



ASSETS AND FACILITIES SUB-COMMITTEE

14 March 2023

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, 20th March, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors R Ash (Chair), J Atkins, A Henderson, J Orme, I Palmer and R 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.



A G E N D A

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 - 8)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 23rd January 2023.

4. **Action Point Update**

Updates on any outstanding action points:

- Cllr Atkins to approach the OPCC in pursuit of a grant
- P&FM to approach the Gardening Club to discuss Bitton Park

Major Project Update

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

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

Other Works

7. **Boyce relinquish of Flower Contract** (Verbal Report)

New Items

8. **Community energy scheme**

Presentation on community energy project and the implications for the TTC estate

9. **Recap on any new Action Points**



10. **Date of Next Meeting**

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, 23rd January, 2023 at 3.30 pm

Present:

Councillors R Ash (Chair), J Atkins and I Palmer

Absent:

A Henderson, J Orme and R Phipps

Officers In attendance:

36 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Orme

Resolved that the apology be noted.

No apologies were received from Cllrs Phipps or Henderson.

37 DECLARATIONS OF INTEREST

None were received.

38 MINUTES

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 21st November 2022.

Resolved that the minutes of the Assets & Facilities Sub-Committee meetings held on 21st November 2022 be approved and signed as a correct and accurate record of the meeting.

Proposer Cllr Palmer, Seconder Cllr Atkins. Carried 3-0

39 ACTION POINT UPDATE

Update on outstanding action points

There were no outstanding actions.

40 REPLACEMENT CCTV

The P&FM gave an update on the status of works. He advised that the new control room electrics were almost complete and that a 3rd quotation had been received for the Control Room fit out.

We went on to advise that some further review of the systems would now be required based on new information acquired for the 3rd supplier quote. An intention to award the contract is imminent post this review.

41 LIGHTNING CONDUCTOR

P&FM confirmed that the lightning conductor is due to be installed w/c 13th February 2023.

42 FLAG POLE

The P&FM advised that the replacement flag pole has been delivered but the brackets had been supplied as vertical fix not 45° and we are awaiting replacement before fitting.

43 WEBSITE SUBSCRIPTIONS - MOBILE APP

The P&FM demonstrated the new App that is currently in development. He went on further to advise that final decisions were being made on the pages that were to be displayed through the app and the Committee were asked if they had any requests to add any further pages.

The Committee resolved to launch the app as was and then further enhance once it was live as this would be in-house development by the Admin staff.

44 BOYCE RELINQUISH OF FLOWER CONTRACT

The P&FM reported the proposal made by Messrs Boyce regarding the town and Bitton Park flower management from April 2023.

Discussion was then had on what would happen to the areas that they were not able to maintain going forward. The P&FM stated that the Town Clerk had contacted other local Town Clerks in the locality, Dawlish, Shaldon & Bishopsteignton to name a few to see what their current arrangements were.

The Committee asked that an exploration was carried out to see if we could get one maintainer to do all the work. Further the P&FM was requested to approach the Gardening Club (Stewart Henchie) to see if they would be willing to take on the management and of Bitton Park.

45 BUS SHELTERS

The P&FM apologised that there was no update in regards to the replacement bus shelters in the town. He further advised that the DCC contact had been provide with the appropriate Teignmouth Blue RAL colour for the shelters at WH Smith and the Seaview Diner.

The P&FM committed to following up with DCC for an update.

46 HEALTH & SAFETY DIRECT - RAMS / STAFF TRAINING

The P&FM advised that the H&S and Staff training system had been purchased from HS Direct and that a new H&S Policy had been created and was currently in review with the P&FM and Town Clerk before issue.

47 RECAP ON ANY NEW ACTION POINTS

The new actions raised were agreed as below:

- Cllr Atkins to approach the OPCC in pursuit of a grant
- P&FM to approach the Gardening Club to discuss Bitton Park

48 DATE OF NEXT MEETING

The Committee were reminded by the P&FM of the Parking Report A&F SGM scheduled for 6th Feb 2023.

The next A&F Committee meeting is 30th March 2023

The meeting finished at 16:15

The meeting was closed by the Chairman at 4.15 pm

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Cllr Richard Ash, Chair

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