EXMOUTH TOWN COUNCIL
Town Council Premises and Assets Working Party

Notes of the meeting held on Monday 3rd March 2025 at 10am Via Zoom

Present

Councillor Pauline Stott	PS	Exmouth Town Council
Councillor Tim Dumper	TD	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor Maddie Chapman	MCH	Exmouth Town Council
Lisa Bowman	LB	Town Clerk/Officer
Mollie Carey	MC	Executive Assistant
Councillor David Poor	DP	Exmouth Town Council
Councillor Fred Caygill	FC	Exmouth Town Council

Apologies

Councillor Cherry Nicholas	CN	Exmouth Town Council
Councillor Alex Sadiq	AS	Exmouth Town Council

1. Welcome and Apologies

The Chair, SG, welcomed everyone to the meeting. Apologies were received and noted.

2. To Approve the Notes of the Meeting Held on 3rd February 2025.

The notes of the previous meeting held on 3rd February 2025 were reviewed by members. TD proposed that the notes be approved as a true record, and this was seconded by MCH, the motion was carried unanimously.

3. To receive an update on CCTV.

LB provided an update on the town's CCTV system, highlighting recent discussions regarding its operation and future improvements. The new police inspector raised concerns about the process of accessing and providing CCTV footage through the Torbay control room and identified some Home Office funding which could potentially enhance the system. The Town Council subsequently submitted a funding bid, but this was unsuccessful. However, this process prompted valuable discussions about the system's limitations, including technical challenges and training needs within the control room.

One key issue identified is that the system the contract for the data SIMs used in the cameras is set to expire next year, meaning the council will need to consider whether to renew the contract (£75,000 for five years) or invest in upgraded cameras (£100,000).

Positively, a new manager at the Torbay control room is working to improve staff training, ensuring that high-resolution footage can be properly downloaded for police use. The police inspector is also exploring alternative funding opportunities to support system improvements.

There was also a discussion about whether CCTV monitoring should be brought in-house rather than continuing to use the Torbay control room (£12,000 per year). However, it was acknowledged that handling footage requests internally could be resource-intensive. The council will continue to assess the situation, explore funding options, and carefully evaluate the best approach before the data SIM contract expires next year.

4. To receive an update on Plumb Park allotments and the community orchard.

LB provided an update on the Plumb Park allotments and community orchard, confirming that further documentation has been received from Taylor Wimpey. However, legal work is required to finalise the transfer, and the council will seek a quote from Michelmores for the necessary legal advice. The council has agreed to take on the allotments and orchard but will defer the decision on the play area, as it is not yet in a suitable condition for transfer.

A discussion took place regarding the installation of beehives at the allotment site as part of a biodiversity commitment by Taylor Wimpey. While they have offered to provide the physical beehives, their ongoing management would need to be arranged. It was noted that local beekeeping groups or an independent expert could be approached to oversee them. The council will explore these options further before making a decision.

Additionally, communal grassy areas were discussed but ultimately rejected for transfer. The council will continue progressing with the legal aspects of the land transfer while keeping the play park and beehive considerations under review.

5. To approve the revised Exmouth and District Allotment Association management agreement.

LB provided an update on the revised Exmouth District’s Allotments Association Management Agreement, confirming it was not yet ready for approval. LB explained that the original agreement was outdated, and legal advice was sought to draft a new version. During discussions, it was clarified that while the Town Council owns the land, the clubhouse on Hamilton Lane belongs to the Allotment Association, funded through a lottery grant.

Following an investigation, planning records confirmed that the clubhouse was approved on the condition it remains ancillary to the allotments. The agreement will be updated to reflect this and ensure compliance.

The revised agreement will be brought back for Council review. LB noted this is part of a broader effort to update longstanding agreements.

6. To discuss the proposal for Magnolia Kiosk.

SG introduced the proposal for the Magnolia Kiosk and invited Lisa Bowman to provide an update.

LB explained that while glazing companies had previously offered to replace the kiosk, it had not been a priority. Recently, a local resident suggested repurposing it as a coffee kiosk and information point. However, she outlined the necessary steps, including a tender process, planning approvals, and permissions from Devon County Council. After learning about these requirements, the resident seemed to realize the complexity involved.

Members shared their thoughts, noting that while the idea was interesting, there were concerns about costs and the impact on existing businesses. Pauline Stott recalled that when the kiosk was first installed, there had been some controversy as it had not gone out to tender. Others, including MC and TD, felt that given the number of coffee shops already nearby, this may not be the best use for the space.

FC asked whether the kiosk was still being used. LB confirmed that it remains valuable for community groups, providing space for poster displays and occasional ticket sales.

The committee agreed that while the proposal was appreciated, it wasn’t feasible at this time. A polite response will be sent, thanking the resident for their interest and keeping their details on file should opportunities arise in the future.

7. To approve the Fernbank Bus Shelter contract for maintenance, repairs and cleaning.

The meeting covered the approval process for the Fernbank bus shelter maintenance contract. Rather than seeking immediate approval, Lisa Bowman requested permission for legal review by Michelmores and delegated authority for herself and Tim Dumper to finalize the contract. The contract formalizes a long-standing but unsigned agreement, benefiting the council by shifting cleaning responsibilities to Fernbank.

Concerns were raised about seating arrangements when replacing shelters, as older designs may no longer be available. PS emphasized the need for adequate seating, particularly for elderly residents.

FC sought clarification on Fernbank's responsibility for bus shelters, learning that ownership varies between the Town, District, and County Councils. The damaged

shelter on Roll Street falls under County Council jurisdiction, and they are handling insurance claims for repairs.

TD highlighted the importance of weatherproofing shelters, while LB explained that design decisions depend on pavement width. Lastly, the removed shelter at Pound Lane was discussed, with uncertainty about reinstating it due to the lack of a current bus service.

8. To receive an update from Lisa Bowman on the Exmouth Town Hall.

LB provided a confidential update relating to the Town Council's occupation of the Town Hall.

9. To discuss matters relating to the land adjacent to the London Inn car park.

LB reported that the County Council is reviewing the legal status and arrangements for parking on highway [HMPE] adjacent to the London Inn car park and there may be scope for the Town Council to acquire that land. Investigations are ongoing by the County Council and the matter will be brought back to the working party at a future date.

10. Date of next meeting – to be determined by LB