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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 17 OCTOBER 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, Soanes and Young
In attendance:
Christopher Drake (Town Clerk)
11 x public

Prayers were read by Reverend Clancy

2310/15 Apologies for absence
Apologies for absence were received from Councillor Tremain and Cornwall Cllr Paynter

2310/16 Declarations of Interest
There were no declarations of interest

2310/17 Co-option to Council
Mr Ranson, Mr Beagley, Mrs Lankston, Ms Baskerville and Mrs Harvey gave presentations to the Council. Ballots were held;
Mrs Lankston was co-opted to North Ward

Councillor Lankston signed the Declaration of Acceptance of Office before taking her seat at the table.

2310/18 Public Representation Session
Question 1 – Details were given of a forthcoming pre planning application and that the applicants will be attending the next meeting of the Planning and Economic Development Committee on Thursday 2 November

2310/19 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 Full Council held on Tuesday 19 September 2023 at 7.00pm

The meeting was adjourned at 7.50pm to allow for a comfort break

The meeting re-adjourned at 7.54pm

2310/20 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) Library, Arts, Business and Information held on Tuesday 5 September 2023 at 7.00pm
(ii) Finance and General Purposes held on Wednesday 6 September 2023 at 7.00pm

- (iii) Planning and Economic Development held on Thursday 21 September 2023 at 7.00pm

2310/21

Reports from Cornwall Councillors

Cornwall Councillor Conway advised that there was an issue in regards to Newquay Airport that will be raised at the forthcoming audit and also stated that Cornwall Council had agreed the dilapidation payment for Launceston leisure centre.

Cllr Green enquired to the sum of the dilapidation monies. Cllr Conway stated that the sum was approximately £800,000

Cllr Gordon asked when repairs would be undertaken to the wall adjacent to Race Hill car park. Cllr Conway advised he would contact Cornwall Highways for an update and forward any response to the Town Clerk for circulation

Cllr Harris enquired as to what was happening regarding the proposed primary school at Hay Common. Cllr Conway stated that this work was being undertaken by the Athena Trust and not by Cornwall Council

2310/22

Reports and Questions from Town Councillors

Cllr O'Brien provided an update on the recent meeting with neighbouring towns and parishes regarding working together on Emergency Plans. Cllr Conway requested that this matter be included as a future agenda item

Cllr Heaton stated that the noticeboard adjacent to the job centre required updating. Cllr Heaton also advised that the Causley Trust was seeking volunteers. Cllr Heaton provided details of the new health and equality hub, advising that the site in Exeter Street was to be re-fitted and would offer drop in sessions as well as health and wellbeing clinics and was due to open in the New Year

Cllr Harris gave an update on the recent Cornwall Council Local Energy Plan event in Bodmin and advised that he was expecting some kind of seminar or a talk from a person or a team of specialists brought in by the Council who would inform and take questions from those attending, of which there were approximately a dozen from all over eastern Cornwall. On arrival Cllr Harris was not greeted by anyone; a Cornwall Council officer pointed at a table full of Post-it notes and a caption on a card with an instruction to write down any thoughts he had on energy, its generation and conservation and what he thought Cornwall could/should do about it. There was also scattered around the room some large banners with information which he had seen a number of times before at other events across the years. Cllr Harris was of the opinion that the event was an utter waste of councillor and officer time, resources and money and attendees could have spent a few minutes at home reading Cornwall Councils energy plan or lack of it and commented online. Cllr Harris did submit thoughts and ideas which were the same as those which he stood up and said to delegates at a Cornwall Council event at the show ground in Wadebridge approximately 8 years ago. Cllr Harris stated that since then it is apparent that Cornwall Council has gone absolutely nowhere.

2310/23

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral and Deputy Mayor's activities

2310/24

Report from the Town Clerk

Members considered the RAG Report for September (previously circulated)
It was **resolved** to note the report

- 2310/25 Licensing Act Policy Review**
It was **resolved** to note the detail of the review
- 2310/26 Polling districts and Polling Places Review**
It was **resolved** to note the detail of the review
- 2310/27 Correspondence and Matters to Note**
It was **resolved** to note the venue usage
- 2310/28 Urgent Items**
There were no matters for consideration
- 2310/29 Exclusion of members of the press and public**
It was **resolved** that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involved the likely disclosure of confidential information
- 2310/30 Library Hub Project**
The update regarding the proposed library hub was noted and it was requested that the Council minutes its thanks to Council staff for their work on the project to date

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 21 November 2023

The meeting ended at 8.38pm

Signed Date

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MINUTES OF THE STAFFING COMMITTEE MEETING
Held on Tuesday 24 October 2023 at 11.00am in The Otho Peter Suites

Present: Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Harris and Tremain
In attendance: Town Clerk

2310/31 Apologies for absence

There were no apologies for absence

2310/32 Declarations of Interest

Cllr Gilbert declared an interest in Agenda Item 5 part 1 – Change of Hours Request and left the meeting and took no part in the debate of this item

2310/33 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 it involved the likely disclosure of confidential information.

2310/34 Minutes of the last meeting

The minutes of the meeting held on 26 September 2023 were agreed and signed as a correct record

2310/35 Staffing Matters

It was **resolved** that;

- i) the request for a change of hours can not be met as this will not facilitate the current needs of the business. It was agreed that the offer to work on a fulltime basis (an increase of 5 hours per week) be agreed and that the Council investigate a rota pattern of weekend working

Cllr Gilbert declared an interest in the above item and left the meeting and took no part in the debate or voting

- ii) the request from Mrs Lindsay Hartgroves to reduce her working hours from 17 hours to 11 hours be agreed and that the hours be undertaken by Mrs Nerissa Dowling
- iii) the letter of notice from Ms Elaine Shillaber be noted and officers consider how the vacant hours be used to offer the best staff coverage throughout the Council

2310/36 Employers Pension Discretion Policy

It was **resolved** to agree the Employers Pension Discretion Policy

2310/37 Urgent Items

There were no items for consideration

Date of Next Meeting

Meetings will be scheduled as required

The meeting ended at 12.00pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 2 November 2023 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gordon, Harris, Nancarrow, Penhale and Tremain

In attendance: Cllr Lankston

Christopher Drake (Town Clerk)

2311/01 Apologies

Apologies for absence were received from Cllr Gilbert (Deputy Mayor) substituted by Cllr Lankston, Cllr Bailey (Mayor) and Cllr Green

2311/02 Declarations of Interest

There were no declarations of interest

2311/03 Public Representation

A presentation was given regarding a pre planning application for a development at Beckenreid, Tavistock Road for two properties. The proposals were for tiered properties so as there would be no overlooking effect, and that the homes would be eco homes running off of solar and air source heating. Names for the properties would be welcomed

2311/04 Minutes of the last meetings

The minutes of the meeting held on 12 October 2023 were signed as a correct record

2311/05 Current Planning Applications for comment

Application PA23/07820

Proposal Rebuilding of the North and West parapet walls of Pannier Market Car Park. New metal traffic barriers to be installed along the inside of the parapets. Small structural repairs including stitch the structural crack and leaning masonry to the west wall return.

Location Pannier Market Car Park Southgate Street Launceston Cornwall

Applicant Mr Simon Clark Cornwall Council

Decision Support

Application PA23/07821

Proposal Listed Building Consent for the rebuilding of the North and West parapet walls of Pannier Market Car Park. New metal traffic barriers to be installed along the inside of the parapets. Small structural repairs including stitch the structural crack and leaning masonry to the west wall return.

Location Pannier Market Car Park Southgate Street Launceston Cornwall

Applicant Mr Simon Clark Cornwall Council

Decision Support

Application PA23/08076

Proposal Construction of Primary Academy, Sports Pitch, Multi Use Games Area (MUGA), car parking and associated infrastructure without compliance of condition 2 in relation to decision notice PA20/02822 dated 17/07/2020

Location Hay Common Launceston

Applicant Kier Construction Ltd (on behalf of DfE)

Decision	Support
Application	PA23/08603
Proposal	Application for tree works in a Tree Preservation Order (TPO): Removal of a tree
Location	9 The Beeches Launceston Cornwall PL15 9DL
Decision	Support subject to a replacement native species tree being planted

2311/06

Planning Decisions to Note

It was resolved to note the applications

Application	PA22/09279
Location	12 Blackthorn Close Launceston Cornwall PL15 9GQ
Proposal	Proposed two storey side extension and rear single storey extension
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/06833
Location	15 - 17 Church Street Launceston Cornwall PL15 8AW
Proposal	Alterations to ground-floor retail area and subdivision of shop frontage. Alterations to the ground and second floor of buildings to the rear, including two additional windows and change of existing ground floor window to a door. Creation of one-bedroom dwelling to the rear without compliance with Condition 2 of decision notice PA22/05918 dated 18.08.2022.
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/06573
Location	15 - 17 Church Street Launceston Cornwall PL15 8AW
Proposal	Listed Building Consent for alterations to ground-floor retail area and subdivision of shop frontage. Alterations to the ground and second floor of buildings to the rear, including two additional windows and change of existing ground floor window to a door and creation of one bedroom dwelling to the rear without compliance with Conditions 2, 3 and 4 of decision notice PA22/05919 dated 18.08.2022
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/07087
Location	Polson Bridge Gauging Station St Stephens Launceston Cornwall PL15 9QR
Proposal	Demolition of existing GRP hut and construction of new reinforced concrete block building with stone facing and pitched slate roof.
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/07099
Location	30 Penn Kernow Launceston Cornwall PL15 9TN
Proposal	A single storey double garage to the front of the property
Decision	WITHDRAWN
Town Council	SUPPORT
Cornwall Council advised that that covenants are not material planning considerations and they have no access to them and therefore no power to ensure they are adhered to or considered in the planning process. Any breach would simply be a civil matter. They further confirmed that they were proposing refusal for the application due to the dominant scale and siting forward of the principal elevation (which is not seen anywhere else on the estate) will cause unacceptable harm to the character and appearance of the application site and wider area. The character of the estate is that garages are either integral or set back from the front elevation and adjacent. It is felt this proposal will not enhance the character of the property or surrounding area but introduce unacceptable visual harm and run	

wholly contrary to the design ethos of the estate incongruously adding to that projection. With reference to the plans, there are only 3 elevations shown (rear elevation facing the adjacent dwelling is missing) and as the FFL for the site sit higher than the neighbours, the height of the building would be greater in relation to No.29 but there are no plans to indicate this. Following discussion with the Committee Chair and Vice Chair, the Town Council amended its response to objection

Application	PA23/03095
Location	11 Angel Hill Launceston Cornwall PL15 8BS
Proposal	Replacement of three sash windows at first floor at front of building.
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/05720
Location	4 Madford Lane Launceston PL15 9EB
Proposal	Change of Use from former warehouse to Class C3 dwellinghouses to create one 2-bedroom single-family maisonette dwelling and one 1-bedroom single-family dwelling
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/05721
Location	4 Madford Lane Launceston PL15 9EB
Proposal	Listed building consent: Change of Use from former warehouse to Class C3 dwellinghouses to create one 2-bedroom single-family maisonette dwelling and one 1-bedroom single-family dwelling
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/07125
Location	13 Trecarn Close Launceston Cornwall PL15 7LN
Proposal	Application for tree works within a TPO area: Raise the crown to a height of 3 metres above
Decision	APPROVED
Town Council	SUPPORT
Application	PA23/04918
Location	11 Angel Hill Launceston Cornwall PL15 8BS
Proposal	Listed building consent for the replacement of the garden gate and three sash windows at first floor at the front of the building
Decision	APPROVED
Town Council	SUPPORT

2311/07

Correspondence and Items to Note

- 1) Planning changes: the Cornwall Local Plan and Neighbourhood Plans – It was agreed that the Teams link be sent to all councillors
- 2) Details of a meeting to be held in December regarding the proposed Stourscombe Farm planning application were noted and Cllrs Tremain and Gordon would be attending the meeting

Next Meeting

The next meeting of the committee will be held on Thursday 23 November 2023

The meeting closed at 7.23pm

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

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**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 7 November 2023 at 7.00 pm in the OP Rooms**

- Present:** Cllrs: Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Nancarrow, Tremain
In attendance: Cllrs Heaton, Lankston, Soanes
Ewan Murray (VIC Manager – non-voting)
- 2311/08 Apologies for Absence**
No apologies received
- 2311/09 Declarations of Interest**
There were no declarations of interest
- 2311/10 Public Representation Session**
There were no members of the public present
- 2311/11 Minutes of Previous Meetings**
The minutes of the meeting held on Tuesday 5 September 2023 **were agreed** and signed as a correct record
- 2311/12 Financial Report**
It was **noted** that:
i. The VIC is on budget for the current financial year
ii. VIC budget information is promulgated to councillors via F&GP Committee paperwork
- 2311/13 Report from VIC Manager**
It was **noted** that:
i. The council is awaiting the outcome of the Community Capacity Fund bid
ii. The development of a well-being programme is underway
- 2311/14 Update of Broader LABI Activities**
It was **noted** that:
The committee wished to express its thanks to the library staff for their diligence and the excellent service they provide to the community
- 2311/15 VIC Staff vacancy**
It was **noted** that:
i. The new member of staff is now in place and made a good start
- 2311/16 LABI Committee Vacancy**
It was **resolved to recommend** to full council that Cllr Sally Lankston fill the vacancy on the committee
Proposed: Cllr Gilbert
Seconded: Cllr Bailey
Carried:

2311/17 It was **noted** that membership of committees is decided at full council meetings
National Theatre Live Update
It was noted that:
National Theatre have now produced a programme for November, January and February

2311/18 **Items to Note and any Urgent Matters**
It was **noted** that:

- i. The Cornwall 365 magazine may be a good vehicle to promote events
- ii. The Causley Trust welcome the library moving to the town square
- iii. Early discussions are taking place regarding an orchestral concert in the castle grounds in summer 2024

2311/19 **Date of Next Meeting**
The next meeting will be held on Tuesday 9 January 2024 at 7:00pm

The meeting closed at 7.37pm

Signed :

Date:

DRAFT

MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
OCT/NOV

DATE	EVENT
22.10.23	LAUNCESTON STEAM RAILWAY 60TH ANNIVERSARY
24.10.23	AGM LAUNCESTON SHOW
25.10.23	GATEWAY PRESENTATIONS
27.10.23	FIZZ & A QUIZ FUNDRAISER
02.11.23	PEARL OF AFRICA CHOIR
11.11.23	LEAGUE OF FRIENDS FESTIVE MARKET
11.11.23	RBL SERVICE AT MEMORIAL 11AM
11.11.23	RBL POPPY STAND
12.11.23	RBL REMEMBRANCE SERVICE

Agenda item: 9

Committee: Full Council

Date: Tuesday 21 November 2023

Subject: Town Clerk Report

Summary: To consider various items of updates works

Recommendations.

The Council is recommended to;

- 1) Note the update regarding the new skatepark project**
- 2) Note that the agreement has been signed for the lease of units for the storing and sorting of the museum collection**
- 3) Note the details of the Christmas Light Switch On event**
- 4) Note the update regarding the library hub**
- 5) Note the details of ongoing legal agreements to which the Council is committed**
- 6) Note the update regarding the work and events provided by the library**

1 Skatepark

- 1.1 Further to the successful grant funding bid and allocation of contractors for the installation on a new skatepark at Coronation Park, the first consultation proper will be held at the Town Hall on Tuesday 28 November.
- 1.2 To date, the draft submission plans have been displayed at the Launceston Show and at the library, allowing people to see broad details of the proposed project. The consultation in November will be run by the skate park developers, BetongPark and will be seeking input on ideas for the site as well as looking to establish relationships with relevant individuals and organisations that want to be involved in the project. The outcome of the consultation will be that the contractors take the ideas and feedback from the event to commission final drawings for the site, that will then be subject of further consultation.

2 Storage Unit Leasing

- 2.1 The Clerk has signed and returned the legal agreements for the leasing of units at Kensey Business Park. These units will allow for the museum collection to be stored whilst the internal building and decoration works at Lawrence House are undertaken. The lease is based on a rolling 12 month schedule with a six month break clause. The sites can be used for the museum collection to be reviewed and curated whilst the building works programme is completed.

3. Christmas Light Switch On

- 3.1 The Christmas Light switch on event is taking place on Friday 1 December. The event will begin at 2pm with the opening of the Christmas market, which is scheduled to be 15 stalls along with a further four food stalls. The large stage unit is also being used as it was last year, with much of the costs covered by generous sponsorship. The stage will be used for entertainment by schools and choirs and will also be the focal point for the countdown to the light switch on.

- 3.2 The event this year is called the Launceston Festival of Light and additional lights have been provided for the centre piece town tree. A lantern parade from outside the Central Methodist church will escort Father Christmas on his sleigh into the town centre, for the lights to be switched on at 6.30pm. Posters and a programme have been produced and are being circulated and posted on social media to advertise the event.
- 3.3 With street closures starting from 8am, this is a very long day for those involved in the set up, operation and close down of the event which is usually completed around 10pm, and any assistance and support where available will be well received.

4 Library Hub

- 4.1 Following many months of legal process, the Town Council took ownership of the former Barclays Bank site at 6-8 Broad Street on 3 November. Due to the issues surrounding lease and freehold arrangements at the site, the need to arrange a legal deed of easement to the rear of the building as well as the necessary legal documentation required in association with the funding requirement from Cornwall Council, the process contributed to a large amount of Council officer time. The Clerk would request that his thanks to Town Council colleagues for their time, effort and support in the process be noted.
- 4.2 Details regarding the tender process and recommendations for the Council to consider in regards to the development of the building are contained in an additional report which forms part of this agenda

5 Legal Agreements

- 5.1 Following the conclusion of the library hub legal work, officers are now working on the following agreements:
Transfer of land for use as a cemetery site
Transfer of land for use as allotment site
Transfer of land from Cornwall Council at Ridgeway and Windmill Park
Community Infrastructure Levy agreement with Cornwall Council for skate park funding
- 5.2 These works are being undertaken using Brights solicitors and officers will update Members of the process of each piece of work as and when they occur

6 Library Update

- 6.1 Further to Elaine Shillaber giving notice and a proposed leaving date of 23 December, Mrs Pat Terry has undertaken the role of Senior Library Assistant and the duties associated with the position
- 6.2 Volunteer Cornwall Funding Streams are still ongoing and Mrs Andi Snook, Library Manager has started to allocate funds to projects coming up 2024. A meeting with the new Volunteer Cornwall Area representative is scheduled for 23 November at the Gateway to introduce Hub partners and discuss the feedback required from partners for the Library Manager to collate on the monthly report. The meeting will also discuss current projects, changes and agree on new projects.
- 6.3 The library team are exploring possible Community outreach projects linking to the Warm Hub, work on new links with the Hygiene bank with the possibility of the library being a collection point. In addition they are working more closely with Growbaby at Newport and referring parents from the library baby group, establishing new dates for Mental Health support sessions with a psychologist from February 2024 onwards. They are also building closer working relationships with Pentreath and agencies offering the Hope Course and The 5 Ways to Wellbeing course and offering these at the library and looking how to support Cornwall and West Devon's Filo Project supporting socially isolated older residents with Dementia.

Artswell have been contacted to consider if Launceston could be added to their funding bid to finance wellbeing sessions in the town, to include the library, Orchard-Mandown and possibly the Causley Trust. This agency offers a lot of training and support as well as booking community sessions, which they would run and coordinate on our site. It is being discussed to see if the Launceston Warm Bank funding can be used to fund 6 months of sessions at £250.00 a session

6.4 Events at the library include:

- November 14, 28 and December 20 - Art Sessions with Karen Howse
- November 15, December 13, January 17 - Mental Health Sessions
- January 15 - Musical session for Home Ed group
- December 1 – MacMillan Christmas themed coffee morning
- December 4-8 - Invite schools to visit during the Christmas Tree Festival week with stories and craft
- December 20 - 4 Christmas card art with Karen Howse
- December 22 - Cornwall Library service planning Christmas grotto in Launceston community setting (site to be agreed)

Contact officer: Christopher Drake – Town Clerk
Tuesday 15 November 2023

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
First Aid organisation relocated from Ambulance Hall garage area	Town Clerk		Space for LVFS trailer agreed	RESOLVED PRIORITY PROJECTS
Green Room garage cleared	Estates Mgr			WORK TBC
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		Site purchased 3 November Council to agree tender process and November meeting	
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 repair works are being investigated and it may be that any other works at the site are delayed until invetigatory works are complete	

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. Survey results reported to October Estates Committee and investigatory works now agreed
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works ongoing. Completion estimated as Autumn/Winter 2023. Vision for site agreed at August Council and works undertaken. Officers meeting with National Trust regarding lease proposals and further grant funding works ongoing
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Football goals installed, 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. Officers working on additional grant funding streams but large level consultation required which will not be undertaken until early 2024
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		TC working with Barrett Homes regarding flooding issues. Solicitors approached to complete necessary legal documents
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. Solicitors appointed to undertake legal agreement works
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. Solicitors appointed to undertake legal agreement works
Design and build of new grounds compound	Estates Mgr		Site visits have been held and a quotation and design works received. Ecology Assessment undertaken. Planning permission granted 6 November
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. Website updates ongoing

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. VIC manager liasing with Scott Mann MP
Rail link with Okehampton and/or Tavistock	VIC Manager		West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA. Officers have also requested meetings with OKERail. Meeting held with Okerail - November 2023
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 vists. 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		Awaiting quotations for works
New skatepark installation at Coronation Park	Town Clerk		Betong Park awarded contract and initial planning enquiries started. Consultation event held at Launceston Show and library. Consultation at Town Hall on 28 November

Agenda item: 11

Committee: Full Council

Date: Tuesday 21 November 2023

Subject: Library Hub

Summary: To agree the process for the development of the newly acquired library hub site

Recommendations.

The Council is recommended to;

- 1) Agree the process for the tender of works for the new library hub**
- 2) Agree that an Extraordinary Meeting of Council be called if required to consider and agree the tender documents**
- 3) Consider the type of tender procedure the Council wishes to use**

1 Information

- 1.1 Following the successful completion of the legal process required in obtaining the site at the former Barclays Bank at 6-8 High Street, the Council is now in a position to begin the process of refurbishing the site for the agreed purpose of providing a library and community hub for the town. The funding for this will be provided by the funding agreement undertaken with Cornwall Council

2 Proposed Tender Process

- 2.1 To ensure that the facility is adapted properly so as to provide a fit for purpose space, that is also future proofed to the best capability, the Council is recommended to agree that two separate tender process are undertaken.
- 2.2 If agreed, then the first tender will be for the appointment of building design experts, who the Council will provide with the details of what they wish to building to offer. It is recommended that this include;
 - Provision of a library service
 - Provision of a junior library
 - Provision of a reference library
 - Provision of a Registrar service
 - Provision of suitable office space for the Town Council
 - Provision of hireable office/room space
 - Accessibility for all
 - Provision of an Information Centre/Service
- 2.3 The design must ensure consultation with library users as well as with local residents to ensure that input is received for as many potential sources as possible. This in turn will provide a design concept that is agreed on feedback gathered from a wide demographic.
- 2.4 Once the first draft of design has been drawn up, it is proposed that a second tender is then advertised for the building contractors. This will ensure that time is given to acquire contractors in time for the conclusion of the design stage of the project.
- 2.5 Officers will draw up draft tender documents for approval by the Council and Members are recommended to agree an Extraordinary Meeting of the Council to agree the tender

documents and budget allocations for each tender, should this be required and so as to expedite the process.

- 2.6 Members are also requested to consider the process for tenders that they wish to undertake based on the following information. It is recommended that either an open or restricted procedure be considered;

EU Procurement Procedures

There are currently 4 different award procedures available under the Public Sector Directive/Regulations for this type of initiative. These are open, restricted, competitive dialogue, competitive procedure with negotiation

1. Open procedure

The Open procedure is a one-stage procurement process which covers exclusion grounds, selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, request/download the procurement documents and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the procurement documents.

Use of the Open procedure

The Open procedure is best used where:

- The requirements are **typically straightforward**, with a relatively simple selection and award process; and
- It is anticipated that only a small number of organisations will respond to the advertised Contract Notice.

Advantages of the Open procedure
Increased competition due to the potentially high volume of responses
Organisations of all sizes have the opportunity to submit a tender, increasing the opportunity for a number of innovative proposals/solutions
Advantageous for simple and straightforward requirements (e.g. stationery)
Providing full tender documentation (at the outset) enables candidates to make an informed decision as to whether they can satisfy the requirements, or choose to discount themselves from the competition
Overall timescale reduced (no pre-qualification stage)
Disadvantages of the Open procedure
Resource implications of a potentially lengthy tender evaluation (due to a high volume of responses)
Increases the risk of challenge (more responses and time invested/transaction costs in preparing a tender as opposed to a Selection Questionnaire)
Poor quality bids (due to the fact there is an increased chance of being unsuccessful and a limited timescale)
No opportunity to discuss / refine bids

2. Restricted procedure

The Restricted procedure is a two-stage process:

- Stage One (Selection) - Suppliers are alerted to express an interest to a contract opportunity by obtaining and submitting a Selection Questionnaire (SQ); this will be used to establish their capability, experience and suitability etc. The purpose of the SQ is to select a shortlist of 5 (or more) suppliers which are likely to meet the tender requirements.
- Stage Two (Award) - Shortlisted suppliers which meet the selection criteria are then invited to tender. All tenders are evaluated in line with the methodology and award criteria set out in the tender documentation.

Use of the Restricted procedure

The Restricted procedure is best used where:

- It is anticipated that a large number of suppliers will respond to the advertised contract Notice; or
- The requirements are typically complex, with a relatively detailed selection and award evaluation process.

Advantages of the Restricted procedure
Restricts the number of organisations invited to tender (making the tender evaluation more manageable)
Enables a detailed Selection assessment (i.e. Stage one of the procedure)
Helps improve the quality of bids (due to the fact there is an increased chance of a bidder being successful and the contracting authority has selected their shortlist of “pre-qualified” suppliers)
Disadvantages of the Restricted procedure
Speculative SQ's being submitted due to the fact that the full tender documentation may be unavailable at the Selection stage
Increased timescales
Added resource cost and potentially unnecessary burden for suppliers (making the contract opportunity appear unattractive to some)
No opportunity to discuss / refine bids

3. Competitive Dialogue procedure

Competitive Dialogue is a multi-stage process.

Typically, expressions of interest will be shortlisted at the pre-qualification stage and participants invited to initial dialogue sessions. The OJEU process will be conducted in successive stages, with the option of reducing the number of bidders at each stage accordingly. Following closure of dialogue, final tenders will be invited and a preferred bidder identified.

During the OJEU process, the council will be open to innovation and current market initiatives as bids are refined.

Use of the Competitive Dialogue procedure

The Competitive Dialogue procedure is best used where:

The requirement is complex or not fully definable.

Advantages of the Competitive Dialogue procedure
Restricts the number of organisations invited to tender (making the tender evaluation more manageable)
Allows for more market innovation
Enables a best fit solution to be developed through detailed dialogue
Disadvantages of the Competitive Dialogue procedure
Increased timescales
Added resource cost and potentially high burden for both suppliers (making the contract opportunity appear unattractive to some) and Council
Use of process has to be justified

4. Competitive Procedure with Negotiation

Similar to Competitive Dialogue however:

The competitive with negotiation procedure allows the contracting authority flexibility around whether to negotiate - it is possible to reserve the right (by stating this in the OJEU

advertisement) not to negotiate and to simply award the contract based on initial tenders submitted.

This reservation is not possible in the competitive dialogue procedure. That said, the competitive dialogue procedure contains more flexibility around negotiation with the winning bidder (provided this does not modify the essential aspects of the contract or procurement or amount to a distortion of competition). It is not possible to negotiate following submission of final tenders if you are using the competitive with negotiation process.

Advantages of the Competitive Procedure with Negotiation
Can cut straight to award if negotiation is not required following initial bids
Disadvantages of the Competitive Procedure
Can't negotiate detailed final terms with winning bidder once selected

Contact officer: Christopher Drake – Town Clerk
Tuesday 15 November 2023



Launceston Town Council

Local Government Pension Scheme Employers (Pension) Discretion Policy

2023

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Employer Discretion Policy

Launceston Town Council as an employer is under a legal duty from 1 April 2008 to prepare and publish a written statement of its policy relating to certain discretionary powers which apply to the Local Government Pension Scheme (LPGS). The Town Council is a local authority for the purpose of the regulations.

This statement sets out the Council's policy regarding the following regulations.

- The Local Government Pension Scheme Regulations 2008 (Benefits, Membership and Contributions) (as amended).
- The Local Government Pension Scheme Regulations 2013.
- The Local Government Pension Scheme (Transitional Pensions and Savings) Regulations 2014.

The following discretions available should be implemented in compliance with the above Regulations. It is understood that the stated discretions are applicable to all eligible members of the Local Government Pension Scheme. Falmouth Town Council will keep this policy statement under review and will make revisions as appropriate.

Under the Local Government Pension Scheme Regulations 2013 the following discretions will apply:

Regulation 16 (2) (e) & 16 (4) (d)	Power of an employing Authority to contribute to a shared cost APC scheme
Explanation	An employer may resolve to contribute to an Additional Pension Contribution scheme at a defined rate in a given set of circumstances. The rate and the circumstances applicable must be defined.
Policy	The Council will not fund any employee's additional Pension Contributions either in whole or in part on the basis of cost.

Regulation 17 (1)	Power to share cost of AVC
Explanation	In regard to Shared Cost Additional Voluntary Contributions, whereby the employer can choose to share the cost of an employee's AVC.
Policy	The Council will not contribute to any shared Cost Additional Voluntary Contributions Scheme.

Regulations 30(6)	Flexible Retirement
Explanation	A member who has attained the age of 55 and who, with their employer's consent, reduced the hours they work, or the grade in which they are employed, may make a request in writing to receive all or part of their benefits under these Regulations. The employer may pay those benefits to them not withstanding that they have not retired from that employment. If the payment of benefit takes effect before State Pension Age, the benefits payable are reduced in accordance with guidance issued by the Government Actuary. The employer may, however, agree to waive, in whole or part any such reduction.
Policy	The Council offers flexible retirement to all employees aged 55 or over on a business case basis. This will include the discretion to waive the reduction where savings from the flexible retirement will offset any actuarial strain within a two-year payback period.

Regulations 30 (8)	Waiving of Actuarial Reduction.
Explanation	To agree to waive, in whole or in part, any reduction that would otherwise be made on the early payment of a pension to a former employee aged 55 or to the pension paid to an employee allowed to take flexible retirement under Regulation 30 (6) of the Pensions Regulations.
Policy	The Council will consider whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement only in exceptional circumstances, deciding each case on its merits and business case. The Staffing Committee will be responsible for consideration and determination of requests.

Regulations 31	Additional Pension for redundant/business efficiency leavers.
Explanation	An employer can grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a.).

Policy	The Council may consider granting additional pension payment to an active member dismissed by reason of redundancy or business efficiency assessed on a case-by-case basis.
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Under the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014) the following discretions will apply:

Regulation 11(2)	Flexible Retirement.
Explanation	A member who has attained the age of 55 and who, with their employer's consent, reduced the hours they works, or the grade in which they are employed, may make a request in writing to receive all or part of their benefits under these Regulations. The employer may pay those benefits to them not withstanding that they have not retired from that employment. If the payment of benefit takes effect before State Retirement Age, the benefits payable are reduced in accordance with guidance issued by the Government Actuary (unless subject to Taper protection). The employer may, however, agree to waive, in whole or part any such reduction.
Policy	The Council will consider whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement only in exceptional circumstances, deciding each case on its merits and business case. The Staffing Committee will be responsible for consideration and determination of requests.

Sch 2, para 2(2)	Rule of 85 switch.
Explanation	An employer has discretion to 'switch on' the year of 85 rule for a member voluntarily drawing benefits on or after age 55 and before age 60.
Policy	The Council will agree to 'switch on' the 85 year rule on a case by case basis, having consideration of the cost to the Council.

Sch 2, para 2(3)	Actuarial reduction.
Explanation	An employer has discretion to waive, on compassionate grounds the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has 'switched on' the year of 85 Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.
Policy	Requests will be considered by the Staffing Committee. A decision to waive any actuarial reduction will be considered in exceptional circumstances on compassionate grounds.

Under the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) the following discretions will apply:

Regulation 12	Power of an employing Authority to increase total membership of active scheme members.
Explanation	An employer may resolve to increase the total membership of an active member. A member's total additional membership under this regulation must not exceed 10 years.
Policy	The Council will only exercise this discretion in exceptional circumstances.

Regulations 30(2) & 30(5)	Choice of early payment of pension.
Explanation	With an employer's consent, a member leaving local government employment aged at least 55, but before normal retirement age, or age 60, may choose to receive payment of their retirement benefits immediately. Their pension will be reduced by amounts shown as appropriate by the Government actuary.
Policy	Requests will be referred to the Staffing Committee. These will be considered on a case to case basis, taking into account factors including cost. In regard to waiving the actuarial reduction on compassionate grounds these will be considered by the Staffing Committee only in exceptional circumstances.

Regulation 30A (3) and 30A (5)	Choice of Early Payment of Pension.
Explanation	Power of employing authority to consent to a person's choice of early payment of pension in the case of a pensioner member with deferred benefits
Policy	The Council may consider granting early payment of suspended tier 3 ill health pension in exceptional circumstances. The Council may consider whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under Regulation 30A in exceptional circumstances.

Under the Local Government Pension Scheme Regulations 1997 the following discretions will apply:

Regulations 31(2)	Post 31.3.98/pre 1.4.08 Early payment of benefits
Explanation	The Council can grant an application from a post 31.3.98/pre 1.4.08 leaver or from a Councillor for early payment of benefits on or after age 50/55 and before 60.
Policy	The Council will not generally support granting early payment of deferred pension, but will consider each case on its merits and business case and may grant early payment of deferred pension in exceptional cases.

Regulations 31(5)	Post 31.3.98/pre 1.4.08 Actuarial reduction
Explanation	The Council can waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98/pre 1.4.08 leaver or from a Councillor. Benefits paid on or after age 50 and before age 55 are subject to an unauthorised payments charge and, where applicable, an unauthorised payments surcharge under the Finance Act 2006.
Policy	The Council will consider each case on its merits and may waive, on compassionate grounds, the actuarial reduction applied to benefits paid under Regulation 31(2) in exceptional circumstances.

Regulation 31(7A)	Optants out NRD agreement
Explanation	Councillor optants out and pre 1.4.08 employee optants out only to get benefits paid from NRD if employer agrees.
Policy	The Council will allow to agree for employee optants to get benefits paid from NRD only if there is no additional costs to the Council, except in exceptional circumstances.

Other Discretions we choose to publish:

Formulation of policy in regard to Regulation 5 of the Local Government Pension Scheme (Benefits, members and contributions) Regulations 2007 (as amended) the following discretion will apply:

Regulation 3	Contribution Rate
Explanation	All existing scheme members make contributions to the LGPS at the appropriate rate, based upon salary bands, from their pensionable pay, in each employment in which they are an active member. The contribution rate to be applied to pensionable pay in any financial year is the rate determined by the employer to represent the assumed pensionable pay for the forthcoming year. Where there is a material change to the member's pensionable pay in the course of a financial year the employer may re-determine the contribution rate to be applied in this case.
Policy	The Council will review and change employee contribution rates on a permanent change of pensionable pay where there are fixed payments that are defined for longer than six months.

Regulation 93	Recovery of money owed as a result of misconduct
Explanation	To recover money owing to the former employer where a person has left employment as a result of gross misconduct or a criminal, negligent or fraudulent act or omission in relation to the employment and owes money to the employer arising out of such misconduct, act or omission. NB: If there is a dispute about the amount owed the Council may only recover the money from the employee pension benefits under a Court Order or the award of an arbitrator.
Policy	The Council will normally look to seek to recover any money owing as a result of a former employee's grave misconduct, or criminal, negligent or fraudulent acts or omissions from the employee's pension benefits.

Agenda item: 13

Committee: Full Council

Date: Tuesday 21 November 2023

Subject: Support for the Climate and Ecology Bill

Summary: To consider support for the Climate and Ecology Bill

Recommendations.

The Council is recommended to;

- 1) Note the details relating to the Climate and Ecology Bill
- 2) Consider the request from Zero Hour to support the Bill
- 3) Agree the resolved Motion if support for the proposal is agreed

1 Background Information

- 1.1 The Town Council has been approached by Zero Hour seeking the Council's support for the Climate and Ecology Bill, which is due for its second reading on 24 November. To date 168 parish & town councils across the UK support the Bill.

The Climate and Ecology Bill, if made law, would ensure that:

- The threat facing nature is tackled shoulder to shoulder with the climate crisis in a joined-up approach.
- The Paris Agreement is enshrined into law to ensure that the UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement - 1.5°C.
- The UK takes full responsibility for our entire greenhouse gas footprint by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume
- The government deliver a climate and nature assembly that is representative of the UK population, working directly with the Government and Parliament to ensure that all voices are heard and that no one is left behind.

- 1.2 If the Council resolve to support the proposal, it may consider the following Motion:

Launceston Town Council resolves to

1. Support the Climate and Ecology Bill
2. Inform local residents and inform local press/media of this decision
3. Write to the local MP to inform them that this motion has been passed, and urge them to sign up to support the CE Bill
4. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing support

Contact officer: Christopher Drake – Town Clerk

Tuesday 14 November 2023

Venue Usage – October to November

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0	0
External Hires	5	5.5
Guildhall	12	43.5
Kitchen Bar and Reception Area	19	101.5
Main Hall	35	178.5
Otho Peter Suite 01	8	35
Otho Peter Suite 02	4	18
Otho Peter Suite Both Rooms	6	31.5
Town Square	10	22.25
Total	99	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	23	113
Ambulance Hall (Meeting Room)	4	22.5
Total	27	