



MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 18 MARCH 2025 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Gordon, Harris, Heaton, Hogan, Lankston, O'Brien, Penhale, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
1 member of the public
- 2503/35 Apologies for absence**
Apologies were received from Councillors Green and Nancarrow and Cornwall Cllr Paynter
- 2503/36 Declarations of Interest**
There were no declarations of interest
- 2503/37 Public Representation Session**
There were no representations made
- 2503/38 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 18 February 2025 at 7.00pm
- 2503/39 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 20 February 2025 at 7.00pm
(ii) Library, Arts, Business and Information held on Tuesday 4 March 2025 at 7.00pm subject to the amendment that the Library Manager was in attendance at the meeting
(iii) Finance and General Purposes held on Wednesday 5 March 2025 at 7.00pm
- 2503/40 Reports from Cornwall Councillors**

Cllr Conway provided an update regarding the transfer of Cornwall Council car parks and advised that The Walk car park would remain as part of Cornwall Council's parking portfolio. Cllr Conway also said that a number of Cornwall Councillors would not be standing for re-election at the forthcoming May elections

Cllr Young raised an issue regarding residents parking at Edymead Court/Broomhill. **Cllr Conway** said he would look into the matter.

Cllr Lankston asked for an update regarding the boundary wall at Race Hill. **Cllr Conway** advised that Cornwall Highways were pursuing the matter and working with the resident and that that legal agreement was being sought.

Cllr Soanes asked when the proposed car park transfers would be completed and also raised a point regarding wall repairs at the Pannier Market adjacent to neighbouring properties. Cllr Conway advised that a potential date for the car park transfers was April and in regards to the repair works to the wall at the Pannier Market, he had concerns about work being properly completed and would liaise with neighbours on any issues.

Cllr Tremain stated that whilst front wall repairs had been undertaken at the Pannier Market, further repairs were awaited as per recent planning applications for the site works.

Cllr Hogan spoke regarding the wall repairs at Race Hill and asked if Cornwall Council undertook the required works and then charged the property owner accordingly

2503/41

Reports and Questions from Town Councillors

Cllr Young provided an update report regarding Lawrence House and a copy was made available to all councillors. An open stores day at the storage site is taking place on Tuesday 20 May and the pop-up museum site will open on 1 April 2025.

Cllr Heaton advised that the PPG met on 10 March and received a presentation from Cornwall People First. PPG representatives have attended a number of events and Cllr Heaton gave details regarding the NHS 10 Year Plan, the new PPG website and constitution, and the Age Concern travel service. She also gave details of the work of the Health Hub and their new Facebook page. Cllr Heaton also advised that the Police and Crime Commissioner had requested that all incidents of crime be reported and that there was potential for a front desk to be opened at Launceston Police station.

Cllr Tremain spoke about the Interim Planning statement Briefing he had attended and copied details to all Members

2503/42

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral activities

2503/43

Report from the Town Clerk

Members considered the latest RAG update and progress and information Report 06/25 (previously circulated)

It was **resolved** to note the updates on the various items of progress and information regarding the current ongoing work of the Council

2503/44

Statement of Internal Control

It was **resolved** to agree the Statement of Internal Control

2503/45

Council Policies Update

It was **resolved** to approve the Operational and Financial Risk Assessment in line with the Council's audit procedures

2503/46

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the correspondence from Ms Susan Worsley thanking the Mayor and the Town Council for the St Piran's Day event

2503/47

Urgent Items

- i) Cllr Lankston congratulated Cllr Rob Tremain on his recent award of the Cross of St Piran
- ii) The Mayor thanked all those involved in the recent St Piran's Day event

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 15 April 2025

The meeting ended at 7.34pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 13 March 2025 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gordon (Vice Chair), Harris, Lankston, Penhale, Tremain (Chair) and Young
In attendance: Cllr Soanes
Christopher Drake (Town Clerk)

2503/28 Apologies
Apologies for absence were received from Cllrs Bailey (Mayor), Gilbert (Deputy Mayor) who was substituted by Cllr Young and Cllrs Green and Nancarrow

2503/29 Declarations of Interest
There were no declarations of interest

2503/30 Public Representation
There were no representations made

2503/31 Minutes of the last meetings
The minutes of the meeting held on 20 February 2025 were signed as a correct record

Current Planning Applications for comment

Application PA25/01676
Proposal Non-material amendment in relation to decision notice PA24/01381 dated 30/08/2024, namely 1) Removal of garage on plot 146. 2) Changes to turning circle between plots 96 and 97. 3) Parking space for plots 62 and 80 changed. 4) Rear entrances on plots 104, 105, 110, 111, 112, 113, 190, 191 and 192 made workable.
Location Land South Of Tavistock Road Tavistock Road Launceston
Decision Support

Application PA25/01677
Proposal Non Material Amendment (3) to Decision Notice PA24/01381 dated 30th August 2024, namely, to change the external wall materials, proposed render changes, chalk render to G00 natural white, sliver pearl to G10 white light, vertical hanging tile changes, change of concrete hanging tiles to natural brazilian slate grey/green, external front door changes and change to doors from IG original steel to pre-finished black GRP composite doors
Location Land South Of Tavistock Road Tavistock Road Launceston Cornwall PL15 9JY
Decision Support

2503/32 Planning Decisions to Note
It was resolved to note the decisions

Application PA24/09250
Location 3 Duke Terrace St Stephens Launceston Cornwall PL15 8HJ

Proposal	First floor rear extension to provide additional bedroom space, formation of first floor shower room, rear single storey office extension in place of existing conservatory, external repairs and siting of garden office pod.
Decision	APPROVED
Town Council	The Town Council support this proposal in principle subject to the use of upvc windows in the application which is inappropriate for a listed building. Whilst the Town Council supports the use of double glazing, any new window must be wooden and joinery details should be submitted for approval. Cornwall Planning advised that it was confirmed there was an annotation error on the plans and the proposal is for powder coated aluminium window to the ground floor and the existing window to the first floor will be re-used within the proposed first floor extension. These details have been fully assessed and considered acceptable by the Historic Environment (Planning) Officer.
Application	PA24/09251 APPROVED
Location	3 Duke Terrace St Stephens Launceston Cornwall PL15 8HJ
Proposal	Listed building consent for first floor rear extension to provide additional bedroom space, formation of first floor shower room, rear single storey office extension in place of existing conservatory, external repairs and siting of garden office pod.
Decision	APPROVED
Town Council	The Town Council support this proposal in principle subject to the use of upvc windows in the application which is inappropriate for a listed building. Whilst the Town Council supports the use of double glazing, any new window must be wooden and joinery details should be submitted for approval. Cornwall Planning advised that it was confirmed there was an annotation error on the plans and the proposal is for powder coated aluminium window to the ground floor and the existing window to the first floor will be re-used within the proposed first floor extension. These details have been fully assessed and considered acceptable by the Historic Environment (Planning) Officer.
Application	PA25/00519 Decided not to make a TPO (TCA apps)
Location	21 Mayne Close Launceston Cornwall PL15 8XQ
Proposal	Works to trees in a Conservation Area (TCA) - T002 - Lime - Reduce height by 1.5m max and lateral branches by 2m max. Remove all deadwood. T003 - Sycamore - retain centre height of the tree and reduce lateral branches by 1.5m max where appropriate to reduce tension forces. Remove all deadwood. T004 (plus X) - Silver Fir and neighbouring Sycamore (X) - Fell to ground level. Also fell tree X as this will be exposed and heavily leaning over footpath once Fir is removed. G001 - Mixes species of tree shrubs - remove low branches, crown raise and cutback to edge of footpath to give minimum height clearance of 2.5m. T006 - Monterey Cypress - reduce both stems by 1/3 to previous historic pruning points. T007 - Beech - Reduce height by 2m. Lowest seven branches on east side to be reduced back by a max of 3m, where needed. Crown raise to a minimum height of 3m . Remove all deadwood. T008 - Yew - reduce lateral branches by 2m max. T009 - Sycamore - Fell to ground level.
Decision	Decided not to make a TPO (TCA apps)
Town Council	SUPPORT

2503/33

Strategic Plan

Members considered the Council's Strategic Plan (previously circulated). It was **resolved** that

- i) all Council targets need to work as part of the agreed operational and financial plan
- ii) the committee will support the Strategic Plan working party as required
- iii) planning aspects of all Council projects need to be considered by the Planning Committee

- iv) that land in the Southern Area Growth Plan be allocated for a transport hub as part of the 2030 Local Plan

2503/34

Correspondence and Items to Note

- i) the letter from Redruth Town Council regarding second home Council Tax premiums was noted
- ii) Cllr Tremain spoke about the Interim Planning Statement from Cornwall Council and advised that he would provide a detailed update at Full Council

Next Meeting

The next meeting will be held on Thursday 3 April 2025

The meeting closed at 7.21pm

Signed.....

Tremain

Date.....

3.4.25

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 3 April 2025 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Gordon (Vice Chair), Green, Harris, Lankston, Penhale and Tremain (Chair)
 In attendance: Cllr Soanes
 Helen Gribble (Deputy Town Clerk/RFO)

2504/01 Apologies
 Apologies for absence were received from Cllr Nancarrow

2504/02 Declarations of Interest
 It was **resolved** to agree a dispensation to councillors for planning application PA25/01457 – Phoenix Leisure Centre to ensure the meeting remained quorate.
 Cllrs Bailey and Gordon declared an interest in Planning Application PA25/01457 - Phoenix Leisure Centre and left the room and took no part in the discussions or vote.

2504/03 Public Representation
 There were no representations made

2504/04 Minutes of the last meetings
 The minutes of the meeting held on 13 March 2025 were signed as a correct record

2504/05 Current Planning Applications for comment

Cllrs Bailey and Gordon left the room and took no part in the discussions or vote

Application	PA25/01457
Proposal	New roof creating two storeys to incorporate space for gym extension and fitness classes.
Location	Phoenix Leisure Centre Coronation Park Launceston Cornwall
Decision	Support

Cllrs Bailey and Gordon returned to the meeting

2504/06 Planning Decisions to Note
 It was **resolved** to note the decisions

Application	PA25/00266
Location	Windmill Hill Academy Windmill Hill Launceston Cornwall PL15 9AE
Proposal	Construction of new preschool extension on an existing disused playground. The extension will be an 'infill' building with only 2 new walls required.
Decision	APPROVED
Town Council	SUPPORT

Application	PA25/00643
Location	Panorama 40G St Stephens Hill St Stephens Launceston Cornwall PL15 8HW

Proposal Proposed demolition of garage and extension to form additional bedroom and utility room
Decision APPROVED
Town Council SUPPORT

Application PA25/00381
Location 6 Broad Street Launceston Cornwall PL15 8AF
Proposal Listed Building Consent for the Conversion of former bank building into multi-functional public library and visitor's information centre, with council offices. Internal alterations and external works including restoration of stone facades and pitched roofs, and replacement of building services with new mechanical systems and ASHP.
Decision APPROVED

Application PA25/00380
Location 6 Broad Street Launceston Cornwall PL15 8AF
Proposal Conversion of former bank building into multi-functional public library and visitor's information centre, with council offices. Internal alterations and external works including restoration of stone facades and pitched roofs, and replacement of building services with new mechanical systems and ASHP.
Decision APPROVED

2504/07

Correspondence and Items to Note

Cllr Lankston raised the issue of the boarded up property at Newport Square.

Next Meeting

The next meeting will be held on Thursday 24 April 2025

The meeting closed at 7.11pm

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

MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
MARCH 25 - APRIL 25

DATE	EVENT	ATTENDING
21.3.25	OPENING OF AIR AMBULANCE SHOP	MAYOR
22.3.25	OPENING OF MAKE THINGS HAPPEN MUSIC FESTIVAL	MAYOR & CONSORT
26.3.25	10TH ANNIVERSARY LAUNCESTON FOODBANK SHOP	MAYOR & DEPUTY MAYOR
28.3.25	NORTH PETHERWIN FOOTBALL CLUB - FUNDERS THANKYOU	MAYOR
29.3.25	NORTH PETHERWIN FOOTBALL CLUB - OFFICIAL OPENING	MAYOR
5.4.25	VINTAGE CAR CRUISE FOR PROSTATE CANCER - SEND OFF	MAYOR & CONSORT
5.4.25	LAUNCESTON TOWN BAND - PIRATE CONCERT	MAYOR & DEPUTY MAYOR

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Agenda item: 9

Committee: Full Council

Date: Tuesday 15 April 2025

Subject: Business Progress Report

Summary: To note the update on various items of progress and information regarding the work of the Council

Recommendations.

The Council is recommended to note the updates on various items of progress and information regarding the current ongoing work of the Council

1 Buildings

- 1.1 Former Barclays site – Planning and Listed Building Consent have been approved by Cornwall Council. The Council now needs to consider the appointment of contractors to undertake the required works beyond RIBA stage 3. Officers will compile an Expression of Interest and advertise the works and tenders can then be submitted and considered by the new Council following the elections in May
- 1.2 Southgate Arch – A grant application for funding up to £75k was successfully received and this will be used towards the costs of exterior repairs to the site. The Council will then need to investigate further funding opportunities to allow us to complete the exterior works and undertake interior alterations in line with the Council's proposals for the site
- 1.3 Lawrence House – Officers continue to work on a National Lottery Heritage Bid for community development and the employment of a manager for Lawrence House, to review what is required at the site in the long term and provide the details for inclusion in a larger bid to complete all rebuild works in their entirety.
- 1.4 Information Centre – The site has now been fully refurbished and all relevant electrical and plumbing works completed and the site is now fully open to the public.

2 Projects

- 2.1 Priory Park New Play Area – Companies were invited to submit Expressions of Interest of which seven were received and from these all seven companies have been invited to tender. Due to the Pre-Election Period, we cannot consider any tenders and have deferred the decision on appointment of a contractor until after the election. All contractors have been advised of this
- 2.2 Skatepark – Heads of Terms between the Town Council and the Coronation Park Trust have been agreed for the site. Included within these is that the Trust is responsible for the fencing at the site. This fencing needs repair/removal and the Council will work with the Trust to get these works completed. Following completion of the works, we will liaise with BetongPark (the skate park provider) to finish the painting of the surface as agreed. Once a date for this has been finalised we will look to officially open the site and hold a skate jam to celebrate the event

- 2.3 Coronation Park and Ridgeway Nature Area – The Council has now formally adopted the sites at Windmill and the Nature Area, but are still awaiting final registration of the land. The Town Council Grounds team are now undertaking works at the site as per the guidance provided by Cornwall Council
- 2.4 Upper Chapel flooding – Further to negotiations with Barrett Homes, we have now agreed a Deed of Easement across Town Council allotment land that will allow underground pipe works to be installed to alleviate the issue of flooding caused by the development at Upper Chapel. The houses at this site are not within the Town Council boundary and the Town Council receives no precept funding from any of the properties however the flooding is having a detrimental effect on properties with the town boundary. All legal fees are being covered by Barrett Homes and we now need to agree when the works can commence as well as agreeing a form of compensation to the Town Council for use of its land
- 2.5 Safer Greener Streets – Having received funding from the Town Vitality Fund and Community Capacity Fund, work is ongoing on the three identified focus area projects. The cost of project completion is beyond the finances currently available however funding received from the Town Accelerator Fund and Town Development Fund, which originally were intended for the project have now been directed to replacing the bollards within the town square, which are seen as being a contributory factor in the promotion of Safer Greener Streets. The bollards are currently being installed by Cormac and are set to be in operation from week commencing 14 April

3 Legal

- 3.1 Transfer of allocated land to allotment site – Solicitors were charged with undertaking the necessary works. There is currently a very long delay in land registration (see above for Coronation Park and Ridgeway Nature areas). Officers are awaiting advice of whether transfer can be legally made without an official land transfer
- 3.2 Transfer of land at Polson – This is an ongoing issue relating to a resident seeking the transfer of a small piece of land, so as not to pay the peppercorn rent currently due at the site. Legal works have been hindered by the Trust nature of the land as well as the ongoing issue of land registration (see above re: Coronation Park/Ridgeway Nature area/allotment land transfer). Officers have sought advice as to whether transfer can be legally made without official land transfer registration
- 3.3 Work to agree compensation with Barrett Homes – Now that a Deed of Easement has been agreed for access to the land, the Town Council will begin negotiations in regards to the compensation due for the access. In the first instance the Council will seek funding towards other projects (grounds compound/Priory Park play area). These negotiations are still ongoing

4 Staffing

- 4.1 Stewards Team – Following a successful advertising and interviewing process, the Council has been able to employ two new stewards ensuring that the full complement of required staff is now in place. The two new colleagues joining the Council are Mr Jon Stringer (who has previously worked in the role and has good knowledge of the work required) and Mr David Langman.
- 4.2 Staff Appraisals – These are currently being undertaken, but due to officers having to cover a number of additional shifts, most notably in the operation of the Town Hall, the deadline of 31 March has been missed

- 4.3 Staff cover – Whilst the Steward team is now fully staffed, the long term absence of the Venues Manager post is continuing. The Council employed an agency staff member for two weeks, which allowed administration work to be brought up to date and for other colleagues to continue in their usual roles.

Contact officer: Christopher Drake – Town Clerk
Wednesday 9 April 2025

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PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 3 works complete Planning and Listed Building Consent approved. Work to start of EOI for next stage of works	Priority project
Lawrence House repairs and future maintenance programme	Town Clerk/Snr Mgt Team Council	Officers working on Heritage Lottery Funding and commencement of next phase of works at the site	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 the site agreed as part of 2025/26 budget	Completed
New skatepark installation at Coronation Park	Town Clerk	Painting works to be agreed Fencing repairs required prior to surface painting	
Priory Park play equipment installation project	RFO/ Estates Mgr	Public consultation event held CIL funding bid successful and Expression of Interest advertised in January 2025. 7 companies invited to tender and bids to be considered following May elections (due to Pre Election Period form 14 March)	
Heads of Terms for skatepark	Town Clerk Coronation Park Trust	Agreed and signed	

STATUS		
Priority project		
Ongoing		
Completed		
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
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 Site currently being used to store some grounds equipment due to poor state of container at grounds compound
Electric charging points installed	Estates Mgr	Works agreed but will be considered once required works to the car park have been identified as these may impact on the installation.
Car park refurbished and new signage erected	Estates Mgr	PCA report received and considered by June Estates and Properties committee. Condition report update received and Council considered details at September meeting. Condition details to be considered. Consultants requested to present findings to future Council meeting
Transfer of land for new allotment	Town Clerk	Legal agreement to be agreed

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 and awaiting response from Barrett Homes. Deed of Easement for site received 4 March	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 Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA.
Replacement roof at Ambulance Hall	Estates Mgr	
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail

Agenda item: 11

Committee: Full Council

Date: Tuesday 15 April 2025

Subject: BT Phone Box Removal Consultation

Summary: To consider the details of the BT Phone Box Removal Consultation

Recommendations.

The Council is recommended to note the details of the BT Phone Box Removal Consultation and consider its response to the proposals

1 Information

- 1.1 BT have a consultation running until the end of April 2025 having identified 54 public payphones in Cornwall that are no longer needed. BT have assessed these using the criteria in Ofcom's Review of the telephony universal service obligation. Included within the list of 54 are;
- St Stephens Hill, Launceston PL15 8HN (Ref: 18)
 - Lezant, Launceston PL15 9PP (Ref: 23)
- 1.2 The Town Council is being consulted on whether it wishes to 'agree, adopt, or object' to the proposals following the guidelines below:
- agree if the Council is happy for BT to remove the phone box.
 - If the Council wish the community to adopt a phone box, to provide the contact details of the interested organisation, and BT will do the rest. (Communities can adopt most red boxes for £1)
 - If the Council object to the proposal, it will need to provide reasons why. Ofcom has changed their process for the removal of a telephone classed as "last at site" (no alternative within 400m) replacing local authorities' ability to veto the removal of a phone box with a clear, consistent set of criteria to protect boxes from removal where they are still needed. All of the 54 kiosks subject to the review are classed as "last at site".
- 1.3 Members are requested to note that the two boxes are listed and BT is not planning to remove these boxes, but will only be removing the telephony mechanism inside the box. If the boxes are unadopted, they will be locked to prevent misuse, but they will remain in place to maintain their aesthetic appearance.
- 1.4 To ensure that the local community are fully informed, BT have placed notices on the boxes.

Contact officer: Christopher Drake – Town Clerk
Wednesday 9 April 2025

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Agenda item: 12

Committee: Full Council

Date: Tuesday 15 April 2025

Subject: Council Minute Amendment

Summary: To amend the minutes of the meeting of Council on 30 January 2025

Recommendations.

The Council is recommended to note the recommendation following the recent internal audit and amend the minutes of the Extraordinary Meeting of Full Council on Thursday 30 January 2025

1 Information

- 1.1 Further to the undertaking of the most recent internal audit, it was noted that the minutes of the Extraordinary Meeting of Full Council from 30 January 2025 were incorrect. The minutes included a resolution from the previous meeting of the Council (copy attached) regarding building projects.
- 1.2 The auditor has advised for the Council to resolve to amend the minutes and agree and sign an updated copy only showing the resolution that was agreed at the meeting (resolved item 2501/44)

Contact officer: Christopher Drake – Town Clerk
Wednesday 9 April 2025

Town Clerk C W Drake
Telephone 01566 773693
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www.launceston-tc.gov.uk



Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING
held on THURSDAY 30 JANUARY 2025 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Gordon, Harris, Heaton, Hogan, Lankston, Nancarrow, O'Brien, Penhale, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
Helen Gribble (Deputy Town Clerk)
2 members of the public
- 2501/42 Apologies for absence**
Apologises were received from Cllr Green
- 2501/43 Declarations of Interest**
There were no declarations of interest
- 2501/44 Budget and Precept 2025-2026**
Members considered Report 01/25 concerning the above (previously circulated).
It was **resolved** to note the report
- 2501/45 Funding update for Council building projects**
The budget and precept request had been resolved by the Finance and General Purposes committee and had been circulated with the agenda for the Full Council.
It was **resolved unanimously**;
i) to adopt the budget for 2025-26
ii) that the precept for 2025-26 be £1,162,399
- 2501/46 Urgent Items**
The Mayor advised that she will be attending the Launceston College prize giving taking place on 13 March

The announcement of recent bank branch closures in the town was noted

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 18 February 2025

The meeting ended at 7.26pm

Signed

A handwritten signature in black ink, appearing to read 'Helen Bailey', written over a dotted line.

Date

18.02.2025

Agenda item: 13

Committee: Full Council

Date: Tuesday 15 April 2025

Subject: Taxi and Private Hire Policy Consultation

Summary: To consider the Taxi and Private Hire Policy Consultation from Cornwall Council

Recommendations.

The Council is recommended to note the details of the Taxi and Private Hire Policy Consultation from Cornwall Council and the amendments to the policy

1 Information

- 1.1 Cornwall Council, as Licensing Authority, is responsible for licensing and regulation of the taxi and private hire trade. The Council's policy is currently being reviewed following changes to the Department for Transport's Best Practice Guidance, and also following feedback from the Trade, Councillors and Officers.
- 1.2 The Council's Miscellaneous Licensing Committee considered the proposed updates at their meeting on 28 March and instructed officers to proceed with a public consultation. The main changes to the policy include the following:-
 - Information added relating to trade representatives and forums.
 - Proposal that Hackney Carriages cannot be licensed in more than 2 taxi zones.
 - Removal of the historical policy in the Kerrier taxi zone relating to disabled accessible vehicles – accessibility for disabled people needs to be looked at for all communities in Cornwall to ensure there is a right mix of vehicles.
 - Intention to introduce mandatory disability and safeguarding awareness training for all drivers.
 - Proposal to phase in minimum emission standards (Euro 6) for licensed vehicles as a first step towards decarbonisation and improving air quality.
 - Remove requirement to carry fire extinguishers in vehicles. However, please note some Councillors expressed concern regarding this and further advice is being sought from the Council's Fire Service. Some Councillors also suggested it would be useful for vehicles to carry an emergency window breaking tool.
 - Clarification regarding LOLER certificates for lifting wheelchairs in and out of vehicles.
 - Clarification that GPS fare calculators are not permitted as an alternative to a taximeter.
 - Updated information relating to imported vehicles.
 - Clarification that CCTV audio recording is not permitted, unless in an emergency.
 - Vehicles with MOT minor defects, which state repair ASAP, will not be licensed.
 - Vehicles used for holiday/airport transfers added to signage/plate display exemptions.
 - Clarification regarding children and seat belts.
 - Clarification regarding DBS basic disclosures.
 - Licences will be suspended if drivers do not subscribe to DBS Update Service.
 - Taximeters must be updated within 2 months of fare tariffs taking effect.

- Clarification that operators, vehicles and drivers must be licensed by the same authority and caselaw information added relating to Private Hire Operator bookings.
- Clarification on medical timescales, and that doctor's appointment must be held in person.
- Suspended drivers are now included in the National Register (NR3S) as well as revocations and refusals.
- Clarification on surrender of licences added.
- Updates to Hackney Carriage Vehicle conditions, including: -
 - clarification that roof signs must state 'TAXI' on both sides, and minimum size specified.
 - must be equipped to take contactless payments.
- Minor updates to Private Hire Vehicle conditions.
- Minor updates to Private Hire Operator conditions including sub-contracting and data protection.
- Guidelines for determining suitability of applicants updated in accordance with Institute of Licensing's updated Suitability Guidance.
- Minor updates to Driver conditions and code of conduct.

1.3 The policy document is 117 pages, and copies are available from the Town Clerk as required. The closing date for comment is 2 June 2025.

Contact officer: Christopher Drake – Town Clerk
Wednesday 9 April 2025

Venue Usage From 18/03/2025 to 17/04/2025

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	18	69.75
Entire Town Hall	4	49
External Hires	1	1
Guildhall	7	15
Kitchen Bar and Reception Area	11	77.5
Main Hall	29	147
Otho Peter Suite 01	9	61.5
Otho Peter Suite 02	5	19.5
Otho Peter Suite Both Rooms	1	2
Town Square	8	42
Total	93	

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