

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

9 November 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 15th November 2022 **at 7.30 p.m.** in person at the Axminster Guildhall (Jubilee Room).

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 that 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)

OC22/187

To note members of the committee present.

OC22/188

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

OC22/189

To note members of the committee not otherwise in attendance.

OC22/190

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

OC22/191a)

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 27th September 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC22/191b)

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 27th September 2022 and to receive progress report from Clerk:

OC22/192

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 [OC22/203](#))

Operations Committee business to be considered:

OC22/193

To consider a first draft of the requested OPSCOMM Work Plan / Action Plan:

OC22/194

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

- i) To ratify closure times revision for the Winter period.
- ii) To reconsider matters pertaining to CCTV provision.
- iii) To consider matters pertaining to building integrity and water ingress on 1st floor.
- iv) *SEE PART TWO BUSINESS below (matters considered confidential)*

OC22/195

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

- i) Town Gateway Signage – to consider draft design options and to agree way forward / timeline.

OC22/196

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

- i) To consider arrangements for tree planting within Jubilee Field site (in conjunction with reports from the Hon. Tree Warden) and to consider delegating such planting arrangements to officers and nominated members of this committee to ensure that planting is executed within the established tree planting season.

OC22/197

To consider matters pertaining to the Town Cemetery:

- i) To consider matters pertaining to the future use of the Lower Cemetery Field (currently fallow).
- ii) To consider proposal to create a series of composting bins/bays within the newly created amenity area to enable the onsite composting of foliage, plants, flowers, grass and leaves; such compost to then be used within the cemetery grounds. Estimated costs, circa £300.

OC22/198

To consider matters pertaining to the Guildhall building and curtilage.

- i) To consider the proposal that the Town Council acquires a scaffold tower for use within the Guildhall and elsewhere around the town as a matter of operational safety. Estimated costs circa £1300.
- ii) To consider proposal to replace the entrance (double) doors to the (GH) parish shed to improve security and amenity.
- iii) To consider proposal to acquire a modern portrait of Her late Majesty Queen Elizabeth II to be displayed in the Jubilee Room, Guildhall.

Continued Overleaf

OC22/199

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

- i) To consider whether this Council wishes to accept the offer of a free (donated) defibrillator and cabinet together with contribution towards electrical fixing costs.
- ii) To provide direction to Clerk in respect of ongoing liaison with AED Donate (a defibrillator charity) who undertook fundraising in Axminster aimed at providing additional AED provision in the town.
- iii) To consider proposal to replace the Town Council's amenity water bowser.
- iv) To consider matters pertaining to sponsorship of the roundabout planters.
- v) To ratify earlier decision to "rest" the Minster flowerbeds for a growing season and to provide funds for fertiliser/compost to refresh those beds during that interim period.
- vi) To consider matters pertaining to the display flowerbed adjacent to the entrance to West Street car park.
- vii) To consider request from Axminster Skatepark project to replace the two existing waste bins onsite with two (previously purchased) dual-waste bin units (general and recycling waste). For clarity, the request is to supply the bins only; the Skatepark Trustees will manage the waste emptying and disposal.
- viii) To consider parishioner request to alter the positioning of the VAS (vehicles activated speed) unit on the Crewkerne Road, Raymonds Hill.
- ix) To consider update from Clerk on the potential Green Wedge project and to agree a notional timeline and budget allocation for said project if Council wishes to proceed.
- x) To consider proposal to establish an additional three sandbag/grit-salt/emergency centre "sheds" across the town (one exists currently at Millwey) to assist towards Council's Emergency Plan/Response contingency strategy. (any decision would be dependent on the Town Council reaching agreement with landowners to site units at each proposed location; Woodbury (S/E), North Street (Centre) and West Street/Guildhall (S) [or potentially at Jubilee Field]. Estimated costs circa £6000 for the three units incl. groundwork and installation.

OC22/200

To consider matters pertaining to Risk Management Assessments (standing committee agenda item):

OC22/201

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

OC22/202

Date of next scheduled meeting for the committee; to be agreed by committee members.

OC22/203

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):

To be agreed upon by members of the committee as and when appropriate (see OC22/192)

OC22/194 (IC) – see earlier agenda item.

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

iv) To consider matters pertaining to a confidential tenancy matter at the OCH building.

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

Paul Hayward

Paul Hayward

TOWN CLERK

9th November 2022