EXMOUTH TOWN COUNCIL
Town Council Premises and Assets Working Party

Notes of the meeting held on Monday 8th July 2024 at 6pm, Gorfin Hall, Claremont Lane, Exmouth, EX8 2LE.

Present

Councillor Pauline Stott	PS	Exmouth Town Council
Councillor Cherry Nicholas	CN	Exmouth Town Council
Councill Alex Sadiq	AS	Exmouth Town Council
Councillor David Poor	DP	Exmouth Town Council
Councillor Tim Dumper	TD	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor Maddie Chapman	MC	Exmouth Town Council
Lisa Bowman	LB	Town Clerk/Officer
Mollie Carey	MC	Executive Assistant

Apologies

Councillor Fred Caygill	FC	Exmouth Town Council

1. **Election of Chair**

   Councillor Tim Dumper proposed, and Councillor David Poor seconded that Steve Gazzard be duly elected as chair for the Town Council Premises and Assets working party. This was put to a vote an approved by all.

2. **Approval of the notes of the meeting held on 6th March 2024.**

   It was agreed by all that the notes were a true reflection of the previous meeting.

3. **Lisa Bowman to provide an update on discussions held with Michelmores regarding the licence arrangement with Sunshine nursery.**

   Lisa Bowman provided an update on discussions held with Michelmores, our legal advisors, regarding the scope to enter a license arrangement with Sunshine Nursery. These discussions have been thorough and focused on ensuring that the terms of the license are fair, transparent, and beneficial to both the Council and the Nursery.

The cost associated with obtaining the licence will be £1200. This covers all necessary legal fees and administrative expenses.

Members of the working party subsequently agreed to this expenditure, considering it a reasonable investment for securing a proper legal framework for the nursery's occupancy.

Members agreed unanimously to carry this forward and implement a licence to occupy.

4. **To review the works needed at Gorfin Hall and agree next steps.**

Members had a look around the Hall and MC provided an update on all the works which were deemed necessary. The following points and actions were discussed:

Immediate Repairs - Replacement of the basin and taps in the unisex toilets and the replacement mixer tab in the disabled toilets.
Action: MC To schedule the work ASAP. Members agreed to proceed.

Major Refurbishment Items for future planning:

Solar Panel Battery: Members discussed the proposed installation of a battery in order to store energy from the solar panels and agreed to use the same company that installed the solar panels to ensure compatibility of any electrical items which will draw power from the battery.
Men's Urinal Room Conversion: The unused men's urinal room, which is currently being used as a storeroom, is to be converted into an office space for the nursery's sole use.
Hall Painting: The entire hall needs painting.
MC to obtain an additional quote for the painting work.
Floor Cleaning: This was ratified by Members as it is included in a fee of £1200 covering the Town Council office.
Blinds: New blinds need to be installed.
Fire Door: An additional double fire door is required for the internal hall double doors.
Electrical Heaters: Installation of new, energy-efficient heaters that will run off the solar panels and the solar panel battery.
Additional Items for Replacement:
Baby Changing Table: Needs replacement.
Oven and Hob: New units are required.

Councillors agreed that these replacements and the hall's refurbishment are necessary to enable the hall to support additional community and private hire

bookings, alongside the nursery's licensed hours (Monday to Friday, 8 AM to 5 PM).

MC to draft a Refurbishment Plan, once all quotes are received, and to circulate the draft plan for review and approval at the next meeting. Following approval, the refurbishment works will be scheduled to coincide with the nursery's planned two-week closure in the first week of September as well as ensure all contractors and suppliers are aware of the timeline and can complete the work within the designated period. MC will inform the hirers and nursery about the planned works and the expected improvements to the facility.

The refurbishment of Gorfin Hall involves several internal updates and improvements to ensure the hall meets the needs of the nursery and the wider community. By coordinating the works to coincide with the nursery's closure, the impact on their operations can be minimised. Obtaining additional quotes and the refurbishment plan will help ensure the project stays on budget and meets all necessary requirements. This will then enhance Gorfin Hall's functionality and appeal as a community resource.

5. To discuss the station toilets.

East Devon District Council (EDDC) has approached Exmouth Town Council to ask if the Town Council wishes to take over the management of the category C public toilets at Exmouth train station. Lisa Bowman (LB) provided an update on this as follows:

Current Situation:

Annual Running Costs: The estimated annual cost to run these toilets is £17,000, based on data from 2016.

Covenant Restriction: The building currently has a covenant placed on it by Devon County Council, which restricts its use solely for station toilets. This covenant presents a limitation on any potential alternative uses of the property.

Considerations for Exmouth Town Council:

Financial Impact: Taking on the management of the toilets will incur an annual revenue cost of around £17,000. This needs to be evaluated in the context of the council's budget and priorities.

Covenant Removal: If EDDC can successfully negotiate with Devon County Council to remove the covenant, the Town Council would have more flexibility in how the building is used in the future.

Peppercorn Purchase: EDDC is willing to transfer the ownership of the toilet block to Exmouth Town Council for a nominal fee (a "peppercorn amount"). This would mean the Town Council would own the property but also be responsible for its maintenance and operation costs.

Members discussed the risks associated with taking the toilets on but agreed

that further investigations should be done regarding the potential refurbishment and running costs so that the item can be discussed more fully at the next meeting.

6. To receive an update on the Town Hall.

Lisa Bowman provided an update on the current situation regarding the Town Council's tenancy at Exmouth Town Hall. The meeting finished at 7.30 PM.