

ANNUAL REPORT OF THE LYNTON AGENCY 2018/2019

This report is issued on a yearly basis to assure North Devon Council (NDC) of the effective and efficient management of its assets in Lynton and Lynmouth.

The key annual outcome is to deliver a positive financial surplus of £50,000 for Agency assets.

This is demonstrated in financial year 2018/19 by surplus out-turn figures of £60,177

All 2015 Review Recommendations have been achieved:

1. Introduce the Port Marine Safety Code to Lynmouth Harbour. (PMSC)
Achieved.
2. A recharging of services in adherence to the Service Reporting Code of Practice to improve the accuracy of the accounts and justify costs
Achieved.
3. Budgetary process and approval to spend should be aligned to the North Devon Council process
Achieved.
4. Accounts to be subjected to NDC internal audit programme
Achieved.
5. Adherence to data protection legislation
Achieved.
6. Compliance with Environmental Protection Act 1990 with regards to street cleaning
Achieved.
7. Provide technical support for providing North Devon Council compliant services
Achieved.
8. Customers to have the same access to services as North Devon Council services
Achieved

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9. Explore a joint way forward to reduce public convenience costs as part of delivering the NDC public convenience policy
Awaits NDC Public Convenience Review.
10. Improved management for issuing parking fines including monitoring of performance
Achieved.
11. Cash collection and counting to follow North Devon Council procedures
Achieved.
12. Inclusion of Agency car parks in proposed North Devon Council car park review
Achieved.
13. Joint procurement to realise potential savings and compliance with EU regulations
Achieved.
14. Comply with all Health and Safety requirements
Achieved.

Agency Business during 2018/19 financial year.

Following public consultation the Off Street Parking Order (OSPO) was amended. Car Park tariffs increased in Lynton and Lynmouth Parish for the first time in many years and are now commensurate with tariffs across NDC. Local anomalies were addressed concerning Guest House permits, plus local Resident and Trader Permit prices were increased and conditions made more pertinent to parishioners.

All Car Parks bar Lynmouth Esplanade have been upgraded to NDC Corporate signage and colour scheme. Maintenance of surface defects in Car Parks was undertaken including Lower Lyndale and Esplanade Car Parks with a limited amount of white lining undertaken.

Cash Collection, counting and banking from Car Park machines in the Parish is now undertaken by independent NDC staff and fully meets audit requirements. (Recommendation 11)

Parking Fine issue/administration has increased significantly and now meets the norm for NDC. (Recommendation 10) Qualitative issues are reviewed monthly in the liaison meeting between Town Clerk and NDC Car Park Manager

Installation of the 4G mast in Upper Lyndale Car Park was achieved; however we still await the actual Go Live of 4G which will give vital internet connection for Pay and

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Display card payments in both Lyndale Car Park machines together with much needed public Wi-Fi access in Lynmouth.

Asset inspections revealed major structural issues with retaining walls in Watersmeet and Cross Street Car Parks. Following assessment surveys and inquiries, reparation works will commence at the end of season 2019 to ensure a safe environment for public, vehicles and staff moving forward.

A new website providing access to all NDC services in the Agency agreement has gone live in this reporting period, allowing local residents a parity of service with those across NDC territory.

The fence line in Bottom Meadow Car Park for the Primary School was moved and a tree taken down to improve their outdoor space.

Recruitment of a Street Sweeper/General Labourer was successful and compliance with Environmental Protection Act 1990 achieved (Recommendation 6)

Five Sponsored Waste Bins were installed in Lynmouth and carry the artwork/adverts of each sponsor. Local negotiation with a Lynmouth takeaway food provider led to reduced use of large boxes and an additional [mobile] bin which improved litter issues in the vicinity of their premises on Lynmouth Esplanade.

Two new Doo Poo Bins and a [relocated] Street Litter bin have been installed in Lynmouth on popular walking routes in response to residents' requests. Previous issues and complaints have subsided since installation. Agency staff continue to manage and service 56 Litter Bins and 15 Dog Poo Bins in the Parish.

Harbour Safety inspections continue on a daily and monthly basis in line with PMSC in the Harbour. A number of safety enhancements have been undertaken including new signage, repairs and compliance regarding ladders and access points for harbour users. Lynmouth Harbour has now been brought under the auspices of NDC Harbour Board and is much more regulated than previously.

Quarterly Health and Safety inspections with NDC and Harbourmaster have been completed including the requisite Designated Persons inspection.

A new Beach Access/Flood Defence gate was designed and installed adjacent to the Harbour on Lynmouth Esplanade. This became possible with a mixed funding stream including NDC, TAP, Exmoor National Park and Devon County grants.

Ownership issues regarding Lynmouth Causeway have been resolved with Crown Estates. The work now needs funding to effect repairs in line with public health and safety requirements and specific covenants in the deed of transfer.

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Public Conveniences for the Agency are now all cleaned by contractors following an end to the agreement where volunteers serviced Lower Lyndale as their numbers dwindled to one. A PAG bid is in train to refurbish this unit in the coming year.

A Tree Safety Survey conducted across the Agency/Parish has been actioned and there are no identified dangers or concerns to be addressed. All immediate works were completed and less urgent works are being progressed.

At the completion of this third reporting year The Agency once again achieved required outcomes with greater financial benefit than predicted. The benefits of closer working and economies of scale are being realised. For example, NDC Customer Services now advise lost/missing recycle bins/bags etc to Lynton Town Hall and residents collect replacement items from locally held supplies including Wheelie Bins thus reducing need for NDC to travel from BEC to deliver one item.

Agency staff would like to thank NDC officers for the continued working relationship and regular meetings to manage Agency issues in Lynton and Lynmouth.

Kevin A Harris

**Town Clerk
Lynton and Lynmouth Town Council
Sept 2019**