



Brixham Town Council

Minutes of the Meeting of the Community & Environment Committee held on 26th July 2021 at 6:00pm in the Function Room, Brixham Town Hall

Present	P Addison, D Giles, R Haddock, E Hoggart and J Regan
In attendance	Linda McGuirk, Deputy Town Clerk and a representative of Diverse Events CIC attended remotely.
Welcome	Cllr Addison opened the meeting
Public Questions	None

21036	Election of a Chairperson Cllr Haddock was proposed and seconded. It was resolved to appoint Cllr Haddock as Committee Chairperson.
21037	Election of a Vice Chairperson Cllr Regan was proposed and seconded. It was resolved to appoint Cllr Regan as Committee Vice Chairperson.
21038	Apologies for absence through the Clerk None.
21039	Declarations of Interest in items on the agenda. None.
21040	To confirm and sign the minutes as a true record of the meetings held on 29.04.21 The minutes of the meeting held on the 29.04.21 were resolved and signed as a true record.
21041	Lanterns Lights & Luminations 2021 It was resolved to lift Standing Orders to allow a representative from Diverse Events to participate in discussions. Members discussed holding the Lanterns, Lights and 'luminations event in November 2021, now that all covid-19 restrictions had been lifted. It was noted the Government had not issued guidance on holding events post covid-19. Members recognised it would be impossible to socially distance at this kind of event or to know whether any kind of restrictions or lockdowns would be enforced in the winter months. Cllrs generally supported holding an event but remained cautious and requested Diverse Events advise the Council of options for an achievable event.

	<p>Members discussed the requirement of having a break clause in the contract with Diverse Events in case of short notice cancellation, it was accepted that some work will have taken place and require recompense.</p> <p>The Deputy Clerk reminded members of the road closure application deadline on the 1st September.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> 1. Request Diverse Events provide proposals on the type of event that is achievable in 2021. 2. Hold an additional Community & Environment meeting on Monday 23rd August to consider the options from Diverse Events (time to be agreed). 3. Apply to Torbay Council for the road closure, include a letter advising there may need to be a short notice cancellation. <p>It was resolved to re instate Standing Orders.</p>
<p>21042</p>	<p>Calendar of meetings</p> <p>Members considered the draft calendar of meetings for the Community & Environment Committee. Concerns were raised about the infrequency of meetings given the vast workload of the committee.</p> <p>It was resolved to adopt the calendar of meetings and hold additional meetings when required.</p>
<p>21043</p>	<p>Allotments (Report 44-2021)</p> <p>Members discussed the allotment report in great detail. The Deputy Clerk was asked to look at the water bills again and bring the figures to the next meeting so that an amount can be agreed for the rental increase in 2022.</p> <p>It was noted there was a typo in the Risk Assessment.</p> <p>It was resolved to</p> <ol style="list-style-type: none"> 1. Increase the refundable deposit to £75 for all new tenants, to include the key deposit. Monitor the increase and report back if any issues arise. 2. Notify tenants of a small pence per m² increase from the 1st October 2022 at Dixons Land, Drew Street, Mount Pleasant and Wall Park allotments. 3. Adopt the proposed amendments to the Tenancy agreements, excluding the proposed amendment to clause 14 that related to water levy charges.
<p>21044</p>	<p>Town Emergency Plan (Report 43-2021)</p> <p>Members discussed the Town Emergency Plan report and heard an update from Cllr Hoggart regarding the Task & Finish (T&F) groups recent meeting with representatives of Torbay Councils Emergency Planning officers and the Environment Agency. She advised the meeting and presentation had been really useful. Further advising, it is important that Brixham's plan is realistic and recognises our role as providing support to emergency services i.e. making the Town Hall available as a communications hub, sharing up to date information and ensuring the Town Clerk has emergency delegation to make necessary expenditure.</p>

	<p>A T&F meeting should be arranged to progress the plan.</p> <p>It was resolved to accept the recommendations contained in the report:</p> <ol style="list-style-type: none"> 1. Update and expand the existing Flood Plan to incorporate wider emergencies. 2. Works with Devon Communities Together. 3. Allocates roles within the T&F. 4. Liaises with the Environment Agency to review the flood section.
21045	<p>Harbour Illuminations (Report 48-2021) Members discussed the Harbour Illuminations report.</p> <p>It was resolved to accept the recommendations contained in the report, with a slight addition to the proposed length of lights:</p> <ol style="list-style-type: none"> 1. As a minimum, replaces the existing festoon lighting and extend the lights around the harbour bowl as far as the Man & Boy Statue and including the ferry pier. 2. Installation of permanent festoon lights around the Old Fish Market in January 2023. 3. Subject to funding, extends the festoon lights along Marina walkway to the Breakwater car park.
21046	<p>Signal Newsletter</p> <p>a) Review of the July 2021 publication Members agreed it was not useful to review the Signal after publication and suggested it was only reviewed if there was a particular concern.</p> <p>b) Consultation outcomes and future format of the Signal (Report 50-2021) Members discussed Report 50 and agreed to reject the recommendations contained within the report, which were as follows:</p> <ul style="list-style-type: none"> • Produce the Signal digitally from April 2022. • Prints 300 copies per issue, to be available from the Town Hall, Library and various local businesses. Printing cost £239.00. <p>It was resolved to:</p> <ol style="list-style-type: none"> 1. Reject the recommendations contained in report 50-2021. 2. Maintain the Signal in its current format. 3. Look at opportunities to reduce the cost of production. 4. Review the format again in 12 months.
21047	<p>Community Recovery Plan Cllr Hoggart advised the last Community Recovery Plan Task & Finish meeting was not quorate and the group was at a cross roads with no dates scheduled for future meetings. Cllr Hoggart said that the as the plan had been adopted by Council and where actions had been agreed we should be getting on with it i.e. gutter cleaning service.</p>

	<p>Cllr Hoggart informed members that the next meeting should take place soon to look at the medium timeframe actions. Members discussed the budget cost implications.</p>
<p>21048</p>	<p>Queens Platinum Jubilee 2022 (Project initiation document) It was resolved to accept the recommendations contained in the project initiation document. The Community & Environment Committee recommends to Full Council, that Brixham Town Council:</p> <ol style="list-style-type: none"> 1. Decorates the Town Hall with Union flags 2. Installs red, white and blue bunting in Fore Street, Middle Street and Bolton Street (subject to resolving the infrastructure issues). 3. Installs red, white and blue floral displays at the Town Hall, Fore Street and in the three K6 telephone boxes. 4. Budget Task & Finish group consider creating a Jubilee Events Fund to support Brixham community group events. 5. Community & Environment Committee continues to investigate the lighting of a beacon to mark the occasion.
<p>21049</p>	<p>The Queen’s Green Canopy – ‘Plant a tree for the Jubilee’. The Deputy Clerk provided an update received from Torbay Councils Senior Tree and landscape Officer. In principle the planting of a tree at Jubilee Gardens was supported by Torbay Council. Providing views from the gardens are not interrupted by the planting of a tree with the preferred area for planting being along the roadside wall. An offer of support with selecting a suitable species, size and location to ensure continuity of tree stock within the area was also received.</p> <p>It was resolved to accept the recommendations contained in the project initiation document. The Community & Environment Committee recommends to Full Council, that Brixham Town Council:</p> <ol style="list-style-type: none"> 1. Participates in the Queens Green Canopy. 2. Purchases a suitable tree and plants it at Dixons Land Allotment Gardens. 3. Purchases and installs a plaque beside the tree to commemorate the occasion.
<p>21050</p>	<p>Project Planning Members discussed whether there were any future projects to be included in the 2022/23 budget setting. The following were suggested:</p> <ul style="list-style-type: none"> • Wildflower verges • Fore Street improvements, cleaning, revitalisation. • Signage, need to find out what the Chamber of Commerce are doing? <p>Additional time is required to research and gather cost information. It was suggested to discuss at the next meeting.</p> <p>It was resolved to extend the mtg until 20:15</p>

21051	<p>Lengthsmen</p> <p>a) To hear a report on works completed by the Lengthsmen in Brixham.</p> <p>Members discussed the Lengthsmen works completed report. Cllr Giles requested any Garden Assistance Scheme appointments are shaded in a different colour and a column is included to show income. The Deputy Clerk advised that income should be discussed at the Finance & General Purposes committee meetings.</p> <p>b) To review the 2021-22 budget.</p> <p>Members noted the information provide in the report.</p>
21052	<p>Date of next meeting</p> <p>To note the date of the next meeting which is scheduled for the 23rd August 2021 time to be confirmed.</p>
21053	<p>Items for future agendas</p> <p>Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item. See table at the end of the minutes.</p>
21054	<p>Exclusion of the Public and Press</p> <p>That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p> <p>It was resolved to exclude the public and press.</p>
21055	<p>Civic Award</p> <p>To discuss, consider and agree any nominations received for the Civic Award.</p>

Item	Reason	Proposed by
Red Telephone kiosks	ongoing	
Town Emergency Plan	ongoing	
Lanterns, Lights & 'Luminations event & Task & Finish group	ongoing	
Lengthsman		Regular agenda item
Signal Consultation Results		
Climate & Environment Policy	Action Plan, set targets.	Cllr Giles and Hoggart
Queens Jubilee 2022		
Floral Displays	Update	Cllr Addison
Crab line	Update	Cllr Addison

The meeting closed at 20:10pm

Chairperson Date.....