

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllrs. Walden (Chair), Spurway (Vice-Chair), Brooker (A), Farrow, Holt, Mynard and Sedgewick

The Guildhall,
Axminster,
Devon.

23 February 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 1st March 2022 **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, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands (or virtual indicator) and the Chair will indicate the votes have been noted.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting**. To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the person chairing the meeting.

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)

OC22/056

To note members of the committee present.

OC22/057

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

OC22/058

To note members of the committee not otherwise in attendance.

OC22/059

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.

OC22/060

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 1st February 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC22/061

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.

Operations Committee business to be considered:

OC22/062

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

- i) To consider further proposals to provide smoking amenity at rear of building for Council/Guildhall staff.
- ii) To consider proposals for enhanced CCTV coverage and provision at the Guildhall (see also 22/075IC)
- iii) To consider proposals for replacement of car park planters at the Guildhall.
- iv) To consider progress and future actions with regards to lobby (sliding) doors project.
- v) To consider proposals for improved/enhanced building/stage electrics (costs to be shared with the Guildhall Management Committee).
- vi) To consider request for creation of painted entrance wording in outer lobby.
- vii) To consider request to improve building amenity by way of the creation of radiator covers in main hall.
- viii) To consider future of the Churchill Room upright piano which is deemed surplus to requirements.
- ix) To consider recommendation to relocate two of the Roll Boards in the Churchill Room to an alternate location and to relocate the Mayoral photographs as a consequence of other space created.
- x) To consider request that the 3rd Roll Board be placed into storage as it is no longer relevant or accurate.
- xi) To consider proposals for the future use of the heritage clock in the Churchill Room.
- xii) To consider suggestion that the Churchill Room be re-purposed and renamed; that pictures therein be placed into storage.
- xiii) To consider proposals for the future siting of both the metallic Town Crest and the "Axminster" Railway Engine Plate which were removed during the recent redecoration of the Guildhall "main room".

OC22/063

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

- i) To consider update on proposed improvements for the Old Courthouse gardens.
- ii) To consider recommendations for provision of further bench amenity within the garden.
- iii) To consider proposals for enhanced/extended Public Garden opening hours.

OC22/064

Update on Section 106 projects ongoing:

- i) Axminster Skatepark at Cloakham Lawns - see agenda item 22/077(IC) below.

OC22/065

To consider matters pertaining Town Centre development and regeneration:

- i) Town Centre Signage Project (Chair to speak on this matter) to include consideration of:
 - a) Town Centre Signage improvements.
 - b) Axminster Town branding.
 - c) Gateway/Welcome signage.
 - d) Provision of improved noticeboards/interpretation/visitor/mapping displays.
 - e) Liaison with Axminster Chamber of Commerce/Totally Locally re: Banner display project.

OC22/066

To consider matters pertaining to the Jubilee Field Open Space amenity:

- i) Update on transfer of land from EDDC to the Town Council.
- ii) To agree upon proposed location for siting of the EDDC Jubilee Oak tree.

Continued overleaf.

OC22/067**To consider matters pertaining to the Town Cemetery:**

i) To consider representations from a local funeral director seeking clarity on the current policy of permitting ashes interments prior to the interment of remains in a pre-purchased full burial plot.

OC22/068**To consider matters pertaining to Town Allotments:**

i) To receive update on line marking improvements at Woodbury Park site; Locum Clerk to speak.
ii) To consider updates on proposals for purchase and installation of ECO-WC's at the 3 sites as a tenant amenity.

OC22/069**To consider matters pertaining to Health and Safety/H&S Sub-Committee:**

i) Health and Safety Audit Report: update from Locum Clerk (to include review of reports received to date).
ii) To consider proposals (in consultation with the Strategy & Finance Committee) to enter into a fixed consultancy agreement with a H&S Consultancy Contractor to formalise H&S compliance measures.
iii) To consider finalised draft Terms of Reference wording for H&S sub.comm.

OC22/070**To consider update from Locum Clerk re: Welcome Back Funding capital expenditure/asset purchase:**

i) To receive update on items received to date and to consider further correspondence with EDDC on proposed siting and installation.

OC22/071**To consider proposals for new/improved/replacement amenities in the parish:**

i) To consider options for re-purposing of the concrete plinth formerly used as base for bus stop.
ii) To consider recent correspondence received on subject of CCTV GDPR/Data capture compliance and governance protocol/policy.
iii) To consider update on defibrillator project from Locum Town Clerk in light of recent site meetings.
iv) To consider suggestion for provision of eco-habitat "bug boxes" across Council's green space and recreation areas.
v) To consider request from resident for enhanced street lighting on FP71 between Fossey Close and Lyme Close (adjacent to electrical sub-station) as a parish amenity.
vi) To consider suggestion that festive Lighting on Minster Green be "regularised" in terms of colour and style with provision of improved electrical supply to enable concurrent "switch on" in conjunction with local community groups.

OC22/072**To consider proposals for Council assets and/or plant & equipment:**

i) To consider update from Clerk regarding possible purchase of a 3kw portable generator to assist in maintenance works where power supply is required and to provide additional support for Council's Winter/Emergency Resilience Plans.
ii) To consider request for improvements to works vehicle (on safety grounds).

OC22/073**Chair's Announcements / Matters of Urgency to be noted:**

Continued overleaf

OC22/074

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:

OC22/075 (IC) To consider quotations received for enhanced/improved CCTV equipment and image capture capabilities at the Guildhall (interior and exterior).

OC22/076 (IC) To consider a request for the planting of a memorial tree within Z section at the Town cemetery; Council to consider whether to permit a variation to Council's extant Cemetery Policy.

OC22/077 (IC) To consider progress with Section 106 project at proposed Cloakham Lawns Skatepark.

Paul Hayward

Paul Hayward

LOCUM TOWN CLERK

22nd February 2022