

**MINUTES OF THE MEETING OF THE BUILDINGS AND ASSETS COMMITTEE  
OF TRING TOWN COUNCIL HELD AT THE COUNCIL CHAMBER, THE  
MARKET HOUSE, TRING ON MONDAY 3RD JULY 2023 AT 8.25 pm**

**Present:** Councillors: J. Mottershead (Chair)  
C. Noxon  
R. Farrow  
B. Patterson  
C. Weston  
P. Hearn  
N. Nutkins (Ex-officio)

**Also present:** Cllr de Koning (Attending as an observer)  
Mrs L Housden (Town Clerk)  
Ms C. Murray (Deputy Town Clerk)  
2 x Members of the public

21494. **APOLOGIES**

Cllr Wilkie (Prior Engagement)

**RESOLVED:** Proposed Cllr Weston, seconded Cllr Patterson. To accept the apologies for the reasons given. Unanimously agreed.

21495. **DECLARATIONS OF INTEREST**

None.

21496. **TO CONFIRM THE WORKING PARTIES/SUB-COMMITTEES OF THE COMMITTEE**

A report setting out the current position together with a request to assist had been circulated ahead of the meeting.

**RESOLVED:** Proposed Cllr Weston, seconded Cllr Hearn:

- (i) To continue with the Nora Grace Hall working party.
  - (ii) Councillor Membership and chair: Five members: Cllr Weston, Cllr Hearn, Cllr Nutkins, Cllr de Koning, Cllr Mottershead (Chair)
  - (iii) Non-councillor membership: The option to recruit two co-opted members at a later date
  - (iv) Terms of reference to remain the same
- Unanimously agreed.

21497. **TO CONFIRM THE MINUTES OF THE BUILDINGS & ASSETS COMMITTEE MEETING HELD ON 6th FEBRUARY 2023**

**RESOLVED:** Proposed Cllr Hearn, seconded Cllr Nutkins that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman Unanimously agreed.

21498. **MATTERS OF REPORT FROM THE MINUTES**

Nothing to report.

21499. **CHAIRMAN'S COMMUNICATIONS**

Nothing to report.

21500. **PUBLIC PARTICIPATION**

- A member of the public spoke on a number of subjects. Regarding the Nora Grace Hall, the speaker felt satisfied the chair had provided an update. He asked for the working party to be minuted and made available to the public. He reported on the appalling state of the toilets in the Forge Car Park, and pointed out the lack of toilets at Tring Station.
- The second speaker was happy with the reappraisal of the Nora Grace Hall. He noted that the comments from the floor were not included in the video of the architect's talk at the presentation. He emphasised that the current state of the hall suggested something needs to be done soon. He suggested phasing in a new building, so it could start to be used as soon as the first phase was completed.

21501. **TO RECEIVE UPDATES ON PROJECTS INVOLVING COUNCIL PROPERTIES AND TO CONSIDER ANY ISSUES SUCH AS MAINTENANCE WITH REGARD TO COUNCIL PROPERTIES**

- (i) **The Market House**, 61 High Street, Tring HP23 4AB and **Information Centre**.
  - The Market house external maintenance works have now been completed. Consideration needs to be given to the interior i.e. repainting, tables revarnished and the carpets replaced.
  - The information centre sign needs updating. The committee was asked to agree to the proposed design.
- (ii) **Church Square**, High Street, Tring
  - Friday Market is continuing to take place as normal.
  - The bollards are being repainted.
  - The bus shelter has been cleaned.
  - Used by Farmers Market for the first time on 10th June.
- (iii) **Mansion Vista**, land adj. Memorial Garden, High Street, Tring
  - The bus shelter has been cleaned.
- (iv) **Market Place**, Brook Street
  - Farmers Market traders are continuing to use this area to park their vehicles (for free). A hire fee is charged for the use of Church Square.

(v) **Nora Grace Hall**

- The Town Warden has been cutting hedges and keeping the outside tidy.
- Manhole covers have been replaced by the Town Warden.
- **Nora Grace Hall replacement project:**
  - The committee was asked to familiarise themselves with the proposals by looking at the information available on the Town Council website.
  - It was reported that an informal handover meeting had taken place. Attended by the Chair of this committee, the new Chair, the architect and the Mayor and Deputy Mayor. The intention being to bring the Chair up to speed with the current position. To summarise the current position is that the planning application has been submitted to Dacorum Borough Council. Further reports were required including a Tree report and a Travel Plan. These have both now been completed and submitted and hopefully a decision will soon be made so that the Council can then consider how they wish to proceed. The architect highlighted that the exterior materials and inside usage could be amended at a later date.

(vi) **Pond Close (North)**

- Regular monitoring of playground equipment.

(vii) **New Mill land off Icknield Way**

- Meadow Brook – regular litter pick and routine maintenance.
- Chapel Meadow – regular monitoring of worn surfaces.
- The ATC hut - A draft lease has been prepared by the Council's solicitors and sent to ATC solicitors for approval/amendment. For information ATC has heard from UK Power Networks appointed contractor that they are seeking to replace the overhead electric supply at the Tring site with a buried service. They attended the site on Wednesday 14<sup>th</sup> June for a preliminary look and the ATC surveyor supported their visit and they will provide feedback on UKPN's intent as soon as they have it. They are keen to ensure that any potential new buried cable route by UKPN will not create issues for their planned future new building so will discuss this with them and try to get a suitable outcome.

**(viii) Bulbourne Land**

- Councillors visited the site on 26th May to consider options for its future.
- There is a single water trough on the site to service allotments. The Town Warden believes that adding additional troughs would involve digging up the car park.
- A questionnaire has been sent to the allotments waiting list to gauge interest in allotment plots at Bulbourne.
- The padlock to the entrance gate is broken and is currently with the company to be repaired/replaced.
- Logs to block access at the back of the allotment site have now been laid.
- Current issues include: a skip being placed in the car park without permission, vehicular access (it is believed to be a quad bike) over the part of the land that was formerly used for grazing, it is assumed that this alternative route has been used as the rear access has now been blocked . The gate that was used has been padlocked in an attempt to stop this.

**(ix) Duckmore Lane land**

- Allotments – The wooden fence is slowly being replaced with a hedge.
- Millennium Wood and meadow – Nothing to report.
- Grass keep – is being grazed.

**(xi) Old School Yard**

- Nothing to report.

**RESOLVED:** Proposed Cllr Weston, seconded Cllr Noxon:

- (i) The Clerk to obtain quotes for interior redecoration of the Market House.
- (ii) To approve the new information sign.
- (iii) The Clerk to write to the Bulbourne residents regarding the concerns raised.
- (iv) To note the updates given.

Unanimously agreed.

21502. **LAND AT BULBOURNE**

A survey had been carried out of the people currently on the Duckmore Allotments waiting list to see if they would be interested in taking an allotment plot on the Bulbourne site if they were to be created. The results were considered and 17 people had indicated that they would accept a plot.

**RESOLVED:** Proposed Cllr Weston, seconded Cllr Patterson. To note the survey results and for further investigation to be carried out so that a proposal could be put to a future meeting. Unanimously agreed.

21503. **EXPENDITURE OF CIL MONIES**

A report had been circulated ahead of the meeting explaining what CIL is, what it can be spent on and the spending deadline. A copy of the Council's current CIL Protol and Infrastructure Delivery Plan was also circulated for review. The Deputy Clerk showed a presentation of images of potential items that could be purchased including: recycling bins, seating, and displays of information.

The Committee went through the existing 'wish list' on the Infrastructure Delivery plan and removed and added items. The updated list included: Urban Forestry, Road Safety, Road Markings, Grit Boxes, Nora Grace Hall, Land at Bulbourne, Replacement benches, Noticeboards, Flagpole at Church Square, High Street Improvement, Water refill station, Insect houses, Electronic tourist information, EV Chargers, Playgrounds and Recycling bins

Public consultation was also considered.

**RESOLVED:** Proposed Cllr Weston, seconded Cllr Farrow:

- (i) For the current CIL protocol to be updated so that the correct committee is referred to.
  - (ii) The Infrastructure Delivery Plan to be updated in terms of the CIL receipts and the wish list (as above).
  - (iii) Consultation of the wish list to be considered and discussed by the Youth Council, at the Meet the Council carnival stall and in the annual Town Crier.
  - (iv) To obtain quotes on as many items as possible.
- Unanimously agreed.

21504. **MARKET HOUSE**

The Committee was asked to approve the appointment of the Council's usual solicitor to carry out the first registration of the Market House. The cost would be in the region of £750 plus VAT plus the Land Registry fee.

**RESOLVED:** Proposed Cllr Weston, seconded Cllr Farrow. To appoint Austins Penny and Thorne in Berkhamsted to carry out the first registration of the Market House. Unanimously agreed.