



**Tiverton Town Council**

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**Minutes of the Events & Amenities Committee held on Monday 11th September 2023 at 6.15pm in the Mayoralty Room of the Town Hall.**

**Present:** Cllrs W Burke, V Bagatelas, S Beard, C Berry, D Broom, R Clarke, A Cuddy, D Garcia-Parejo, S Griggs, P Hill, B Holdman, K Lejeune, T Wheeler.

**In attendance:** Mr John Vanderwolfe (Town Clerk), and Mrs J Hubbard (Assistant to the Town Clerk), Cllr G Czapakelska and 3 members of public.

Not present: Cllr M Farrell.

<b>137</b>	<b>Apologies for Absence:</b> Cllr S Bush (work). Resolved to accept this apology.
<b>138</b>	<b>Declarations of Interest</b> None declared at this stage.
<b>139</b>	<b>Minutes</b> The minutes of the meeting held on the 10 <sup>th</sup> July 2023, having been previously circulated, were adopted as a true record.
<b>140</b>	<b>Matters Arising from the Minutes that are not an agenda item</b> There were no matters arising.
<b>141</b>	<b>Democratic Period</b> No members of public wished to speak.
<b>142</b>	<b>CCTV Update</b> The Town Clerk informed the members that he still had not received the requested Service Level Agreement, (SLA) from the district council. This had been chased by the office. They were informed that there had been some staffing shortages, which had led to a delay in processing. The Town Clerk said that this legal document was required in order to protect the town council. Cllr P Hill said that the town council had not received any CCTV system reports to date. They had been requested by the working party, as it was felt that regular reports from new system would be useful to monitor its effectiveness.
<b>143</b>	<b>Allotment Report:</b> to receive and note a report *previously circulated The Town Clerk informed the members that the annual rental invoices for allotment plots had recently been sent out, this had resulted in a number plots being handed back, some of which were in a poor state of cultivation. He said that there had been a number of issues across the 6 sites this year, ranging from abandoned plots, to the dumping of used commercial car tyres. Costs to employ contractors to carry out clearance works well exceeded the £50 security deposit that allotment tenants currently paid. The Clerical assistant Ms L Hubbard had contacted Barnstaple Town Council to

	<p>consult with them on how they managed their allotment issues. The Deputy Town Clerk for Barnstaple, kindly shared their Tenancy Rules and Guidance document for information. The Town Clerk suggested that this document could be revised and then utilised alongside the current tenancy agreement in order to help prevent issues such as the dumping of plastics and tyres and abandonment of plots.</p> <p>Cllr S Beard asked if the Tiverton Allotment Association had been consulted on the document.</p> <p>The Town Clerk said that they had not been consulted on this draft document. Cllr Beard asked if a copy could be supplied to the association.</p> <p>Three members of the Tiverton Allotment Association were in attendance and confirmed that they would like a copy to be provided as this would be useful for their forthcoming AGM.</p> <p>Cllr D Garcia-Parejo asked if CCTV cameras could be installed on site to prevent the illegal dumping of tyres.</p> <p>The Town Clerk said that the installation of CCTV had been considered before but the infrastructure was not readily available on site.</p> <p>Cllr S Beard proposed that the Tenancy Rules and Guidance document be implemented but reviewed after 12 months, this was seconded by Cllr S Griggs.</p>
<p><b>144</b></p>	<p><b>Tiverton in Bloom:</b></p> <ul style="list-style-type: none"> <li>a) People’s Park Flower Beds</li> <li>b) 2024 Plan colour scheme-plants-tender</li> <li>c) Garden Competition/Open Gardens 2024</li> </ul> <p>The Mayor Cllr W Burke had received a letter from Mr D Parker of MDDC on the behalf of the People’s Park Trustees. They were requesting assistance with the park’s flowers, in particular, to re-design and plant out existing the flower beds, alongside with a view to creating some additional ones.</p> <p>Cllr B Holdman declared an interest as a People’s Park trustee.</p> <p>Some members expressed concern on the lack of detail such as the proposed sizes of the flower beds and all the associated costs.</p> <p>Cllr C Berry said that more information was needed before a decision could be made.</p> <p>Cllr S Beard asked for detailed costs and plans for the flower bed project.</p> <p>She also requested more detail to be provided on the trustee’s plan for the whole park and their vision for the next few years.</p> <p>It was agreed to defer this request until more information could be provided.</p> <p>The Town Clerk said that under the council’s financial regulations, the town’s floral displays for 2024 should go out to tender, as for the past few years the town council had utilised the same supplier, he said it was time to review ideas and put forward new suggestions for Tiverton in Bloom for 2024.</p> <p>Cllr W Burke suggested that the colour scheme should contain dark purple as this had worked well visually. 2023’s scheme had contained purple, along with apricot and cerise pink.</p> <p>Some members were keen to explore further options for wild flower beds and more sustainable planting such as the use of perennials and shrubs.</p> <p>Cllr Burke said that wild flowers had been trialled on the Angel Hill flower bed with mixed results. This was due in part to the continuing issues with the invasive oxalis plant. He felt that shrubs could be incorporated next year for this bed.</p> <p>Cllr S Griggs said that the newly planted perennial flower containers sited within the Market Precinct had worked well, she asked if this could be adopted for the town’s hanging baskets.</p>

	<p>Cllr S Beard said she had very much enjoyed the wild flowers at the Angel Hill flower bed and would welcome more wildflower planting for 2024.</p> <p>Cllr V Bagatelas felt that the council should be doing more in terms of using sustainable and wildlife friendly planting.</p> <p>Cllr S Beard suggested that the council should work towards linking up with outside bodies and the community in general for Tiverton in Bloom 2024.</p> <p>The Town Clerk informed the members that the current format for the council's own annual garden competition might need reviewing.</p> <p>Due to changes in committee structure and councillors the competition for 2023 had not taken place.</p> <p>There had been a decline in the number of entries, (16) in total for 2022. It had been observed that the entrants were generally the same each year, with only one or two new additions.</p> <p>During the height of Covid, the admin office had set up an online garden competition, with garden vouchers being awarded, this had attracted 46 entries. Many of them were new to the competition.</p> <p>The admin office have gauged opinions from previous winners of the Tiverton in Bloom competition, and all who were consulted, stated that they would prefer garden vouchers over being awarded a cup for one year.</p> <p>Another idea was to host an open garden completion on a similar vein to Bampton in Bloom. The Clerical Assistant Ms L Hubbard had recently attended this and had very much enjoyed visiting local resident's gardens large and small.</p> <p>A booklet including a map of all the gardens was provided at a small charge. Monies raised from the sale of the booklet were invested back into the Bampton in Bloom project.</p> <p>The members agreed that the Tiverton in Bloom garden competition needed to be adapted, to attract more entries. The members also liked the idea of hosting an open garden weekend/week, such as the Bampton in Bloom event.</p> <p>All agreed to reviewing the format of the competition, the office would now work on a draft idea for this, and come back to the members in due course.</p>
<p><b>145</b></p>	<p><b>Mayor's Sunday:</b> To note that this event will be cancelled on Sunday 1<sup>st</sup> October 2023.</p> <p>Cllr W Burke informed the members that his Mayors parade had now been cancelled due to many of the youth organisations being unable to attend, and the town band being unable to march. Although this was disappointing, Cllr Burke said he was looking forward to putting on a Mayoral event in the spring of 2024 instead, which he hoped would raise money for his chosen charity, The Royal Devon University Healthcare NHS Foundation Trust Breast Cancer Ward.</p> <p>Cllr W Burke announced that he would be hosting his Mayor's Dinner on Saturday 24<sup>th</sup> February 2024 and hoped many members would attend.</p>
<p><b>146</b></p>	<p><b>Heritage Events Diary</b></p> <ul style="list-style-type: none"> <li>a) Martin's Law-Town Clerk to report</li> <li>b) Remembrance Day</li> <li>c) Christmas Lights Switch On Day</li> <li>d) Request for additional Funding</li> </ul> <p>The Town Clerk informed the members of the proposed Martin's Law, he explained that Martyn's Law is a pending UK wide legislation that will place a requirement on those responsible for certain publicly accessible locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.</p>

	<p>All future events that the council put on would now need to factor this into all event planning and management. This would include events held at the council owned New Hall and the Town Hall, along with outdoor events such as the Christmas Lights Switch-on.</p> <p>This would mean extra costs for the provision of professional traffic management services and security/road marshals and would now need to be factored into future event budgets. The Town Clerk informed the members of his idea to undertake a Security Industry Authority License (SIA) course which would enable him to take on a security role for any future town council events. He said that the clerical assistant Ms L Hubbard was also interested in undertaking this course. This would mean that both the Town Clerk and Clerical Assistant could assist at events. He asked the members for their permission.</p> <p>Cllr B Holdman wanted to know what the financial implications would be in terms of the course fees.</p> <p>The Town Clerk said it would be approximately £300 per candidate.</p> <p>Cllr B Holdman asked what level of event would the Town Clerk and the Clerical Assistant be able to manage without extra help.</p> <p>Cllr S Griggs asked what it currently cost to employ professional security personnel for events. Cllr W Burke and other members expressed their concern over the safety of the Town Clerk and the Clerical Assistant.</p> <p>It was felt that the risks of having administration staff in security roles far outweighed any advantages, and it would be preferable to employ a professional security team to manage town council events.</p> <p>The Town Clerk updated the members on plans for Remembrance for 2023. He informed all that the town council were now responsible for putting on the commemorative event as the Royal British Legion were no longer insured to do so.</p> <p>He said that he was due to have a meeting with Revd. Christian Hill to discuss arrangements. There was a potential issue with Tiverton Town Band not being able to march as they had previously done. This was primarily due to a lack of younger members.</p> <p>Cllr S Beard asked if the councillors could be of assistance for this event.</p> <p>The Town Clerk said that he would welcome their help with road marshalling.</p> <p>The Town Clerk informed the members that the Christmas Light Switch-on event would take place on Saturday 25<sup>th</sup> November this year. The idea currently, was to have stalls in Fore Street from noon onwards, and provide entertainment in Phoenix Lane leading up to the switch on of the Christmas lights. There would not be a school lantern parade this year as in previous years, as it was very weather dependant.</p> <p>The Town Centre Co-ordinator Ms S Gray was taking the lead on this event.</p> <p>The Town Clerk said that there was a need for additional funding as the allocated event budget had been already been utilised for the H.M.S. Enterprise event and the Coronation event.</p> <p>It was agreed to grant additional funding of up to £5,000 for the remaining events in this financial year.</p>
<p><b>147</b></p>	<p><b>New Hall: Update:</b></p> <p>The Town Clerk explained to the members that the New Hall was a substantial loss maker. This facility was heavily subsidised at a cost of £25,000 per year. The main users of the hall were local societies and local youth groups who paid a discounted hire rate. There was a need to attract more public bookings to offset the costs.</p> <p>The Town Clerk said that the music tribute act Guns 2 Roses were scheduled to perform on the 23<sup>rd</sup> September 2023. This would be a trial event where the council would operate the bar.</p>
<p><b>148</b></p>	<p><b>Public Toilet Update-Request for funding:</b></p> <p>The Town Clerk said that a meeting had taken place between himself and Mr S Densham to look at the potential sites that had been suggested. MDDC had agreed to</p>

	<p>grant permission for a new toilet facility to be installed at the Westexe Park. The costs involved for this would be in the region of £80,000-£100,000. MDDC said that all costs would be with the town council, they would be unable to offer any contribution for this.</p> <p>The proposed bus station toilet facility was still being looked at. A new option for the siting of this facility had been suggested by Mr Densham. This was at the far end of the bus station as opposed to being near to Elsie May's café. This would now be considered further.</p>
<b>149</b>	<p><b>Street Furniture: Permission to replace a bench near to the Tiverton Football Club.</b></p> <p>The Town Clerk said that there was currently £17,000 set aside for street furniture. MDDC's Economic and Development Team Leader Ms Z Lentell had been leading on this. The town council would need to liaise with her on any ideas for styles and types of seating.</p> <p>The Town Clerk said that he had received a request to replace a public seat sited at Kennedy Way close to Tiverton Town Football Club. The current seat was in a poor condition and missing its seating planks. The concrete frame was also showing signs of concrete cancer.</p> <p>It was agreed to grant funding of £1,000 for the removal of the old seat and purchase and installation of a new seat.</p>
<b>150</b>	<p><b>Asset Transfer/additional Funding MDDC-Update:</b></p> <p>The Town Clerk informed the members that he had received replies from the district council following the town council's requests in relation to acquiring the bus station and the pannier market.</p> <p>He confirmed that they were not willing to transfer these assets to the town council.</p> <p>In respect of the People's Park and the Westexe Recreation Ground, the Town Clerk confirmed that the district council did not wish to relinquish these two parks as they formed only a part of Parks and open spaces, this piecemeal approach would only lead to a duplication of manpower/services and be counterproductive in terms of costs.</p> <p>The Town Clerk suggested that the town council could offer to take on the funding of the paddling pool facility at Westexe Park, and set aside £7,000 in the budget in order to do this for 2024. The members agreed that this was an important leisure facility for children.</p> <p>Cllr W Burke proposed to put the suggested figure of £7,000 in the council's budget for the paddling pool. Cllr S Beard seconded this.</p> <p>All were in favour.</p> <p>Cllr S Beard understood that the Assets Working Party group would be looking at the options for potential transfer of Assets from the district council, the group would then in turn would make recommendations. Cllr S Beard was disappointed at the lack of information to date that had been provided. She called for a meeting to be arranged for the Assets Working Party.</p> <p>Cllr W Burke closed the meeting.</p>
<b>151</b>	<p><b>Date of Next Meeting: 13<sup>th</sup> November 2023 at 6.15pm</b></p>