



Ottery St Mary Town Council

Minutes of the **STATION COMMUNITY HUB COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **MONDAY 27TH FEBRUARY 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: Caroline Holmes, Sarah Martin, EDDC Cllr Faithfull, and Kerry Kennell, CEO. Amanda Taylor and Rebecca Brown from Nash Partnership joined the meeting for Agenda Item 5.

SH23/02/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Grainger and Jacqui Hayes,

SH23/02/02

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. |

SH23/02/03

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 Agenda Item 7B will be discussed in confidential session as it relates to a quotation for works.

SH23/02/04

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

No items were raised.

SH23/02/05

TO RECEIVE AN UPDATE FROM NASH PARTNERSHIP FOLLOWING THE ENGAGEMENT EVENT

Nash Partnership joined the meeting via Teams. A building survey and CAD survey have been conducted at the Station. Nash met with SPACE and are also holding meetings with various other users of the building. The young people were asked what the best parts of the building were, and what they would like to see added. The findings will be shared with the Council. Proposals for the building will include three options – small changes, moderate changes and larger scale proposals. A Teams meeting will be arranged with Nash Partnership mid-March to have a further catch up.

SH23/02/06

TO RECEIVE THE MINUTES OF THE STATION HUB MANAGEMENT COMMITTEE OF 16TH JANUARY 2023 (MINUTE REFS SH23/01/01 – SH23/01/14) 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 16th January 2023 (*minute refs SH23/01/01 – SH23/01/14*) were reviewed and were then approved and signed as a true record of the meeting.

SH23/02/07

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** that a noticeboard will be purchased for the Waiting Room at a cost of up to £100. This can be used by all community groups that use the Hub.

b. TO CONSIDER QUOTE TO DEEP CLEAN THE KITCHEN FLOOR

This was discussed in Confidential Session.

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

It was **AGREED** that any work to the floor is put on hold until the feasibility study has been received.

SH23/02/08

TO CONSIDER STRATEGY DOCUMENT FOR THE STATION COMMUNITY HUB

This will be updated once the feasibility study is received.

SH23/02/09

TO DISCUSS MISCELLANEOUS OPERATIONAL ISSUES

It was **RESOLVED** that a bin will be purchased for the Waiting Room and Platform 1. It was **AGREED** that the broken pool table will be removed. Cllr Green will see whether this is something that RIO would want.

It was **AGREED** that Cllr Lucas will arrange for the dining table in the Station Masters office to be taken to RIO.

It was **AGREED** that the bean bag seating should continue to be stored in the portacabins short term. A longer term solution will be considered once the results of the feasibility study are received.

It was **RECOMMENDED** to the P&L Committee that when negotiating a new lease for Office 2 energy costs need to be included which should take into account a % of the daily standing charge. The Committee had no recommendations regarding the monthly rental cost and will leave that decision to the P&L committee.

SH23/02/10

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

SH23/02/11

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

There were none.

Under s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public from the meeting since publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

SH23/02/12

TO CONSIDER QUOTE TO DEEP CLEAN THE KITCHEN FLOOR

A quote to deep clean the kitchen floor was reviewed. It was AGREED that this would be reconsidered once the feasibility study was complete in case work is required in the kitchen area. It was noted that the quote had been provided by a supply cleaner and that no users have raised this as a concern.

The meeting ended at 6.28pm.

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

| | |
|---------------------------|--|
| SIGNATURE OF CHAIR | |
| DATE OF SIGNATURE | |