

# TEIGNMOUTH TOWN COUNCIL

Minutes of a Meeting of the  
**Assets and Facilities Sub-Committee**  
held at **Mayor's Parlour - Town Hall** on  
**Monday, 20th November, 2023 at 3.30 pm**

**Present:**

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

**Absent:**

M Jackman

**Officers In attendance:**

Projects & Facilities Manager

Town Clerk

**89 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor M Jackman

**Resolved** that the apology be noted

**90 DECLARATIONS OF INTEREST**

None were received

**91 MINUTES**

Members considered the minutes of the Assets & Facilities Sub-Committee meeting held on 11<sup>th</sup> September 2023.

**Resolved** that the minutes of the Assets & Facilities Sub-Committee meetings held on 11<sup>th</sup> September 2023 be approved and signed as a correct and accurate record of the meeting

Proposer: Cllr Atkins

Seconder: Cllr Lloyd

Votes: 3 in favour, 2 abstentions, carried.

**92 ACTION POINT UPDATE**

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

Update: Cllr Atkins stated that she had discovered that the Town Council are unable to apply for this OPCC grant as they exceed the income level threshold of eligibility by virtue of the annual precept received. **Action Discharged**

- P&FM to facilitate a meeting with Teign Trees for Cllr Lloyd

Update: P&FM stated that a meeting between Cllr Lloyd and Teign Trees had been arranged to scope the work to be carried out at the Train Station as part of revised Teignmouth in Bloom. **Action Discharged**

- Cllr Lloyd to approach Sea Scouts, Air Cadets & Scouts for volunteers

Update: Cllr Lloyd stated that she had been in discussion with Clive Wetten of the Scouts to look for volunteers for the areas that required less intensive work to prepare the land areas, and that she was considering talking to the Probation Service to ascertain whether using resources from this source was viable to help. Cllr Atkins added that the Probation Service resource was more complicated to accommodate due to requirements for welfare etc. **Action Ongoing**

- Town Clerk to share examples of lamp column features

Update: The Town Clerk shared some examples of decorative lighting that had been obtained when the lamp columns along the sea front were replaced for Teignbridge to reinstate the features. Teignbridge had stated at the time that they had no budget to carry out these works. **Action Discharged**

### 93 **REPLACEMENT CCTV**

The P&FM and the Town Clerk gave an update on the progress of the CCTV project to date.

### 94 **BITTON PARK CCTV**

The P&FM asked that the committee consider the quotations obtained and recommended that the higher specifications for replacement at Bitton Park be approved for the reasons of safety (ROSPA), security and antisocial behaviour prevention

It was RESOLVED that the committee approve the higher specification quotation.

Proposer: Cllr Atkins  
 Seconder: Cllr Rudge

Carried 5-0

### 95 **SEAFRONT CCTV**

The P&FM asked that the committee consider the quotations obtained and recommended approval of the lowest quotation on the grounds of cost.

It was RESOLVED that the committee approve the quotation as above

Proposer: Cllr Phipps  
Seconder: Cllr C Williams

Carried 5-0

**96 EASTCLIFF CCTV**

The P&FM asked that the committee consider the quotations obtained and recommended approval of the lowest quotation on the grounds of cost.

It was RESOLVED that the committee approve the quotation as above

Proposer: Cllr Rudge  
Seconder: Cllr Phipps

Carried 5-0

**97 TOWN PLANTING & MAINTENANCE**

The P&FM and the Town Clerk asked for approval 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

It was RESOLVED that the Officers of TTC are given authority to hand back the pockets of land described above to TDC.

Proposer: Cllr Atkins  
Seconder: Cllr Phipps

Carried 5-0

**98 ESTABLISH TEIGNMOUTH IN BLOOM WORKING GROUP**

Cllr Lloyd, who is heading up this work in the town, stated that she believed that ongoing the project continue to be called Teignmouth in Bloom and that the working group be made up of herself, Cllr Jackman, Cllr Comer and Stewart Henchie. This working group will in future report to the Assets & Facilities Sub-Committee at which an agenda item will be added for all future meetings.

It was RESOLVED that the project as stated continue be named Teignmouth in Bloom and that the working party be formed as above.

Proposer: Cllr Lloyd  
Seconder: Cllr Rudge

Carried 5-0

**ACTION:** Cllr Lloyd to arrange the 1<sup>st</sup> meeting of this working group, to invite an officer of the Council to attend and to produce draft Terms of Reference for this working group for approval at this meeting.

**99 REPLACEMENT OF ASSETS SOFTWARE**

The P&FM appraised the committee of the inflexible software provided by the assets module of the RBS Finance system and the amount of manual intervention required to obtain effective or concise reports as needed by the Facilities Department. Quotes had been obtained for 2 alternative systems as described. It was noted that the removal of the existing module would save half the cost of the new software.

It was RESOLVED that the P&FM be given authority to enter into a contract for the cheaper of the two alternatives as that had been trialled and was found to be more than sufficient for the team's requirements.

Proposer: Cllr Atkins  
Seconder: Cllr Lloyd

Carried 5-0

**100 RECAP ON ANY NEW ACTION POINTS**

**ACTION:** Cllr Lloyd to arrange the 1<sup>st</sup> meeting of this working group, to invite an officer of the Council to attend and to produce draft Terms of Reference for this working group for approval at this meeting.

**101 DATE OF NEXT MEETING**

The date of the next meeting was agreed at 15:30 on Monday 22<sup>nd</sup> January 2024

The meeting was closed by the Chairman at 4.55 pm

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Cllr J Atkins (Chair)