



**Exmouth**  
Town Council

## EXMOUTH TOWN COUNCIL ACTION PLAN

# DRAFT

2020-2021

**During the Financial Year 2020/21, Exmouth Town Council will undertake the following actions:**

- In response to COVID-19 restrictions, ensure that Full Council continues to meet virtually and provide the opportunity to members of the public and press to attend and participate.
- To consider and respond to East Devon District Council on all planning applications which fall within, and impact upon, the Parish of Exmouth, using Exmouth Neighbourhood Plan as a guiding reference where applicable.
- To operate an effective and efficient Committee and Working Party system to deal with specific areas of interest such as Finance, HR, Transport, Flooding and Public Rights of Way.
- In response to the Climate and Ecological Emergency, declared by the Council, along with other levels of central and local government, to work in partnership with Transition Exmouth and others, both to reduce the Council's carbon footprint and improve ecological health. This will include actions to inform and encourage local people to make environmentally friendly choices.
- To continuously review the effective use of all Council assets.
- To operate efficiently within agreed budgets.
- To continue to provide an up to date Council website detailing all the latest information regarding the workings of the Council and to supplement this with regular, informative press releases, Twitter feeds and Facebook posts
- Where possible, to progress the community actions contained within the Neighbourhood Plan
- To ensure the Town Council is represented on the various outside bodies with the Town (as requested) as well as on those of a wider District and County level.
- To represent the views of the parishioners of Exmouth at every opportunity
- To listen, investigate and respond to issues identified by the parishioners of Exmouth and, if appropriate, to signpost to the correct person/organisation for resolution/further progression
- To organise a Civic Service and Annual Town Meeting.
- To maintain the areas of open space and floral displays for which it is responsible.

- To maintain and operate Gorfin Hall in-line with central government's COVID-19 guidance.
- Depending on COVID-19 restrictions, aim to deliver Exmouth Festival 2020.
- To erect a Christmas tree and Christmas lights in the Town Centre.
- Depending on COVID-19 restrictions, aim to deliver a Christmas Lantern Parade and associated community event for Christmas.
- Depending on COVID-19 restrictions, deliver a New Year's Eve Firework Display.
- To deliver a Tourist Information service, a Town Guide and associated Visit Exmouth website for the Town.

**Key projects for 2020/21 include:**

- To support the community through the current COVID-19 pandemic
- To work towards the climate and ecological plan agreed with Transition Exmouth, including the funding of the website Our Place, Our Planet
- To refurbish the Jubilee Clock Tower
- To deliver drinking water bottle refill stations throughout the Town
- To work with the community and East Devon District Council on the delivery of new sports projects via S106 funding
- To install solar panels on Gorfin Hall
- To deliver a new Public Realm CCTV system
- To progress delivery of access improvements to Bapton Valley Park
- To seek accreditation for the Council's Quality Level Quality Council Award

<b>Exmouth Town Council</b>					
<b>Action Plan (by budget line) 2020-21</b>					
<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>	<b>Progress at Oct 2020</b>	<b>Community Engagement</b>	<b>Budget Requirement</b>
<b>Allotments</b>					
To support Exmouth District Allotment Association in its management of the two Council owned allotment sites through: Councillor representation on the management committee; allocation of town maintenance capacity to help maintain the bank on Pound Lane; and by covering the cost of an outside contractor to undertake annual cut back of the bank and hedge on Hamilton Lane.	Cllr Olly Davey, Cllr David Poor, Town Clerk, Deputy Town Clerk	Ongoing		Amended rules and revised constitution were reviewed at the Full Council meeting held on Monday 3rd August, which was open to the public. Councillor Olly Davey and Councillor David Poor regularly give updates at Full Council meetings relating to their attendance as Councillor representatives on the management committee. The meeting is open to the Public and any associated verbal reports are included in publicly accessible minutes on the Town Council's website.	£500 has been included in the revenue budget for 20/21.
To work with Clinton Devon Estates (CDE) on the delivery of new allotments at Plumb Park	Town Clerk	Ongoing	Initial contact has been made via Leigh Rix at CDE but no firm timetable for delivery has been discussed	Any decision relating to the delivery of new allotments will be subject to ratification at Full Council and open for public scrutiny.	Not known.
<b>Civic</b>					
Mayor's Charity: To raise money for Open Door	Councillor Steve Gazzard, Mayor's secretary	Ongoing	The Mayor's Ball has been postponed due to Covid 19		No net cost to the Town Council.

Elections: To ratify a co-option policy for the Council and proceed to co-opt for Withycombe vacancy	Full Council	Ongoing		A co-option policy was adopted at meeting of Full Council in Sept 2020 and this has enabled the co-option opportunity to be advertised.	Costs for associated publicity are covered in the Council's Administration budget (£1000).
Mayoral Chains/ Regalia: To commission new robes for the Town Crier and arrange for the Chairman's ceremonial chains to be refurbished	Mayor's secretary	Ongoing	New robes have been commissioned for the Town Crier.		An allocation of £5000 has been included in current year budget for the refurbishment of the mayoral chains.
To support the Royal British Legion in its remembrance activities	Full Council	November	RBL activities have been suspended due to COVID- 19. A low-key Remembrance Day service is planned for 8th November, 2020.	The Remembrance Day service is normally open to all.	Printing costs for the service sheets for the annual remembrance service are covered by the Town Council under its Administration budget.
To support the Town's Twinning initiatives	Councillor Tim Dumper	June and July 2020	The proposed dates for the two twinning visits were June 19th - 23rd for Exmouth twinning to visit Dinan and July 15th - 20th for Langerwehe coming to Exmouth. However, due to Covid 19, both Twinning visits have	Councillor Tim Dumper regularly gives updates at Full Council meetings relating to his attendance as Councillor representatives on the Twinning committee. The meeting is open to the Public and any associated verbal reports are included in publicly accessible minutes on the Town Council's website.	The Town Council covers the cost of a modest civic reception for visiting Twinners. Also, tradition dictates that the visiting Exmouth Twinners take a small financial gift for a nominated

			been cancelled for 2020.		local charity. Associated costs are included in the Civic Events budget for which the total budget is £3000.
To organise a Civic Service and Annual Town Meeting	Mayor's secretary	September	The Annual Town Meeting and the Civic Service have both been postponed due to Covid 19.	All Community Organisations are invited to attend the Civic Service.	Associated costs are included in the Civic Events budget for which the total budget is £3000.
<b>Footpaths</b>					
To work in partnership with Devon County Council, landowners and local voluntary groups under the umbrella of the County Council's P3 scheme to improve the condition of the local rights of way and keep them open and used properly.	Public Rights Of Way (PROW) Working Party	Ongoing	Meetings of PROW working party have been held throughout the year as per the working party minutes on the website. The PROW working party has community representation from Wild Exmouth, Active Travel Exmouth.	An initial consultation meeting for a Definitive Map Review for Exmouth took place on Monday 2 September, 2019 at 7.15pm at Exmouth Town Hall. There was a short talk about the Definitive Map of Public Rights of Way and how changes can be made, followed by questions and discussion. The public notice for the initial meeting in Exmouth is here: <a href="https://www.devon.gov.uk/haveyoursay/consultations/exmouth-definitive-map-review-opening-meeting/">https://www.devon.gov.uk/haveyoursay/consultations/exmouth-definitive-map-review-opening-meeting/</a>	The Council has budgeted £2000 for ongoing maintenance of the footpaths which it manages under delegated authority through the P3 scheme. The Town Council also receives a grant to undertake rights of way work. The grant, paid by Devon County Council, covers: a mileage allowance, based on the length of rights of way in the Town on the basis

					that we complete a path condition survey and inspection each year.
<b>Exe Estuary</b>					
To play an active part in the Exe Estuary Management Partnership (EEMP) to help ensure that there is a balance between human use and the protected nature of the Exe. The work of the partnership is guided by the Exe Estuary Management Plan and a Partnership Committee. Local communities are engaged through two public Forums each year.	The Town Clerk and Councillor Bruce De Saram represent the Town Council on the Partnership	Ongoing	Meetings of the Exe Estuary management Partnership have been held throughout the year and attended by the Town Clerk and Councillor Bruce De Saram, as appropriate.	The work of the Partnership can be found on the Exe Estuary management Partnership website: <a href="https://www.exe-estuary.org/">https://www.exe-estuary.org/</a> The Exe Estuary Management Partnership holds two forums a year. These events are free and open to all who have an interest in the Exe Estuary. The Forums aim to enable lively discussion and provide information on topical Exe Estuary issues. Organisations and authorities that are involved with the management of the estuary are invited to these events to share information and answer any questions that local communities may have.	Exmouth Town Council's Partner Contribution of £4000 for the current year is included in the Council's revenue budget.
<b>Town Maintenance</b>					
To be active in the maintenance of the public spaces throughout the Town with a view to improving the cleanliness and appearance of the Town Centre and its hinterland	Deputy Clerk & Town Maintenance Team	Ongoing	New weed ripping machine and trailer have been purchased for use by the team.	Members of the public are encouraged to phone the Town Council with any concerns relating to the public realm and these are passed onto the relevant authorities if they are not within the Town Council's jurisdiction.	Salary and related revenue costs are included in the budget.

To review the Grounds Maintenance Contract with EDDC with a view to going out to tender in the second half of the year	Deputy Clerk & Grounds Maintenance Contracts TAFF	Ongoing	The scope for a new tender has been agreed by the Grounds Maintenance Contracts TAFF and will be advertised imminently.	The meeting notes of the Grounds Maintenance Contracts TAFF are available on the Council's website. The contract opportunity is listed on Contracts Finder and adverts have been placed in local media.	There is a related revenue budget of £60,000 to cover grounds maintenance and grass cutting .
To take a lead role in managing sponsorship and maintenance of roundabouts under delegated responsibility from Devon County Council.	Finance Officer	Ongoing	The ongoing pandemic has resulted in the withdrawal of one roundabout sponsor. We will seek to replace this sponsorship ASAP.		There is a related revenue budget of £1000 which is partially offset by projected sponsorship income of £5500.
To commission the seasonal planting of the Town Council's tiered planters	Deputy Clerk	Completed		The awarding of the related 3-year contract was discussed at a Full Council meeting in 2019, which was open to the Public and the associated resolution is included in publicly accessible minutes on the Town Council's website.	There is a related revenue budget of £12,000
To arrange for the annual safety inspection and servicing of the seafront festoon lights	Town Clerk	Ongoing			There is a related revenue budget of £7000 which covers the cost of annual servicing and an accrual towards the cost of new lights in the future.
To purchase and erect a Christmas tree for erection in The Strand	Festival and Events Working Party	Ongoing		Promotion is via Press Releases, Twitter, Facebook	There is a budget of £12,000 to cover the costs of



To arrange for Xmas lights to be displayed throughout the Town	Christmas Lights Working Party	Ongoing		Promotion is via Press Releases, Twitter, Facebook	the Xmas Tree and lights
To review and renew finger signposts and porthole art trail signs when necessary	Tourism Officer	As necessary			Capital costs would need to be covered out of reserves.
To arrange for the annual safety inspection and servicing of the flagpoles	Waterfront Working Party	Completed			There is a related budget of £10,400.
<b>Town Management</b>					
To deliver an events programme for Christmas	Festival and Events Working Party	Ongoing	This may be disrupted due to the pandemic.		£10,000
To support the economic development of Exmouth through partnership working with the Exmouth Chamber of Trade	Councillor Bruce De Saram	Ongoing	The Council sponsors the Environmental Impact Award at the Chamber's Annual Awards ceremony and the Council is represented on the Executive Committee by the Town Clerk and Councillor Bruce De Saram.	The Chamber Awards ceremony was cancelled this year and a virtual awards ceremony was held instead.	£600 to be covered from the Events budget.
To continue to promote the Town as a vibrant tourist destination via, for example, the Tourist Information Service, the Visit Exmouth website and the Town Guide.	Tourism Officer	Ongoing	The Tourist Information service re-opened for business at the beginning of August and is manned by volunteers on the following days / hours: Monday - Saturday 10:00 - 16:00 (Closed 12:30 - 13:30)	Promotion is via Press Releases, Twitter, Facebook	£10,000

To support the Town Team and Tourism Forum to deliver real and meaningful improvements in the town centre environment and to support them in that role.	Councillor Maddy Chapman	Ongoing	Meetings of the Town Team and Tourism Forum have been held throughout the year as per the minutes on the website.	The Town Team and Tourism Forum is an independent group of local residents, business people and community representatives who come together to make Exmouth a better place to live and work. Town Team members come from diverse sectors and backgrounds and are all volunteers.  The Town Team organises a range of activities, from small events, to public realm improvements.	£10,000
To deliver ad-hoc events	Festival and Events Working Party	Ongoing	No plans at present due to ongoing pandemic.	Promotion is via Press Releases, Twitter, Facebook	£10,000
New Year's Eve Fireworks	Festival and Events Working Party	Ongoing		This is a free to view event organised by the Town Council. Promotion is via Press Releases, Twitter, Facebook	£3,500
<b>Arts</b>					
To support arts organisations in Exmouth	Arts Manager	Ongoing			£10,000
<b>Exmouth Festival</b>					
To deliver Exmouth Festival 2020	Festival and Events working Party / Arts Manager	Cancelled due to COVID 19		Promotion is via Press Releases, Twitter, Facebook	£38,000
<b>Administration</b>					
Parishes Together: to deliver the Exe Estuary signage project in conjunction with the Exe	Town Clerk	Completed		Promotion is via Press Releases, Twitter, Facebook	There is no net cost to the Council

Estuary Management Partnership officer					
Community Fund: to deliver a second round of the Dragons Den style community funding scheme in 2020	Deputy Town Clerk	Completed		<a href="https://www.exmouth.gov.uk/exmouth-community-fund-up-to-20000-now-available/">https://www.exmouth.gov.uk/exmouth-community-fund-up-to-20000-now-available/</a>	
Website: to ensure that the Town Council's website is kept up to date and conforms with the impending accessibility legislation.	Town Clerk	Completed			£1,000
Training: to support the provision of training and development opportunities for all staff and Members	HR Group	Ongoing			£5,000
Computer Equipment: upgrade of Council's hardware and software	Town Clerk	Ongoing			£10,000
Emergency Planning:	Community Resilience Working Party and Flooding & Land Drainage Working Party	Ongoing	Meetings of the Community Resilience Working Party have been held throughout the year as per the minutes on the website.	Promotion is via Press Releases, Twitter, Facebook	£1,000

to work with the community and volunteers to increase the Town's resilience to flooding and other civil contingencies	Community Resilience Working Party and Flooding & Land Drainage Working Party	Ongoing		The Community resilience Working Party has community representation in the form of volunteers.  Promotion is via Press Releases, Twitter, Facebook	There is no net cost to the Council
to support the Environment Agency's project to improve the flood defence scheme for the Town	Flooding and Land Drainage Working Party	Ongoing			There is no net cost to the Council
<b>Youth</b>					
	Councillor David Poor				
<b>Buildings</b>					
To carry out essential repair works to the Jubilee Clock Tower	Deputy Town Clerk	Ongoing			Associated costs will be covered from Earmarked Reserves.
To commission a new public realm CCTV system for the Town	CCTV Working Party	Ongoing		This project has received lots of press coverage due its public interest. Additional promotion is via Press Releases, Twitter, Facebook	No Revenue costs have been budgeted for the current financial year. Associated capital costs for the new system will be covered from Earmarked Reserves.
<b>Grants and Service Level Agreements</b>					
To continue to support the Town's Community organisations through an established grant scheme	Finance Committee	Ongoing	<a href="https://www.exmouth.gov.uk/wp-content/uploads/2020/06/Grants-Paid_2019-4-2020-03.pdf">https://www.exmouth.gov.uk/wp-content/uploads/2020/06/Grants-Paid_2019-4-2020-03.pdf</a>	Promotion is via Press Releases, Twitter, Facebook	£10,000

To continue to work in partnership with organisations which deliver services to the community within the framework of an established service level agreement.	Finance Committee	Ongoing	<a href="https://www.exmouth.gov.uk/wp-content/uploads/2020/06/Grants-Paid_2019-4-2020-03.pdf">https://www.exmouth.gov.uk/wp-content/uploads/2020/06/Grants-Paid_2019-4-2020-03.pdf</a>	Promotion is via Press Releases, Twitter, Facebook	£25,000
To support and contribute financially to the purchase of a new harbour patrol boat for Exeter Port Authority	Full Council	Completed			£10,000
<b>Gorfin Hall</b>					
To manage Gorfin Hall in a way which produces the most benefit for the residents of Exmouth and ensure that the building is kept in a good state of repair at all times.	Gorfin Hall Management Committee	Ongoing	<a href="https://www.exmouth.gov.uk/solar-project-for-exmouth-town-council/">https://www.exmouth.gov.uk/solar-project-for-exmouth-town-council/</a>		The net cost to the Council is budgeted at £5750

<b>Neighbourhood Planning</b>					
Exmouth Neighbourhood Plan contains 24 policies in areas of: Natural Environment, Built Environment, Economy and Employment, Housing, Getting Around and Community Facilities. Exmouth Town Council is a statutory consultee for all planning applications within the parish council area and therefore under a duty to respond to the local planning authority (EDDC) within a set deadline.	The Planning Committee provides a substantive response to every planning application and will therefore assume first tier responsibility for ensuring that all planning applications adhere to the policies in the Exmouth Neighbourhood Plan.	Ongoing		The Neighbourhood Plan was made in April 2019, following extensive public consultation with Exmouth <a href="https://www.exmouth.gov.uk/exmouth-neighbourhood-plan/">https://www.exmouth.gov.uk/exmouth-neighbourhood-plan/</a>	The Council has budgeted £10000 towards the cost of any related work and/or reprint of the Neighbourhood Plan document.
There are 41 Community Actions in the Neighbourhood Plan - across the areas of: Natural Environment, Built Environment, Economy and Employment, Housing, Getting Around and Community Facilities. These are not part of the statutory neighbourhood plan but as the Qualifying	Partnership working will be a key element in the successful implementation of the Community Actions and the main organisations and the roles that they can play are	Ongoing	A separate status report is available to show progress against the various community actions.	The Community Actions represent the aspirations of the Community, as expressed during the extensive consultation exercise for the Neighbourhood Plan.	Capital projects will be financed via the Town Council's meaningful proportion of CIL receipts.

Body, Exmouth Town Council will play a key role in the delivery of these actions.	summarised below:				
	<ul style="list-style-type: none"> <li>East Devon District Council - Planning Policy, Devt Mgt, Housing, Economic Devt, Open Spaces, Recreation and Community Facilities</li> </ul>				
	<ul style="list-style-type: none"> <li>Devon County Council – Highways, Education &amp; Social Services</li> </ul>				
	<ul style="list-style-type: none"> <li>Woodbury, Exmouth and Budleigh Community Health and Wellbeing Board</li> </ul>				
	<ul style="list-style-type: none"> <li>Statutory Agencies: Environment Agency, Historic England</li> </ul>				
<b>CIL &amp; S106</b>					
To work with East Devon District Council on its participatory budgeting scheme to deliver improvements to play, sport and open space throughout the Town.	S106 and CIL Working Party	Ongoing	Improvements to the play area have been delivered in Brixington with S106 funds. A short list of eligible sports projects which can be funded via S106 is currently being put to a community vote.	<a href="https://eastdevon.gov.uk/community-engagement/exmouth-sports-vote/exmouth-sports-projects-proposers-statements/">https://eastdevon.gov.uk/community-engagement/exmouth-sports-vote/exmouth-sports-projects-proposers-statements/</a>	No net cost to Exmouth Town Council
To identify suitable projects which can be funded via CIL	S106 and CIL Working Party		The Town Council has resolved to use the adopted Neighbourhood Plan to inform its CIL spending priorities. So far it has allocated funding to one infrastructure project - namely the support of the Dinan Way extension with match funding from CIL accruals.		Capital projects will be financed via the Town Council's meaningful proportion of CIL receipts.

Outside Bodies					
<p>Exmouth Town Council has representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as: The work of the outside body or group directly affecting council business, services, land or property; The body or group specifically requesting a council representative; It being considered key that the council is aware of the work the body or group is undertaking due to its impact on the town, its residents or visitors; The body or group being an opportunity to liaise with other external companies or authorities in the interests of the town, its residents or visitors; The council having a financial interest or commitment with the body or group and/or its function. The outside bodies generally fall into one of the following categories: A local voluntary</p>			<p>The outside bodies generally fall into one of the following categories: A local voluntary community group or organisation; A local charity; A larger association that has an impact on the business of the council or town; A liaison meeting with other companies or local authorities; A management committee/society managing either council owned land or property, or that the council is in some way financially connected with a body that can offer town improvements. Councillor representation on outside bodies is listed here:  <a href="https://www.exmouth.gov.uk/councillors/">https://www.exmouth.gov.uk/councillors/</a></p>		



community group or organisation; A local charity; A larger association that has an impact on the business of the council or town; A liaison meeting with other companies or local authorities; A management committee/society managing either council owned land or property, or that the council is in some way financially connected with; A body that can offer town improvements					
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<b>Working Parties</b>					
<p>Exmouth Town Council has a number of working parties which aim to deal with specific areas of interest such as transport. Short term task and finish forums additionally concentrate on a particular project for example campervan issues. Working Party members are elected each year at the Town Council's Annual Council Meeting and regular working party meetings are held throughout the year. All working parties must report back to the full Town Council for a resolution on any important decisions recommended and to obtain permission to spend any money so there is no associated budget allocation.</p>			<a href="https://www.exmouth.gov.uk/working-parties/">https://www.exmouth.gov.uk/working-parties/</a>		