

## AXMINSTER TOWN COUNCIL

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

The Guildhall,  
Axminster,  
Devon.

1 November 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 6<sup>th</sup> November 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)**

**OC23/063**

**To note members of the committee present.**

**OC23/064**

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

**OC23/065**

**To note members of the committee not otherwise in attendance.**

**OC23/066**

**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.*

*Continued Overleaf*

**OC23/067**

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 4<sup>th</sup> September 2023 and to consider any matters arising (not included within this agenda as business to be attended to.)

**OC23/068**

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 4<sup>th</sup> September 2023 and to receive progress report from Clerk:

**OC23/069**

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 OC23/076)

**Operations Committee business to be considered:****OC23/070**

To consider matters pertaining to allotments in the parish:

- i) To review draft of recently revised Allotment Regulations and to agree whether to adopt these as policy.
- ii) To review draft of recently revised Allotment Regulations (Sub-Section specifically relating to the keeping of chickens on the allotment sites) and to agree whether to adopt these as policy.
- iii) To consider whether to limit allotment tenancies to two plots (half or full) per tenant.
- iv) To consider whether new tenancies are subject to a defined-term probationary period and, if so, whether that probationary tenancy is completed via a “nursery bed/plot”, a half-plot or a full-plot.
- v) To consider how the committee wishes to deal with overgrown plots in terms of Town Council maintenance resources allocation (ie. use of GMO labour, equipment and membrane/site coverings).
- vi) To consider hedgerow maintenance protocol for allotment boundary hedges (ie height and width control).
- vii) To consider whether to re-purpose plots 16A & B for alternative use. Suggestions include grassed area for communal tenant use, creation of nursery beds (see iv above), possible link path to the northern boundary.
- viii) To consider and, if thought fit, to approve the protocol for how the Town Council deals with non-cultivation and/or any other breaches of the established regulations (terms and conditions of tenancies) and the timeframes within which such action will be taken (up to and including the point of tenant eviction) and how a suitable and reasonable appeal process can be included within such a protocol.  
*This process MUST accord with the legislation laid down within the Allotment Act 1950.*
- ix) To consider a suggestion that a suitable repository be created to house gardening books etc in memory of former tenant/allotment advocate who recently passed away.

**OC23/071**

To consider matters pertaining to the Town Cemetery:

- i) To consider a proposal to utilise waste spoil to create a “Devon Bank” between the lower cemetery field and the adjacent land-holding (on the boundary occupied by the Town Council). This will be in conjunction with the proposals to utilise that boundary line for the planting of new trees and hedgerow etc.
- ii) To receive an update report from Clerk on options for the creation of enhanced/improved hard-standing adjacent to the entrance of Z section and to consider a request to create a temporary compound for the storage of skips and amenity until the permanent area can be completed (see minutes 4/9/2023).
- iii) To ratify a decision made under delegated authority of the Chair of the Committee for the purchase of a powered wheelbarrow for the movement of spoil and similar within the site as a cemetery asset/resource.

*Continued Overleaf*

### **OC23/072**

#### **To consider matters pertaining to Town Amenity and services:**

- i) To consider whether the committee wishes to continue with the (free) supply of dog gloves to fill the dispensers at various points across the town; to consider the annualised cost of such provision.
- ii) To consider a proposal for the purchase and installation of a Blood Control (First Aid) cabinet/kit within the Town Centre area as a public amenity.
- iii) To consider a suggestion that the Town Council consider the purchase of a drone amenity to assist with building/land/site maintenance/survey/project works and activities; members to consider cost vs benefit data and to receive report from Clerk/RFO.

### **OC23/073**

#### **To consider matters pertaining to the Guildhall:**

*Ordinarily, any such matters would be discussed by the Guildhall Sub-Committee but, from time to time, matters of urgency can be considered by this committee by virtue of the extant Terms of Reference.*

- i) To consider a matter relating to parking and space availability at the Guildhall and to agree a protocol for employee, guest and visitor parking arrangements.

### **OC23/074**

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

### **OC23/075**

#### **Date of next scheduled meeting for the committee and to consider the tentative calendar of dates for meetings of this committee in 2024;**

**Next meeting:** 8<sup>th</sup> January 2024 – 7pm (Guildhall)

**Future meetings:** 4<sup>th</sup> March 2024, 3<sup>rd</sup> June 2024, 2<sup>nd</sup> September 2024 & 4<sup>th</sup> November 2024.

### **OC23/076**

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 OC23/069)**

### **OC23/077 (IC)**

#### **To consider matters pertaining to specific Old Courthouse tenancies.**

- i) Matters pertaining to commercial tenancies of the Old Courthouse complex which require consideration but which are considered confidential due to the commercially sensitive nature of the business to be considered and as the tenancies themselves are confidential due to the information likely to be considered by members.

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

*Paul Hayward*

Paul Hayward

TOWN CLERK

1<sup>st</sup> November 2023