

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 5 February 2018
at 10am in the Town Hall.

PRESENT: Cllrs Bailey, Gordon (Deputy Mayor), Harris, Hogan, Keighley (Chairman), O'Brien, Tremain, Young (Mayor)

In attendance: David James (Properties Manager)
Helen Gribble (Support Services Manager/RFO)

1802/01 Apologies for Absence

Apologies were received from Cllr Conway

1802/02 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.

1802/03 Public Representation Session

No members of the public were present at the meeting

1802/04 Minutes of the last meeting

The minutes of the meeting held on 4 December 2017 were signed as a correct record.

1802/05 Site Visits

Further to site visits undertaken on 29 January 2018 it was felt that it was a productive visit and the issues highlighted would be discussed under each agenda item, no further issues were raised.

1802/06 Properties Managers Report

The Properties Managers report was **noted**. The following points were raised and the Properties Manager was asked to look into or action:

The lower level car park tarmac is becoming quite rough.

In relation to ticketing in the coach park it was **agreed** that polite notices would be placed on vehicles parking illegally for one week starting 5 February and beyond this date penalty notices will be issued.

The magnolia outside of Lawrence House Museum has become quite large and could it be pruned.

1802/07 Southgate Arch

It was **resolved** to carry out the recommendations as stated within the Fire Risk Assessment.

1802/08 Public Conveniences

It was **resolved** to place notices at each set of toilets explaining that if the vandalism continues the Council may have to consider closing the facilities and install CCTV cameras outside of each toilet block.

1802/09

Allotments

It was **resolved** to carry out work at Kensey Allotments to make the pathway safe in the most cost effective manner.

1802/10

Grounds Maintenance

It was **agreed** to continue using two working teams to meet our obligations under the 'Service Level Agreements' on the same basis as previous years using the Peugeot van and Boxer truck.

1802/11

Urgent items

There were no items for discussion

Date of the next meeting

The next meeting would be held on Monday 9 April 2018

The meeting closed at 11.55 am.

Signed.....

Date.....