

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllr. Walden (Chair); all other members of Council are also effective members of this committee as per resolution of the Council

The Guildhall,
Axminster,
Devon.

9 September 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 15th September 2025 **at 7.00 p.m.** 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 during public forum session, please raise your hand and wait to be invited to speak by the Chair.

Members and the public are reminded that **remarks and representations must be addressed through the person chairing the meeting.**

Voting will take place by show of hands and the Chair will indicate that the votes have been noted.

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)

OC25/054

To note members of the committee present.

OC25/055

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

(LGA 1972 S.85 (1))

OC25/056

To note members of the committee not otherwise in attendance and to consider any additional apologies for absence.

OC25/057

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.

*At the FULL Council meeting held 10/06/2024, Cllr. Osborn was afforded a dispensation * to discuss and vote upon matters pertaining to allotments. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of Cllr. Osborn's disclosable pecuniary and personal interests as set out in the Register of Members Interests. * Localism Act 2011 (s.33)*

OC25/058

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 7th July 2025 and to consider any matters arising (*not included within this agenda as business to be attended to.*)

OC25/059

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 OC25/065\(IC\)\]](#)

Operations Committee business to be considered:

OC25/060

To consider matters pertaining to Town Amenity and services:

i) To consider “in principle” adding an additional camera to the existing town centre CCTV system, utilising existing building infrastructure – costs estimated at around £1000.

To further consider whether a planning application should be submitted for the FUL and LBC aspects of the said installation (estimated costs £150).

To further consider whether to seek grant funding from the OPCC (Devon and Cornwall Police) for the materials and labour necessary for the enhancements to the CCTV system in the town centre.

If funding not available, to consider whether the Town Council proceeds using its own non-earmarked reserves.

Justification/Powers: Local Government and Rating Act 1997 s.31 / Crime and Disorder Act 1998 s.17

ii) To consider entirely removing the existing Dog Free Zone at Jubilee Field to provide a more accessible and larger recreation space for all users.

iii) To consider a request from parishioner to host a “Dachshund Dash” community event for dog owners on the Jubilee Field in October.

iv) To consider proposal for the purchase of a suitable QR code card-printer for use with the Axminster Helps project and for future employee/officer/contractor/volunteer/user card/ID production.

OC25/061

To consider matters pertaining to allotments:

i) To consider additional revisions to extant allotment regulations, including Waiting List Policy, and Livestock Policy.

ii) To consider proposals for an alteration to allotment plot charging for tenancy year FY2026-27; to move away from current half/full plot charges towards a more equitable and fair banded charge based on the square metre area of the existing tenanted plot *[This decision has been delegated to the Operations Committee by a formal resolution of the FULL Town Council on 8th September 2025]*

iii) To consider current financial out-turn position for the allotment sites.

iv) To consider further correspondence from Axminster Allotment Association.

Continued overleaf

OC25/061**To consider matters pertaining to allotments (continued):**

v) To consider matters pertaining to allotment tenant engagement and payment processing events towards the end of October (ie. after the commencement of the FY25-26 renewal cycle).

vi) To consider whether committee wishes to endorse and approve the provisional “Report a Problem” service to be hosted on the SurveyMonkey platform.

OC25/062**Presiding Chair’s Announcements / Matters of Urgency for discussion only to be noted:****OC25/063****Date of next scheduled meeting(s) for the Operations committee:**

Next meeting: 17th November 2025 – 7pm (Guildhall) [Budget setting meeting]

Future meetings: See 2025/26 meeting calendars available online

OC25/064

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):

The items of business listed below and any others from this agenda to be agreed upon by members of the committee if and when appropriate (see OC25/059)

OC25/065 (IC)**To consider a confidential matter pertaining to an allotment tenancy.**

This matter is deemed confidential as it pertains to a 3rd party tenancy agreement.

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

Paul Hayward

Paul Hayward

TOWN CLERK

9th September 2025