

# TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Assets and Facilities Sub-Committee**  
held at **Mayor's Parlour, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on  
**Monday, 21st November, 2022 at 3.30 pm**

**Present:**

Councillors R Ash (Chair), P Williams (Vice-Chair), J Atkins and I Palmer

**Absent:**

A Henderson, J Orme and R Phipps

**Officers In attendance:**

**18 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Henderson

No apology from Cllrs Orme or Phipps

**Resolved** that the apology from Cllr Henderson be noted.

**19 DECLARATIONS OF INTEREST**

None were received.

**20 MINUTES**

Members approved the minutes of the Assets & Facilities Sub-Committee meeting held on 3<sup>rd</sup> October 2022. Proposed Cllr Ash. Seconded Cllr P Williams. Unanimous.

**21 ACTION POINT UPDATE**

Weed control in the Triangles is to be reviewed before next year is contracted out.

**22 REPLACEMENT CCTV**

Mr Wedlake & Mr Spong gave an update on the CCTV progress as follows:

- Mr Wedlake had met the new Police Sergeant
- Mr Spong was progressing quotes for the new CCTV room at Bitton House

**23 TOWN TOILETS**

Mr Wedlake updated the committee on the progress with the toilet block transfers and the release of the Den toilets and the taking on of the temporary toilet portacabins and the issues that had been experienced so far.

**24 COMMUNITY UNITS**

Mr Wedlake updated that the transfer was still with Teignbridge and our solicitors.

**25 BITTON PARK**

Mr Wedlake gave an update that the planning was still un-determined and awaiting a decision from Teignbridge.

Mr Wedlake also reported that he had received a letter from the car park protesters delivered by Cllr Henderson, a copy is attached.

Cllr Ash also added that he had been in discussion from FUAD and is to arrange a Zoom meeting to deliver a 'Climate for Change' presentation.

**26 BITTON HOUSE & ANNEXES**

Mr Wedlake & Mr Spong updated the committee on the works required at Bitton House, the Workshop and the Orangery. Discussions are currently ongoing with the 'Friends of the Orangery' regarding the ongoing relationship and an agreement for the future maintenance.

**27 LIGHTNING PROTECTION & FLAG POLE**

Mr Spong reported that the determination date for the planning had now been extended by Teignbridge District Council into December 2022.

**28 INTRUDER ALARM / ACCESS CONTROL**

Mr Spong reported that the new office access control and building intruder alarms installs were now complete.

**29 BUS SHELTERS**

Mr Wedlake gave an update on the proposed replacement of 6 bus shelters by DCC in the town and asked that a contribution of £1,000 towards each shelter be considered towards the works from this year's (2022/23) budget.

It was resolved to put the above in next years budget, Proposed Cllr Palmer. seconded Cllr P Williams. Unanimous

**30 HEALTH & SAFETY DIRECT - RAMS / STAFF TRAINING**

Mr Spong gave a presentation on some quotes for a H&S / Training subscription service that now needed to be considered with the employment of the new members of staff and the proposed bringing back in house of some currently contracted works.

The quote from HS Direct was recommended at a cost of circa 2K / annum, with a potentially reduction in later years by reducing the training element.

Cllr Atkins asked that she could be furnished with the quotes for review.

It was resolved to engage with the supplier, HS Direct. Proposed Cllr Ash Seconded Cllr Palmer. Unanimous.

### **31 WEBSITE SUBSCRIPTIONS**

Mr Spong reported back on a request from Cllr Atkins to investigate the possibility of getting automatic notifications from the new website.

Mr Spong advised that there were a couple of options:

- An email, via mailchimp, option which has a manually produced and activated notification requirement. The pricing was on a sliding scale dependant upon the numbers of subscribers.
- A TTC branded smartphone / mobile device App that could be downloaded whereby all News and Event updates and amendments to another 10 pages would send 'push' notifications and required no manual intervention. This comes at an initial setup cost of £2000 and a yearly subscription of £499.

It was resolved to accept the smartphone App version. Proposed Cllr Ash Seconded Cllr Palmer. Unanimous.

### **32 BOYCE RELINQUISH OF CONTRACT FOR TOWN FLOWERS ETC.**

Mr Wedlake gave an update that Boyces, the gardeners, had given notice that they would not be able to continue with our full flower contract for next year.

Mr Wedlake has arranged for them to come in to discuss options.

### **33 RECAP ON ANY NEW ACTION POINTS**

New action points raised from this meeting were reviewed.

### **34 PART 2 (IF REQUIRED)**

No Part II required

### **35 DATE OF NEXT MEETING**

The next meeting is scheduled to be held on Monday 23<sup>rd</sup> January 2023 at 15:30 at Bitton House.

The meeting was closed by the Chairman at 4.56 pm

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Cllr Richard Ash, Chair