EXMOUTH TOWN COUNCIL
Town Maintenance Overview Working Party

Notes of the meeting held on Thursday 11th July 2024 at 10am via Zoom.

Present

Councillor Ian Kirvan	IK	Exmouth Town Council (Chair)
Councillor Olly Davey	OD	Exmouth Town Council
Councillor Maddy Chapman	MC	Exmouth Town Council
Councillor David Poor	DP	Exmouth Town Council
Chetna Jones	CJ	Exmouth Town Council
Sam Dorman (note taker)	SD	Exmouth Town Council

Apologies

Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor Joy Whipps	JW	Exmouth Town Council

1. **Welcome and apologies**

IK welcomed members to the meeting. Apologies were noted as above.

2. **To approve the notes of the meeting held on 13th June 2024 and any matters arising therein**

The notes of the previous meeting held on 13th June 2024 were proposed for approval by OD, seconded by IK, and agreed by all.

Matters arising –

Item 6 – AOB

IK confirmed he had reported to Devon County Council, the hedges from resident's gardens on the right-hand side of Bystock Road that are encroaching the footpath. Within a week DCC emailed to say that they will be writing to all households and the hedges were all cut back.

3. **To discuss the use of the Probation Service for town maintenance projects and if in agreement to recommend to the town council that the attached MOU be signed.**

Members discussed using the probation service for projects and the type of projects that they could help ETC with. Generally, members thought this was a great idea but queried what the probation service would require, this included tools and having access to a toilet. CJ suggested a toilet could be hired and the probation service were able to bring their own tools.

The Memorandum of Understanding (MOU) was circulated during the meeting and CJ gave a brief explanation of its details but highlighted it was unclear if the MOU needed to be signed for each piece of work or it was a general one form fits all arrangement. CJ said she will do a bit more work on this and speak to Exeter City Council on how they work with the Probation Service.

Members all agreed a recommendation to be put on the agenda of the the next Town Council meeting to enable CJ to sign the MOU when investigations were complete. The recommendation is:

This working party is keen to work with the probation service to deliver various projects in the town and subject to some further investigation we would like to move forward with this and ask the Town Council to give delegated authority to sign any agreements with the Probation Service.

CJ will provide an update at the next meeting.

4. **To receive an update on graffiti within Exmouth**

Some of the graffiti reported by IK after the last meeting remained outstanding and the details were provided to CJ who will look into this.

IK has noticed further graffiti tags in the Brixington and Withycombe area and he will email CJ with details. OD has also noticed some graffiti and will email CJ.

5. **To receive an update on grass cutting**

Grass cutting took place mid-June and the areas missed were reported to Idverde who went back to rectify these. Work was completed to an acceptable standard.

Idverde queried the payment arrangement. CJ explained that as the signed contract states payment will be made after every cut subject to the work being approved. It was agreed to keep with this arrangement.
CJ confirmed ETC has now received an invoice for the first cut that has been completed and another five cuts will take place this season.

The second cut will take place the week commencing 15th July.

Members discussed the grass cutting and agreed they will review the number of cuts needed at the end of the grass cutting season.

6. **To receive an update on general Town Maintenance work**

CJ provided an update on the work completed by the Town Maintenance team.

More and more requests for weed clearance, graffiti clearing, and overgrown footpaths were being received. On top of this they are receiving requests to do extra jobs internally and externally. CJ reassured members that the team were getting on with the work as fast as they can but sometimes there was a delay or the standard was not as high as usual.

Members discussed these extra jobs, the teams regular scheduled jobs, how the team prioritise these and whether they were getting in the way of the original “man with a van concept”. CJ confirmed that the job description had changed since the original concept was put forward back in 2015. She confirmed the team were only carrying out tasks within their job description. CJ will send members a copy of the job description so they can see how varied their role is and their workload will be reviewed in a few months.

Bike collections were discussed as this has become busy with several trips to Ride On every two weeks. Members said that it may help if collections were reduced in the summer months.

The team have also been busy working on clearing footpaths and grass cutting in between sorting for the festival.

CJ highlighted an email received from Councillor Andrew Woodward about the “shocking state” of Jubilee Drive and the large areas of grass where the weeds have grown as long as the grass due to the seeds spreading.
Many of these large, grassed areas belong to East Devon District Council and are part of the rewilding/back to nature strategy. CJ confirmed that the TM team did not carry out any road weed clearing on the major roads around Exmouth as these would require road closures. She arranged for the team to clear the pavements and asked if Streetscene were able to go out with the road sweeper to clear the kerbside.
Streetscene replied and said that due to staff sickness it was unlikely that a road sweeper would be available.
Members discussed the issue with the long grass and MC reported that EDDC Scrutiny have been discussing the rewilding strategy and how best this can be delivered. MC felt that a copse would be better than just planting individual trees and cutting round them.

IK suggested that members have a look at Jubilee Drive and the surrounding areas where the issue of weeds and overgrown grass are to see if these areas would be suitable to grow trees (tiny forest) and bushes.

DP suggested that councillors particularly new councillors are provided with a list of which council does what and where.

ACTION: CJ to send the Town Maintenance teams job description.

7. Any other business

No other business.

8. To note the date of the next meeting.

15th August 2024 – 10am.