Exmouth Town Council

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TOWN MAINTENANCE OVERVIEW WORKING PARTY

Purpose: The Town Council has delegated authority under Devon County Council's Road Warden Scheme to ensure Highway owned areas such as out of town urban roads, roundabouts, grass verges and public spaces in Exmouth are properly maintained. The working party will also ensure public realm assets are safe, clean and well maintained and review contracts and SLAs relating to the maintenance of public spaces.

Membership: Seven members (one from each ward)

Quorum: Three members

Power: Highways Act 1980 Part IV and V

Delegated Authority: No

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Working Party.

1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.

1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.

1.5. The Working Party will meet on a month basis. Additional meetings will be arranged as and when required.

1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.

1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Responsibilities

2.1. To receive updates on town maintenance work on a regular basis to ensure work is completed in areas where needed most and best value is being obtained.

2.2. To identify future project proposals, whether in-house or through tender procurement and make recommendations to Town Council.

2.3. To make recommendations to the Town Council to ensure the Supplementary Town Maintenance team's infrastructure and resource requirements are adequately met to deliver the work. Personnel requirements will be reviewed and agreed by the HR Group.

2.4. To receive updates of any upkeep and improvement work and ensure it is carried out to an acceptable standard and in keeping with the Town Council's policies on sustainability and environmental best practice.

2.5. To carry out and submit to Devon County Council a condition report of work where the scope of work is not within the Town Council's remit or capabilities.

2.6. To review and maintain electronic maps to ensure they are up to date and accurate.

2.7. To liaise with partners such as Exmouth In Bloom, East Devon District Council and Devon County Council in delivering a clean, weed-free and vibrant town.

Reaffirmed by Exmouth Town Council on 13th May 2024.

Reaffirmed 18th May 2026
Review date: May 2027