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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

MINUTES OF THE ANNUAL MEETING

held on THURSDAY 16 MAY 2024 at 2pm at Launceston Town Hall
and adjourned until TUESDAY 21 MAY 2024 at 7pm in the Guildhall

- PRESENT** Cllrs, Bailey, Bullen, Conway, Gilbert, Gordon, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Penhale, Soanes, Tremain, Young. Town Clerk (Christopher Drake).
- Guests of the Mayor and Council and Town Council staff present on 16 May.
- 2405/27 Election of the Town Mayor**
Cllr Young proposed, and Cllr Lankston seconded, that Cllr Helen Bailey be elected as Mayor for 2024/2025. This was **unanimously agreed**.
- 2405/28 Acceptance of Office**
Cllr Bailey formally accepted the nomination and signed the Acceptance Book and Declaration
- 2405/29 Apologies for absence**
Cllr Green gave apologies for part one of the meeting
- 2405/30 Election of the Deputy Town Mayor**
Cllr Bailey proposed, and Cllr Gordon seconded, that Cllr Nicola Gilbert be elected as Deputy Mayor for 2024/2025. This was **unanimously agreed**.
- 2405/31 Acceptance of Office**
Cllr Gilbert formally accepted the nomination and signed the Declaration.
- 2405/32 Adjournment of Meeting**
It was **resolved** to adjourn the meeting until Tuesday 21 May at 7pm.
- 2405/33 Declarations of Interest**
Councillors Gordon, Gilbert, Conway, Soanes and Penhale declared an interest in Agenda Item 19 – In Principle Lease Agreement for Works at Coronation Park. It was resolved that a dispensation be given as per Standing Order 14h (i) so as to allow the meeting to remain quorate
- 2405/34 Reports from Cornwall Councillors**
Cornwall Councillor Conway advised that Cornwall Council had elected its new Chair and Leader and that there had been some changes to the Cabinet
Cllr Bailey stated that Windmill Hill was in need of urgent re-surfacing and requested that repairs be undertaken as soon as possible
- 2405/35 Reports from Town Councillors**
Cllr Harris gave an update on the Street Pastors and advised that more male volunteers were needed, and that funding had been received from local Cornwall Councillors that would allow the scheme to continue

Cllr Heaton provided an update on the Patient Participation Group (PPG) and gave details on the triage system, ongoing work with the prescription service, Covid vaccinations for the vulnerable and advised that the Exeter St hub was due to open soon and that volunteers for the service were being sought.

Cllr Conway advised that he was investigating ways in which the Community Chest could be used for the Street Pastors organisation

- 2405/36 Report from the Town Mayor**
The Mayor provided a written report to all Members
- 2405/37 To confirm the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
Minutes of the Full Council meeting held on Tuesday 16 April 2024
- 2405/38 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, previously circulated:
- (i) Planning and Economic Development Committee held on Thursday 25 April 2024 at 7.00pm
 - (ii) Finance and General Purposes Committee held on Wednesday 1 May 2024 at 7.00pm
- 2405/39 To review and adopt Committee Terms of Reference**
It was **resolved** that all Terms of Reference as attached be adopted subject to the amendment to the Terms of the Staffing Committee for which the composition be changed to include the Vice Chair of the Finance, Estates or Planning committee being able to attend a meeting, in the absence of a standing member.
- 2405/40 Standing Committees**
It was **resolved** that the committee membership should be as follows, the Mayor and Deputy Mayor being ex officio voting members of all committees:
- a) **Finance and General Purposes Committee**
Cllrs Bullen, Conway, Heaton, Hogan, O'Brien, Soanes, Young
 - b) **Planning and Economic Development Committee**
Cllrs Green, Gordon, Harris, Lankston, Nancarrow, Penhale, Tremain
 - c) **Staffing Committee**
Chairs of the Finance, Planning and Estates committees
 - d) **Estates and Properties Committee**
Cllrs Gordon, Harris, Heaton, Hogan, Penhale, Young and Chair of Finance & General Purposes Committee
 - e) **Library, Arts, Business and Information Committee**
Cllrs Gordon, Lankston, Nancarrow, Tremain
- 2405/41 To review and adopt Standing Orders**
It was **resolved** to adopt the Standing Orders
- 2405/42 Appointments to Organisations**
It was **resolved** to make the following appointments:

- a) Twinning Association - Cllr Gilbert
- b) CALC - Cllr O'Brien and Cllr Harris
- c) Launceston Sports – Cllr Green
- d) Launceston In Bloom - Cllr Young
- e) Police Liaison - Cllr Heaton and Cllr Bailey
- f) Launceston Chamber of Commerce – Cllr Lankston
- g) Friends of Launceston Priory – Cllr Tremain
- h) Launceston Town Youth Council – Cllr Young and Cllr Lankston
- i) Community Area Partnership – Cllr O'Brien
- j) Town CCTV Committee – Cllr Heaton and Cllr Harris
- k) FLIC – Cllr Young
- l) Charles Causley Festival – Cllr Nancarrow and Cllr Tremain
- m) Coronation Park Trust – Cllrs Gilbert, Gordon and Soanes
- n) Launceston Municipal Charities – Cllr Tremain and Cllr Young
- o) Street Pastors – Cllr Harris
- p) Orchard Youth Project – Cllr Bullen
- q) Emergency Plan – Cllr Gordon, Cllr Bailey, Cllr O'Brien, Cllr Gilbert
- r) Launceston Loyalty Card – Cllr Bailey and Cllr Lankston
- s) Town Band – Cllr Hogan
- t) Launceston PPG – Cllr Bailey
- u) Launceston Town Planning Group – Cllr Gordon and Cllr Soanes

2405/43

Calendar of Meetings 2024-25

The calendar had been circulated with the agenda and was it was **resolved** to agree the calendar

2405/44

General Power of Competence

It was **resolved** to confirm that the Town Council was eligible for the General Power of Competence as;

- i) at least two-thirds of the total seats on the council are held by members who stood at the last ordinary election
- ii) the Town Clerk holds the Certificate in Local Council Administration
- iii) the Clerk has passed the Cilca module on the General Power of Competence

2405/45

In Principle Lease Agreement for Works at Coronation Park

It was **resolved** that officers work with representatives of the Coronation Park Trust to agree an annual Service Level Agreement for consideration at June Council

2405/46

Council Projects Priorities

Members considered Report 10/24 concerning the above (previously circulated)

It was **resolved** that the following projects be considered as priorities, subject to any being superseded by emergency works that may be required at other sites or premises

- i) Library Hub conversion of former Barclays Bank
- ii) Lawrence House repairs and future operation of the site as a museum
- iii) New fit for purpose grounds maintenance compound
- iv) New skatepark installation at Coronation Park
- v) Upgraded play area and equipment at Priory Park

2405/47

Launceston Show

Members considered Report 10/24 concerning the above (previously circulated)

It was **resolved** that;

- i) a Council presence be at the Launceston Show

- ii) the Council stall to include use of the Cornwall Council library van, advertising of the Council venues and displays highlighting visitor attractions, Connect Launceston, Lawrence House works and the Library Hub project
- iii) Councillors Lankston, Gilbert, Gordon, Penhale, Tremain and Heaton be the Town Council representatives at the stall

2405/48 Correspondence and Matters to Note

It was **resolved** to note the following items of correspondence:

- i) The Town Council venues usage

2405/49 Urgent Items

- 1) The issue regarding the operation of the town centre bollards was noted and Cllr Bailey volunteered to raise the bollards on Saturday 25 May
- 2) Cllr Bailey and Cllr Gordon would be the Town Council's representatives at the forthcoming Community Safety event in the town square on Wednesday 29 May

Date of the next meeting

The next Full Council meeting will be held on Tuesday 18 June 2024

The meeting ended at 8.00pm.

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 23 May 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2405/50 Election of Committee Chair
Cllr Nancarrow proposed and Cllr Lankston seconded that Cllr Rob Tremain be elected Chairman.
This was **unanimously agreed**

2405/51 Election of Committee Vice Chair
Cllr Lankston proposed and Cllr Bailey seconded that Cllr Dave Gordon be elected Vice Chairman.
This was **unanimously agreed**

2405/52 Apologies
Apologies for absence were received from Cllr Gilbert who was substituted by Cllr Heaton

2405/53 Declarations of Interest
There were no declarations of interest

2405/54 Public Representation
Cllr Soanes asked if planning permission had been sought for a change of use to premises at 24 Church St

Representatives for planning application PA24/02804 – Land at Stourscombe Farm, gave details on the outline application and advised that highways improvements would be undertaken, that the affordable housing aspect at the site would be completed before any other buildings and that there was potential for a one and a half acre site that could be used as a cemetery site, subject to a 106 agreement

2405/55 Minutes of the last meetings
The minutes of the meeting held on 25 April 2024 were signed as a correct record

2405/56 Current Planning Applications for comment

Application	PA24/02752
Proposal	Repair of the slate roof and replacing 2 roof lights.
Location	7 Madford Lane Launceston Cornwall PL15 9EB
Decision	Support

Application	PA24/02804
Proposal	Outline application with some matters (appearance, landscaping, layout and scale) reserved for the erection of up to 250 new homes (including 75 affordable homes) and associated works including formation of accesses, provision of public

	open space and landscaping.
Location	Land At Stourcombe Farm Launceston Cornwall PL15 9LQ
Decision	The Town Council supports this application in principle, subject to the offer of assigned land for a town cemetery as part of a Section 106 agreement

2405/57

Planning Decisions to Note

It was resolved to note the applications

Application	PA24/01078
Location	First Floor Flat 26 Broad Street Launceston Cornwall PL15 8AE
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.
Decision	APPROVED
Town Council	SUPPORT

Application	PA24/01133
Location	Beckenreid Tavistock Road Launceston Cornwall PL15 9HE
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.
Decision	REFUSED
REASONS	The proposed layout is considered to result in a cramped and contrived form of development which does not function well, specifically the lack of convenient vehicle parking to serve all plots, demonstrated by a lengthy stepped pedestrian footway that is considered to be impractical and will result in perceived overlooking from general movements around the site by residents in combination with overlooking from the proposed raised terraces towards the neighbouring dwelling known as The Walled Garden. Furthermore a large amount of the existing established tree cover has been removed since the submission of the application which has impacted on the general tree cover of the area and as such their removal to facilitate the proposed development has been detrimental to the landscape character and biodiversity value of the site and has failed to retain and integrate existing planting as part of the proposals. The proposal, if approved, would be contrary to policies 1, 2, 12 and 23 of the Cornwall Local Plan Strategic Policies 2010-2030, policy G1 of the Cornwall Climate Emergency DPD, paragraphs 8, 11, 131, 135, 136, 139, and 180 of the National Planning Policy Framework 2023, paragraphs 3.5.1, 3.5.2, 5.7.1, 5.8.5, 9.1.1 and 9.3.5 of the Cornwall Design Guide December 2021 and paragraph 90 and sections C1, I1, M3, H1, H2 of the National Model Design Guide.

The proposal fails to meet the required space heating demand target of less than 30kWh/m2/annum and subsequently fails to adequately demonstrate that the proposed dwellings can achieve Net Zero Carbon through the submitted Energy Statement and Energy Summary Tool by ERS Consultants Limited (dated 5/12/23) and received 14th February 2024. The proposal is therefore contrary to policy SEC1 of the Cornwall Council Climate Emergency Development Plan Document 2023

Town Council	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
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The Town Council has also received concerns from local residents regarding the removal of mature trees and the effects of this on wildlife and natural habitat. There is also the potential that this a site for bats and as such a bat survey needs to be commissioned

Application PA23/08332
Location 30A St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal Replace existing porch with timber framed structure with the existing balustrade refitted in its existing location.
Decision APPROVED
Town Council SUPPORT

Application PA24/01190
Location Downtowns Dry Cleaners Ltd Unit 3 Southgate Technology Park Quarry Crescent Penryn Industrial Estate Launceston Cornwall PL15 7ED
Proposal Extension to the commercial unit to accommodate investment in new equipment to allow the business to cope with higher volumes
Decision APPROVED - In terms of air quality, given the existing use of the site is to remain unchanged, and that the Environmental Protection Officer has no objections to the proposal, the works are not considered to result in any unacceptable impact.
Town Council The Town Council support this application subject to assurances that the ventilation systems will be in keeping with recognised legislation

2405/58

Planning Appeal

It was **resolved** to note the details of the planning appeal for planning application reference PA23/07189 - Listed building consent: Off road parking space with electric vehicle charging point and dropped kerb at 5 St Stephens Hill, St Stephens, Launceston Cornwall PL15 8HN (copy attached)

2405/59

Correspondence and Items to Note

- 1) An update from Tre Kernow regarding town centre property conversion was noted
- 2) It was asked when the grass at Broad Park would be cut
- 3) An update regarding the town centre bollards was noted
- 4) Members were advised to report incidents with the Police so as an overview of incidents could be considered and for action be taken

Next Meeting

The next meeting of the committee will be held on Thursday 13 June 2024

The meeting closed at 8.08pm

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

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 3 June 2024
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Harris, Heaton, Penhale and Tremain

In attendance: Cllr Soanes
Martin Cornish (Estates & Properties Manager).

2406/01 Election of Chair

Cllr Bailey proposed and Cllr Harris seconded that Cllr Gordon be elected as Chairman. This was unanimously agreed

2406/02 Election of Vice Chair

Cllr Gordon proposed and Cllr Penhale seconded that Cllr Harris be elected as Vice Chair. This was unanimously agreed

2406/03 Apologies for Absence

Apologies for absence were received from Cllr Bullen, Cllr Hogan & Cllr Young

2406/04 Declarations of Interest

There were no declarations of interest

2406/05 Public Representation Session

There were no representations made

2406/06 Minutes of the last meeting

The minutes of the meeting held on Monday 5th February 2024 and Friday 3rd May were signed as a correct record

2406/07 Estates & Properties Manager's Report – June 2024 (copy attached)

It was resolved to;

- i) note the updates regarding works to Lawrence House Museum
- ii) note the update regarding the Multi Storey car park
- iii) note the update regarding works to the railings at Dockacre cemetery
- iv) note the update regarding works to Southgate Arch
- v) note the update regarding the roof tender at the Ambulance Hall
- vi) note the ongoing works regarding works to the Town Hall

- vii) note the received quotation to outsource the cleaning of public conveniences and associated works
- viii) note the update regarding installation of the new Grounds compound
- ix) note the delay in works to the Coach Park
- x) note the update regarding future works at Priory Park
- xi) note the current update to the Town Council's latest recruitment drive

2406/08 Priory Park

Members asked that consultation for off street parking and installation of future play equipment be undertaken with residents in preparation of the CIL bid

2406/09 Street Furniture

Members asked the Estates & Properties Manager to investigate costings for a recyclable bench to replace the one that was removed at Race Hill

2406/10 Bench in the Castle

It was **resolved** that the Town Council agree to maintain a bench that will be located in the Castle Grounds on behalf of a local resident

2406/11 Portrait in the Town Hall

It was **resolved** that a portrait commissioned by a local resident be gratefully received and be located in the foyer area of the Town Hall

2406/12 Grammars Park allotments

It was **resolved** that the Town Council agree to the removal of a single allotment to attain more parking space for allotment holders

2406/12 Sharps Bins

It was **resolved** that sharps bins be located throughout public conveniences under the Town Councils jurisdiction

Urgent Items

2406/12 There were no items for consideration

Date of the next meeting

The next meeting date will be held on Monday 5 August 2024

The meeting closed at 10.50am

Signed.....

Date.....

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	School consultation event held Friday 14 June and public consultation event scheduled for Saturday 29 June	Priority project
Lawrence House repairs and future maintenance programme	Town Clerk/Snr Mgt Team Council	Exterior works completed. Contractor working on undertaking internal works. Museum artefacts temporarily stored at rented units in Pennygillam	Ongoing
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.	Completed
New skatepark installation at Coronation Park	Town Clerk	Planning permissions granted. Working with contractors to agree works start date	
Priory Park play equipment installation project	RFO/ Estates Mgr	Football goals installed. Officers have submitted CIL funding bid for new play equipment on site.	

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	STATUS
Town Hall stage accessibility	Estates Mgr	This work is being reviewed as part of the changing room refurbishment	
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	
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. Investigatory works to the tarmac/steel took place 25 & 26 March and awaiting condition report	
			Priority project
			Ongoing
			Completed

New cemetery land acquisition		Potential land available at proposed Stourscombe development site. Town Council supported the development in principle subject to land being designated for cemetery use subject to a 106 agreement	STATUS
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. Awaiting Barrett Homes agreement on legal costs. Officers seeking compensation agreement for required works	Priority project
Installation of live streaming equipment at Town Hall	Town Clerk/RFO	TC to request details from CLO re: camera system used at CAP meetings	Ongoing
Adoption of new nature area at Ridgegrove	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and awaiting responses from CC in regards to land costs	Completed
Adoption of new nature area at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and awaiting responses from CC in regards to land costs	
Town Vitality Fund works	RFO/VIC Mgr	Meetings ongoing to agree projects and new funding streams.	

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
New town bypass to be investigated	Town Clerk	West Devon Bourrough Council and Cornwall Council have been contacted about the project and meeting dates TBA. VIC manager liaising with Scott Mann MP
Replacement roof at Ambulance Hall	Estates Mgr	Draft tender document drawn up and being agreed for works
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail, MP.

Draft Service Level Agreement

This Agreement is between Coronation Park Trust (hereafter the Trust) and Launceston Town Council (hereafter the Council).

The Agreement is for the provision of the supply of works and upkeep at the site of Coronation Park

The Council agrees to undertake the following works;

Cutting of all grass areas at Coronation Park on a rolling 2 to 3 week programme.

Grass to be cut but not collected

The Trust will pay a sum of £5,000 per annum

This Agreement will be reviewed annually

Agenda item: 11

Committee: Full Council

Date: Tuesday 18 June 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 The Town Council has been notified of a property asset in the parish, Land at to the South of Trecarn Close, Launceston. The Council service responsible for the asset has determined that it no longer has an operational need to retain it. 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.

In the case of the above 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.

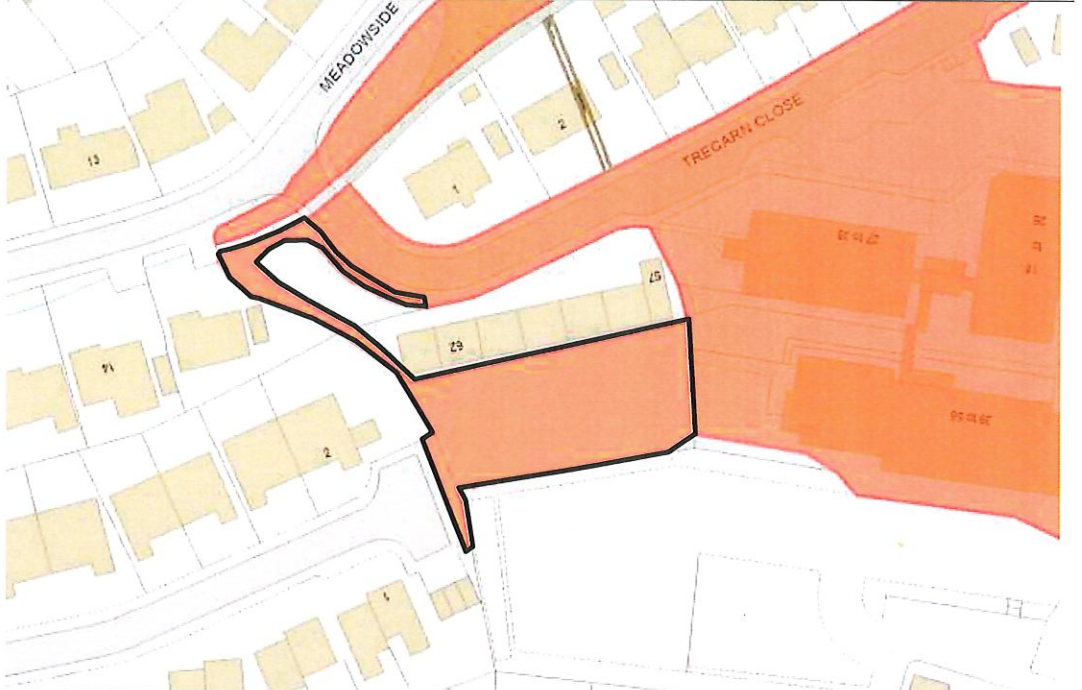
1.3 Before Cornwall Council commences activity to dispose of the asset, they wish to ensure that the Town Council have had the opportunity to provide any views they may wish to express. Cornwall Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

1.4 A response to the above is required by 25 July if the Town Council would have any interest in this asset. This will enable Cornwall Council to understand the interest before it takes further actions. If no response is received by this deadline date, it will be assumed that our council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.

- 1.5 A briefing document, given 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 10 June 2024

Asset Management Group Briefing Document

	Comment
Site name and address	Land to the South of Trecarn Close, Launceston
UPRN	17463
Directorate	Environment
Estimated Holding Cost Value	TBC
Property Description	Overgrown derelict land with access from Castle Meadows. 0.28 acres site also slopes from South to North.
Planning position	Amenity Land / POS
Plan Insert or attach	

Photograph Insert or attach	
Recommendation	Carry out a pre-application for 2 dwellings to understand the principle of residential development on the site. Then look to release via the asset release process with a view to dispose the land at auction with an overage.
Surveyor	Garry Beconsall
Date prepared	10/04/2024

Venue Usage – May/June 2024

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0 -1	0 -8
External Hires	3 -4	4 -8.25
Guildhall	9 0	19.5 -29.5
Kitchen Bar and Reception Area	8 -3	53.5 -27
Main Hall	25 -5	107.5 -47
Otho Peter Suite 01	12 +4	38 +17
Otho Peter Suite 02	16 +9	116 +85.5
Otho Peter Suite Both Rooms	2 0	4.5 +.5
Town Square	11 +4	36.5 +2.5
Total	86 +4	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	18 -2	80 +2.5
Ambulance Hall (Meeting Room)	0	0
Total	18 -2	

+/- comparison highlighted in red