

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.

27 April 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 3rd May 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)

OC22/095

To note members of the committee present.

OC22/096

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

OC22/097

To note members of the committee not otherwise in attendance.

OC22/098

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.

OC22/099

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 12th April 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC22/100

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 12th April and to receive progress report from Clerk:

OC22/101

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:**OC22/102**

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

There are 4 matters to be considered as a matter of some urgency, all of which are detailed below as confidential business (Part Two) in light of the commercially sensitive nature of the business to be considered as listed on this agenda)

OC22/103

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

i) To consider proposal that 3rd party gardening contract be extended throughout the summer for an initial two hours per week to maintain and improve the garden amenity for residents and visitors.

There are 3 further matters to be considered, all of which are detailed below as confidential business (Part Two) in light of the commercially sensitive nature of the business to be considered as listed on this agenda)

OC22/104

Update on Section 106 projects ongoing:

i) Proposed Jubilee Field climbing wall – to receive update from Clerk.

OC22/105

To consider matters pertaining Town Centre development and regeneration:

i) Town Centre Signage Project to include consideration of:

a) Update on Gateway/Welcome signage improvements/replacements.

b) Update on design and style criteria for town centre signage project in light of EDDC Conservation officer correspondence.

OC22/106

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

i) To consider arrangements for ongoing inspection and maintenance of play equipment.

iii) To consider offer of tree donations from local community group as part of “Queen’s Canopy” national scheme; members to consider and agree whether such a donation should be accepted.

OC22/107

To consider matters pertaining to the Town Cemetery:

i) To consider suggestion that the redundant tap (and drain) at the Cemetery entrance be capped off on safety grounds.

ii) To consider request from funeral directors for vehicle access improvements adjacent to Z section.

iii) To consider suggestion that the eastern section of the “future” cemetery field be repurposed with appropriate hard-standing etc to enable storage of waste, amenity and materials away from the former “bonfire field” and to consider the future use of that latter area for future interments.

Continued overleaf

OC22/108**To consider matters pertaining to Town Allotments:**

- i) To consider update on progress with proposed North Street extension project.
- ii) To consider correspondence received from EDDC re: use of composting facilities.

OC22/109**To consider matters pertaining to Health and Safety Working Party (group):**

- i) Health and Safety Audit Report: update from Locum Clerk (to include review of reports received to date).
- ii) To consider proposed timetable for meetings of this working party group.

OC22/110**To consider proposals for new/improved/replacement amenities in the parish:**

- i) To consider proposal that one of the Council's recently acquired "Welcome Back" benches be installed within the 'mural' alcove on Belle Vue walkway (with the agreement of Tesco Stores PLC) and that the Council undertake some minor foliage trimming and clearance to enable said installation.
- ii) To consider condition survey on the "cow and herdsman" sculpture on Belle Vue and to determine whether the Town Council wishes to work with partners in this regard.
- iii) To consider the feasibility, propriety, financial impact and scope of a potential grounds maintenance tender for municipal land, recreation & green open spaces across the town centre area.

OC22/111**Chair's Announcements / Matters of Urgency to be noted:****OC22/112**

Date of next scheduled meeting for the committee; 7th June 2022

OC22/113

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):**OC22/114 (IC)**

To consider quotations received for enhanced/improved CCTV equipment and image capture capabilities at the Guildhall (interior and exterior). This business is deemed to be confidential due to the commercially sensitive nature of the contractor quotes to be considered.

OC22/115 (IC)

To consider quotations received for the removal and re-painting of line markings in the Guildhall car park for the purposes of improved amenity. This business is deemed to be confidential due to the commercially sensitive nature of the contractor quotes to be considered.

OC22/116 (IC)

To consider quotations received for the clearing and cleaning of gutters at the Guildhall and the provision of window cleaning. This business is deemed to be confidential due to the commercially sensitive nature of the contractor quotes to be considered.

Continued overleaf

OC22/117 (IC)

To consider report from Contractor CW on the recent LOLER inspections in the Guildhall (front & backstage) and to agree forward steps to ensure compliance. **This business is deemed to be confidential due to the commercially sensitive nature of the contractor quotes to be considered.**

OC22/118 (IC)

To consider quotations received for the installation of CCTV equipment at the Old Courthouse for the purposes of site security and wider crime prevention in that area. **This business is deemed to be confidential due to the commercially sensitive nature of the contractor quotes to be considered.**

OC22/119 (IC)

To consider a report from the Clerk on the provision of utility services into the Minster Room and to seek approval on supplier choice. **This business is deemed to be confidential due to the commercially sensitive nature of the supplier quotes to be considered.**

OC22/120 (IC)

To consider further update on the legalities relating to ongoing/pending tenant leases etc and to agree Heads of Terms for both tenants awaiting formal rental contracts. **This business is deemed to be confidential due to the commercially sensitive nature of the 3rd party information to be considered.**

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

Paul Hayward

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TOWN CLERK

27th April 2022