



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 16TH JANUARY 2023 AT 5.30PM**. The meeting was held at the Meeting Room, 8 Broad Street, OSM EX11 1BZ.

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

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

SH23/01/01

TO RECEIVE APOLOGIES FOR ABSENCE

None.

SH23/01/02

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

Cllr Name:	Interest:
Cllr Green	No interests declared.
Cllr Lucas	No interests declared.
Cllr Grainger	No interests declared.

SH23/01/03

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.

SH23/01/04

ELECTION OF CHAIR AND VICE CHAIR

It was **RESOLVED** that Cllr Green was elected as Chair. It was **RESOLVED** that Cllr Lucas was elected as Vice-Chair.

SH23/01/05

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

No items were raised.

SH23/01/06

TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 28TH NOVEMBER 2022 (MINUTE REFS OH22/11/01 – OH22/11/13) 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 28th November 2022 (*minute refs OH22/11/01 – OH22/11/13*) were reviewed and were then approved and signed as a true record of the meeting.

SH23/01/07

TO CONSIDER WORKING WITH ACTION EAST DEVON ON A MENTAL HEALTH SUPPORT PROJECT

Ben Feasay from Action East Devon (AED) gave an overview of the various services provided by AED throughout East Devon. Ben explained that AED are working to secure their funding to continue and expand the support that they currently offer. Ben will share the full strategy document for AED with the Hub Committee. Ben has several funding applications being considered but may need further support to guarantee the future of their current services. It was noted that the 18-25 age group is really important as all other support disappears for them. It is hoped that SPACE and AED can work more closely together, particularly as they are now both occupying the Station Community Hub.

SH23/01/08

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

The report from SPACE was reviewed. It was AGREED that there needs to be a more structured analytical outline to the report so that it includes an update since the previous report, a forward review, risks, issues and opportunities. Jacqui will draw up a template based on the agreement with SPACE which can then be forwarded to SPACE to be used for their next report.

SH23/01/09

UPDATE FROM BUILDING AND LAND USE STATEMENT OF WORKS:

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

It was **RESOLVED** to purchase two sofas at a cost of £520 and seven bean bags at a cost of £399.

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

It was **RECOMMENDED** that the floor should be carried out before 31st March if possible. It was noted that this will be dependent on the availability of tradesmen to complete the job. The CEO will seek three quotations.

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).

See agenda item 23/01/11. An EPC has been carried out.

SH23/01/10

TO CONSIDER STRATEGY DOCUMENT FOR THE STATION COMMUNITY HUB

There was a brief discussion regarding the strategy document. Jacqui has started work on the document compiled by Cllrs Green and Stewart and this will be circulated to the rest of the committee.

SH23/01/11

TO RECEIVE UPDATE REGARDING THE PROSPERITY FUND

EDDC have agreed to carry out a feasibility study on the Station using funds from the Prosperity Fund. The monies need to be spent by 31st March 2023 in line with the fund rules. Consultants will look at the existing building, consider the viability of the building, will consider possibilities for developing the building including revenue generating schemes. EDDC manage the grant and are the interface between the Council and the consultants.

SH23/01/12

TO DISCUSS MISCELLANEOUS OPERATIONAL ISSUES

It was AGREED that Cllr Grainger's contact details will be added to the user manual as an emergency contact.

It was AGREED that no equipment at The Station will be available for private hire or community use at the current time.

It was AGREED that Sarah Martin will join the Station Hub Management Committee. Three quotes had been requested for a sign on the fence. Two quotations were received for a sign with removeable name plates which would enable the sign to be updated if hirers changed. Cllr Lucas suggested that an LED sign would be better. It was AGREED that a price for an LED sign would be sought.

SH23/01/13

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

SH23/01/14

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO STATION COMMUNITY HUB MATTERS

There were none.

The meeting ended at 7pm.

DATE OF NEXT MEETING: **27th February 2023 at 5.30pm**

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	