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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 18 December 2025
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Gilbert (Mayor), Conway (Deputy Mayor), Gordon, Heaton, Tremain and Young
In attendance: Martin Cornish (Estates & Properties Manager)
Helen Gribble (Deputy Town Clerk/Responsible Finance Officer)
Ewan Murray (Visitor Information Centre Manager)
Cllr Bonnie Soanes

2512/15 Apologies for Absence

Apologies were received from Cllrs Bailey, Bullen & Harris. Cllr Hogan also sent apologies and was replaced by Cllr Tremain

****Cllr Young entered the meeting at 10.03****

2512/16 Declarations of Interest

There were no declarations of interest

2512/17 Public Representation Session

Cllr Soanes asked that the received tenders for works to the Arch be made accessible to Councillors for their perusal.

2512/18 Minutes of the last meeting

The minutes of the meeting held on Monday 6th October 2025 were signed as a correct record.

2512/19 Estates & Properties Manager's Report – October 2025

It was **resolved** to;

- i) note the update regarding the ongoing works at Lawrence House Museum. The committee also wanted to note their thanks to the steering group charged with leading funding bids
- ii) note the update regarding works within the Multi Storey Car Park. It was also resolved for the Estates & Properties Manager to gain quotations for tarmac works to a surface area on the lower level of the Car Park
- iii) note the update regarding funding to Southgate Arch and the delay in the awarding of the works
- iv) note the update for the Ambulance Hall

- v) note the update regarding fire alarm, flooring and impending drainage and rainwater works to the Town Hall
- vi) note the public conveniences update
- vii) note the current status of the implementation of play equipment at Priory Park
- viii) note the updates on the committee's recent visit to the Grounds Compound
- ix) note the ongoing works at the cemetery and recent ICCM training undertaken by staff
- x) note the impending training courses colleagues are undertaking
- xi) note the update on the Council's weed controlling procedures
- xii) note the works undertaken at the current Library site and that this project has now been passed over to the Visitor Information Centre Manager
- xiii) note the update on the current condition of the Band Room

2512/20

Memorial Headstone

The committee resolved to not fund the repair of the damaged memorial

****10.50 Ewan Murray (Visitor Information Centre Manager) joined the meeting****

2512/21

Existing Library Update

The committee noted the content of the report and asked that their appreciation of the content be minuted for the staff involved in its compilation. The committee unanimously agreed that the children's play area carpet be replaced as a matter of urgency in the new year

****11.00 Cllr Gilbert left the meeting****

****11.02 Cllr Gilbert rejoined the meeting****

2512/22

Southgate Arch

The committee were unable to award the contract at this stage as the Council require clarity from the funding organisation on its current bid

2512/23

Budgeting for Financial Year 2026/2027

The committee **resolved** the following:-

- £100,000 to be earmarked for future Town Hall repairs
- £75,000 towards works at Southgate Arch if the current funding bids prove to be unsuccessful
- £50,000 towards a new Grounds Compound unit
- £6,000 towards a new cut and collect ride on mower
- £5,000 towards a new shipping container stored at the cemetery and new gates
- £750 towards an annual clean down of the Coach Park

- £1,000 earmarked towards waste removal from the Cemetery site
- £1,500 towards a maintenance contract of the Councils kitchen appliances
- £1,000 towards structural engineer testing of monuments within the cemetery site
- £2,225 earmarked towards biennial testing of the glass foyer roof located in the Town Hall
- £800 towards the annual clean down of high level technical equipment in the Town Hall and subsequent PAT testing of items
- £750 towards an annual clean of the chairs and carpets in the Town Hall
- £1,000 earmarked towards cleaning of the War Memorial
- £5,000 earmarked towards maintenance of the new play equipment at Priory Park
- £2,000 towards temperature control at the current Library site

The committee agreed to investigative and subsequent remedial works in relation to water ingress around the kitchen of the Town Hall. The Estates & Properties Manager has been tasked with getting costings from local reputable building firms and reporting back to the committee if required. These works will be financed from General Reserves.

The committee resolved that tree inspections remain on a biennial cycle

The committee also asked that a letter of thanks be sent to Lanson in Bloom on behalf of the Council

2512/24

Grounds Compound

The committee noted the content of the report compiled by the Estates & Properties Manager. It was resolved that the tool shed that has fallen into disrepair be condemned and that its contents are relocated to the Leisure Centre store.

2512/25

Urgent Items

There were no urgent items

Date of the next meeting

The next meeting date will be Monday 2nd February 2026.

The meeting closed at 12.03pm

Signed.....

Date.....