



ASSETS AND FACILITIES COMMITTEE

12 March 2024

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Assets and Facilities Committee at which your attendance is summoned, will be held at **Mayor's Parlour - Town Hall** on **Monday, 18th March, 2024** 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. The comments of members of the public and electors of the parish who speak before the start 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 7 - 10)

To approve, sign and adopt the minutes of the Assets & Facilities Sub-Committee meeting held on 22nd January 2024.

ACTION POINT UPDATES

- TC & P&FM to discuss the future of the clock with the current building owner
- All Cllrs to approach their own political parties to request the provision of tablets

Major Project Update

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

5. **Town Toilets**

6. **Community Units**

To give an update on progress

7. **Workshop**

To give an update on progress

Other Works

New Items

8. **Gas Boiler**

At the last service of the building boiler, we have been advised that it is nearing being beyond repair and will require replacement before next winter.

The boiler is in the region of 35 years old and is highly inefficient.



The committee is asked to resolve to allow funds from the already budgeted refurbishment works for Bitton house to allow quotes to be sourced for a complete system to heat the whole building and the replacement of all other sources of heating, i.e. electric / gas heaters.

9. **Basement works**

We are becoming concerned about the condition of the basement and potential for Dry Rot based on it not being watertight.

Resolve to carry out works urgently to replace all of the windows in the basement to ensure that it is watertight before ingress occurs any further.

10. **Concrete extension to the East side of the basement entrance**

The concrete extension to the East side of Bitton House requires demolishing. This will allow the replacement of the door and will ensure that the basement becomes watertight as part of the other agenda item at this meeting regarding basement.

Quotes are being sourced currently.

Resolve to approve the works to carry out the demolition of this extension.

11. **Bitton House signage**

The room usage policy does not permit dogs only assistance dogs. There is no signage to this effect, and we have recently received a number of complaints from room hirers regarding dog hair on chairs etc.

Therefore, this is just advance notice "to be noted" that a sign will be erected in the entrance lobby.

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

13. **Date of Meetings for 2024 / 25**

It is proposed that Assets and Facilities Committee meetings are increased to monthly due to all the works that are starting to progress.

It is therefore resolved that the meetings for the next year will be as follows:

Monday 22nd April 2024 @ 15:30

Monday 20th May 2024 @ 15:30

Monday 17th June 2024 @ 15:30

Monday 22nd July 2024 @ 15:30

Monday 23rd September @ 15:30



Monday 21st October 2024 @ 15:30
Monday 18th November 2024 @ 15:30
Monday 16th December 2024 @ 15:30
Monday 20th January 2025 @ 15:30
Monday 17th February 2025 @ 15:30
Monday 24th March 2025 @ 15:30
Monday 28th April 2025 @ 15:30