

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 16 SEPTEMBER 2025 at 7.15pm 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: Cornwall Cllr Dennis
Christopher Drake (Town Clerk)
X 7 public
- 2509/30 Apologies for absence**
No apologies for absence were received
- 2509/31 Declarations of Interest**
There were no declarations of interest
- 2509/32 Allotment Competition**
The Mayor presented awards to the winners of the Allotment Competition
KENSEY - Winner: Mr Colin Williams Highly Commended: Ms Jackie Smith
DUTSON - Winner: Mr Stanley Smith Highly Commended: Mrs J Hatt
GRAMMERS PARK- Winner: Mrs Kath Dymond Highly Commended: Ms Lisa Sheppard
OVERALL WINNER: Mr Stanley Smith
- 2509/33 Public Representation Session**
There were no representations made
- 2509/34 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 15 July 2025 at 7.00pm
- 2509/35 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 24 July 2025 at 7.00pm
(ii) Estates and Properties held on Monday 4 August 2024 at 10.00am
(iii) Library, Arts, Business and Information held on Tuesday 2 September 2025 at 7.00pm
(iv) Finance and General Purposes held on Wednesday 3 September 2025 at 7.00pm
(v) Planning and Economic Development held on Thursday 4 September 2025 at 7.00pm
- 2509/36 Reports from Cornwall Councillors**
Cornwall Cllr Dennis advised that the local MIU was now re-open and negotiations on its future role will begin soon and this will include public consultation. Cllr Dennis thanked Cllrs Conway and Heaton for their support on the matter. He went on to advise that a meeting was taking place with the Police and Crime Commissioner and would include

discussion around the opening of a front desk in Launceston and the use of the local custody suite. Cllr Dennis concluded by saying that a review of parking tariffs was being undertaken and made mention of a potential temporary closure of the Town Council's multi storey car park

Cllr Gordon asked for updates to be provided regarding repair works at Race Hill. **Cllr Dennis** advised he was pursuing the matter and that legal matters were being discussed.

Cllr O'Brien raised the issue of Devon and Cornwall Police not advertising the rank of officers when providing responses on the television news, and questioned whether the responses were being provided from civilians rather than ranking officers

Cllr Soanes spoke about the Adaptive Vehicle Parking Scheme and how enforcement officers were no longer provided the details of adaptations and therefore had to view a specific vehicle to see any adaptation and that no consultation had been undertaken in this regard. Cllr Soanes requested details of who had been involved in the decision making process. **Cllr Dennis** asked for Cllr Soanes to email the details to him

Cllr Young enquired as to why mention had been made in Cllr Dennis' report regarding the potential temporary closure of the Town Council's multi storey car park as no decision had been made regarding the site and it should not be included within any discussion relating to Cornwall Council's parking sites. **Cllr Dennis** stated that the multi storey car park had been mentioned in open forum at a previous meeting

Cllr Bailey spoke about the Police and Crime Commissioner previously mentioning the moving of Launceston Police station and Cllr Bailey proposed the current site could be sold and a new building being erected at the Link Road as a suitable location.

2509/37

Reports and Questions from Town Councillors

Cllr Heaton provided an update from the Patient Participation Group (PPG), including details of the change in contract to the online form system, some issues regarding dispensary governance, that the GP's service saw an increase in numbers during the closure of the MIU, that a number of new consultations were being undertaken and that the Devon and Cornwall Integrated Care Boards were to merge. Cllr Heaton raised the issue of vehicles driving the wrong way in Castle Street and also reminded all attendees of the forthcoming Borderland Festival event on Saturday 20 September

Cllr Harris advised of the forthcoming meeting of the town CCTV committee on Monday 22 September

Cllr O'Brien gave an update from the recent CAP meeting and advised that emergency planning was discussed, along with transport including Connect Launceston and health matters

Cllr Conway spoke in regards to Connect Launceston and stated that it needed to be recognised as part of the South West Transport Plan. He also spoke about the meeting regarding Launceston MIU and said that good assurances had been received and that all parties were working together. Cllr Conway also spoke about the successful VJ Day celebration event held in conjunction with the Royal British Legion

Cllr Tremain spoke about the South East Cornwall Museum Forum and that a new development officer was in post and work was being undertaken on updates to policies and the collections works.

Cllr Bailey advised that an issue with the AI health service system had been raised to her by a local resident

Cllr Soanes stated that messages regarding the Flu Vaccination service would be being sent shortly

Cllr Green spoke about the Treggy 7 event and thanked organisers for making it the biggest event to date with 450 entrants

2509/38

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements

2509/39

Report from the Town Clerk

Members considered Report 19/25 concerning the above (previously circulated)

It was **resolved** that;

- i) the update of the library hub building be noted
- ii) the update regarding Lawrence House be noted
- iii) the details regarding the proposed grounds compound project be noted and that a review of the Council's Ear Marked Reserves be considered to see if funding can be used from these, subject to the proviso that the Council waits to see if any funding is available as part of the potential flood relief works at Upper Chapel
- iv) the details of the proposals for the skate park site be noted
- v) the update regarding the installation of play equipment at Priory Park be noted
- vi) the progress for works on site at the Town Hall be noted
- vii) the details of the funding available for repair works to Southgate Arch be noted and the Council awaits further updates regarding additional grant funding from Historic England
- viii) the update regarding the deed of easement for the ongoing drainage issues at Grammars Park be noted
- ix) the in principle purchase of the leasehold for the property at St Leonards Lodge be agreed
- x) the update regarding training attended by the Town Clerk be noted
- xi) the details of the recent insurance review be noted
- xii) the update regarding the Council's priority projects be noted and updated so as to remove the now completed skatepark project and replace it with the works to Southgate Arch

A recorded vote was requested on item iii of the above

For	Against	Abstain
Cllr Tremain	Cllr Green	
Cllr Lankston	Cllr Soanes	
Cllr Heaton	Cllr Hogan	
Cllr Anston-Race	Cllr Harris	
Cllr O'Brien	Cllr Bailey	
Cllr Gordon	Cllr Bullen	
Cllr Young		
Cllr Conway		
Cllr Gilbert		

The item was carried

2509/40

Wedding Venue Licence Transfer Proposal Launceston Guildhall

Members considered Report 20/25 concerning the above (previously circulated)

It was **resolved** to agree the licence transfer to the Town Council

2500/41

Emergency Plan

Members considered Report 21/25 concerning the above (previously circulated)

It was **resolved** to note the report

2509/42 Library, Arts, Business and Information Representation on Staffing Committee

It was **resolved** that the Library, Arts, Business and Information Committee has representation on the Council's Staffing Committee, in line with other Council committee representation and that the Clerk to confirm if this action could be taken before the next Annual Meeting of the Council

2509/43 Progress and Information

Members considered Report 22/25 concerning the above (previously circulated)

It was **resolved** to;

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

2509/44 Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage

2509/45 Urgent Items

- i) The Mayor reminded all councillors of the Civic Service taking place at St Stephen's Church on Sunday 28 September, followed by light refreshments served at Kensey Vale Bowls Club
- ii) The ongoing issue of anti-social behaviour at the multi storey car park was noted
- iii) The Clerk advised that following professional advice, the Council were required to ensure that the car park stairwell doors remained open and unlocked at all times

2509/46 Exclusion of members of the press and public

It was resolved that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involved the likely disclosure of confidential information

2509/47 Multi Story Car Park

Members considered the report and presentation from PCA regarding the multi storey car park.

It was **resolved** that repair works be undertaken at the site as advised by PCA

***A recorded vote was requested ***

For	Against	Abstain
Cllr Tremain	Cllr Heaton	
Cllr Lankston	Cllr Green	
Cllr O'Brien	Cllr Anston-Race	
Cllr Hogan	Cllr Soanes	
Cllr Gordon	Cllr Harris	
Cllr Young	Cllr Bailey	
Cllr Conway	Cllr Bullen	
Cllr Gilbert		

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 21 October 2025

The meeting ended at 9.28pm

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 PL157AR

MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 25 September 2025 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

- Present** Cllrs Gilbert (Mayor), Anston-Race, Gordon (Vice Chair), Harris, Lankston, Soanes and Tremain
In attendance: Helen Gribble – Deputy Town Clerk
- 2509/49 Apologies**
Apologies for absence were received from Cllrs Conway (Deputy Mayor) and Green
- 2509/50 Declarations of Interest**
There were no declarations of interest
- 2509/51 Public Representation**
There were no representations made
- 2509/52 Minutes of the last meetings**
The minutes of the meeting held on 4 September 2025 were signed as a correct record
- 2509/53 Current Planning Applications for comment**
- | | |
|-------------|--|
| Application | PA25/04762 |
| Proposal | Listed building consent for replacement of failed timber beam with steel beam to first floor front internal bedroom wall, associated works and making good. |
| Location | 11 St Stephens Hill St Stephens Launceston Cornwall |
| Decision | Support subject to the proviso that if a wood beam is possible this should be used rather than the metal one proposed |
| Application | PA25/05902 |
| Proposal | Listed building consent for installation of an automated teller machine and associated signage |
| Location | 7 Church Street Launceston Cornwall PL15 8AW |
| Decision | Support subject to the proviso that no alterations and negative effect to the historic building and shop front and the applicant must ensure the floor is of significant strength to support the machine |
| Application | PA25/06255 |
| Proposal | Works to Tree covered by a Tree Preservation Order (TPO) - T1 - Beech (multi-stemmed) - 3m crown reduction of 2 north-western stems, reduce back branches to allow 2m clearance to house and remove lowest branches from southern side of tree over carport. |
| Location | 4 Chapel Close Launceston Cornwall PL15 7FL |
| Decision | Support |
| Application | PA25/06497 |
| Proposal | The installation of an ATM and associated signage. |
| Location | Bray Farm Shop 7 Church Street Launceston Cornwall |

Decision	Support subject to the proviso that no alterations and negative effect to the historic building and shop front and the applicant must ensure the floor is of significant strength to support the machine
Application	PA25/06498
Proposal	Advertisement Consent for installation of illuminated logo panel, illuminated top sign and illuminated bottom sign.
Location	Bray Farm Shop 7 Church Street Launceston Cornwall
Decision	Support subject to the proviso that no alterations and negative effect to the historic building and shop front and the applicant must ensure the floor is of significant strength to support the machine
Application	PA25/06648
Proposal	Works to Trees covered by a Tree Preservation Order (TPO) and in a Conservation Area (TCA) - T1 - Oak - Remove deadwood and prune canopy back by 2-3m over driveway only. T2 - Cherry - Remove 2 lowest branches over gazebo and prune canopy to allow 2-3m clearance from property.
Location	3 Edymead Court Tavistock Road Launceston Cornwall
Decision	Support
Application	PA25/06768
Proposal	Single storey extension to No. 9 and change of window to external door to No. 12.
Location	Nos 9 And 12 Edymead Court Launceston PL15 9EZ
Decision	Support

2509/54

Planning Decisions to Note

It was **resolved** to note the decisions

Application	PA25/06139
Location	Land South Of Tavistock Road Tavistock Road, Launceston
Proposal	Non material amendment in relation to decision notice PA24/01381 dated 30.08.2024 to allow - Change in level to plot 176. Updated electric vehicle charging point (EVCP) locations due to specialist comments. Change in parking spaces to plot 114 to allow for ease of access
Decision	APPROVED
Town Council	SUPPORT

2509/55

Correspondence and Items to Note

Cllr Lankston raised the state of the pathway from Broad Park to Roydon Road. This been reported to Cornwall Council who have responded that it is Cornwall Housing's responsibility. She has sent a letter to Cornwall Housing copying in Cllr Paynter complaining about the state of this pathway and asking that it is cleared.

Cllr Tremain updated the committee following a meeting with a landowner in relation to a plot of land for a new cemetery. The parcel of land in question sits outside of Launceston Parish however the landowner was aware of another parcel owned by another landowner which does sit within the parish which may be available.

Next Meeting

The next meeting will be held on Thursday 16 October 2025

The meeting closed at 7.42pm

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

Agenda item: 9

Committee: Full Council

Date: Tuesday 18 October 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 the actions to take to further the project
- iv) note the update regarding the installation of play equipment at Priory Park
- v) note the progress for works on site at the Town Hall
- vi) note the details of the potential funding available for repair works to Southgate Arch and agree additional match funding to allow completion of the works
- vii) note the update regarding the deed of easement for the ongoing drainage issues at Grammars Park
- viii) note the update regarding training attended by the Town Clerk
- ix) note the update regarding the Council's priority projects and agree the proposals to assign a councillor to each of the projects

1 Library Hub

- 1.1 Work is ongoing with Place Architects to undertake the formulation of the required tender documents for the next stage of the library hub project. This element is for RIBA Stages 4 to 7, and it is pertinent to note that of these stages, Stage 4 is the most complex as it is the stage that requires all the design information required to manufacture and construct the project. It involves the development of architectural and engineering technical design, the submission of a Building Regulations Application and the discharge of any pre - commencement planning conditions. The details of these conditions are attached as Appendix 1 to this report. The Clerk is working with Place Architects in compiling all of the relevant details so as a full tender can be prepared. Attached as Appendix 2 of this report is an overview of the Stage 4 works.

2 Lawrence House

- 2.1 Officers are continuing to work on potential Heritage Lottery Funding and possible additional funding streams for the site possibilities. Following the recent tender process, Thread Architects were appointed to undertake the RIBA works for the site.

3 Grounds Compound

- 3.1 Further to none of the recent tenders being deemed acceptable for works to the site, officers are reviewing other viable options that could be considered and that may fall within the current budget for the project to be completed. At the meeting of September Council it was 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, and it is proposed that this is done as part of the budget setting process when the budget is considered at the forthcoming meetings of the Finance and General Purposes Committee.

4 Priory Park

- 4.1 Further to the delay in works commencing on site, it is now planned that works will commence on the project week commencing 20 October.

5 Town Hall

- 5.1 The replacement boiler has now been installed by DB Heating, Hill Joinery have now replaced the damaged window frame in the offices and AC Electrical have installed LAN points to supply the required cabling for the ongoing use of the building's Fire and Intruder alarm.
- 5.2 Countryside Furnishing will be laying new carpet in the offices on 23 and 24 October, which will impact the office and mean that some officers will be required to work from home or relocate to other venues to undertake their duties.
- 5.3 A number of quotes have now been received for the required project management of scheduled repair works to the Town Hall.

6 Southgate Arch

- 6.1 In December 2024 the Council resolved to match fund a grant application for works to the site. The total match funding agreed was £17,500 and this secured a grant of £70,000. This total of £87,500 will allow for the costs of scaffolding and repairs to the crenellations and some roof repairs. Officers have been in discussions with Historic England regarding the grant received and the likelihood of additional funding being provided to ensure full completion of the works required. Historic England have requested if further match funding is available and the Council are recommended to agree an additional sum of £17,500, with the possibility that this may secure a further £70,000, therefore providing a total sum for works of £175,000.
- 6.2 If this sum is agreed, it would need to be taken from the Periodic Maintenance Ear Marked Reserve (EMR), however this would only leave approximately £120,000 in this EMR and therefore the Council is recommended to resolve that if this match funding is agreed, the sum is replaced into the Periodic Maintenance Ear Marked Reserve as part of the Council's budget for 2026/27. The sum would mean an increase on a Band D property of £5.50.
- 6.3 As the Periodic Maintenance Ear Marked Reserve is in place for all sites, it would be remiss of the Council to leave this EMR at such a low rate in case of future need.

7 Deed of Easement at Grammars Park

- 7.1 Further to the details on this matter being bought before the Council in September, it was requested that BDW be asked for an update on the situation. The Clerk duly sent an email to the parties involved at the site meeting held on 8 August, but no reply had been received at the time of writing this report. The Clerk has advised its solicitors working on this project so as they are appraised of the current situation.

8 Training

- 8.1 The Clerk is attending a Webinar on the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) on Tuesday 21 October. The Act received Royal Assent on 3 April 2025, and it is expected that the implementation period will be at least 24 months. This period will enable those responsible for premises and events to have sufficient time to understand their

new obligations, and to plan and prepare accordingly. This also allows time for the new regulator function of the Security Industry Authority (SIA) to be established. Whilst there is no legal requirement to comply with the legislation until it comes into force, those that fall into scope are advised to begin considering what they need to do before commencement. The Home Office will publish statutory guidance in advance of the Act coming into force.

9 Priority Projects

- 9.1 The priority projects for the Council are:
- a) Library hub
 - b) Lawrence House
 - c) Grounds compound
 - d) Southgate Arch
 - e) Play equipment at Priory Park
 - f) Multi storey car park
- 9.2 The focus of senior officers will be on these projects ahead of any other Council related works, other than the statutory duties required. Due to the size of many of these priority projects it is vital that the Council ensures that they can be afforded the proper time required and therefore to ensure that each project is properly managed, timescales set and that ability to attend necessary meetings and follow up on all actions is guaranteed, the Council is recommended to appoint a councillor to each project to work alongside the two officer colleagues assigned to each one. This will ensure that there should always be a responsible person able to respond to any request/attend meetings etc.
- 9.3 In addition to this, it is proposed that the use of a RAG report be discontinued and that for each priority project, GANT mapping be used (as per the example attached at Appendix 3 of this report, as used by Hayhurst and Co for the RIBA Stages 1-3 of the library hub). These GANT charts will be populated and then brought to each meeting of the Council, and to any relevant committee as required.

Contact officer: Christopher Drake – Town Clerk
Tuesday 14 October 2025

SCHEDULE ATTACHED TO APPLICATION & DECISION NO: PA25/00381**CONDITIONS:**

- 1 The works/demolition hereby authorised shall be begun not later than three years from the date of this consent.

Reason: In accordance with the requirements of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

- 2 The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application".

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 No development or works shall commence until the details listed below have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details and retained as such thereafter;

- Details of the new rainwater goods;
- Details of repointing and repair works including lime mortar mix;
- Details of the new flat roof and safety barriers;
- Details of the slate repairs to main roof;
- Details of new external lighting;
- Joinery details for new windows;
- Joinery details for new internal doors, and;
- Details of secondary glazing.

Reason: To safeguard the character of this building which is listed as being of special architectural or historic interest in accordance with the aims and intentions of Policy 24 of the Cornwall Local Plan Strategic Policies 2010-2030 adopted November 2016

A pre-commencement condition is necessary as details of the works proposed are required to preserve the character and appearance of the listed building and its setting before they take place.

DATED: 21 March 2025

Louise Wood - Service Director Planning and
Housing (Chief Planner Officer)

Stage 4 – Technical Design

Advise the Client of the planning conditions

Prepare the architectural technical design in sufficient detail to enable a tender or tenders to be obtained

Coordinate the relevant information received from the Other Client Appointments with the Architect/Consultant's design

Provide architectural information to the Other Client Appointments as reasonably required to enable them to carry out their services

Review and update the Project Programme

Provide updated Construction Cost information to the Client

Prepare the architectural specification/schedule of works

Identify and agree the extent of the technical design that is to be completed by the Contractor or the specialist subcontractors

Prepare and submit the building control approval application

Provide architectural design information and identify the reasonably foreseeable residual health and safety risks to the CDM Principal Designer

Identify the reasonably foreseeable risks relating to the architectural design's compliance with the Relevant Requirements and provide this information to the Building Regulations Principal Designer

Liaise with the Other Client Appointments in respect of their Design Work which directly relates to the architectural design and report any concerns as to compliance with the Relevant Requirements arising from such liaison to the Building Regulations Principal Designer

Advise the Client on potential contractors to be invited to tender for the construction works

Collate the Other Client Appointments' tender information and issue the tender pack to the Client for its approval

Invite, appraise and report on tenders

Coordinate the design prepared by the Contractor and the specialist subcontractors with the Architect/Consultant's design

Advise the Client on the appropriate form of Building Contract, its conditions and the responsibilities of the Client, the Other Client Appointments and the Contractor

Request that the Contractor provides evidence to the Client of any insurances required under the Building Contract

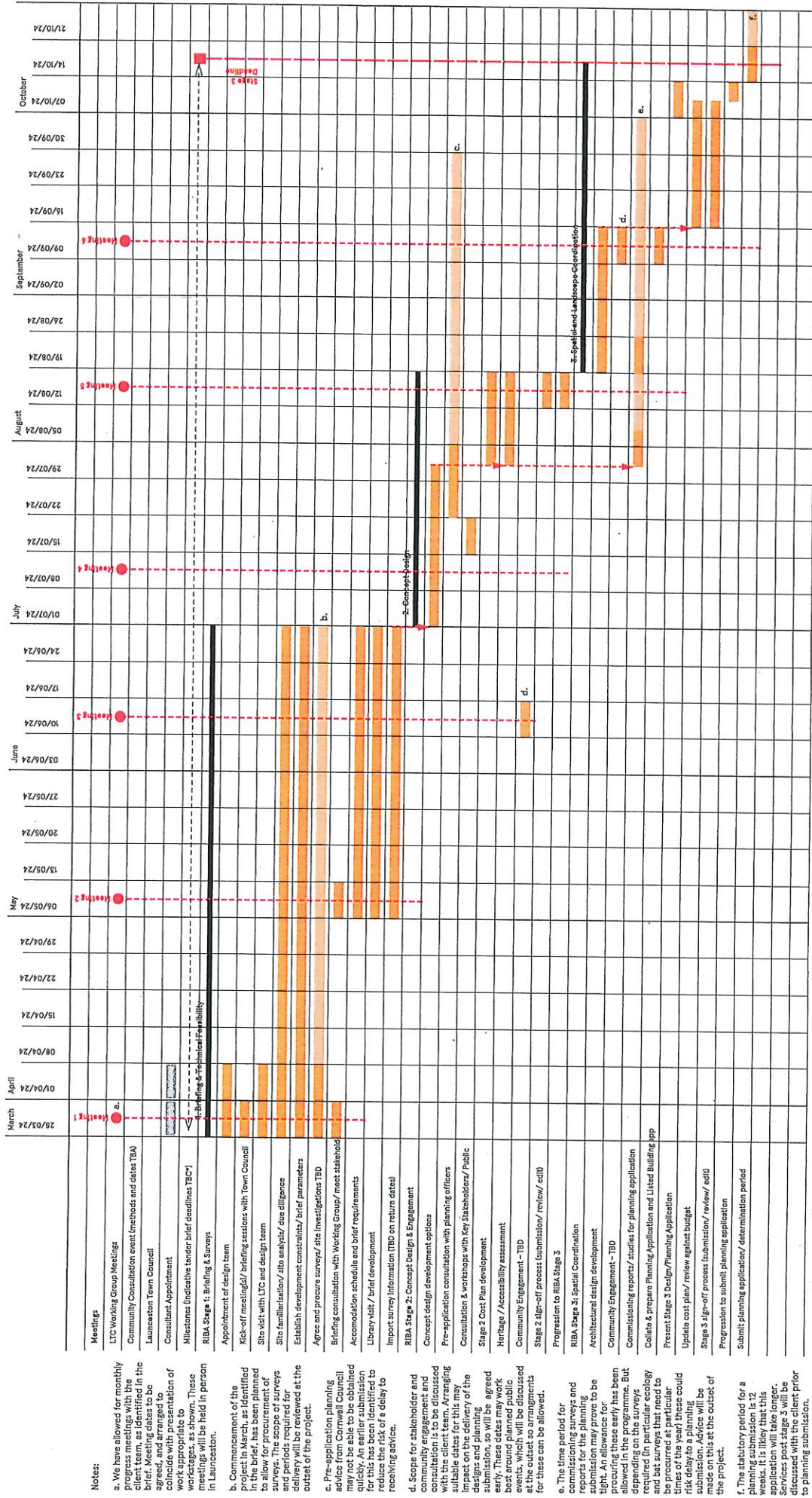
Prepare the Building Contract and arrange for it to be signed/executed

Coordinate and submit an application to the appropriate planning authority for clearance of pre-commencement planning conditions

Provide the Contractor with the information reasonably required for construction

Prepare a stage report on the technical design for the Client's approval before progressing to the next stage

Other (please specify)



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **E Launceston Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The smaller authority’s general reserves represent less than three months of expenditure.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP Southampton **EXTERNAL AUDITOR**

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428...

Date

15 September 2025

CONFLICT OF INTEREST WITH HUDSON ACCOUNTING

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Launceston Town Council
---------------------------	-------------------------

☐

I confirm that there are no conflicts of interest with HUDSON ACCOUNTING .

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk)

Print Name

Signed (Chair)

Print Name

Agenda item: 12

Committee: Full Council

Date: Tuesday 18 October 2025

Subject: Notification of a Property Asset - Land at Sundew Walk and Bluebell Way, Launceston

Summary: To consider the details relating to the notification of a property asset

Recommendations.

The Council is recommended to consider the details relating to the notification of a property asset from Cornwall Council regarding land at Sundew Walk and Bluebell Way

1 Information

- 1.1 The Cornwall Council service responsible for the property asset regarding land at Sundew Walk and Bluebell Way (map attached at Appendix 1 of this report). has determined that it no longer has an operational need to retain it. In these circumstances, Cornwall Council needs to consider the future of the asset, according to an established process.
- 1.2 The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):
 - (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
 - (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.
- 1.3 In this case, no requirement for Cornwall Council to retain the asset has been identified and the local Cornwall Councillor and Council officers have been consulted as part of Cornwall Council's asset release process for their views.
- 1.4 Before Cornwall Council commences activity to dispose of the asset, they are providing the Town Council the opportunity to provide any views it may wish to express. Cornwall Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option. The Town Council therefore needs to respond as to whether it has any interest in this asset.

Contact officer: Christopher Drake – Town Clerk
Tuesday 14 October 2025

Appendix 1

Asset Management Group Briefing Document

	Comment
Site name and address	Land adj. 12 Bluebell Way, Open Space adjacent to 15 Bluebell Way, Land adjacent to 9 Sundew Walk & Land adjacent 3 Sundew Walk, Eastfields, Launceston, PL15 9JU
UPRN	18676, 18675, 18674 & 18674
Directorate	Public Spaces
Property Description	U18676 - 32 sq m area of land adjoining footway & POS. Rest of site owned by Launceston Town Council. U18675, 18674 & 18674 – sections of land measuring 346 sq m in total adjacent to residential properties that is a part of larger green spaces areas.
Plan Insert or attach	

Photograph Insert or attach	
Recommendation	If there are no further internal requirements follow the asset release process with the intention to dispose on the open market.
Surveyor	
Date prepared	

Agenda item: 13

Committee: Full Council

Date: Tuesday 18 October 2025

Subject: Progress and Information

Summary: To consider items of progress and information

Recommendations.

The Council is recommended to;

- 1) note the details of the Rights of Way Improvement Plan Baseline Survey
- 2) note the details regarding the A388 Community Road safety Campaign
- 3) note the details regarding the consultation on proposed 20mph Speed Limits

1 Rights of Way Improvement Plan Baseline Survey

- 1.1 Cornwall Council is undertaking a consultation to understand the experiences and priorities of people using public rights of way as part of a baseline survey. The survey results will help shape a new Rights of Way Improvement Plan, which must balance the needs of everyone, including walkers, horse riders, cyclists, and people with mobility challenges or sensory impairments. The survey opened in July and was available until 28 September. Detail were copied to all councillors as Town and parish councils are also invited to provide written representation to help inform the plan, and can do so by emailing rowip@cornwall.gov.uk by 31 October 2025. There will be a formal consultation on the draft document in spring 2026.

2 A388 Community Road Safety Campaign

- 2.1 The Tamar to Moor Cap agreed at its meeting of the 4 September that it wanted to re-run a community road safety campaign and that this would cover the whole of the Tamar to Moor CAP area. Councils are being asked to consider how they can best support the campaign and if they would consider any allocation of funding to support a new radio and social media campaign in future years. A draft of works on the 202/25 campaign shows that 176,787 people were reached on the paid Facebook ads and nearly 9,000 unique users heard the radio advertising on average 24 times. In addition to this, the CAP itself posted twice weekly Facebook posts, with the best performing one being viewed over 22,000 times.
- 2.2 In regards to costs for this promotion, for 2024/25 they were:
 - Paid Facebook (to boost reach) - £500
 - Digital Radio audio ads in the east of Cornwall (1st – 28th Feb 2025) - £2992
 - Community Road Safety Toolkit design and production -£1500 (one off cost)

3 Proposed 20mph Speed Limits

- 3.1 Cornwall Council proposes to make Orders to regulate traffic in the Launceston Community Network Area (CNA). These Orders consolidate and amend various existing Speed Limit provisions within settlements in this area, imposing a 20mph Speed Limit in the main residential locations and buffer zones will also be implemented leading up to these, where deemed necessary. The details of the roads affected by the Orders are included in Appendix 1 of this report. Each road is listed under any relevant new or consolidated speed limit restrictions which are proposed along its length.

- 3.2 Maps showing full details of the Orders' effects and other relevant documentation are available for public inspection during normal office hours at Reception, New County Hall, Treyew Road, Truro, TR1 3AY. Alternatively, they are online at letstalk.cornwall.gov.uk/transport,
- 3.3 Comments of support, objections or any other representations, must be sent in writing, with objections specifying the grounds on which they are made, to Cormac Solutions Ltd, Infrastructure Design, Radnor Road, Scorrier, Redruth, TR16 5EH. Any representations must be received no later than the 31 October 2025. Alternatively, responses can be made via email at letstalk.cornwall.gov.uk/transport.

Contact officer: Christopher Drake – Town Clerk
Tuesday 14 October 2025

Comments of support, objections or any other representations, must be sent in writing, with objections specifying the grounds on which they are made, to Cormac Solutions Ltd, Infrastructure Design, Radnor Road, Scorrier, Redruth, TR16 5EH. Any representations must be received no later than the **31st October 2025**. Alternatively, you can respond by email, or via letstalk.cornwall.gov.uk/transport.

We value your privacy. To find out how we use the data you provide, please visit www.corservltd.co.uk/privacy-and-cookie-policy.

ALTARNUN AND FIVELANES

20mph Speed Limit

Access to the Hall; Corner Park; Fairfield Park; Hendra Tor View; Penpont View; Road from Figsbury Cottage to junction west of Tredaule Manor; Road from junction east of Trerithick to junction east of the shelter; Road from junction south of Polgray to junction south-east of Enys an Heul; Road from junction west of The Coaching House to junction east of Laurel Cottage; St Nonna's Close; Thorn Close.

30mph Speed Limit

Road from junction south of Polgray to junction south-east of Enys an Heul.

40mph Speed Limit

Road from junction south-east of Trewint Cottage to Hunters Moon; Road from junction west of The Coaching House to junction east of Laurel Cottage.

BOYTON

20mph Speed Limit

Cider Press Road; Dorset Park; Road from Boyton to Boyton Bridge; Road from Cider Press Road to Old Polapit Tamar; Road from Hornacott Farm to Tala Hill; Trevoya Park; Underlane.

30mph Speed Limit

Road from Cider Press Road to Old Polapit Tamar; Road from Hornacott Farm to Tala Hill; Underlane.

BRAZACOTT

20mph Speed Limit

Claypit Lane; Road from Poorhouse Hill to The Straight.

Derestricted Roads (National Speed Limit)

Road from Poorhouse Hill to The Straight.

COAD'S GREEN

20mph Speed Limit

B3257 between Lime Tree Way and Tremollett Road; Blacksmiths Meadow; Langston Hill; Penhole Close; Penhole Road; Road from Newtown Road to B3257 between Lime Tree Way and Tremollett Road; Road from Penhole Road to Trefrize Lane; Tregarland Close.

30mph Speed Limit

B3257 between Lime Tree Way and Tremollett Road; B3257 between Tremollett Road and junction north-east of Clampit; Langston Hill; Tremollett Road.

CONGDON'S SHOP

40mph Speed Limit

B3257 between Example Cross and Bodmin Road; Bodmin Road; Langston Hill; Launceston Road; Liskeard Road.

DOWNGATE

20mph Speed Limit

Hightrip Lane; Road from Grove Villa to Micawber; Road from Higher South Coombe to junction north of Hingston Farm; Road from Higher South Coombe to Sunningdale; Road from junction north of Eureka House to junction north-east of Sunningdale; Road from Stoke Road to Higher South Coombe; Sandercock Close; Southcoombe Road.

EGLOSKERRY

20mph Speed Limit

Rail Way; Road from Station Hill to Egloskerry Road; Road from Trebeath Lane to Station Hill; Station Hill; Well Meadow.

30mph Speed Limit

Egloskerry Road; North Petherwin Road; Road from Station Hill to Egloskerry Road.

LADYCROSS

30mph Speed Limit

B3254 between Ladycross and Rockwell; B3254 between Tremarsh and Ladycross; Peppers Hill Close; Road from Ladycross to Ham Mill; Road from Old Polapit Tamar to Ladycross.

LANEAST

20mph Speed Limit

Road from junction north of Home Park to junction south-west of Higher Tregunnon.

LANGORE

20mph Speed Limit

Chapel Road; Langore Road; Menheniot Crescent.

LAUNCESTON AND DUTSON

Variable 20mph/30mph Speed Limit

Bickford Road; Brookside Close; Cross Lanes; Gendalls Way; Roydon Road.

20mph Speed Limit

A388 between Dockacre Road and Polson Bridge; Access to Brandish Park; Access to Coronation Park; Access to Thorn Piece Walk; Angel Hill; Barley Rise; Barrabill Way; Blackbird

Crescent; Blackthorn Close; Blindhole; Bluebell Way; Bounsalls Lane; Broad Park; Broad Street; Buttercup Meadow; Caerhays Crescent; Campion Close; Carboth Lane; Carn Brea Court; Castle Dyke; Castle Meadows; Castle Street; Castles Way; Causley Close; Chapel Gate; Chapel Hill; Chapel Park; Cherry Way; Chestnut Drive; Chough Close; Church Lea; Church Stile; Church Street; Cornfield Drive; Cornflower Close; Cowlard Close; Dockacre Road; Dockey; Duchy Close; Duchy Way; Duke Street; Dunheved Fields; Dunheved Road; Exeter Street; Fair Park Close; Foxglove Close; Gallows Hill; George Fox Close; Goldfinch Close; Govetts Field; Grammers Park; Hay Crescent; Haye Common Drive; Hendra Gardens; Hendra Park; Hendra Vale; High Street; Highfield Park Road; Hollies Close; Hollies Road; Honeysuckle Gardens; House Field Meadow; Hurdon Way; Ince Road; Kensey Valley Meadow; Kit Hill View; Landlake Road; Long Field Road; Long Meadow; Madford Lane; Market Street; Mayne Close; Meadowside; Moorland Road; Mount Wise; North Street; Northgate Street; Oak Moor Drive; Oakfield Drive; Outer Slip Drive; Penhole Drive; Penn Kernow; Pentillie Close; Penworth Close; Plestin Close; Prince Charles Close; Prince Philip Road; Priory Park Road; Queen Elizabeth Road; Race Hill; Restormel Close; Ridgeway Hill; Ridgeway Lane; Riverside; Road between Penn Kernow and Robin Drive; Road from Castle Meadows to St Johns Road; Road from Catherines Hill to Trebursye Road; Road from Catherines Hill to Upper Chapel; Road from Dunheved Road to Windmill Hill; Road from Langore Road to Duke Street; Road from Tower Street to Castle Street; Road from Trebursye Road to Upper Chapel; Robin Drive; Roydon Close; Roydon Lane; Sampson Close; Scarne Lake Gardens; Scarne Side Grove; Snowdrop Crescent; Southgate Street; St Catherines Hill; St Cuthbert Close; St Johns Road; St Josephs Road; St Leonards Road; St Marys Road; St Stephens Hill; St Thomas Hill; Station Road; Straw Valley View; Summerhill Road; The Walk; Tintagel Place; Tower Street; Town Mills; Trebursye Road; Trecarn Close; Trecarrell; Tredydan Road; Trelawney Cottages; Trematon Drive; Tresmarrow Road; Trevallyn Road; Underhayes Lane; Upper Chapel; Western Road; Westgate Street; Wheatfield Close; Windmill Hill; Windmill Lane; Windmill Park; Withnoe Way Close; Woburn Road; Wooda Lane; Wooda Road.

30mph Speed Limit

A388 between County Boundary and Dutson Road; A388 between Dockacre Road and Polson Bridge (Kensey Hill); B3254 between Rockwell and St Stephens Hill; Bangors Road; Cleaverfield Mews; Cross Lanes; Crossover to Tavistock Road; Dockey; Dutson Road; Hurdon Road; Hurdon Way; Kensey Valley Meadow; Landlake Road; Link Road; Lowley Road; Newport Industrial Estate; Newport Square; Pennygillam Way; Pipers Close; Quarry Crescent; Ridgeway Hill; Ridgeway Lane; Road between Penn Kernow and Robin Drive; Road between Tavistock Road and Long Field Road; Road from Dutson Road to junction north-west of Higher Goodmansleigh; Roydon Lane; Roydon Road; Slate Quarry Road; St Stephens Court; St Stephens Hill; St Thomas Road; Tavistock Road; West Bridge Road; Western Road.

40mph Speed Limit

A388 between County Boundary and Dutson Road.

LAWHITTON

20mph Speed Limit

Holmans Meadow; Road from junction north-east of Lawhitton to Lawhitton Down; Road from junction north-west of The Glebe to junction south of Coombeford; St Michaels Close.

LEWANNICK

20mph Speed Limit

Beacon View; Callington Road; Cottage Gardens; Harpers Meadow; Hawks Tor Drive; Landerslake; Old Hill; Road from Callington Road to Example Cross; Road from Four Ways to Poadsmill Hill; Road from junction south-east of St Martins Church to Callington Road; Road from Old Hill to the War Memorial; Road from Poadsmill Hill to Landerslake; Stanbury Hill; Tinney Hall Lane; Trelaske Lane; Treveglos Close.

Derestricted Roads (National Speed Limit)

Road from Callington Road to Example Cross.

LUCKETT

20mph Speed Limit

Luckett Hill; Road from Higher Hampt to Luckett Hill; Road from junction west of Jopes Cottage to junction east of Treovistown.

30mph Speed Limit

Luckett Hill.

NORTH HILL

20mph Speed Limit

Chapel Lane; Glubhole Lane; Lynher Close; Lynher Way; Way Cross Hill.

NORTH PETHERWIN

20mph Speed Limit

Black Lane; Church View; Hellescott Road; Mayna Parc; Navarino (Road between Stenhill and western Navarino place name sign); Pedlars Close; Road from Black Lane to Petherwin Gate; Road from Hellescott Road to Church Hill; Street between Navarino and Petherwin Gate; The Orchard.

30mph Speed Limit

Church Hill; Navarino (Road between Stenhill and western Navarino place name sign); Road from Hellescott Road to Church Hill; Street between Navarino and Petherwin Gate; The Straight.⁴

40mph Speed Limit

Hellescott Road.

Derestricted Roads (National Speed Limit)

The Straight.

PIPERS POOL

30mph Speed Limit

A395 between Downhead and Pipers Pool; A395 between Pipers Pool and Kennards House; Gospenheale Road; Pool Road.

POLYPHANT AND HICKS MILL

20mph Speed Limit

Medrow; Road from Apple Garth to Medrow; Road from Medrow to the A30 dual carriageway eastbound north-west of Two Bridges; Road from South View to Serpells Meadow; Road from Trethinna Hill to Serpells Meadow; Serpells Meadow.

30mph Speed Limit

Road from South View to Serpells Meadow.

Derestricted Roads (National Speed Limit)

Road from Trethinna Hill to Serpells Meadow.

SOUTH PETHERWIN AND DAW'S HOUSE

20mph Speed Limit

Access to St Paternus Church; B3254 between Tiny Meadows and Hendra Lane; Paternus Close; Road from junction north-west of Trelinnoe to junction south-east of Larrick; Road from the B3254 between Tiny Meadows and Hendra Lane to Landlake Road; Tiny Meadows; Tregaller Close; Tregaller Lane; Trelinnoe Close; Trelinnoe Gardens.

30mph Speed Limit

Access to Petherwin Water; B3254 between Slate Quarry Hill and Tiny Meadows; B3254 between Tiny Meadows and Hendra Lane; Road from Hendra Lane to junction south of West Petherwin; Road from junction north-west of Trehurden to Tregaller Lane.

40mph Speed Limit

B3254 between Hendra Lane and Trekelland Bridge Hill; B3254 between Slate Quarry Hill and Tiny Meadows; B3254 between Tiny Meadows and Hendra Lane; Hendra Lane; Road from Trecrogo Lane End to Drinnick Hill.

STOKE CLIMSLAND AND VENTERDON

20mph Speed Limit

Access to Duchy Cottages; Anvil Court; Dingle Close; Kyl Cober Parc; Pound Lane; Road from Glen Farm to Stoke Hill; Road from junction north-west of allotment gardens to junction east of Wheal Martha; Road from junction south of Burraton to junction south-east of Redcot; Road from junction west of Holwell to Stoke Hill; Road from north-west of Venterdon to builders yard; Road from Stoke Hill to junction south of Glebe; Stoke Hill; Trevendon.

30mph Speed Limit

Road from junction south of Burraton to junction south-east of Redcot.

TREBURLEY

20mph Speed Limit

Form CSL_DES_PHE

Version 2.2

Last Reviewed 05/01/2022

Monks Hill; Road from Ivydale to Treburley Industrial Estate; Road from junction east of Homelands to Glebe Farm; Road from junction west of Ivydale to junction south-east of Barn Court; Road from junction west of the graveyard to junction west of Ivydale; Road from Treburley Industrial Estate to Bray Shop; Treburley Close; Treburley Industrial Estate.

40mph Speed Limit

A388 between junction north-west of Monks Hill to Penpill; A388 between Little Comfort and junction north-west of Monks Hill; Road from junction east of Homelands to Glebe Farm; Road from junction south-west of Cuddacombe Farm to junction west of Rezare; Road from Treburley Industrial Estate to Bray Shop; Sportsmans Close.

TREGADILLET

20mph Speed Limit

Compass West; Cracky Hill; Dennis Gardens; East Park; Kestle Lane; Prouts Way; Road from Kennards House to Trebursye Farm; Tor View.

Derestricted Roads (National Speed Limit)

Road from Kennards House to Trebursye Farm.

TREKENNER

20mph Speed Limit

Road from junction north-east of Trekenner to junction south of Penglos Cottage; Road from junction west of Landue Bridge to Carool; Road from Lezant to junction south-west of Swelscombe.

TREWINT

30mph Speed Limit

Access to The Anchorage Reservoir; Road from junction east of Jollsground to junction south-east of Trewint Cottage; Road from junction south-east of Trewint Cottage to Hunters Moon; Road from Westmoorgate to Trewint; Sliproad off A30 dual carriageway eastbound at Five Lanes; Wesley Way (Road from Treebeard Cottage to Wesley Cottage).

YEOLMBRIDGE

20mph Speed Limit

Attery View; Milltown Gardens; Road from junction south of Marshall to Yeolmbridge.

30mph Speed Limit

B3254 between Ladycross and Rockwell; Rick Meadow.

Venue Usage From 16/09/2025 to 16/10/2025

	Bookings Count	Hours Booked
Ambulance Hall (Main Hall)	29	88.75
Entire Town Hall	3	26
External Hires	8	36.5
Guildhall	9	29.25
Kitchen Bar and Reception Area	4	25.5
Main Hall	25	96
Otho Peter Suite 01	15	79
Otho Peter Suite 02	9	56
Otho Peter Suite Both Rooms	2	7.5
Town Square	7	36.5
Total	111	