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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on 13 March 2017
at 10am in the Town Hall.

PRESENT: Cllrs. Keighley (Chairman), Hogan (Town Mayor), Young (Deputy Mayor), O'Brien, Gordon, Tremain and Penhale
In attendance: Christopher Drake (Town Clerk) and David James (Properties Manager).

No site visits were made by the committee.

- 1703/19 Apologies for Absence**
Apologies received from: & Cllr. Sandercock & Cllr. Bugden-Cawsey
- 1703/20 Declarations of Interest**
Councillors were 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 written request for a dispensation has been received.
- 1703/21 Minutes of the last meeting**
The minutes of the meeting held on 09 January 2017 were signed as a correct record.
- 1703/22 Public Representation Session**
No members of the public were present at the meeting.
- 1703/23 Future Committee Meeting Format**
Cllr. Young proposed that the planned site visits to take place a week before each Estates & Properties meeting, that the next meeting to be held on 5 June and there after bimonthly. Cllr. Hogan seconded the proposal. It was unanimously agreed.
- 1703/24 Properties Managers Report**
The Properties Managers report was received and duly noted by the committee.
The Chairman thanked Mr. James for his comprehensive report.
- Matters arising from Report**
- 1703/25 Town Hall Sound & Lighting Systems**
It **was agreed** to recommend to the Finance & General Purposes committee to increase the budget for the new lighting system and for Mr. James to investigate the cost of a new or used Aerial Work Platform.
- 1703/26 Electrical Testing Southgate Arch.**
It **was agreed** to carryout the electrical test and for Mr. James to seek an additional quote for the replacement of the Storage Heaters.
- 1703/27 Lanstephan Play Area**
As grant funding is now in place it **was agreed** to issue a purchase order for the erection of the surround fencing as per quotation received from TK Play.

1703/28 Coach Park
It **was agreed** to accept the quotation from More Creative Solutions to erect the Town Crest on the wall that previously had the mural paintings.

Other Agenda Items

1703/29 Cyprus Well Service Level Agreement
It **was agreed** to accept the terms of the Service Level Agreement, duly signed by the Mayor.

1703/30 South Gate Arch Tenancy Agreement
It **was agreed** to accept Emma Roper as the new tenant of the Arch. Mr. James would circulate to the committee conditions of occupation to be included into the Tenancy Agreement, once agreed will instruct a solicitor to draw up the agreement.

1703/31 Litter Bins
Two litter bins have been vandalised and removed, It **was agreed** to replace them.

1703/32 Council Office Security
It **was agreed** that Mr. James would seek quotes for the work required to improve the security and layout of the offices.

1703/33 Urgent items
There were no urgent items..

Date of the next meeting
The next meeting would be held on Monday 5 June 2017 at 10am

The meeting closed at 12:30 pm.

Signed..... Date.....