

**MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON THURSDAY**  
**8<sup>TH</sup> SEPTEMBER 2016**

Present: Cllrs: H Partridge, A Biggs, J Bryson, F Partridge, N Tucker

Miss D James – Town Clerk  
Mrs T Gliddon - Committee Administrator  
Mr T Blatchford – Facilities Manager

**PR/136/16**      **To receive and accept apologies for absence**

Cllr L Deely

**PR/137/16**      **To receive registered and non-registered disclosable pecuniary interests and non-registrable interests**

None

**PR/138/16**      **Dispensations: to consider requests for dispensations**

None

**PR/139/16**      **Minutes: To consider and approve the minutes of the Properties Committee meeting held on 25<sup>th</sup> July 2016**

**Resolved: that the minutes were a true and accurate record of the meeting and signed by the Chairman**

**PR/140/16**      **Maximum 15 minutes for public present to put questions or make observations concerning the business of the Properties Committee – questions must be directed through the chairman**

None

**PR/141/16**      **To receive and consider quotes for the replacement of windows and skylights at the Lockgate Tearooms**

Quotes were presented to the committee and discussed at length.

*Standing order 1d was suspended to allow a member of the public speak to the committee*

A member of the public spoke regarding the use of plastic windows in the Conservation area as opposed to Hard wood windows.

*Standing order 1d was re-instated*

The committee agreed to bring the agenda item back to the next committee meeting. This would enable the Facilities Manager to gather more information regarding the Skylights to be used.

**PR/142/16**      **Pitch and Putt – to receive an update and agree and further actions**

The Facilities Manager updated the committee on the current situation regarding the future tendering process. The Town Clerk informed the committee that the confidential feasibility study had been received and would be given to the committee for discussion in closed session at the next meeting.

Lengthy discussion took place.

The committee agreed to hold an extraordinary Properties meeting to discuss the study and all relevant information and make a recommendation to full council

The chairman closed the meeting at 10.35am

Signed.....Dated.....