



Ottery St Mary Town Council

Minutes of the **OPERATIONS COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held on **MONDAY 30TH APRIL 2024 at 5.00pm**. The meeting was held in the Meeting Room at the Council Offices, OSM EX11 1BZ.

PRESENT: Cllrs Lucas (Chair), Green (Vice Chair), Grainger (Mayor), Williamson, Feasey and Kerry Kennell, Clerk

O24/04/01

TO RECEIVE APOLOGIES

Cllrs Stewart (Deputy Mayor) and Sneller

O24/04/02

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
Cllr Feasey	No interests declared.
Cllr Williamson	No interests declared.
Cllr Green	No interests declared.
Cllr Grainger	No interests declared.
Cllr Lucas	No interests declared.

O24/04/03

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 the following items will be discussed in confidential session: Agenda item 6c To consider the best use of the vacant offices at the hub; Agenda item 8 To consider quotations to carry out a tree survey on all trees located on council owned property and Agenda item 9b To consider the commercial valuation of the museum.

O24/04/04

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION *INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES*

There were none.

Chair`s Initials.....

O24/04/05

TO RECEIVE THE MINUTES OF THE OPERATIONS COMMITTEE OF 25TH MARCH 2024 (MINUTE REFS O24/03/01 – O24/03/14) AND TO APPROVE THE SIGNING OF THE MINUTES BY THE CHAIR AS A CORRECT RECORD

The minutes of the Operations Committee of 25th March 2024 (minute refs O24/03/01 - O24/03/14) were reviewed and signed as a correct record of the meeting.

O24/04/06

STATION HUB

a. TO RECEIVE AN UPDATE REGARDING INTERIOR IMPROVEMENTS

Cllrs Lucas, Green and Feasey have produced a colour scheme and quotes will be obtained for this work. Abbotts have kindly offered to supply the paint at trade cost. It was AGREED that a quarterly newsletter/meeting should be set up for users to keep them updated. It was AGREED that a User's Charter will be created for with regular users of the building. .

b. TO REVIEW AN UPDATE REGARDING THE SECOND STAGE OF THE FEASABILITY STUDY WITH STIR TO ACTION

A workshop was held last week which was positive. The minutes from the workshop will be shared and a follow up meeting will be arranged to agree the next steps.

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.

c. TO CONSIDER THE BEST USE OF THE VACANT OFFICES AT THE HUB

There was a discuss regarding the offices at the Hub. As there are shared toilet and kitchen facilities it does restrict who can use the building. It was AGREED meetings will be arranged with the current tenants to discuss their requirements. The outcome of the Stir to Action project should provide some potential solutions to the issues restricting new tenants moving into the Hub.

The confidential session ended.

O24/04/07

TO CONSIDER APPLYING FOR AN EXTENSION TO THE PLANNING PERMISSION FOR THE TWO PORTACABINS AT THE STATION HUB

It was **RESOLVED** that the planning permission is submitted for the two portacabins.

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.

O24/04/08

TO CONSIDER QUOTATIONS TO CARRY OUT A TREE SURVEY ON ALL TREES LOCATED ON COUNCIL OWNED PROPERTY

Chair`s Initials.....

The quotations were reviewed. It was **RESOLVED** that the quote from East Devon Tree Survey is accepted at a cost of £1415 plus VAT. It was **RECOMMENDED** that the Clerks delegated authority is increased to allow her to authorise payments up to £2,000 for regular health and safety items such as this.

The confidential session ended.

O24/04/09

MUSEUM

a. TO RECEIVE AN UPDATE REGARDING THE POINTING

The pointing work has started.

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.

b. TO CONSIDER THE COMMERCIAL VALUATION OF THE MUSEUM

The valuation was reviewed. It was **AGREED** that the future ownership of the building should be reviewed by the Strategy Committee in line with the Strategic Plan. The Clerk will send the valuation to the Heritage Society

The confidential session ended.

O24/04/10

COUNCIL OFFICES - TO CONSIDER THE QUOTATION FOR DAMP TREATMENT OF THE CHAMBER AND MEETING ROOM

It was **RECOMMENDED** that the rising damp treatment is carried out on the building by Heritage Preservation who have carried out the damp treatment on the rest of the building at a cost of £1210 plus VAT.

O24/04/11

SKATEPARK – TO RECEIVE AN UPDATE REGARDING IMPROVEMENTS TO THE SITE

It was **AGREED** that a catch up meeting will be arranged with Jon Williams from DCC.

EDDC are providing signs for the skatepark as dog poo has been left there.

A meeting is being arranged with EDDC planning regarding the proposed access route.

O24/04/12

TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

Cllr Stewart and the Clerk have met with the PlayZone implementation team at Strawberry Lane for a very positive meeting.

Two questionnaires are being created – one to be sent to residents of the parish and one to sports organisations within the parish.

It was noted that part of the PlayZone ethos is open access so modifications will required regarding access to the site and the pavilion. This cost is not part of the PlayZone project and will need to be paid for by the Council.

Chair`s Initials.....

O24/04/13

TO RECEIVE PROPERTY AND A HEALTH AND SAFETY UPDATE FROM THE CLERK

The Clerk advised that the water leak was found to be the other side of the water meter and therefore the water pipe did not need repairing. A refund is being made by the contractor and SWW will be asked to resolve the problem.

O24/04/14

ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O24/04/15

TO RECEIVE COUNCILLORS' QUESTIONS

There were none.

The meeting ended at 6.27pm.

<i>SIGNATURE OF CHAIR</i>	
<i>DATE OF SIGNATURE</i>	

Chair`s Initials.....