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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 20 JUNE 2023 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Gordon, Green, Harris, Heaton, Hogan, Nancarrow, O'Brien, Penhale, Sleep, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 x Press
- 2306/27 Apologies for absence**
Apologies for absence were received from Cornwall Councillor Paynter
- 2306/28 Declarations of Interest**
There were no declarations of interest
- 2306/29 Public Representation Session**
There were no representations made
- 2306/30 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Annual Meeting of the Council held on Thursday 11 May 2023 at 2.00pm and Tuesday 16 May 2023 at 7.00pm
- 2306/31 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 18 May 2023 at 7.00pm
(ii) Estates and Properties held on Monday 5 June 2023 at 10.00am subject to the amendment that Cllr Gordon was in attendance at the meeting
(iii) Planning and Economic Development held on Thursday 18 May 2023 at 7.00pm
- 2306/32 Reports from Cornwall Councillors**
Cornwall Councillor Conway advised that works were ongoing between Cornwall Council and the leisure centre and that the proposed car park charges report had been carried

Cllr O'Brien asked if there was any update regarding changes to the planning considerations for solar panels. **Cllr Conway** stated that he would forward a revised planning requirements document

Cllr Tremain requested a copy of the aforementioned planning document

Cllr Harris asked if there was any truth regarding changes in planning concerning the provision of key worker housing. **Cllr Conway** replied that he was not aware of any changes

Cllr Bailey asked about the car parking charges and stated that she was unable to find details of the consultation on line. **Cllr Conway** gave an overview of what had been agreed and advised that he would forward a copy to all councillors

Cllr Bailey asked if alternative funding had been considered should the car park charges not have come in to force, as not to do so would imply that the increases had been pre-determined. Cllr Bailey also stated that car parks were in a poor state of repair. **Cllr Conway** confirmed he would copy all councillors details of the parking budget as was originally agreed.

Cllr Heaton spoke about the availability of the Community Levelling fund

Cllr Soanes asked about parking tariff amendments, including any changes for blue badge holders. **Cllr Conway** confirmed that he would copy the car parking report to all Members as well as any details regarding blue badge holders permits.

Cllr Sleep raised the issue of parking charges. **Cllr Conway** advised that details of what had been agreed would be copied to all Members

2306/33

Reports and Questions from Town Councillors

Cllr Heaton advised that the next meeting of the PPG was being held on Wednesday 21 June, and also gave an update regarding the 111 service statistics. An update on the Integrated Care Board noted that 10% of the local population served as carers, and also raised the issue of long waiting lists for SEN service users.

Cllr Tremain asked for an update following vandalism to the public facilities at Westgate Street. **Cllr Bailey** confirmed that the matter had been reported to the police and repair works would be undertaken as soon as practicable

Cllr Harris provided an update further to the recent Cornwall Association of Local Councils (CALC) meeting, that included discussion on asset transfers and grant funding

Cllr O'Brien also updated on the above meeting and spoke about sustainability and solar panels and that he would be contacting the Cornwall Council Heritage officer in regards to solar panels on Town Council buildings. Cllr O'Brien also gave an update on the CALC Executive stating that the current Cornwall officer was approaching retirement and work was underway to find a suitable replacement

Cllr Conway asked for it to be minuted that the Council congratulates Ms Fiona Davey on her passing her AAT Level 3 qualification

Cllr Sleep provided an update on the Heritage Weekend and thanked all those that had volunteered on the event. Cllr Sleep also advised that the television series Beyond Paradise would be returning to the town for the filming of a second series

Cllr Bailey provided an update regarding policing and advised that a meeting had been requested to discuss town issues and that the police were hoping to attend future meetings when possible

Cllr Hogan advised that the Museum had had over 200 visitors over the Heritage Weekend

- 2306/34 Report from the Town Mayor and Deputy Mayor**
The Mayor provided an update on the Mayoral and Deputy Mayor's activities
- 2306/35 Report from the Town Clerk**
Members considered the RAG Report for May (previously circulated)
It was **resolved** to note the report
- 2306/36 Internal Audit Report**
It was **resolved** to;
i) note the Internal Audit report
ii) thank the Council's finance team for their work
- 2306/37 Conflict of Interest Form**
It was **resolved** that the conflict of interest form, in relation to the Annual Report, be agreed and signed
- 2306/38 Annual Governance Statement 2022/23**
The Annual Return had been circulated with the agenda.
The Town Clerk read out the nine statements making up the Annual Governance Statement 2022-2023 and each one was agreed separately by the Council. It was then **resolved** to approve the Governance Statement and it was signed by the Town Mayor and Town Clerk.
- 2306/39 Annual Return Annual Accounting Statements 2022/23**
The Annual Return had been circulated with the agenda.
The Council considered the Accounting Statements for 2022-23 and it was **resolved** to approve the Accounting Statements as presented. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer.
- 2306/40 Council Policies**
Members considered the policies previously circulated and it was **resolved** to;
i) approve the Social Media at Council Meetings policy
ii) approve the Equality and Diversity policy
iii) approve the Equality policy
- 2306/41 Community Capacity Fund**
It was **resolved** that the Council act as the accountable body for the Town Plan Group's funding bid to the Community Capacity Fund
- 2306/42 Launceston Show**
It was **resolved** that;
i) three gazebos be set up at the event to house the Library, Town Hall/VIC events, Councillor Surgery and Council projects
ii) a rota be sent to Members for the councillor surgery
- 2306/43 Correspondence and Matters to Note**
It was **resolved** to;
i) note the venue usage
ii) note the amendment to the Grant Policy to include details of the Exceptional Grant scheme
- 2306/44 Urgent Items**
There were no items for consideration

2306/45

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 items as they involved the likely disclosure of confidential information

2306/46

Staffing Committee Minutes

It was **resolved** to agree the minutes of the Staffing committee held on Monday 3 May 2023

2306/47

Library Hub Project

It was **noted** that there were no new updates regarding the Library Hub

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 18 July 2023

The meeting ended at 7.57pm

Signed Date

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Cornwall PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 29 June 2023 at 7.00pm
The Guildhall, Launceston Town Hall

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

2306/48 Apologies
Apologies for absence were received from Cllrs Bailey (Mayor) Tremain (Chair) and Nancarrow

2306/49 Declarations of Interest
There were no declarations of interest

2306/50 Public Representation
There were no representations made

2306/51 Minutes of the last meetings
The minutes of the meeting held on 8 June 2023 were signed as a correct record

2306/52 Current Planning Applications for comment

Application	PA23/03583
Proposal	Removal and reconstruction of walling and separate shed walling to widen access, reconfiguration of steps.
Location	Horwell Villas Dutson Road Launceston Cornwall
Decision	Support
Application	PA23/04577
Proposal	Proposed re-pointing works to stonework wall along parking area. Construct buttressing wall in front of the low level stonework wall with brickwork above. Repairs to stone buttress wall. Unstable wall to be diss-assembled and rebuilt using original stone.
Location	Westgate Mews Dockey Launceston Cornwall
Decision	The Town Council support this application. As part of the medieval wall , the site must be properly repaired and maintained

2306/53 Planning Decisions to Note
It was **resolved** to note the applications

Application	PA23/02659
Location	15-26 Cornfield Drive Launceston Cornwall PL15 9GT
Proposal	Non-material amendment in relation to decision notice PA17/02564 dated 12.04.2018 to change the front door position on Plots 156-161, 163 and 164 from the front elevation to the side elevation.
Decision	APPROVED
Town Council	SUPPORT

Application	PA23/03694
Location	Unit Two Phoenix House Scarne Mill Industrial Estate Launceston Cornwall PL15 9GL
Proposal	Prior approval for change of use from office to a school for children with complex educational needs.
Decision	Prior approval not required
Town Council	The Town Council does not support this application as the site is not deemed appropriate due to the nature of other businesses associated with the site

2306/54

Correspondence and Items to Note

There were no items for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 20 July 2023

The meeting closed at 7.04pm

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

PROJECTS	PERSON/S RESPONSIBLE		NOTES	STATUS
Town Hall changing room refurbishment	Estates Mgr		Architects have visited the site and quotations have been received	ONGOING
Town Hall stage accessibility	Estates Mgr		This work is being reviewed as part of the changing room refurbishment	COMPLETED
Ambulance Hall redesigned for new Council offices	Town Clerk		It is unlikely that this project will be utilised and officers will bring back details to the Estates Committee for consideration following completion of the proposed library hub works	TBC
First Aid organisation relocated from Ambulance Hall garage area	Town Clerk		Letter sent to LVFS advising of need to re-locate. No response received as of 8 June. Followed up with Cllrs DG and LP and working with LVFS to establish need	RESOLVED PRIORITY PROJECTS
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		Clerk working with CC on proposed library site. HoT's received from CC and proposed site seller. Solicitors assigned. Contract works ongoing as of 10 July	

Car park machines updated	RFO/ F+GP committee		
Electric charging points installed	Estates Mgr		Works agreed and awaiting start date. Company has advised of an estimated 6 month lead time on project
Car park refurbished and new signage erected	Estates Mgr		PCA report received and considered by June Estates and Properties committee. Agreed that consultants be assigned to undertake investigation works. Survey works undertaken on 10 July
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works ongoing. Completion estimated as Autumn/Winter 2023. Council considering LH Vision at July Council
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Football goals to be installed in July, following works at site by National Grid. Grant company assigned on a no win no fee basis to explore further grants. All CIL receipts allocated to new equipment purchase
New cemetery land acquisition			Meeting held with landowner on 8 June with proposed potential siting for new cemetery adjacent to Stourscombe. Awaiting quote for costs of land purchase
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 are at Ridgegrove	Town Clerk/ Estates Mgr		HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr		HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility
Design and build of new grounds compound	Estates Mgr		Site visits have been held and a quotation and design works received. Ecology Assessment being undertaken
Welcome Back Fund works	RFO/VIC Mgr/ Town Clerk		
Town Vitality Fund works	RFO/VIC Mgr		Meetings ongoing to agree projects and new funding streams
Quality Gold Accreditation	Town Clerk		Council policy documents being updated and agreed by Council as part of the process. Fifth tranche of policies at June 23 Council
Tree planting scheme at Coronation Park and Town Council sites	Town Clerk/ Estates team		Sakura blossom trees planted and tree planting for Passmore Edwards Centenary at current library site
Employment evaluation	Town Clerk/ Council		
Site clearance at Stourscombe	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. Officers 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. Council has resolved not to undertake any further works and written to complain about excessive costs of consultation process
Repairs to Town Hall/Clocktower due to water ingress	Town Clerk/ Estates Mgr		
New skatepark installation at Coronation Park	Town Clerk		Betong Park awarded contract and initial planning enquiries started. Consultation event to be held as part of Council presence at Launceston Show

Agenda item: 10

Committee: Full Council

Date: Tuesday 18 July 2023

Subject: Future operation of Lawrence House

Summary: To agree the future operation of Lawrence House

Recommendations.

The Council is recommended to;

- 1) agree the vision statement from Mr David Scott
- 2) agree the future operation of Lawrence House
- 3) agree that subject to the resolution of items 1 and 2, that officers begin works on alterations to the lease and Trust arrangements for the building

1 Background Information

1.1 Further to the Town Council successfully bidding for Heritage Lottery funding for works to Lawrence House, these works are now ongoing at the site. A provisional end date of July for completion has now become unrealistic and will run over into Autumn/Winter of 2023. Below is a list of issues that include, but are not restricted to, the failure to deliver the initial delivery date of the project.

1. Identification of dry rot / root ingress in the basement kitchen requiring additional Delta membrane works.
2. Deterioration of the timber frame external to this area along with the masonry wall below which requires partial reconstruction to stabilise.
3. Delay on the delivery and installation of the rooflight by approximately 1.5 months.
4. Delay on delivery of rainwater goods by around 1.5 months.
5. Scaffolding to rear took longer to erect by approximately 2 weeks.
6. Additional plaster repairs required to attic rooms.
7. Additional areas of rot to structural timber.
8. Additional re-pointing to rear walls.

1.2 To ensure that contractors are able to remain on site to complete the project and that there is no unnecessary duplication of works, the Town Council must ensure that a full list of required works are provided, specifically in regards to lighting and electrical installation. Members are therefore recommended to agree the proposed vision provided by Mr David Scott.

2 Future Vision

2.1 The proposals are that the ground floor space be adapted to allow for a much more flexible space, providing displays that are adaptable and can be changed on a regular basis, as well as providing the opportunity for lettings. Displays should be linked to QR codes or accessed by communal use touchscreens for visitors. Use of CCTV in rooms will provide necessary security. The placement of a kitchen and omni use toilet facility will make the space more attractive to hirers. The lower ground floor will be used to provide a series of displays, as

well as providing disabled access from the side of the building. A further omni facility at this level would also be installed. The majority of the first floor is taken up by the residential accommodation and it is proposed that lettings be investigated to ensure a revenue stream for the Council. It is proposed that a section of the attic space be made part of the public display. The proposals will provide for an improved visitor experience that can be regularly changed and adapted, as well as providing the Council with an additional income stream that will support the future costs that the site will require

3 Future Operation

- 3.1 The Council has undergone significant changes in regards to its overall operation and subsequent staffing requirements. The Staffing Committee is currently investigating proposals for a Venues Manager, responsible for the day to day operation of the Town Hall and Ambulance Hall and the Council is recommended to agree the post of Historic Buildings Facilities Officer. This post would be responsible for;
- Day to day operations at Lawrence House and Southgate Arch
 - Managing bookings/hire arrangements at both sites
 - Promotion of both venues for external hire
 - Managing the museum operation
 - Supervision of volunteer staff
 - Grant funding bids
- 3.2 It is proposed that the salary for the position be taken from the funds currently allocated as a grant to the Museum. This would make the post affordable to the Council without an additional financial burden. The post holder would be expected to apply for grants in respect of supporting the upkeep and operation of the museum.
- 3.3 The Council is recommended to undertake a full review of the ownership of Lawrence House, so as consideration can be given to changes to the lease agreement to explore the potential of removing the requirement of a full repair lease. In addition, the requirement of a Trust status will be investigated.

Contact officer: Christopher Drake – Town Clerk
Monday 10 July 2023

Agenda item: 11

Committee: Full Council

Date: Tuesday 18 July 2023

Subject: Progress and Information

Summary: To consider various items of Progress and Information

Recommendations.

The Council is recommended to;

- 1) agree a zero hours contract for the summer at the library
 - 2) note the forthcoming meeting on potential funding streams
 - 3) agree the rota for councillors at the Launceston Show
-

1 Library Summer staffing cover

- 1.2 The Library has previously offered a position to a young person undertaking their Duke of Edinburgh award, and has since worked at the library on a volunteer basis and are looking to return again this summer. As the Council is currently understaffed due to long term sickness absence and two current vacancies that need to be filled, the Council is recommended to agree that a zero hours contract be provided to allow the library colleague to assist with cover at the site during the busy summer period. This will not only enable support at the site, but also allow permanently employed library staff to offer cover at other Council sites as required, without detriment to the library offer.

2 Potential Funding Streams

- 2.1 Officers will be meeting with Tamsin Daniel - Principal Historic Environment Officer at Cornwall Council, on Friday 21 July, to investigate potential future Sustainable Growth and Development funding streams for the town. Ms Daniels was the lead officer involved in the successful Lawrence House funding bid

3 Launceston Show – Councillor Surgery

- 1.1 At the June meeting of Council it was resolved that three gazebos be set up at the event to house the Library, Town Hall/VIC events, Councillor Surgery and Council projects and a rota be sent to Members for the councillor surgery.
- 1.2 Attached as an Appendix is the rota for the event being held on Thursday 27 July for Members to complete and to be agreed. A total of six times slots are required commencing at 10am and concluding at 4pm, with one hour allocated for each slot.

COUNCILLOR SURGERY at LAUNCESTON SHOW

Thursday 27 July

NAME	TIME
	10am-11am
	11am-12 noon
	12-1pm
	1pm-2pm
	2pm-3pm
	3pm-4pm

Venue Usage – June to July

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0	0
External Hires	10	9.5
Guildhall	15	44
Kitchen Bar and Reception Area	15	86.25
Main Hall	27	127
Otho Peter Suite 01	4	20.25
Otho Peter Suite 02	2	5.75
Otho Peter Suite Both Rooms	3	15.5
Town Square	7	21.5
Total	83	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	34	140.5
Ambulance Hall (Meeting Room)	0	0
Total	34	