

EXMOUTH TOWN COUNCIL Town Maintenance Contracts TAFF

Notes of the meeting held at 10am on Thursday 8th April 2021 via Zoom.

Present

Councillor Ian Kirvan	IK	Exmouth Town Council (Chair)
Councillor Olly Davey	OD	Exmouth Town Council
Councillor Tony Woodward	TW	Exmouth Town Council
Councillor Frank Cullis	FC	Exmouth Town Council
Councillor Steve Gazzard (ex-officio)	SG	Exmouth Town Council
Councillor Brian Bailey (ex-officio)	BB	Exmouth Town Council
Chetna Jones	CJ	Deputy Town Clerk, Exmouth Town Council
Jennifer Wellington	JWe	Exmouth Town Council Note Taker

Apologies

Councillor Joy Whipps JWh Exmouth Town Council

1. Welcome and Apologies

IK welcomed members to the meeting and apologies were noted.

2. To approve the notes of the last meeting

The notes of the meeting held on 4th March 2021 were approved.

3. To agree a recommendation for acquiring work vans

A report detailing options for acquiring work vans and quotes for buying and leasing were circulated in advance of the meeting.

Members were informed that East Devon District Council (EDDC), Exeter City Council and Teignmouth had formed a tri-party agreement to procure products and services. Using a similar process companies were asked to provide indicative prices.

- Members agreed that three vehicles would need to be acquired and these were:
 - Ford Transit Tipper 350 L3 FWD 2.0l Ecoblue 130ps Tipper one way
 - Ford Ranger Double Cab Pickup 4x4
 - Citroen Berlingo Enterprise L2
- CJ explained that these quotes covered buying or leasing new vehicles direct from the dealership.
- Members discussed the additional costs that would need to be taken into consideration i.e. signwriting the Town Council's logo, additional lighting, and ply-lining.

- Leasing vehicles would be on a 10,000 mile per annum basis and the Town Council would be liable for additional charges if the mileage went over this. As the trips the Town Maintenance Team make are local, it is unlikely that the mileage would exceed this distance.
- A 12–14-week delivery period of the vehicles would need to be considered.
- Members debated the various options available prior to agreeing a recommendation.

Recommendation: TW proposed, seconded by IK, that the Town Council lease three vehicles. CJ to get final cost for each vehicle which will be presented to the Town Council for approval.

4. To receive an update on a potential depot

CJ explained that the Town Council agreed in principle at the Extraordinary Town Meeting on the 29th March 2021 to start negotiations with EDDC to potentially acquire a lease for the Phear Park compound area currently being used on a temporary basis and to appoint solicitors to review draft lease agreement. The final documentation will need to be approval by Full Council.

The draft Heads of Terms were circulated prior to the meeting.

Members discussed the draft Heads of Terms provided by EDDC and agreed the following:

- Utility services would need to be brought in to make this yard area suitable for the Town Council's needs.
- The surrounding walls would become the Town Council's responsibility and may require some attention to make secure.
- A new gate would be required to ensure the security of the site. Additional security measures may be required.
- The length of the contract may need some flexibility, although members felt the standard 6 years would be adequate.
- A survey on the condition of the wall would be beneficial to assist with determining its current state and identify what work will be needed. If possible, the survey should be included with the formal lease documentation.

Action: CJ to organise a survey of the condition of the site.

Action: CJ to proceed with draft Heads of Terms on this basis and request that a lease agreement be drawn up.

SG thanked CJ for all her hard work on this and the acquiring of the work vans projects.

5. To receive an update on Town Maintenance work since the last meeting and proposals for Grounds Maintenance and grass cutting work from April onwards.

CJ updated members on the work of the Town Maintenance Team since the last meeting:

- The Team have been predominantly in the Halsdon area and the top end of Brixington and Withycombe, primarily road weed clearing with some graffiti and drain clearing. CJ thanked IK for providing a list of issues around the town.
- Lots of positive feedback has been received on both the work and the politeness of the Team. CJ had undertaken some site inspections and raised a few minor issues with the team.
- Graffiti is a big problem, and this will need to be raised at the next Local Action Group (LAG) meeting. In addition, IK had recently been in discussion with CJ regarding this.
- CJ had a site meeting at underpass by the train station with Devon County Council (DCC), organised by Councillor Trail at Exmouth in Bloom's request. Councillor Trail confirmed that DCC plan to do some work in the area by cutting back trees behind the fenced area. Volunteers were needed to help maintain this area. The flowerbed by the underpass also needs maintaining.
- The Lambeth Walk mural, partly funded by the Town Council, has been completed by local volunteers and has made a huge difference to appearance of the area. The Town Maintenance Team help with cutting grass around this area.
- The Town Council is now responsible for the of ground maintenance areas. Weeding has begun on the beds ready for summer bedding to be planted. The Team is split to ensure all jobs, e.g., watering, weeding, highways clearing, are covered as much as possible. However, members noted that less time will be spent on road clearing during the peak summer months.
- To minimise the impact of weed spraying, research was being carried out on alternative products. It was agreed that the CAD Eradicator Lance should be purchased as it is a proven reliable system that provides precise, targeted weed spraying using a hand lance.
- EDDC will continue cutting verges that they were doing before but with no further areas added. Nick Christo, EDDC Street Scene, confirmed that the flat grass on Marine Way was part of original work and will continue to be cut by EDDC. However, the bank is not part of EDDC's cutting schedule so the Town Council will need to contact external contractors to undertake this work.
- Vibration testing of the Town Maintenance Team's tools is taking place the week commencing 15th April to ensure the health and safety of the Team.
- Waste disposal will continue at Camperdown for the time being, but CJ will need to look at alternatives for the future, either with a green waste container

in the Phear Park depot or using green waste tickets for the Recycling Centre.

- OD added that rewilding and insect biodiversity needs to be kept at the forefront of work, with a suggestion of less grass cutting in some areas to help with this. Members were reminded that there are limitations on this as most of the Town Council areas are on smaller highway verge areas where visibility is paramount.

Action: Members to highlight patches that could work for rewilding and let CJ know.

- Areas highlighted by SG for weed clearing was raised by CJ with Nick Christo, but no further update was provided.

Action: CJ to ask the Town Maintenance Team to check if this work was done and to undertake the weed clearing if not. Additionally, strimming around the rocks at Moorfield Crescent will also be undertaken by the Town Maintenance Team.

- Members were reminded that EDDC still have the responsibility for street cleaning and litter picking.

6. Any other business

FC raised that there are weeds by Ocean that need to be cleared.

Action: FC to report this issue to EDDC Street Scene as this area comes under their jurisdiction.

7. Date of next meeting

The next meeting is scheduled for 10am on 6th May 2021.

The meeting finished at 12.05pm.