



Ottery St Mary Town Council

Minutes of the **PROPERTY AND LAND COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 22ND JUNE 2021** at 10.00am.
The meeting was held in the Council Chambers.

PRESENT: Councillor Grainger (**Chair**), Cllrs Lucas, Stewart, Johns, Christine McIntyre (CEO) and Kerry Kennell (Deputy CEO)

PL21/06/01
TO RECEIVE APOLOGIES
Cllr Faithfull

PL21/06/02
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

Name of Councillor	Agenda Item and Interest
Vicky Johns	Items 7 & 8 – Husband is Rob Johns Item 11 - Director of Ottery Community Volunteers
Dean Stewart	Item 11 - Director of Ottery Community Volunteers
Stewart Lucas	Item 11 - Director of Ottery Community Volunteers

PL21/06/03
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
No items needed to be discussed in confidential session

PL21/06/04
TO REVIEW THE TERMS OF REFERENCE OF THE PROPERTY AND LAND COMMITTEE AND CONFIRM MEMBERSHIP
The terms of reference were reviewed and recommended for approval with membership confirmed to Cllrs Grainger, Lucas, Stewart, Faithfull and Johns.

PL21/06/05
TO APPROVE AND SIGN THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 28TH OCTOBER 2020

Chair`s Initials.....

The Minutes of the Property and Land Committee Meeting of 28th October 2020 were approved and signed by the Chair.

PL21/06/06

STRAWBERRY LANE

a. TO CONSIDER WHETHER THE PETANQUE CLUB AND THE BOWLING CLUB HAVE BEEN CONTACTED REGARDING THE PROPOSED MUGA AT STRAWBERRY LANE

No contact has been made directly with either club. The organisations will be contacted -to ask for their views on the proposed MUGA. It was agreed that DCC Highways will be contacted to ask their views as will EDDC for a preliminary discussion about the planning application as the MUGA is included in the Neighbourhood Plan. It was confirmed that £120,000 of Section 106 monies must be spent on a 'sports pitch'. It was confirmed that Nick Cave (former owner of the site) has provided his written consent for the MUGA. The proposed MUGA will be used for playing netball, tennis and 5 a-side/walking football.

b. TO CONSIDER A REQUEST FROM THE BOWLING CLUB TO AMEND THE CURRENT LEASE REGARDING THE 'PROPOSED WATER PIPE'

The water leak has been fixed but a request has been made to revise the existing lease. If this were to happen a Deed of Variation would need to be completed and legal costs would be incurred.

The Committee were reminded that no biking activities or a skatepark can be created at Strawberry Lane. The CEO will check the wording of the covenant. If appropriate a meeting will be arranged between Southwest Water, Cllrs Grainger and Stewart.

PL21/06/07

THE STATION

a. TO RECEIVE AN UPDATE ON THE CURRENT SITUATION REGARDING THE STATION BUILDING AND WORKS REQUIRED

An initial inspection of the building by Rob Johns has shown that a fire risk assessment needs to be completed; fire doors with automatic closures need to be put on any doors which are propped open; emergency lighting is required in the men's toilet and the locks need to be replaced to ensure someone can get in from the outside in case of an emergency; drains and gutters have been checked and cleared of debris;- a repair to the roof has been made due to water entering the toilets; some furniture needs to be replaced as it is not fire retardant; the floor in Platform 1 could be revarnished. The Ottery Hub Committee are also investigating camera security;- a new entrance system and new fire and alarm system. They are also investigating meter solutions to enable charging the costs of utilities used by the hirers of the offices upstairs. Exterior decoration of the building will be Stage 2 of the plans.

b. TO RECEIVE AN UPDATE ON THE PORTACABINS AND THE OUTSTANDING PLANNING APPLICATION

Cllr Johns has registered her comments, with EDDC regarding the planning application but these have not been registered online. It is hoped that the portacabins can remain for community use.

Chair`s Initials.....

PL21/06/08

THE MUSEUM

a. TO RECEIVE AN UPDATE FOLLOWING A MEETING HELD EARLIER IN JUNE AT THE MUSEUM BETWEEN CLLRS GRAINGER, LUCAS, DR PATRICK AND ROB JOHNS

A meeting was held to review the current situation at the Museum. It is imperative that any future works carried out protects the exhibits from spores. *Cllr Johns left the meeting whilst this item was discussed.* Rob Johns will provide a list of outstanding works which will be prioritised. The first item is to arrange for Western Power to carry out a site survey. Rob Johns will be asked to provide his details to enable him to be added to the approved contractors list. *Cllr Johns re-joined the meeting once this item had been concluded.*

b. TO RECEIVE AN UPDATE REGARDING THE PROPOSED TRANSFER OF THE FREEHOLD OF THE BUILDING TO THE HERITAGE SOCIETY

A meeting will be arranged with the Heritage Society to ask about their long-term plans.

PL21/06/09

THE SKATE PARK – TO RECEIVE AN UPDATE ON THE CURRENT SITUATION REGARDING THE LEASE

There has been no update regarding the lease. The CEO will contact the Council's Solicitor for an update and involve Jess Bailey as DCC councillor if required. A new skatepark could only be created on a new site if the existing skatepark was closed. It was **RECOMMENDED** that the Council write to the Skatepark Charity to advise that they can apply for a grant from the Community Grant Policy if they require financial support in the future.

PL21/06/10

THE CEMETERY – TO CONSIDER CEMETERY ISSUES AND TO AGREE A COURSE OF ACTION

The CEO advised that two years of research was carried out to finalise the Council's current cemetery rules and regulations (which involved round the table discussions with representation from local undertakers, memorial masons and EDDC and much input from Dodds funeral directors). EDDC was currently in the process of amending theirs to make them stricter in view of various issues they had encountered. Dodds had confirmed that the Council's current rules and regs were suitable to protect the Council's cemetery. There was discussion with regards to amendments being carried out to provide for the inclusion of flora re memorial stones. It was **RECOMMENDED** that admin staff be able to make minor amendments to the cemetery rules and regulations to deal with issues such as these

PL21/06/11

THE COUNCIL OFFICES – TO CONSIDER THE NUMBER OF VACANT OFFICES AND THE MOST APPROPRIATE WAY OF PROMOTING THEIR AVAILABILITY

The current tenant in Office 3 will be leaving in July. The CEO has contacted the tenant in Office 2 ('No. 2 Tenant') to propose that they move to another office to enable the Council's staff to be located in Offices 1 and 2 (currently Office 1 is already being used by the Council's staff). No.2 Tenant's tenancy agreement

Chair's Initials.....

expired in December 2020 and they have not been paying rent during the pandemic. They wish to maintain their office for meetings and storage rather than to work from and are willing to enter into a new tenancy agreement. It was **RECOMMENDED** that the Council's staff have the use of Offices 1 & 2 and to offer No. 2 Tenant other office accommodation.

The Community Larder is remaining at the Institute at the current time.

Cllr Johns left the meeting.

PL21/06/12

ALLOTMENTS – TO CONSIDER WHETHER ANY ADDITIONAL LAND IS AVAILABLE FOR A SECOND ALLOTMENT GARDEN

There are currently 15 people on the waiting list for an allotment. The owners of suitable plots of land will be identified via the Land Registry and contacted to see if they are interested in the land being used for allotments. Ideally a new allotment site would be at the opposite end of the town to where the current site is located.

PL21/06/13

CAR PARKING SPACES ADJOINING VICTORIA TERRACE - UPDATE ON PROPOSED CAR PARKING SPACES

An update has been received from the Council's solicitor confirming he is in the process of finalising the form of transfer and that agreement should be reached shortly.

PL21/06/14

TO CONSIDER THE FUTURE MANAGEMENT OF THE COUNCIL'S PROPERTY PORTFOLIO

A body of work has been carried out by Janine Gardner through the LCC to gather information regarding the Council's property portfolio. There are some outstanding questions which Cllr Grainger and Cllr Lucas will respond to. A meeting will be setup with Janine. The CEO will contact someone with NPS experience (who works independently and may be interested in taking on the management of the Council's property portfolio) to see if they would like to give a quotation.

PL21/06/15

MISCELLANEOUS PROPERTY MATTERS

A meeting is taking place with the volunteers that run the Information Centre next week. It was suggested that the Council should work with neighbouring parishes to promote tourism in East Devon as a whole.

PL21/06/16

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PROPERTY AND LAND

It was **RECOMMENDED** that the Council should take on the updating of the town map which was initially produced by the Ottery Business Forum.

The meeting concluded at 12.05pm

SIGNATURE OF CHAIRMAN	
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Chair's Initials.....

DATE OF SIGNATURE	

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Chair`s Initials.....