



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 24TH OCTOBER 2022 AT 5.30PM**. The meeting was held at the Meeting Room, 8 Broad Street, OSM EX11 1BZ

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

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

SH22/10/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Lucas, Caroline Down, Rachel Woods and Dan Barton from SPACE.

SH22/10/02

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.

SH22/10/03

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.

SH22/10/04

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

No items were raised.

SH22/10/05

TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 26TH SEPTEMBER 2022 (MINUTE REFS OH22/09/01 – OH22/09/10) 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 September 2022 (*minute refs OH22/09/01 – OH22/09/10*) were reviewed and approved. The minutes were then signed as a true record of the meeting.

SH/10/06

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

A written report was received from SPACE alongside a request for some additional equipment. It was **RESOLVED** that a flipchart and A3 slider will be purchased from grant funding already received. The A3 slider can be used by all groups using the Hub and can advertise that the Hub is available for hire when the building is not in use by other groups.

Further clarification will be sought from SPACE regarding noticeboards and where they could be situated. Examples of what type of comfortable chairs they require will also be requested as any items purchased need to be stored outside the SPACE sessions and should not encroach on the building for other users. The Committee are pleased with the improved social media posts from SPACE although did feel there was room for improvement on the posts following a session. It was suggested that a GCSE/ A Level photography student may be able to take some pictures which could be used on social media. It was also suggested that those attending the session may like to create something to show what they had done in the session. It was **RESOLVED** that SPACE will be asked to provide a monthly written update and then attend the meetings via Teams quarterly.

It was **RESOLVED** that a regular advert will be placed in The Gazette up to the cost £50 per month.

SH22/10/07

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** to purchase another 70 chairs £1259 + VAT and a further 10 tables at a cost of £1257 + VAT. This will come from grant funding already received. Cllr Green will investigate the cost for trolleys for the chairs.

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

It was **RECOMMENDED** that the Council handyperson carries out a monthly check of the building and touches up any paint monthly. An update will be sent to users of the building asking them to help keep the building clean. It was **RESOLVED** that a new EPC is carried out for The Station as the situation has changed since 2018.

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 guttering at the Station is cleared out once the leaves are down.

It was **RECOMMENDED** that the timber cladding is repainted in Spring 2023 to protect the exterior of the building.

It was **RECOMMENDED** that once the new EPC is received solar panels, EVC charging point and updated heating system are considered with the aim of making

the building energy self-efficient.

It was **RECOMMENDED** that the floor in Platform 1 is revarnished to protect the floor.

SH22/10/08

REVIEW OF BUDGET FOR 22/23 AND CONSIDERATION OF 23/24 BUDGET

There was a discussion regarding the current situation and future plans for the building. The focus needs to be on increasing daytime hire at the Station Hub. It was felt that any expansion of facilities at the Station would only be achieved through grant funding for a particular project. Local businesses will be contacted to highlight that the building is available for hire, particularly during the day and at weekends.

The CEO will contact a sign writer asking for examples of similar type of design for community building. The next step will be a mural on the front of the building.

It was **RECOMMENDED** that the budget for 2023/24 should include funding for SPACE, revarnishing the Platform floor, repainting of the timber cladding and a financial contribution towards developing the building towards becoming energy self-sufficient. The committee will continue to apply for grant funding to support the development of the Hub.

SH22/10/09

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

SH22/10/10

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS

Cllr Green has received communication from a tenant regarding their office. Cllr Green has gone back for further clarification. The CEO will contact SPACE to advise that Cllr Green, Jacqui Hayes, and Caroline Holmes intend to drop into their sessions on Thursday.

The meeting ended at 6.55pm.

DATE OF NEXT MEETING: **28TH NOVEMBER 2022 at 5.30pm**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	