



Ottery St Mary Town Council

Minutes of the **OTTERY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 29TH NOVEMBER 2021 AT 5.30 PM**

PRESENT: Councillor Martin (Chair) and Councillors Green & Lucas

OTHER PERSONS PRESENT: Jacqui Hayes and Caroline Holmes

OH21/11/01

TO RECEIVE APOLOGIES: All were present.

OH21/11/02

TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA

No interests were declared.

OH21/11/03

IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC AND PRESS HAVE BEEN EXCLUDED

It was **RESOLVED** that the following items be discussed in Confidential Session: -
Item 6 a) Update regarding the door entry system.

OH21/11/04

TO RECEIVE THE MINUTES OF THE OTTERY HUB MANAGEMENT COMMITTEE OF 23RD SEPTEMBER 2021 (MINUTE REFS OH21/09/01 – OH21/09/11) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The Minutes of the Ottery Hub Management Committee Meeting of 23rd September 2021 were approved and signed as a true record of the meeting.

OH21/11/05

UPDATE REGARDING EXISTING USERS OF THE BUILDING

- a) It was agreed that a letter drawn up by Cllr Green will be circulated to the rest of the committee. It will then be sent to all users of the building asking them to review the items being stored at the Hub by 21st December. The amount of storage required will then be reviewed in line with the space available.
- b) It was **RESOLVED** to purchase a grit bin for the car park. Users of the building will be able to access this but it will be at their own risk and a sign will be put up to that effect.

- c) The entrance protocol was discussed. As it is hoped that the new system will be installed before Christmas it was agreed that the entrance protocol will not happen until the system is in place.
- d) It was **RESOLVED** that in principle the committee support an electric charging point being installed in the car park. This will be investigated further working with the Regeneration and Climate Action Committee.

OH21/11/06

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS

- a) See Confidential Session
- b) It was noted that the lighting seems adequate now that it is dark outside. It was **RESOLVED** that it will be arranged that the wiring will be checked by an electrician and a dimmer switch investigated.
- c) It was **RESOLVED** that a Fire Risk Assessment will be arranged as soon as the new alarm system is installed.
- d) It was **RESOLVED** that Legionella testing will be arranged for The Station.

OH21/11/07

BRANDING UPDATE – TO CONSIDER NAME FOR HUB AND YOUTH ORGANISATION

There was a discussion regarding the name of the building and youth organisation. As the committee are applying for funding on the youth side it makes sense to have separate branding and identity. It was **RESOLVED** that the building is known as the Station Community Hub and a separate name and identify for the youth organisation will be decided after consultation with the young people in the parish. It was **RESOLVED** that the committee is renamed the Station Community Hub Management Committee to avoid confusion.

OH21/11/08

UPDATE REGARDING ENGAGEMENT WITH PROFESSIONALS/GROUPS TO HELP SHAPE OUR FUTURE STRATEGY OF YOUNG PEOPLE AND COMMUNITY SERVICES

It was **RESOLVED** that all members of the committee will be invited to future discussions with professionals/groups. Meeting notes will be taken to ensure the committee members are kept up to date, even if they cannot attend a meeting. It was recognised that it is important for the whole committee to be kept up to speed and kept involved as things move forward.

A meeting was held with SPACE. They are keen to work with the committee to develop the youth offering within East Devon. They would be keen to form a partnership to build up the offering over time. This would have obvious benefits as they have all the support structures in place. It was agreed that all support investigating the idea of working with SPACE further. An outline plan will be sent through by SPACE within the next couple of weeks and will be fully reviewed to ensure there are no hidden liabilities. This is a really exciting development. As plans develop consideration will be given to whether this will impact on any of the current users of the building. Notice must be given if it does impact on current hiring agreements.

OH21/11/09

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

No recommendations were made.

OH21/11/10

TO RECEIVE COUNCILLORS' QUESTIONS IN RELATION TO OTTERY HUB MATTERS

Cllr Green confirmed that he had successfully applied for a £9995 The National Lottery Community Fund for setting up the youth offering, taster sessions and room hire. He has also successfully applied for £5,000 through the PCC Community Grant scheme. A further application has been made to Gibbons Family Trust.

CONFIDENTIAL SESSION

OH21/11/11

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS

- a) It was **RESOLVED** that all quotations from Tamar Security are accepted. The entrance door will be replaced at a later point due to nationwide supply issues for a non-standard size aluminum door. A third quotation for the door is currently being sought.

The meeting concluded at: **7.11pm**

DATE OF NEXT MEETING: **Monday 31st January 2022 at 6.15pm**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	