



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 26TH SEPTEMBER 2022 AT 6.15 PM.**
The meeting was held at the Meeting Room, 8 Broad Street, OSM EX11 1BZ

PRESENT: Councillors Martin (Chair), Cllr Green (Vice Chair) and Lucas

OTHER PERSONS PRESENT: Caroline Holmes, Jacqui Hayes, Caroline Down (from SPACE via Teams until minute SH/09/07) and Kerry Kennell, Deputy CEO

SH22/09/01

TO RECEIVE APOLOGIES FOR ABSENCE

None.

SH22/09/02

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.

SH22/09/03

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

None.

SH22/09/04

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION

No items were raised.

SH22/09/05

TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 26TH JULY 2022 (MINUTE REFS OH22/07/01 – OH22/07/12) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The Minutes of the Station Hub Management Committee Meeting of 26th July 2022 (*minute refs OH22/07/01 – OH22/07/12*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

SH/09/06

TO CONSIDER REPORT AND RECOMMENDATIONS FROM SPACE (AND MAKE DECISIONS IF APPROPRIATE)

There was a discussion with Caroline Down regarding the current situation and ways to build on the positive start that has been made.

Social Media – it was agreed that Caroline Down will speak to SPACE's marketing manager to see if they have any further advice. A timetable will be produced to ensure the young people know what they will be doing at future sessions. Consent to have pictures taken is included on the enrolment forms.

Flyers – the committee will provide a suggested format for the flyers.

SPACE website – this will be updated to include Ottery.

Gaming area – a gaming event will be held during half term. Promotional material will be shared shortly.

Planning – Caroline Down will arrange for half termly planning to be shared with the committee and Rachel will confirm which resources are required.

Use of building – set up for the sessions will start around 5.30pm and will be finished by 9pm. Any usage outside of these times will be arranged through the Council offices.

Portacabin – the portacabin can be used by SPACE for storage of documents and as an office area.

Items in Station Masters Office will be removed later this week and stored in the portacabin.

The King's School – it was suggested that information could be put in the school newsletter and The Gazette. Rachel has been in touch with the school and will continue to build that relationship.

Caroline Down will continue to attend the Station Hub Committee meetings if they clash with the SPACE session.

SH22/09/07

UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS:

a. TO CONSIDER (AND APPROVE IF APPROPRIATE) PURCHASING OF ANY INTERNAL FURNITURE OR EQUIPMENT REQUIRED

It was **RESOLVED** that 8 folding tables will be purchased at a cost of £979.44 plus VAT.

b. TO CONSIDER (AND APPROVE IF APPROPRIATE) WHETHER ANY FURTHER INTERNAL WORKS ARE REQUIRED

A pool table has been obtained from Lifton Youth Club. An audit of the tables and chairs will be carried out to enable the booking terms and conditions to be updated. There was a discussion regarding whether the stage should be removed. It will be investigated whether there is flooring under the stage and the cost of a modular stage. A price will be obtained to purchase chair racks. It was **AGREED** that The Stationmasters Office will be renamed as The Waiting Room and signage will be put

up. It was AGREED that the other two rooms will be known as ‘The Platform’. The booking terms and conditions need to be updated to reflect what is now in situ at the building. The existing users of the building will be contacted to see if they have any suggestions for improving the building and the proposals from the committee.

c. TO CONSIDER (AND APPROVE IF APPROPRIATE) A PLAN OF WORKS FOR FUTURE IMPROVEMENTS WHICH CAN BE CONSIDERED AT THE NEXT PROPERTY AND LAND COMMITTEE MEETING (INCLUDING THE TYPE OF PREFERRED HEATING).

It was **RECOMMENDED** that the Property and Land Committee consider replacing the wooden weather boarding and repainting the outdoor signage.

It was **RECOMMENDED** that the Property and Land Committee reconsider their decision not to replace the broken boiler pump as the Station Management Hub Committee are concerned about the implications of it going wrong during the winter.

SH22/09/08

TO CONSIDER (AND MAKE DECISIONS IF APPROPRIATE) HAVING A NEW TENANT IN OFFICE 3

It was **RECOMMENDED** that £300 per month is charged to include energy and Wi-Fi with a quarterly review in relation to the energy costs.

SH22/09/09

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

SH22/09/10

TO RECEIVE COUNCILLORS’ QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS

Cllr Lucas reminded the committee that the planters at the Station need to be watered. A water butt was suggested but there may be implications of this with legionella and so further research will be carried out.

DATE OF NEXT MEETING: **24TH OCTOBER 2022 at 5.30pm**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	