



**Minutes of Credition Town Council's Property and Assets Committee held on Tuesday 28 September 2021 at 19.00 at Old Landscore School, Greenway, Credition**

**Present:** Cllrs F Letch (Chairman), E Brookes-Hocking, J Harris and M Szabo

**Apologies:** Cllrs Huxtable and Martin

**In Attendance:** Lisa Blake, Projects Officer

**13. To receive and accept apologies**

The meeting was opened at 19.02. It was **resolved** to accept the apologies of Cllrs Huxtable and Martin (Proposed by Cllr M Szabo).

**14. Declarations of Interest - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

Cllr Letch declared that as a member of more than one authority, any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**15. Public Question Time- To receive questions from members of the public relevant to the work of the committee**

There were no members of the public in attendance.

**16. Order of Business - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public**

There were no changes to the order of business.

**17. Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make (for information only)**

Cllr Letch reported that he and Cllr Brookes-Hocking had attended a meeting regarding the A377 and how an increased number of trains coming through Credition may alleviate congestion.

Cllr Letch recently attended a meeting on Cyber Crime and congratulated Credition Town Council on its efforts relating to livestreaming its meetings via social media, enhancing the audience reached and maximising public engagement.

**18. Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Property and Assets Committee meeting held on 29 June 2021**

It was **resolved** to approve the minutes of the meeting on 29 June 2021 (Proposed by Cllr Harris)

**19. To receive an update on the following:**

▪ **Newcombes Public Toilets**

The Projects Officer advised that works to enable the installation of the CCTV system had been completed and that a replacement locking system could now be obtained in order for the toilet at Newcombes Meadow to be reopened. It was **agreed** that the locking equipment must be protected to reduce the likelihood of damage in the future. It was felt that a replacement door at this stage would not be beneficial until the redevelopment of the toilet block had been fully planned and considered.

▪ **Old Landscore School**

The Projects Officer advised that final sale documents were awaited from the solicitor, further to chasing this week.

▪ **CCTV Project**

The Projects Officer advised that all cameras had now been installed. The final phase was the signage at the camera locations. There had been no request for signage on the planning applications and would require further investigation. It was **agreed** that Cllr Letch would contact Alex Marsh with a list of locations where signage is required to ask whether this would require permission.

**20. To discuss the quotations for a structural survey of Newcombes toilet block and agree any actions**

It was **resolved** to accept the quotation of Bill Badger at a cost of £200 to undertake the structural survey of Newcombes Toilet block on the basis that the investigation of a water tank underneath the surface area would also be completed. (Proposed by Cllr Brookes-Hocking).

**21. To discuss the quotation for the service of the Town Clock and agree any actions**

It was requested that the Projects Officer obtain additional quotes for the servicing and to establish whether a long term contract could be established. (Proposed by Cllr Letch)

**22. To discuss the ongoing maintenance of Peoples Park Wildlife Area and agree any actions**

Cllr Szabo requested that Hoopers uplift the trees in the area of Peoples Park wildlife area. Kendra from the Wildlife Group has agreed to remain in an advisory capacity.

Cllr Szabo suggested that some promotional flyers (300 A6 size) could be made to advertise the open day on 30 October and that he would be happy to distribute and hopefully attract some new volunteers.

It was **resolved** to allocate a £300 budget for the provision of bulbs for the area, subject to Full Council approval (Proposed by Cllr Szabo).

**23. To discuss the quotation for the replacement lockable wooden door in the office and agree any actions**

It was **resolved** to accept the quotation for the replacement door in the office at a cost of £832.88 for the benefit and safety of both staff and public (Proposed by Cllr Letch)

**24. To discuss the quotations received for the replacement door (previously window) for fire safety and agree any actions**

It was **resolved** that quotations would be obtained for french doors, with these being considered by the committee at the earliest opportunity.

**25. To discuss the quotations received following the property inspections for 2021 and agree any actions (copies of the quotations were circulated prior to the meeting)**

It was **resolved** to accept the quotation for the works at Fulda Crescent and Upper Deck (Proposed by Cllr Harris).

It was **noted** that the Projects Officer would obtain additional quotations for the cleaning requirements in the areas specified within the property inspection

It was **resolved** for the repointing of the existing slabs at the Boniface Statue to be completed. (Proposed by Cllr Harris).

It was **noted** that Cllr Letch would visit the St Boniface Statue on a monthly basis commencing in November to weed the slabbed area.

**26. To consider rental charges for use of the bungalow meeting rooms and agree any actions**

*Cllr Letch declared a personal interest in this item and abstained from the vote*

It was **resolved** to charge £12 per hour for usage of the large meeting room and kitchen, once the required works had been completed. (Proposed by Cllr Harris)

**27. To note the date of the next meeting – 30 November 2021**

The date of the next meeting was **noted**.

**28. Close**

The meeting closed at 19.57pm

Signed.....  
(Chairman)

Date:.....