

Town Clerk CW 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 ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 December 2023
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Bailey (Mayor), Bullen, Gordon, Harris, Heaton, Penhale and Young
In attendance: Martin Cornish (Estates & Properties Manager), Andrew Frain (Grounds Manager) and Cllr Soanes

- 2312/01 Apologies for Absence**
Apologies were received from Cllr Gilbert (Deputy Mayor) & Cllr Hogan
- 2312/02 Declarations of Interest**
There were no declarations of interest
- 2312/03 Public Representation Session**
There were no representations made
- 2312/04 Minutes of the last meeting**
The minutes of the meeting held on Monday 2nd October 2023 were signed as a correct record.
- 2312/05 Estates & Properties Manager's Report – December 2023**
It was **resolved** to;
- i) note the updates regarding works to Lawrence House Museum and the relocation of artefacts to an offsite storage facility
 - ii) note the update regarding the multi storey car park reports
 - iii) note the works at Southgate Arch
 - iv) note the update regarding the roof leak in the Ambulance Hall. It was proposed by Cllr Gordon and Seconded by Cllr Bailey that the Council look to an interim repair to the structure. The Properties Managers is to go away and look into costings for a full replacement
 - v) note the update on ongoing works at the Town Hall
 - vi) note the update regarding the railings at Dockacre Cemetery
 - vii) note the update regarding the water leak at the Cemetery
 - viii) note the update regarding the next stage of works in reference to the installation of a new Grounds Compound
 - ix) note the update of the installation of a defibrillator at Stourscombe

- x) note the chainsaw training that Jeff Hughes has undertaken
- xi) note the works the stewards have undertaken during this busy time of the year
- xii) note the appointment of Isabel Grundy as the new Venue Manager for the Town Council

2312/06

Multi Storey Car Park

It was **resolved** that PCA Consulting instruct a new EICR Report as part of the ongoing works to the structure

2312/07

Dockacre Cemetery

It was **resolved** that the Properties Manager investigate costings for replacement railings at the Cemetery

2312/08

Public Toilet Report

It was **resolved** that the Properties Manager investigate costings for installation of sharps bins and the potential of appointing a contract cleaning company across the towns Public Conveniences

Date of the next meeting

The next meeting date will be held on Monday 5 February 2024

The meeting closed at 11.10am

Signed.....

Date.....