposals are for the permanent siting of the buildings

Cllr Bullen left the meeting during before the discussion of the above application

Cllr Bailey raised the issue of parking and highways congestion on Dutson Road and it was **agreed** that this matter be considered at the next meeting of the Planning committee

2201/13

Scheme of Delegation

It was **resolved** to agree the Scheme Delegation, subject to the amendments that;

- the Clerk advise Council when a Freedom of Information request is received
- the appointment of senior officers interviews be undertaken by the Town Clerk and two members of the staffing committee, or a relevant committee member.

2201/14

Progress and Information

It was **resolved** to:

- i) note the update regarding the Sakura Cherry Tree project
- ii) note the details of the Cornwall Council Hackney Carriage (Taxi) / Private Hire Vehicle, Operator and Driver Licensing consultation
- iii) note the update regarding the Cornwall 20's Plenty Scheme
- iv) note the update regarding the Council's job evaluation
- v) note the update regarding the Council's visioning statement
- vi) note the proposal regarding the implementation of RAG reports for Council projects and their inclusion as part of future Council and committee meetings
- vii) agree the request from Launceston Community Speed Watch to attend a future meeting

2201/15

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the New Year Card received

2201/16

Urgent Items

Cllr Bailey spoke about setting up a working party with other community groups to discuss Platinum Jubilee proposals. The working party was agreed as Cllrs Bailey, Young, Gilbert and Tremain. **Cllr Conway** advised that he had funds towards events as part of his Community Chest fund

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 15 February 2022 at 7pm

The meeting ended at 9.05pm

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 3 February 2022 at 7.00pm
The Guildhall, Launceston Town Hall

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

2202/01 Apologies
Apologies for absence were received from Cllrs Penhale (Mayor) and Green

2202/02 Declarations of Interest
Cllr Gordon declared an interest in planning application PA22/00347 – 12 St Johns Road and took no part in the debate or voting on this application

2202/03 Public Representation
A member of the public spoke in support of planning application PA21/06607 – Launceston Golf Club, North Street stating that the application was seeking to improve the membership and revenue of the club, provide better access and ensure that a local asset was utilised by the community.

A member of the public spoke against planning application PA21/06607 – Launceston Golf Club, North Street stating that the proposal would cause an overlooking effect and loss of amenity to local residents, and that the site for development was a fire escape and should not be utilised as a terrace. There were other areas available at the site for the development and the height of the terrace meant that users would look directly into a neighbouring property

Cllr Heaton left the meeting at 7.07pm during the discussion of the above

2202/04 Minutes of the last meetings
The minutes of the meeting held on 2 December 2021 were signed as a correct record

2022/05 Current Planning Applications for comment

Application	PA21/06607
Proposal	Replacement escape stair and replacement terrace
Location	Launceston Golf Club North Street St Stephens
Decision	The Town Council support this application subject to the proper fire safety and evacuation procedures being ensured for the site, should permission be granted
Application	PA21/11103
Proposal	Ground Floor and First Floor extension to the rear of property and internal remodelling.

Location	Riverford House St Stephens Hill St Stephens Launceston
Decision	Support
Application	PA21/11439
Proposal	Listed Building Consent for removal of eastern hip end chimney.
Location	1 Exeter Street Launceston PL15 9EQ
Decision	Support
Application	PA21/12207
Proposal	Non material amendment in relation to decision notice PA20/03640 dated 21.05.2020 for omission of entrance canopy, relocation of patio door to bay window position, installation of window into original bay window position.
Location	23 Duke Street St Stephens Launceston Cornwall PL15 8HD
Applicant	S.C.Cox Building Contractors Ltd
Decision	Support
Application	PA21/12252
Proposal	Reserved Matters application for Appearance. Landscaping. Scale. Details following outline consent PA18/02377 dated 28.12.18 (plots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11)
Location	Cross Lanes Farm Cross Lanes St Stephens Launceston
Decision	Support
Application	PA21/12479
Proposal	Advertisement consent for a folded ACM with digital print to face on external elevation.
Location	2-4 Church Street Launceston PL15 8AP
Applicant	Seetec Pluss Ltd
Decision	The Town Council objects to this application as it is within the conservation area where traditional signage should be encouraged. Any signage should be wooden and plastic signage should not be considered appropriate
Application	PA21/12642
Proposal	First floor extension and internal alterations and decorations.
Location	6 Dunheved Fields Launceston PL15 7HS
Applicant	Ovolo Interiors Ltd
Decision	Support
Application	PA22/00347
Proposal	Proposed Two storey extension providing enlarged kitchen/workshop on the ground floor with bedroom and en suite above.
Location	12 St Johns Road Launceston PL15 7DB
Decision	Support
Cllr Gordon left the meeting and took no part in the debate or voting on the above application	
Application	PA22/00383
Proposal	Works to trees in a conservation area (CA), works include T1 Magnolia and T2 Yew Tree
Location	30 St Stephens Hill St Stephens Launceston PL15 8HN
Decision	The Town Council cannot support this application as no pictorial details of the trees to which works apply have been included within the application

Application PA22/00638
Proposal Listed Building Consent for a new internal layout
Location The Coach House St Stephens Launceston Cornwall
Decision Support

2202/06

Planning Decisions to Note

The update on the Council's comments and further response from Cornwall Council in regards to planning application PA21/12403 – Fielden, Underhayes Lane, to create an annex for family and friends and for occasional holiday use, was noted

2202/07

Dutson Road Highways Concerns

It was **resolved** that;

- i) Cornwall Highways agree a viable plan to re-route HGV's as part of the towns Air Quality issues and the target of zero emissions by 2030.
- ii) parking restrictions or recognized allocated parking blocks be considered
- iii) painted 'false' pavement areas be installed for pedestrians
- iv) traffic monitoring at the site be undertaken during peak times

2202/08

Correspondence and Items to Note

- i) the letter from Cubert Parish Council was noted and the themes of the letter supported
- ii) the proposed revisions to the façade and side of the Library Hub to slate hanging were noted and welcomed
- iii) the email from a resident at Stourscombe Wood in regards to ownership of the road was noted and clarification be sought

Next Meeting

The next meeting of the committee will be held on Thursday 24 February 2022 at 7pm.

The meeting closed at 8.02pm

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

Town Clerk CW 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 ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 7 February 2022
at 10.00am in The Otho Peter Suites.

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

In attendance: Cllr Soanes and Tremain

Christopher Drake (Town Clerk)

Martin Cornish (Estates & Properties Manager).

2202/09 Apologies for Absence

Apologies for absence were received from Cllr Penhale (Mayor) and Cllr Gilbert who was substituted by Cllr Tremain

2202/10 Declarations of Interest

There were no declarations of interest

2202/11 Public Representation Session

No members of the public were present at the meeting.

2202/12 Minutes of the last meeting

The minutes of the meeting held on Monday 6 December 2021 were signed as a correct record.

2202/13 Estates & Properties Manager's Report – November 2021

It was resolved to;

- i) note the update regarding grass cutting and maintenance Service Level Agreements
- ii) note the update regarding the replacement boiler installation at the Ambulance Hall
- iii) note the installation of the new fire alarm at Southgate Arch
- iv) note the works undertaken in regards to water ingress at the Town Hall
- v) note the details regarding a new waste management contract
- vi) agree the purchase of two heat treating weed killing apparatus at a cost of £4200, from the allocated budget provision
- vii) note that quotes are being sought for the professional cleaning of the war memorial
- viii) agree the purchase of materials for the building of a polytunnel for the Grounds Maintenance team compound to undertake planting works

2202/14 Urgent items

There were no items for consideration

Date of the next meeting

The next meeting would be held on Monday 4 April 2022 at 10.00am

The meeting closed at 10.08am.

Signed.....

Date.....

TOWN CLERK'S REPORT – FEBRUARY 2022

Job Evaluation

The Clerk held an online meeting with Louise Harrison, who will be undertaking the Council's job evaluation on behalf of the Local Government Resource Centre (LGRC). The Council's brief, namely to review the work of the Town Council and the role of all employees, to ensure that job descriptions and salary scales are appropriate, along with the job descriptions of all posts and the previous evaluation undertaken in 2016, have all been sent to LGRC as part of the process

Sakura Tree Planting

The Clerk has met with Trustees of Coronation Park to agree the siting for the planting of the Sakura Cherry Trees. It was agreed that the planting be held in early March to mark St Piran's Day. The Clerk is liaising with the Lord Lieutenants office and Scott Mann, MP to agree their attendance at the event. The trees are currently temporarily planted within the Council's allotment site.

Priory Park Play Area

The Clerk, RFO and Estates Manager are liaising with local play providers to see what equipment can be installed at the site. Once providers have returned with suggestions, the Council will consult with neighbours for a second time to garner their input to the scheme and will then work with local schools.

In addition to new play equipment and updating of the football pitch, the site will also be included as part of the Council's tree planting scheme and officers will work with Cornwall Council to install proper wild flower planting at the site

RAG Reports

The Clerk is working with the Management Team to draw up the list of all projects that have been resolved to take place, as well as the details of works additional to the day to day operation of the Council. It was hoped that these would be presented to February Council but this has not been possible. In the first instance, the report will simply list all projects, it will be sent to Members as soon as is practicable, and then be formally received at future Council meetings, when the job status of each project can be properly reviewed

Future Market Operation

Following the Council's resolution to continue with the monthly market, job descriptions have been drawn up and the six vacancies that form the set-up team have been advertised

Town Vitality Funding

Work is continuing on the Town Vitality Funding as part of the Town Centre Revitalisation Fund for Safer Greener Streets. The Launceston Town Planning Group Members have submitted their necessary Declarations of Interest, and the Clerk is meeting with the VIC Manager on Friday 11 February to agree the tender process

Council Venues Bookings

The Council's venues have continued in being well used following the relaxing of usage restrictions. Regular hirers have all returned and currently bookings are in place every day for the remainder of February and all of March.

SLCC Practitioner's Conference

The Clerk will be attending the SLCC Practitioner's Conference being held from 15-17 February. The event is being held on line and the Clerk is booked to attend the following:

Tuesday 15

Welcome to the Virtual Practitioners' Conference including the Community Governance Awards

Digital Levelling Up – Working Smarter Using Microsoft 365

Civility and Respect Project Update

GDPR (Subject Access Requests)

How to Market your Parish to Attract Visitors

Getting the Best from your Councillors

Wednesday 16

Open Space Management

Risk Assessments – Getting the Fundamentals Right and Health and Safety Made Easy

Understanding the Public Sector Procurement Process

Levelling Up Locally

Member Induction: Supporting New (and Returning) Councillors

Acas: Behaviours at Work, your Rights and Responsibilities

Play Must Stay

Thursday 17

Allotment Association – Self-Management for Councils

Contracts and Employment

Local Council Memorial Administration and Safer Burial Grounds

Medium to Large Council Networking

In addition to the above, the Clerk will also be attending the Cornwall SLCC branch meeting, scheduled for Friday 18 March

Launceston Bridges and Making Space for Nature Project

The Clerk attended a site visit with Cllr Conway and the Estates and Properties Manager at Newport to see the new open space area at Ridgegrove, as well as the St Thomas bridge site. Both bridges are now in situ and the Ridgegrove bridge and nature area opened on Friday 4 March. The Ridgegrove site is part of the Making Space for Nature (MS4N) Projects within the town and it is proposed that this site, along with that at Windmill will be transferred to the Town Council's ownership upon proper maturing of the sites. This is expected to be by April 2023.

The Town Council will own and be responsible for the maintenance of the nature areas at Ridgegrove, but ownership of the tarmacked paths, fencing, lighting and the bridge will remain in the ownership and responsibility of Cornwall Council.

Casework Assist Training

The Clerk attended training on the new Casework Assist system, launched by Cornwall Council. The system enables Clerks to ask Cornwall Council officers for help with casework and general enquiries on behalf of their councillors, which is particularly useful if a Clerk does not know who to contact for help. Once the information has been submitted, the system automatically identifies the correct department to look into the issue raised. The response will provide relevant information along with a link and a case number for updates and/or to provide further information at a later date.

The 'Report Something' link on the CC website will still be used for issues such as fly tipping, pot holes, graffiti, missed rubbish collections etc. However, if this system has been used but the matter is still an issue, it can be raised via Casework Assist.

ABM-Halls for Hire Usage Statistics Printed at 10/02/22 14:20

From 18/01/2022 to 17/02/2022

Launceston Town Hall	Number of Bookings	Time Booked	Value
Entire Town Hall	0	0.00 Hours	
External Hires	2	13.00 Hours	
Guildhall	9	19.25 Hours	
Kitchen Bar and Reception Area	7	41.00 Hours	
Main Hall	33	143.00 Hours	
Otho Peter Suite 01	8	17.50 Hours	
Otho Peter Suite 02	0	0.00 Hours	
Otho Peter Suite Both Rooms	5	11.50 Hours	
Town Square	7	26.00 Hours	
Total	71		0

Town Square	Number of Bookings	Time Booked	Value
Town Square	7	26.00 Hours	
Total	7		

Ambulance Hall	Number of Bookings	Time Booked	Value
Ambulance Hall (Garage)	0	0.00 Hours	
Ambulance Hall (MainHall)	33	131.50 Hours	
Ambulance Hall (Meeting Room)	3	6.00 Hours	
Total	36		