

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 15 JULY 2025 at 7.00pm in the Town Hall

PRESENT Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Green, Gordon, Harris, Heaton, Lankston, Ranson, Soanes, Tremain and Young
In attendance: Cornwall Cllr Dennis
Christopher Drake (Town Clerk)

Cllr Conway opened the meeting and then adjourned proceedings to allow for the Mayor to arrive as she had been delayed

The Mayor entered and re-adjourned the meeting at 7.10pm

2507/33 Apologies for absence
Apologies were received from Councillors Bailey, Bullen, Hogan and O'Brien and Cornwall Cllr Paynter

2507/34 Declarations of Interest
There were no declarations of interest

2507/35 Public Representation Session
There were no representations made

2507/36 To confirm and sign the Minutes of the last meeting, previously circulated
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of Council held on Tuesday 17 June 2025 at 7.00pm

2507/37 To receive and adopt the minutes of committees and sub-committees, previously circulated
It was **resolved** to receive and adopt the minutes of the following committees and sub-committees:
(i) Planning and Economic Development held on Thursday 12 June 2025 at 7.00pm
(ii) Library, Arts, Business and Information held on Tuesday 1 July 2025 at 7.00pm
(iii) Planning and Economic Development held on Thursday 3 July 2025 at 7.00pm

2507/38 Reports from Cornwall Councillors
Cornwall Cllr Dennis provided an update on the Number 12 bus service and advised that from 27 July there would be a guaranteed service connection at Callington and also advised of the Tamar Connect ticket that allowed unlimited travel across Cornwall and Plymouth, and that the Cornwall Day Ticket provision would also remain in place. In regards to the issue of vermin at Castle Dyke, English Heritage were working with Biffa and specific bait and trap bins had been installed and the impact of these will be monitored, in addition to further ongoing enforcement works concerning the site. Cllr Dennis also provided an update regarding the booking system in use at the Waste and Recycling Centre and that when capacity allowed, those users who had not pre-booked their visit, would be able to make a kerbside booking

Cllr **Gordon** asked for updates to be provided regarding repair works at Race Hill

Cllr **Conway** thanked Cllr Dennis for his work on projects to date

2507/39

Reports and Questions from Town Councillors

Cllr **Ranson** provided an update from In Bloom and gave details of the organisations work throughout the town and spoke about assistance for watering the planting at the coach park

Cllr **Heaton** provided an update from the Patient Participation Group (PPG), thanking Cornwall Cllr Dennis for his attendance at the recent meeting. The update advised that three new GPs were now at the local practice, the triage system was being refined and that the site made use of solar power. In addition the local MP is due to visit the Health Hub and an integrated care pilot of the provision of a nurse practitioner in support of farmers is being trialled. Cllr Heaton also spoke in regards to the issue of ticket availability for the recent Poetry Festival

Cllr **Soanes** made an inquiry in regards to the painting of the multi storey car park

Cllr **Tremain** voiced his support for the nurse practitioner scheme and thanked Cllr Heaton for the regular updates she provides to Council.

2507/40

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements and showed the picture the Council had been presented at the Bude Canal Bi-Centenary Celebration

2507/41

Report from the Town Clerk

Members considered Report 17/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the repair works to the multi-storey car park be noted
- ii) 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 be noted
- iii) the various meetings held with architectural specialists in relation to proposed interior works at Lawrence House be noted
- iv) the update regarding the use of grant funding specialists be noted
- v) the Council's priority projects for 2025-26 be;
 - a) the works to the proposed library hub
 - b) the works to the Lawrence House site
 - c) the building of the new grounds compound
 - d) the completion of the skate park site
 - e) the installation of new play equipment at Priory Park
 - f) works as required to the multi storey car park

2507/42

Draft Wellbeing Policy

It was **resolved** to agree the Wellbeing Policy

2507/43

Street Trading Policy

It was **resolved** to note the Cornwall Council Street Trading Policy

2507/44

Progress and Information

Members considered Report 18/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the change of date for the Annual Meeting of Council 2026 to Thursday 21 May and Tuesday 26 May and the meeting of the Planning and Economic Development Committee to Thursday 28 May, be agreed
- ii) the update from Cornwall Cllr Dennis regarding the number 12 bus service be noted

2507/45

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the letter of thanks for receipt of a grant award from Launceston Rugby Club

2507/46

Urgent Items

There were no items for consideration

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 16 September 2025

The meeting ended at 8.02pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 24 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

2507/57 Apologies
Apologies for absence were received from Cllr Ranson and Cllr Green

2507/58 Declarations of Interest
There were no declarations of interest

2507/59 Public Representation
There were no representations made

2507/60 Minutes of the last meetings
The minutes of the meeting held on 3 July 2025 were signed as a correct record

2507/61 Current Planning Applications for comment

Application	PA25/04987
Proposal	Removal of ATM's & Night Safe Bezel, existing signage and reinstate materials where required
Location	14 Westgate Street Launceston Cornwall PL15 7AG
Applicant	NatWest Group Plc NatWest Group Plc
Decision	Support

Application	PA25/04988
Proposal	Listed Building Consent for the removal of ATM's & Night Safe Bezel, existing signage and reinstate materials where required
Location	14 Westgate Street Launceston Cornwall PL15 7AG
Applicant	NatWest Group Plc NatWest Group Plc
Decision	Support

Application	PA25/05130
Proposal	Proposed rear single storey extensions
Location	Rock Meadow 19B Western Road Launceston Cornwall
Decision	Support

2507/62 Government Planning Consultations and Working papers
It was **resolved** to note the briefing paper from Cornwall Council's Planning Policy Team on the Government Planning Consultations and how they will affect planning in Cornwall

2507/63 Correspondence and Items to Note
i) Cllr Lankston and Cllr Gilbert gave their apologies for the August meeting
ii) the Chair read correspondence received in regards to tree maintenance at Stourscombe

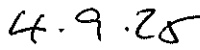
A handwritten signature in black ink, located at the bottom right of the page.

- iii) the coloured exterior lighting in effect at the White Hart Hotel was questioned in regards to planning permissions within a Conservation Area
- iv) Cllr Soanes enquired about works to street lighting throughout the town

Next Meeting

The next meeting will be held on Thursday 14 August 2025

The meeting closed at 7.13pm

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

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 August 2025
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Conway (Deputy Mayor), Bailey, Bullen, Gordon, Harris, Heaton, Hogan,
In attendance: Martin Cornish (Estates & Properties Manager)
Ewan Murray (Visitor Information Centre Manager)
Fiona Davey (Accounts, Allotments & Cemeteries Officer)

2508/01 Apologies for Absence

Apologies were received from Cllrs Gilbert & Young

2508/02 Declarations of Interest

There were no declarations of interest

2508/03 Public Representation Session

There were no representations made

2508/04 Minutes of the last meeting

The minutes of the meeting held on Monday 2nd June 2025 were signed as a correct record.

2508/05 Estates & Properties Manager's Report – August 2025

It was resolved to;

- i) note the update regarding pre-application advice from Historic England
- ii) note the update regarding repair works undertaken following a road traffic collision into the Multi Storey Car Park. Members were also notified of a meeting with PCA Consulting prior to September's meeting of Full Council
- iii) note the update regarding the scheduled monument consents being forwarded to Historic England
- iv) note the replacement of the fire doors in the Ambulance Hall
- v) note the update regarding works to the Town Hall
- vi) note the update regarding Public Toilet repair works arising from recent anti social behaviour. Cllr Bailey also asked for the lighting timers to be adjusted at the Walk and Newport sites

- vii) note the update regarding our Service Level Agreements (SLA'S) with Cornwall Council and confirmation of sites falling under the Town Councils responsibility
- viii) note the update regarding the Ground Workers Compound
- ix) note the update regarding works to the Cemetery headstones
- x) note the update regarding staff training
- xi) note the update regarding delivery dates for new benches and picnic tables for the Causley Island
- xii) note the update regarding food waste legislation
- xiii) note the update regarding the new BrightSafe package the Council have purchased
- xiv) note the update regarding weed control and the need for training of certain members of staff
- xv) note the update regarding ongoing issues at the current Library site

2508/06

Ground Worker Compound

The committee agreed that in light of the costings involved, the Council were not in a position to award this contract at present. The Estates & Properties Manager has been tasked with speaking to PLACE Architects in order to find an alternative solution. If this can be found I am to call an extraordinary meeting to discuss

2508/07

Priory Ruins

The committee declined the request for the opening and closing of the Priory Ruins on a year round basis citing the pressures on current staff to undertake such a request. The committee did however agree to opening the site throughout the Winter months upon appointment

2508/08

Cemetery Headstones

The committee noted the content of the verbal report by the Council's Cemetery Officer

2508/09

Lawrence House Museum Architects

It was **resolved unanimously** that the RIBA stage of works to Lawrence House be awarded to Thread Architects

2508/10

Urgent Items

The committee asked the Estates & Properties Manager to speak to the Town Clerk regarding the current status of the Barclays Bank project and the works on the easement of land at the Grammars Park allotments. The committee asked for an update on the easement within two weeks and regular updates to be conveyed on the Barclays site.

Date of the next meeting

The next meeting date will be Monday 6th October 2025.

The meeting closed at 11.16am

Signed.....

Date.....



**Minutes of The Library, Arts, Business and Information Services Committee
meeting held on
Tuesday 2 September 2025 at 7.00 pm in the OP Rooms**

Present: Cllrs: Gilbert (Mayor), Conway (Deputy Mayor) Young (Chairman),
Gordon, Lankston
Cllr Soanes replaced Cllr Anston-Race

In attendance:

Cllr Heaton
Andi Snook (Library Manager)
Claire Greenaway (Admin Assistant)
Ewan Murray (VIC Manager – minutes/non-voting)

2509/01 Apologies for Absence
Cllrs Anston-Race

2509/02 Declarations of Interest
There were no declarations of interest.

2509/03 Public Representation Session
No members of the public were in attendance.

2509/04 Minutes of Previous Meetings
The minutes of the meeting held on Tuesday 1 July 2025 were agreed and signed as a correct record, noting the amendment that Andi Snook (Library Manager) was present at the meeting
Proposed: Cllr Young
Seconded: Cllr Gilbert
Carried:

2509/05 Financial Report
It was **noted** that:
i. The VIC is on budget for the current financial year.
ii. Councillors receive VIC financial reports via the F&GP Committee paperwork.

2503/06 Report from VIC Manager
The content of the report was previously circulated and the following **noted:**
i. Niamh Tape, Library Assistant, is leaving this month and the committee wished to express their thanks for all her hard work
ii. As of October 2024, all employers have a legal obligation to take steps to prevent of sexual harassment in the workplace

- iii. The start date for the play equipment installation in Priory Park has been delayed until October

2509/07 Update of Broader LABI Activities

The committee **received updates** from the Library Manager and Admin Assistant including:

- i. There was a very large number of participants attending the wide range of library events over the summer period
- ii. Good LTC cross-department support allowed certain events to take place, which otherwise would not have been possible
- iii. An overview of bookings over the last 2 months showed that the town hall is very well used, with a wide variety of activities taking place
- iv. Whilst the takings of the bar help to subsidise staffing costs, the relatively high-ticket prices for some events, are impacting on ticket sales
- v. Whilst accepting the high number of current LTC projects, the committee generally felt that the installation of 'live- internet-link' would be beneficial to the town hall offer
- vi. The committee expressed thanks to the Library Manager, her team and the town hall Admin Assistant, for all their hard work

2509/08 Launceston Traffic Regulation Order Update

The committee **recommends** to Full Council that should Cornwall Council extend its trial of the use of ANPR cameras to manage moving traffic; the town council would welcome the opportunity for it to take place in Launceston

Proposed: Cllr Gordon

Seconded: Cllr Conway

Carried:

2509/09 Connect Launceston Update

The committee received and update from Cllr Gordon and **noted:**

- i. The surveys are almost complete
- ii. Different site locations for a proposed station are being investigated
- iii. The current preferred (new) route would predominantly follow the current A30 arterial route from Devon into Cornwall
- iv. The initiative is receiving positive support from a variety of influential organisations including Cornwall Council and the local MP
- v. Cllr Conway raised the erosion challenges at Dawlish, which would likely support an additional non-coastal route into Cornwall

2509/10 LABI Strategic Plan 2025 - 2029

A wide-ranging discussion took place and the committee **recommends** the following for consideration by the other committees:

- i. Each project should identify a named-responsible officer, who would lead that project's team
- ii. Each project should identify a named councillor, who as well as offering support, would also undertake oversight on behalf of the council. In conjunction with the lead officer, they would provide progress updates to Full Council

- iii. The committee undertook an initial prioritisation exercise of the current projects, for consideration by the other committees. *Reference Annex A, attached to this minute*
- iv. Monthly RAG reports should continue, but circulated as separate documents, linked to specific projects
- v. As referenced in minutes 2503/11 and 2503/39, the strategic plan should be supported with an operational plan

Proposed: Cllr Lankston

Seconded: Cllr Conway

Carried

2509/11 Financial Year 2026 – 2027

The committee **recommends** the following:

- i. The council identifies a ring-fenced budget allocation, to be used as match-funding should any relevant future grant opportunities arise
- ii. The council's approach should be flexible, each opportunity individually assessed, and the final decision taken by Full Council
- iii. Regardless of the allocation amount, the effect on the precept should be calculated to ascertain the financial impact on residents
- iv. The specified amount would be decided at F&GP as part of the annual budgeting process

Proposed: Cllr Young

Seconded: Cllr Conway

Carried

2509/12 Items to note and any urgent matters (information only)

- i. Cllr Lankston wished to convey thanks to all who contributed to making the council's participation at the Launceston Show a positive one
- ii. Cllr Young informed the committee that at the next annual meeting, she will propose that the composition of the Staffing Committee membership, be reconsidered

2509/13 Date of Next Meeting

The next meeting is scheduled for Tuesday 4 November at 7:00pm.

The meeting closed at 8.31pm

Signed:

Date:

Annex A to minute 2509/10 LABI Strategic Plan 2025 - 2029

To forward for consideration, the committee undertook a prioritising exercise on the following projects, with 1 being most urgent and 3 being least urgent. It was noted that some of the projects are on-going and there are tangible links between different projects.

	Project	Remarks
1	Westgate Street Car Park	Awaiting meeting with contractor
1	Town Hall Refurbishment Programme	Ongoing
1	New Library Project	Ongoing
1	Installations at Priory Park	Should complete within 4 months
1	Southgate Arch	Ongoing/long-term
2	Connect Launceston	Long-term/Ongoing
2	Lawrence House Museum	Ongoing - Architect to complete to RIBA 1 by December
3	Safer Greener Streets	Should be suspended for 12 months awaiting funding
3	Bright Safe Software	Already purchased and would involve circa 12 months to populate
3	Grounds' Compound	Concerns raised about funding
3	Asset Management Software	Should be suspended at least for 12 months

The following project areas were discussed for context but were not voted on or resolved.

Projects Identified within the RAG Report July 2025	
Project	Remarks
Green Room building future use	Should suspend
Electric charging points installed	Should suspend until car park feedback
Installation of live streaming equipment at Town Hall	Deemed advantageous as part of town hall refurbishment
Nearing completion or completed	
Transfer of land for new allotment	
Drainage works to allotment site	
Adoption of new nature are at Windmill Hill	
Adoption of new nature are at Ridgegrove	
Long-term/Ongoing	
New cemetery land acquisition	
New town bypass to be investigated	
Rail link with Okehampton and/or Tavistock	



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held on WEDNESDAY 3 SEPTEMBER 2025 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Bailey, Bullen, Conway, Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Responsible Finance Officer
- 2509/14 Apologies for absence**
No apologies were received
- 2509/15 Declarations of Interest**
Councillor Bailey declared an interest in Agenda Item 7 – Allotment Price Increase
- 2509/16 Public Representation Session**
There were members of the public present
- 2509/17 Minutes of the last meeting**
The minutes of the meeting held on 2 July 2025 were signed as a correct record.
- 2509/18 Finance**
It was **resolved** to:
- i) approve the payment listings for July and August 2025 Cllr Heaton checked payment numbers 1284, 1286, 1288, 1295, 1298, 1308 & 1312
 - ii) approve the balance sheet for July 2025
 - iii) approve the budget monitoring report for July 2025
- 2509/19 Grant Policy Review**
It was **agreed** that Councillors Bullen and O'Brien would meet with the Responsible Finance Officer to discuss a change in the grant policy which will then be brought back to the Committee for consideration.
The RFO will forward the current policy to all members of the committee, the committee members are then asked to feed any changes they consider necessary to the RFO ahead of their meeting.
The RFO will liaise with Councillors Bullen and O'Brien to set a date for said meeting.
- 2509/20 Allotment Price Increase**
It was **resolved** to increase the annual rental charges for the Kensey, Dutson and Grammars Park Allotments to £30 per annum for Kensey Allotment and £45 per annum for Dutson and Grammars Park Allotments with effect from 1 January 2027.
- 2509/22 Urgent Items**
Councillor Heaton gave a brief overall of an item resolved at Library, Arts & Information Committee which would have budgetary implications. This item will be brought back to the committee at budgeting time.

The meeting closed at 7.30 pm.

Signed

Date

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admin@launceston-tc.gov.uk
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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 4 September 2025 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs Gilbert (Mayor), Anston-Race, Green, Gordon (Vice Chair), Harris, Hogan and Lankston
In attendance: Christopher Drake - Town Clerk
- 2509/23 Apologies**
Apologies for absence were received from Cllrs Conway (Deputy Mayor) who was substituted by Cllr Hogan, Ranson and Tremain (Chairman)
- 2509/24 Declarations of Interest**
There were no declarations of interest
- 2509/25 Public Representation**
There were no representations made
- 2509/26 Minutes of the last meetings**
The minutes of the meeting held on 24 July 2025 were signed as a correct record
- 2509/27 Current Planning Applications for comment**
- | | |
|-------------|---|
| Application | PA25/05821 |
| Proposal | Proposed use as an unrestricted residential dwelling under Use Class C3 |
| Location | Perro-Win 2 Stourscombe Launceston Cornwall |
| Decision | Support |
| Application | PA25/05831 |
| Proposal | Proposed installation of 16 PV panels |
| Location | Land East Of Ridgegrove Mill Ridgegrove Hill Launceston Cornwall |
| Decision | Support |
- 2509/28 Planning Decisions to Note**
It was **resolved** to note the decisions
- | | |
|--------------|--|
| Application | PA25/03298 |
| Location | Tesco Stores Ltd Tavistock Road Launceston Cornwall PL15 9HG |
| 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 |
| Decision | APPROVED |
| Town Council | SUPPORT |
| Application | PA25/03616 |
| Location | Dental Dimensions 11 Castle Street Launceston Cornwall PL15 8BA |
| Proposal | Listed Building Consent to replace the existing chain railing with horizontal bars, retaining the existing stanchions, for the purposes of improving public safety. |
| Decision | APPROVED |
| Town Council | SUPPORT |

Application PA25/05130
Location Rock Meadow 19B Western Road Launceston Cornwall PL15 7AU
Proposal Proposed rear single storey extensions
Decision APPROVED
Town Council SUPPORT

2509/29

Correspondence and Items to Note

Cllr Gordon reminded Members of the forthcoming planning training event being held on 30 September and that all joining details had been emailed to all councillors

Next Meeting

The next meeting will be held on Thursday 16 October 2025

The meeting closed at 7.06pm

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

Agenda item: 10

Committee: Full Council

Date: Tuesday 16 September 2025

Subject: Clerk's Update Report

Summary: To note and agree the details on a range of the Council's projects

Recommendations.

The Council is recommended to:

- i) note the update of the library hub building**
- ii) note the update regarding Lawrence House**
- iii) note the details regarding the proposed grounds compound and agree what actions the Council wishes to take to further the project**
- iv) note the details of the proposals for the skate park site**
- v) note the update regarding the installation of play equipment at Priory Park**
- vi) note the progress for works on site at the Town Hall**
- vii) note the details of the funding available for repair works to Southgate Arch and agree what works be undertaken as a priority**
- viii) note the update regarding the deed of easement for the ongoing drainage issues at Grammars Park**
- ix) to agree in principle the purchase of the leasehold for the property at St Leonards Lodge**
- x) note the update regarding training attended by the Town Clerk**
- xi) note the details of the recent insurance review**
- xii) note the update regarding the Council's priority projects**

1 Library Hub

- 1.1** Further to the Council inviting Expressions of Interest (EOI's) from contractors to undertake the first stage of building works at the site of the Library Hub on Broad Street, the Council received a total of 7 EOI's. Due to the complex nature of the required tender document for the works, the Clerk approached Place Architects to undertake the formulation of these documents. Owing to annual leave and other absences, there has been a delay in completing the tender, but work is ongoing to complete the works shortly. All contractors who expressed interest have been appraised of the situation as have Cornwall Council, with whom the Clerk meets on a regular basis to update on the project

2 Lawrence House

- 2.1** Officers are continuing to work on potential Heritage Lottery Funding and the Estates Manager met with Heritage England representatives on 11 September to review possible additional funding streams for the site possibilities. As part of the meeting, funding for other Council projects was also discussed. Following a tender process, Thread Architects were appointed to undertake the RIBA works for the site.

3 Grounds Compound

- 3.1** Further to another extensive tender process for works, the Council received five tenders for the proposed grounds compound refurbishment. All but one of the submitted tenders was

within the budget for the proposals, and the lowest bid was not deemed to be suitable. Therefore no contract was awarded and the Estates and Properties Manager is working with PLACE Architects (who drew up the tender documents), in seeking ways to find an alternative approach to the project that will be within the allotted budget for the works. The Council needs to consider that more funding may be required to allow for this project to be completed and to consider how this may be funded. It is recommended that Members undertake a review of the Council's Ear Marked Reserves and consider if monies can be vired from longer term projects that do not currently form part of the Council's priorities

4 Skate Park

- 4.1 The skate park site is now fully completed and continues to be well used across all age groups. Due to some minor damage, the planters at the site have been removed as they did not provide any useful aesthetic value. Officers have met with MoreCreative to seek solutions to the poor condition of the fencing and they have proposed that advertising hoardings be erected around the site in front of the fencing, hiding it from view. The damage is all at lower level and the height of the proposed boards will adequately cover this. As well as improving the overall look of the site, they will also provide an ongoing income stream to the Coronation Park Trust. In addition, two large banners have been designed that will make the site more visually appealing. The costs of these are being shared between the Town Council and the Park Trust. A copy of the banners is attached as an appendix to this report

5 Priory Park

- 5.1 Further to agreement that works were to commence in September, the Council were advised by the agreed contractors that due to a two week factory close down in August there was an extended manufacturing lead time of the play equipment. This was coupled with contractor installation availability, and therefore a start date of the beginning of October has now been advised. The contractor has assured that if they can bring this date forward then they will do so. Details have been posted on the Council's Facebook pages advising residents of the delay and the reasons behind it.

6 Town Hall

- 6.1 The Estates and Properties Manager has sought details from a number of contractors throughout the region in regards to undertaking the necessary repair works agreed for the Town Hall. Only those contractors who specialise in historic building restoration will be considered and quotes will be requested once a full list of contractors has been received. thereby ensuring as broad a range of contractors as possible can be considered and the Council can seek best value for the works

7 Southgate Arch

- 7.1 The signed application for works to Southgate Arch were submitted to Historic England in May of this year and since that time permissions and consents have been sought and agreed and are now at the stage where the paperwork drawn up by Scott & Co can be published via Find a Tender. On reviewing the tender documents, the Estates and Properties Manager noticed the costing of works were drawn up at £186,650. The Council at present have allocated £87,500 for works, made up of the Historic England award and 25% match funding as resolved by the Council.
- 7.2 After reviewing all e-mail exchanges it is clear from the outset exactly what the Council's budget was for this year and that no more funds could be allocated until subsequent financial years. Officers are now working with Scott and Co and seeking a mutually convenient solution. Historic England are fully briefed of where the Arch project currently

lies and the funding we were successful in obtaining is ringfenced until additional monies can be found.

- 7.3 In a separate meeting regarding Lawrence House funding, officers were introduced to another senior figure within Historic England, Mr John Ette, and spoke of the current funding shortfall that the Council is now subject to at the Arch. Mr Ette has asked for the details to be forwarded to him so that he can investigate the potential of whether Historic England are able to increase their grant offer. If this were possible it would require a further element of match funding from the Town Council.

8 Deed of Easement at Grammars Park

- 8.1 At Full Council in May 2025, in regards to a Deed of Easement over Town Council land to allow for the installation of drainage pipes, it was resolved that a fee of not less than £100,000 be requested to allow for the works to be undertaken. The Clerk duly advised the Council's solicitors of this matter and following a number of email exchanges throughout May and June, received a request on 9 July from BDW Trading Ltd's solicitor to advise that their client would like to discuss the consideration further directly with someone at the Council if possible. The Clerk agreed to this, advising that in the first instance the Clerk be the point of contact and an email was received from Mr Jerry Fitzpatrick – Engineer at Barratt Homes (Bristol Division) on 29 July, seeking details of the Council's request. An onsite meeting with BDW was held on 8 August, and the Clerk was advised that this was now a new project team and that BDW were reviewing and considering all options in regards to the drainage issues and how they may be alleviated. A follow up email was received from BDW on 18 August confirming that they were looking at the best way forward and advising that they will be in touch shortly to discuss options. No further correspondence or contact has been received since this date.

9 Lease of St Leonards Lodge

- 9.1 The Council receives a small annual sum for the lease on a property at St Leonards Lodge, Polson. The owners have been requesting for a number of years to purchase the lease and the Council has been undergoing the legal process. Due to the extremely lengthy delays at Land Registry the process is still ongoing and Members are asked to resolve that they are happy for the lease to be purchased so that the owners have a resolution showing the agreement that will bide until such time as formal legal agreement and registration can be completed.

10 Climate Change Training

- 10.1 The Clerk recently attended a two and a half day training event on Climate Skills through Creativity. This was a CPD Standards Office accredited activity delivered by Climate Vision and fully funded by Cornwall Council and South West Water designed to help individuals and businesses in Cornwall build resilience against the impacts of climate change. The training forms part of the Clerks ongoing Continuous Professional Development (CPD) as required to retain principal membership of the SLCC. The training can also be used in consideration as part of the Town Council's Emergency Plan, especially in regards to flooding concerns.

11 Council Insurance Review

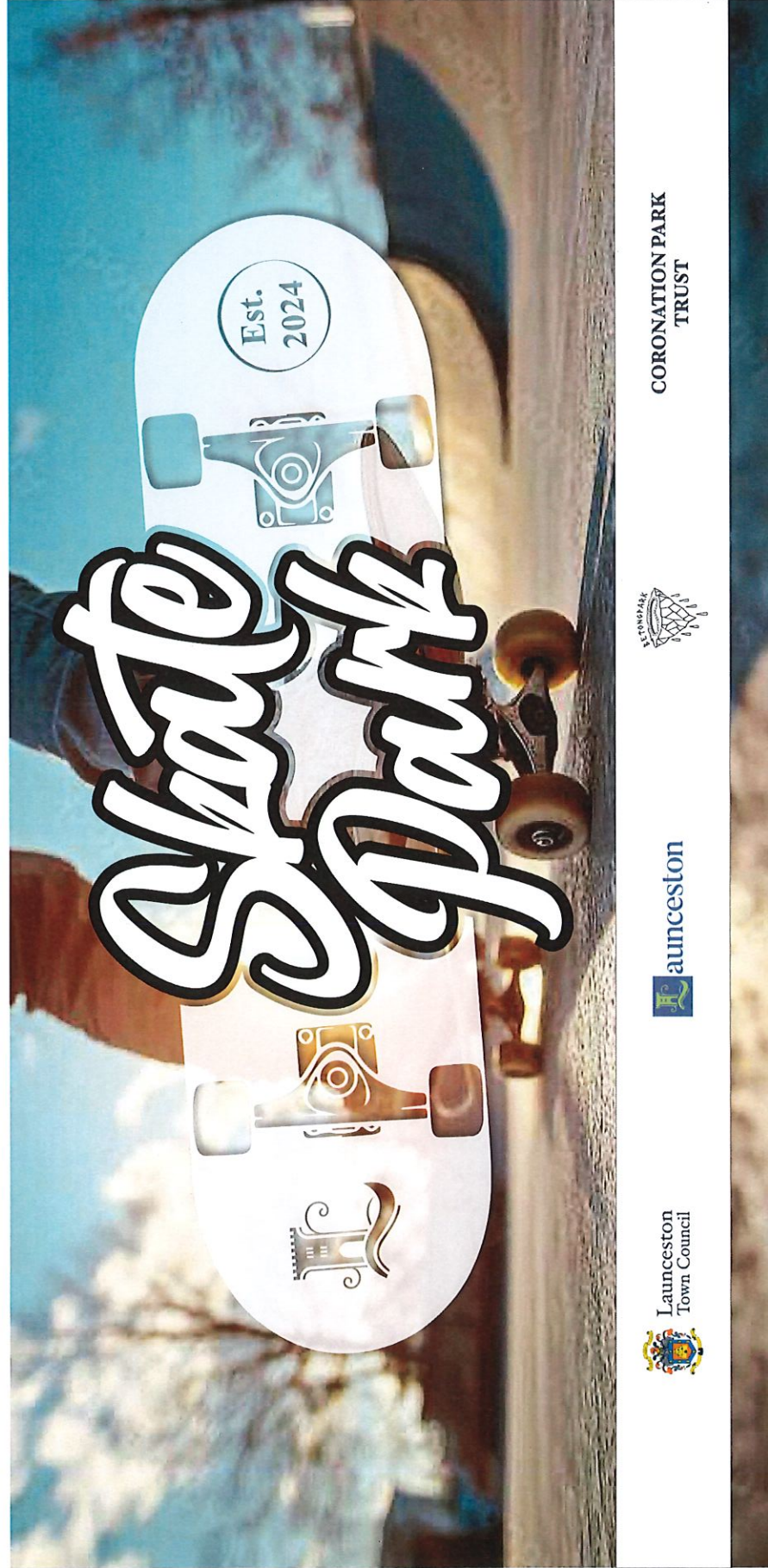
- 11.1 The Clerk met with the Council's insurance brokers, James Hallam to undertake the annual review of the Council's insurance cover. The review ensures that all areas of the business have adequate cover and that any changes to Council property are considered. There is an increase to the cover limits for the forthcoming year due to the inclusion of the full insurance cost of the former Barclays Bank building. Having undertaken a full review

evaluation of Council owned properties, this site now has a rebuild insurance value of £3.5million. Other notable issues are that Southgate Arch remains listed as an empty site and insurers (Aviva) are seeking to raise the Council's excess payment should a claim be made. Steve Harvey of James Hallam is working with the Clerk and Aviva to agree a solution to this matter

12 Priority Projects

- 12.1 At the July meeting of Council, the priority projects agreed to be undertaken were:
- a) the works to the proposed library hub
 - b) the works to the Lawrence House site
 - c) the building of the new grounds compound
 - d) the completion of the skate park site
 - e) the installation of new play equipment at Priory Park
 - f) works as required to the multi storey car park
- 12.2 Update details of priorities A to E are contained within this report. Works in regards to priority F will need to be agreed following the Council's decision on what actions it wishes to take in regards to the car park, as listed as Agenda Item 18

Contact officer: Christopher Drake – Town Clerk
Tuesday 9 September 2025



6500 x 3200mm

PROJECTS	PERSON/S RESPONSIBLE	NOTES	STATUS
Library relocate to new Hub	Town Clerk	RIBA Stage 3 works complete Planning and Listed Building Consent approved. 7 EOI's received and Clerk working with Place Architects for full tender document. All companies that expressed interest have been advised of the process	Priority project
Lawrence House repairs and future maintenance programme	Estates Mgr	Officers working on Heritage Lottery Funding and commencement of next phase of works at the site. Thread Architects appointed to undertake RIBA works. Estates Manager met with Heritage England on 11 Sept to review possible funding possibilities.	Ongoing
Design and build of new grounds compound	Estates Mgr	Project costs require review as tenders received were all over the current stated budget.	Completed
New skatepark installation at Coronation Park	Town Clerk/Estates Mgr	Painting works completed Quotes received for advertising boards and to be discussed with Coronation Park Trust. New large signage agreed and to be installed at site.	
Priory Park play equipment installation project	RFO/ Estates Mgr	Contractor appointed and works due to commence in October following delays in parts manufacture	

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 PCA providing presentation to Council on 16 September
Transfer of land for new allotment	Town Clerk	Legal agreement to be agreed. Awaiting details regarding ownership of trees at site as LTC does not want ongoing responsibility
New cemetery land acquisition	Town Clerk	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	Deed of Easement for site to be agreed following resolution at May 25 Council. Clerk met with BDW and awaiting response on how the matter will be taken forward
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 are 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 are at Windmill Hill	Town Clerk/ Estates Mgr	Solicitors appointed to undertake legal agreement works documents signed. Land Registry and funding documents signed and returned. 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

Agenda item: 11

Committee: Full Council

Date: Tuesday 16 September 2025

Subject: Wedding Venue Licence Transfer

Summary: To note the changes to the required venue licence

Recommendations.

The Council is recommended to note the details provided by Cornwall Registration Services and agree the licence transfer to the Town Council

1 Proposed Changes to Wedding Licence

- 1.1 The Clerk met with Kathryn Burge, Customer Operations Manager, Cornwall Registration Service in regards to the ongoing use of the Guildhall as a wedding venue and the need for the licence to be held by the Council as the venue operator. The current licence is in place until 2028, but will need renewal from this date and as Cornwall Registration Service is neither trustee nor proprietor, they should not hold the current licence. Therefore the Town Council has the opportunity to have the licence transferred under its name. This will be done at no cost to the Town Council. However if the Town Council should decide to renew the licence for a further 3 years after this date, there is a cost for the reapplication of the licence and the current fee for this is £1650.
- 1.2 If the Town Council does not wish to undertake the licence then Cornwall Registration would either revoke or not renew the licence. Their own licensed ceremony rooms are typically only located where there is an office on-site, and there are no similar arrangements elsewhere.

2 Works and Actions to Consider

- 2.1 Until the Council resolves on this matter, Cornwall Registration we will continue to book ceremonies at Launceston Guildhall as usual. If the transfer is agreed then it is proposed that any existing bookings will not be affected by the licence transfer and all the current hire and fee arrangements will be honoured thereby ensuring that ceremonies proceed without impact to customers. Cornwall Council have agreed to pause any new bookings beyond the current licence expiry date of 31 March 2028 until the outcome is confirmed.
- 2.2 If the transfer is agreed then further meetings will be required to discuss some of the more practical elements of the transfer, e.g. taking bookings, website information, responsible persons etc . In addition, to support the Town Hall as a newly approved venue, visits will be arranged to run through the practicalities of being a licence holder, collaborating on a series of social media posts to introduce the newest approved venue and work with Cornwall Registration to ensure its website reflects the offerings available. As a licenced venue, Cornwall Registration can showcase the venue on social media and on its website, and will support the Council with any wedding fairs or open days with registrar attendance.
- 2.3 By the Council undertaking the licence it can include the entire building footprint to be included within the licence, thereby allowing the possibility for much larger weddings and

income generation. It will ensure that the Guildhall (and Town Hall) continue to provide an available, affordable and accessible location for local people as a wedding venue.

3 Financial Considerations

- 3.1 In the first instance, and up to and 31 March 2028 the financial implications to the Council will be minimal. There will be an increase in work requirements within the Town Hall as bookings will need to be dealt with in house. However historically, a number of wedding bookings have regularly liaised directly with the Council and officers have a good understanding of the needs of hirers given their expertise and knowledge in dealing with the many hirers at the Council's venues.
- 3.2 Beyond the March 2028 deadline, then if the Council wished to continue being a licenced venue, it would need the purchase of a licence (currently £1650 for three years). Due to the future date of this need, budgeting for this amount is straightforward. The Council can also use the ongoing period up to 2028 to consider its pricing for the venue use and whilst it is important to maintain affordability, there is an opportunity for the site to generate more income. This could be especially expanded given the opportunity to include the entire Town Hall as a venue, and undertaking far larger wedding bookings.
- 3.3 Consideration may also need to be given to an improved bookings system, but this can also form part of ongoing budgeting and the improvements would be part of any Council's bookings systems upgrade.

Contact officer: Christopher Drake – Town Clerk
Wednesday 10 September 2025

Agenda item: 12

Committee: Full Council

Date: Tuesday 16 September 2025

Subject: Emergency Plan

Summary: To note the update regarding the Town Council's Emergency Plan

Recommendations.

The Council is recommended to note the update regarding the Town Council's Emergency Plan

1 Introduction

- 1.1 The Emergency Planning Group has met and considered all aspects of the current Emergency Plan. I set out below our conclusions and, where appropriate, recommendations for improvement.

2 Conclusions and Recommendations

- 2.1 Although Fiona Davey has regularly updated the Plan, (32 separate amendments have been made in the ten years of its existence) it was realised these only relate to information that has been provided by the individual/organisation to her or myself.
- 2.2 During the course of the meeting several further amendments were made by the Groups members utilising their local knowledge. This re-enforced the view that the Plan's accuracy has become reliant on others, rather than the Council's efforts to update its own Plan. We consider that to be totally unacceptable and accordingly recommend
- a) That the entire Plan be updated by telephoning ALL contacts to ensure the accuracy of their details.
 - b) This exercise is repeated annually.
- 2.3 The Environment Agency wish to see the amendment of the Town's Plan by the addition of a list of appointed "Flood Wardens". Following discussion it was agreed to endorse the Co-ordinators rejection of this view as it is too extreme for Launceston and the conditions it experiences.
- 2.4 The suggestion that inhabitants of each area of the town be allocated to specific places of safety in the event of an evacuation being necessary was considered but rejected as being impractical.
- 2.5 The suggestion that the Town Council acquire generators so that in the event of a lengthy interruption of electric supply assistance could be provided to those in urgent medical need. Whilst we agreed the suggestion was laudable we concluded it to be very costly, difficult to implement and beyond the Council's capabilities.

3 Update - Events since the Groups meeting

- 3.1 Since the Group's meeting Fiona Davey, with great assistance from Claire Greenaway, has undertaken and completed the very considerable task of contacting all the contacts listed in

the Plan - as referred to at para 2.1.a. Needless to say as this exercise was conducted during the height of summer several of those telephoned were away on holiday - obviously including the schools - but many of those are now contacting the Council to provide the details required. The size of the task is very considerable and the Council is indebted to both of them for fitting it into their normal working day.

Paul O'Brien Em. Plan Co-Ordinator.

Agenda item: 14

Committee: Full Council

Date: Tuesday 16 September 2025

Subject: Progress and Information

Summary: To note items of progress and information

Recommendations.

The Council is recommended to;

- i) note the correspondence from Ben Maguire, MP**
- ii) note the update regarding the agreed Council sites tour and staff meet and greet**

1 Correspondence with MP

- 1.1** The Clerk received an email from Mr Ben Maguire, MP requesting an update on the status of the public toilets on Race Hill. Mr Maguire stated that he had received enquiries from residents who are wondering whether the site was now closed permanently or will reopen. The Clerk advised that further to continued anti-social behaviour and vandalism at all Council public toilet facilities, the Council considered the best way forward to ensure that a provision is in place, whilst also balancing the costs of keeping facilities open. At Full Council in June 2024 it was resolved that contract cleaners be employed to take on the cleaning of the Town Council owned public toilets. It was also resolved that from April to September (high season), Westgate Street, The Walk and Newport public toilets would be open and that from October to March (low season) Westgate Street and The Walk public toilets would be open. It was agreed that this provision would satisfactorily provide the necessary requirements for public toilets within the town. Race Hill facilities were deemed to be surplus to requirements given the poor state of the building and the need for works to the site, in addition to them being the least accessible for users, due to the steep access to the site from the town centre. Signage has been erected directing people to the nearest available facilities (Westgate Street), which are 260 metres away.

2 Council Sites Tour and Standing Orders Training

- 2.1** Following the August period of annual leave, the Clerk is liaising with the Mayor to agree a suitable date for the tour of Council sites, the staff meet and greet and Standing Orders training. Members will be advised of the date as soon as practicable

Contact officer: Christopher Drake – Town Clerk
Wednesday 10 September 2025

Venue Usage From 16/08/2025 to 16/09/2025

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	22	57
Entire Town Hall	1	8
External Hires	10	14.5
Guildhall	10	25.25
Kitchen Bar and Reception Area	3	18
Main Hall	18	77
Otho Peter Suite 01	11	29.5
Otho Peter Suite 02	3	3
Otho Peter Suite Both Rooms	4	13.5
Town Square	8	42.5
Total	90	