

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Furzesham Meeting Room, Brixham Town Hall on 1st August 2018 at 7.00 p.m.

Present: Cllrs P Addison, M Day, D Giles, M Morey and J Regan.

Also present: Tracy Hallett, Town Clerk.

18082. Apologies for absence through the clerk.

Cllrs J Stock

18083. Declarations of Interest.

Mrs Hallett declared a pecuniary interest on agenda item 5.

The Declarations of Interest register was available to sign.

18084. To consider any requests for Dispensation on agenda items.

None

18085. Minutes of the meeting held on 04.07.18

The minutes and the confidential notes of the meeting held on 04.07.18 were **resolved** as a true copy.

18086. To consider payment of the invoices contained in the Expenditure Transaction Approval List.

Mrs Hallett left the chamber for transaction number 10569. It was **resolved** to pay the Clerks travel expenses.

All other invoices were considered, and it was **resolved** to pay the invoices as detailed on the approval list.

18087. To discuss and note the bank statement and financial budget comparison.

The statements and expenditure against budget including the revised July financial budget comparison and Town Hall reports were discussed and noted. Members were advised of the balances on the 32-day notice account, Business Instant Access account, CCLA Deposit Fund and Cambridge and Counties account and that all bank statements were to remain confidential.

It was **resolved** to give notice to the 32-day notice for £50,000. It was further **resolved** that the Clerk will investigate high interest accounts and report back to the next meeting.

It was **resolved** that a sub category should be created under the Projects Income to show the income received for the lengthsman service.

18088. To note the bank reconciliations to end of June 2018.

Members were advised the Cllr Day had visited the office and checked the bank reconciliations for all accounts to the end of June 2018.

18089. To consider any grant applications, grant feedback and Community Project Fund requests.

Brixham in Bloom

It was **resolved** to award £50 to Brixham in Bloom to cover the cost of the lunch during the judging competition.

Brixham Gig Club

Members were advised that the club had written to confirm that they had completed the works following successful applications to other funding sources. It was **resolved** to award the grant of £5,000.

18090. To hear an update on the Information Point

Update on Progress

Members were advised that the Councils IT contractors had been asked to provide a quote for improving the internet speed for the kiosk which will involve two options (1) hardwiring an extension from the museum office or (2) a dedicated new telephone line with internet connection.

It was reported that the Information Assistant had raised concerns about the limited number of hours dedicated to this role and how it may prevent the Town Council from giving a consistent service. The Clerk and Information Assistant are continuing to work with the museum and its volunteers to help bridge this gap and this will continue to be monitored.

Advertising

Kiosk:

Members were advised that based on a minimum of 15 adverts at any one time, an introductory offer of £15 per month would generate a potential revenue of £225 per month. It was **resolved** to advertise the introductory offer and the advertising should be primarily for businesses that would benefit from those using the service at the Information Point.

Window advertising:

Members were advised that there was a further opportunity for income generation by selling advertising space in the entrance windows of the museum. It was **resolved** that the Clerk would contact the Executive Committee to ask if they would consider allowing the Town Council to proceed with this idea of which the Council would be minded to give a percentage of the income.

Signage:

A discussion took place on the lack of signage to the Information Point.

It was **resolved** to purchase foamex signs for the outside of the museum building as well as above the information point within the reception area of the museum.

It was **resolved** to contact the Chamber of Commerce to enquire if it was possible to attach decals to their new maps to show the location of the Information Point.

It was **resolved** to submit an application to Torbay Council for brown signs directing visitors to the Information Point. The cost of the initial application is £50.

18091. To consider any allotment issues

Annual Rent Review

Members considered the report and **resolved** to increase the rate to 0.21 except Penn Lane which will remain at 0.325.

Annual Rental Agreement Review

It was **resolved** to make changes to the allotment agreement as detailed on page 4 and 5.

It was further resolved to introduce a deposit of £50 including a key to all new allotment holders. The deposit will be refundable subject to the allotment being left in a clean and tidy at the end of the tenancy.

Update on Allotment Inspections

Members were advised that only two plots were empty, and this was due to them requiring clearance.

Update on agreement following meeting on 04.07.18

Members were advised that some of the agreed changes had been implemented following the July meeting. Local companies had also been contacted for quotes to clear the empty allotment plots.

18092. To present any items for the next agenda

- Information point
- Allotments
- P&R request (Full Council)
- Assets

The meeting closed at 8:36pm

Chairperson

Date

Allotment Rental Agreement Changes

1. Retain the existing wording:
“the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council’s written consent and if appropriate planning permission. BTC will not unreasonably withhold its consent in the case of a small garden shed but will withhold its consent in the case of all buildings or structures of a permanent nature such as those with concrete bases. BTC can order the removal of any structure that has not been approved or is not well maintained;”
2. Insert the following:
All greenhouse or cold frame must be commercially made, no DIY constructions will be accepted. Tenants must ensure that loose or broken glass must be replaced immediately in buildings or structures. The glass must be removed from the allotment site and disposed of in a responsible manner.”
3. Insert;
“BTC encourages the tenants to consider the materials used on plots to ensure they are environmentally friendly (reducing the use of plastic), in particular plastic lined carpets and lino.
4. Remove the existing wording:
“If this tenancy is breached the 28 Day Notice to Quit Enforcement Process is started, ‘Enforcement 1’ is sent to the tenant through the post. This notice requires the tenant to contact BTC to state their intention to continue with the plot and then remedy their breach of the tenancy within 14 days. BTC will inspect the plot after 14 days to ensure that the breach is remedied. If within 14 days the tenant does not respond either by remedying the breach or contacting BTC to discuss any extenuating circumstances, BTC will send through the post an ‘Enforcement Notice 2’ giving the tenant a further 14 days to remedy the breach of tenancy or advise of any extenuating circumstances. If, within the further 14 day period, the tenant does not respond either by remedying the breach or contacting BTC to discuss any extenuating circumstances, BTC will automatically terminate the tenancy.”

Replace with:

“There are three enforcement stages in total:

Stage 1 - If the tenancy is breached the 28 Day Notice to Quit Enforcement Process is started, ‘Enforcement 1’ is sent to the tenant through the post. This notice requires the tenant to contact BTC to state their intention to continue with the plot and then remedy their breach of the tenancy within 14 days. BTC will inspect the plot after 14 days to ensure that the breach is remedied.

Stage 2 - If within 14 days the tenant does not respond either by remedying the breach or contacting BTC to discuss any extenuating circumstances, BTC will send through the post an ‘Enforcement Notice 2’ giving the tenant a further 14 days to remedy the breach of tenancy or advise of any extenuating circumstances. BTC will inspect the plot after 14 days to ensure that the breach is remedied.

Stage 3 - If, within the further 14 day period, the tenant does not respond either by remedying the breach or contacting BTC to discuss any extenuating circumstances, BTC will automatically terminate the tenancy. A letter will be sent to the tenant stating the reasons why the tenancy has been terminated and that they have 10 days to remove their belongings (garden tools, shed, greenhouse etc. unless otherwise agreed by the council) and any crops from the plot and return the key to BTC. After this period, the plot will be re-let to new tenants and you will no longer have a right to enter or cultivate the plot.

Retain:

The 28 Day Notice to Quite Enforcement Process can be stopped at any time providing the breach of tenancy is remedied.

Insert:

However, if the tenant is found to be in breach of their tenancy within 6 months of an Enforcement letter, BTC will revert to Stage 2 of the Enforcement process.”

If the tenant has moved address and not received communications the termination will still stand as it is the tenants’ responsibility to keep BTC informed of their current address.

Options if struggling to keep up with the work

If the tenant has a larger plot, ask BTC if it can be reduced to half a plot. BTC offers this option as it has been found that a smaller plot size is more manageable for tenants with less time to spare.

If a tenant needs more time to rectify the enforcement issues they should contact BTC. In exceptional circumstances, such as a medical condition or family bereavement, extra time will be considered.

Proposed changes to Wall Park Allotment Agreement:

Retain:

No cars are permitted during match days at Brixham AFC between one hour before and one hour after the match. Match fixture dates are attached to this agreement. These dates are subject to change and it is the responsibility of the tenant to check the fixtures prior to taking a car to the allotment.

Replace “car” with “vehicle”

Insert:

Vehicles are not permitted access during periods of wet weather OR when the ground conditions are poor.

Vehicles are not permitted to drive down the central pathway to access individual plots. If vehicles are driven on site, they are only permitted to park in the designated parking area.