



# Ottery St Mary Town Council

---

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 26<sup>TH</sup> JULY 2022 AT 6.15 PM**. The meeting was held at the **Station Community Hub, OSM EX11 1AH**

---

**PRESENT:** Councillors Martin (Chair) and Lucas

**OTHER PERSONS PRESENT:** Caroline Holmes, Jacqui Hayes and Kerry Kennell, Deputy CEO

SH22/07/01

**TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Green (Vice Chair)

SH22/07/02

**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.

SH22/07/03

**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.

SH22/07/04

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

No items were raised.

SH22/07/05

**TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 28<sup>TH</sup> JUNE 2022 (MINUTE REFS OH22/06/15 – OH22/06/22) 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 28<sup>th</sup> June 2022 (*minute refs OH22/06/15 – OH22/06/22*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

SH/07/06

**UPDATE FROM BUILDING AND LAND USE REGARDING STATEMENT OF WORKS:**

**a. To receive an update regarding the redecoration of the downstairs of the building**

The internal decoration is nearing completion. Two skirting boards have been replaced in the Men's Toilets as they were rotten.

**b. To consider (and approve if appropriate) a plan of works for future improvements**

It was noted that the outside of the building is looking poor and new signage is required. The committee will investigate funding opportunities available to replace the signage and for a mural on the front of the building. It was **RECOMMENDED** that Property and Land Committee investigate the costs of redecorating the exterior of the building. Bloom in Ottery will help create a community garden for the younger people in association with the committee. They will also look at living walls in the car park which will improve the overall appearance of the car park area.

SH/07/07

**TO RECEIVE WRITTEN UPDATE FROM SPACE REGARDING SESSIONS HELD SO FAR AND PLANS FOR THE SUMMER HOLIDAYS**

The Deputy CEO will contact SPACE to see whether they would like any assistance with their sessions as Jacqui is happy to help. Summer sessions are being held by SPACE during the Summer holidays on a Thursday evening and outreach sessions are taking place on a Tuesday. The Deputy CEO will confirm with SPACE how many young people have been attending the sessions and ask for more information about how the outreach sessions are run. It was agreed that there needs to be an increase in publicity to promote that youth services are now available in Ottery St Mary. A Teams meeting will be arranged with SPACE to discuss the points above and also discuss the equipment requirements now the building has been redecorated. Work now needs to be carried out to build relationships with student representatives from The King's School. It was suggested that posters should be put up around town to increase awareness of the sessions being held.

SH22/07/08

**TO RECEIVE AN UPDATE REGARDING EXISTING HIRERS OF THE BUILDING**

A successful meeting was held with the Guiding Association. It was agreed that a termly update will be provided and that if there are any changes to the regular slot a terms notice will be given. It was also agreed that their items will now be stored in a portacabin.

SH22/07/09

**TO CONSIDER (AND MAKE DECISIONS IF APPROPRIATE) HOW INDIVIDUAL ROOMS SHOULD BE ADVERTISED FOLLOWING THE REDECORATION AND UPDATE DETAILS OF THE EQUIPMENT AVAILABE IN EACH ROOM TO ENSURE THE BOOKING CONDITIONS ARE CORRECT**

The Deputy CEO will investigate setting up a project in Teams which Caroline and Jacqui will be able to access. It was noted that the unique selling points of the building are superfast Wi-Fi, parking and a secure compound. Various schemes were suggested that could increase revenue including car schemes, electric bike hire, an EV charging point and various events that could increase the footfall to the Hub. It was noted that The Station Master's Office could appeal to someone working from home or who requires high quality Wi-Fi for a meeting or exam. Once the decoration is completed the Booking Conditions can be updated. Hire charges will be reviewed against other community spaces available. The monthly running costs will be reviewed to ensure the rental rate covers the cost of opening. It will be revisited regarding the possibility of installing meters to enable users of the upstairs offices to be billed for their exact energy usage.

SH22/07/10

**TO CONSIDER (AND MAKE DECISIONS IF APPROPRIATE) INCREASING THE SERVICES AVAILABLE AT THE STATION THROUGH ACTION EAST DEVON**

An initial meeting is being held with Action East Devon later this week to discuss increasing the services available from The Station.

SH22/07/11

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was suggested that grant schemes should be investigated for alternative heating sources and energy efficient solar panels.

SH22/07/12

**TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS**

There were none.

DATE OF NEXT MEETING: **Tuesday 30<sup>th</sup> August 2022 at 6.15pm**

<b>SIGNATURE OF CHAIR</b>	
<b>DATE OF SIGNATURE</b>	