



# TOWN COUNCIL

4 April 2024

Dear Councillor

**NOTICE IS HEREBY GIVEN** that a Meeting of the Full Town Council at which your attendance is summoned, will be held at the **Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF** on **Tuesday, 9th April, 2024** at **6.00 pm** to transact the business specified in the following Agenda as set out.

Iain Wedlake  
Town Clerk

Distribution: The Mayor and Members of Teignmouth Town Council as follows:

Councillors J Atkins (Chair), D Comer, C Williams (Vice-Chair), L Chasteau, D Cox, M Jackman, J Jackson, P Lloyd, C Myers, R Phipps, V Rudge and S Walsh



## **Council not in Formal Session**

### **Moment of reflection**

*For Councillors and Members of the Public Prior to the commencement of the Full Council meeting, for those who wish to do so, there will be a short period of reflection or prayer given by the appointed Mayoral Chaplain to which all are invited. For information – to be taken as read:*

- 1** ***Declarations of Interest** – Members are reminded that they should declare any interests at agenda item 3 in respect of 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. Any items not listed on the agenda and decisions made may be open to legal challenge.*
- 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 will be recorded.*



**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.*

**Police Report (if any)**

*To receive a report from our local Policing team.*

**County Councillor Reports (if any)** *To receive reports from Devon County Councillors representing Teignmouth*

**District Councillor Reports (if any)** *To receive reports from Teignbridge District Councillors representing Teignmouth*

**Town Councillor Reports (if any)** *To receive reports from Town Councillors*

**Reports from Outside Bodies (if any)** *To hear reports from any outside bodies including those of which the member is the Town Council nominated representative.*



## Council in Formal Session - Part 1

### 1. **Use of Mobile Phones**

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Councillors must switch their mobile phones to silent during the meeting to avoid disruption.

### 2. **Apologies for Absence**

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

### 3. **Declarations of Interest**

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

### 4. **Dispensations**

To receive and consider requests for dispensation (if any).

### 5. **Clerks report (if any)** (Pages 11 - 12)

### 6. **Minutes** (Pages 13 - 18)

To approve, sign and adopt the minutes of the Council meeting held on 12<sup>th</sup> March 2024.

### 7. **Minutes from the Assets & Facilities meeting** (Pages 19 - 22)

To receive the minutes of the Assets & Facilities Meeting of 18<sup>th</sup> March 2024 and approve the actions therein.

### 8. **List of payments**

The March payments list is not yet available due to year end and Easter and payment runs but will be reported in May.

### 9. **Neighbourhood Plan**

Council is asked to note; That the neighbourhood plan for Teignmouth is out for referendum on 2<sup>nd</sup> May 2024.



10. **Freemanship of the town**

Council is asked to note; that the freemanship was awarded to Mrs S Russell on the 21<sup>st</sup> March 2024 as previously agreed.

11. **Upper Den Carriageway working group**

Council is asked to consider; The establishment of a working group to investigate parking options for the upper Den carriageway whilst it is closed during the summer season (May-September). To be comprised 4 councillors preferably of differing views and parties (to achieve “balance”) with the ability to co-opt outside partners if required.

The objective of the working group being to report back to full council on 11<sup>th</sup> June with a range of detailed options to be considered in time for a resolution to be passed and reach the next Teignbridge HATOC meeting on the 18<sup>th</sup> of July 2024 to give them time to investigate with sufficient time to enable a May 2025 implementation.

Costs should be confined to officer time at TTC with some input from DCC highways to prepare any necessary drawings using our Parish Online system.

Councillor R Phipps.

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## Events attended

- 2.3.24 Presented the awards at the Teignmouth Arts Society Spring Exhibition at TAAG – a truly diverse and high standard of exhibits which is a credit to our community.
- 7.3.24 Attended a DALC seminar for Clerks and Chairs on issues faced by town/parish councils and how they might be addressed.
- 11.3.24 Marking Commonwealth Day, led the ceremony in the Triangle to read the Commonwealth Affirmation and raise the Commonwealth flag, kicking off a week of national celebrations and events.
- 14.3.24 Attended the licensing of the new vicar in the Haldon Mission Community at St Michael's Church and said words of welcome and good wishes in his coming ministry to our area on behalf of the Town Council. He is Reverend David Wilkie, Team Vicar, and he will be attached to the rural churches - Bishop, Ideford, etc, and his particular mission within the Haldon Mission Community which also includes in the Shaldon Parish, is to be the Children and Families Mission Enabler for work with families and children to develop better links with the church and the younger people and thus improve the congregation numbers from a younger age group.
- 16.3.24 Attended a craft fayre at St Michael's – a shopping fest for home-crafted jewellery, knitted/crochet and other crafted hats, T-shirts, quilts animals, creams and goodies with tea and cake to accompany it all.
- 21.2.24 Organised and put on, with the aid of the office team, the fantastic buffet reception at which Sylvia Russell was made the very first honorary Freeman of the Town of Teignmouth. She is the very first person to be awarded the Freedom of the Town and it was my great pleasure to remind people of some of the myriad things that she has been involved in her 43 years of continuous service to them my privilege and honour to present her with a framed scroll outlining and acknowledging the tremendous commitment she had made to the town. Then, a little tongue in cheek, to present her with a picture of the bench which the Town Council put in place in front of her house, when Teignbridge removed theirs, which had fallen into disrepair, for which we had secretly had made and affixed a plaque, again, stating that it was as a mark of acknowledgement of the 43 years continuous services as Mayor, Town, District or County Councillor she has given to Teignmouth. Duplicates of both the framed scroll and the bench picture, with plaque, will be hung in Bitton House, in due course, to commemorate her achievements and the historic award that is the highest honour that the Town Council can make. Pics are available on the website.
- 22.3.24 Attended CVS Coastal Connectors Training to find out what it is all about. This is only to do with Health and well-being services and will only really be for staff involved in that arena to signpost others who make contact with existing hubs.
- 26.3.24 Attended a One Teignbridge Community Leaders session trying to identify a planning strategy for TDC in the future.
- 27.3.24 Organised and put on with the aid of the office team another really successful buffet reception to make the Mayor's Community Recognition Awards to 26 people that had been nominated by their organisations or other members of the community. It was really humbling to read out the proposals from the nominators and see what these people achieve, usually as volunteers and with no public accolade, except now, through the Mayor's Awards, they have actually received public praise and recognition of the invaluable services that they provide. Pictures and further info. will appear on the website. Pics will appear on the website ASAP.
- 30.3.24 Went to the Pavilions to watch Goose -on stage a version of the goose story by Laura Wall for kids(or all ages) – an excellent and popular production for children which was well received.
- 1.4.24 Opened/started the 4<sup>th</sup> Teignmouth Scouts Rabbit Run which has returned after a break. An

extremely efficiently run event where we cheered them off in blazing sun and watch them squelch back in, families, fancy dressed, all ages I shook lots of hands and congratulated as many as possible. From the 277 runners, they raised nearly £1300 – a great result for the scouts. Pics will appear on the website ASAP.

2.4.24 Cut the ribbon to declare newly fitted defibrillator at the Spa Shop, in Higher Coomber Drive funds raised tirelessly by Shirley Brokenshaw of Teignmouth HeartBeat - (the Town Council donates a sum of money each year to help with the maintenance and upkeep of all the defibrillators in the town). Pictures will appear on the website ASAP.

3.4.24 Attended the monthly meeting with Inspector Sean Roper to look at stats and issues that might be occurring locally. I can give no details of this as it would breach purdah in place because of the election of a Police and Crime Commissioner on 2 May 2024

Future Mayor events:

First wood to be played at the Den Bowling Club on 13 April.

200<sup>th</sup> RNLI anniversary service, Triangles, 20<sup>th</sup> April at 11am

Reception for the Twinning Party from Perros Guirec at Bitton House – Cate organising, Mayor to attend.

Teign Choral Society concert at St Michael's 7.30pm

Annual Meeting of the Council and Mayor making Tuesday, 14 May.

### **Town Councillor's Report**

Successfully helped some residents object to an outline planning application which has subsequently been withdrawn.

Next week I shall be producing the draft for the 2<sup>nd</sup> quarterly edition of Wavelength as I have indicated – any submission for content – you'll know the style if you've read it – I have been fed back that it's too wordy so I'll try to balance that with more pictures – not difficult with the receptions and activities of the Mayor recently.

Despite what has been said, I have not been included in any plans to replace the seafront lighting and would be grateful if people were more accurate in things that they state categorically. Please remember that there are 12 members of this Council.

### **District Councillor's Report**

New car park charges are now in place for the new year in TDC owned car parks. Mostly 20p increases on bands and £20 on lump sums. Details were published in the Teignmouth Post last week.

Teignbridge have announced that they are authorised to put our slightly revised Neighbourhood Plan out to referendum, following external, independent examination. This became clear when emails started to arrive asking what the NHPlan was (around 23.3.24) - since the information had been printed on the voting cards before they confirmed locally that this was actually going ahead. Please refer people to the documentation on the Teignbridge website <https://www.teignbridge.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-submitted-for-consultation-and-examination/teignmouth-neighbourhood-plan-referendum/> and refer queries to me, as chair of the NHPlan Steering Group. Please don't try to answer things that you don't know anything about as this causes huge problems and may compromise. As soon as I have time, I will put a factual statement on our website to explain what happens if there is a No result, etc, and where the documentation can be found and get our website up to date too.

Next week I am due to meet the Finance Officer in Teignbridge, Martin Flitcroft, locally, to look at issues.

Executive discussed Broadmeadow Sports Centre yesterday



March Report: Jackie Jackson, Town Councillor, West Teignmouth.

I was pleased to attend the Mayor's Awards Ceremony, and to cheer on Teign Aid as they received their awards. I had nominated them as a team and as individuals, in particular Marilyn Warrenner who leads the work they do. The group voluntarily give huge amounts of time to individuals who need support to improve their situations relating to debt, rent, housing problems and benefit difficulties. They do this with a strong sense of justice and kindness and in a totally non- judgemental manner. It was wonderful, also, to see the many other individuals and teams, who contribute to making life better for so many people in our community, rightly recognised and awarded.

On another matter, I would like to thank all the staff of Bitton House for being supportive and kind in helping Teignmouth Community Larder to settle into their first weeks of working from Bitton House. The Larder are renting the Second Chamber for packing food parcels and for coffee and cakes sessions for larder users and volunteers, and the Old Toilet Block as a storage area, after their move from The Meadow Centre. My condolences go to the staff of Kingsway Residents Association as they lose their long battle to keep the centre going as a running concern, and as the people of Kingsway lose their community centre. It is an area which needs a community hub and I sincerely hope some opportunity will arise, indeed be looked for, that may help community groups in that area to find alternative accommodation.

Hope this is OK Iain, please let me know if not.  
Best wishes, Jackie

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## **Teignmouth Community Organisations**

During the pandemic, Teignmouth organisations such as Volunteering in Health, The Alice Cross Centre, and the newly founded Mutual Aid Group pulled together to support the community as best they could, alongside local businesses offering delivery services. In Dawlish, the Town Council brought their community organisations together under Helping Dawlish to co-ordinate their pandemic response, which has continued in support of Ukrainian families, and all affected by the cost-of-living crisis.

Teignbridge CVS already runs a regular Coastal Caring Alliance group for health and wellbeing organisations across Teignmouth and Dawlish (including statutory services), but there may be potential for the council to co-ordinate something like Helping Dawlish to bring together all community organisations in Teignmouth so that they can be more aware of the services they each offer and can support each other (shared training courses, fundraising events etc). Sadly, the Meadow Centre/Kingsway Residents Association is very likely going to be closing. Perhaps a group like this could have helped them identify the issues earlier and resulted in a different, collaborative, outcome?

## **Coastal Connectors**

The Primary Care Network is setting up a Coastal Connector scheme, offering a free one off training session to local people who come into contact with the general public (such as taxi drivers, hairdressers, shopkeepers, carers, bar staff, councillors) to give them some basic tips and knowledge about how they can support and signpost people to find the information and services they need, such as community groups, benefits advice, housing support, carers.

It's not about the trained people becoming volunteers, or acquiring all of the knowledge about all of the services available locally, but knowing what kind of support is available and where to go for more information. Local centres such as The Alice Cross Centre can opt to be an Information Access Point and provide the more in-depth knowledge, whilst increasing their footfall and awareness of their own services.

Around 2018, Volunteering in Health ran a similar project called Don't Bottle It Up, in which local bar staff received mental health awareness training, there was a poster campaign, and the pubs put on a fundraising event to support local voluntary mental health services.

## **Parking at Bitton House**

The parking regulations at Bitton House are due to change from 2<sup>nd</sup> April 2024.

## **Parkrun**

Thank you to Parkrun for recently inviting councillors along. I have been back since and have enjoyed getting back into running. It's fantastic that we have this in Teignmouth as it's such a great community and helps people get into exercise. Although the town council isn't able to provide storage for the Parkrun equipment, I hope that this is able to be resolved soon with Teignbridge council.

## **Human Resources**

Welcome to Terrill Mayho – I'm looking forward to meeting you.

Unfortunately, I wasn't able to make the HR committee meetings held about her recruitment because they were too short notice. There haven't been any other HR meetings this year, so I haven't attended any since joining the council. I think the HR committee should be meeting more regularly (for example, quarterly) so that they can be planned ahead to enable better attendance and so that we can notice any HR issues as they arise, rather than waiting for small problems to become big ones.

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## **Clerks report April 2024**

### **CCTV Rollout**

The next phase 5 locations (20 cameras) including landward side of the Den, the Triangles, Brunswick St. is quoted and being evaluated.

Bitton park 5 locations (23 cameras) will follow (March/April)

Work to replace the failed ducting at Bitton Park is now complete, so we hope to add 5 locations (25 cameras) here in April.

The further phases into the town are likely now to be held up due to the toilet impasse.

Work proceeds with our Data Protection Officer on putting a new suite of policies and procedures in place for the new system.

We have always planned to offer video exports of the sea areas to NCI, HM Coastguard and RNLI should they wish to take up this offer, discussions have started with NCI. And now HM Coastguard who are both extremely interested. We are now working on the technicalities of achieving this and a Data Sharing agreement which will need to be in place.

Sadly, the first formal use of the system has been undertaken over the last couple of days for BTP relating to an incident on the railway line.

### **Community units**

We have had unhelpful responses from TDC planning in a procedural vein, and some unhelpful interventions locally. I am considering the chair of assets calling an extraordinary assets meeting (pt2).

We are currently responding to several FOI's relating to the above, as have TDC recently.

### **Recruitment for additional post**

Terril has now started and is here with us this evening.

### **Garage & Workshop replacement.**

Planning permission has now been formally received and specification, building regulations and tenders will now progress.

### **Toilets**

Following the extra ordinary full council on 03/04/2024 the sheet piling, and demolition contractor has been instructed. And the provisional date for commencement is W/C 13<sup>th</sup> May 2024.

TDC have been informed and DCC also specifically for the establishment of a compound on the upper den carriageway.

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## Teignmouth Town Council

Minutes of a Meeting of  
**Teignmouth Town Council**  
Held at Bitton House, Teignmouth on  
Tuesday, 12th March, 2024 at 6.00 pm

**Present:**

Councillors J Atkins (Chair), L Chasteau, D Cox, M Jackman, J Jackson, C Myers, R Phipps, V Rudge and S Walsh

**Absent:**

Councillors C Williams and P Lloyd

**In attendance:** Iain Wedlake and Francasca Womack

**Public Participation:**

There was no public participation

*The following minutes will be considered for approval at the next meeting of the Town Council and may be subject to change until that time.*

Part I

**31 USE OF MOBILE PHONES**

Taken as read.

**32 APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr Lloyd and Cllr Williams.

**Resolved** that the apology be noted.

**33 DECLARATIONS OF INTEREST**

None were received.

**34 DISPENSATIONS**

There were no dispensations.

**35 CLERKS REPORT (IF ANY)**

The Clerk gave a verbal update regarding the report.

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-We have limited planning permission for the temporary storage containers. Teignbridge Planning wanted to change from a pitch roof to a flat roof. We should have approval by tomorrow.

-The Traffic Order update will come into effect on the 2<sup>nd</sup> April, 2024. People who have a current update will be given first choice, then it will be open to the public.

-The Clerk made all the Councillors aware that we are now in a state of Purda, which is also known as a period of heightened sensitivity.

-We have a new member of staff starting on the 2<sup>nd</sup> April, 2024.

Cllr Jackson asked what they will be doing and the Clerk explained that it will be over-lapping with the work that is currently done within the administration office.

-The Finance systems are down this week, which was done on purpose, so we can update them to the cloud Server.

-Cllr Rudge asked what is going on with the Toilet Blocks/ Aquarium.

The Clerk explained that some works needed to be done to a supporting wall which Teignbridge are no longer paying for. Teignmouth Town Council will now be paying for this work to be done. We will be waiting until the Upper Den Carriage Way is closed before these works are completed due to the equipment that is needed and the current price that has been quoted for these works is £75K.

-The Clerk is hoping for all the cameras to be working at full capacity by the end of the financial year.

### 36 MINUTES

Members considered the minutes of the Council meeting held on 13<sup>th</sup> February, 2024.

**Resolved** that the minutes of the Council meetings held on 13<sup>th</sup> February, 2024 be approved and signed as a correct and accurate record of the meeting.

Proposed by: Cllr Atkins

Seconded by: Cllr Jackman

Carried unanimously

Cllr Cox was not present at the vote.

### 37 LIST OF PAYMENTS

The Councillors were asked to look at the list of payments which were provided with the agenda. The Clerk opened the floor to see if any councillors had any questions regarding the payments list.

Cllr Atkins asked what 'Add Blue' is. The Clerk explained that we buy this as something to add to the van, due to it being Diesel, which helps it run more effectively.

Cllr Atkins also questioned why we are buying circuit breakers. The Clerk explained that when it comes to circuits, you need to buy the same brand to replace the parts



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you need rather than buying a whole new breaker.

Cllr Phipps questioned the £5k on drains. This was part of the planning permission for the drains to be surveyed for the land at the bottom.

Cllr Phipps wanted to know the running cost to heat the Orangery. The Clerk explained there is a sub-meter for the gas usage of the Orangery.

Cllr Phipps then wanted to know if there is a grant to help towards this. The Clerk said unfortunately not. There is an agreement between Teignmouth Town Council and the Orangery, where they carry out the main gardening inside the Orangery, and Teignmouth Town Council do all the maintenance work for the building. The Orangery have no means to pay for the building or the maintenance of the building. Although, the current agreement does need updating.

Cllr Phipps also enquired about the insurance. The Clerk explained that the Town Council paid for the works from the vandalism straight out as it was more cost effective this way.

Cllr Chasteau asked why so much heat is needed for the Orangery. The Clerk explained this is due to the types of exotic plants that are kept within certain temperatures to maintain the plants.

Cllr Jackman had a few queries regarding the payments list. The first being the £55.53 that was spent on British Gas. The Clerk explained this is for the dehumidifier that is used in the workshop behind the Orangery.

Cllr Jackman questioned the payment for the smoke detector and why it was so much. The Clerk explained the council decided to have wireless detectors around the building that all work together. The price includes the smoke detector, the programming and the labour.

Cllr Jackman then asked what the Travis Perkins payment was for. It was explained that, when the risk assessment was done for the building, one of the risks that was highlighted was someone falling into the moat that surrounds most of the building. The fence from Travis Perkins is to help reduce this risk.

Cllr Jackman asked why 3,732.59 was spent on memorial benches and if this was just for one bench. The Clerk explained this was for the replacement of up to ten benches. They are made from a type of wood that does not need any treatment, therefore saving the council more money in the long run.

Cllr Jackman queried why there are so many Amazon payments, and why items have not been sourced from the local town. The Clerk explained we try and use local where we can for certain things but the process when buying something locally requires having to get a quote from three different places. If we were to do this in town, it would cost the council more money once you take into consideration sending someone into town, going to the three different shops, getting a price and making sure they have the correct item in stock. Whereas if this is done online, it is more efficient and saves the council more money.

## Teignmouth Town Council

Cllr Jackman wanted to know about the cost of the trees (check to see which company it was). The Clerk explained that is the price for five trees. Two at Bitton House, one at the Methodist Church, one at St James' Church and another one at St Michael's Church.

### 38 **DEVON AND TORBAY DEVOLUTION DEAL**

The Clerk gave an explanation about the Devon and Torbay Devolution Deal and if there will be much of an affect with Teignmouth Town Council.

The Clerk gave the option that the councillors can give their letters in response either as a collective or individually but feels there would be more of an impact if it was done individually. If it was something that was done as a collective, a few councillors would need to be nominated and form the response together.

It is to be noted that all the councillors have taken everything into consideration and can do an individual recommendation if they choose.

Proposed by Cllr Phipps  
Seconded by Cllr Jackson  
Carried unanimously.

### 39 **ANNUAL REVIEW OF THE RISK REGISTER**

The Council was given the risk register with the agenda. The risk register takes into consideration the way we manage Finance and Administration as well as Health and Safety.

It was pointed out to the council that a lot of the actions have been cleared but there are still a few things that need to be done, especially surrounding the Finance side of things.

Cllr Jackson asked about the term investment that was being used in 1.14 and 8. The Clerk explained we use CCLA Churches, Charities & Local authorities. Cllr Jackson then asked where we are getting our financial advice, and the Clerk responded that we have an RFO Locum who has been helping and guiding us.

*The meeting was closed by the Chairman at 8.15 pm*

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Cllr J Atkins (Chair)



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## TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Assets and Facilities Committee**  
held at **Mayor's Parlour - Town Hall** on  
**Monday, 18th March, 2024 at 3.30 pm**

**Present:**

Councillors J Atkins (Chair), V Rudge and C Williams

**Absent:**

R Phipps, M Jackman and P Lloyd

**Officers In attendance:**

**113 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jackman & Lloyd

**Resolved** that the apologies be noted

**114 DECLARATIONS OF INTEREST**

None were received

**115 MINUTES**

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 22<sup>nd</sup> January 2024

**Resolved** that the minutes of the Assets & Facilities Sub-Committee meetings held on 22<sup>nd</sup> January 2024 be approved and signed as a correct and accurate record of the meeting

Proposed: Cllr Atkins  
Seconder: Cllr Rudge

2 in favour, 1 abstention as absent from the previous meeting

**116 ACTION POINT UPDATE**

- TC & P&FM to discuss the future of the clock with the current building owner

Update: Ongoing. TC & PFM to obtain the title deed for the building to establish the owner and approach to discuss ownership of the clock.

- All Cllrs to approach their own political parties to request the provision of tablets

Update: Ongoing. The issuance of tablets to Cllrs was further discussed and it was agreed that ALL Cllrs would be approached to ask them if they would like a tablet

Action: TC to contact all Cllrs

**117 REPLACEMENT CCTV**

The P&FM and the TC gave an update on the roll out progress of the Town CCTV. It was noted that a couple of FOIs had been received but had been dealt with to the requesters' satisfaction.

**118 TOWN TOILETS**

The TC and P&FM gave an update on the Town Toilets project and the transfer progress from Teignbridge.

**119 COMMUNITY UNITS**

The committee were given an update on progress which included the outcome of the ecology survey, which has necessitated a further emergence survey to need to be carried out in May / June later this year.

**120 WORKSHOP**

The committee were updated on the progress for the replacement workshop in Bitton Park. The planning permission has now been granted by TDC and this project will be progressing soon.

**121 GAS BOILER**

The committee were briefed on the state of the gas boiler at Bitton House and the possibility of it being condemned before next winter. The state of the basement and the removal of the concrete extension were also discussed.

The committee were asked to approve the acquisition of quotes to replace the boiler, remove the concrete extension and start works to update the basement using the earmarked reserves already in place for Bitton House.

Proposed by Cllr Atkins  
Seconded by Cllr Rudge

Carried 3-0

**122 BASEMENT WORKS**

Please see this item in conjunction with point 9 (Boiler)

**123 CONCRETE EXTENSION TO THE EAST SIDE OF THE BASEMENT ENTRANCE**

Please see this item in conjunction with Items 9 (Boiler) & 10 (Basement Works)

**124 BITTON HOUSE SIGNAGE**

The committee were briefed on the introduction of a no dogs (except accessibility dogs) policy in Bitton House. Signage to this effect has been added to the internal glass door on entering Bitton House.

**125 RECAP ON ANY NEW ACTION POINTS**

- TC to contact all Cllrs re: the issuance of Android tablets for Council business
- TC and P&FM to ascertain the ownership of the Town Clock by interrogation of the title deed and lease

**126 DATE OF MEETINGS FOR 2024 / 25**

The committee were requested to resolve to amend the frequency of future Assets & Facilities to monthly going forward, due to the number of projects now in progress

Proposed by Cllr Atkins  
Seconded by Cllr Williams

Carried 3-0

Agreed future meeting dates now to be:

- 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

The meeting was closed by the Chairman at 5.37 pm

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Cllr J Atkins (Chair)