



# ASSETS AND FACILITIES SUB-COMMITTEE

27 September 2022

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a Meeting of the Assets and Facilities Sub-Committee at which your attendance is summoned, will be held at **Council Chamber 1, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Monday, 3rd October, 2022** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: Councillors Ash (Chair), P Williams (Vice-Chair), Atkins, Henderson, Orme, Palmer and Phipps

***For information – to be taken as read:***

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***  
*Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.*

## **AGENDA**

### **PART I**

#### **(Open to the Public)**

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Minutes** (Pages 5 - 10)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 25<sup>th</sup> July 2022.

4. **Action Point Update** (Pages 11 - 14)

Updates on outstanding action points:

#### **MAJOR PROJECT UPDATES**

To receive updates on various major projects to date

5. **Replacement CCTV** (Verbal Report)

6. **Town Toilets** (Verbal Report)

Planning permissions now obtained for:

Lower Brook Street  
Eastcliff Car Park  
Quay Road Car Park  
The Den

Still awaiting determination on The Point

7. **Community Units** (Verbal Report)

8. **Bitton Park** (Verbal Report)

9. **Bitton House & Orangery** (Verbal Report)

## **OTHER WORKS**

To receive updates on other works as detailed

10. **Sea Front Lamp Columns** (Verbal Report)

11. **New Website & ModernGov** (Verbal Report)

New Website live, was well tested during Queen Elizabeth II mourning period

ModernGov integration complete, this meeting agenda an example. Historic documents to be uploaded

Luny photos now available to purchase through the new Website links to ArtUK

12. **Lightning Protection & Flag Pole** (Verbal Report)

Planning Application is in, signs are out in the Car Park, awaiting determination

13. **Intruder Alarm / Access Control** (Verbal Report)

New systems being fitted w/e 30<sup>th</sup> September 2022

## **NEW ITEMS**

To receive updates on the following new items

14. **Pay & Display Report** (Verbal Report)

15. **Bus Shelters** (Verbal Report)

16. **Recap on any new Action Points from meeting**

17. **Date of Next Meeting**

## **Minutes of the Assets and Facilities subcommittee meeting held on**

**Monday 25<sup>th</sup> July 2022 at 15:30**

**in Chamber 1 at Bitton House**

### **Present:-**

Cllr I Palmer (IP) - (Chair)  
Cllr J Atkins (JA)  
Cllr A Henderson (AH)  
Cllr P Williams (PW)  
Cllr R Ash (RA) - (Chair)  
Town Clerk – Mr I Wedlake (Minutes) (IW)  
Project and Facilities Manager – Mr C Spong (CS)

### **1. Apologies**

Cllr R Phipps (RP)

#### **No Apology received**

Cllr J Orme (JO)

### **2. Election of Chair**

It was discussed whether the Chair of the Council should also Chair other committees. It was decided to elect a new Chair. Cllr Ash was duly proposed by Cllr Atkins, seconded by Cllr Henderson and carried 4-0

### **3. Election of Vice Chair**

Cllr P Williams was proposed by Cllr Ash, seconded by Cllr Palmer and carried 4-0

### **4. Dates of Future Meetings**

Monday 19<sup>th</sup> September 2022 @ 15:30

Monday 21<sup>st</sup> November 2022 @ 15:30

Monday 23<sup>rd</sup> January 2023 @ 15:30

Monday 20<sup>th</sup> March 2023 @ 15:30

### **5. Declarations of Interest**

There were none

### **6. Minutes of Previous Meeting**

Cllr Ash (Chair) asked that the Minutes from the last meeting were agreed. Proposal to accept from Cllr Palmer seconded by Cllr P Williams, accepted by all present.

### **7. Action point update**

Update on outstanding action points

ID18 (IW) - *To submit a report proposing what should be sprayed, how often and with what products to the A&F committee for further approval, budget and referral to Full Council*

**Update** – P&FM stated that the Contractor, Complete Weed Control, had been re-engaged and had completed the 1<sup>st</sup> treatment on 15/06/2022. P&FM has contacted the contractor to discuss the benefit of carrying out a further weed treatment on top of the planned October one. Action to remain open ensure the focus on this item was not lost.

ID44 (IW) - *To let the verge cutting tender and work with the contractor to re-wild where possible*

**Update** – P&FM has engaged Paul Cary (SW Grounds maintenance) to carry out the remaining 2 verge cuts in July & September 2022. He has been struck down with Covid but will carrying out the work w/c 1<sup>st</sup> Aug 2022.

The P&FM has contacted DCC to receive the funding to offset this contract.

ID45 (IW) - Regeneration - IW to take an item to Full Council for a decision on TTCMP and the further pursuance of regeneration grants.

**Update** – Keir Duffin from DCC had attended Full council and given a presentation the regeneration project and all the strands which had emanated separately from TTC, The Chamber of Commerce and TTCMP would be combined and reporting back would be through the Town Council.

## **8. Major Projects**

### **a. Replacement CCTV**

P&FM updated the committee on the lamp column works along the seafront and stated that because of this there are now no CCTV cameras along the seafront or at the point as this camera was relayed via the lamp columns on the seafront.

He went on further to explain that a meeting had been held with the Police to identify the areas where they thought were the trouble spots in the town. These locations had been plotted using Parish Online and returned to the Police for validation.

The next steps are to confirm the locations and then to validate that the proposed locations have available sites to mount them i.e. lamp posts etc. We need to keep away from building locations due to the wayleave and power issues congruent with this.

### **b. Town Toilets**

The Town Clerk updated the committee as he was closer to the current details on this project. He stated that there is a meeting scheduled for 4<sup>th</sup> August with TDC to discuss the current planning permission and Conservation issues prohibiting this project from progressing currently.

The Town Clerk went on to state that planning had been approved for Eastcliff Car Park & Lower Brook Street but the first application for the Point had been refused. The Den and Quay Road remain undetermined. A secondary planning application is to be submitted at a different location at the Point due to comments received from the conservation officer regarding, amongst other things, the listing status of the Lifeboat station.

He then went on to say that he was going to address an extension of the Dowry and is still considering handing the toilets back to TDC should these issues not be resolved soonest.

A question was raised regarding a planning application at the Den. The Town Clerk explained that this was for TDC to provide temporary toilets as the old Beachcomber restaurant had been let to a new tenant and they require occupation by the end of October 2022.

#### **c. Community Units**

The P&FM and Town Clerk updated the committee that the Heads of Terms (HOTs) had been signed and returned to TDC and that Tozers had been engaged and that the land asset transfer was progress and should complete in the next couple of months.

Further the Pre-app has been successful, and this would now progress to a full planning application.

#### **d. Bitton Park**

The Clerk reported that all of the disappointing comments from the conservation officer could constructively be countered and outweighed by the advantages of the proposed scheme and the public benefit therefore we would proceed to a full planning determination.

#### **e. Bitton House & Orangery**

The Clerk advised that following feedback from the conservation officer regarding the proposed garage and workshop to replace the existing garages a revised design is to be submitted to planning as a formal application.

The planning officer has indicated that permission for the temporary storage containers is imminent.

### **9. Other Works**

#### **a. Seafront lamp columns effect on CCTV and decorative lighting**

This had already been covered under 8a earlier in the agenda.

#### **b. Update on New Website**

P&FM gave the committee an update on progress of the new website to include:

- Skeleton site now built
- Staff training to be delivered 26/07/2022
- Content, including any Cllrs updates, to be reviewed and loaded post training
- Addition of a Members area for Cllrs
- Addition of online subscriptions (Wavelength)
- Addition of payment facility (Stripe)
- Addition of forms module (Grant Applications)
- Addition of room bookings (at a future date TBA)
- Integration of ModernGov for meetings management

## 10. New Items

### a. Lightning Protection

P&FM stated that a lightning Risk assessment had been carried out and as such the recommendation now HAD to be implemented for Insurance reasons. Quotes have been obtained. It was therefore requested that a proposal to have works carried out was put forward. This is dependent upon Listed building consent being given. Proposed by Cllr P Williams, seconded by Cllr Atkins, carried 5-0

**Action** Town Clerk & P&FM to pursue listing consent.

### b. Intruder Alarm / Access Control

P&FM advised the committee that with the latest influx of tenants it has become apparent that the Intruder Alarm / Access Control is now proving to be problematic with all the overlapping tenants. P&FM also highlighted that the external East door and corridor were not currently alarmed, and this was in breach of our insurance conditions. It was therefore requested that a proposal to have works carried out was put forward. Proposed by Cllr Henderson, seconded by Cllr Ash, carried 5-0

**Action** Town Clerk to discuss with Finance and Assets chairs to approve, under “management decisions” authority granted during recess.

Cllr Palmer left the meeting at 16:30

### c. Thomas Lunny pictures available as prints on ArtUK website

P&FM relayed an account of a visitor to Bitton House requesting to purchase Thomas Lunny prints owned by the Council. The P&FM had made enquiries and had found a way using the ArtUK website to enable such items to be made available to purchase. He asked for authority to proceed. Carried 4-0

### d. Bitton House model in hallway – Quote to repair



P&FM presented a quotation (£3,250) to repair and refurbish the Bitton House model in the hallway. Discussions were had and it was agreed to hold this matter in abeyance. However, Cllr Ash volunteered to contact Teign Heritage to see if they would be interested in taking it on.  
**Action** Cllr Ash to contact Teign Heritage

#### **11. Recap on any new action points**

ID46 -Town Clerk to discuss with Finance and Assets Chairs to approve costs for Intruder Alarm / Access Control

ID47 - P&FM to pursue listing consent for Lightning Conductor

ID48 – Cllr Ash to approach Teign Heritage re: Bitton House model in glass cabinet

#### **12. Date of next / future meetings**

The meeting ended at 16:38

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# Agenda Item 4

ID	Brief Description	Meeting	Date of Meeting
18	Weed spraying report	Assets & Facilities	15/11/21
44	To let the verge cutting contract and work with the contractor to re-wild where possible.	Assets & Facilities	29/03/22
45	To take an item to Full Council for a decision on TTCMP and the further pursuance of regeneration grants	Assets & Facilities	30/05/22
46	Costs for replacement / Upgrade of Intruder Alarm / Access Control	Assets & Facilities	25/07/22
47	Pursue Listing consent for Lightning Conductor for Bitton House	Assets & Facilities	25/07/22
48	Approach Teign Heritage re: Bitton House model in glass cabinet	Assets & Facilities	25/07/22

Action Description	Action Owner
<p>To submit a report proposing what should be sprayed, how often and with what products to the A&amp;F committee for further approval, budget and referral to Full Council. No report provided.</p>	
<p>IW to now revisit periodicity, cost and how much for an extra one Update 30/5 - IW advised that the same contractor, Complete Weed Control, had been re-engaged to carry out this work again this year. It was asked for this action to remain open to ensure the focus on this item was not lost</p>	Iain Wedlake
<p>To let the verge cutting tender and work with the contractor to re-wild where possible. Update – CS is waiting to meet with Paul Cary to discuss the works required to allow him to quote. CS will then go back to DCC to see if it still possible to carry out this work and receive the funding on offer to offset this contract.</p>	Cliff Spong
<p>To take an item to Full Council for a decision on TTCMP and the further pursuance of regeneration grants</p>	Iain Wedlake
<p>To meet with CET to approve costs to replace &amp; upgrade Intruder Alarm / Access Control</p>	Iain Wedlake
<p>Pursue Listing consent for Lightning Conductor for Bitton House</p>	Cliff Spong
<p>Approach Teign Heritage re: Bitton House model in glass cabinet</p>	Richard Ash

Action Target
Completion Date
31/03/23
30/06/22
29/07/22
26/08/22
19/09/22
19/09/22

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