

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 15 OCTOBER 2024 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Gordon, Green, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Penhale, Soanes, Tremain and Young
In attendance: 1 x public
Christopher Drake (Town Clerk)
- 2410/10 Apologies for absence**
There were no apologies for absence
- 2410/11 Declarations of Interest**
There were no declarations of interest
- 2410/12 Public Representation Session**
There were no representations made
- 2410/13 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 17 September 2024 at 7.00pm
- 2410/14 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 26 September 2024 at 7.00pm
- 2410/15 Reports from Cornwall Councillors**
Cllr Conway advised that an Extraordinary Meeting of Cornwall Council was being held on 7 November in regards to a Motion of No Confidence in the Leader of the Council, and that a budget scrutiny meeting was being held on 16 October. Cllr Conway also spoke in regards to correspondence received from Mr K Wadland regarding highways matters and advised that he will seek updates on what is available from Cornwall Highways

Cllr Heaton spoke about vehicles accessing areas in the town despite Traffic Restriction Orders (TRO's) being in place and also stated that there were a number of areas with overgrown vegetation. **Cllr Conway** provided details of the works in progress to replace the current broken bollards that restrict access to the TRO areas and also advised that issues regarding overgrown vegetation could be reported online to Cornwall Council. **The Mayor** also advised that she had spoken with Highways officers in regards to the issues in TRO areas.

Cllr Gordon asked if there was any update regarding the Link Road development. **Cllr Conway** advised that he would seek details on the proposals

Cllr Green stated that increased parking enforcement was required within the town

Cllr O'Brien spoke about the Highways update event in regards to works at the Plusha junction on the A30 and stated that Highways officers had indicated a further consultation event may be held and that emails should be sent to all attendees who had not received paper copies of the proposals due to them not being available at the event. **Cllr Conway** stated that he was concerned that the proposals may lead to traffic being diverted onto the A388 which already had highways safety issues

2410/16 Reports and Questions from Town Councillors

Cllr Tremain provided an update on the Friends of Launceston Priory and advised that the organisation was planning events for 2025 as well as for 2027 which would mark the 900th anniversary of the founding of the Priory and formally sought the permission of the Town Council for use of the Priory and Priory Park for events.

Cllr Heaton provided an update on the Patient Participation Groups (PPG) and advised that the minutes from their meeting on 18 September were now available, that the organisation would be at the Festive Market being held in the Town Hall and that the AGM was scheduled for December. Cllr Heaton also advised that a meeting had been arranged to discuss the issue of prescription collection at Tesco supermarket

2410/17 Report from the Town Mayor and Deputy Mayor

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

2410/18 Report from the Town Clerk

The update on projects and the monthly RAG report were noted

2410/19 Notice of Motion

It was **resolved** that the Notice of Motion to rescind Resolution 2409/12 of the Estates and Properties Committee held on Thursday 12 September be carried

2410/20 External Auditor Report and Certificate 2023/24

It was **resolved** to note the External Auditor Report and Certificate 2023/24

2410/21 Proposal for Neighbourhood Plan

Members considered the report submitted by Cllr Heaton (previously circulated)
It was **resolved** that the Council defer any decision in regards to a Neighbourhood Plan until after the local elections in May 2025

2410/22 Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the letter from Mr K Wadland regarding highways matters and that in addition to Cornwall Councillor Conway raising the matter with Cornwall Highways, the proposal also be considered by the Town Plan Group

2410/23 Urgent Items

Cllr Soanes spoke about highways concerns in regards to the ongoing issue at Race Hill

Cllr Tremain re-iterated that the bollards in the town square within the TRO areas need to be replaced

Cllr Young asked that a letter of thanks be sent to the Carnival Committee following their successful event

Cllr Penhale raised concerns about some issues of anti social behaviour

The Mayor reminded all Members of the forthcoming Remembrance event on Sunday 10 November

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 19 November 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 17 October 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2410/24 Apologies
Apologies for absence were received from Cllr Nancarrow

2410/25 Declarations of Interest
There were no declarations

2410/26 Public Representation
There were no representations made

2410/27 Minutes of the last meetings
The minutes of the meeting held on 26 September 2024 were signed as a correct record

2410/28 Current Planning Applications for comment

Application PA24/06822
Proposal Installation of 2.4m weld mesh perimeter and playground security fencing and associated vehicular and pedestrian gates.' without compliance of condition 2 of decision PA23/05855 dated 24/11/2023.
Location St Stephens Community Academy Roydon Road St Stephens Launceston
Decision Support

Application PA24/07213
Proposal Change of use and conversion of existing shops and flat into three bedroom dwellinghouse together with demolition of two storey rear extension and installation of new rear window and door.
Location 2 Exeter Street Launceston Cornwall PL15 9EQ
Decision Support

Application PA24/07524
Proposal Erection of units, Use Class B8, with associated works without compliance with Condition 2 of Decision Notice PA21/10037 dated 9th August 2022
Location Land At Quarry Lane Newport Launceston PL15 8EX
Decision Support

2410/29 Planning Decisions to Note
It was **resolved** to note the applications

Application PA24/02857
Location Units B1-B4 Pennygillam Way Pennygillam Industrial Estate Launceston PL15 7ED
Proposal Demolition and replacement of industrial unit to provide for storage.

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a flourish.

Decision	APPROVED
Town Council	SUPPORT

Application	PA24/05776
Location	Land West Of The Lodge Coronation Park Launceston Cornwall PL15 9DQ
Proposal	Proposed temporary classroom to be erected on the existing car park
Decision	APPROVED
Town Council	The Town Council supports this application subject to agreement that the building is removed off site by the dates as stated in the application

Officers were contacted in regards to planning application PA24/05776, Land West of The Lodge, Coronation Park, Launceston for a Temporary Classroom. Cornwall Planning officers have advised that the condition that states removal of the temporary classroom on the set date be changed so that removal takes place one month after the cessation of use. The school has advised that it will stop using the classroom on 28 February but will require time to clear out and remove the classroom from site

2410/30

Correspondence and Items to Note

It was agreed that the committee would consider details for the provision of solar panels on Town Council buildings at the next meeting

Next Meeting

The next meeting will be held on Thursday 7 November 2024

The meeting closed at 7.13pm

Signed [Signature] Date 7-1-04



**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 5 November 2024 at 7.00 pm in the OP Rooms**

- Present:** Cllrs: Bailey (Mayor), Gilbert (Deputy Mayor), Gordon, Lankston,
In attendance: Cllr Heaton substituted for Cllr Tremain
Cllr Soanes
Ewan Murray (VIC Manager – non-voting)
- 2411/01 Apologies for Absence**
Cllrs Nancarrow and Tremain
- 2411/02 Declarations of Interest**
There were no declarations of interest
- 2411 /03 Public Representation Session**
There were no members of the public present
- 2411/04 Minutes of Previous Meetings**
The minutes of the meeting held on Tuesday 3 September 2024 were agreed and signed as a correct record
Proposed: Cllr Lankston
Seconded: Cllr Gordon
Carried:
- 2411/05 Financial Report**
It was **noted** that:
i. The VIC is on budget for the current financial year
ii. Councillors receive VIC financial reports via the F&GP Committee paperwork
iii. The VIC manager reported that this subject will continue as an agenda item to ensure any divergence, should it occur, is reported to the LABI committee
- 2411/06 Report from VIC Manager**
The content of the previously circulated report was **noted**
- 2411/07 Update of Broader LABI Activities**
The committee **received an update** from the Library Manager including:
i. All library newsletters are available on the Cornwall Council website
ii. £9k Volunteer Cornwall funding is shared between local organisations
iii. Promotion of local services is challenging and consideration should be given to erecting an 'easy to access' information board
iv. Consideration should be given to sharing Health Hub information with other local parish councils

2411/08

Projects and Funding Update

It was **noted** that:

- i. The Town Accelerator Fund and Town Delivery Fund bids have been successful
- ii. The Priory Park bid to CIL was submitted and we await the outcome
- iii. Cllr Lankston wished to register a vote of thanks for all the hard work which had been undertaken in the submission of these bids

2411/09

Connect Launceston Update

Cllr Gordon **updated** the committee including:

- i. The group has been invited to present to the Launceston Railway Circle
- ii. The public consultation continues with the next event on 9 November
- iii. An environmental impact assessment will be ready to be undertaken in 2025 with an estimated cost of between £2k - £3k

2411/10

Exclusion of members of the press and public

Proposed: Cllr Bailey

Seconded: Cllr Lankston

Carried:

2411/11

Visitor Information Centre

It was **note that**:

- i. A number of condition surveys of the VIC premises have taken place and the outcomes of these will be fully reported to the Estates and Properties Committee
- ii. The Estates and Properties' Manager is engaging the services of contractors to establish the cost of bringing the premises up to current regulations

2411/12

Items to Note and any Urgent Matters

None noted

2411/13

Date of Next Meeting

The next meeting will be held on Tuesday 7 January 2025 at 7:00pm

The meeting closed at 7.50pm

Signed :

Date:

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held on WEDNESDAY 6 NOVEMBER 2024 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Responsible Finance Officer
- 2411/14 Apologies for absence**
There were no apologies for absence
- 2411/15 Declarations of Interest**
Councillors Gilbert, Heaton, Soanes and Young declared an interest in agenda item 6 the exceptional grant from Planet and People CIC
- 2411/16 Public Representation Session**
There were no members of the public present
- 2411/17 Minutes of the last meeting**
The minutes of the meeting held on 4 September 2024 were signed as a correct record.
- 2411/18 Finance**
It was **resolved** to:
i) approve the payment listings for September and October 2024
ii) approve the balance sheet for August 2024
iii) approve the budget comparison report for August 2024
- 2411/19 Exceptional Grants**
It was **resolved** to award an exceptional grant of £250 to Global Jamming CIC

----- Councillors Gilbert, Heaton, Soanes and Young declared an interest and left the room while the following item was discussed -----

It was **resolved** not to award an exceptional grant to Planet & People CIC
- 2411/20 Library Project Expenditure Update**
An update of services contracted and expenditure incurred was given by the RFO
- 2411/21 Petty Cash**
It was **resolved** to approve the petty cash expenditure for the period April 24 to September 24
- 2411/22 Payment Run Schedule**
It was **resolved** to approve moving to a twice a monthly payment run with additional payments as required with immediate effect.

- 2411/23 Award of Appreciation**
It was **resolved** to award Awards of Appreciation to Mr Gareth Lancaster and Miss Lowenna North.
- 2411/24 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
- 2411/25 Urgent Items**
Cllr Conway informed the committee that the road closure on Race Hill in December has been moved to January following objections
- Cllr Conway informed the committee of some developments within Cornwall Council which would impact services within Launceston and that Councillors should keep an eye out for future consultation opportunities in relation to this.

The meeting closed at 7.53 pm.

Signed

Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 7 November 2024 at 7.00pm
The Guildhall, Launceston Town Hall

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

2411/25 Apologies
Apologies for absence were received from Cllr Green who was substituted by Cllr Soanes

2411/26 Declarations of Interest
There were no declarations

2411/27 Public Representation
There were no representations made

2411/28 Minutes of the last meetings
The minutes of the meeting held on 17 October 2024 were signed as a correct record

2411/29 Current Planning Applications for comment

Application PA24/07851
Proposal Works to a tree subject to a Tree Preservation Order for Oak (T1) - remove large limb. Limb is overhanging public highway and there is significant risk of limb failure.
Location Jubilee Bath Under Lane Launceston Cornwall
Decision Support

Application PA24/08090
Proposal Works to a tree with a TPO T1- Semi Mature Lime (Tilia Cordata). Requesting removal as recommended by recent tree survey.
Location The Rectory Dunheved Road Launceston Cornwall
Decision Support

Application PA24/08228
Proposal Non-material amendment to decision PA21/07340 dated 11.04.2022 to replace the approved elevations drawing for the Refuse Transfer Station with a new plan which now includes 8 ventilation louvres (4 at each end of the building).
Location Launceston RTS Bangors Road Pennygillam Industrial Estate Launceston PL15 7PH
Decision Support

2411/30 Planning Decisions to Note
It was **resolved** to note the applications

Application PA24/05493
Location Land East Of 11 Angel Hill Launceston Cornwall

Proposal	Outline planning permission with all matters reserved: Residential development (up to 2 dwellings)
Decision	APPROVED
Town Council	SUPPORT
Application	PA24/06751
Location	7 St Stephens Hill St Stephens Launceston Cornwall PL15 8HN
Proposal	Listed building consent for external repairs including lead box gutters and flashings and chimney stack repairs. Internal thermal work including security and fire safety improvements within the roof space. Repairs to outbuildings.
Decision	APPROVED
Town Council	SUPPORT
Application	PA24/07034
Location	6 Trecarrell Launceston Cornwall PL15 9DF
Proposal	Proposed new driveway
Decision	APPROVED
Town Council	SUPPORT

2411/31 Solar Panels on Town Councils Buildings
It was **resolved** that it was not currently viable to pursue solar panels on Town Council buildings and for the matter to be considered in two years time

2411/32 River Piers near Rugby Club
The Committee considered the proposals by the Historical Railways Estate to demolish the river piers near the rugby club due to ongoing issues with debris washing up against them and the increased risk associated with local flooding at the area. It was **resolved** that the Town Council does not support the proposals due to the potential negative impact on the proposed Connect Launceston project

2411/33 Correspondence and Items to Note
There were no items for consideration

Next Meeting
The next meeting will be held on Thursday 28 November 2024

The meeting closed at 7.16pm

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

MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
OCTOBER & NOVEMBER 2024

DATE	EVENT	ATTENDING
12.10.24	LAUNCESTON CARNIVAL FAIRY QUEEN CROWNING	MAYOR, MAYORS CONSORT & DEPUTY MAYOR
12.10.24	LAUNCESTON CARNIVAL JUDGING	MAYOR & MAYORS CONSORT
19.10.24	ORIEL MINISTRIES CORPORATE EVENT	MAYOR
23.10.24	NAFAS	MAYOR & DEPUTY MAYOR
27.10.24	POPPY CONCERT	MAYOR, MAYORS CONSORT & DEPUTY MAYOR
8.11.24	MEET WITH LOWENNA NORTH - CHANNEL SWIMMER	MAYOR
9.11.24	RBL POPPY COLLECTION	MAYOR & MAYORS CONSORT
10.11.24	REMEMBRANCE SERVICE	FULL TOWN COUNCIL
11.11.24	SILENCE IN THE SQUARE WITH RBL	MAYOR
13.11.24	OKEHAMPTON STATION 3RD BIRTHDAY CELEBRATION	MAYOR

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 3 works ongoing Pre planning application submitted and feedback received. Noise Impact Assessment required for air source heat pumps. Public consultation held Friday 1 November.	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 Wheelers Law Group - 4 September Historic Impact Assessment of site undertaken in preparation of pre planning application and copy received 12 November 24	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. Funding for part of the project has been assigned but additional funds required for completion.	Completed

New skatepark installation at Coronation Park	Town Clerk	Works commenced 23 September with approximate completion target of 8 weeks. Contractors have advised that in regards to the basketball line painting due to the condition in this time of year (high rain and low temperature), it may not be possible to carry out painting works until the new year. To allow for proper curing, conditions need to be at least 12 degrees and completely dry for a period of days. If weather is mild they can paint in October, or potentially November. . Safety signage agreed and site walkthrough booked for Thursday 14 November	STATUS
Priory Park play equipment installation project	RFO/ Estates Mgr	Football goals installed. Public consultation event held Awaiting response from CIL funding bid	Priority project
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	
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.	Completed
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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 considered details at September meeting. Awaiting full cost summary	STATUS Priority project Ongoing Completed
New cemetery land acquisition			
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	
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	
Adoption of new nature area at Ridgegrove	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works and documents signed. Land Registry and funding documents signed and returned	

Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works documents signed. Land Registry and funding documents signed and returned
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	Tender agreed and awarded to Gwella. Following on site meeting it is proposed that works will start in the New Year
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail

Welcome to Launceston Skatepark

We hope you enjoy your visit to Launceston Skatepark.

Please be respectful to other riders, dispose of litter in the bins provided and keep noise to a minimum after 10pm.

Your location is Coronation Park, Launceston **PL15 9DQ**. What 3 words: kinder:thrillers.tequila

This is your facility. Please help us to keep the Skate Park in a good condition.

Skatepark information for users:

- Launceston Skatepark is designed for users of skateboards, inline-skates, BMX bikes and scooters.
- The Skatepark is a skate-at-your-own-risk facility.
- For maintenance issues please contact Launceston Town Council on 01566 773693 or in case of emergency call 999.
- This facility is not a playground.
- It is recommended that children under 8 are accompanied by an adult aged 16 and above.
- The use of unsuitable equipment such as traditional road bikes, motorised sports equipment or toys is not permitted.
- Use of appropriate protective equipment (e.g. helmet, knee pads, elbow pads, etc.) is recommended.
- Pay attention to other users.
- The rolling surfaces and skate elements are not a waiting area and shall be kept clear of objects.
- The facility shall not be used when wet, icy or in snowy conditions.
- In the interest of safety, please do not bring dogs, glass or alcohol into the skatepark.
- This is a non-smoking/vaping site.
- Launceston Town Council cannot accept responsibility or liability for any claim, loss or damage whatsoever which may arise resulting from the use of this facility.

Launceston Skatepark has been designed and built by Betongpark in 2024.



AGENDA PAPER
FULL COUNCIL
NOV. 24

Strategic review:- Membership.

1. The group has had an initial informal meeting (with two members being unable to attend) with the aim of starting to scope the scale of the task we have been set and "begin to get our heads around that task".
2. Doing so led to the identification of 15 areas of the Council's activities - we accept there may be more - and that list does not yet include issues outside of the Council's areas of direct responsibility e.g. public transport, housing needs, geographical areas for development etc.
3. Despite the wide-ranging and open discussion we agreed on one specific issue, namely the size and composition of the Group. In light of the agreed need for "blue sky" thinking across the entire range of the towns activities we are of the view that our membership be widened to ensure it includes the Chair's of all Council Committees. To that end we:-

Recommend:- The Group's membership be increased by the addition of the Chairs of the Planning and Development Cttee and the Estates and Properties Cttee.

Paul O'Brien
Strategy Group.

Venue Usage – October/November 2024

Launceston Town Hall	Bookings Count	Hours Booked
Ambulance Hall (MainHall)	20	76
Entire Town Hall	4	39.5
External Hires	6	18.5
Guildhall	8	35
Kitchen Bar and Reception Area	12	76.25
Main Hall	35	186.5
Otho Peter Suite 01	11	82.5
Otho Peter Suite 02	6	36
Otho Peter Suite Both Rooms	6	10.75
Town Square	8	39
Total	116	