

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

29 June 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 5th July 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 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)

OC22/145

To note members of the committee present.

OC22/146

To note and, if thought fit, to approve apologies (and reasons for absence).

(LGA 1972 S.85 (1))

OC22/147

To note members of the committee not otherwise in attendance.

OC22/148

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

OC22/149

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 7th June 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC22/150

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 7th June 2022 and to receive progress report from Clerk:

OC22/151

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:

OC22/152

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

- i) Replacement of twin noticeboards at Guildhall frontage with 3-bay version in an MMT material and a re-siting to maximise parking space provision; to potentially be integrated within replacement planter design (already approved and resolved upon).
- ii) To consider costs of water cooler within Guildhall building for staff and visitors.

OC22/153

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

OC22/154

Update on Section 106 projects ongoing:

- i) Millwey Rise Playground extension project (update)
- ii) Jubilee Field climbing wall installation project (update)
- iii) Axminster Skatepark OS / CCTV / Lighting project (update)

OC22/155

To consider matters pertaining Town Centre development and regeneration:

- i) Gateway Signage – options and scoping proposals
- ii) Town Centre signage project (update and WP progress report).

OC22/156

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

- i) To consider update from Clerk on proposals to create a dedicated water supply into Recreation Field for amenity and maintenance.
- ii) To consider suggestion that “desire path” access into field from Swain Close be adapted with steps to create a safer access point for users and those with dogs & children.

OC22/157

To consider matters pertaining to the Town Cemetery:

- i) To consider request for the donation of a memorial bench in the cemetery; to consider design, colour, material etc and to agree whether a memorial bench policy is required / appropriate.

Continued overleaf

OC22/158

To consider matters pertaining to Town Allotments:

i) To consider delegating authority to the Clerk (and Council Administrator) to arrange waste skips at the Allotment site(s) as and when required to maintain site safety and provide tenant amenity.

OC22/159

To consider matters pertaining to Health and Safety Working Party (group):

i) To receive update from Clerk on recent meeting with H&S retained consultant.

OC22/160

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

i) To receive update on additional bench amenity outside the retail shop on Millwey Rise.

ii) To consider additional proposal to re-purpose former Bus Stop plinth / alcove on Chard Road (adj. to First Avenue) as an amenity site for public bench).

iii) To consider request that the WI bench on Minster Green be replaced with an MMT version and that the commemorative brass plaque be reinstalled in recognition of the former benefactor; that the old bench be taken to Town Cemetery for re-use.

iv) To consider proposal that the Town Council noticeboard outside Raymonds Hill Post Office be replaced as the current unit is starting to become unsafe.

v) To consider the previous resolution of the Council to provide a waste amenity at the Bow Bridge layby in order to minimise dog fouling waste (which is deemed to be a hazard for livestock in the adjacent field used by footpath users) and to consider/agree any further amenity at that location.

OC22/161

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

OC22/162

To consider matters pertaining to Council's assets, plant and equipment:

i) To consider options for the safe transport of larger plant and equipment to amenity sites across the town.

ii) **One item of business is to be considered in Part Two due to confidential elements of the subject matter. See OC22/166**

OC22/163

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

OC22/164

Date of next scheduled meeting for the committee; 6th September 2022 *

** There being no meeting of this committee scheduled for August 2022.*

OC22/165

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.

Continued Overleaf

Matters to be considered in committee session (Part Two):

To be agreed upon by members of the committee as and when appropriate (see OC22/151)

OC22/166

To consider matters pertaining to Council's assets, plant and equipment (Part Two).

i) To consider costs for replacement of IT equipment, and additional expenditure to provide suitable facilities to employees to enable them to execute work in accordance with Council's direction and resolutions.

This matter is considered confidential as the matter under consideration also relates to an employee health and welfare issue.

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

Paul Hayward

Paul Hayward

TOWN CLERK

30th May 2022