

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.

22 September 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 27th September 2022 **at 7.30 p.m.** in person at the Axminster Guildhall (Jubilee Room).

This meeting has been re-convened following the adjournment of the previous meeting (planned for 13th September) as that was inquorate, following the postponement as a mark of respect in relation to the passing of Her late Majesty The Queen on 8th September 2022 (see OC22/172 below)

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)

OC22/167

To note members of the committee present.

OC22/168

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

OC22/169

To note members of the committee not otherwise in attendance.

OC22/170

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.

OC22/171a)

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 5th July 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)

OC22/171b)

To consider any matters arising (not included within this agenda as business to be attended to) from the meeting of the 5th July 2022 and to receive progress report from Clerk:

OC22/172

To note the adjournment of the previous meeting on 13th September 2022 as in quorate (meeting was postponed by the Chair as a mark of respect upon the passing of Her late Majesty The Queen on 8th September 2022) and to consider (and approve) the draft minutes for that adjourned meeting.

OC22/173

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.

OC22/174

To note the resignation of Cllr. Martin Mynard from this committee.

Operations Committee business to be considered:

OC22/175

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

- i) To ratify closure times revision as a result of recent anti-social behaviour evidenced.
- ii) To consider proposals to undertake autumn planting (upto an expenditure limit to be agreed upon) in the Public Garden to create a spring/summer display.
- iii) To consider revisions to the OCH cleaning schedule and frequency in light of recent tenancy changes.

OC22/176

Update on Section 106 projects ongoing:

- i) Millwey Rise Playground extension project (update)
- ii) Potential arrangements for the Douglas Hull Memorial Garden project.
- iii) Jubilee Field climbing wall installation project (update)
- iv) Axminster Skatepark OS / CCTV / Lighting project (update)

OC22/177

To consider matters pertaining Town Centre development and regeneration:

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

OC22/178

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

- i) To consider proposal that urgent tree works be undertaken on sites trees in light of recent report on tree condition but also to improve relations with neighbouring (adjoining) land-owners; estimated cost of such urgent works to be in region of £1300 plus VAT. *Justification: Public safety grounds.*
- ii) To consider proposal that the Town Council should apply to Devon County Council for a “native tree” pack comprising 45 assorted trees for planting over winter in the Jubilee Field in consultation with the Hon. Tree Warden.

Continued overleaf

OC22/179

To consider matters pertaining to the Town Cemetery:

- i) To consider first draft of revised Cemetery Regulations / Burial Terms and Conditions.
- ii) To consider proposals to amend Cemetery/Burial Fees & Charges as per draft schedule circulated.
- iii) To consider request to amend the Exclusive Right of Burial Ownership period from 50 years to 99 years.
- iv) To consider proposal to purchase a sufficient number of ERB “pre-purchase” markers to highlight where plots have been pre-purchased but where no interment has yet taken place.
- v) To consider proposal to create a series of site markers to provide clear and precise identification of plot rows and column orientation.
- vi) To consider proposal to undertake trimming and pruning works to all site yews; to remove the brush pile on-site as a precursor to setting out the top field for future interments and to remove the section of Beech hedge adjacent to Z section and the lower field to create a wider turning-circle and provide better access to heavy vehicles providing site amenity eg. skips etc.
- vii) To consider proposal to authorise Council expenditure on a NAMM accredited Safety Inspection and Assessment training course (and qualification) for Council staff to ensure H&S compliance at the Cemetery.
- viii) To note that a Chapel / Asset survey will be undertaken in the next 90 days to assess contents, ensure equipment compliance and condition and consider future revisions to site storage needs.
- ix) To consider proposal to create permanent hard-standing access to cemetery WC from northern chapel.
- x) To consider public suggestion that CCTV amenity should be provided within the cemetery site.
- xi) To consider matters pertaining to memorial adornments and chattels.
- xii) To consider matters pertaining to plot planting and foliage.
- xiii) To consider request for additional “open” bin amenities at Cemetery for disposal of flowers, wrappings etc.

OC22/180

To consider matters pertaining to Town Allotments:

- i) To consider first draft of revised Allotment Regulations / Terms and Conditions.
- ii) To consider recent allotment re-mapping / re-numbering proposals for improved site amenity and to assist access & identification for emergency personnel / Town Council employees.
- iii) To consider proposals for plot markers and improved site noticeboard publicity and information amenity.
- iv) To consider matters pertaining to gate access from higher Woodbury Way.
- v) To consider matters pertaining to prohibition of bonfires on all allotment sites as a result of public complaint.

OC22/181

To consider matters pertaining to Health and Safety Working Party (group); update by Clerk:

- i) To note that a meeting of the H&S working party (and the retained H&S consultant) is scheduled for 20th September 2022; to consider any matters that the committee wish to raise at that future meeting.

OC22/182

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

- i) To consider request to provide an additional bench amenity adjacent to Axminster Library for public use.
- ii) To consider proposal to replace damaged/missing bench amenities at Loretto Road and Woodbury Park.
- iii) To consider whether Town Council wishes to extend “welcome plaque” installation to all remaining benches.
- iv) To consider public request for Town Council involvement in seagull nuisance at Field End, Axminster.
- v) To consider expenditure on asset / amenity to promote public engagement with the Council; gazebo, flags and display materials.
- vi) To consider proposals for replacement/renewal of Council’s vehicle stock/amenity.
- vii) To consider request from Light Up Axminster for financial contribution towards enhanced festive lighting (and associated hardware improvements) in the town for the benefit of residents and visitors.

Continued Overleaf

OC22/183

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

i) To consider timetable for completion of comprehensive cemetery site risk assessment survey.

OC22/184

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

OC22/185

Date of next scheduled meeting for the committee; 4th October 2022

OC22/186

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 OC22/173)

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

Paul Hayward

Paul Hayward

TOWN CLERK

22nd September 2022