

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllrs. Walden (Present Chair), Brooker (Present Vice-Chair), Burrough, Farrow, Paice and Willey.

The Guildhall,
Axminster,
Devon.

31 May 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 5th June 2023 **at 7.00 p.m.** in person at the Axminster Guildhall.

This meeting will be recorded and those recordings will be held for one year by the Town Council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak during public forum session, please raise your hand and wait to be invited to speak by the Chair.

Members and the public are reminded that **remarks and representations must be addressed through the person chairing the meeting.**

Voting will take place by show of hands and the Chair will indicate that the votes have been noted.

Members are reminded:

- a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.***
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.***
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.*

Public Forum session (limited to 15 minutes or at Chair's discretion)

OC23/022

To elect a Chair for the committee 2023-24.

OC23/023

To elect a Vice-Chair for the committee 2023-24.

OC23/024

To note members of the committee present.

OC23/025

To note and, if thought fit, to approve apologies (and reasons for absence).
(LGA 1972 S.85 (1))

OC23/026

To note members of the committee not otherwise in attendance.

Continued Overleaf

OC23/027

To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded.

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

OC23/028i)

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 6th March 2023 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC23/028ii)

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 6th March 2023 and to receive progress report from Clerk:

OC23/029

To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960. (see agenda item OC23/045)

Operations Committee business to be considered:**OC23/030**

To consider and review current (updated) OPSCOMM Work Plan / Action Plan FY23-24:

OC23/031

To consider draft revised Operations Committee Terms of Reference (as amended by Clerk, Cllr. Farrow and former Cllr. Sedgewick)

OC23/032

To consider Council's ongoing Risk Management Assessment as it relates to the business and activities of the Operations Committee.

OC23/033

To consider matters pertaining to the Old Courthouse (OCH) Complex:

- i) To receive update on repairs to cobbled area in courtyard (post-decking platform removal) mindful of the buildings listed building status.
- ii) To receive update on other maintenance works within the Old Courthouse building complex and to receive report from Clerk on recent meeting with the EDDC Listed Building officer.
- iii) To consider request for the installation of an external tap (with interior supply meter within) on the exterior wall of the disabled WC for the purposes of garden maintenance and user amenity.

OC23/034

To consider matters pertaining to Axminster Town Centre incl. development and regeneration:

- i) Update on Town Gateway Signage project; Clerk to report.
- ii) Update on Town Map installation project and to consider request for the installation of an additional map frame (and A1 map) on the outer wall of the Axminster Library as a visitor/resident amenity. (Cost £100 net).
- iii) Update on Town Fingerpost installation project; Clerk to report.

Continued Overleaf

OC23/035

To consider matters pertaining to the Guildhall building and curtilage (including Council offices):

- i) To ratify the recent expenditure (approved under Chair's/Clerk's delegated authority) on additional sections for the existing Tower Scaffold system to enable enhanced use of that equipment in other areas within the Guildhall building and curtilage.
- ii) To receive report from Clerk on the recent upgrade of building connectivity to Fibre for improved efficiency and amenity.
- iii) To receive report from Clerk on ongoing works at the Guildhall and to consider further works deemed urgent/critical in respect of the building licence and governance compliance.

OC23/036

To consider proposals for new/improved/replacement amenities/service provision in the parish:

- i) To receive update report from Clerk on progress with "Green Wedge" / E-bikes (Urban Renewal) project and preliminary works / survey investigations / landownership & acquisition.
- ii) To receive update report from Clerk on progress with the Millwey Rise Play Area extension project in conjunction with EDDC Housing Team (the freehold owners of the proposed extension site).
- iii) To consider request from Clerk that the Town Council takes up a membership of the Parish Mapping Online system at an annual cost of £270 (plus VAT) as a service amenity for staff, councillors and residents alike.
- iv) To consider the ongoing maintenance and ownership of a bus shelter located on the westbound section of the A35 at Raymonds Hill (west of Hunters Lodge Inn) which is currently owned by Axminster Town Council but which is situated in Uplyme Parish. (This subject arose after a complaint from a resident of Uplyme regarding the condition of the shelter and confirmation from the Uplyme Parish Council Clerk that the asset belongs to this authority not theirs).

OC23/037

To consider matters pertaining to allotments in the parish:

- i) To consider proposal from Cllr. Walden that a contractor be commissioned to remove spoil from the centre of the access path into the Woodbury allotment site (lower) to alleviate the risk of vehicle grounding.
- ii) To consider suggestion that remedial works be undertaken to the area (to the right) at the lower Woodbury entrance to create a parking area – this would involve removal of spoil/debris and some trees and installation of hardstanding to improve user amenity on site.
- iii) To consider proposal that the roadside hedges at Woodbury Park be cut back on highway safety grounds during the nesting season; Cllr. Walden to speak on this subject.
- iv) To consider suggestion to install a fixed noticeboard at each entrance to Woodbury Park allotments (2) and at Millwey Rise and at North Street to display a map of the allotment site, allotment regulations and also space for vacancy notices, action notices, tenant alerts etc. Cost approximately £2,544 (plus VAT) and fitting (in-house labour).
- v) To consider Allotment Plot rents for October 2024 (12 month notice required for any proposed increases in tenancy fees).
- vi) To consider a proposal for the introduction of an annual service charge to cover the costs of water supply, waste disposal charges, maintenance, site amenity improvements and any other costs that are not covered by the annual tenancy charges currently levied.
- vii) To consider suggestion that the water supply at North Street and Millwey Rise be improved with the introduction of an additional mains-fed "trough" which will both fill 'on-demand' but also capture water during period of heavy rainfall. (This alleviates the issues of low water pressure at both sites).

Continued Overleaf

OC23/038

To consider matters pertaining to the Town Cemetery:

Please refer to agenda items OC23/038 (IC) (to be considered in Part Two due to the confidential nature of the business to be transacted).

OC23/039

To consider matters pertaining to Council plant/equipment and vehicles:

Please refer to agenda items OC23/039 (IC) (to be considered in Part Two due to the confidential nature of the business to be transacted).

OC23/040

To consider matters pertaining to public rights of way / footpaths in the parish (P3):

i) To receive a report from Clerk on current status and cyclical maintenance programme and to note recent P3 grant decision by DCC.

OC23/041

To consider matters pertaining to Health and Safety and receive update report on compliance progress:

i) To consider renewal of the annual H&S consultancy service for FY23-24 with existing H&S supplier.

OC23/042

To consider the final draft of the Axminster Town Council Asset Register (compiled as at 31st March 2023) and to receive report from Clerk on matters arising from the annual review of the register.

OC23/043

Chair's Announcements / Matters of Urgency to be noted:

OC23/044

Date of next scheduled meeting for the committee; 3rd July 2023 – 7pm (Guildhall)

OC23/045

If appropriate, Vice-Chair of Committee to propose that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972, the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Matters to be considered in committee session (Part Two):

The items of business listed below and any others from this agenda to be agreed upon by members of the committee if and when appropriate (see OC23/029)

OC23/038 (IC) – see earlier agenda item.

To consider matters pertaining to the Town Cemetery:

- i) Matters pertaining to an existing plot/memorial which require a decision of the Committee (or a recommendation to FULL Council); to receive report from Clerk.
- ii) Matters pertaining to cemetery grass and grounds maintenance; to receive report from Clerk.
- iii) Matters pertaining to assessment of cemetery memorials; to receive report from Clerk.
- iv) Matters pertaining to the felling of a tree on the cemetery site on safety grounds; to receive report from Clerk.

Continued Overleaf

OC23/039 (IC) – see earlier agenda item.

To consider matters pertaining to Council plant/equipment and vehicles:

To receive a report from Clerk on the current status of the Council's plant and equipment inventory and also the Council's vehicle fleet and to consider recommendations for a replacement vehicle to suit Council's anticipated operational requirements (including movement of plant and machinery between sites under the Council's jurisdiction).

With no further business to be considered, the Chair will draw the meeting to a close.

Paul Hayward

Paul Hayward

TOWN CLERK

31st May 2023