

EXMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF EXMOUTH TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ST ANDREWS ROAD, EXMOUTH, ON MONDAY 17TH FEBRUARY 2020 AT 7.15PM

PRESENT: Councillors: S Gazzard (Chairman)
B Bailey (Vice Chairman)
J Humphreys C Nicholas
M Rosser B Toye
O Davey A Colman
F Cullis A Toye
A Colman T Dumper
P Stott L Elson
I Kirvan B De Saram
M Chapman F Caygill
A Sadiq A Bailey

East Devon District Councillor: B Taylor
Devon County Councillors: R Scott and J Trail

OFFICERS: Chetna Jones, Deputy Town Clerk

APOLOGIES: Councillors J Whibley, T Woodward, J Whipps, D Poor and P Millar

The Chairman welcomed all to the meeting.

PUBLIC FORUM: There were no questions from members of the public.

C20/012. COUNCIL MEETING MINUTES

Councillor T Dumper proposed, seconded by Councillor B De Saram, that the minutes of the Town Council meeting held on Monday 20th January 2020 be approved.

The minutes of the meeting (previously circulated) were received and signed as a true record.

C20/013. MATTERS ARISING FROM THOSE MINUTES

There were no matters arising.

C20/014. DECLARATIONS OF PECUNIARY INTERESTS AND DISPENSATIONS

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
None were declared				

C20/015. EXCLUSION OF THE PRESS AND PUBLIC

There were no items on the agenda that would be discussed in Part II of the meeting that involved the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Local Government Act 1972.

C20/0016. PRESENTATION BY MR T DAFFORN, COUNTRYSIDE TEAM LEADER (PEOPLE) AND WILD EXMOUTH COORDINATOR, EAST DEVON DISTRICT COUNCIL, ON COMPLETION OF THE FIRST YEAR OF THE WILD EXMOUTH PROJECT.

Tim Dafforn provided background information on how the project started, the funding received and the aims of the project. There were four areas the project focused on, which were:

- Conservation Volunteering
- Outdoor Events
- Mapping and Access
- Nature Campaigns

Mr Dafforn went on to provide information on the work carried out in the first 12 months, including: engaging with 12,000 people; planting 465 trees; creating three new orchards; launching the My Patch for Nature campaign; arranging 12 new events; and the successful Celebrating Trees weekend. Through this work, good relationships have been forged with many community partners. Plans for the second year were highlighted and information on the new Wild Exmouth green space map was given.

Questions were asked and ideas put forward. Mr Dafforn suggested that if anyone had further ideas or questions to contact him via his email address.

The Chairman thanked Mr Dafforn for his informative presentation.

C20/017. REPORTS AND MINUTES FROM COMMITTEES, WORKING PARTIES, OTHER LOCAL BODIES, THE TOWN CLERK / DEPUTY TOWN CLERK as appropriate (Standing Order 6.2)

- **Planning Committee**
Councillor L Elson proposed, seconded by Councillor T Dumper, and it was **RESOLVED that the minutes of the Planning Committee meetings held on 6th January, 20th January and 3rd February 2020 be accepted and adopted.**
- **Town Clerk's Report**
The Town Clerk's report, which had previously been circulated, was noted. Councillor L Elson asked if the HR Meeting the Town Clerk mentioned in her report was the Town Council's HR Group meeting and, if so, queried why the notes were not presented on the agenda in light of the fact the next meeting was not until April 2020. The Chairman confirmed he will bring this to the Town Clerk's attention. In the meantime, Councillor M Chapman confirmed that there was an ongoing matter and the HR Group members will be able to confirm the outcome by the next meeting.
- **Deputy Clerk's Report**
The Deputy Clerk's report, which had previously been circulated, was noted.
- **S106 and CIL Working Party**
The notes of the meeting held on 14th January 2020, which had been previously circulated, were noted.
- **Flooding and Land Drainage Working Party**
The notes of the meeting held on 14th January 2020, which had been previously circulated, were noted.
- **Festival and Events Working Party**
The notes of the meeting held on 16th January 2020, which had been previously circulated, were noted.

- **Town Team**

The notes of the meeting held on 22nd January 2020, which had been previously circulated, were noted.

- **Campervan Task and Finish Forum**

The notes of the meeting held on 27th January 2020, which had been previously circulated, were noted.

Councillor B de Saram proposed, seconded by Councillor T Dumper, and it was **RESOLVED that the Town Clerk should write a formal letter on behalf of Exmouth Town Council to both District and County Councils requesting that they consider extending the length of the trial period for an additional year and amend their respective trial restrictions as follows:**

East Devon District Council:

- That the Imperial Recreation Ground should revert to its original parking enforcement conditions of no overnight parking between the hours of 2000 and 0800
- That EDDC continues to provide designated overnight parking bays at the Queen's Drive Echelon car park and Maer Road car park for motorhomes and campervans
- That officers be permitted to work up a proposal to offer waste disposal and associated services at its car parks where overnight parking is permitted
- That following completion of the Environment Agency work, the lorry park at Estuary side is considered as an additional site for overnight parking of motorhomes and campervans.

Devon County Council:

- That the parking of motorhomes and campervans continues to be prohibited between the hours of 2000 and 0800 on the section of Queen's Drive between the lifeboat station and Orcombe Point
- That the parking of motorhomes and campervans remains prohibited at any time along the "sand dunes" section of Queen's Drive. This coincides with EDDC providing enough parking facilities at the Echelon car park on the other side of the road for motorhomes and campervans
- That DCC prohibits the parking of motorhomes between the hours of 2000 and 0800 on the Esplanade section of Queen's Drive between Morton Crescent and the Premier Inn
- That the Traffic Order for Maer Road is implemented ASAP.

- **Public Rights of Way Working Party**

The notes of the meeting held on 29th January 2020, which had been previously circulated, were noted.

Councillor A Toye highlighted that in the recent storms branches had fallen across the footpath near Foxholes. It was agreed this information will be passed on to East Devon District Council's Streetscene.

- **Community Organisations Liaison Panel**

The notes of the meeting held on 3rd February 2020, which had been previously circulated, were noted.

- **Exmouth Transport Partnership**
The notes of the meeting held on 3rd February 2020, which had been previously circulated, were noted.
- **Town Maintenance Contracts Task and Finish Forum**
The notes of the meeting held on 6th February 2020, which had been previously circulated, were noted.

Councillor I Kirvan proposed, seconded by Councillor F Cullis, and it was **RESOLVED that the Town Council approves:**

To continue the TAFF meetings beyond February on a quarterly basis and consider incorporating reviews of in-house work, as well as all town maintenance contracts. The TAFF will require delegated authority to define specifications, seek tenders and make recommendations to the Town Council based on procurement processes defined in ETC's Financial Regulations.

The three-stage plan:

1. Short Term (April 2020 – March 2021)

- A. To continue with the existing Grounds Maintenance Contract, with the following changes:
- Itemised breakdown of all work required
 - Remove solely grass-cutting work, and add it to the Grass Verge Cutting Contract
 - Chapel Hill Roundabout:
 - Cost seems excessive compared to other roundabout work and considering most of the plants are now perennial
 - Work is of poor standard as the bed is full of weeds
 - Magnolia Centre:
 - Rose bed should be maintained/weeded more regularly
 - Remove road sweeping as it was felt street cleaning was an obligation for EDDC
 - Remove the 3 planters as these are now looked after by EIB
- B. To continue the Grass Verge Cutting Contract with the following changes:
- Itemised breakdown of all work required
 - Add (from Grounds Maintenance Contract):
 - Marine Way
 - Mayfield Avenue
 - Anson Road/The Marles
 - Lime Kiln Lane
 - Featherbed Lane
 - Drakes Avenue
 - Hamilton Road if EIB maintaining flower bed
 - All grass verge areas within the contract should be cut/strimmed, including where residents have put boulders to stop people from parking on the grass
 - Winter Work:
 - Street cleansing in Colony – it was felt that street cleansing was a statutory obligation of EDDC, and that Exmouth Town Council should not be charged for this work
 - Photographic evidence shows that work has not been completed to an acceptable standard, and this should be highlighted as we are

not getting value for money.

Contract amounts with full breakdown to be supplied before any future payment is made.

Additionally:

- To move the flower tower from the York Inn to the Strand
- Delegated authority to the Deputy Town Clerk to purchase a new suitable lawn mower to carry out ad hoc interim grass cutting such as Truro Drive etc
- Consider a second full-time member of the team to fill vacancy at the end of 2020

2. Mid-Term Plan

- Approach DCC and EDDC with a view to combine grass cutting areas
- Define specification and go out to tender
- Review tenders/quotes and make recommendations to the Town Council
- Consider employing a full-time gardener to take all ground maintenance work in-house

3. Long-Term Plan

- Expand the town maintenance team to take all work in-house and set aside earmarked budget each year to:
 - increase manpower
 - obtain dedicated secure depot with services including charging points
 - purchase low emission vehicles and equipment.

• **Plastic Reduction Working Party**

The notes of the meeting held on 13th January 2020 including the agreed actions, which had been previously circulated, were noted.

Councillor M Chapman proposed, seconded by Councillor C Nicholas, and it was agreed that an amendment be added whereby any legal documents are looked at by the Town Council's solicitor.

Councillor A Sadiq proposed, seconded by T Dumper, and it was **RESOLVED that the Deputy Town Clerk, in consultation with Councillor Alex Sadiq, be given delegated authority to negotiate, through the Town Council's solicitor, the terms of a licence and legal agreement which will be needed to deliver the 4 water bottle refilling stations on EDDC/DCC land, and to proceed with signing on behalf of the Town Council.**

• **Woodbury, Exmouth and Budleigh Health and Well-being Board**

The notes of the meeting held on 9th January 2020, which had been previously circulated, were noted.

• **Outside Bodies**

Councillor B De Saram confirmed he had attended the Exe Estuary Winter Forum on 4th February, where the Environment Agency provided a presentation as well as updates from the Exe Estuary Management Partnership and Harbour Master.

Councillor T Dumper confirmed he had attended a Fairtrade meeting since January, mainly concerned with preparing for Fairtrade Fortnight which starts next Monday. Pancake Tea is to be held on Tuesday 25th February at All Saints Hall, and two "Chocaholic" mornings on Saturday 29th at Glenorchy Church and Saturday March 7th at Sundowners cafe in the Strand.

Councillor Dumper confirmed that he attended an initial meeting of DALC's proposed Climate and Ecological Emergency TAFF where Terms of Reference were drafted and a Chair and Vice Chair proposed, both to be confirmed by full County Committee in April. There are two strands of work to be carried out by this TAFF: one to reduce the impact of DALC itself; and the other to assist Town and Parish Councils with their efforts.

Councillor Dumper further confirmed that he attended his first meeting of the East Devon AONB, as DALC's rep, where he was introduced to the small 3-person team in Sidmouth. Councillor Dumper also went to their annual "ambassador" event, making some good contacts, hearing about the AONB's projects and discussing which iconic threatened species the AONB should use to publicise the work to support endangered wildlife. Any relevant AONB business will be reported back to the Town Council as the team are keen that news of their work is as widely publicised and understood as possible.

Councillor O Davey confirmed that the allotments were well managed, the Polytunnel Project was progressing and the new committee was working well.

- **District Councillors' Reports**

District Councillors gave brief reports in their areas of responsibility.

Councillor P Millar had provided a written report which had previously been circulated.

Councillor F Caygill confirmed that he had attended a meeting of the Lower Exmoor Mooring Authority and that this group was carrying out the work very well.

- **County Councillors' Reports**

Councillor R Scott was invited to give a brief report.

Councillor Scott reported that he had sent information on Devon County Council's budget to the Town Clerk and suggested that if anyone had any questions, they should contact him.

Councillor Scott confirmed that, following the recent storms, Highways was extremely busy with the clear up. The biggest problems had been fallen trees and water run-off from farm fields. Councillor Scott asked for residents, if safe to do so, to help keep gullies and drains clear to enable water to soak away into the storm drains. With the ground so saturated and more rain expected it was important to keep them clear.

Issues with water run-off from fields should be reported to the Environment Agency.

Councillors R Scott and J Trail were thanked for attending the meeting.

Councillors R Scott and J Trail left the meeting.

C20/018. AN UPDATE AND CONSIDER ASSOCIATED RECOMMENDATIONS IN RELATION TO THE BEACH WHEELCHAIR PROJECT

The report on the status of beach wheelchair project, which had previously been circulated, was noted.

Councillor M Chapman proposed, seconded by Councillor B De Saram, and it was agreed that an amendment be added whereby any legal documents are looked at by the Town Council's solicitor.

Councillor T Dumper proposed that Councillor A Sadiq, as Chair of the Finance Committee, be included but it was felt that this was not needed as any changes to the financial amount stated in the recommendation will be reported back to the Town Council.

Councillor P Stott proposed, seconded by Councillor C Nicholas, and it was **RESOLVED that the Town Clerk is given delegated authority to work with Councillor Stott to bring the project to fruition; and**

- **Make up the balance of the Crowdfunder appeal to £20,000 from Town Council reserves (approx. £2,000 shortfall)**
- **Submit a planning application to East Devon District Council in respect of the siting of a storage unit on an identified piece of East Devon District Council land on Exmouth seafront**
- **Negotiate, in conjunction with the Town Council's solicitor, the terms and apply for a concessionary lease to site a storage unit on an identified piece of East Devon District Council land on Exmouth seafront**
- **Subject to planning permission and a concession lease being granted, seek quotes and raise a purchase order (in accordance with the Town Council's financial regulations) for a purpose-built storage unit to house the wheelchairs**
- **Raise a purchase order for three beach wheelchairs, a hoist, ramp and associated wheelchair accessories**
- **Establish a job description and commence recruitment for volunteers and / or paid staff to administer the scheme (with support from the HR Group)**
- **Establish the necessary operating protocols for a beach wheelchair hire scheme**

C20/019. AGREE THE TERMS OF REFERENCE AND SEEK NOMINATIONS FOR THE TOWN COUNCIL PREMISES WORKING PARTY

Councillor B Bailey proposed, seconded by Councillor L Elson, and it was **RESOLVED that the Town Council Working Party be reinstated with the amended Terms of Reference and the following members from each ward:**

Councillor B De Saram – Littleham

Councillor A Sadiq – Town (with Councillor T Dumper as reserve)

Councillor C Nicholas – Brixington (with Councillor I Kirvan as reserve)

Councillor F Cullis – Withycombe Raleigh

Councillor T Woodward – Halsdon (subject to his agreement)

C20/020. UPDATE ON THE STATUS OF THE TOWN'S CCTV PROJECT

Councillor F Caygill provided a brief update on the Town CCTV project. He confirmed that the project had encountered difficulties in relation to the central hub and the OPCC. As a result, EDDC will need to be approached to establish whether they are prepared to offer the Town Council an extension to the current status quo, giving the Town Council time to find

the right infrastructure supplier and to sort out land and property issues in advance of installing any new system.

A meeting of the CCTV Working Party will be convened when further information is available.

Councillor F Caygill, when asked if the funds from the OPCC were still available, confirmed he was unsure and would ask the Town Clerk to provide an answer.

C20/021. COUNCILLOR J WHIBLEY REPLACES COUNCILLOR P MILLAR AS THE TOWN COUNCIL REPRESENTATIVE FOR CITIZENS ADVICE BUREAU

Councillor B Bailey proposed, seconded by Councillor A Sadiq, and it was **RESOLVED** that **Councillor J Whibley replaces Councillor P Millar as the Town Council representative for Citizens Advice Bureau.**

C20/022. DATE OF NEXT MEETING

The next meeting of the Town Council will be held on Tuesday 14th April 2020 at 7.15pm at the Town Hall Council Chamber.

The meeting concluded at 9.10pm.

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