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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL15 7AR

**MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING**  
**Held on Monday 7 August 2017**  
**at 10am in the Town Hall.**

PRESENT: Cllrs. Conway, Gordon (Deputy Mayor), Harris, Hogan, Keighley (Chairman), O'Brien and Tremain  
In attendance: Cllr Williams  
Mr Robert Moor – Living Churchyards Project  
David James (Properties Manager)  
Christopher Drake (Town Clerk)

No site visits were made by the committee.

**1708/01 Apologies for Absence**

Apologies received from: Cllrs Sandercock and Young

**1708/02 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.

**1708/03 Public Representation Session**

No members of the public were present at the meeting

**1708/04 Minutes of the last meeting**

The minutes of the meeting held on 5 June 2017 were signed as a correct record.

**1708/05 Presentation by Mr Robert Moor**

Mr Moor gave an update on the Cornwall Living Churchyards Project, explaining that for the scheme to be successful it was important to install interpretation signage and to work with local schools. He gave details regarding the types of planting that could be considered and advised that grant funding was available for projects.

**1708/06 Site Visits**

There were no pre-arranged visits undertaken but councillors gave individual feedback on areas of concern or where work may be required

**1708/07 Properties Managers Report**

The Properties Managers report was received and Mr James explained that the format of the report had been amended to include agenda items for matters that required a committee resolution

- 1708/08 Southgate Arch**  
The proposal for the hire of Southgate Arch was considered and it was **resolved** that the organisation that had submitted the request be asked to provide further information in regards to the proposed use of the site and be invited to the October meeting of the committee to discuss their proposals
- 1708/09 Ambulance Hall**  
The details regarding the Fire Risk Assessment for the site were noted and it was **resolved** that officers seek the advise of the Fire Service in regards to actions required and that any advice received be acted upon in liaison with cllrs Hogan and Keighley
- 1708/10 Town Hall Main Lighting**  
It was **resolved** to undertake the works for main lighting dimmer packs as detailed in the report to the committee
- 1708/11 West Gate Car Park Electrical Installation Condition Report**  
It was **resolved** that two further quotations for works to the car park electrical system be requested and that details be forwarded to the committee for consideration
- 1708/12 West Gate Car Park**  
It was **resolved** to undertake works to the car park toilets as soon as practicable and to consider if the Grounds Maintenance team could carry out the required works
- 1708/13 Cemetery Burial Report**  
It was **resolved** to undertake the recommended T1 audit for the proposed cemetery site and to allocate a budget reserve for future cemetery costs, to be agreed at the Finance and General Purposes committee budget setting meeting
- \*Cllr P O'Brien left the rom at 11.25am and re-entered at 11.27am during the discussion of the above\***
- 1708/14 Allotment Judging**  
It was **resolved** that Cllrs Gordon, Tremain and Keighley judge the allotment awards, to be carried out during National Allotment Week
- 1708/15 Urgent items**
- 1) The letter from Mr Coombe, regarding land to the rear of Meadowside was noted and it was **resolved** that the Council undertakes work at the site , and works with local schools to develop the area as natural habitat and that the need to update Grammers Park play area be bought back to a future meeting
  - 2) It was noted that signage giving details of the parking restrictions is required at the Roundhouse car park area
  - 3) It was noted that brass plaques within the Town Hall needed to be cleaned on a regular basis
  - 4) The successful work regarding the installation of play equipment at Lanstephan was noted

**Date of the next meeting**

The next meeting would be held on Monday 3 October 2017 at 10am

The meeting closed at 11.58 am.

Signed.....

Date.....