



# ASSETS AND FACILITIES SUB-COMMITTEE

14 November 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 **Mayor's Parlour - Town Hall** on **Monday, 20th November, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: Councillors J Atkins (Chair), R Phipps (Deputy Chair), M Jackman, P Lloyd, V Rudge and C Williams



**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 - 8)**

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 11<sup>th</sup> September 2023.

Action Point Updates

Major Project Update

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

a) **Bitton Park CCTV**

To agree the quote for the Bitton Park phase of the CCTV replacement project

b) **Seafront CCTV**

To agree the quote for the Seafront phase of the CCTV replacement project

c) **Eastcliff CCTV**

To agree the quote for the Eastcliff phase of the CCTV replacement project

Other Works

5. **Town Planting & Maintenance**

To obtain agreement to hand back to TDC 2 x areas of garden that require planting / maintenance in the town. Those being:

- The 2 long beds beside the Tennis Courts
- The War Memorial bed on The Den



6. **Establish Teignmouth in Bloom Working Group**

New Items

7. **Replacement of Assets Software**

To discuss the replacement of the Assets Software from the current module in Rialtas to a new up to date system.

Two quotes have been sought:

- Panda - circa £2.5K / Annum
- Asset Register - £699 / Annum

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

9. **Date of Next Meeting**

## TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Assets and Facilities Sub-Committee**  
held at **Mayor's Parlour - Town Hall** on  
**Monday, 11th September, 2023 at 3.30 pm**

**Present:**

Councillors J Atkins (Chair), R Phipps (Deputy Chair), M Jackman, P Lloyd and V Rudge

**Absent:**

C Williams

**Officers In attendance:**

Town Clerk

Projects & Facilities Manager

**78 APOLOGIES FOR ABSENCE**

None received.

**79 DECLARATIONS OF INTEREST**

None were received.

**80 MINUTES**

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on Monday 31<sup>st</sup> July 2023.

Cllr Rudge stated that she had given apologies for this meeting and it was agreed that the previous Meeting be updated to correct this.

**Resolved** that the minutes of the Assets & Facilities Sub-Committee meeting held on Monday 31<sup>st</sup> July 2023 be approved and signed as a correct and accurate record of the meeting.

Proposer Cllr Atkins  
Seconder Cllr Jackman

Carried 4-0 Cllr Rudge was not able to vote as she was not present

**81 ACTION POINT UPDATE**

Update on outstanding action points:

- Cllr Atkins to approach the OPCC in pursuit of a grant

Update: Cllr Atkins reported that she is still pursuing funding. No further update at this time – Ongoing

**82 REPLACEMENT CCTV**

The P&FM and the Town Clerk gave a verbal update on the progress of the replacement CCTV system for the town and within Bitton Park.

**83 DISPOSAL OF XMAS LIGHTS**

The Town Clerk requested approval to gift the old Xmas lights that used to hang on the Catenary wires, which have subsequently been removed, to the town traders.

This was noted by committee members and agreed to go to Full Council for approval.

**84 FORMATION OF A "TEIGNMOUTH IN BLOOM" (TO BE RENAMED) WORKING GROUP TO REPLACE THE EXISTING OUTSIDE BODY**

The committee were asked to approve the formation of a 'Teignmouth in Bloom' Working Group, and to agree a name.

The resolution was proposed by Cllr V Rudge, seconded by Cllr P Lloyd and carried 5 - 0

**85 TEIGNMOUTH IN BLOOM LOCATIONS**

The Town Clerk advised that new composters had been ordered and once they arrive will be delivered by the Facilities team to the agreed locations at the end of Alexander Terrace.

Cllr P Lloyd updated the committee on the agreed locations and that there is now a core of volunteers who would carry out the work in the town. The Town Clerk advised that permissions had been sought from DCC and had also been agreed.

The Town Clerk also suggested that there are gardening waste schemes to help with the removal of the old foliage etc. and these would need to be investigated.

Cllr P Lloyd further agreed to approach the Sea Scouts, Air Cadets and Scouts to see if they could offer help with the digging.

**86 TRIANGLE ELECTRICS**

The Town Clerk gave an update on the works and permissions for the provision of electrical outlets for the Xmas tree and other events in the Triangle.

Cllr Phipps asked if it was possible to affix electric features along the new lamp columns of the seafront. The Town Clerk advised that he had some examples of leaping fish and anchor decorations and would share them with the committee.

**87 RECAP ON ANY NEW ACTION POINTS**

- P&FM to facilitate a meeting with Teign Trees for Cllr Lloyd
- Cllr Lloyd to approach Sea Scouts, Air Cadets & Scouts for volunteers
- Town Clerk to share examples of lamp column features

**88 Date of Next Meeting**

The meeting was closed by the Chairman at 4.40 pm

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Cllr J Atkins (Chair)

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