



MINUTES OF THE FULL COUNCIL MEETING

held on **TUESDAY 19 NOVEMBER 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, Penhale, Soanes and Young
In attendance: Cornwall Cllr Paynter
Christopher Drake (Town Clerk)
- 2411/33 Apologies for absence**
Apologies for absence were received from Cllrs Bullen and Tremain
- 2411/34 Declarations of Interest**
There were no declarations of interest
- 2411/35 Public Representation Session**
There were no representations made
- 2411/36 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 15 October 2024 at 7.00pm
Cllr Green entered the Guildhall at 7.03pm following the resolution of the above
- 2411/37 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 17 October 2024 at 7.00pm
(ii) Library, Arts, Business and Information held on Tuesday 5 November 2024 at 7.00pm
(iii) Finance and General Purposes held on Wednesday 6 November 2024 at 7.00pm
(iv) Planning and Economic Development held on Thursday 7 November 2024 at 7.00pm
- 2411/38 Reports from Cornwall Councillors**
Cllr Paynter spoke of the recent meeting regarding a no confidence vote in the Chair at Cornwall Council and also updated regarding a walk around the Ridgegrove area and works that have been undertaken. Traffic improvements works to St Stephen's Hill were due to commence shortly. Cllr Paynter also commented on the consultation regarding Adult Education provision

Cllr Conway spoke regarding the Adult Education consultation as well as the need for further improvements to the A30 Plusha junction and advised that the road closure at Race Hill had now been rescheduled until after Christmas

Cllr O'Brien mentioned correspondence that may have been received in regards to charges for rubbish clearance. Cllr Conway asked for a copy of the letter.

Cllr Harris spoke about the good work that had been done on the Ridgemoor area pathways

Cllr Soanes enquired about the future of the bus service calling at Tesco supermarket. Cllr Conway stated that he was not aware of any outcomes to date but would take the matter up with the Store Manager

Cllr Green spoke about the highways concerns on the A30 at Plusha, Two Bridges and Polyphant. Cllr Conway advised that this road was the responsibility of National Highways who were working on solutions to the issues at these junctions

Cllr Heaton stated that she was not aware of the correspondence regarding rubbish clearance charges and also said that pressure must be kept on National Highways in regards to the ongoing concerns and issues with the A30 local junctions.

Cllr Gilbert re-iterated the concerns regarding highways

Cllr Bailey spoke of a property in Tavistock Road that was in a poor state of repair. Cllr Harris advised that Housing Officers were working at the site and with the tenants

2411/39

Reports and Questions from Town Councillors

Cllr Young gave an update regarding Lawrence House Museum and advised that details would be sent to all councillors. Cllr Young also updated in regards to the Youth Council who had met earlier in the day. A total of 16 pupils attended the meeting and undertook a survey on the museum as well as submitting comments regarding the proposed library hub. She also advised that the new skate park had been well received.

Cllr Harris provided an update on the recent meeting of CALC and the CALC AGM as well as updating Members on the Street Pastors, highlighting that funds for the project were low

Cllr Heaton updated Members in regards to the Launceston PPG, including details that the issue regarding the Tesco pharmacy had now been overcome as well as providing an update on the Exeter Street Health Hub. Cllr Heaton concluded by advising that the Causley shop would be open for the late-night shopping event

2411/40

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral activities

2411/41

Report from the Town Clerk

The update on projects and the monthly RAG report were noted

2411/42

Strategic Review Membership

It was resolved that as the existing membership proposal had been agreed in July 2024, the current proposal fell within the ruling of Standing Order 7a and therefore could not be considered under the six month rule unless written notice was provided by at least 10 councillors

2411/43

Correspondence and Matters to Note

It was resolved to;

- i) note the venue usage

- ii) note that the Mayor of Penzance would be writing to all Councils in regards to regional devolution proposals

2411/44

Urgent Items

There were no items for consideration

2411/45

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

2411/46

Cornwall Adult Education Service

It was **resolved unanimously** to respond to Cornwall Council advising of the Town Council's strong support of the Adult Education Service and the importance of the service within the town

2411/47

Staffing Committee Minutes and Update

It was **resolved** to agree the minutes of the Staffing Committee and Members offered support to Council officers in regards to the proposed Heritage Lottery grant application

Date of the next meeting of the Council

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

The meeting ended at 8.08pm

Signed Date



MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 28 November 2024 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

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

2411/48 Apologies
Apologies for absence were received from Cllr Gilbert (Deputy Mayor),

2411/49 Declarations of Interest
There were no declarations

2411/50 Public Representation
There were no representations made

2411/51 Minutes of the last meetings
The minutes of the meeting held on 17 October 2024 were signed as a correct record

2411/52 Current Planning Applications for comment

- | | |
|-------------|--|
| Application | PA24/08366 |
| Proposal | Non material amendment in relation to decision notice PA19/05884 dated 19.12.2022 - Amendments to the approved layout include: 1 - The addition of a rising main to the site's western boundary with required easement resulted in the moving of dwellings, roads, and infrastructure to the east, 2 - Changes to the layout of the proposed cycle path to the north of the site, and 3 - Relocation of the proposed electrical substation to the south of the site. |
| Location | Land South Of Tavistock Road Tavistock Road Launceston |
| Decision | Support |
| Application | PA24/08414 |
| Proposal | Notification of works to a tree in a Conservation Area (TCA) - T1 Walnut - Reduce crown height by 1m back to suitable growth points, leaving 6m in height and radial crown spread all round by 1m to leave 3.5m radial crown spread, all cuts to be taken to suitable growth points. Work is required to control tree size and allow more light to penetrate under planting. |
| Location | The Walnut Tree Duke Street St Stephens Launceston |
| Decision | Support |
| Application | PA24/08422 |
| Proposal | Works to trees subject to a Tree Preservation Order for Beech (T2) - reduce height and radial crown spread by 1.5m back to suitable growth points (height at 11m and radial crown spread at 5m). Works will increase light to vegetable garden and greenhouse. Beech (T9) - reduce limb back to growth point to clear fencing due to be constructed. Norway Maple (T60) - remove. Tree is almost dead and now requires removal. Chamaecyparis (T61) - fell. Felling will allow a |

Red Oak to develop into the space.
Location Manaton Dunheved Road Launceston Cornwall
Decision Support

2411/53

Planning Decisions to Note

It was resolved to note the applications

Application PA24/07213

Location 2 Exeter Street Launceston Cornwall PL15 9EQ

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.

Decision APPROVED

Town Council SUPPORT

2411/54

Correspondence and Items to Note

The Mayor advised that she had been approached by Lawhitton Parish Council in regards to the potential of moving a dog litter bin into the Launceston boundary. It was agreed that the Town Council did not take on the additional burden of the bin

Next Meeting

The next meeting will be held on Thursday 19 December 2024

The meeting closed at 7.08pm

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

Town Clerk CW Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 2 December 2024
at 10.00am in The Otho Peter Suites.

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

In attendance: Martin Cornish (Estates & Properties Manager)
Ewan Murray (Visitor Information Centre Manager)

- 2412/01** **Apologies for Absence**
There were none
- 2412/02** **Declarations of Interest**
There were no declarations of interest
- 2412/03** **Public Representation Session**
There were no representations made
- 2412/04** **Minutes of the last meeting**
The minutes of the meeting held on Monday 7th October 2024 were signed as a correct record.

****Cllr Heaton entered the meeting at 10.02****

- 2412/05** **Estates & Properties Manager's Report – December 2024**
It was resolved to;
- i) note the update regarding Lawrence House
 - ii) note the update regarding the multi storey car park reports
 - iii) note the update regarding consents for Southgate Arch
 - iv) note the update regarding roof works at the Ambulance Hall
 - v) note the update regarding Town Hall works
 - vi) note the update regarding Public Toilet contractors
 - vii) note the update on costings for Visitor Information Centre works
 - viii) note the update on funding works for Priory Park. Prior to the meeting I received confirmation from Cornwall Council that we had been successful in our funding application for CIL monies. Cllr Gordon asked for thanks to staff who worked on the project be recorded

- ix) note the update regarding investigation into software packages
- x) note the update regarding completed Fire Risk Assessments at the Town Hall, Ambulance Hall and Southgate Arch
- xi) note the update regarding Display Screen Equipment assessments
- xii) note the update regarding street furniture installation

2412/06

Southgate Arch

The committee were informed of works required at Southgate Arch and updated on the consents and funding work currently ongoing with Historic England

Date of the next meeting

The next meeting date will be held on Monday 3 February 2025

The meeting closed at 10.56am

Signed.....

Date.....

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 3 works complete Planning application ready for submission	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		
Priory Park play equipment installation project	RFO/ Estates Mgr	Football goals installed. Public consultation event held CIL funding bid successful and tender to be published in January 2025	

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 considered details at September meeting. Awaiting full cost summary	STATUS
New cemetery land acquisition			STATUS

Conversion of new land at St Thomas as rest garden	Town Clerk	TC working with Barrett Homes regarding flooding issues. Solicitors undertaking legal permissions (costs covered by Barrett Homes). Council seeking compensation for land use	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 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. Agreement made and completed and awaiting registration documents	Completed
Adoption of new nature area at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works documents signed. Land Registry and funding documents signed and returned. Agreement made and completed and awaiting registration documents	
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 Borough 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

Agenda item: 9

Committee: Full Council

Date: Tuesday 17 December 2024

Subject: Town Clerk Report

Summary: To consider the updates on various Council works and projects

Recommendations.

The Council is recommended to:

- 1) agree that the planning application for the new library building be submitted
- 2) note the update regarding storm damage to Council properties
- 3) note the Council operations over the Christmas and New Year period
- 4) agree match funding towards a grant for works to Southgate Arch
- 5) note the details regarding the A388 Road Safety Campaign
- 6) note the details regarding the Terrorism (Protection of Premises) Bill, also known as Martyn's Law and the impact on the Town Council
- 7) note the letter from NED Board of Newquay Airport Ltd regarding the bid to acquire 25 Cornwall Council car parks
- 8) agree moving the date for the January Finance and General Purposes Committee and agree an Extraordinary Meeting of Council on Thursday 30 January to allow for budget setting

1 Library Planning Application

- 1.1 Further to the most recent public consultation on the proposed library at the former Barclays Bank site, the Council's appointed architects (Hayhurst and Co) have included feedback as well as the advice from planning officers following the pre application submission. The assigned working party met with Hayhurst and Co on 4 December and agreed the details of the design development, book capacity, fabric upgrades and heating and ventilation, in addition to the Heritage Impact Assessment plans. A full planning application is now ready for submission and the Council is recommended to agree the submission

2 Storm Damage

- 2.1 A number of minor incidents of damage occurred following the recent storm Darragh. A number of trees at Windmill were damaged and one has fallen, tile and flashing damaged occurred at the Town Hall as well as to a window casing to the Clocktower. Officers are working with relevant contractors to undertake repairs.

3 Council Operations - Christmas and New Year

- 3.1 The Town Council operations will be altered over the Christmas and New Year as follows:
 - Town Hall, Council offices and Visitor and Information Centre closed from 1pm Monday 23 December to 9am Thursday 2 January
 - Library closed from 1pm Saturday 21 December to 9am Friday 3 January

- All public conveniences will be closed on the 25, 26 December and 1 January. The Westgate public conveniences will be open between the 27 and 31 December.

Emergency contact details during the Christmas and New Year break are the Town Clerk on 07964 571139

4 Grant Match Funding – Southgate Arch

- 4.1 The Council is in the process of submitting a grant application for works to Southgate Arch through Historic England. The Council has been advised that a sum of approximately £70,000 is available that will be used to undertake exterior repair works at the site, to include re-pointing and repair of weather damaged crenellations. Advice suggests that a contribution of 25% to the proposal would be deemed acceptable, requiring the Town Council to fund £17,500 towards the project. If the grant bid is successful to the full amount, this will provide a total of £87,500, in the first stage of repairing and refurbishing the site.
- 4.2 The Council currently holds £5,346 in the earmarked reserve (EMR) for Southgate Arch with a total budget for the year allocated at £10,000 (£4,654 this year plus the EMR of £5,346). In order to achieve the £17,500 required, monies could be taken from the General Reserve, but this is currently very tight. Therefore it is recommended to take the funds from the Periodic Maintenance EMR, which is a pot for periodic maintenance of all sites apart from those with a specific EMR. The balance on the Periodic Maintenance reserve currently stands at £302,018.44 meaning that if Council approves taking £7,500 the remaining reserve balance would be £294,518.44.

5 A388 Road Safety Campaign

- 5.1 Following Cornwall Council commissioning a route review of the A388 between Launceston and Callington, road safety professionals felt that the matter of behaviour change had not been covered and as such the aforementioned campaign has been designed (attached as Appendix 1). Members are recommended to note the campaign details and the work that the Town Council will play in supporting the proposals

6 Martyn's Law

- 6.1 The Terrorism (Protection of Premises) Bill, also known as Martyn's Law, was included in The King's Speech on 17 July as part of the programme of legislation the Government intends to pursue in this Parliamentary session. The Bill was introduced to Parliament on 12 September 2024 and is currently undergoing Parliamentary scrutiny.
- 6.2 The Bill will require venues with an indoor capacity of between 200 and 799 to work within the recognised standard tier of the law as it requires those responsible for premises and events to take steps to mitigate the impact of a terrorist attack and reduce harm in the event of a terrorist attack occurring. A responsible person will be required and they must ensure the requirements of the Bill are met for a qualifying premises or event. The identity of the responsible person will differ depending on whether they are responsible for a premises or an event. For a premises, the responsible person is the person who has control of the premises in connection with its uses and for an event, the responsible person is the person who has control of the premises at which the event is taking place in connection with their use for that event.
- 6.3 Requirements for standard duty premises are that the responsible person/s will be required to:
 - notify the regulator of their premises; and

- put in place appropriate and reasonably practicable public protection procedures (as set out in Clause 5 of the Bill).

These procedures are to be followed by people working at the premises if an act of terrorism was to occur at the premises or in the immediate vicinity. This includes ensuring there are procedures in place to provide information to individuals on the premises and to evacuate, invacuate or lockdown the premises.

- 6.4 The requirements for standard duty premises are focused on simple activities surrounding policies and procedures, which are to be followed by staff in the event of terrorist attack or suspected terrorist attack occurring. The aim of these requirements is to improve staff preparedness and responses. There is no requirement to put in place physical measures in this tier. Furthermore, the reasonably practicable element will enable standard duty premises to tailor their approach to the resources they have available.

7 Bid for Cornwall Council Car parks

- 7.1 The Town Council received two letters via email on Monday 9 December, regarding a bid for 25 Cornwall Council car parks as well as a Legal Notice, which also makes mention of car parking. An email response from Cornwall Council to all town and parish councils has been received and is attached as Appendix 2.

8 Proposed Change of Meeting Dates

- 8.1 Following discussion with the Chair of the committee and to ensure officers time to work on the forthcoming budget proposals, it is recommended that the meeting of the Finance and General Purposes Committee be moved from Wednesday 8 January to Wednesday 22 January and that an Extraordinary Meeting of Council be held immediately following the conclusion of the Planning and Economic Development committee on Thursday 30 January, to allow for ratification of the budget

Contact officer: Christopher Drake – Town Clerk
Wednesday 11 December 2024

A388 Road Safety - Community Campaign

Context

Following local concerns about the frequency and severity of road traffic collisions, Cornwall Council (CC) commissioned a 'Route Review' of the A388 between Launceston and Callington. This report, published in May 2023, made recommendations for road safety infrastructure improvements and maintenance.

All maintenance issues identified in the route review have been scheduled or resolved, and a number of prioritised infrastructure schemes are being taken forward, with delivery subject to funding availability. These schemes include:

- Landue Lodge/ Landue Bridge
- Tre, Pol, Pen Farmshop
- Treburley central refuge (delivered)
- Camelot Kennels

In February 2022, the A388 was formally tasked by Devon & Cornwall Police who targeted the road for monitoring & enforcement. This activity resulted in various offences being dealt with, ranging from excess speed and mobile phone use to other offences such as no insurance and defective lights.

The Tamar to Moor Community Area Partnership (CAP) formally adopted its CAP Action Plan on 7th March 2024. Under "Highways & Transportation", the CAP wanted "*Improved road safety on all local roads, including the A390, with the immediate priority being the A388*". A key action under this priority was to "*Work with partner organisations to design and deliver a road safety campaign across the Tamar to Moor CAP*".

One element not covered in the route review is that of 'behaviour change' with regards to motorists and other road users. Professionals in the field of road safety feel that this is an essential element of reducing collisions, injuries and deaths along this stretch of road. It is with this at the forefront that the following paper seeks to work with local communities to design and deliver an A388 Road Safety Community Campaign.

*Please note that other activity such as the schools' education programme, police enforcement, and highways maintenance/improvements will continue, but a wider community-led "road safety campaign" should add significant weight to reinforcing key safety messages and support behaviour change of all road users, with the ultimate aim of reducing deaths and serious injuries along the A388.

Campaign Delivery

Community Road Safety Toolkit

Cornwall Council's communications team are creating resources to support the development of a community road safety toolkit that can be used by everyone in the community to help share messages. The toolkit will include a range of communications including social media messages and images, newsletter content and text for WhatsApp or

A388 Road Safety - Community Campaign

Nextdoor to help get messages truly into the community. The toolkit will need to be adopted in the community to be useful. The communications team will support wherever possible, but we do not have the knowledge and access to all the grass root communication channels.

Targeted Social Media & Radio Adverts

The communications team have a small budget to run a geographically targeted campaign. This will include social media adverts and radio adverts (subject to available budget) which will target people in specific postcodes who are likely to be users of the A388.

Key topics and messages have been developed based on recent injury collision data and are detailed in the table below.

Campaign Videos

Cornwall Council's communications team will develop a campaign launch video which will include Cllr Andrew Long as a Community Road Safety Champion. A follow up video with Ian Findler (CC Road Safety) is planned; this will focus on road safety measures being taken forward along the A388 and the key campaign messages. Some follow up videos may be possible if there is local support and focus.

Temporary Roadside Educational Posters

Site specific temporary roadside educational posters (e.g. collision hotspot) are being explored along the A388. These are often deployed where injury collision data demonstrates a need, and at sites where they can be safely installed.

To assist in the delivery of this element of the campaign, town and parish councils are asked to consider co-funding the posters and installation.

Community Champions

Community Road Safety Champions are encouraged to come forward to support the campaign and promote road safety in their communities. It is envisaged that the role of Community Champions will be to aid/enhance engagement, provide a local focus, and increase the reach of campaign messages.

Cllr Andrew Long has agreed to become a Community Champion and Cornwall Council's communications team will work with Cllr Long to develop a campaign launch video. It is hoped that, through the T2M CAP, other Community Champions will come forward. Ideally this would include people from a range of different demographics and sectors (e.g. age, ethnicity, business, community etc).

A388 Road Safety - Community Campaign

Key Messages & Timescales

To deliver the greatest impact, the campaign will run over several months, starting early in the New Year and running until late spring/ early summer 2025. It is noted that the pre-election period will start in late March 2025, however the legal advice is that the campaign, with certain modifications, can continue during this period.

Where appropriate, the A388 campaign will link into regional and national campaigns, however the key messages outlined in the following table are derived from injury collision data along the A388 and, with the T2M CAP's support, we want to make this campaign hyper local so that it is relatable to local residents and motorists.

Dates	Key Audience/ Topic	Key Messages	Channel
December 2024	• All Road Users (incl. motorists, cyclists, pedestrians) • Tamar to Moor CAP	• In the run up to Christmas we will support Cornwall Council and Vision Zero with communications relating to impaired (alcohol/ drugs) driving/ riding. • Introduce Community Road Safety Toolkit to Dec 4th CAP meeting.	• Social Media • Town & Parish Council channels • CAP Meeting
Jan-Mid Feb 2025	• All Road Users (incl. motorists, cyclists, pedestrians) • Adverse weather / road conditions	• 2 second gap • Look properly/ look twice • Lower speeds • Braking distance • High viz/ PPE • Fatigue • Drive to conditions: ○ Darker nights ○ Poor weather ○ Visibility • Expect the unexpected (e.g. round bends) • Promoting vehicle checks (e.g. tyres)	• Launch video • Press release • Social Media • Town & Parish Council channels • Road Safety Toolkit

A388 Road Safety - Community Campaign

Dates	Key Audience/ Topic	Key Messages	Channel
Mid Feb – End March 2025	• Young People/ Inexperienced Drivers / Men (24-59yrs)	• TBC	• Social media • Town & Parish Council channels • Road Safety Toolkit
Spring/ Early Summer 2025	• Motorcyclists	• TBC	• Social media • Town & Parish Council channels • Road Safety Toolkit

The Role of the Tamar to Moor Community Area Partnership/ Town & Parish Councils

Although Cornwall Council and its partners are coordinating the campaign, it is very much hoped that the Tamar to Moor CAP will add significant value by co-designing the campaign, adding a local focus, being a catalyst to encourage local action, and amplifying the campaign messages in local communities. This could include:

- Promoting and encouraging local road safety champions to come forward.
- Sharing social media posts from CC, Vision Zero and CAP pages.
- Highlighting and promoting the campaign key messages in newsletters, meetings, events.
- Using and sharing the toolkit in the community and publicising the assets (e.g. images, key messages, social media banners etc) to promote road safety.
- Sharing toolkit information in community online groups i.e. WhatsApp, Facebook local groups/NextDoor platform etc.
- Localised press/ media coverage.
- Link to relevant local groups and organisations to promote the campaign (e.g. bike meets, local businesses, community groups, schools etc)
- Link to Community Speedwatch activity and, where appropriate, encourage/support new groups to establish.
- Work with CC Highways to inform mobile speed sign deployment at key hotspots.
- Consider funding/ supporting campaign delivery. For example, this could include:
 - Co-funding roadside educational posters within your parish and/ or targeted radio adverts.
 - Printing campaign flyers for residents, noticeboards, groups.
 - Adding the campaign to your council meetings

A388 Road Safety - Community Campaign

Next steps

- Wednesday 4th December CAP meeting:
 - Chris Sims (Community Link Officer – CC) and Ian Findler (Principal Transport Officer – CC Road Safety) to brief the CAP and take feedback.
 - Shevaughan Tolputt (Marketing & Campaigns Manager – CC) to introduce the developing Community Road Safety Toolkit.
- Continue development of campaign toolkit and key messages (November/ December 2024).
- Further CAP briefing and campaign timeline (December 2024/ January2025).
- Town and Parish Councils to explore and agree what they can do to support the campaign (December 2024/ January2025).
- Expected launch in early January 2025.

Chris Drake - Launceston Town Council

From: Khadina Jago <Khadina.Jago@cornwall.gov.uk> on behalf of Phil Mason
<Phil.Mason@cornwall.gov.uk>
Sent: 12 December 2024 08:51
Subject: Email to Town & Parish Councils re Cornwall Council Car Parks

Information Classification: CONTROLLED

Dear Town & Parish Councils,

Following a number of questions we have received about an open email which has been circulated to all Town and Parish Councils calling themselves the NED Board, Newquay Airport. The email is titled "Indicative bid to acquire 25 Cornwall Council Car Parks". I want to set out the facts as this email contains a lot of misinformation.

Despite the name, the email you received is not from nor endorsed by Cornwall Airport Newquay, the company owned by Cornwall Council to run the airport.

The Council has no intention of "selling off" Cornwall Council Car Parks - and we, therefore, have no intention of engaging with the senders of the email.

We suggest that you do not engage with the senders of the email on the same basis.

We are looking to lease a small number of car parks to Corserv to maintain and run on the Council's behalf as they have the capability to do this more efficiently and cost effectively than our current arrangements.

This was discussed in yesterday's Economic Development Scrutiny Committee which you can watch ([here](#)).

We have notified the relevant Divisional Members about the small number of car parks that may or may not be put forward to be leased out to Corserv. No final decisions have yet been taken.

Before any decisions are taken, the public will have the opportunity to have their say through a consultation in respect of the Parking Order. The consultation will start on the 12th December 2024.

Whichever car parks are transferred to Corserv, the Council will continue to receive income which will be used for the maintenance of Cornwall's transport network.

We do not believe that this will affect any ongoing devolution discussions.

Kind regards

Phil Mason
Strategic Director
Sustainable Growth and Development
Phil.mason@cornwall.gov.uk



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2025.

ISSUE DATE: 05/12/2024
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2024.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts are maintained on Sage accounting software, they were up to date and appear free from material errors.

Financial Regulations

Financial Regulations were last reviewed in March 2024.

New model regulations have now been issued by NALC and the Council should incorporate these at its next review.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Purchasing

A scheme of delegation is in place and purchase orders are used.

Procurement

The procurement processes applied for the Ambulance Hall roof, toilet cleaning service and the Skate Park were examined.

All had been undertaken in line with Financial Regulations and where required the Public Contracts Regulations.

Payments

August payments were tested. They were supported by invoices which had been accurately input into the accounting system including the proper treatment of VAT.

They had been certified by the RFO and were included on payment schedules approved by Members.

Risk

Risk Assessment

The Council is yet to review its risk assessment in this financial year.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is adequate at £2.5 million.

Investments

An Investment Strategy covering the 2024/25 financial year was adopted in March 2024.

Budgets

Setting

We reviewed the 2024/25 budget setting process as part of our final audit work last year and we will review the 2025/26 process later in the year.

Monitoring

The Library, Arts, Business and Information Services Committee has received budget monitoring reports at each of its meetings.

Global budget monitoring reports are taken to the Finance and General Purposes Committee, the quarter one report was not considered until September.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept

The precept received is in accord with that set by the Council.

Car Parks

Car park machines are frequently emptied and cash is promptly banked.

Testing revealed no issues to report

Room Hire

A booking system is in place and fees have been invoiced in accordance with the scale of charges proved by Members.

Adequate processes are in place to ensure payment.

VAT

VAT claims are up to date.

Payroll

New Starters

New employees have been issued contracts of employment and have been paid in accordance with the Terms therein.

Tax, NI & Pensions

PAYE and pension requirements have been met.

Pay Award

The national pay award had not been implemented at the time of the audit and we will conduct further testing later in the year.

Bank Reconciliation

Bank reconciliations are undertaken monthly and were found to be accurate.

If there is no difference between the bank statement and the figure in the accounting statements the accounting software does not produce reconciliation reports.

At least quarterly a reconciliation of all bank accounts, produced manually, if necessary, should be produced to enable a review by a Member in line with Financial Regulation 2.2

Electors Rights

Full Council properly approved the 2023/24 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2023/24 accounts have been met.

Agenda item: 11

Committee: Full Council

Date: Tuesday 17 December 2024

Subject: Notification Relating to a Property Asset in the Town - Land at Link Road, Launceston

Summary: To note the details regarding a property asset in the town

Recommendations.

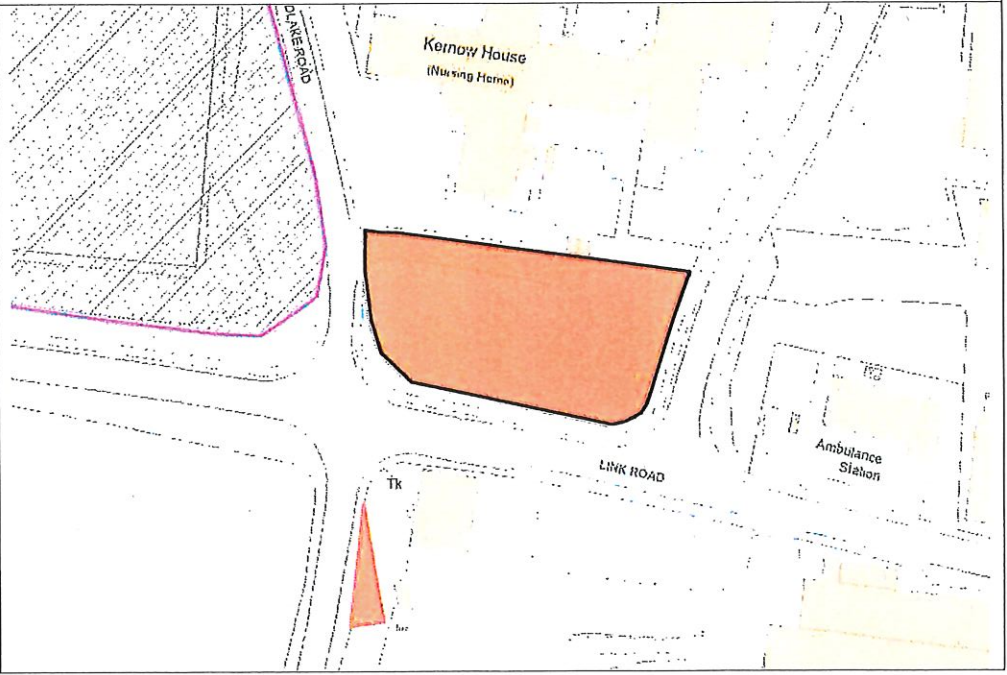
The Council is recommended to note the details regarding a property asset in the town for Land at Link Road

1 Information

- 1.1 Cornwall Council have written to advise that the Council service responsible for the property asset of Land at Link Road, has determined that it no longer has an operational need to retain it. In these circumstances Cornwall 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 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.
- 1.4 It is recognised that there remains a Cornwall Council strategic requirement relating to the delivery of affordable and supported living accommodation and that Land at Link Road will be included in a disposals process that specifically targets these uses. Given the intended method of asset release on this occasion the opportunity for the Town Council to express interest in the acquisition is not available.

Contact officer: Christopher Drake – Town Clerk
Wednesday 11 December 2024

Asset Management Group Briefing Document

	Comment
Site name and address	Land at Link Road, Launceston
UPRN	18904
Directorate	Housing
Estimated Holding Cost Value	
Property Description	Land measures 0.54 acres. This is a development plot adjacent to an existing care home on a housing estate with an existing planning permission for a block of supportive living flats. Proposal is targeted release to ensures the delivery of supported housing on the site as it has been shown to be unviable for Cornwall Council to delivery internally.
Planning position	
Plan Insert or attach	

Photograph Insert or attach	
Recommendation	Site has been identified for targeted release to achieve delivery mechanism of Supported Housing.
Surveyor	Dan Thairs
Date prepared	10/06/2024

Venue Usage – November/December 2024

Launceston Town Hall	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	20	73.75
Entire Town Hall	0	0
External Hires	3	13.5
Guildhall	12	43.25
Kitchen Bar and Reception Area	9	52.5
Main Hall	30	144.75
Otho Peter Suite 01	10	50.25
Otho Peter Suite 02	2	6
Otho Peter Suite Both Rooms	4	19.25
Town Square	5	20.5
Total	95	