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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 19 MARCH 2024 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Conway, Gordon, Green, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Soanes Tremain and Young
In attendance: Christopher Drake (Town Clerk)
3 x public
- 2403/32 Apologies for absence**
Apologies for absence were received from Councillors Bullen and Penhale
- 2403/33 Declarations of Interest**
There were no declarations of interest
- 2403/34 Public Representation Session**
Question 1 – Safer Greener streets. A question was asked as to when the consultation reports will be published and will local residents have access to the results
- 2403/35 Change to Order of Business**
It was **resolved** to change the order of business and for Agenda Item 10 be the next item for consideration
- 2403/36 Safer Greener Streets Request for Match Funding**
Cllr Gordon provided background information on the proposals
It was **resolved** that the Town Council provide a sum of £3,605 as part of the match funding bid for the Safer Greener Streets proposals for works to the castle entrance to the town
- 2403/37 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 20 February 2024 at 7.00pm
- 2403/38 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 22 February 2024 at 7.00pm
(ii) Finance and General Purposes held on Wednesday 6 March 2024 at 7.00pm
(iii) Extraordinary Finance and General Purposes held on Tuesday 12 March 2024 at 7.00pm
- 2403/39 Reports from Cornwall Councillors**
Cllr Bailey raised concerns over fly-tipping and that this was in part due to the restrictions at the Launceston recycling centre and wanted to know who will pay for any removal. Cllr

Conway advised that works at the centre were temporary whilst the plant at the site is updated. **Cllr Young** advised that volunteers were seeking to undertake the removal of fly-tipping at the Forest for Launceston site but were currently restricted by the wet conditions. **Cllr O'Brien** stated that Cornwall Council should be required to remove the fly-tipping and enquired if CCTV could be used at the forest site

Cllr Tremain raised the point that the Town Councils budget details for the precept were not included in the documentation sent to local residents by Cornwall Council

Cllr Young raised the issue of rubbish on verges and the A30 slip road and asked if works can be undertaken to clear it

Cllr Gordon asked for an update regarding the wall at Race Hill. **Cllr Conway** advised that he will follow up on the matter that is going through a legal process

2403/40

Reports and Questions from Town Councillors

Cllr Bailey advised that if any matters were raised regarding the precept, then these should be forwarded to the Town Clerk

Cllr Heaton provided an update regarding the Patient Participation Group (PPG) and advised that the minutes of the meeting were on the organisation's website. The social prescriber spoke about the Exeter Street Hub and the services being considered. There were also details on the new triage system at the GP surgery and that Martha's Rule will be coming into being from April 2024, allowing patients the right to a second medical opinion. **Cllr Heaton** also advised that opportunities for the re-use of unwanted medical equipment was being considered by the Integrated Care Board, and possible co-working with repair cafes. **Cllr Heaton** concluded by advising of the need for more care workers and the need for more key worker housing and of the Cornwall Council motion regarding the protection of those serving in public life and that this was also being considered by Cornwall Association of Local Councils (CALC)

Cllr Conway stated that the precept, when broken down over a two year period to include last year's zero percentage increase, forms a much lower total increase for residents

Cllr O'Brien gave an update on the recruitment of a CALC CEO

2403/41

Report from the Town Mayor and Deputy Mayor

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

2403/42

Report from the Town Clerk

It was **resolved** that the monthly RAG report be noted

2403/43

Council Policies Update

It was **resolved** that the Health and Safety policy be agreed

2403/44

Local Council Award Scheme

It was **resolved** that all documentation and information was in place to meet the Local Council Award Scheme Quality Gold criteria and the Town Clerk be authorised to submit the necessary application

2403/45

Councillor Surgery Rota

The rota for the forthcoming surgeries was agreed

2403/46

Mayor and Deputy Mayor Elect 2024/25

Members considered Notices of Motion received for the above

- i) It was **resolved unanimously** that Cllr Helen Bailey be elected Mayor of Launceston for 2024-25
- ii) It was **resolved unanimously** that Cllr Nicola Gilbert be elected Deputy Mayor of Launceston for 2024-25

2403/47

Easter Bank Holidays – Public Notice of Meetings

It was **resolved** to note that;

- i) the Council cannot use the following as clear days as required for giving notice of a meeting.
 - a) Maundy Thursday 28 March
 - b) Good Friday 29 March
 - c) Saturday 30 March
 - d) Easter Sunday 31 March
 - e) Easter Monday 1 April
 - f) Easter Tuesday 2 April
- ii) the meeting of the Estates and Properties Committee will need to be re-scheduled from Tuesday 2 April
- iii) the agenda for the meeting of the Planning and Economic Development Committee being held on Thursday 4 April will be posted on Monday 25 March

2403/48

Correspondence and Matters to Note

It was **resolved** to note the venue usage

2403/49

Urgent Items

There were no matters for consideration

2403/50

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 item as it involved the likely disclosure of confidential information

2403/51

Staffing Committee Minutes

It was **resolved** to:

- i) receive and adopt the minutes of the Staffing Committee meeting held on Monday 11 March 2024
- ii) note the update regarding Council colleagues absence
- iii) agree that the Visitor Information Centre be closed on Saturday 30 March for the Easter Holiday

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 16 April 2024

The meeting ended at 8.14pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 14 March 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

Present Cllrs Gilbert (Deputy Mayor), Green, Gordon, Harris, Nancarrow, Penhale and Tremain
In attendance: Heaton and Soanes
Christopher Drake (Town Clerk)
6 x public

2403/24 Apologies
Apologies for absence were received from Cllr Bailey (Mayor) and Cllr Lankston who was substituted by Cllr Heaton

2403/25 Declarations of Interest
Cllr Gordon declared an interest in planning application PA24/01134 – Launceston Leisure Centre and left the meeting and took no part in the debate or voting for that item

Cllr Penhale declared an interest in planning application PA24/01134 – Launceston Leisure Centre and left the meeting and took no part in the debate or voting for that item

Cllr Gilbert declared an interest in planning application PA24/01134 – Launceston Leisure Centre and left the meeting and took no part in the debate or voting for that item

2403/26 Public Representation
Question 1) The arborist for planning application PA24/01269 – The Beeches, Ridgeway Hill provided details of the tree works being undertaken

Question 2) Two residents raised objections in regards to planning application PA24/01133 – Beckenreid, Tavistock Road and stated the proposals would increase traffic generation, were out of keeping, raised issues in regards to access and egress to the site, the removal of mature trees, concerns regarding siting for waste collections, subsidence issues as well as the need for a bat survey to be undertaken

2403/27 Minutes of the last meetings
The minutes of the meeting held on 22 February 2024 were signed as a correct record

2403/28 Current Planning Applications for comment

Application	PA24/01133
Proposal	Retain existing dwelling and sub-divide remaining plot to provide 3no three bedroom detached dwellings. Re-organise and extend existing parking area to provide off-street parking and 1no EV charging point per dwelling.
Location	Beckenreid Tavistock Road Launceston Cornwall
Decision	The Town Council objects to this application due to: Concerns regarding the access and egress to the site Traffic generation on an already busy highway The plans submitted will form an over bearing development and are over intensive There is no proper emergency vehicle access There is no proper siting for waste facilities

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

Cllr Heaton left the meeting at 7.23pm following the discussion of the above

Application PA23/08332
Proposal Replace existing porch with timber framed structure with the existing balustrade refitted in its existing location.
Location 30A St Stephens Hill St Stephens Launceston Cornwall
Decision Support

Application PA24/00720
Proposal New build industrial block of 4 units for use of vehicle repair
Location Pat Williams Ltd Newport Industrial Estate Launceston Cornwall
Decision Support

Application PA24/00895
Proposal Dismantling of existing prefab concrete garage and erection of timber frame workshop for local artist
Location Land Southeast Of Dockacre Court Dockacre Road Launceston
Decision Support

Application PA24/01134
Proposal Extension and alterations to Launceston Leisure Centre, including provision of a cafe and external seating area, together with the provision of a new entrance
Location Phoenix Leisure Centre Coronation Park Launceston Cornwall
Decision Support

Cllrs Gordon, Penhale and Gilbert declared an interest in the above application and left the meeting and took no part in the debate or voting for this item

Application PA24/01190
Proposal Extension to the commercial unit to accommodate investment in new equipment to allow the business to cope with higher volumes
Location Downtowns Dry Cleaners Ltd Unit 3 Southgate Technology Park Quarry Crescent
Decision The Town Council support this application subject to assurances that the ventilation systems will be in keeping with recognised legislation

Application PA24/01269
Proposal Works to trees within a Conservation area - T1 Eucalyptus - On loose earth bank above property - reduce crown height by 3 metres
Location The Beeches Ridgeway Hill Launceston Cornwall PL15 8BT
Decision Support

Application PA24/01313
Proposal Works to a Tree within a Conservation Area (TCA) - Ash to fell
Location Land North Of Unit 7A Greenaways Garage Newport Square Launceston Cornwall
Decision The Town Council request details of the arborist report as there is no information to why the tree needs to be removed

Application PA24/01376
Proposal Single Storey extension with new roof line and attached garage along with rear garden room with terrace
Location 14 Hollies Road Launceston Cornwall PL15 8HB
Decision The Town Council object to this application due to its unsympathetic design and it not being in keeping with other properties



2403/29 Planning Decisions to Note
There were no decisions to note

2403/30 Hay Common, Land South of Tavistock Road
Members considered the proposed changes to the delivery of 195 affordable dwellings at the above site and **resolved** to support the proposals that the 27 affordable rent properties secured as part of the S106 agreement be changed to social rent as this is a more affordable product

2403/31 Correspondence and Items to Note
There were no matters for consideration

Next Meeting

The next meeting of the committee will be held on Thursday 4 April 2024

The meeting closed at 7.47pm

Signed.......... Date.....4.4.24......

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 4 April 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2404/01 Apologies
There were no apologies for absence

2404/02 Declarations of Interest
Cllr Bailey declared an interest in planning application PA24/01387 – Plot 6, Bangors Road, Pennygillam Industrial Estate and left the meeting and took no part in the debate or voting for that item

2404/03 Public Representation
Cllr Soanes asked for further details of the planning conditions for planning applications PA24/01381 and PA24/01553 respectively

2404/04 Minutes of the last meetings
The minutes of the meeting held on 14 March 2024 were signed as a correct record

2404/05 Current Planning Applications for comment

Application	PA24/01078
Proposal	Conversion of two redundant rooms at the rear of the first floor over William Hill bookmakers to create a new, separate one-bedroom property accessed from Castle Dyke.
Location	First Floor Flat 26 Broad Street Launceston Cornwall
Decision	Support

Application	PA24/01381
Proposal	Outline application for residential development of up to 195 dwellings with associated access, roads, footways, drainage, landscaping, open space, parking areas and safeguarding land for southern link road with landscaping reserved for later consideration without compliance with condition 3 of decision notice PA19/05884 dated 19.12.2022
Location	Land South of Tavistock Road Tavistock Road Launceston Cornwall
Decision	The application is noted and the Town Council requests details as to why the condition is to be removed

Application	PA24/01387
Proposal	The temporary use of Plot 6 for RoRo Waste Container Storage and Vehicle parking until 31 February 2025
Location	Plot 6 Bangors Road Pennygillam Industrial Estate Launceston
Applicant	SUEZ Recycling and Recovery UK Ltd
Decision	Support

Cllr Bailey declared an interest in the above application and left the meeting and took no part in the debate or voting for this item

Application PA24/01553
 Proposal Reserved matters application for landscaping following outline approval PA19/05884 for residential development of 195 dwellings with associated access, roads, footways, drainage, landscaping, open space, parking areas and safeguarding land for southern link road with landscaping reserved for later consideration without compliance with condition 1 of decision notice PA22/11183 dated 02.03.2023
 Location Land South of Tavistock Road Tavistock Road Launceston PL15 9JY
 Decision The application is noted and the Town Council requests details as to why the condition is to be removed

2404/06

Planning Decisions to Note

Application PA24/00896
 Location 4 Trevallyn Road Launceston Cornwall PL15 7HN
 Proposal Non-material amendment in relation to decision notice PA23/06013 dated 08.09.2023 to include an external pedestrian door to the rear of the proposed garage
 Decision APPROVED
 Town Council SUPPORT

Application PA23/09964
 Location Land At Shooting Park Windmill Hill Launceston PL15 8BN
 Proposal Erection of two houses with ground floor parking and the conversion of existing workshop into one dwelling with off street parking without compliance with condition 2 of decision 2008/00365 dated 02.07.2008.
 Decision APPROVED
 Town Council SUPPORT

Application PA23/02338
 Location Merchant House 11-13 High St Launceston PL15 7PW
 Proposal Listed Building Consent for the repair and conservation of interior and exterior of property
 Decision APPROVED
 Town Council SUPPORT

Application PA23/07708
 Location 7 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
 Proposal Listed building consent for external repairs including rainwater goods and wall render, two rear windows. rear door and paving . Internal thermal, security and fire safety improvements, excluding loft.
 Decision APPROVED
 Town Council SUPPORT

Application PA23/10385 APPROVED
 Location Craigmere The Beeches Launceston PL15 9DL
 Proposal Construction of 3 No Dwellings' with variation of condition 5 of decision PA20/01284 dated 17/07/2020.
 Decision APPROVED
 Town Council SUPPORT

2404/07

Correspondence and Items to Note

Cllr Bailey raised the issue of potholes and highways condition throughout the town and details were given on how to report any highways issues either to the Town Council offices or directly with Cornwall Council using their reports website

Next Meeting

The next meeting of the committee will be held on Thursday 25 April 2024

The meeting closed at 7.23pm

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. This work will be reviewed following the conclusion of the current priority projects	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		Council to agree use for the site. This work will be reviewed following the conclusion of the current priority projects	
Library relocate to new Hub	Library Mgr /Town Clerk		Contract awarded to Hayhurst and Co. First meeting held with working party 27 March	
Car park machines updated	RFO/ F+GP committee			
Electric charging points installed	Estates Mgr		Works agreed but will be considered once required works to the car park have been identified as these may impact on the installation.	

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 to the tarmac/steel took place 25 & 26 March
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works ongoing. Completion estimated as Autumn/Winter 2023. Museum artefacts temporarily stored at rented units in Pennygillam
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Football goals installed. Officers will look at undertaking local level consultation to agree what can be undertaken at the site within the current budget.
New cemetery land acquisition			No land currently seen as available for 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. TC met with Barrett Homes 9/1/24 regarding ongoing flooding issues. On site meeting scheduled for 16 February 2024. Officers seeking compensation agreement for required works
Installation of live streaming equipment at Town Hall	Town Clerk/RFO		TC to request details from CLO re: camera system used at CAP meetings
Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr		Solicitors appointed to undertake legal agreement works and awaiting responses from CC
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr		Solicitors appointed to undertake legal agreement works and awaiting responses from CC
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. Latest meeting held 12/03/24

Quality Gold Accreditation	Town Clerk		Gold statements agreed Dec 23 and TC completing final policy updates. Resolved at March 24 Council that requirements are met
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 liaising with Scott Mann MP
Rail link with Okehampton and/or Tavistock	VIC Manager		OkeRail team giving presentation to December 23 meeting. Connect Launceston meeting held 12/03/24
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		Works commenced w/c 11 March 2024
New skatepark installation at Coronation Park	Town Clerk		Awaiting planning agreement from CC

Agenda item: 10

Committee: Full Council

Date: Tuesday 16 April 2024

Subject: Visit Tamar Valley Membership

Summary: To consider the Council's continued membership of Visit Tamar Valley

Recommendations.

The Council is recommended to note the details regarding the membership of Visit Tamar Valley and resolve if it wishes to continue the membership

1 Information

- 1.1 The Library, Arts, Business and Information (LABI) committee resolved in 2023 to retain membership to Visit Tamar Valley (VTV) for 2023/24 but then revisit the decision for 2024/25.
- 1.2 Whilst Visitor Information officers are not convinced that the membership cost of £215 provides good value for money, after Visit Cornwall, VTV is the main tourist organisation in the area and the Council may wish to consider working more proactively with the organisation to better promote the town.
- 1.3 The Council will soon be exploring ways on how better to promote the museum and with the Council agreed to explore the use of Southgate Arch as a holiday rental asset, it may be beneficial to work with VTV. It should also be noted that for the first time, VTV are taking space at the tourist event in the NEC, which will be a very large statement of advertising their product. With the Council also likely to continue applications to the heritage lottery fund and other grant providers, it may be beneficial to involve VTV as a partner in the process.
- 1.4 The Council may wish to take the approach of LABI from last year and resolve to renew for a further year but make a conscious effort to involve VTV in any council grant bidding processes and then review the decision in the next financial year

Contact officer: Christopher Drake – Town Clerk
Tuesday 9 April 2024

Agenda item: 11

Committee: Full Council

Date: Tuesday 16 April 2024

Subject: Notification Relating to a Property Asset

Summary: To consider the Notification relating to a Property Asset

Recommendations.

The Council is recommended to note the details regarding the Notification Relating to a Property Asset and consider if the Council wishes to further explore the potential for the asset

1 Information

- 1.1 Cornwall Council has determined that it no longer has an operational need to retain an asset at Newport Industrial Estate. In these circumstances, the Council needs to consider the future of the asset, according to an established process.
- 1.2 The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):
 - (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
 - (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.
- 1.3 In the case of this asset, no requirement for Cornwall Council to retain the asset has been identified. The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.
- 1.4 Before Cornwall Council commences activity to dispose of the asset, they want to engage with the Town Council to ensure that we have had the opportunity to provide any views that we may wish to express. Cornwall Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.
- 1.5 If the Town Council has no interest in the asset Cornwall Council would then proceed with activity to dispose of the asset. A briefing document, giving broad details of the site as well as a map and photographs of the site, is attached as an appendix to this report

Contact officer: Christopher Drake – Town Clerk
Tuesday 9 April 2024

Asset Management Group Briefing Document

	Comment
Site name and address	Land at Newport Industrial Estate, Launceston, Cornwall, PL15 8EX
UPRN	19254
Directorate	Property CASS-Community
Estimated Holding Cost Value	Cost for compliance checks, as well as cost for repairs/re-paving
Property Description	Small area of tarmac that was required for a road scheme which has been brought to CC's attention as it is registered to CC on Land Registry. Property Community or Highway do not wish to retain the land as it is seen as a liability.
Plan Insert or attach	
Photograph Insert or attach	

	
Recommendation	If there is no service requirement, release via the asset release process.
Surveyor	Michelle Carter-Foster
Date prepared	09.02.2024

Venue Usage – March to April 2024

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0 -2	0 -16
External Hires	9 +1	24 +13.15
Guildhall	6 -1	32.5 +1.25
Kitchen Bar and Reception Area	12 +5	83.75 +37.5
Main Hall	31 +7	186.5 +80
Otho Peter Suite 01	7 -5	21.5 -10.75
Otho Peter Suite 02	4 -8	12.5 -104.25
Otho Peter Suite Both Rooms	5 +3	30 +10
Town Square	7 +2	30 +9
Total	81 0	+18.9

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (MainHall)	17 -1	58 -7
Ambulance Hall (Meeting Room)	0	0
Total	17 -1	

+/- comparison to Feb/Mar highlighted in red