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Town Council
The Town Hall
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PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 7 April 2025
at 10.00am in The Otho Peter Suites.

PRESENT: Gilbert (Deputy Mayor), Bullen, Gordon, Harris, Heaton, Hogan, Penhale and Young
In attendance: Martin Cornish (Estates & Properties Manager)
Helen Gribble (Deputy Town Clerk/Responsible Finance Officer)

2504/08 Apologies for Absence

Apologies were received from Cllr Bailey

2504/09 Declarations of Interest

There were no declarations of interest

2504/10 Public Representation Session

There were no representations made

2504/11 Minutes of the last meeting

The minutes of the meeting held on Monday 3rd February 2025 were signed as a correct record.

****Cllr Young entered the meeting at 10.02****

2504/12 Change of order to business

It was resolved to move agenda item 7 to be the next order of business

2504/13 Library Pod

It was resolved to purchase a sound proof pod to the value of £5,000 for the library out of the Council's General Reserves, upon confirmation of a regular weekly hirer

****Helen Gribble (Deputy Town Clerk/RFO) left the meeting at 10.16****

2504/14

Estates & Properties Manager's Report – February 2025

It was **resolved** to;

- i) note the update regarding a pre application to Historic England with regards to internal works to Lawrence House Museum
- ii) note the update regarding the multi storey car park report and anti social behaviour
- iii) note the update regarding the successful funding award from Historic England for Southgate Arch
- iv) note the update regarding works at the Ambulance Hall
- v) note the update regarding Town Hall tendering works and maintenance tasks
- vi) note the update regarding Public Toilet repair works arising from recent anti social behaviour
- vii) note the update regarding the completion of the Visitor Information Centre refurbishment
- viii) note the update regarding Coach Park works. The committee asked that a formal letter of thanks be sent to Lanson in Bloom for all works that they are undertaking throughout the town
- ix) note the update regarding the ongoing Priory Park tendering process
- x) note the update regarding the clearance of waste from the Grounds Teams compound
- xi) note the update regarding the new grounds compound
- xii) note the update regarding the recent annual tree surveys undertaken across Council sites
- xiii) note the training undertaken by the Estates & Properties Manager and other Council colleagues
- xiv) note the recent recruitment of two new members of staff to the stewarding department. The committee also asked that thanks to staff whom have undertaking extra duties during periods of short staffing be recorded
- xv) note the update regarding new food waste legislation
- xvi) note the update regarding researching of a new software package

2504/15

Strategic Plan

The committee noted that the current Strategic Plan had now become somewhat obsolete

2502/09

Urgent Items

It was agreed that the site visit before the next committee meeting would take place at the Cemetery

Date of the next meeting

The next meeting date will be scheduled following the annual meeting of Council

The meeting closed at 11.03am

Signed.....

Date.....