

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster,
Devon.

27 January 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Tuesday, 1st February 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)

- OC22/030** To note members of the committee present.
- OC22/031** To note and, if thought fit, to approve apologies (and reasons for absence).
(LGA 1972 S.85 (1))
- OC22/032** To note members of the committee not otherwise in attendance.
- OC22/033** 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.
- OC22/034** To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 4th January 2022 and to consider any matters arising (not included within this agenda as business to be attended to.)
- OC22/035** 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:

OC22/036 To consider request from Cllr. Steve Holt to join the Operations Committee.

OC22/037 To consider matters pertaining to the Guildhall building (and curtilage):

- i) To consider proposals to provide smoking shelter amenity at rear of building for Council/guildhall staff.
- ii) To consider request for removal, disposal and/or sale of balcony seating to provide greater amenity, space and to permit 100% coverage of carpet flooring (when laid).
- iii) To consider request to re-install steel partition shutter between bar area to create a self-contained/dual-use refreshment/catering facility.
- iv) To receive an update on repairs and maintenance of Guildhall signage and lettering (front elevation).
- v) To consider proposals for redecoration of external front elevation of the Guildhall.
- vi) To receive update on improved/enhanced CCTV coverage and data capture on Guildhall (EXT.&INT.)
- vii) To consider request to replace extractor fan within bar (tap) room at a cost of £132.
- viii) To consider whether Council wishes to undertake annual LOLER testing on the three lighting winches inside the main Guildhall building.
- ix) To consider request for provision of a waste skip to dispose of damage/waste/redundant items from Guildhall.
- x) To consider request to re-locate the Town Council's heritage items (Charter declaration, Market Town Declaration and twinning agreements) from the main lobby into the vestibule area (by staircase). To also consider request to re-locate Mayoral pictures from Churchill Room to vestibule area, and to consider relocation of painted Town Crest board from main Guildhall room into an alternate location.

OC22/038 To consider matters pertaining to the Old Courthouse (OCH) Complex:

- i) To consider proposals to improve public garden amenity and maintenance thereof.
- ii) To consider proposals for the purchase and installation of additional bench amenity (see below also).
- iii) To consider proposed expenditure on professional fees for future building services at OCH.

OC22/039 Update on Section 106 projects ongoing:

- i) Raymond's Hill Play Area - see agenda item 052 below
- ii) Axminster Skatepark at Cloakham Lawns - see agenda item 052 below
- iii) Cloakham Lawns public artwork project.

OC22/040 To consider matters pertaining Town Centre development and regeneration:

- i) Town Centre Signage Project (Chair to speak on this matter).
- ii) To consider update on matter of potential installation of enhanced/additional Tourism "Brown" signage.
- iii) To consider proposal for provision of enhanced/improved Town Centre mapping amenity for residents and visitors.

OC22/041 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 receive update on forthcoming Public meeting (8/2) to consider future use/amenity of the site.
- iii) To consider proposals for noticeboards (two) to highlight ownership, liability, responsibility and site rules and regulations).
- iv) To consider request from parishioner for temporary access point surface improvements from Boxfield Road; Committee to consider options for materials and works associated with the access point.

Continued overleaf.

OC22/042 Update on Public Rights of Way matters / P3 works in progress:

OC22/043 To consider matters pertaining to the Town Cemetery:

- i) To consider proposed wording/design for new consolidated entrance signage.
- ii) To consider whether Council wishes to formally register the Cemetery as a Commonwealth War Graves site and to erect a CWG sign at the entrance as a consequence.

OC22/044 To consider matters pertaining to Town Allotments:

- i) To receive update on line marking improvements at Woodbury Park site; Locum Clerk to speak.
- ii) To receive update from Locum Clerk re: gate replacement at North Street site.
- iii) To consider suggestion for an adjacent pedestrian gate access at North Street.
- iv) To consider request for hardstanding improvements at newly created gateway access (North St.)
- v) To consider proposal for purchase and installation of ECO-WC's at the 3 sites as a tenant amenity.

OC22/045 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 consider provision of fire safety and alarm maintenance/servicing at Council's buildings.
- iii) To consider draft Terms of Reference for H&S sub.comm.

OC22/046 To consider update from Locum Clerk re: Welcome Back Funding capital expenditure:

- i) To review schedule of items successfully bid for (and ordered) and to consider siting and location of each item.

OC22/047 To consider matters pertaining to Council's external liaison and representation:

- i) To consider Council's potential involvement with the Totally Locally "Banners" project.

OC22/048 To consider updates on CCTV installation and coverage within Town Centre:

- i) Report from Locum Clerk after discussions with installer and commissioned CCTV consultant.

OC22/049 To consider proposals for new/improved/replacement amenities in the parish:

- i) To consider options for replacement noticeboard at Poplar Mount car park location.
- ii) To receive report from Locum Clerk on meetings with representatives of Southern Railways re: possible co-operation on projects at the Axminster Railway Station site.
- iii) To consider update on defibrillator project and to assess potential new locations for such equipment.

OC22/050 To consider proposals for Council assets and/or plant & equipment:

- i) To re-consider proposal for purchase of chipping equipment to assist outdoor staff in disposal of organic material from trees on Council land.
- ii) To consider request for purchase of a 3kw portable generator to assist in maintenance works where power supply is required and to provide additional support for Council's Winter/Emergency Resilience Plans.
- iii) To consider request for petrol "post-hole borer" to assist with excavations and installations of posts, poles, fences and other items under grounds maintenance programme.
- iv) To consider request for purchase of a tower scaffold for interior and exterior site works (at height) as an alternative to renting such equipment in when required.
- v) To consider quotation for bodywork repairs to Council's works vehicle (identified during recent service).

OC22/051 Chair's Announcements / Matters of Urgency to be noted:

Continued overleaf

OC22/052 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 (see also agenda item 038 above):

OC22/053 (IC) To consider contractor quotes received for hedge and tree maintenance at cemetery site.

OC22/054 (IC) To consider progress with Section 106 project at proposed Raymonds Hill Play Area

OC22/055 (IC) To consider progress with Section 106 project at proposed Cloakham Lawns Skatepark.

Paul Hayward

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LOCUM TOWN CLERK

27th January 2022