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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL15 7AR

To: All members of the Estates and Properties Committee  
Cllrs Hogan (Town Mayor), Young (Deputy Mayor), Keighley (Chairman), O'Brien, Sandercock, Tremain  
Bugden-Cawsey, Penhale and Gordon. *Cc all members of the Council for information*

**You are summoned to attend a meeting of the Estates and Properties Committee on Monday 13 March 2017 at 10am. The agenda is set out below. Members of the Committee will meet at 10am outside the Town Hall in order to make site visits prior to the committee meeting, to be held at the Town Hall at approximately 11.30am.**

Christopher Drake  
Town Clerk

Date of 07 March 2017

#### **AGENDA**

Sites to be visited: Launceston Cemetery, Grammers Park Play Area & Allotment Garden, Windmill Wood. Other sites at the Chairman's discretion.

- 1 Apologies for Absence**
- 2 Declarations of Interest**  
Councillors are reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item s/he must leave the room while that item is discussed, unless a request for a dispensation is agreed.
- 3 Minutes of the last meeting**  
To sign the minutes of the meeting held on 9 January 2017 (attached).
- 4 Public Representation Session**  
An opportunity for local residents to make representations to the Council or to ask questions relating to items on the agenda. (Please note that a maximum time of 15 minutes will be allowed for this session and there is a time constraint of 5 minutes per speaker).
- 5 To Discuss the Findings of the Site Visits**
- 6 Committee Meeting Format**  
To discuss the format and to confirm dates of future meetings.
- 7 Property Manager's Report**  
Update on on-going maintenance and items agreed at previous meetings. To agree to carry out works as recommended.
- 8 Service Level Agreement Cyprus Well**  
To agree the service level agreement for the maintenance of Cyprus Well.
- 9 South Gate Arch Tenancy Agreement.**  
To discuss and agree the terms of the South Gate Arch Tenancy Agreement.

**10 Replacement of two street litter bins**

To agree the purchase of two new street litter bins, replacing previous vandalised bins along the Link Road.

**11 Security improvements for the Council Office.**

To agree to changes to the office offering improved security and to approve the installation of a CCTV system

**12 Urgent Items**

To receive any items which the Chairman considers to be urgent (information only)

**Date of next meeting**

To be confirmed at meeting