

**Minutes of the Town Management Committee Meeting of the Town Council
held on Monday 2 June 2025 at 7.00pm**

Present

St Michael's Ward

Cllr J Brown

Cllr R Sexton

St Paul's Ward

Cllr S Craddock

In attendance

Heloise Marlow (Deputy Town Clerk)

- 25/01/TM Election of the Town Management Committee Chairman**
There being no proposer or seconder for a Committee Chairman,
Committee RESOLVED unanimously to elect Cllr R Sexton as Chairman for the purposes of this meeting only.
Proposed by Cllr Brown and seconded by Cllr Craddock
- 25/02/TM Election of the Town Management Committee Deputy Chairman**
Committee RESOLVED unanimously to elect Cllr S Craddock as Deputy Chairman of Town Management Committee for 2025/26.
Proposed by Cllr Brown and seconded by Cllr R Sexton.
- 25/03/TM Apologies for Absence**
Committee **RECEIVED** apologies for absence from Cllr T McCollum and Cllr A Pearsall.
- 25/04/TM Declarations of Interests**
None
- 25/05/TM Dispensations**
There were no grants of dispensations made by the Town Clerk in relation to the business of this meeting.
- 25/06/TM Public Question Time for items on the agenda**
None
- 25/07/TM Minutes of the Town Management Committee meeting held on 7th April 2025**
Members RESOLVED unanimously to approve for accuracy the minutes of the Town Management Committee meeting held on 7th April 2025.
Proposed by Cllr Brown and seconded by Cllr Craddock.

25/08/TM Dowell Street Corner

Committee discussed the Contingency Plan written by Simon Bastone Associates Ltd dated 22 April 2025.

- Cllr Craddock advised Cllr Pearsall, Hayler and himself had met to discuss an alternative proposal. This will need to be approved by a Structural Engineer but may be more cost effective although no costings had yet been obtained. Committee agreed that costing out this alternative proposal and obtaining confirmation from a structural engineer was a priority action.
- The Deputy Town Clerk confirmed that the requested second QS cost estimate had been received that day with a costing for remediation works (Option A) and construction of new wall (Option B) which were significantly less than the cost estimate provided by Simon Bastone Associates in November 2024.
- Simon Bastone Associates drawings show a temporary support system for the wall whilst remedial work is carried out. Members sought confirmation that this cost was included in the costing provided.
- Simon Bastone Associates drawing shows a new wall being constructed rather than repairs to the existing wall.
- The Deputy Clerk confirmed that the regular monitoring recommended at para 2.1.4 of the Contingency Plan had been actioned.
- Committee discussed the recommendation on page 5 of the Contingency Plan that “restriction and caution signage should be in place to traffic and the public passing”.
- Committee noted that the Contingency Plan had assessed the current wall scenario as “moderate to high” risk.
- Committee discussed how to fund the remedial works required and noted the information provided at paragraph 5 of the Town Clerk’s report which showed that the current budget was insufficient to meet the costs identified.

Committee RESOLVED unanimously to recommend to Full Council that Heras fencing and warning signs are erected at Dowell Street corner.

Proposed by Cllr Craddock and seconded by Cllr Brown

25/09/TM Hanging Baskets

Committee **NOTED** the planned changes to the location of the hanging baskets.

25/10/TM Christmas Lights

Cllr Brown requested that confirmation of the proposed new lampposts proceeding be obtained from DCC/Cllr Richard Jefferies following the recent change of administration at DCC.

Committee **NOTED** the progress on the Christmas Lights.

25/11/TM Armed Forces Day

Committee **NOTED** the progress on the Armed Forces Day Event in June 2025 and suggested that the call for volunteers be on the Full Council Agenda for 9th June 2025.

25/12/TM To close the meeting

The meeting was closed at 19.35pm.