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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 October 2021
at 10.00am in the Town Hall.

PRESENT: Cllrs Bailey (Deputy Mayor), Gordon, Harris, Hogan, Nolan and Young

In attendance: Cllr Soanes

Christopher Drake (Town Clerk)

Martin Cornish (Estates & Properties Manager).

2110/01 Apologies for Absence

Apologies for absence were received from Cllr Gilbert and Cllr Penhale

2110/02 Declarations of Interest

There were no declarations of interest.

2110/03 Public Representation Session

No members of the public were present at the meeting.

2110/04 Minutes of the last meeting

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

2110/05 Estates & Properties Manager's Report – October 2021

It was **resolved** to;

- i) note that the Grounds Maintenance Vacancy was not successfully filled and that the existing team members are undertaking the works as required with support from office based staff
- ii) note the update regarding Lawrence House Museum and that the next phase of works will be the installation of heating and that drainage clearance is required at the Coach House
- iii) note the fire risk assessment for the Town Hall
- iv) note the update regarding the replacement boiler at the Ambulance Hall
- v) note that works to the Town Crest at the front of the Town Hall had been completed
- vi) note the update regarding the ongoing grant application process for Priory Park play area and that CCTV at the site should be considered
- vii) note that works to clear the site at Stourscombe open space will begin following confirmation of a start date by the contractor
- viii) note that a date for works to the clear land adjacent to Snowdrop Crescent at the Stourscombe estate are still to be agreed by the contractor
- ix) review the current Service Level Agreements for highways and maintenance and bring back details to a future meeting and consider if the Council retains the current service provision

- x) note the completion of a fire risk assessment for Southgate Arch

2110/06

Urgent items

It was noted that;

- i) pedestrian crossings are required between bus stops by Kernow House on the Link Road
- ii) works vehicles are stopping at the Link Road and causing congestion

Date of the next meeting

The next meeting would be held on Monday 6 December 2021 at 10.00am

The meeting closed at 10.31am.

Signed.....

Date.....