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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL15 7AR

**MINUTES OF THE FULL COUNCIL MEETING**  
**held on TUESDAY 20 DECEMBER 2022 at 7.00pm in the Town Hall**

**PRESENT** Cllrs Conway, Gilbert, Gordon, Green, Harris, Heaton, Hogan, Nancarrow, O'Brien, Soanes, and Young  
In attendance: Helen Gribble (Deputy Town Clerk)  
1 x Public

**2212/28 Apologies for absence**  
Apologies for absence were received from Councillors Bullen and Tremain

**2212/29 Declarations of Interest**  
There were no declarations of interest

**2212/30 Public Representation Session**  
A member of the public reported the Launceston Camera Club have won the Amateur Photographer of the Year, Camera Club award for the second year, the Mayor congratulated the club on their success

**2212/31 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 15 November 2022 at 7.00pm

**2212/32 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:  
(ii) Finance and General Purposes held on Wednesday 7 December 2022 at 7.00pm

**2212/33 Reports from Cornwall Councillors**  
**Cornwall Councillor Conway** advised that the Trustees of Coronation Park Trust have had a positive meeting with a perspective new supplier.

**Cllr Green** asked whether there was any update on the Mayor for Cornwall. **Cllr Conway** said that there was a consultation in progress with regards to the position.

**Cllr Hogan** thanked **Cllr Conway** for his regular updates at Full Council.

the question regarding the use of housing pods and that there was no formal action to date regarding key worker housing

**Cllr Nancarrow** stated that the new junction works at Duke Street had not solved the highways issues

2212/34

**Reports and Questions from Town Councillors**

**Cllr Heaton** provided an update the Launceston Patient Participation Group AGM, Mr Paul Ford was elected as Chair of the group.

**Cllr Gordon** advised the Council that the Coronation Park Trustee's had shock hands with a local businessman to secure the future of the leisure center beyond the 24 January 23. He thanked Cllrs Conway, Penhale and Paynter for they hard work in reaching this stage.

**Cllr Harris** asked if the new provider has taken into account the rise in energy costs. **Cllr Gordon** advised that they were aware of the rising costs and were prepared for the potential impact.

**Cllr Bailey** provided an update from the most recent Chamber of Commerce meeting, written report attached.

2212/35

**Report from the Town Mayor**

The Mayor's report was noted

2212/36

**Free Car Parking**

It was **resolved** to offer free parking in the Westgate Multi-Storey car park from 3pm each day for January 2023 to support local businesses.

2212/37

**Grit bins**

Members considered report concerning the above (previously circulated)

It was **resolved** that the Council agree to the installation and maintenance of grit bins in the following locations:

Dockacre Road

Riverside

Church Lea

Kit Hill View

Chestnut Drive

Longfield Road

Ridgegrove Lane Junction

It was **resolved** that the Council take on the maintenance of the existing six grit bins on the Stourscombe Estate.

2211/38

**Correspondence and Matters to Note**

It was **resolved** to;

i) note the venue usage

ii) note the Christmas cards received

2211/39

**Urgent Items**

Cllr Young informed the Council that the Christmas Luncheon had been moved to the 18 January and it would now be an afternoon tea.

The Mayor wished the Clerk a speedy recovery and a healthy Christmas.

**Date of the next meeting of the Council**

The next Full Council meeting will be on Tuesday 17 January 2023 at 7pm

The meeting ended at 7.54pm

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

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Cornwall PL157AR

**MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE**  
**held on Thursday 15 December 2022 at 6.00pm**  
**The Otho Peter Suites, Launceston Town Hall**

- Present** Cllrs, Bailey (Deputy Mayor), Green, Gordon, Harris, Heaton, Nancarrow and Tremain  
In attendance: Helen Gribble (Deputy Town Clerk)
- 2212/21 Apologies**  
Apologies for absence were received from Cllrs Penhale (Mayor) and Gilbert
- 2212/22 Declarations of Interest**  
Cllr Green declared an interest in planning application PA22/10396 – 22 Meadowside, Launceston and left the meeting and took no part in the discussion or the voting on this item
- 2212/23 Public Representation**  
There were no representations made
- 2212/24 Minutes of the last meetings**  
The minutes of the meeting held on 24 November 2022 were signed as a correct record
- 2212/25 Current Planning Applications for comment**
- |             |                                                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application | PA22/09350                                                                                                                                                            |
| Proposal    | Application for Outline Planning Permission with some matters reserved for the construction of one dwelling namely 'access' only.                                     |
| Location    | Garages At Kensey Hill Kensey View Launceston                                                                                                                         |
| Decision    | Support                                                                                                                                                               |
| Application | PA22/09900                                                                                                                                                            |
| Proposal    | Construction of 1no. retail unit (Class E) along with access and servicing arrangements, car parking, landscaping and associated works                                |
| Location    | Land Adjoining Link Road Launceston PL15 9HH                                                                                                                          |
| Applicant   | C/O Agent TJ Morris Limited                                                                                                                                           |
| Decision    | Support but requests a condition of approval is the installation of solar panels to the roof and a ground or air source heating system                                |
| Application | PA22/10036                                                                                                                                                            |
| Proposal    | Proposed construction of an attached garage and store to existing dwelling.                                                                                           |
| Location    | 26 Hendra Vale Launceston Cornwall PL15 7HE                                                                                                                           |
| Decision    | Support                                                                                                                                                               |
| Application | PA22/10396                                                                                                                                                            |
| Proposal    | Works to a tree subject to a Tree Preservation Order for Oak (T1) - crown lift by 6ft and remove deadwood to prevent dead or low branches from falling in the future. |
| Location    | 22 Meadowside Launceston Cornwall PL15 7DJ                                                                                                                            |

Decision Support

**\*Cllr Green left the meeting and took no part in the discussion or the voting on the above application\***

|             |                                                                                                                |
|-------------|----------------------------------------------------------------------------------------------------------------|
| Application | PA22/10397                                                                                                     |
| Proposal    | Works to trees within a Conservation Area: namely T1 Large Conifer: dismantle completely                       |
| Location    | 26 Western Road Launceston Cornwall PL15 7AS                                                                   |
| Decision    | Support                                                                                                        |
| Application | PA22/10427                                                                                                     |
| Proposal    | Application for Non-Material Amendment to PA18/05304 for a proposed dwelling namely 1) change window positions |
| Location    | Plot Adjacent To Christmas House Ridgeway Hill Launceston Cornwall PL15 9QN                                    |
| Decision    | Support                                                                                                        |
| Application | PA22/10585                                                                                                     |
| Proposal    | Application for tree works in a Conservation Area: Crown reduce a Horse Chestnut and felling of a Juniper      |
| Location    | Launceston Castle Castle Street Launceston Cornwall PL15 8AZ                                                   |
| Decision    | Support with the condition that a suitable native tree is planted as a replacement                             |

**2212/26**

#### **Planning Decisions to Note**

It was **resolved** to note the applications

|              |                                                                                                                                                                                  |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application  | PA22/08740                                                                                                                                                                       |
| Location     | 2 Launceston Retail Park Scarne Industrial Estate Launceston Cornwall PL15 9DJ                                                                                                   |
| Proposal     | Advertisement consent to display 2No. replacement internally LED illuminated fascia signs to front of retail unit and 1no. set of replacement glazing graphics to main elevation |
| Decision     | APPROVED                                                                                                                                                                         |
| Town Council | Support                                                                                                                                                                          |
| Application  | PA22/06974                                                                                                                                                                       |
| Location     | 12 Southgate Street Launceston Cornwall PL15 9DP                                                                                                                                 |
| Proposal     | Listed building consent for change of use from accountancy offices to six residential                                                                                            |
| Decision     | APPROVED                                                                                                                                                                         |
| Town Council | Support                                                                                                                                                                          |
| Application  | PA22/06973                                                                                                                                                                       |
| Location     | 12 Southgate Street Launceston Cornwall PL15 9DP                                                                                                                                 |
| Proposal     | Change of use from accountancy offices to six residential flats including some demolition to reinstate a courtyard.                                                              |
| Decision     | APPROVED                                                                                                                                                                         |
| Town Council | Support                                                                                                                                                                          |
| Application  | PA22/08559                                                                                                                                                                       |
| Location     | The Heights Windmill Hill Launceston Cornwall PL15 9AG                                                                                                                           |
| Proposal     | Works to trees subject to a Tree Preservation Order (TPO), works include T1 Large Ash tree with significant onset of Chalara Ash Die Back - Reduce by 60% and T2                 |

Large Beech – Remove secondary leader limb to allow access to Ash tree with  
Mobile Elevated Work Platform  
Decision APPROVED

**2212/27**

**Correspondence and Items to Note**

There were no items of correspondence

**Next Meeting**

The next meeting of the committee will be held on Thursday 12 January 2022

The meeting closed at 6.25pm

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

**Agenda item:** 10

**Committee:** Full Council

**Date:** Tuesday 17 January 2023

**Subject:** Town Clerk Report

**Summary:** To consider various updates regarding the work of the Council

## **Recommendations.**

The Council is recommended to:

- 1) Agree the requirement for a working party to formulate and agree Council policies
- 2) Note the January RAG report
- 3) Agree if further works be undertaken in exploring solar panels for Council buildings
- 4) Note and ratify the decision of the Library, Arts, Business and Information committee regarding the future of the town market

## **1 Town Council Policies**

- 1.1 As part of the Town Council's work for Gold accreditation under the Local Council Award Scheme, there is a requirement for all policies to be reviewed and/or updated. Whilst this can form part of the Annual Meeting of Council, the number of policies for review is approximately 30 and as such would form too large a part for one meeting to review and agree.
- 1.2 In line with other accredited Council's, it is recommended that at the Annual Meeting of Council in May, a new Policy Committee be agreed, that will be in place to regularly review policies on a rolling timetable, and recommend them for approval by Full Council as required. To expedite some of this work, it is requested that Members consider setting up a working party so as work can be undertaken between now and the Annual Meeting in May. It is proposed that the policies can be sent to working party members in small batches and comments and amendments agreed via email as opposed to meeting in person. Those agreed policies will then be recommended to Full Council for ratification.

## **2 RAG Report**

- 2.1 Attached as an Appendix is the RAG Report for January 2023. Further to the recommendations of the Estates and Properties committee, four projects have been agreed as priority works for the Council and those are highlighted in blue on the report. The other listed projects will continue to be worked upon, but the priority projects will by definition be those that are afforded the most officer time. The majority of the priority projects involve high level repair/maintenance or construction and the RAG reports will be used to highlight the ongoing works of the projects and updates on timescales, as these may be prolonged.

## **3 Solar Panels for Council Buildings**

- 3.1 The Finance and General Purposes committee resolved that a formal approach be made to Cornwall Council Planning in regards to permission for solar panels to be installed on all Council owned properties. The Cornwall Planning Service has advised that they cannot give informal advice as they do not have all of the site and project information and would not

want to give incorrect advice which could cause issues in the future. They do offer a paid for checking service as an option at a cost of £465 (incl VAT). It is likely that this price will apply to each separate building application, and officers seek confirmation if the Council wishes to undertake these costs.

#### **4      Town Monthly Market**

- 4.1      At the January meeting of the Library, Arts, Business and Information committee (LABI), details were considered from the current monthly market operator (Miss Ivy Events), that the town market was not financially viable and therefore they were unable to continue with the provision. This took into account that a number of other Councils are witnessing the same drop off in market use, combined with the recent findings of The National Association of British Markets (NABMA), that markets were declining and that regular markets were seen as less favourable and commercially viable by traders in comparison to so called event markets.
- 4.2      The LABI committee resolved that the town monthly markets be discontinued as they are not financially viable and that officers explore the possibility of individual stall holders using the town square throughout the week and that a market form part of the Christmas light switch on event
- 4.3      Due to the cessation of monthly markets, it was noted that councillor surgeries would need to be held at an alternative site and it was resolved that future councillor surgeries be held within the library building. Officers will work with Members in the lead up to the first surgery and ensure that proper provision is made for the surgery to be held. The library experiences very good footfall with the December 2022 statistics showing that the site dealt with 3186 issues, either in person, on line or via the telephone and signed up 87 new users. Clear signposting and advanced advertising will be used to ensure people are directed to when and where the future surgeries will be held

Contact officer: Christopher Drake – Town Clerk

Date: 11 January 2023

| STATUS                           |
|----------------------------------|
| ONGOING                          |
| COMPLETED                        |
| TBC                              |
| RESOLVED<br>PRIORITY<br>PROJECTS |

| PROJECTS                                                         | PERSON/S RESPONSIBLE | STATUS | NOTES                                                                                                                                                                                                                           |
|------------------------------------------------------------------|----------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Town Hall changing room refurbishment                            | Estates Mgr          |        | Architects have visited the site and quotations have been received, to be considered at the next meeting of the Estates and Properties committee                                                                                |
| Town Hall stage accessibility                                    | Estates Mgr          |        | This work is being reviewed as part of the changing room refurbishment                                                                                                                                                          |
| Ambulance Hall redesigned for new Council offices                | Town Clerk           |        | This project has been temporarily suspended whilst officers seek alternative options for future office accommodation                                                                                                            |
| First Aid organisation relocated from Ambulance Hall garage area | Town Clerk           |        |                                                                                                                                                                                                                                 |
| Green Room garage cleared                                        | Estates Mgr          |        |                                                                                                                                                                                                                                 |
| Green Room building future use                                   | Council              |        | In the short term the upper floor will be cleared and used as an office/welfare area for the stewards team, as well as providing proper storage space for tech equipment. The garage area will be used to stock Council gazebos |

|                                                    |                            |  |                                                                                                                                                                           |
|----------------------------------------------------|----------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Library team relocate to new Hub                   | Library Mgr/Town Clerk     |  | Officers are working with Cornwall Council to agree suitable library accommodation facilities to ensure there is no loss of library book shelf space or service provision |
| Car park machines updated                          | RFO/F+GP committee         |  |                                                                                                                                                                           |
| Electric charging points installed                 | Estates Mgr                |  | Works agreed and awaiting start date                                                                                                                                      |
| Car park refurbished and new signage erected       | Estates Mgr                |  |                                                                                                                                                                           |
| Lawrence House repairs                             | Town Clerk/Council         |  |                                                                                                                                                                           |
| Lawrence House maintenance programme               | Estates Mgr                |  |                                                                                                                                                                           |
| Priory Park play equipment installation project    | Town Clerk/RFO/Estates Mgr |  | Site now cleared and new equipment quotes being sourced                                                                                                                   |
| New cemetery land acquisition                      | Council/Town Clerk         |  |                                                                                                                                                                           |
| Conversion of new land at St Thomas as rest garden | Town Clerk                 |  |                                                                                                                                                                           |

|                                                                |                         |  |                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------|-------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Installation of live streaming equipment at Town Hall          | Town Clerk/RFO          |  |                                                                                                                                                                                                                                                                               |
| Adoption of new nature area at Ridgegrove                      | Town Clerk/Estates Mgr  |  | Transfer tbc April 2023. HoT received from Cornwall Council in December                                                                                                                                                                                                       |
| Adoption of new nature area at Windmill Hill                   | Town Clerk/Estates Mgr  |  | Transfer tbc April 2023. HoT received from Cornwall Council in December                                                                                                                                                                                                       |
| Design and build of new grounds compound                       | Estates Mgr             |  | Site visits have been held and a quotation for works requested                                                                                                                                                                                                                |
| Welcome Back Fund works                                        | RFO/MIC Mgr/Town Clerk  |  |                                                                                                                                                                                                                                                                               |
| Town Vitality Fund works                                       | RFO/MIC Mgr             |  | Consultants for the Safer Greener Streets project have been commissioned and officers and members of the Town Plan Group have held initial introductory meetings. A draft report was prepared for September 2022. Presentation to LABI committee and Full Council in November |
| Quality Gold Accreditation                                     | Town Clerk              |  | Council policy documents being updated and agreed by Council as part of the process                                                                                                                                                                                           |
| Tree planting scheme at Coronation Park and Town Council sites | Town Clerk/Estates team |  |                                                                                                                                                                                                                                                                               |

|                                                            |                        |  |                                                                                                                                                                 |
|------------------------------------------------------------|------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment evaluation                                      | Town Clerk/Council     |  |                                                                                                                                                                 |
| Site clearance at Stourcombe                               | Estates Mgr            |  |                                                                                                                                                                 |
| New town bypass to be investigated                         | Town Clerk             |  | West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA                                                    |
| Rail link with Okehampton and/or Tavistock                 | Town Clerk             |  | West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA. Officer have also requested meetings with OKERail |
| Solar panels to be explored on all Council owned buildings | Town Clerk             |  | Email sent to CC planning dept. Response advises that cost implication for site visits - TBA by Council                                                         |
| Repairs to Town Hall/Clocktower due to water ingress       | Town Clerk/Estates Mgr |  |                                                                                                                                                                 |

**Venue Bookings Usage Statistics    From 20/12/2022 to 19/01/2023**

| <b>Launceston Town Hall</b>    | <b>Bookings Count</b> | <b>Hours Booked</b> |
|--------------------------------|-----------------------|---------------------|
| Entire Town Hall               | 0                     | 0                   |
| External Hires                 | 1                     | 1                   |
| Guildhall                      | 7                     | 25                  |
| Kitchen Bar and Reception Area | 14                    | 95                  |
| Main Hall                      | 11                    | 43.5                |
| Otho Peter Suite 01            | 9                     | 59.5                |
| Otho Peter Suite 02            | 1                     | 1                   |
| Otho Peter Suite Both Rooms    | 1                     | 3.5                 |
| Town Square                    | 4                     | 12                  |
| Total                          | 48                    |                     |

| <b>Town Square</b> | <b>Bookings Count</b> | <b>Hours Booked</b> |
|--------------------|-----------------------|---------------------|
| Town Square        | 4                     | 12                  |
| Total              | 4                     |                     |

| <b>Ambulance Hall</b>         | <b>Bookings Count</b> | <b>Hours Booked</b> |
|-------------------------------|-----------------------|---------------------|
| Ambulance Hall (Garage)       | 1                     | 1                   |
| Ambulance Hall (MainHall)     | 37                    | 176.25              |
| Ambulance Hall (Meeting Room) | 0                     | 0                   |
| Total                         | 38                    |                     |