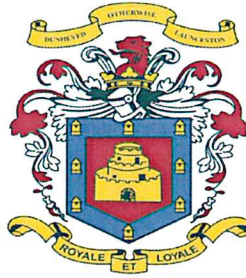


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Launceston Town Council  
The Town Hall  
Launceston  
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING  
Held on 7 November 2016  
at 10am in the Town Hall.

PRESENT: Cllr Hogan (Town Mayor), Cllrs Sandercock, O'Brien (From minute 1611/43), Gordon, Tremain, Keighley and Harris  
In attendance: David James (Properties Manager).

- 1611/31 Election of Chairman**  
Cllr. Keighley was unanimously elected as Chairman
- 1611/32 Election of Vice Chairman**  
Cllr. Hogan was unanimously elected as Vice Chairman
- 1611/33 Apologies for Absence**  
Apologies received from: Cllr. Young (Deputy Mayor) & Cllr. Bugden-Cawsey.  
Cllr. Penhale was absent
- 1611/34 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.
- 1611/35 Minutes of the last meeting**  
The minutes of the Properties Committee meeting held on 05 August 2016 were signed as a correct record.  
The minutes of the Environment and Open Spaces Committee meeting held on 06 June 2016 were signed as a correct record.
- 1611/36 Public Representation Session**  
No members of the public were present at the meeting.
- 1611/37 Format of Future Meetings**  
It was agreed that the 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 11.30am. The Properties Manager will set the Rota for the site visits; the committee was asked to inform the Properties Manager of any specific sites that they wanted to inspect.
- 1611/38 Properties Managers Report**  
The Properties Managers report was received and duly noted by the committee.  
The Chairman thanked Mr. James for his comprehensive report.
- 1611/39 The Guildhall repairs**  
It was agreed to accept the quotation from Plush Painting for the essential repairs to the walls and the redecoration of the Guildhall.

- 1611/40      The Guildhall hearing loop**  
It was agreed for the Properties Manager to obtain quotes for the installation of a hearing loop.
- 1611/41      Coach Park**  
The Tourism and information Services Committee has asked this committee to look at suitable signage material for a 'Welcome to Launceston' sign to be placed on the rear wall.  
It was agreed for Mr. James to look into this and report back to the committee.
- 1611/42      Newport Public Conveniences**  
It was agreed to replace the 'Gents' urinal trough with two separate urinals, The Properties Manager to obtain quotes.
- 1611/43      South Gate Arch**  
The committee discussed proposals for the future use of the Arch and any subsequent maintenance. It was agreed not to set a budget for any work until the proposals have been fully explored. It was agreed to further advertise the use of the Arch.
- 1611/44      Lawrence House Museum**  
Following the fire risk assessment, it was agreed for the Properties Manager to seek quotes to carryout for the necessary work as reported in the assessment.
- 1611/45      Allotments**  
The committee agreed for a replacement water trough for Dutson, but not to increase the number of troughs at Kensey.
- 1611/46      Windmill Wood**  
The committee discussed the cost of erecting the security fence between the Wood and Coronation Park. The committee received an offer of help towards the cost from the Coronation Park Trustees. It was agreed to erect the fence.
- 1611/47      Tree Management**  
It was agreed for an initial report to be conducted on all the trees that the council is responsible for, highlighting health and safety issues, recommending any work required and in subsequent years offering advice with ongoing management works.
- 1611/48      Budget 2017-2018**  
Mr James and the Chairman will present to the finance committee the budgetary requirements for 2017-2018 as set out within the maintenance schedule
- 1611/49      Urgent items**  
There were no urgent items.
- Date of the next meeting**  
The next meeting would be held on Monday 9 January 2017. The committee would make site visits at 10.00am the meeting would follow immediately afterwards in the Town Hall approximately 11:30am.
- The meeting closed at 12:15pm.

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