

**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 5TH FEBRUARY 2024 AT 8.15pm**

Present: Councillors: N. Nutkins (ex-officio and Stand in Chair)
R. Farrow
B. Patterson
C. Weston
P. Hearn
C. Noxon

Absent: S. Wilkie
J. Mottershead

Also present: Cllr P. De Koning (Observer)
Mrs L Housden (Town Clerk)
Ms C. Murray (Deputy Town Clerk)
1 x Member of public

21760. **APOLOGIES**

S. Wilkie (Prior Engagement) and J. Mottershead (Unwell)

RESOLVED: Proposed Cllr Farrow, seconded Cllr Noxon. To accept the apologies for the reasons given. Unanimously agreed.

21761. **DECLARATIONS OF INTEREST**

None.

21762. **TO CONFIRM THE MINUTES OF THE BUILDINGS & ASSETS COMMITTEE
MEETING HELD ON 9th OCTOBER 2023**

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

21763. **MATTERS OF REPORT FROM THE MINUTES**

Nothing to report.

21764. **CHAIRMAN'S COMMUNICATIONS**

Nothing to report.

21765. **PUBLIC PARTICIPATION**

No one present wished to speak.

21766. **TO RECEIVE UPDATES ON PROJECTS INVOLVING COUNCIL PROPERTIES AND TO CONSIDER ANY ISSUES SUCH AS MAINTENANCE WITH REGARD TO COUNCIL PROPERTIES**

The Clerk summarised a report that had been circulated ahead of the meeting briefing members on work required or being carried out on Council properties:

- (i) **The Market House**, 61 High Street, Tring HP23 4AB and **Information Centre**
 - The 24/25 budget has been agreed which includes expenditure for the internal redecoration of the Market House which is planned to take place in the summer recess. The general costs have been estimated but three quotes will be obtained in the coming months and presented to the Council for selection.
 - The information centre -Nothing to report.
- (ii) **Church Square**, High Street, Tring
 - Friday Market and the Farmers Market are continuing to take place as normal.
 - The two benches on here are soon to be replaced (for very similar ones).
 - Refurbishment of the bus stop is being investigated using CIL funds and will be explored in greater detail under the separate agenda item.
 - The water bottle refill station has been installed and will be opened once the winter is over.
 - Confirmation has been received from the Land Registry of acceptance of the application for first registration and a title number has been allocated. However the Land Registry is taking a long time to deal with this type of application so it will be a while before it is completed.
 - The 24/25 budget includes increased monies to improve the Christmas lights. The Clerk suggested creating a working party to explore options.
- (iii) **Mansion Vista**, land adj. Memorial Garden, High Street, Tring
 - Friday Market and the Farmers Market are continuing to take place as normal.
 - The bench at this location is being replaced for a very similar one.
 - Refurbishment of the bus stop is being investigated using CIL funds and will be explored in greater detail under the separate agenda item.
 - Confirmation has been received from the Land Registry of acceptance of the application for first registration and a title number has been allocated. However the Land Registry is taking a long time to deal with this type of application so it will be a while before it is completed.
- (iv) **Market Place**, Brook Street
 - Friday & 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/Mansion Vista.
 - Regular landscape maintenance by the town warden including cutting hedges.
 - Electrical works are required to the lamp posts.

(v) **Nora Grace Hall**

- The leaking roof has been repaired.
- A light had burnt out inside the unit, this has been repaired by an electrician.
- Regular landscape maintenance by the town warden including cutting hedges, grass and weeding.
- The Clerk had a meeting on 1st February with some of the Trustees of Tring Together. Their new lease expires on 27th April 2024 they would like a new lease to be entered into for a term of 5 years on the same terms as before with a break clause should the refurbishment/replacement go ahead. They are also concerned as to the current cosmetic appearance of the outside of the property and would like repairs to be carried out.
- **Nora Grace Hall replacement project** - Please refer to the separate agenda item.

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

- Regular monitoring of playground equipment.
- Hedges being cut and bins emptied.
- Annual playground inspection will be booked shortly with the usual external company.

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

- Meadow Brook – regular litter pick and routine maintenance including grass cutting.
- Chapel Meadow – regular monitoring of worn surfaces.
- The ATC hut
 - New Lease is near to being finalised. Once the final copy is available it will be presented to the Council for approval.
 - Hedges have been cut back on land to the side of the ATC.

(viii) **Bulbourne Land**

- Still awaiting a decision on Land East of Tring appeal so that a decision can then be made on the future use of this land. A discussion was had as to whether we should carry out any work in the interim given the delays in a decision being made.
- The Town warden has started tidying up the allotment area and this is ongoing.
- Essential maintenance will be required in the very near future before things get out of control. The 24/25 budget includes allocated expenditure for cutting the bushes inside and outside on the high street and on the inside along the boundary side (in between the site and the houses). The budget also accounts for expenditure on the front part of the accessway which needs to be tarmacked and the drain to be cleared out.
- **Parking area** - Arrangements kept the same at the moment until we know what is happening with regards to future use of the land.

(ix) **Duckmore Lane land**

- Allotments – The Town Warden is still busy clearing allotments for new tenants and finishing off building the fence between plot no 2 & the community garden and putting in hedging by the carpark.
- Millennium Wood and meadow – Nothing to report.
- Grass keep – is being grazed under an annual grazing agreement. This will automatically be renewed in April this year if agreed?

(xi) **Old School Yard**

- Regular Weeding .

RESOLVED: Proposed Cllr Farrow, seconded Cllr Hearn:

- (i) To recommend at the next Council meeting that a working party be created to discuss the Christmas Lights for 2024.
- (ii) To instruct the Town Council's usual solicitor, Austins Penny & Thorne, draft a new lease, on the terms referred to above for the Nora Grace Hall (estimated cost £1,000 + VAT).
- (iii) To obtain estimates for a cosmetic refurbishing of the outside of the Nora Grace Hall.
- (iv) To proceed with hedge cutting at Bulbourne immediately, using our regular contractor Jack Cadman (estimated costs £2,350).
- (v) To agree to a new annual grazing agreement to be entered into in April for the Duckmore Lane Grass Keep with the current tenant.

Unanimously agreed.

21767. **ELECTRICAL CONDITION REPORTS & LEGIONELLA RISK ASSESSMENTS**

A copy of the electrical condition reports, the Legionella risk assessments and a report summarising the observations made and actions being taken were circulated ahead of the meeting.

RESOLVED: Proposed Cllr Hearn, seconded Cllr Farrow.

- (i) To receive the reports and risk assessment and note the actions taken or to be taken.
- (ii) To instruct the electrician, Shearer Electrical Ltd, to carry out the resulting works (estimated cost £909 + VAT.)

Unanimously agreed.

21768. **HIGH STREET REFURBISHMENT**

A report was circulated ahead of the meeting giving an update on the proposed projects:

- Bins - DBC have been requested to replace bins outside Morrisons and Robin Hood pub with ones with ashtrays. The committee was asked if they would be in agreement with contributing towards the costs of those, exact costs to be confirmed.
- Noticeboards - Awaiting agreement from DBC but in the interim the committee were presented with different designs and quotes.
- Bus Shelters and Tring Welcome Sign - quotes were awaited but what the proposed works consisted of was detailed.

RESOLVED: Proposed Cllr Hearn, seconded Cllr Weston:

- (i) To agree to contribute CIL money towards the costs of the two bins referred to above.
 - (ii) Once consent had been granted, to purchase the notice boards (using CIL) from company B in the report namely Shelley Signs in recycled plastic with a header board. (Approximate cost £4,485 + VAT).
 - (iii) Bus Shelters and Tring Welcome Sign- To agree to the proposed works and await further quotes.
- Unanimously agreed.

21769. **PHOTOCOPIERS**

The committee was presented with quotes to replace the photocopiers both in the Council Office and Information office. The machines were outdated and newer machines would also result in lower monthly running costs.

RESOLVED: Proposed Cllr Weston, seconded Cllr Farrow. To purchase the following machines from Clarity Copiers. (i) Sharp BP50C26 £1,995.00 and (ii) Sharp MXC303W £1,495. Unanimously agreed.

21770. **RENNIE GROVE PEACE OPEN GARDENS**

The committee were asked if they wished to give permission for an open garden event at Duckmore Lane Allotments

RESOLVED: Proposed Cllr Weston, seconded Cllr Patterson. To agree to the event taking place. Unanimously agreed.

21771. **NORA GRACE HALL**

A report was circulated ahead of the meeting detailing the background of the project, the current position and some potential options to move forward.

RESOLVED: Proposed Cllr Weston, seconded Cllr Hearn. To obtain quotes for a survey to assess the structure of the building for safety and refurbishment. Unanimously agreed.

21772. **EXCLUSION OF PUBLIC & PRESS**

A resolution was considered that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded during the following items of the agenda for this meeting because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business.

RESOLVED: Proposed Cllr Farrow, seconded Cllr Weston. To exclude members of the press and public. Unanimously agreed.

21773. **ATC BUILDING**

The tenants had requested Landlord's consent to submit a planning application for the proposed new building.

RESOLVED: Proposed Cllr Weston, seconded Cllr Farrow. To consent to the submission of the planning application. Unanimously agreed.