

Town Clerk C W Drake
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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 16 July 2024 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Conway, Gordon, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Penhale, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
- 2407/30 Apologies for absence**
Apologies for absence were received from Councillors Bullen and Green
- 2407/31 Declarations of Interest**
There were no declarations of interest
- 2407/32 Public Representation Session**
There were no public representations
- 2407/33 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Annual Meeting of Full Council held on Tuesday 18 June 2024 at 7.00pm
(ii) Minutes of the Extraordinary Meeting of Full Council held on Thursday 27 June 2024 at 7.00pm
- 2407/34 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 13 June at 7.00pm
(ii) Finance and General Purposes held on Wednesday 3 July 2024 at 7.00pm
(iii) Planning and Economic Development held on Thursday 4 July at 7.00pm
- 2407/35 Reports from Cornwall Councillors**
Cllr Conway gave an update explaining that Cornwall Council had passed a Motion that Central Government be requested to provide more funding for Cornwall. Cllr Conway also advised that he was working with Ben Maguire MP in regards to the issues of sewage and concluded by advising that he had been suspended by the Conservative Group.

Cllr Tremain thanked Cllr Conway for the work that he undertook on behalf of the town
- 2407/36 Reports and Questions from Town Councillors**
Cllr Bailey provided an update on the opening of the Exeter Street Medical Hub and advised that the site was still awaiting CLUP funding receipts from Cornwall Council. Cllr Bailey also gave an update on the Patient Participation Group (PPG) and said that the new booking system was improving access and that the League of Friends fete event had been

well attended. Cllr Bailey requested that if any Members had questions regarding the PPG, then they should email them to her

Cllr O'Brien advised that he had completed and returned the Community Area Partnership (CAP) questionnaire and raised issues that he had previously discussed about the format of meetings

Cllr Heaton advised that Ben Maguire, MP had attended the PPG League of Friends fete event and that members of the PPG would be in attendance at the Launceston Show and the forthcoming Wellbeing Festival

Cllr Soanes asked for confirmation in regards to the closure of town public toilet facilities

Cllr Tremain gave details of the recent Cornwall Association of Local Councils (CALC) Bio-Diversity event

- 2407/37 Report from the Town Mayor and Deputy Mayor**
The Mayor provided an update on the Mayoral and Deputy Mayor's activities
- 2407/38 Report from the Town Clerk**
The update on projects and the monthly RAG report were noted
- 2407/39 Ratification of Strategic Plan Report**
It was resolved that;
- i) the resolution of the Finance and General Purposes Committee regarding the Strategic Plan report submitted by Cllr O'Brien be ratified
 - ii) the working party for the Strategic Plan be the Mayor, Deputy Mayor, councillors Lankston, Conway, Bullen and O'Brien and a representative from the Youth Council
- 2407/40 Evidence of Independence of Internal Auditor**
Members considered Report 14/24 concerning the above (previously circulated)
It was resolved that;
- i) the details regarding the need to confirm the independence of Internal Auditor be noted
 - ii) the independence of the Internal Auditor be agreed and the declaration of interest form confirming this be signed by the Mayor
- 2407/41 Notification Relating to a Property Asset**
Members considered Report 15/24 concerning the above (previously circulated)
It was resolved that the Town Council do not explore acquiring the site
- 2407/42 NALC Super Councils Network**
Members considered Report 16/24 concerning the above (previously circulated)
It was resolved that;
- i) the details regarding membership of the consider the NALC Super Councils be noted
 - ii) Councillor O'Brien be the Council's representative on the Super Councils Network
- 2407/43 Correspondence and Matters to Note**
It was resolved to;
- i) note the venue usage
 - ii) note the update regarding the contract cleaning of the town's public toilet facilities

2407/44

Urgent Items

Cllr Young invited councillors to visit the Pennygillam storage units being used for the museum collection on Tuesday 10 September between 11am-3pm

Cllr Gordon raised concern over the lack of highways signage at the Chapel Gate residential site

Cllr Conway advised that Cornwall Council were looking to sell some of their car parks sites to Cormac

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 17 September 2024

The meeting ended at 7.53pm

Signed Date

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**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 3 September 2024 at 7.00 pm in the OP Rooms**

- Present:** Cllrs: Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Lankston, Nancarrow, Tremain
- In attendance:** Cllr Soanes
Ewan Murray (VIC Manager – non-voting)
- 2409/01 Apologies for Absence**
None received
- 2409/02 Declarations of Interest**
There were no declarations of interest
- 2409/03 Public Representation Session**
There were no members of the public present
- 2409/04 Minutes of Previous Meetings**
The minutes of the meeting held on Tuesday 9 July 2024 were agreed and signed as a correct record
Proposed: Cllr Gordon
Seconded: Cllr Nancarrow
Carried:
- 2409/05 Financial Report**
It was **noted** that:
The VIC was on budget for the current financial year
- 2409/06 Report from VIC Manager**
It was **noted** that:
i. Cllr Bailey will write to the relevant bodies regarding parking infractions on Westgate Street
ii. The committee would welcome in-person reports from colleagues from the library and town hall teams
- 2409/07 Update of Broader LABI Activities**
It was **noted** the committee received updates from town hall, library and the museum
- 2409/08 Projects and Funding Update**
It was **noted** that:
i. The council awaits the outcome of the Town Accelerator and Delivery Fund bids
ii. The Priory Park consolation was well received and the responses will support the application to the CIL bid

- 2409/09 Connect Launceston Update**
Cllr Gordon **updated** the committee including:
- i. Future updates will be quarterly
 - ii. Recent government announcements do not currently impact the project
 - iii. Cornwall Council's response to possible route and station locations is encouraging and supportive
- 2409/10 Launceston Show 2025**
It was **resolved** that the council should have a presence at the 2025.
Proposed: Cllr Lankston
Seconded: Cllr Tremain
Carried:
- 2409/11 Exclusion of members of the press and public**
Proposed: Cllr Gilbert
Seconded: Cllr Bailey
Carried:
- 2409/12 Visitor Information Centre**
It was **resolved that:**
- i. The current lease on the premises should not be extended
 - ii. All urgent repairs are to be undertaken with immediate effect
 - iii. Cllr Gordon will convene an emergency meeting of the Estates and Properties' Committee to consider necessary repairs
 - iv. The council should undertake immediate investigation into finding a suitable location for the service
- Proposed:** Cllr Bailey
Seconded: Cllr Nancarrow
Carried:
- 2409/13 Items to Note and any Urgent Matters**
It was **noted that:**
- i. The clerk to the committee had investigated codes of conduct for the museum working party and would table this as an agenda item for consideration at the next LABI meeting
- 2409/14 Date of Next Meeting**
The next meeting will be held on Tuesday 5 November 2024 at 7:00pm

The meeting closed at 8.24pm

Signed :

Date:

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held on WEDNESDAY 4 SEPTEMBER 2024 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Hogan, O'Brien, Soanes and Young
In attendance: Cllr Green
Responsible Finance Officer
- 2409/15 Apologies for absence**
Apologies for absence were received from Cllr Heaton who was substituted by Cllr Green
- 2409/16 Declarations of Interest**
There were no declarations
- 2409/17 Public Representation Session**
There were no members of the public present
- 2409/18 Minutes of the last meeting**
The minutes of the meeting held on 3 July 2024 were signed as a correct record.
- 2409/19 Finance**
It was **resolved** to:
i) approve the payment listings for July and August 2024
ii) approve the balance sheet for June 2024
iii) approve the budget comparison report for June 2024
iv) the following Councillors will carry out the payment checks in the following months:
September 2024 – Cllr Conway
October 2024 – Cllr Young
November 2024 – Cllr Young
December 2024 – Cllr Bailey
- 2409/20 Staffing – Grant Officer**
It was **resolved** to approve the expenditure of £20,000 for an out-sourced grants officer on a fixed term contract as resolved by the staffing committee minute ref 2408/05
- 2409/21 Library Project Expenditure Update**
An update of services contracted and expenditure incurred was given by the RFO
- 2409/22 Urgent Items**
Cllr Conway raised with committee concerns about the current Visitor Information Centre property that were discussed at the LABI committee and highlighted that this was likely to come back to this committee in the future

The meeting closed at 7.36 pm.

Signed

Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 5 September 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2409/23 Apologies
Apologies for absence were received from Cllr Bailey (Mayor)

2409/24 Declarations of Interest
There were no declarations

2409/25 Public Representation
There were no representations made

2409/26 Minutes of the last meetings
The minutes of the meeting held on 15 August 2024 were signed as a correct record

2409/27 Current Planning Applications for comment

Application	PA24/05493
Proposal	Outline planning permission with all matters reserved: Residential development (up to 2 dwellings)
Location	Land East Of 11 Angel Hill Launceston Cornwall
Decision	Support

2409/28 Planning Decisions to Note
It was **resolved** to note the applications

Application	PA24/03822
Location	7 Windmill Park Launceston Cornwall PL15 9GZ
Proposal	Proposed balcony added to the first floor to the rear of the building
Decision	APPROVED
Town Council	SUPPORT

2409/29 Correspondence and Items to Note
There were no items for discussion

Next Meeting
The next meeting will be held on Thursday 26 September 2024

The meeting closed at 7.03pm

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

MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
JUL/AUG/SEP

DATE	EVENT	ATTENDING
23.07.24	Place Architects Model Competition Prize Presentation	MAYOR
25.07.24	Launceston Agricultural show	MAYOR AND CONSORT
28.07.24	Music Recital - St Stephens Church	DEPUTY MAYOR
03.08.24	Padstow Carnival Judging	MAYOR AND CONSORT
06.08.24	Induction of New Priest at St Marys	MAYOR AND CONSORT
07.08.24	Met Bigtoerunner Frank Wainwright	MAYOR
17.08.24	Wellbeing Event in Town Hall	MAYOR

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 2 report completed Pre planning application submitted Public consultation scheduled for Friday 27 September	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. Working Party group established. Trust status legal advice received from Wleers Law Group - 4 September	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	Boundary treatments agreed. Start date for works tbc for w/c 16 or 23 September	
Priory Park play equipment installation project	RFO/ Estates Mgr	Football goals installed. Public consultation event held Awaiting response from CIL funding bid	

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	Priority project
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	Ongoing
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.	Completed
Car park refurbished and new signage erected	Estates Mgr	PCA report received and considered by June Estates and Properties committee. Condition report update received and Council to consider details at September meeting	

New cemetery land acquisition		Potential land available at proposed Stourcombe 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. Barrett Homes have agreed legal costs. Details of proposed works now received and officers to meet Barrett Homes team to discuss compensation agreement for required works	Priority project
Installation of live streaming equipment at Town Hall	Town Clerk/RFO	OWL system viewed and costed at £1000 +. Report to be taken to future F+GP meeting to discuss funding and suitability	Ongoing
Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and documents signed	Completed
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works documents signed	

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. Council agreed not to pursue accreditation further as of May 2024
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.
Replacement roof at Ambulance Hall	Estates Mgr	First tender did not meet criteria, so tender re-published and to date 4 companies have requested details.
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail

COUNCILLOR SURGERIES at LAUNCESTON LIBRARY

Saturday 14 September 2024 – Youth Council

NAME	NAME	TIME
Helen Bailey	Joan Heaton	10am-11am
Dave Gordon	Nicola Gilbert	11am-12 noon
John Harris		12-1pm

Saturday 12 October 2024

NAME	NAME	TIME
		10am-11am
		11am-12 noon
		12-1pm

Saturday 9 November 2024

NAME	NAME	TIME
		10am-11am
		11am-12 noon
		12-1pm

Agenda item: 12

Committee: Full Council

Date: Tuesday 17 September 2024

Subject: Progress and Information

Summary: To consider various items of Progress and Information

Recommendations.

The Council is recommended to:

- 1) note that a buildings evaluation was undertaken as part of the annual insurance review
- 2) note the details of Small Business Saturday and agree that the Town Council supports the scheme by offering a similar benefit
- 3) consider support for the Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill
- 4) agree that the Town Council formally adopt the role of accountable body in regards to Connect Launceston

1 Building Evaluations

- 1.1 Further to the recent annual insurance review, it was noted that the last evaluation of Town Council property had been undertaken in 2012 and that since this date, the Council had acquired additional buildings (Ambulance Hall, former Barclays Bank). Therefore it was agreed that an evaluation process was required and the Council appointed BCH, who had completed the works on the previous occasion, are the preferred contractor of our insurance provider and are a RICS accredited practice. The evaluation was carried out on 3 September

2 Small Business Saturday

- 2.1 Cornwall Council has advised that this year, Small Business Saturday will take place on Saturday 7 December and the Portfolio Holder for Transport has agreed that all Cornwall Council car parks will be free on this day. The Town Council has previously offered free parking in the build up to Christmas and is recommended to agree similar support this year.

3 Safety of Lithium Ion Batteries

- 3.1 Town Councils have been contacted by Mr Ron Bailey who is the researcher for Lord Foster, who has been campaigning to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Mr Bailey is also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.
- 3.2 Lord Foster and Electrical Safety First are promoting the attached Bill to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It had its First Reading on 5 June. They are now contacting more locally based organisations, and seeking further support of the campaign. This can be done by simply writing to Lord Fraser advising of the Council's support for the proposals.

4 Connect Launceston

- 4.1 To ensure proper procedures and the safe keeping of funds, it is recommended that the Town Council formally adopt the role of accountable body for Connect Launceston

Contact officer: Christopher Drake – Town Clerk
Wednesday 4 September 2024

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

- (i) Information regarding the cell chemistry of lithium batteries and;
- (ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

- (i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

(a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.

(b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

KEVIN WADLAND

2 Fair Park class

L. D. R. S. T. A. D.

CONDA RUS'GON

01566779777

2 on the L. D. R. S. T. A. D. Town Council go Town clerk

1) Mrs. my Two L. D. R. S. T. A. D. you I SEAT to know

3) I Like to know the Full map for the Lawrence House
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I Like a Full Rep. of the L. D. R. S. T. A. D. for the Town clerk - LTC
on the planning of M. D. R. S. T. A. D. of Lawrence House.

It the CP. S. H. you do not see to on the Work the Work will stop
you Need New planning in for all the Work I know

 KEVIN WADLAND

Mr Kevin Wadland
2 Fair Park Close
Launceston
PL15 9DN

7 August 2024

Dear Mr Wadland

Re: Lawrence House and Town Public Toilet Facilities

Further to your letter received at these offices on Monday 5 August, regarding Lawrence House and the Town Public Toilet Facilities, please see below details of both:

Lawrence House

Following a successful bid to the Heritage Lottery Fund and additional funding from the Town Council, we are undertaking a full refurbishment of Lawrence House. Due to the historic nature of the site, all works and permissions have had to be sought from Cornwall Council, the National Trust (who lease the building to the Town Council), as well as working with Historic England.

Works to the outside of the building have now all been completed and we are currently working with Historic England and the National Trust to agree the location for a lift that will ensure full accessibility to the site. As such, plans for the internal structure are currently being reviewed to ensure that they are fully compliant with the historical aspects of the building. We are working with National Trust to see if they can offer details and/or support in regards to the necessary Historic Impact Assessment which will be required for the internal works to be agreed.

Part of the proposals for the building include the provision of a flat for either short or long term let, with the aim that the income from this will allow for an ear marked reserve to be set aside for future works and building maintenance.

Once the Assessment has been undertaken, then a pre planning application will likely be submitted, this will then be followed by a full application, which will include all of the plans for the site.

In terms of timescales, once the Impact Assessment has been completed, then the pre planning stage can take approximately eight weeks. The outcome of this application will determine if more work is required prior to a full application being submitted. Planning applications can currently take up to 12 weeks to be determined. Once full planning has been agreed, we will have a better idea as to when the building will be able to be re-stocked and prepared for opening.

Town Public Facilities

Further to continued anti-social behaviour and vandalism at our public toilet facilities, the Council considered the best way forward to ensure that a provision is in place, whilst also balancing the costs of keeping facilities open. In addition to this, we have also been experiencing staff shortages due to vacancies and absence.

At Full Council in June it was resolved that part of the salary from a Stewards post vacancy be used for contract cleaners to take on the cleaning of the Town Council owned public toilets. It was also resolved that from April to September (high season), Westgate Street, The Walk and Newport public toilets would be open and that from October to March (low season) Westgate Street and The Walk public toilets would be open. It was agreed that this provision would satisfactorily provide the necessary requirements for public toilets within the town.

Race Hill facilities were deemed to be surplus to requirements given the poor state the building and the need for works to the site, in addition to them being the least accessible for users, due to the steep access to the site from the town centre. Temporary signage has been erected directing people to the nearest available facilities (Westgate Street), which is only 260 metres away. Permanent signage will be erected at all facilities in due course

Yours sincerely

Christopher Drake
Town Clerk