

Town Clerk C W Drake
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Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

To: All Launceston Town Councillors

cc Cornwall Councillors (Adam Paynter, Damon Dennis), Chris Sims (Community Link Officer), Ben Maguire MP, Honoured Burgess (Arthur Wills), Chairman, Chamber of Commerce, members of the press

You are summoned to attend a meeting of Launceston Town Council to be held on Tuesday 15 September 2026 in The Guildhall, commencing at 7.00pm

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if speaking or taking an active role in the meeting.

The agenda for the meeting is set out below.

A handwritten signature in black ink, appearing to read 'C. W. Drake'.

Christopher Drake
Town Clerk

Date of issue: 9 September 2026

AGENDA

1. Apologies for absence

2. Declarations of Interest

Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the meeting while that item is discussed, unless a written request for a dispensation has been received. The Council will consider those requests at this point.

3. Allotment Competition

To present awards to the winners of the Allotment Competition

KENSEY - Winner: Mr and Mrs Basford

Highly Commended: Mrs Kate Newberry

DUTSON - Winner: Mr Stanley Smith

Highly Commended: Mrs Caroline Sochanik

GRAMMERS PARK- Winner: Mr Alan Knight

Highly Commended: Mr Richard Guest

OVERALL WINNER: Mr Alan Knight

4. Public Representation Session

To receive any written representations or previously submitted questions from Members of the public in attendance. (A maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker)

5. To confirm and sign the minutes of the last meeting previously circulated:

- (i) Minutes of Meeting of the Council held on Tuesday 21 July 2026 at 7.00pm
- (ii) Minutes of the Extraordinary Meeting of the Council held on Tuesday 28 July at 7.53pm

6. To receive the minutes of committees and sub-committees previously circulated:

- (i) Draft Planning and Economic Development held on Thursday 28 July 2026 at 7.00pm
- (ii) Draft Estates and Properties held on Monday 3 August 2026 at 10.00am
- (iii) Draft Planning and Economic Development held on Thursday 20 August 2026 at 7.00pm
- (iv) Draft Library, Arts, Business and Information held on Tuesday 1 September 2026 at 7.00pm
- (v) Draft Finance and General Purposes held on Wednesday 2 September 2026 at 7.00pm

7. Reports from Cornwall Councillors

To receive reports from Cornwall Councillors on matters of policy or major decisions affecting Cornwall in general and Launceston in particular

8. Reports and Questions from Town Councillors

To receive reports from councillors representing the Town Council on outside bodies, or having attended meetings on behalf of the Council

9. Report from the Town Mayor

To receive the Mayor's Monthly Report

10. Report from the Town Clerk

To consider Report 15/26 concerning the above (copy attached)

11. Sewage Issues at Stourscombe Estate

To consider the Council's response to relation to the ongoing sewage issues at Stourscombe Estate

12. Correspondence and matters to note

Additional information can be provided at the meeting if required.

- 1 Note the venue usage

13. Exclusion of members of the press and public

To resolve 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 involves the likely disclosure of confidential information

14. Tree Works

To agree a contractor for the tree works at Windmill Park (report attached)

15. Urgent Items

To receive any items which the Mayor considers to be urgent (information only)

Date of next Meeting

The next Full Council meeting will be held on Tuesday 20 October at 7.00pm

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MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 JULY 2026 at 7.00pm in the Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Bailey, Bullen, Green, Harris, Haynes, Heaton, Hogan, Lankston, O'Brien, Soanes, Tremain and Young
In attendance: Cornwall Cllr Dennis
Christopher Drake (Town Clerk)
Helen Gribble (Deputy Clerk & RFO)
Martin Cornish (Estates and Properties Manager)
Ewan Murray (VIC Manager)
1 x public
- 2607/32 Apologies for absence**
Apologies for absence were received from Cllr Gordon
- 2607/33 Declarations of Interest**
There were no declarations of interest
- 2607/34 Public Representation Session**
There were no representations made
- 2607/35 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 the Council held on Tuesday 16 June 2026 at 7.00pm
- 2607/36 To receive the minutes of committees and sub-committees previously circulated:**
(i) Draft Planning and Economic Development held on Thursday 18 June 2026 at 7.00pm
(ii) Draft Library, Arts, Business and Information held on Tuesday 7 July 2026 at 7.00pm
(iii) Draft Finance and General Purposes held on Wednesday 8 July 2026 at 7.00pm
(iv) Draft Planning and Economic Development held on Thursday 9 July 2026 at 7.00pm
- 2607/37 Reports from Cornwall Councillors**
Cornwall Cllr Dennis gave details of the Dental Summit and statistics highlighting the issues faced by residents and that recruitment was a barrier to improving the situation. Cllr Dennis also provided an update from the meeting of Cornwall Full Council covering a vote of no confidence in South West Water, the agreed new Strategic Plan and changes to planning protocols, with revised engagement protocols to be agreed, and that the Race Hill improvements design works had been completed

Cllr Tremain raised his concerns about the proposed changes to planning protocols and Cllr Conway advised that a meeting was being held by Cornwall Council on 16 September to advise of the changes.

Cllr Soanes requested an update regarding works to the issues of weeds and moss on pavements

2607/38

Reports and Questions from Town Councillors

Cllr Heaton provided an update from the Patient Participation Group (PPG) and advised that minutes of the meeting were available on the group's website. The update included details of new blood pressure monitors being purchased, improvements to the dispensary service and a public survey seeking ways to further improve the service. Cllr Heaton concluded by advising that the recent MIU closure was due to staff shortages.

Cllr Conway provided an update from the working party set up to consider the consultation regarding dog orders and that consultation events were being held during the first week of August and at the forthcoming Launceston Show

Cllr O'Brien asked if staff had attended a recent meeting regrading Martyn's Law. The Clerk advised that training had been undertaken.

Cllr Soanes spoke about receiving notes from the Lawrence House working party meetings. Cllr Young provided details of the meetings

2607/39

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral Engagements and copies were made available to all Members.

2607/40

Report from the Town Clerk

Members considered Report 15/26 concerning the above (previously circulated)

It was **resolved** that;

- i) the update of the library hub building tender process was noted and Cllr Lankston provided details of the work undertaken by cllrs involved in the process and the Mayor advised that an Extraordinary Council meeting would be held on Tuesday 28 July to agree the appointment of contractors and that there would also be a meeting of the Council as Trustee to Lawrence House on that date as well as for the Planning and Economic Development Committee meeting being re-scheduled to 28 July from 30 July so as all meetings could be held on the same evening
- ii) the update regarding repair works at the multi storey car park be noted
- iii) the staffing update and advice received regarding a review of the council's staffing structure be noted
- iv) the request for a letter of support from Cornwall Accessible Nature Parks CIC be agreed
- v) changes to Councillor Register of Interest forms be noted and all cllrs were issued with new forms for completion
- vi) the Council attendance at the Cornwall Local Councils Conference 2026 be agreed and Cllrs Harris, Heaton, Soanes and Bullen be nominated to attend
- vii) Cllr Bailey proposed and Cllr Young seconded that Cllr Bullen be elected for the vacant seat on the Estates and Properties Committee and Cllr Green proposed and Cllr Anston-Race seconded that Cllr Soanes be elected for the vacant seat on the Estates and Properties Committee and Cllr Bullen was duly elected
- viii) it was agreed to provide a letter of support for Lanson Refill Community Interest Company (CIC)

2607/41

Hire of Storage Units

Members considered Report 15/26 concerning the above (previously circulated)

It was **resolved unanimously** that the Council agree to relocate the museum collection to a larger site using previously awarded Department for Levelling Up, Housing and

Communities (DLUCH) funding to finance the move for the first year of rental and if further funding cannot be obtained it was agreed to finance the remaining years from either the Council's reserves or precept and that the costs include the installation of specialist storage areas to ensure proper preservation of museum artefacts

2607/42

Safeguarding Policy

It was **resolved unanimously** to agree and adopt the Council's Safeguarding Policy

2607/43

Correspondence and Matters to Note

It was **resolved** to;

- i) note the venue usage
- ii) note the Launceston Citizens Advice statistics

2607/44

Urgent Items

There were no matters for consideration

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 15 September 2026

The meeting ended at 8.04pm

Signed Date

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MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING
held on TUESDAY 28 JULY 2026 at 7.53pm in the Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Bullen, Gordon, Harris, Haynes, Heaton, Hogan, Lankston, O'Brien, Soanes, Tremain
In attendance: Christopher Drake (Town Clerk)
- 2607/54 Apologies for absence**
Apologies for absence were received from Cllrs Bailey, Green and Young
- 2607/55 Declarations of Interest**
There were no declarations of interest
- 2607/35 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
- 2607/56 Appointment of Project Manager and Design Team for the Library Hub**
Members considered Report 18/26 concerning the above (previously circulated)
It was resolved unanimously that:
i) Hayhurst and Co be appointed as the architect design team
ii) Ravenslade be appointed as the Project Manager
iii) thanks be minuted to Trevor Hunpherys Associates for their support with the project
- 2607/57 Urgent Items**
There were no matters for consideration

Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 15 September 2026

The meeting ended at 8.01pm

Signed Date

Location 3 Chapel Close Launceston Cornwall PL15 7FL
Decision Support

2607/51

Planning Decisions to Note

It was **resolved** to note the decisions

Application PA26/02219
Location Launceston Community Centre Car Park Launceston Cornwall PL15 9DQ
Proposal Installation of car park management infrastructure comprising 2 no. pay and display machines, 1 no. ANPR camera mounted on an existing lighting column, associated poles and replacement signage (13 no. signs including tariff, BPA, terms and conditions, disabled and instruction signs) together with ancillary equipment.
Decision APPROVED
Town Council SUPPORT

Application PA26/02220
Location Launceston Community Centre Car Park Launceston Cornwall PL15 9DQ
Proposal Advertisement consent for car park signage
Decision APPROVED
Town Council SUPPORT

Application PA26/03268
Location Specsavers 11 Broad Street Launceston Cornwall PL15 8AJ
Proposal Listed Building Consent for proposed new shopfront signage and minor interior refurbishment works.
Decision APPROVED
Town Council SUPPORT

Application PA26/03269
Location Specsavers 11 Broad Street Launceston Cornwall PL15 8AJ
Proposal Advertisement consent for proposed new Non-Illuminated Fascia Sign and Non-Illuminated Hanging Sign to the North-West (Shopfront) Elevation.
Decision APPROVED
Town Council SUPPORT

2607/52

Planning Validation Guide Consultation

Members considered Report 17/26 concerning the above (previously circulated)

It was **resolved** to note the report

2607/53

Correspondence and Items to Note

Cllr Tremain advised that he had received further correspondence from residents at Stourscombe regarding the ongoing issues related to drainage and flooding

Next Meeting

The next meeting will be held on Thursday 20 August 2026

The meeting closed at 7.32pm

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

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Tuesday 28 July 2026 at 7.00pm
The Guildhall, Launceston Town Hall

Present Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Anston-Race, Gordon, Harris, Hogan, Lankston, Soanes and Tremain (Chair)
In attendance: Cllrs Bullen, Haynes, Heaton and O'Brien
Christopher Drake - Town Clerk
1 x public

2607/46 Apologies
Apologies for absence were received from Cllr Green who was substituted by Cllr Soanes

2607/47 Declarations of Interest
There were no declarations of interest

2607/48 Public Representation
A representative from Oriel Ministries gave a details of the pre application for a new venue at Newport providing youth activities

2607/49 Minutes of the last meetings
The minutes of the meeting held on 9 July 2026 were signed as a correct record

2607/50 Current Planning Applications for comment

Application	PA26/00813/PREAPP
Proposal	Request for new Tree Preservation Order(s) (TPO) namely two copper beech trees
Location	4 Tamar Terrace Tavistock Road Launceston Cornwall
Decision	Noted

Application	PA26/04256
Proposal	Proposed Installation of PV Panels on the Workshop Roof
Location	4 Duke Terrace St Stephens Launceston Cornwall
Decision	Support

Application	PA26/04257
Proposal	Listed Building consent for the installation of PV Panels on the workshop roof
Location	4 Duke Terrace St Stephens Launceston Cornwall
Decision	Support

Application	PA26/04285
Proposal	Advert Consent: External and internally illuminated signage
Location	Poundland 6 Launceston Retail Park Scarne Industrial Estate Launceston
Decision	Support

Application	PA26/04815
Proposal	Works to trees with a tree preservation TPO12/00032, crown reduction by 3 metres.

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING

Held on Monday 3 August 2026

at 10.00am in The Guildhall.

PRESENT: Cllrs, Conway (Deputy Mayor), Bailey, Gordon, Heaton, Hogan and Tremain

In attendance: Cllr Soanes

Martin Cornish (Estates & Properties Manager)

Christopher Drake (Town Clerk)

1 x public

A site meeting to Southgate Arch was held prior to the meeting

2608/01 Apologies for Absence

Apologies for absence were received from Cllrs Gilbert (Mayor), Bullen, Harris and Young who was substituted by Cllr Tremain

2608/02 Declarations of Interest

Cllr Gordon declared an interest in Agenda Item 6 – Cemetery Gates

Cllr Heaton declared an interest in agenda Item 11 – Tree Works

A dispensation was granted for both councillors in accordance with Standing Order 13 (e) so as to maintain the meeting as quorate

2608/03 Public Representation Session

A representation was made regarding tree works at Priory Park

2608/04 Minutes of the last meeting

The minutes of the meeting held on Monday 1 June were signed as a correct record

2608/05 Estates & Properties Manager's Report – August 2025

It was **resolved unanimously** to note the report

2608/06 Cemetery Gates

It was **resolved unanimously** to re-open the gates to the cemetery site for a temporary two month trial period

2608/07 Pennygillam Roundabout Maintenance

It was **resolved** that the Town Council does not take on the maintenance of the Pennygillam roundabout

2608/08 Change to Order of Business

It was **resolved** to make Agenda Item 10 – Boundary Issues, the next item for consideration

2608/09 Boundary Issue

It was **resolved unanimously** that further to the removal of vegetation at a residential site, that existing hedging and offcuts be utilised to construct a barrier at the site, as requested by the resident

2608/10 Exclusion of Press and Public

It was **resolved** that Agenda Items 8, 9 and 11 be considered in confidential session as they involved the likely disclosure of confidential information

2608/11 Town Hall Ventilation System

It was **resolved** that Saxty and AC Electrical undertake the required works to the ventilation system in the Main Hall

Cllr Conway entered the meeting room at 10.36am during the discussion of the above

2608/12 Clock Tower Pest Control

It was **resolved** to award the works to Dartmoor Pest Control and for Option 2 to be agreed for the Trapping Program

2608/13 Tree Works

It was **resolved** to;

- i) award the works at Priory Park to South West Tree Care
- ii) note that two quotes had been received for works to Windmill Park and it was agreed that the Council await a third quote before any decision on works be made

2608/14 Urgent Items

It was noted that signage for Lawrence House Museum required removal

Date of the next meeting

The next meeting date will be held on Monday 5 October 2026

The meeting closed at 10.47am

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 20 August 2026 at 7.00pm
The Otho Peter Suites, Launceston Town Hall

Present Cllrs Anston-Race, Gordon, Green, Harris, Heaton, Hogan, Lankston, and Tremain (Chair)

In attendance: Cllrs Soanes
Christopher Drake - Town Clerk
1 x public

2608/15 Apologies
Apologies for absence were received from Cllrs Gilbert (Mayor), Conway (Deputy Mayor), and Lankston who was substituted by Cllr Heaton

2608/16 Declarations of Interest
There were no declarations of interest

2608/17 Public Representation
There were no representations

2608/18 Minutes of the last meetings
The minutes of the meeting held on 28 July 2026 were signed as a correct record

2608/19 Current Planning Applications for comment

Application	PA26/01615
Proposal	Internal works including renovations and improvements to fire safety and escape routes plus replacement windows, new fencing and external lighting.
Location	The White Hart Broad Street Launceston Cornwall
Decision	The Town Council supports this application subject to the exterior lighting being in keeping with the historic nature of the building and within the Conservation Area
Application	PA26/01616
Proposal	Listed Building Consent for Internal works including renovations and improvements to fire safety and escape routes plus replacement windows, new fencing and external lighting.
Location	The White Hart Broad Street Launceston Cornwall
Decision	The Town Council supports this application subject to the exterior lighting being in keeping with the historic nature of the building and within the Conservation Area
Application	PA26/05429
Proposal	Application for Permission in Principle for the construction of up to 9 dwellings (minimum of 4, maximum of 9)
Location	Land At Long Field Road Launceston PL15 9FZ
Decision	The Town Council objects to this application as there is no need for further development within this site and community infrastructure is urgently required within this area of the town. Those residents who purchased properties in the area did so with the offer of a community building forming part of the site.

2608/20

Planning Decisions to Note

It was **resolved** to note the decisions

Application PA26/03400
Location 1 Wooda Road Launceston Cornwall PL15 8BJ
Proposal Listed Building Consent for the re-slating of all roof elevations re-using the existing Cornish rag slate
Decision APPROVED
Town Council SUPPORT

Application PA26/03161
Location 5 Madford Lane Launceston PL15 9EB
Proposal Change of use from storage warehouse to two-bedroom dwelling.
Decision APPROVED
Town Council SUPPORT

Application PA26/04257
Location 4 Duke Terrace St Stephens Launceston Cornwall PL15 8HJ
Proposal Listed Building consent for the installation of PV Panels on the workshop roof
Decision APPROVED
Town Council SUPPORT

Application PA26/04256
Location 4 Duke Terrace St Stephens Launceston Cornwall PL15 8HJ
Proposal Proposed Installation of PV Panels on the Workshop Roof
Decision APPROVED
Town Council SUPPORT

Application PA26/00609
Location Land South Of The Ranch Chapel Launceston Cornwall
Proposal Reserved Matters application following Outline Approval PA22/10670 dated 31st January 2023 for the construction of three dwellings for appearance, landscaping, layout and scale
Decision APPROVED
Town Council SUPPORT

2608/21

Correspondence and Items to Note

Cllr Tremain provided details of correspondence between Stourscombe estate residents and South West Water regarding the ongoing issue of sewerage and water run off at the estate

Next Meeting

The next meeting will be held on Thursday 10 September 2026

The meeting closed at 7.19pm

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



**Minutes of The Library, Arts, Business and Information Services Committee meeting held on
Tuesday 1 September 2026 at 7.00pm in Launceston Town Hall**

Present: Cllrs: Gilbert (Mayor), Conway (Deputy Mayor), Young (Chairman), Haynes, Harris, Lankston
(Vice Chairman), Soanes, Tremain,
Cllr Heaton replaced Cllr Gordon

In attendance: Mr Christopher Drake – (Town Clerk)
Ewan Murray – Visitor Information Manager (Clerk to the Committee – non-voting)

2609/01 Apologies for Absence

Cllr Gordon

Note: cllr Haynes left the meeting at 19:02 and returned at 19:05.

2609/02 Declarations of Interest

There were no declarations of interest

2609/03 Public Representation Session

One member of the public was present but no representations were made

2609/04 Minutes of Previous Meetings

The minutes of the meeting held on 7 July 2026 were agreed and signed as a correct record

2609/05 Financial Report

It was **noted** that:

- i) Councillors receive finance statements via the F&GP paperwork.
- ii) The RFO confirmed to the VIC Manager that the budget is running as forecast.
- iii) The budget proposals for 2027/2028 are included at agenda item 11

2609/06 Report from VIC Manager

The following was **noted**:

- i) The report from the VIC Manager identified budget recommendations for 2027/28
- ii) Following national and regional updates, the council's Safeguarding Policy requires updating with the amended document being tabled in November for approval
- iii) The new members of the library team have completed their pre-employment checks and are now working in the library

2609/07 Update of Broader LABI Activities

The following was **noted**:

- i) There has been a good response to the new signage outside Lawrence House Museum
- ii) The initial bid to the National Lottery Heritage Fund has been submitted and the outcome likely known by October

- iii) August is a quiet time for town hall events but there is a full programme planned for the autumn

2609/08 Pricing Schedules for the sale of the VIC goods and provided services

It was **resolved** that VIC staff, with oversight from RFO, will undertake a rationalisation of pricing schedules for implementation in April 2027

Proposed: Cllr Conway

Seconded: Cllr Soanes

Carried:

2609/09 Connect North Cornwall in Support of Kernow Connect Update

The following was **noted**:

- i. The project was represented at the Launceston Show 2026
- ii. Funding support from Cornwall Council has been secured
- iii. The management of this funding is an agenda item on the agenda of the next Finance and General Purposes Committee meeting

2609/10 Promotional idea for charities, businesses and VIC services update

The following was **noted**:

- i. The work to date has been undertaken by the VIC assistants
- ii. The concept is being well received by businesses and charities
- iii. A draft application form has been produced and anticipated launch prior to Christmas

2609/11 Budget for Financial year 2027/28

It was **resolved** to:

Recommend to the Finance & General Purposes Committee, the proposed spends 2027- 2028, as identified in the VIC Manager's report to the committee

Proposed: Cllr Lankston

Seconded: Cllr Gilbert

Carried:

2609/12 Town Archive

It was **resolved**:

- i. To recommend to full council that the archive be rationalised as part of the museum project
- ii. That the archive should be moved to a more appropriate location in order to preserve the documents

Proposed: Cllr Soanes

Seconded: Cllr Gibert

Carried:

2609/13 Launceston Show

It was **resolved** that:

- i. A working party should be set up to spread the workload for the 2027 event

- ii. Membership of the working party is taken to full council to ensure that any elected member has the opportunity to participate

Proposed: Cllr Lankston

Seconded: Cllr Tremain

Carried:

2609/14 Advertising on roundabouts around Cornwall

The following was **noted**:

- i. This item was discussed 'post agenda' at the Estates and Properties committee, but it was not positively received
- ii. The clerk reported that the relevant roundabout did not belong to the town council and concerns were raised that the addition of signage would contribute to driver distraction on a very busy roundabout

2609/15 Empty premises within the town

It **was resolved** that the council offers in-principle support to initiatives, which seek to utilise empty premises within the town.

Proposed: Cllr Conway

Seconded: Cllr Soanes

Carried

2609/16 Items to Note and any Urgent Matters

No urgent items were raised

2609/17 Date of Next Meeting

The next meeting will be held on Tuesday 3 November at 7.00pm

The meeting closed at 7:50pm

Signed :

Date:



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
held on WEDNESDAY 2 SEPTEMBER 2026 at 7.00pm in The Guildhall, Launceston Town Hall

- PRESENT** Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Haynes, Heaton, Hogan, O'Brien, Soanes and Young
In attendance: Responsible Finance Officer
Town Clerk
2 x Public
- 2609/17 Apologies for absence**
Apologies for absence were received from Cllr Anston-Race
- 2609/18 Declarations of Interest**
Cllr Conway declared an interest in Agenda Item 7 – Connect North Cornwall Tender Process and left the meeting and took no part in the debate or voting on this item
- 2609/19 Public Representation Session**
A presentation was received from Lanson Refill CIC in regards to their exceptional grant application
- 2609/20 Minutes of the last meeting**
The minutes of the meeting held on 8 July 2026 were signed as a correct record.
- 2609/21 Exceptional Grant Application**
Members considered the exceptional grant from Lanson Refill CIC (previously circulated). It was **resolved** that a grant of £500 be awarded
- 2609/22 Finance**
It was resolved to;
i) approve the payment listings for July and August 2026
ii) approve the balance sheet for July 2026
iii) approve the budget comparison report to July 2026
- 2609/23 Connect North Cornwall Tender Process**
Members considered Report 17/28 concerning the above (previously circulated). It was **resolved** to agree the proposed tender process for a feasibility study for a rail connection from Launceston to Bodmin

Cllr Conway left the meeting at 7.24 pm and took no part in the debate or voting on the above item

Cllr Conway returned to the meeting at 7.30pm
- 2609/24 Urgent Items**
There were no items for consideration

The meeting closed at 7.32pm.

Signed

Date

Agenda item: 10

Committee: Full Council

Date: Tuesday 15 September 2026

Subject: Clerk's Report

Summary: To consider various updates regarding works and Council business

Recommendations.

The Council is recommended to:

- i) note the update regarding proposed drainage works at Grammars Park and to agree a suitable sum option for recompense to access the Council's land and permit works
- ii) note the Council's insurance renewal policy options and agree to undertake a new three year long term agreement and complete the Director Declaration as part of the annual insurance review
- iii) agree membership of a Launceston Show working party to assist with the undertaking of the Council's attendance at the annual show

1 Drainage Works

- 1.1 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 we will be in touch shortly to discuss options.
- 1.2 The Clerk followed up the matter in October and November 2025 and received a reply on 13 November (copied to all cllrs) advising that BDW had undertaken further investigations and had potential issues with trees and their root protection zone and so were looking at options regarding possible routes to an outfall, BDW also acknowledged the £100k commuted sum required by the Town Council and were looking at alternative solutions to avoid the aforementioned oak trees and crossing Town Council land.
- 1.3 The Clerk was contacted by Mr Jerry Fitzpatrick on Tuesday 1 September who advised that investigations were still ongoing but would the Council re-consider the sum required for a Deed of Easement or accept works in kind to a similar sum, namely the provision of play equipment. The Clerk re-iterated the sum resolved by the Council in 2025.
- 1.4 Members are requested to consider the proposal of play equipment provision at the site to improve/replace the existing offer. As a developer, Barratt Homes will have good access to play providers and the installation of play equipment and this option may provide for greater play provision than the Council could provide themselves if a sum of money was received.

2 Council Insurance

- 2.1 The Clerk undertakes a yearly review of the Council's insurance position with its broker, James Hallam Ltd to ensure that sufficient cover is in place and that any changes to the Council's operations or properties are considered within the insurance appraisal.
- 2.2 The Council has been provided with two options as part of its renewal and these are:
- Option 1 – Renewal under the existing final year of the long term agreement with standard 5% rate escalator applied. This equates to an annual premium of £61,340.87 inclusive of insurance premium tax (IPT) and administration fee.
 - Option 2 – Offered to the Council as it is identified as a low risk client. Renewal with a new 3 year long term agreement with 0% rate escalator applied for the 2026 renewal and a reduced 2.5% escalator negotiated for renewal in 2027 and 2028. This equates to an annual premium of £58422.73 inclusive of IPT and administration fee.
- 2.3 As part of the annual insurance review, the Council is now required to complete a Director Declaration and Members are requested to advise the Clerk of any matters which are included in the Declaration (copy attached)

3 Launceston Show Working Party

- 3.1 At the September meeting of the Library, Arts, Business and Information Committee it was noted that the complexities of the event require a large body of work and that on the assumption that the Council will attend in 2027, agreement was needed on how the work involved for the event can be shared more widely. It was resolved that the Council agrees a working party to undertake works required to continue the success of the Council's attendance at the show

Contact officer: Christopher Drake – Town Clerk
Friday 2 September 2026



james hallam
insurance brokers

DIRECTOR DECLARATION

James Hallam Insurance Brokers



Directors/Partners/Principals Material Fact Disclosure Statement

Company Name:	
Additional Information:	

Either now or at any time in the past, do any of the following circumstances (which insurers will consider as Material Facts) apply to you or any principal, partner or director either in their personal capacity or for any business in which they are or were a principal, partner or director:

1. Unspent criminal convictions, been charged (but not yet tried) with a criminal offence, civil proceedings, prohibition notices, enforcement notices, improvement notices, disciplinary actions and the like by legal, regulatory or similar bodies (whether this be against the business itself or any director or officer personally) including being disqualified from holding office as a director of a company. If yes, please provide details: ☐ No ☐ Yes

Additional Details:

2. Entering in to administration, receivership, liquidation, bankruptcy, sequestration, dissolution, a Company Voluntary Arrangement, an Individual Voluntary Arrangement, any other arrangement with creditors or being subject to a winding up order or otherwise ceasing trading. If yes, please provide details: ☐ No ☐ Yes

Additional Details:

3. Recovery action by HM Revenue and Customs. County Court Judgements, UK Court Decree or any other equivalent money or debt judgement. If yes, please provide details: ☐ No ☐ Yes

Additional Details:

4. Insurer(s) cancelling a policy, withdrawing cover, refusing to renew a policy, declining a proposal for insurance or imposing special terms or conditions on an insurance policy? If yes, please provide details: ☐ No ☐ Yes

Additional Details:

Signed By | Date: 01.08.2025

Date



Broker at LLOYDS



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