

## EXMOUTH TOWN COUNCIL

### MINUTES OF THE MEETING OF EXMOUTH TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, EXMOUTH ON MONDAY 25<sup>TH</sup> JULY 2016 AT 7.15 PM.

**PRESENT:** Councillors: B Cole (Chairman)  
J Trail (Deputy Chairman)  
B Bailey                      F Caygill  
L Elson                        S Gazzard  
R Masding                    B Nash  
C Nicholas                    R Scott  
P Stott                         B Taylor  
B Toye                         M Williamson

**OFFICERS:** Lisa Bowman, Town Clerk, Sue Cody, minute taker.

**APOLOGIES:** Councillors M Chapman, T Darville, B de Saram, T Dumper, P Garbutt, P Graham, C Gough, T Hill & J Humphreys.

**GUEST SPEAKERS:** Ian Cann, representing Neighbourhood Plan Steering Group & COLP.

The Chairman welcomed all and gave congratulations on their recent election to Councillor Kristine Norton, Littleham Ward for Town Council and Councillor Bruce de Saram, Littleham Ward for District Council. He thanked members on behalf of the Town Band for the recent grant award.

Councillor S Gazzard wished congratulations to be noted in respect of Town Crier, Roger Bourgein, who had attended the International Town Criers' competition and had secured 3<sup>rd</sup> prize out of 24 competitors and had won the best dressed award.

Councillor J Trail would attend County Hall on 26<sup>th</sup> September to receive his BEM award from the Lord Lieutenant of Devon and would attend the ceremony at Buckingham Palace in the new year.

**The meeting was adjourned for the Public Forum. Please see Appendix for details. The meeting was then reconvened.**

#### **C16/097. COUNCIL MEETING MINUTES**

The minutes of the Town Council meeting held on 27<sup>th</sup> June 2016 were agreed and noted as a true record.

**Proposer:** Cllr. M Williamson

**Seconder:** Cllr. B Nash

#### **C16/098. MATTERS ARISING FROM THOSE MINUTES**

There were no matters arising from the minutes.

### **C16/099. DECLARATIONS OF PECUNIARY INTERESTS AND DISPENSATIONS**

There were two declarations of pecuniary interests or dispensations. The following councillors declared an interest:

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
C16/106	K Norton		X	Is Trustee and Treasurer of Pete's Dragons
C16/105	C Nicholas		X	Chair of Finance

### **C16/100. URGENT BUSINESS**

There were no items to be dealt with under urgent business.

### **C16/101. EXCLUSION OF THE PRESS AND PUBLIC**

There were no items that would need to be discussed in Part II of the meeting.

### **C16/102. QUESTIONS UNDER STANDING ORDER 10**

There were no questions under Standing Order 10.

### **C16/103. REPORTS AND MINUTES FROM COMMITTEES, WORKING PARTIES, OTHER LOCAL BODIES, THE TOWN CLERK / TOWN MANAGER as appropriate (Standing Order 6.2)**

- **Planning Committee**

Councillor L Elson proposed, seconded by Councillor S Gazzard, that the minutes of the Planning Committee meeting held on 27<sup>th</sup> June & 11<sup>th</sup> July 2016 (as previously circulated) be received.

**RESOLVED that the minutes of the Planning Committee meetings held on 27<sup>th</sup> June & 11<sup>th</sup> July 2016 be accepted and adopted.**

- **Local Action Group**

Councillor B Nash gave a verbal report from the LAG meeting held on 20<sup>th</sup> July and members had the notes of that meeting and a copy of the recent crime statistics before them. The underpass had been under-coated by a volunteer group from SWW ready for a top-coat design created by local children being painted on the 8<sup>th</sup> & 9<sup>th</sup> August. Discussion had taken place about the Town Council open days scheduled for the 30<sup>th</sup> & 31<sup>st</sup> July where the Police had requested a copy of any feedback received on those days which made reference to the local police service. Councillor M Williamson stated that during his recent election campaigning in Littleham many residents had shown their concern at the increase in boy/girl racers particularly on Queens Drive, Carlton Hill, Tesco car park and Salterton

Rd. There had also been an incident at the Shell Garage on Exeter Road where the kiosk had been damaged. The Police did not have the manpower and made a request for residents to take vehicle registration numbers and report them. There had been no crimes locally that had been connected with the excessive consumption of alcohol purchased late at night.

- **Neighbourhood Plan Steering Group (NPSG)**

Members had previously received notes from the meeting held on 25<sup>th</sup> July 2016. Ian Cann, Vice Chairman, gave an overview of those notes to highlight to members the group's plan for the next few months.

- **COLP**

Members had previously received notes from the meeting held on 25<sup>th</sup> July 2016. Ian Cann gave an overview of discussions held at that meeting.

- **Exmouth Regeneration Programme Board**

Members had previously received notes from the meeting held on 30<sup>th</sup> June 2016 and Councillor P Stott gave the committee a verbal overview of that meeting.

- **Exmouth Transport Partnership**

Members had previously received notes from the meeting held on 7<sup>th</sup> July 2016. Councillor P Stott added that a temporary bus shelter had been installed on Imperial Road outside the Sports Centre. Buses being locked at that bus stop, whilst drivers took their breaks, were a cause for concern as the bay was becoming blocked and a meeting was to be arranged.

- **Town Team and Tourism Forum**

A verbal report was given from the meeting held on 7<sup>th</sup> July 2016. The dinosaurs sponsored by local businesses and schools were being installed around the Town, the leaflet had gone to press and the educational plaques were being manufactured. The launch would take place in The Strand and Dr Dean Lomax, Palaeontologist, was to be guest speaker. An expression of thanks was given to Cockman Builders who had played a big part in the installation and Alison Greenhalgh, who was remembered for her role in putting the groundwork of the project together. A big thank you was also expressed to Suzanne Birkett, Town Project Manager, who had organised the publicity, installation and managed the forthcoming opening event which would take place on 20<sup>th</sup> August 2016.

- **Exmouth Community Coastal Team**

The visitors survey that was currently being carried out would be collated in October.

- **Environment Agency – Withycombe Brook**  
Councillors B Bailey and R Scott had been involved in looking at the condition of lower Withycombe Brook prior to the brook being cleared of vegetation up to about 2m above bed level by the Environment Agency in September. The housing development due to take place at St Johns Road site near that part of Withycombe Brook would incorporate the installation of large drainage baskets which would help the flow at the lower end of the brook.
- **Helicopter Night Landing Working Party**  
Councillor B Nash gave a verbal update on the recent meeting of the Helicopter Night Landing Working Party (copy correspondence previously received by members). Exmouth Town Football Club had been identified as a suitable site for night landing of the Devon Air Ambulance and a quote for £832.37 had been received for the installation of a GSM switch which would enable the Air Ambulance personnel to remotely switch on the lights for landing. Councillor B Nash proposed, seconded by Councillor J Trail, that Exmouth Town Council finance the provision of the switching gear to enable the remote operation of the lights. All members were in support of the proposal.

**RESOLVED that Exmouth Town Council finance the provision of the switching gear for the sum of £832.37 to enable the remote operation of the lights to assist the Devon Air Ambulance to land within the grounds of Exmouth Town Football Club.**

- **HATOC**  
Councillor P Stott enquired if there were any road warden volunteers registered with the Town Council in respect of pothole repairs as DCC were to provide more training for anyone who required it in November. A community warden scheme had also been launched and they would be involved in the upkeep of grass verges and encourage wildlife protection.

**C16/104. REPORT FROM THE RESPONSIBLE FINANCE OFFICER**

Discussion took place in respect of item 4, Funds held on behalf of others, particularly in respect of the Coast Hopper fund of £7,243.20p which was unlikely to be used so would need to be reallocated for a better use. The patrol boat had been out patrolling but was felt to be underpowered for its purpose.

**C16/105. TO RECEIVE THE STATEMENT OF INCOME AND EXPENDITURE AGAINST BUDGET AND REVIEW THE RECONCILIATION OF ACCOUNTS AGAINST BANK STATEMENTS**

An extension target date was made for the review of the Festoon Lights provision. There was also £40 in the Woodland Area fund for an environmental area.

## C16/106. GRANT APPLICATIONS

Applicant	Description	Amount Requested	Grant Awarded
1. Pete's Dragon	Contribution towards running costs of bereavement services	£1,000	£750 agreed

The charity Pete's Dragons had leased a property in Exmouth in order to extend their service provision. The request for £1,000 was reduced to £750 as the charity was not an exclusive provision for Exmouth residents. Councillor C Nicholas proposed, seconded by Councillor P Stott, that the reduced figure be accepted.

**Note:** Councillor K Norton left the room for the item above.

## C16/107. BUDGETARY CONTROL AND AUTHORITY TO SPEND

As per our Financial Regulations (adopted in Nov 2015), approval was being sought for the following payment(s):

07.07.16	EDDC	£12,188.06	(Maintenance charge 15/16)
07.07.16	EDDC	£ 7,062.89	(Littleham by-election)
07.07.16	EDDC	£ 9,480.87	(Exmouth Town Poll)
07.07.16	EDDC	£ 5,972.26	(Halsdon by-election)
07.07.16	EDDC	£22,482.61	(Salary Recharge June 16)
14.07.16	Boyces at Manstree	£10,373.94	(Exmouth in Bloom Grant & Refill Towers with Summer Flowers)

Councillor B Nash proposed, and Councillor B Bailey seconded, the approval of the payments.

**RESOLVED to approve the above payments.**

## C16/108. TOWN HALL LOCATION

The Town Clerk gave an overview of how the intended move had progressed. ACS had identified a solution for telephone and internet cabling at the new premises and a VOIP system would manage calls. The broadband fibre connectivity was poor so it would be a secure ASDL broadband connection. The Town Clerk requested permission to spend the sum of £6,575 to activate telephone and IT services and purchase necessary equipment for Rolle St., with expenditure being covered by the EDDC termination payment. Councillor S Gazzard proposed, seconded by Councillor P Stott, that the Town Clerk be granted delegated authority to progress the works. The Town Clerk reported that she would be meeting with

Richard Cohen and Julie Waddington that week and suggested a Town Hall Working Party meeting thereafter.

**RESOLVED that the Town Clerk be granted delegated authority up to the sum of £6,575 to activate telephone and IT services and purchase necessary equipment for the relocation of the Town Council to 44 Rolle St.**

**C16/109. TO RECEIVE AND APPROVE A PROPOSAL FROM SUZANNE BIRKETT, TOWN MANAGEMENT PROJECT OFFICER, TO FUND A NEW TOURISM WEBSITE FOR EXMOUTH, TO COMPLEMENT THE IMPENDING 2017/18 TOWN GUIDE.**

Suzanne Birkett gave members an overview on the reasoning behind the need for a new, up-to-date campaign-led website for Exmouth. Set-up costs would be £2,300 with a monthly maintenance charge of £50. Councillor B Nash proposed, seconded by Councillor B Bailey, that the new website be commissioned at the costs identified.

**RESOLVED that a new, Council managed visitor website for Exmouth be designed at a cost of £2,300 with a £50 monthly maintenance charge.**

**C16/110. 'MEET THE TOWN COUNCIL' – OPEN DAYS 30<sup>TH</sup> & 31<sup>ST</sup> JULY 2016**

A rota was in the process of being drawn up for the trailer in The Strand on Saturday and at the Pavilion on Sunday. Members were asked to attend as often as they could and it was hoped that many topics would be addressed. Leaflets on the Neighbourhood Plan would be distributed and a press release had been scheduled for the public's awareness of the event.

**C16/111. ANCILLIARY BUILDINGS TO BYSTOCK COURT AND THE SURROUNDING WOODLANDS AND WHETHER THEY SHOULD BE LISTED/PROTECTED IN LIGHT OF POSSIBLE FUTURE DEVELOPMENT OF THE SITE.**

Councillor B Bailey requested that the agenda item be withdrawn as Brixington members had the matter in hand.

**C16/112. EAST DEVON DISTRICT COUNCIL'S STREET TRADING CONSULTATION**

Exmouth Town Council had been asked to respond to the draft Street Trading consultation document. A request had been independently received by the Town Council for a refreshment vehicle to be sited at Orcombe Point. The Town Clerk explained the background to this and clarified that street trading was only currently permitted on Bath Road. A defacto Street Trading condition could be placed throughout East Devon with a facility for local Town and Parish Councils to consider individual requests for permission to trade. Councillor L Elson commented that whilst she understood the proposal for East Devon District Council to give overall permission to trade across the East Devon area, she was concerned at how it would be managed unless Exmouth Town council were granted delegated authority or became statutory consultees. The Town Clerk was asked to respond to the consultation accordingly.

**Note:** Councillor B Bailey left the meeting.

**C16/113. TO NOTE THE OUTCOME OF THE TOWN AND DISTRICT BY-ELECTION FOR LITTLEHAM WARD**

The two newly elected councillors had been welcomed earlier in that meeting.

**C16/114. DATE OF NEXT MEETING**

The next meeting of the Town Council would be held on Monday 22nd August 2016 at 7.15pm.

**The meeting concluded at 9.40pm.**

Signed..... Date.....  
(Chairman)

**Appendix**

Devon County Councillor Eileen Wragg spoke to alert members to discussions that had taken place at a recent South West Regional Flood and Coastal Communities meeting that she had attended. The approved funding of £4.3m. identified by the Environment

Agency (EA) for the provision of sea defence work at Exmouth would have to be postponed due to the estimated increase in cost of 12.2m. which would mean that £16.5m. would be the total project cost. DEFRA and the National Funding body would be approached in September for provision of the additional funds, however, there were also 10 other schemes elsewhere that were more at risk. A meeting with MP Hugo Swire and Mark Williams, Chief Executive of EDDC, could be beneficial once the detail breakdown of the information was received as Councillor Wragg had already met with DCC Chairman John Hart and John Varley, Clinton Devon Estates who had given their support. Members of the EA would visit Exmouth in September to look at the sea defence site. Councillor M Williamson proposed seconded by Councillor S Gazzard that the Town Clerk write to request that a member of the Environment Agency attend a meeting with Exmouth Town Councillors to highlight the issues around the postponement of the scheme.