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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 7 October 2019
at 11.20am in the Town Hall.

PRESENT: Cllrs. Gordon (Mayor), Penhale (Deputy Mayor), Bailey, Harris, Hogan, Keighley (Chairman)
In attendance: David James (Estates & Properties Manager), Christopher Drake (Town Clerk)

1910/11 Apologies for Absence

Apologies for absence were received from Cllrs O'Brien Conway and Nolan

1910/12 Declarations of Interest

There were no declarations of interest

1910/13 Public Representation Session

No members of the public were present at the meeting.

1910/14 Minutes of the last meeting

The minutes of the meeting held on 19 August 2019 were signed as a correct record subject to the amendment that Cllr Nolan was in attendance at the meeting

1910/15 Site Visits

Site visits were made to three sites and it was **resolved** that;

- 1) Cemetery Compost Area
 - i) Quotes be sought for the clearance of the area
- 2) Grammars Park Play area
 - i) The maze be repaired using existing materials and the equipment made good, with an ongoing review under the proviso that further damage may lead to the removal of the equipment
 - ii) the youth shelter uprights be investigated for replacement/repair and surrounding ground works be examined
- 3) Dockacre Cemetery
 - i) Professional advice be sought for the required repairs to the leaded coffin area
 - ii) The provision of a clear path through the site be explored
 - iii) Ownership of the railings adjacent to the road side be established

1910/16 Estates & Properties Manager's Report

The Estates and Properties Manager gave a verbal update regarding the ongoing legal works for the new cemetery suite, the need for a Trustees meeting to agree expenditure at the Ambulance Hall, ongoing works in regards to costings for new car park ticket machines, and that further solutions are being sought in regards to works to the car park wall due to concerns raised by contractors to date about the potential integrity of the wall during any proposed works

1910/17 Strategic Plan 2020-2024

It was **resolved** to agree to the draft Plan subject to the amendment to include The Green, Band Room and Lawrence House Museum within the list of properties the Council is responsible for, that Cormac/Cornwall Council be requested to undertake regular maintenance works to The Walk and Zig-Zag and that a long term aim of the committee be to install a fit trail within the town.

1910/18 Budget 2020-21

It was **resolved** that a budget meeting of the committee be held on Monday 28 October

1910/19 Water Bottle Filling Station

The committee received a written update report from Cllr Allen and it was **resolved** that details of the location for the proposed refill station be agreed, that designs of a proposed unit are considered by the committee and the life expectancy of any units be investigated

1910/20 Urgent items

The following matters were raised by Members;

- i) Loose materials are visible at the base of the Guildhall chimney
- ii) The town crest at the front of the Town Hall needs re-painting
- iii) Three internal car park lights are not currently in operation
- iv) Issues regarding damp within areas of the Town Hall need investigating
- v) The cleanliness of the public toilets was commended
- vi) Future site visits will include the Band Room and the Ambulance Hall

Date of the next meeting

The next meeting will be held on Monday 28 October 2019 at 10.00am

The meeting closed at 12.05pm.

Signed.....

Date.....