

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

7 April 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 12th April 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)

OC22/078

To note members of the committee present.

OC22/079

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

OC22/080

To note members of the committee not otherwise in attendance.

OC22/081

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.

OC22/082

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

OC22/083

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:

OC22/084

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

- i) To consider request for creation of a ladder store to resolve a potential H&S issue.
- ii) To consider request for installation of lobby matting to protect and safeguard new carpet
- iii) To consider update on the proposed car park marking works and to agree way forward, costs, timings etc
- iv) To consider request from Guildhall Management Committee for financial assistance towards stage curtain tracking and mechanical systems on safety grounds (where Town Council is landlord of the Guildhall).

OC22/085

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

- i) To consider update on proposed improvements for the Old Courthouse gardens and to approve further expenditure on garden amenity.
- ii) To consider extension of Town Centre CCTV system to include additional cameras on OCH frontage for the purposes of Crime Prevention and reducing ASB.

OC22/086

Update on Section 106 projects ongoing:

- i) Proposed Raymonds Hill play area/climbing wall - update

OC22/087

To consider matters pertaining Town Centre development and regeneration:

- i) Town Centre Signage Project to include consideration of:
 - a) Gateway/Welcome signage improvements/replacements.
 - b) Consideration of design and style criteria for town centre signage project.
 - c) Update on Totally Locally Banner display project.

OC22/088

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 consider arrangements for ongoing inspection and maintenance of play equipment
- iii) To consider decisions of FULL Council re: Jubilee Field amenity expenditure and to agree action plan for delivery and timescales.

OC22/089

To consider matters pertaining to the Town Cemetery:

- i) To consider how the Committee wishes to attend to the review of the Cemetery Regulations and Cemetery fees for the forthcoming year.

OC22/090

To consider matters pertaining to Town Allotments:

- i) To consider how the Committee wishes to attend to the review of the Allotment Regulations and Allotment fees for the 23-24 charging period (as per Allotment Act legislation).
- ii) To consider whether Committee wishes to proceed with the proposed North Street extension project.
- iii) To consider expenditure pertaining to provision of additional taps (and water supply) to North Street and Millwey Rise allotment sites.
- iv) To consider and review Town Council's position and decision on bonfires at the allotment sites.

OC22/091

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 receive report from Town Clerk on current framework/governance of the H&S Sub-Committee and to consider whether that body revert to a Working Party group and, furthermore, that the membership of that body be widened at the request of the Guildhall Management Committee Chair.

OC22/092

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

- i) To receive updates from Clerk for the re-purposing of the concrete plinth formerly used as base for bus stop on the Chard Road.
- ii) To consider report from Clerk on the recent decision of EDDC to phase out use of Glyphosates as a weedkilling solution and to explore and discuss alternative weeding methods.
- iii) To consider suggestion that the Payphone Kiosk in Trinity Square be decommissioned, that the kiosk be adopted for the provision of a Public Access defibrillator for the Trinity Square curtilage.
- iv) To consider suggestion for provision of bird nesting boxes across Council's green space and recreation areas.
- v) To consider progress on the Green Wedge repurposing/regeneration project at the Railway Concourse and to agree forward steps/potential expenditure.
- vi) To consider suggestion that Axminster Town Council apply for funding to provide an E-Bike charging/access point (perhaps within the concourse area above) to provide continuity along the East Devon Rail Line (Honiton and Cranbrook having already been put forward as suitable sites); to consider whether such an amenity would benefit from a 2nd charging/base point in the town centre to encourage green transport links between the two points.
- vii) To consider suggestions for the repurposing of the "Websters" seating area opposite The George for the purposes of improved public amenity; Clerk to provide update after discussions with site owners.
- viii) To consider suggestion that the Town Council provide Water Bottle filling stations at various points in and around the Town Centre.

OC22/093

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

OC22/094

Date of next scheduled meeting for the committee; 3rd May 2022

DATE OF NEXT MEETING

Paul Hayward

Paul Hayward

TOWN CLERK

7TH April 2022