

Town Clerk C W 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 FULL COUNCIL MEETING
held on TUESDAY 17 JUNE 2025 at 7.00pm in the Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Bailey, Bullen, Green, Gordon, Harris, Heaton, Hogan, Lankston, O'Brien, Soanes, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
- 2506/18 Apologies for absence**
Apologies were received from Councillor Ranson and Cornwall Cllrs Paynter and Dennis
- 2506/19 Declarations of Interest**
There were no declarations of interest
- 2506/20 Public Representation Session**
There were no representations made
- 2506/21 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Annual Meeting of Council held on Tuesday 13 May 2025 at 7.00pm
- 2506/22 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 22 May 2025 at 7.00pm
(ii) Estates and Properties held on Monday 2 June 2025 at 10.00am
- 2506/23 Reports from Cornwall Councillors**
Cllr Dennis provided a written report:
Report to Town Council: Update on Number 12 Bus Service
A meeting was held on 8th June to discuss the future of the Number 12 bus service. This report aims to provide a transparent summary for the full Council.
Following recent discussions, it has been confirmed that the Number 12 service from Launceston to Plymouth will once again operate as a direct route. However, in order to ensure financial viability for the service provider, the journey from Launceston to Callington and from Callington to Saltash will now be treated as two separate legs. Passengers will therefore be required to pay £3 at the start of the journey and an additional £3 upon reaching Callington.
This decision has been influenced by recent developments in government transport policy, including the national £3 fare cap now extended until 2027, and the absence of any new local transport funding allocations for Cornwall in the recent Government spending review.

The issue of reduced or cancelled bus services due to funding shortfalls is, of course, not unique to Launceston. Communities across Cornwall and beyond are facing similar challenges. However, our newly appointed Portfolio Holder for Transport, Cllr Rogerson, has assured me that the Number 12 service remains a key priority for him. He recognises the vital role this route plays in connecting residents to essential health services, employment, and education, and is committed to supporting its continued operation.

Report to Town Council: Update on Car Park Asset Transfer Scheme

There has also been some recent discussion regarding the proposed car park asset transfer scheme, which was in the process of being implemented under the previous Conservative administration. In response to queries about the future of this scheme, I have sought clarification from Cllr Rogerson. He has confirmed that the Liberal Democrat/Independent Alliance is fully committed to scrapping the scheme in its entirety, reflecting a clear change in policy direction from the previous administration.

Summary

In summary, the Number 12 bus service will continue to operate directly between Launceston and Plymouth, though fare adjustments have been introduced to ensure its viability in light of limited funding. The wider issue of rural transport provision remains a concern, but it is reassuring that this route is a stated priority for the new Portfolio Holder for Transport.

Additionally, following clarification from Cllr Rogerson, it is now confirmed that the car park asset transfer scheme initiated by the previous administration will not proceed. The current Liberal Democrat/Independent Alliance has committed to scrapping the scheme entirely.

These developments represent important shifts in local transport and asset management policy, and I will keep the Council updated as further details become available.

It was **agreed** to forward the section relating to the number 12 bus service of the above report to Mr K Wadland in response to correspondence received and included at Agenda Item 22 – Correspondence and Items to Note

2506/24

Reports and Questions from Town Councillors

Cllr Heaton provided written reports regarding the Launceston CCTV Project AGM, the Launceston Medical Centre Patient Participation Group meeting and an update on the Launceston Poetry Festival. These reports are appended to the minutes.

Cllr Conway entered the meeting at 7.11pm during the above

Cllr O'Brien raised the issue that tickets for the Launceston Poetry Festival were not available to purchase from the town's Visitor Information Centre

Cllr Bailey raised the ongoing issue of rubbish not being collected within the town as well as concerns regarding rubbish dumping and rat infestation in Castle Dyke. Cllr Bailey also spoke about the proposed banking hub

Cllr Bullen re-iterated the issue of rubbish collections not being made and vermin being sighted at Castle Dyke.

2506/25

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements

2506/26

Report from the Town Clerk

Members considered the latest RAG update (previously circulated)

It was **resolved** that the Council's ongoing priority projects be assessed at the July meeting of Council

2506/27 Changes to Local Bus Services

It was **resolved** to thank Cllr Dennis for the update received regarding the number 12 bus service and that the Town Council supports any further improvements to public transport as they occur and for the issue to form part of ongoing Council agendas

2506/28 Standing Orders

It was **resolved** to agree the Council's Standing Orders for 2025-26

2506/29 Terms of Reference

It was **resolved** to agree the Council's Terms of Reference for 2025-26

2506/30 Role Evaluation

Members considered Report 13/25 concerning the above (previously circulated)

It was **resolved** to;

- i) note the details regarding evaluation of Council staff roles
- ii) agree that the Clerk seeks quotes from relevant organisations
- iii) agree that the Staffing Committee appoints a relevant organisation to undertake the required works based on quotes received
- iv) agree that the evaluation be for all current staff roles and includes all councillors in the process

2506/31 Priory Park Tenders

Members considered the total scores of the six tenders received and it was **resolved** that:

- i) the works be awarded to Proludic as the highest scoring tender as well as being the preferred choice of 9 councillors within the scoring process.
- ii) the Council's thanks to Mr Martin Cornish and Mrs Lauren Greene for their work on the project be minuted

2506/32 Internal Audit Report

It was **resolved** to note the internal audit report

2506/33 Conflict of Interest Form

It was **resolved** that the conflict of interest form, in relation to the Annual Report, be agreed and signed

2506/34 Annual Governance Statement 2024/25

The Annual Return had been circulated with the agenda.

The Town Council **agreed** the nine separate statements making up the Annual Governance Statement 2024-2025. It was then **resolved** to approve the Governance Statement and it was signed by the Town Mayor and Town Clerk.

2506/35 Annual Return Annual Accounting Statements 2024/25

The Annual Return had been circulated with the agenda.

The Council considered the Accounting Statements for 2024-25 and it was **resolved** to approve the Accounting Statements as presented and to thank the Council's Finance Team for their work. The Accounting Statements were signed by the Town Mayor and Responsible Financial Officer.

2506/36 Councillor Surgeries

Members considered Report 14/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the details regarding how surgeries have been operated previously be noted
- ii) future surgeries be held as part of the monthly General Market in the town square
- iii) subjects for future surgery displays be an update on achievements to date, Priory Park, the Youth Council
- iv) cllrs attend outreach events as they occur, including the Launceston Show in July and the skate park event in August

2506/37

Council Induction Event

Members considered Report 15/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the details of the proposed Council Induction Event be noted
- ii) the event be held in September

2506/38

Progress and Information

Members considered Report 15/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the closure of all Council sites on the day of the Launceston Show be agreed
- ii) a working party of cllrs Anston-Race, Gordon, Tremain, Conway and Harris undertake work for an event to mark VJ Day
- iii) the Christmas Light Switch On working party be cllrs Gordon, Bailey, Young, Gilbert, Lankston and Anston-Race

2506/39

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the letters from Mr K Wadland and to advise that all matters had been considered and discussed and to include details received from Cornwall Cllr Dennis in regards to the number 12 bus service, that the Race Hill public facilities are now permanently closed and that the Town Plan Group is reviewing highways matters including a crossing adjacent to the multi storey car park

2506/40

Urgent Items

- i) Cllr Lankston requested details regarding the requirements of cllrs for the Launceston Show
- ii) Cllr Bailey enquired about cutting the grass bank outside of the library
- iii) Cllr Soanes enquired if any works were scheduled to the wall repair at Race Hill. Cllr Conway advised that legal works in regards to this were ongoing
- iv) Cllr Hogan advised that the funeral of Vivienne Croshaw was being held at Bodmin on Monday 23 June at 4.30pm

Date of the next meeting of the Council

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

The meeting ended at 8.33pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 12 June 2025 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Gordon, Harris, Lankston, and Tremain
In attendance: Cllrs Heaton and Soanes
Christopher Drake - Town Clerk

2506/11 Apologies
Apologies for absence were received from Cllr Ranson and Cllr Green who was substituted by Cllr Soanes

2506/12 Declarations of Interest
There were no declarations of interest

2506/13 Public Representation
There were no representations made

2506/14 Minutes of the last meetings
The minutes of the meeting held on 22 May 2025 were signed as a correct record

2506/15 Current Planning Applications for comment
Application PA25/03537
Proposal Separate existing warehouse to create a fire break between two differing height units. Area that will be affected is 57m/2 of two larger units.
Location Martins Cash And Carry Quarry Crescent Pennygillam Industrial Estate
Decision Support

2506/16 Planning Decisions to Note
It was **resolved** to note the decisions

Application PA25/02323
Location Middle Bamham Launceston Cornwall PL15 9QT
Proposal Demolition of existing building and erection of a self build dwelling (alternative to change of use of barn to a dwelling under prior approval Class Q - PA24/00527).
Decision APPROVED
Town Council SUPPORT

2506/17 Correspondence and Items to Note
There were no items for discussion

Next Meeting

The next meeting will be held on Thursday 3 July 2025

The meeting closed at 7.02pm

Signed.....  Date  12 June 2025



**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 1 July 2022 at 7.00pm in Launceston Town Hall**

- Present:** Cllrs: Gilbert (Mayor), Conway (Deputy Mayor), Anston Race, Gordon, Lankston, Young
- In attendance:** Cllr Soanes
Cllr Heaton
Claire Greenaway (LTC Administrative Assistant)
Ewan Murray – Visitor Information Manager (Clerk to the Committee – non-voting)
- 2507/01 Election of Chairman**
Cllr Gilbert proposed and Cllr Lankston seconded that Cllr Margaret Young be elected Chairman. This was **unanimously agreed**
- 2507/02 Election of Vice Chairman**
Cllr Young proposed and Cllr Gilbert seconded that Cllr Sally Lankston be elected Vice Chairman. This was **unanimously agreed**
- 2507/03 Apologies for Absence**
None
- 2507/04 Declarations of Interest**
There were no declarations of interest
- 2507/05 Public Representation Session**
No representations were made
- 2507/06 Minutes of Previous Meetings**
The minutes of the meeting held on 4 March 2025 were agreed and signed as a correct record.
- 2507/07 Financial Report**
It was **noted** that:
i) councillors have already received finance statements via the F&GP paperwork
ii) the RFO had confirmed to the VIC Manager that the budget is running as forecast
- 2507/08 Wider LABI Activities**
It was **noted**:
i) the report given by Claire Greenaway on the LTC premises' usage
ii) the latest update of library events' sheet
iii) the committee wished to thank Launceston Rotary for their generous donation of £300 for floral Lego for library activities
- 2507/09 Report from VIC Manager**
It was **resolved** to provide a councillor presence at Launceston Show with councillors attending in 2's and each session being 2 hours in duration – 10:00 – 16:00
The following was **noted**:
i) note the clarification of the recent safeguarding incident
ii) The recent temperatures were proving challenging for staff, particularly in the library, and the Estates & Properties' Manager was urgently investigating a solution
- 2507/10 Traffic Regulation Order**
It was **resolved**:
i) that LTC officers will continue to report TRO breaches to the relevant authorities
ii) that LTC officers will liaise with the Launceston CCTV Team and D&C Police to access CCTV footage of breaches. This allows reporting to 'Operation Snap', which requires video evidence.

Proposed: Cllr Gordon
Seconded: Cllr Lankston
Carried

2507/11 Safer Greener Streets

It was **noted:**

- i) the Town Accelerator and Town Delivery projects have concluded
- ii) the finger posts and bollards are now in place and the necessary repairs are underway
- iii) Whilst initial drawings to improve wheelchair access into town hall would likely achieve the necessary permissions, the installation would compromise vehicular access and create an unforeseen challenge

2507/12 Items to Note and any Urgent Matters

The (LTC) rubbish bin located by the Kenzie Bridge is in poor condition and needs replacing or refurbishment

2507/13 Date of Next Meeting

The next meeting will be held on Tuesday 2 September at 7.00pm

The meeting closed at 8:15pm

Signed :

Date:

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

Present Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Gordon, Harris, Lankston, and Tremain
In attendance: Cllrs Heaton and Soanes
Christopher Drake - Town Clerk

2507/26 Apologies

Apologies for absence were received from Cllr Ranson and Cllr Green who was substituted by Cllr Soanes

2507/27 Declarations of Interest

There were no declarations of interest

2507/28 Public Representation

There were no representations made

2507/29 Minutes of the last meetings

The minutes of the meeting held on 12 June 2025 were signed as a correct record

2507/30 Current Planning Applications for comment

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

Location Land at Stourscombe Farm Launceston Cornwall PL15 9LQ

Decision The Town Council objects to this application for the following reasons:
This area already has issues regarding sewerage capacity and additional properties in this location will exacerbate the problem
There are highways concerns and the proposals are contrary to the Cornwall Local Plan.

Whilst the proposal is low density, there is poor parking allowance
There is an overall lack of capacity for proper and required infrastructure
In addition, and whilst not strictly planning concerns, there is a high level of opposition from local residents regarding the proposals and there is no inclusion for the provision of cemetery land, as previously requested by the Town Council

Application PA25/03298
Proposal Proposed new click and collect parking and two single canopy above finished in Red RAL 3020, with galvanized steel post for support, 16x 1m high black flex bollards for protection, new access gate and door with a ramp for colleague/customer access to the Dotcom area

Location Tesco Stores Ltd Tavistock Road Launceston Cornwall
Decision Support

Application PA25/03616
Proposal Listed Building Consent to replace the existing chain railing with a powder coated

	zinc railing for the purposes of improving public safety. Currently there is a risk of falling from height which the proposed development will greatly reduce.
Location	Dental Dimensions 11 Castle Street Launceston Cornwall
Decision	Support
Application	PA25/04127
Proposal	Non material amendment in relation to Decision Notice PA24/01381 dated 30/08/24 - Change in pitched roof covering materials - Omit proposed use of grey interlocking concrete tiles and replace with natural grey Brazilian Slate to all pitched roofs
Location	Land South Of Tavistock Road Tavistock Road Launceston
Decision	Application already agreed by Cornwall Council Planning

2507/31

Planning Decisions to Note

It was **resolved** to note the decisions

Application	PA25/02006
Location	1A Castle Street Launceston Cornwall PL15 8AZ
Proposal	Change of use from podiatry surgery back to residential use. Surgery - one room within already residential dwelling
Decision	APPROVED
Town Council	SUPPORT
Application	PA25/03110
Location	1A Castle Street Launceston Cornwall PL15 8AZ
Proposal	Listed Building Consent for Change of use from podiatry surgery back to residential use. Surgery - one room within already residential dwelling
Decision	APPROVED
Town Council	SUPPORT
Application	PA25/02219
Location	Land Adj To Manaton Dunheved Road Launceston Cornwall PL15 9JE
Proposal	New build 3 bedroom detached house
Decision	APPROVED
Town Council	SUPPORT
Application	PA25/00101
Location	5 Ridgeway Hill Launceston Cornwall PL15 8BT
Proposal	One new self/custom build dwelling
Decision	APPROVED
Town Council	SUPPORT

2507/32

Correspondence and Items to Note

Cllr Lankston raised the matter of verge and hedge cutting being required along Ridgeway Lane

Next Meeting

The next meeting will be held on Thursday 24 July 2025

The meeting closed at 7.50pm

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

Agenda item: 9

Committee: Full Council

Date: Tuesday 15 July 2025

Subject: Clerk's Update Report

Summary: To note and agree various items of progress and information

Recommendations.

The Council is recommended to:

- i) note the repair works to the multi-storey car park
- ii) note the update regarding the proposed skate jam event at Coronation Park and the update regarding repairs and maintenance to the fencing at the skate park
- iii) note the various meetings held with architectural specialists in relation to proposed interior works at Lawrence House
- iv) note the update regarding the use of grant funding specialists
- v) agree the Council's priority projects for 2025-26

1 Repairs to Multi-Storey Car Park

- 1.1 Works to repair the damage caused to the lower level structure of the multi-storey car park began on Monday 7 July. It is estimated that works will take approximately 10 days to complete, allowing for the concrete to cure. Once complete, the fencing will be removed and the car park will return to full functionality

2 Proposed Skate Jam

- 2.1 In conjunction with the Picnic in the Park library event, being held at Coronation Park on Wednesday 13 August, a skate jam event is proposed for the new skate park site. Music and food suppliers have been contacted to attend and the site contractors, BetongPark have also advised that they are looking to send representatives for the event.
- 2.2 Officers met with More Creative to look at affordable options in regards to tackling the issue of the damaged fence at the site. It is proposed that advertising boardings will be erected at lower level and local businesses invited to buy advertising space, with all income generated to be held by the Coronation Park Trust for future repairs to the boards and fencing. Due to time restraints prior to the event on 13 August, MoreCreative are designing two large banners to be erected, which will be in place for the day as well as remaining in situ until such time as the advertising boards are available.

3 Architect Visits – Lawrence House

- 3.1 Officers have met with a number of architectural specialists in regards to the next phase of works for Lawrence House. Following the completion to the exterior, advice is being sought on phase 2 of the project which will begin the interior designs work that will then allow agreed parts of the site to be open. It is proposed in the first instance that the living accommodation be completed so as to allow an income stream to start to be generated. Further rooms will need to be agreed in relation to scope and existing budget, but include the likelihood of the Mayors Parlour and other ground floor room/s, which will then allow part opening of the site to visitors.

4 Grant Funding

- 4.1 The Town Clerk met with Jackie George, bid writer and project manager, who has secured in excess of £20 million in investment for businesses in Cornwall and the Isles of Scilly. The Clerk explained the projects that the Council is seeking funding for and advised of the Council's need for a qualified bid writer and requested a quotation for consideration

5 Priority Projects

- 5.1 Due to the number and size of some projects being undertaken by the Council, it has previously been agreed that certain projects be prioritised so as to provide officers with clear direction on where to concentrate their efforts in achieving the Council's overall goals.
- 5.2 The current priority projects are:
- 1) Refurbishment of former bank to accommodate new library
 - 2) Refurbishment and updating of Lawrence House for use as town museum and accommodation provision
 - 3) Building of new grounds compound
 - 4) New play equipment at Priory Park
 - 5) Installation of new skatepark

Contact officer: Christopher Drake – Town Clerk
Monday 7 July 2025

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 3 works complete Planning and Listed Building Consent approved. EOI for next stage of works now live and awaiting responses	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. Meetings held with architects for quotations for designs and works	Ongoing
Design and build of new grounds compound	Estates Mgr	Planning permission granted. Funding for the site agreed as part of 2025/26 budget Tender document now live	Completed
New skatepark installation at Coronation Park	Town Clerk	Painting works completed Fencing repairs required prior to summer event and meetings held with More Creative to source advertising hoardings with the aim to sell the spaces for income to the Trust	
Priory Park play equipment installation project	RFO/ Estates Mgr	Contractor appointed and works due to commence in September. Design boards to be displayed at library and Launceston Show	
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 and awaiting confirmation of meeting in September Repair works to site following damage to lower level commenced Monday 7 July
Transfer of land for new allotment	Town Clerk	Legal agreement to be agreed
New cemetery land acquisition		Proposed planning application at Stourscombe did not include any provision for cemetery land. The Council raised this in its response as part of its objections to the current proposals
Drainage works to allotment site	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 to be agreed following resolution at May 25 Council Awaiting response from BDW Trading Ltd to Council's request for a minimum contribution of £100,000

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. Following proposed changes to meetings legislation, the Council will need to consider the opportunity for hybrid meetings and proxy voting.
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
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
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.
Rail link with Okehampton and/or Tavistock	VIC Manager	Connect Launceston meeting on monthly basis. Proposals supported by GWR, Network Rail



Launceston Town Council

Wellbeing Policy

2025

Adopted at Full Council on:
Minute Reference:

Review Date:

Prepared By:

Ewan Murray
VIC Manager

*To be read together with Launceston Town Council's Health
and Safety Policy 2024*

*To review in 6 months – September 2025 – and then annually
from the date of adoption by Launceston Town Council*

INTRODUCTION

The Need for a Health and Wellbeing Policy:

As a responsible employer, Launceston Town Council takes seriously its duty of care to look after the health, safety and welfare of its employees. One of the most common reasons for UK employee absence is back pain, resulting in 12 million lost work-days per year. However, in 2022/23, 17.1 million working days were lost due to work-related stress, depression, or anxiety, and 63% of UK employees believe their employer should be doing more to support mental health in the workplace. (**Source** - <https://www.sja.org.uk/> - 'St John's Ambulance').

Launceston Town Council takes those statistics very seriously, as well as its responsibility to support the physical and mental wellbeing of all members of staff.

There are many factors that influence the health and wellbeing and understanding and overcoming these aspects can result in a range of benefits for both individuals, and the wider work of the council.

Whilst this policy addresses physical and mental health separately, these are inextricably linked.

"Our physical health can affect our mental health – and vice-versa."

(**Source** – <https://www.nhs.uk/>)

Age, life experiences and the support we receive, also shapes how we feel and/or respond to illness.

The promotion of physical activity and encouraging a healthy lifestyle, can help employees manage stress, while also improving concentration and alertness. Whilst town council staff **do not** have the necessary skills, experience or qualifications to offer advice in this area, as a supportive employer, we are able to signpost colleagues to where they may receive appropriate, professional guidance and support. * - see below.

Additionally, the council subscribes to the Medigold Health System which offers a wide range of support for all colleagues including the THRIVE programme. Access may be done by speaking to your line manager, but there is also a self-referral process.

Mental wellbeing impacts all employees whether on a personal level or on staff working alongside colleagues who are experiencing difficulties. By promptly addressing mental health issues by providing support, the improved wellbeing of employees will likely reduce absenteeism, lower staff turnover and increase organisational effectiveness.

- Staff are able to access a wide range of support through external organisations, and there is a comprehensive list at the end of this policy statement

KEY AREAS OF WELLBEING

It is essential that all colleagues are supported and should feel confident to inform a senior member of the team if their health is suffering. Whilst this policy relates to health and wellbeing, it also has tangible links to the council's Health and Safety Policy.

This workplace Health and Wellbeing Policy covers the following areas:

1. Physical wellbeing

Encouraging physical health by:

- Physical activity – see list of external support organisations at the end of this policy
- Healthy lifestyle choices – see list of external support organisations at the end of this policy
- Staff should not undertake **and promptly report any concerns when any work-related tasks if they pose a health risk but promptly report any concerns**
- The council will ensure that all equipment, including workstations and places of work, meet both legal requirements, and the needs of staff
- The council will provide training to minimise risk/injury such as manual handling and machine operations, as well as ensuring there is adequate first aid cover in all council locations

2. Mental wellbeing

Promoting mental wellbeing by:

- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health
- The council notes the following:
"A mental health condition is considered a disability if it has a long-term effect on your normal day-to-day activity. This is defined under the Equality Act 2010. Your condition is 'long-term' if it lasts, or is likely to last, 12 months."
(Source – (<https://www.gov.uk/when-mental-health-condition-becomes-disability>))

3. Leadership and Management

Strong and effective leadership and management are crucial in the promotion of the health and wellbeing of staff, including:

- Equipping managers and leaders with the skills to identify, assist and/or signpost those in need
- Raising awareness of physical and mental wellbeing across the council
- Whilst staff should report poor health at the earliest opportunity, line managers should also discuss wellbeing with colleagues as part of the appraisal process
- When managing poor performance, managers should first establish if poor health may be the cause of under-performance
- Health, wellbeing and 'fitness for role' are part of the recruitment and induction processes
- Ensuring rigorous 'return to work' processes, such as phased returns, are in place and well-managed
- Ensuring secure HR processes and procedures are in place for all staff
- Staff leaving the organisation have the opportunity to participate in an exit interview.
- Providing tests and assessments, such as eye tests, occupational health referrals, etc. where relevant
- Ensuring support is provided for employees who experience/suffer from temporary and/or life-long conditions. This includes conditions such as pregnancy and menopause. **Note:**
 - o Whilst pregnancy is not classed as a medical condition, it is a protected characteristic under the Equality Act 2010
(Further information – (<https://www.acas.org.uk/your-maternity-leave-pay-and-other-rights>))
 - o Menopause is not a protected characteristic; however, the council notes the following:

"Menopause is not a specific protected characteristic under the Equality Act 2010. But if an employee or worker is put at a disadvantage and treated less favourably because of their menopause symptoms, this could be discrimination if related to a protected characteristic, such as age, disability, gender reassignment and sex."

(Source - <https://www.acas.org.uk/menopause-at-work/menopause-and-the-law>)

4. General Support for employees

Offering support to employees by:

- Creating a culture that supports the wellbeing of all employees
- Create a culture, where colleagues can report personal/third-party concerns regarding bullying, racism, discrimination etc, knowing their concerns will be taken seriously
- Offering help, support and guidance to those with any health issue which is negatively impacting work/performance
- Assisting those returning to work after a period of physical/mental ill-health

5. Employment for those with mental health issues

Supporting those coming back to work by:

- Not being judgmental
- Making any necessary adjustments to the role/environment, within the parameters of 'reasonable adjustments'
- Establishing agreed recruitment practices to ensure the process meets the requirements of Equalities Act 2010
- Supporting and retaining staff who develop mental ill-health post-appointment

6. The broad aims of this policy are...

- To create a workplace culture that promotes and supports the health and wellbeing of all staff
- To offer signposting to colleagues allowing them, at their own discretion, to access advice on broader health issues

POLICY OBJECTIVES

Whilst the council is not responsible for employees' health and wellbeing outside employment, as a supportive employer, it encourages colleagues to make healthy lifestyle choices. It does this by signposting staff to external agencies. Launceston Town Council accepts that whether or not individuals access this support, is entirely of personal choice.

However, the council is responsible for ensuring safe working practices and conditions within the work environment.

"Employers have a 'duty of care'. This means they must do all they reasonably can to support workers' health, safety and wellbeing. This includes:

- making sure the working environment is safe*
- protecting staff from discrimination*
- carrying out risk assessments*

Employers must treat mental and physical health as equally important."

(Source – ACAS)

1. Physical Wellbeing

- Links are provided at the end of this policy directing colleagues to advice on healthy lifestyle practices, including physical fitness, diet and smoking-cessation programmes etc
- The council will provide all necessary training to ensure staff are able to work in safety with regard to areas such as manual handling and the operation of potentially dangerous machinery. More information may be found in the council's Health and Safety Policy
- As stated in the council's Health and Safety Policy, Launceston Town Council will ensure there are appropriately trained/qualified and assigned first aiders across all locations
- The council will undertake risk assessments relevant to task, role and employee needs
- The council will ensure that all employees have the necessary protective clothing and equipment in order to safely carry out their role/tasks
- Set realistic targets and deadlines for staff through an effective appraisal process.
- The council will assess how working conditions/workload, impact colleagues' physical health and wellbeing. This is done through the council's risk assessment processes
- The council offers the UK Cycle to Work Scheme to colleagues. Staff wishing to access this service should, in the first instance, contact the RFO (currently Helen Gribble)
- At the discretion of the council, and considering the business needs of the organisation, offer employees flexible working hours and consider a reduction in hours/working-days

2. Mental wellbeing

a) To create a supportive workplace culture, the council will:

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any staff member experiencing a mental health issue
- Within the induction process, provide new starters with information about health and wellbeing support within the council
- At the discretion of the council, and considering the business needs of the organisation, offer employees flexible working hours and consider a reduction in hours/working-days
- Set realistic targets and deadlines for staff through an effective appraisal process. Additionally, ensure day-to-day tasks, as set by line managers, are reasonable and achievable
- Deal quickly with any conflict and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training needed to do their job well. Job descriptions are reviewed annually to ensure they reflect employees' current roles
- Ensure good communication between managers, staff and teams

b) To provide support and guidance for any member of staff experiencing mental health issues

- Check how working conditions/workload, and the council's policies, impact colleagues' mental health
- Ensure staff members with mental health issues, are treated fairly and without judgement or discrimination
- Encourage staff, experiencing poor mental health, to talk to their GP or other appropriately qualified health professional
- If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

c) Support the employment of people who have experienced previous poor health

- Show a positive attitude to employees and job applicants with health issues, including having positive statements in recruitment literature
- Ensure that all staff involved in the recruitment process are aware of mental health issues and the Disability Discrimination Act
- The council does not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
- The council recognises that workplace stress is a health and safety issue
- The council identifies workplace stress factors when carrying out risk assessments
- The council provides training for managers to ensure good management practices

COMMUNICATION

- All employees are made aware of the council's Health and Wellbeing Policy, which is included in the employee handbook, as well as in the new employee pack. Health and wellbeing are also promoted at regular staff meetings.
- All staff are made aware of their own responsibilities in implementing the policy actions. This includes promptly raising any issues or concerns, and seeking help from, in the first instance, a line manager or a designated lead
- Regular health and wellbeing updates are provided to all staff through line management and at staff meetings
- Managers, allowing for appropriate confidentiality, raise concerns at regular managers' meetings

REVIEWING AND MONITORING

Finding the balance between ensuring the highest of outcomes and providing constructive support to staff is not easy to achieve.

"In today's competitive business environment, worker morale plays a critical role in determining the overall productivity and safety performance of an organisation. High morale among employees not only boosts efficiency but also fosters a safer and more positive workplace environment."

(Source - <https://www.linkedin.com/pulse/impact-worker-morale-productivity-safety-performance-strategies-kar-jqrff/>)

To accurately assess the quality of this policy:

Managers are responsible for reviewing the workplace Health and Wellbeing Policy, as well as monitoring its effectiveness. The outcome of this process is shared annually with the council to establish if any amendments are required

The policy's effectiveness can be measured through:

- Feedback from staff

- A health and wellbeing at work risk assessment(s)
- Annual analysis of staff sickness and staff turnover levels
- Outcomes of any exit interviews
- Anonymised/confidential analysis of referrals to occupational health/counselling services etc
- Staff complaints or referrals

To ensure it stays relevant, this policy will be reviewed six months after the policy start date, then **~~every year after that.~~ annually from the date of adoption by Launceston Town Council.**

ADDITIONAL/USEFUL LINKS

Area of Health	Link
NHS - 8 Tips for Healthy Eating	https://www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/eight-tips-for-healthy-eating/
NHS - Quit Smoking	https://www.nhs.uk/better-health/quit-smoking/
NHS - Drug addiction: getting help	https://www.nhs.uk/live-well/addiction-support/drug-addiction-getting-help/
NHS - Lose Weight – Better Health	https://www.nhs.uk/better-health/lose-weight/
NHS - Exercise & Live Well	https://www.nhs.uk/live-well/exercise/
NHS - Mental Health	https://www.nhs.uk/nhs-services/mental-health-services/
Launceston Medical Centre	https://launcestonmedicalcentre.com/
Mental Health Support (MIND)	https://www.mind.org.uk/information-support/
Samaritans	https://www.samaritans.org/how-we-can-help/contact-samaritan/
Man Down Mental Health Support	https://www.cancercaremap.org/man-down-helston-2/
Local Health Links	https://visitlaunceston.co.uk/health-medical-services/
Local Sports Clubs	https://visitlaunceston.co.uk/sports/
Bereavement Help	https://www.cornwall.gov.uk/media/il2jbxuo/bereavement-guide-2018.pdf
Medigold Health (LTC Provider)	https://www.medigold-health.com/

Castle and Coast Therapies

<https://stepintolearning.org.uk/castle-and-coast-therapies/>



Street Trading

REVIEW of Statement of Practices, Procedures & Policy

Licensing Service
Public Protection

Current document status			
Version	1.0	Approving body	Cornwall Council
Date	May 2025	Date of formal approval	
Responsible officer	Julie Flower Principal Licensing Practitioner (Policy)	Review date	2025
Location	https://www.cornwall.gov.uk/business-trading-and-licences/licences-and-street-trading/street-trading-licence/		

Version history			
Date	Version	Author/Editor	Comments
21 January 2020	0.9	Julie Flower	Approved by Cornwall Council
May/ 2025	1.0	Julie Flower	Draft revised policy for consideration by Licensing Act Committee on 5 June 2025 prior to public consultation

Document retention	
Document retention period	6 years.



Pre-Application Advice & Application Assistance

Take the headache out of your licensing applications with our NEW services

Cornwall Council's Licensing Team offer services to support street trading enquiries and applications.

Our aim is to assist you to ensure you only apply for the licences you need and to help mitigate any problems which may arise during the application process.

What service is provided with the PRE-APPLICATION ADVICE?

- ❖ We will provide advice so that you can determine which licence(s), if any, are required.
- ❖ We will provide advice to ensure you apply for the correct licence tailored to the needs of your business.
- ❖ We will provide advice on supplying the necessary information to accompany an application.

What service is provided with the APPLICATION ASSISTANCE?

- ❖ We will assist you with completion of the application forms.
- ❖ We will assist you with supplying the necessary information to accompany your application.

What are the benefits to you?

- ✓ **Save time:** applications can be delayed due to basic errors - avoid these delays by using our services.
- ✓ **Save money:** we will help ensure the process runs smoothly and we will consult with the relevant authorities as soon as your application is correctly completed.
- ✓ **Give peace of mind:** we will make sure your application is correctly completed, that you only apply for what you need and ensure your licence is fit for purpose.
- ✓ **Secure:** we will ensure your application is electronically submitted.

How much does it cost?

The fixed fees for this quality service include VAT, cover the cost of administration, delivery of the service and are not for profit:-

Pre-Application Advice	£60
Application Assistance	£55

Payment for [business regulatory support services](#) is in addition to any relevant application fee (see page 21 for further information relating to fees).

Cornwall Council's Public Protection Service operate impartially and free from conflicts of interest. Businesses should be aware that it may be possible to obtain the same services as those offered by Cornwall Council Public Protection Service elsewhere. We encourage businesses to make their own investigations with alternative providers as to whether the services are available elsewhere and to obtain the best value for those services. Please note that businesses are not obligated to take up the services offered by Cornwall Council Public Protection Service.

For more information on business regulatory support services provided by Public Protection:- [business regulatory support services](#)

For further information or to take advantage of our Licensing Direct Services, please refer to the information on our website: [Street Trading](#) or contact the Licensing Team:

- Email licensing@cornwall.gov.uk
- Telephone 01872 324210

If you would like this document in another format, please contact:

Cornwall Council
County Hall
Treyew Road
Truro
TR1 3AY

Telephone: 0300 1234 100
Email: enquiries@cornwall.gov.uk
www.cornwall.gov.uk

Please consider the environment. Only print this document if it cannot be sent electronically.

Regulation of Street Trading

Street trading is regulated under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

The Act provides that a Local Authority may by resolution designate any street in their area as a prohibited, licence, or consent street.

Cornwall Council's Licensing Authority adopted the legislation on 16 February 2010 and resolved that street trading in Cornwall would be regulated by way of 'consent' or 'prohibited' streets.

The Licensing Authority regulates street trading so that they can decide where to allow street trading and can properly manage the environmental and safety implications for example, obstructions, overcrowding in streets, escape from/access to premises causing public safety issues, nuisances such as smells, noise and litter.

On 1 July 2016, the Licensing Authority designated the whole of Cornwall as a street trading 'consent' area.

~~This policy was reviewed in 2019 and approved by Cornwall Council on 21 January 2020.~~

~~Further reviews will take place~~ *It is intended that this policy is reviewed* at least every 5 years.

Definitions

'Street trading' means the selling or exposing or offering for sale of any article (including a living thing) in a street.

'Street' includes any road, footway, beach or other area to which the public have access without payment and a service area as defined in section 329 of the Highways Act 1980, and also includes any part of a street.

Designations

Following public consultation, Cornwall Council's Licensing Authority has designated the whole of Cornwall, being the area regulated by the Council, as a street trading 'consent' area.

This means all street trading in Cornwall requires the Licensing Authority's consent apart from the legal and policy exemptions shown below.

Exemptions

Some types of trading are legally exempt from the need to obtain a Street Trading Consent, although other permissions may still be required.

Legal Exemptions include:-

Pedlars, who operate under, *and within the definition of* the Pedlars Act 1871 and obtain a Pedlars Certificate from the Police, if required. *(NB Pedlars who sell food for immediate consumption are not required to obtain a Pedlars Certificate).*

Pedlars are people who sell from place to place and cannot sell from a fixed pitch; they must move around and not wait for customers to come to them, they cannot stand in any one place for a considerable time, nor can they exhort those passing to buy their goods. Pedlars can carry their goods and can use a wheeled trolley to transport them.

Charter Markets/fairs which are established by virtue of a grant, enactment or order – further information is available from the Licensing Service.

News vendors/selling periodicals e.g. Big Issue - selling or offering for sale newspapers or periodicals either with or without a stall does not require a consent, however if the stall stands on the carriageway of a street, it must be less than 1 metre in length and width, less than 2 metres high and occupy less than 0.25 square metres of ground. Stalls larger than this may require consent.

The use for **trading under the Highways Act 1980** of an object or structure placed on, in or over a highway. ~~(pavement cafes etc.)~~ However, a Pavement Licence under the Business and Planning Act 2020 may be required – please refer to [Pavement licensing - Cornwall Council](#)

Trunk road picnic areas¹ - the operation of facilities for recreation or refreshment under the Highways Act 1980.

Petrol Filling Stations or Shops - where trading is carried out, e.g. on a forecourt adjoining such premises, so used as part of the business of the shop (and not by a third party), Street Trading Consent is not required from the Licensing Authority. However, any trading on the highway must not take place unless you have permission from the Highway Authority, e.g. ~~Tables and Chairs Consent.~~ *or the Licensing Authority in respect of Pavement Licensing.*

Roundsman - Selling, offering or exposing for sale things as a roundsman does not require a consent. A roundsman has been defined as one who visits a 'round' of customers taking and delivering the orders of those customers.

Charity stalls - Street Trading Consent is not required, but the charity will require a 'Street Collection Permit' authorised by Regulations made under the Police, Factories etc. (Miscellaneous Provisions) Act 1916.

¹ Although trading on trunk road picnic areas is exempt from requiring Street Trading Consent, the trader must still have permission from [National Highways](#)

Legal Exemptions continued:-

Service Providers, e.g. hair-braiding², face painting and henna tattoos, etc. The Act which governs street trading relates to the selling of articles and as such, it is the Licensing Authority's view, that people who provide a service e.g. hair-braiders, are not considered to be trading for the purposes of the legislation. However, if quantities of accessories used in hair braiding are also offered for sale, then this may be street trading and may require consent.

Persons providing services in the street should seek permission from the landowner and should take care not to cause any nuisance or obstruction as this could result in the Police or another authority taking action.

Policy Exemptions

In addition to the legal exemptions, the Licensing Authority has determined that the following are also **exempt**³ from requiring a Street Trading Consent:-

- Trading at fetes, carnivals or similar community based organised and operated events (subject to permission of event organiser).
- Trading at approved markets/events (e.g. approved by Cornwall Council, Town or Parish Council) with permission of market/event organiser. The Licensing Service must be satisfied that the market/event has been appropriately approved and evidence of approval may be required to be produced.
- Car boot sales on private property.
- Goods from working farms sold within the curtilage of the farm where they were produced.
- Sales of articles by residential occupiers within the curtilage of their properties *or adjacent or adjoining land contiguous with it*, e.g. honesty boxes, *occasional garage sales etc. (This exemption does not apply to those operating a business of selling articles outside their property.)*

Please note, although the above are exempt from requiring a Street Trading Consent, other permissions may be required such as Planning and Business Rates may be payable.

² Hair-braiding is regulated in St Ives only by way of a [Public Space Protection Order](#) – contact St Ives Town Council for further information. [Contact Us - St Ives Town Council](#)

³ Please note, although the Licensing Authority has specified exemptions in this Policy, any concerns identified, e.g. in relation to public safety or any other matter, may be subject to further consideration by the appropriate Committee, to make the final decision as to whether the exemption applies. In addition, although an exemption may apply, traders may still require permission from Cornwall Council or other relevant landowner(s) and/or event organiser(s) and pay a fee if required.

Policy Exemptions continued: -

- Buskers⁴ who sell recordings of their own musical performances, which is ancillary to providing street entertainment.
- Trading on beaches (~~subject to~~ *however*, permission *must be obtained* from the beach owner; email beachmanagement@cornwall.gov.uk for more information on Cornwall Council owned beaches).
- Trading on Cornwall Council owned Public Open Spaces/ *Pop-up sites*⁵, Car Parks, and Harbours (~~subject to~~ *however*, permission *must be obtained* from relevant service within Cornwall Council).
- Privately owned land⁶ which is more than 5 metres from the public highway⁷. (~~subject to~~ *however*, permission *must be obtained* from the private landowner).
- Trading in residential areas/housing estates in a way that involves moving around (less than 20 minutes in each location) and not trading from a fixed pitch (e.g. ice-cream vans and hot food vendors). *However, this exemption may not apply if trading within a 400 metre radius from the premises boundary of a school, college or other place where children and young people congregate. These "other" places may include youth centres and parks for example and will be determined on a case-by-case basis, with advice sought from the Public Health Team if required.*

NB If not covered by one of the exemptions above, trading on privately owned land where the public has free access and which is less than 5 metres from designated streets, e.g. forecourts or other areas adjacent to designated streets, is **not** exempt and requires Street Trading Consent. This is to control a loophole for potential street traders to trade from privately owned areas immediately adjacent to regulated streets.

⁴ Buskers should comply with the Council's Street Performers Guide at the following link:-[Street Performers - Cornwall Council](#)

⁵ As an alternative to Street Trading Consent on the highway, there may be opportunities to trade on Council-owned land at one of the Council's Pop-Up Sites; more information available at [Pop up sites - Cornwall Council](#) or email popupsites@cornwall.gov.uk

⁶ Privately owned land does not include land owned by a Local Authority (i.e. Cornwall Council or Town/Parish Councils). Therefore, trading on Town/Parish Council owned land requires Street Trading Consent from Cornwall Council's Licensing Authority as well as permission from the relevant Town or Parish Council.

⁷ Public highway is the area over which the public has free access to pass. This includes, but is not limited to surfaced roads, surfaced footways, cycle-ways, verges, *pavements*, footpaths, *lay-bys*, bridleways and byways (exact limits of highway can be clarified through Land Searches).

Single-use/non-recyclable plastic

Waste and Environment

Cornwall Council has declared a climate emergency and is committed to reducing carbon emissions to net zero by 2030 *an ambitious target of achieving carbon neutrality by 2030.*

Waste and recycling are a major concern, with single use plastics creating unnecessary waste with negative impacts on our communities.

Cornwall Council encourages a culture that supports the environment by reducing waste and utilising reusable and recyclable products.

~~Traders are therefore strongly encouraged to move away from using single-use/non-recyclable plastic.~~

The Council supports the Government restrictions on single use plastics, and traders must NOT supply single-use plastic, such as cutlery and plates, or food and drink in polystyrene containers. For more information, refer to guidance: [Single-use plastics bans and restrictions - GOV.UK](#)

It is a condition of all Street Trading Consents that street traders will be required to provide evidence of collection and recycling of their plastic products.

In relation to business waste, please refer to [Right Waste Right Place](#).

Cornwall Council offer a commercial waste service <https://www.cornwall.gov.uk/rubbish-recycling-and-waste/value-for-money-commercial-waste-service-in-cornwall/> although traders are under no obligation to use this particular service, as other licensed Waste Carriers are available.

It is a condition of all Street Trading Consents that street traders will be required to provide evidence of their commercial waste collection.

~~In addition, it has been resolved that the Licensing Act Committee will phase out single use and non-recyclable plastics by January 2022. Therefore, the following additional condition has been added to all Street Trading Consents:-~~

~~**“Single use and non-recyclable plastics must not be used by traders.”**~~

~~Failure to comply with this requirement will be regarded as a breach of the conditions under which the Street Trading Consent is granted and may result in appropriate compliance action being taken.~~

Health and Food Retailers

Cornwall Council supports [Cornwall and Isles of Scilly Healthier Weight Strategy 2025 to 2035](#) which has been adopted to enable all residents to achieve and maintain a healthier weight. Being overweight or obese is associated with reduced life expectancy, a range of chronic diseases, negative mental health impacts, stigma and abuse. One of the biggest influences on our weight is the environment around us – this includes the availability of unhealthy food.

Local authorities have a duty to improve the health of the population including supporting people to eat healthily to prevent serious conditions such as diabetes and heart disease. Cornwall Council expects local traders to support its commitments.

Street traders selling food are encouraged to provide:-

- *locally sourced food where possible, as this cuts down on carbon emissions from transport and supports local jobs.*
- *vegetarian and vegan options, as these have lower carbon emissions and are part of a healthier diet.*
- *smaller portion options to reduce calories, carbon emissions and food waste.*
- *free drinking water refills, as water is a healthy option, and also reduces plastic waste.*
- *a small discount to encourage customers to bring their own hot drinks cups.*

All food businesses must be registered with the Council and have a food safety management system in place. If intending to sell food, traders should seek advice from a Food Safety Officer in the Council's Public Protection Team. Further information is available at [Food safety - Cornwall Council](#), [Food registration and approval - Cornwall Council](#)

Mobile Bars / Alcohol Licensing / Late Night Refreshment

Traders should also be aware that there is a requirement to obtain a Premises Licence or a Temporary Event Notice under the Licensing Act 2003 if selling alcohol or providing late night refreshment: [Premises licence - Cornwall Council](#), [Temporary Event Notice - Cornwall Council](#)

Motor Vehicles for sale on highway

Vehicles for sale on the roadside and grass verges can cause significant nuisance to local residents and take up valuable car parking spaces. Furthermore, these vehicles can often be a road safety hazard causing a distraction to motorists.

Exposing vehicles for sale on a road is therefore regulated under the Clean Neighbourhoods and Environment Act 2005, and a person exposing or advertising for sale, two or more motor vehicles, parked within 500 metres of each other on a road, is committing an offence.

A 'road' is defined as any length of highway or road to which the public has access and is not restricted to public rights of way. It includes the carriageway, footpath and the verge of the highway.

A person guilty of this offence may be issued a Fixed Penalty Notice or subject to a fine of up to £2,500. The offence is targeted at businesses, and any private individual who has two or more vehicles for sale on a road must be able to demonstrate they are not acting in a business capacity.

Vehicles exposed or advertised for sale, which are not regulated by the Clean Neighbourhoods and Environment Act 2005, are therefore controlled through this Street Trading policy. This applies to individuals and businesses; the only exemption is residential occupiers who sell their own private vehicle within the curtilage of their own residential property or adjoining land (provided there is no road safety hazard).

Application Procedure

Applicants must be aged 17 years or over and provide proof of evidence of right to work in the UK as part of their application. *Please refer to the list of [acceptable documents](#) to prove right to work.*~~is available from the Licensing Office.~~

In order to assess suitability of individuals, applicants are also required to provide a Disclosure & Barring Service (DBS) basic disclosure each year as part of the application process. The DBS must be less than 3 months old at the time of application.

A basic DBS check obtained via [GOV.UK](#) or a basic DBS check obtained through a [Responsible Organisation](#) is acceptable- the DBS has a [list of companies](#) who are Responsible Organisations on the [GOV.UK](#) webpage.

Applicants with current unspent convictions will be subject to further scrutiny and may be referred to the Street Trading Sub-Committee for determining suitability to be issued a Consent.

Application forms are available ~~from the Licensing Team on request or~~ on the Council's website:- [Street trading licence - Cornwall Council](#)

The Licensing Team also offer services to support street trading enquiries and applications through Licensing Direct Services, see link:- [Licensing Direct \(Street Trading\) flyer](#) which include Pre-Application Advice and/or Application Assistance. Our aim is to assist you to ensure you only apply for the licences you need and to help mitigate any problems which may arise during the application process.

The application process may take up to 8 weeks, as for each application received, the Licensing Team may consult with the Police, appropriate Town/Parish Council⁸, Cornwall Councillor(s), Chamber of Commerce, local Business Improvement District (BID), relevant services within Cornwall Council such as Highways⁹, Planning, Licensing Compliance, Trading Standards, Environmental Health (Environmental Protection, Health & Safety and Food Safety), Fire & Rescue Service, Public Health, Harbour Authority, Environment Service, Parking Services, Street Works and any other relevant person/body.

Tacit consent (*i.e. automatic grant*) does not apply, as it is in the public interest that applications are processed before they can be granted.

When considering applications, the Council will have regard to any comments that have been received as part of the consultation process and will also take into account street trading and other relevant legislation, this Policy and the Conditions.

Applicants should be aware that some details of their application are publicly available, including applicant's full name, trading name and proposed trading details.

Please refer to the Council's Street Trading Consent [Privacy Notice](#)

Applicants who are granted Consent will be advised and once exact trading dates and appropriate fees are agreed, a Street Trading Consent will be issued.

Although a Consent may be granted, please note this may not provide exclusive rights to use the trading location, and there is no guarantee that trading can take place at all times, e.g. there could be occasions where Cormac/utilities are carrying out works, or the road is temporarily closed etc or vehicles are legally parked in a trading location.

Objections

Should valid objections be received, applicants will be notified, and applications may be referred to a Hearing of the Council's Street Trading Sub-Committee for them to make a decision on the application. All parties will be invited to attend. Alternatively, if all parties reach an agreement and also agree that a full Hearing can be dispensed with, the matter may be dealt with by a Hearing by Documentation procedure without the need to attend a Hearing.

⁸ If intending to trade on Town or Parish Council owned land, permission must be given by the Town or Parish Council prior to a Street Trading Consent being granted by Cornwall Council.

⁹ National Highways are consulted on trading on the A30 and A38 trunk road laybys.

Refusals

The European Union Services Directive 2006/123/EC (EUSD) was intended to make it easier for street traders to set up anywhere in the European Union.

In order to comply with the EUSD any prohibition on street trading authorisation must be justified by an *“overriding reason relating to the public interest”* (ORRPI).

Examples of ORRPI are public policy, public security, public safety, public health, protection of consumers, recipients of services and workers, combating fraud and the protection of the environment and the urban environment.

The refusal of a Street Trading Consent on the grounds that there are already enough traders in the street, trading from other shops, or that there are other traders selling similar products, is not compatible with the EUSD and ~~should no longer~~ *cannot* be used as a *lawful* ground for refusal.

Applicants should be aware that applications may be refused, without the requirement for a Hearing, if the granting of a Street Trading Consent would constitute an offence under the Highways Act.

Other examples of grounds for refusal include:-

- Road safety concerns (e.g. consideration should be given to the length of laybys, access for vehicles pulling in and out).
- Not enough space in the street you wish to trade in, without causing interference or inconvenience to other street users.
- Applicant previously failed to comply with conditions on a Street Trading Consent.
- The Consent, if granted, will result in nuisance to members of the public, residents and local businesses due to the likely noise, smell, litter, disturbance or other problems which will be caused by granting the consent, particularly in residential areas or areas of specific interest/ outstanding natural beauty.

Applicants who are refused Consent will be given a formal notice of refusal, giving reasons for the decision. There is no right of appeal, but the decision can be challenged by way of a Judicial Review to the High Court.

Conditions

Standard conditions are attached to this policy for information, at Appendix 1.

The Council can allow exemptions from the standard conditions within this policy where they deem it appropriate in the circumstances. Each application is considered on its own merits and the Council can depart from the policy where appropriate to do so.

Any departure from the policy or conditions will be referred to a Street Trading Sub-Committee Hearing. However, if all parties agree, this can be dealt with by way of a Hearing by documentation.

The Council may also attach such additional conditions as they consider reasonably necessary, including conditions to prevent any obstruction of the street or danger to persons using it, or any nuisance or annoyance to any person. The conditions may also stipulate what traders may sell, exactly where and when they may sell and the fee they must pay. *Additional conditions can be imposed by officers under delegated authority if all parties agree. However, if an agreement has not been reached, a Hearing of the Street Trading Sub-Committee will be required.*

Street trading is controlled to avoid obstruction and protect public safety, for example overcrowding in streets affecting escape from and access to premises. It also prevents noise, smells and nuisance and ensures any litter from street trading is removed from the site.

A consent holder is responsible for ensuring conditions are strictly complied with at all times and may be held liable under the appropriate legislation.

Any contravention of conditions may lead to revocation or non-renewal of the Street Trading Consent and/or prosecution.

In addition, an individual trader working under the benefit of a consent holder's Street Trading Consent may be individually liable under the appropriate legislation.

A Street Trading Consent can be revoked at any time.

Renewals

Street Trading Consents will be issued for a maximum period of 12 months or up to the end of the current year. Shorter term Consents may also be issued on a daily, weekly or monthly basis.

Subject to no substantiated complaints being received regarding the manner in which traders conduct their business, priority will be given to existing traders renewing Street Trading Consents.

Street Trading Consents are renewable annually before 31 December for the following year. It is recommended that traders submit their renewal applications by 31 October each year, to avoid any risk of losing their pitch to other applicants.

Reviews

The Council may review a Street Trading Consent if there are concerns or complaints after a Street Trading Consent has been granted. Consent holders will be notified and there may be a referral to a Hearing of the Council's Street Trading Sub-Committee for them to review the Consent. The Committee may take no action, or they may issue a warning, vary the consent, amend conditions or revoke the Consent.

Fees & Charges

The licence 'Application Fee' must be received before an application can be processed.
~~Payment should be made by debit or credit card.~~

Once an application has been validated, the Licensing Officer will contact the applicant to make payment via debit or credit card using the Council's online secure payment link.

Please note, if an application is formally refused (by officers under delegated authority, or the Street Trading Sub-Committee) the application fee will be refunded.

If the application is approved, additional 'Trading Fees' are payable depending on the number of days and months trading takes place. The Licensing Authority may agree that trading fees are paid by instalments, and if so, these must be paid in advance of trading and at least before the month of trading. Failure to do so may incur an additional fee *and/or revocation of the Street Trading Consent by Officers under delegated authority.*

For more information, including the schedule of fees, please refer to Appendix 2 (page 21) of this document.

Compliance

It is an offence to trade in a designated 'Consent' street without having first obtained Consent, to breach certain conditions attached to a Consent or to make a false statement. Any person found guilty of these offences can be fined for each offence (level 3 on the standard scale).

The Council complies with the Regulators' Code¹⁰. In addition, the Enforcement Policy¹¹ for Public Protection sets out a range of actions that are available where offences are found or where street trading conditions have been contravened. A balanced and transparent approach will be taken, and each case will be judged on its own merits.

The Licensing Authority will share information with other agencies in relation to compliance and risk and will seek to work with the Police, Town/Parish Councils and other agencies in enforcing the licensing legislation.

~~In order to assist, an on-line complaint form is available on~~ *Please refer to* the Council's website *for more information:* [Licensing compliance - Cornwall Council](#) or email licensingcompliance@cornwall.gov.uk to report any concerns ~~to Licensing Compliance.~~

¹⁰ More information on the Regulator's Code is at <https://www.gov.uk/government/publications/regulators-code>

¹¹ The Enforcement Policy can be obtained from the Licensing Compliance Team (telephone 0300 1234 212)

Data Protection / UK General Data Protection Regulation (UK GDPR)

All data sharing is in accordance with the Data Protection Act and UK GDPR – please refer to our [Privacy Notice](#) on the Council's website or from the Licensing Team on request.

Further Information

Information and details of how to apply for Street Trading Consent are available on the Council's website:-

[Street trading licence - Cornwall Council](#)

Cornwall Council's Licensing Direct services:-

[Licensing Direct \(Street Trading\) flyer](#)

Cornwall Council's Interactive mapping:-

[Interactive Mapping](#)

Cornwall Council's Business Regulatory Support Service:-

[Business support and advice - Cornwall Council](#)

Local Government (Miscellaneous Provisions Act 1982 – Schedule 4:-

[Local Government \(Miscellaneous Provisions\) Act 1982 \(legislation.gov.uk\)](#)

European Union Services Directive:-

[L 2006376EN.01003601.xml \(europa.eu\)](#)

Licensing Act 2003 – alcohol and late night refreshment information:-

[Licensing Act 2003 - Cornwall Council](#)

Food Registration:-

[Food registration and approval - Cornwall Council](#)

[Food safety - Cornwall Council](#)

[Chief Planning Officer's Advice Note: Hot food takeaway premises.](#)

[Cornwall and Isles of Scilly Healthier Weight Strategy 2025 to 2035](#)

Health matters: obesity and the food environment:-

[Health matters: obesity and the food environment - GOV.UK \(www.gov.uk\)](#)

Healthy Eating:-

[Home - Healthy Cornwall](#)

Roads, Highways and Pavements:-

[Roads, Highways and Pavements - Cornwall Council](#)

Clean Neighbourhoods and Environment Act 2005 – Offence of exposing vehicles for sale on a road:-

[Clean Neighbourhoods and Environment Act 2005 \(legislation.gov.uk\)](#)

Cornwall Council Public Open Spaces – Pop-up Sites:-

[Pop up sites - Cornwall Council](#)

National Highways:-

[National Highways - Highways England](#)

Licensing link to check which other licences or authorisations may be required, depending on the activities being provided:-

[Check to see what licences you may need - Cornwall Council](#)

Disclaimer

The content of this document is provided as a statement of practices, procedures and policies in relation to street trading in Cornwall. It is not a full and authoritative statement of the law and is not issued as legal advice or intended to provide legal advice. The purpose of the document is to provide useful information in relation to the licensing of street trading in Cornwall. You should obtain your own independent legal advice where appropriate.

Street Trading Consent Conditions

Appendix 1

1. This Consent shall not be assigned, transferred or sub-let to any other person, firm or organisation.
2. Any employee of the Consent holder should have written authorisation of the Consent holder confirming his employment status, which should be produced on demand to an authorised officer of Cornwall Council or a Police Officer.
3. A copy of this Consent must be displayed on the stall/vehicle (N.B. the Consent holder's home address can be blanked out if required on the display copy).
4. *Any motor vehicle from which trading is permitted to take place shall be in a roadworthy condition and shall at all times be taxed, tested and insured, and a driver holding a full driving licence for the class of vehicle being used must be available within a reasonable period in the event that the vehicle is required to be moved (*if applicable)
5. Upon application the full details of any stall/vehicle shall be provided by the applicant to the Licensing Authority. Any change in the said stall/vehicle during the said licensing period shall be notified to the Licensing Authority in writing prior to any change in stall/vehicle being made.
6. The Consent holder shall not contravene any Order made under the Road Traffic Regulations Act or the Town & Country Planning Acts and shall also comply with the provisions of the Highways Acts and any other relevant legislation.
7. *The Consent holder must comply with all relevant food hygiene legislation (*if applicable).
8. It is the responsibility of each individual street trader to ensure that all waste is disposed of in appropriate manner; i.e. liquid, oil, fat & food waste must not be disposed of in the street or into a public drain (storm or foul).
9. Where there is the need for power for the stall/vehicle they are operating and there is no alternative to supply power, other than a generator, then permission must *have been obtained* ~~be sought~~ from Cornwall Council's Public Protection Team prior to the use of any such generator with the make, model and technical specifications being agreed by the Cornwall Council's Public Protection Team.
10. Prior to any mobile food business commencing operation the food operator should agree the proposed location and type of food and beverage with Cornwall Council's Public Protection Team.
11. The Consent Holder must stop music/noise making equipment or reduce volume to a specified level when requested to do so by an authorised Cornwall Council Officer.
12. The Consent holder must possess for the purposes of trading, sufficient public liability insurance cover and produce it to an authorised Officer of Cornwall Council or a Police Officer, upon request. The minimum sum insured must be £10,000,000.

13. The Consent holder must keep any stall/vehicle from which trading takes place together with the immediate vicinity of the stall/vehicle, in a clean and tidy condition and where required, the consent holder must provide sufficient litter bin(s) for use by customers.

The consent holder will be responsible for cleaning/litter picking the area in the vicinity of the stall/vehicle, and on request by the Authority or its Street Cleansing Contractor, with appropriate notice, the stall/vehicle of other items associated with the consent will be moved/removed from their position to allow for street cleaning operations in the area they occupy.

14. The Consent holder must provide (i) evidence of collection and recycling of their plastic products, and (ii) evidence of general waste being collected commercially.

15. ~~From January 2022,~~ Single use and non-recyclable plastics must not be used by traders.

16. Advertisements must not cause any danger, obstruction, nuisance or offence to customers or persons in the vicinity of the consent holder's stall/vehicle.

17. This Street Trading Consent does not give any permission to any person or body to place posters, signs or any other advertising material within highway limits, or on street lighting columns, traffic signs and other street furniture. Street traders are advised that any material should not be sited or displayed in a manner which obscures any highway sign or creates a safety risk, hazard or obstruction to the use of the highway. Any material erected in contravention of these requirements is liable to be removed by the Highway Authority.

18. Any stall/vehicle used for the purposes of street trading shall not remain on site outside the hours stated on the Consent.

19. The Consent holder shall not cause any obstruction to persons using the public highway or wishing to enter the site upon which they are trading.

20. The Consent holder shall not cause any obstruction or nuisance to persons using private or business premises.

21. The Consent holder shall only use one mobile stall/vehicle for the purposes of street trading on each site, which must not exceed the size agreed in writing by the Licensing Authority.

22. The Consent holder shall supply a copy of these street trading conditions to every person engaged in street trading on their behalf. For the avoidance of doubt, these street trading conditions will apply to a person engaged in street trading on behalf of the Consent holder to the same extent as they apply to the Consent holder.

23. The Consent holder and any other persons engaged in street trading shall at all times offer full co-operation to an authorised officer of the Council in their task of ensuring compliance with the above conditions.

24. *The Consent holder must inform the Council within 7 days of any change of name, address or contact details.*

25. *The Consent holder must notify the Council of any conviction, caution, or if charged with any offence, or if an allegation is made against them, within 7 days of the date of the allegation, charge, conviction etc.*

Failure to comply with this condition may result in the Consent being reviewed and/or not renewed.

Street Trading Fees (1 April 2025 – 31 March 2026)

Appendix 2

Licensing Direct Services

Pre-Application Advice	£60 (including VAT)
Application Assistance	£55 (including VAT)

Application Fees

New	£230	If applying for more than one location for the same unit/stall/vehicle, additional £65 payable for each location being applied for.
Renewal	£135	If applying for more than one location for the same unit/stall/vehicle, additional £65 payable for each location being applied for.
Variation	£135	If applying for more than one location for the same unit/stall/vehicle, additional £65 payable for each location being applied for.

Trading Fees

Additional fee payable if application approved, calculated on how many days of the week trading takes place and the number of calendar months, as follows:-

Occasional	£8 per day
1 day a week	£65 per month
2 days a week	£75 per month
3 days a week	£90 per month
4 days a week	£110 per month
5 days a week	£120 per month
6 days a week	£135 per month
7 days a week	£150 per month

5% discount given on trading fees for 9+ months trading of the total monthly fee payable.

10% discount given on trading fees for 12 months trading of the total monthly fee payable.

Please note discounts do not apply if paying by instalments.

Please also note, if paying by instalments, and payment is overdue by more than 28 days, an additional **£15** is payable to cover administrative costs.

NB Additional charge of £8 per day to trade prior to the start of the 1st whole trading month.

Online payment link for all street trading fees: https://secure.cornwall.gov.uk/form/auto/licen_street_trading

Agenda item: 12

Committee: Full Council

Date: Tuesday 15 July 2025

Subject: Progress and Information

Summary: To note and agree various items of progress and information

Recommendations.

The Council is recommended to:

- i) agree the change of date for the Annual Meeting of Council 2026
 - ii) consider any updates in regards to the number 12 bus service
-

1 Change to Date of Annual Meeting 2026

- 1.1 Due to an incorrect booking date being made on the Council's Avalon booking system, there is a clash of dates between a hirer and the Annual Meeting of Council. The hirer has sought to change their booking, but has been unable to do so, therefore the Council is requested to consider moving the date of its meeting. As the calendar of Council meetings is a resolved item, a formal resolution is required to change the date.
- 1.2 It is proposed that the Annual Meeting be moved from the advertised dates of Thursday 14 May and Tuesday 19 May 2026 to Thursday 21 May and Tuesday 26 May 2026 respectively. In addition, the meeting of the Planning and Economic Development Committee scheduled for Thursday 21 May, be moved to Thursday 28 May 2026

2 Number 12 Bus service

- 2.1 It was resolved at the June meeting of Council that this matter be kept on future agendas, to be discussed as required

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

Venue Usage From 15/06/2025 to 14/07/2025

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	18	63
Entire Town Hall	2	27
External Hires	2	8.25
Guildhall	5	13
Kitchen Bar and Reception Area	7	57
Main Hall	26	123.25
Otho Peter Suite 01	13	53.5
Otho Peter Suite 02	4	13.25
Otho Peter Suite Both Rooms	1	1.5
Town Square	11	57.5
Total	89	



**LAUNCESTON
RUGBY CLUB**

Launceston Rugby Club

Polson Bridge,
Launceston, PL15 9QT
launcestonrugbycluboffice@gmail.com

11th June 2025

The Mayor and Town Councillors
Launceston Town Hall
Western Road
Launceston
Cornwall
PL15 7AR

Dear Mayor and Town Councillors

Apologies for the delay in sending this, but we wanted to say a massive thank you for the award of the Launceston Town Grant. Without support from organisations like yourself, we would not be able to offer our members and the wider community as much as we do.

With very many thanks again.

Yours sincerely

17 JUN 2025

Sarah Revers
Operations Manager
Launceston Rugby Club