



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 16 January 2025** at **16:00**. The meeting was held in the Ottery St Mary Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ

Present: Cllrs Stewart Lucas (Chair), John Green (Deputy Chair), Richard Grainger, Nick Sneller and Ben Feasey

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

O25/01/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were received from Cllr Williamson.

O25/01/02 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS

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 Green	No interests declared.
Cllr Feasey	No interests declared.
Cllr Sneller	No interests declared. During the meeting Cllr Sneller declared an interest in Agenda item O25/01/09.1
Cllr Grainger	No interests declared.
Cllr Lucas	No interests declared.

O25/01/03 ADMISSION TO MEETINGS

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 O25/01/06.3 To consider report from SPACE and agree next steps; O25/01/07.2 To review quotations for the decoration of the Meeting Room and Chamber and make recommendations as appropriate; O25/01/07.3 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate would be discussed in Confidential Session.

O25/01/04 PUBLIC PARTICIPATION

To allow members of the public present to submit questions/comments for consideration Individual contributions will be limited to 3 minutes

Chair's initials _____

There were none.

O25/01/05 MINUTES

To receive the Minutes of the Operations Committee Meeting of 29th October 2024 (*minute refs O24/10/01 - O24/10/15*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 29th October 2024 were approved and signed by the Chair as a true record of the meeting.

O25/01/06 STATION HUB

O25/01/06.1 TO RECEIVE AN UPDATE REGARDING THE SECOND STAGE OF THE FEASIBILITY STUDY WITH STIR TO ACTION

It was AGREED that the Clerk will request that Stir to Action organise a workshop with the young people regarding the outside area and how the space could be best utilised. It was AGREED that the development of the outside space should be a priority.

O25/01/06.2 TO RECEIVE AN UPDATE REGARDING THE USE OF THE PORTACABINS

There is no update.

O25/01/06.3 TO CONSIDER REPORT FROM SPACE AND AGREE 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.

The report from SPACE was reviewed. It was AGREED that a further meeting with SPACE will be arranged.

The Confidential session ended.

O25/01/06.4 TO REVIEW HIRE CHARGES FOR THE STATION

It was **RESOLVED** that the hire charges for the Station Community Hub are increased by 10% from 1st April 2025 and that the charges will be reviewed annually moving forwards.

O25/01/07 COUNCIL OFFICES

O25/01/07.1 TO RECEIVE AN UPDATE REGARDING THE WORK BEING CARRIED OUT BY HERITAGE PRESERVATION IN THE COUNCIL OFFICES AND POLICE BUILDING

Some evidence of dampness has been noted by Heritage Preservation just above the skirting line by the back entrance door. It was AGREED that Heritage Preservation will be asked

Chair's initials _____

complete the remedial action to remove skirting and check the plaster is not in contact with the solid floor. If it is, they will trim off the floor and re-fix the skirting. If not in contact with the floor, they will need to replaster this wall again to a height of 300mm off the floor. This work will be carried out under the guarantee.

O25/01/07.2 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE

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.

An update from the solicitor was noted.

The Confidential session ended.

O25/01/08 SKATEPARK

To receive an update regarding improvements to the site

A meeting on site took place in November and a proposed access point was discussed. However it appears that DCC and The Kings School are now considering another access so the Clerk will seek clarification from DCC to understand why this has changed since the site meeting.

O25/01/08.1 TO REVIEW QUOTATIONS FOR THE DECORATION OF THE MEETING ROOM AND CHAMBER AND MAKE RECOMMENDATIONS AS APPROPRIATE

O25/01/09 ALLOTMENTS

O25/01/09.1 TO RECEIVE AN UPDATE REGARDING A COMPOST TOILET

Cllr Sneller left the meeting.

The results of the survey were reviewed regarding the proposed installation of a compost toilet next to the existing Compost area. The Allotment Committee has championed the installation of a compost toilet. Less than a third of allotment holders had completed the survey and there were some comments regarding whether allotment holders would use the toilet even if it were installed. It was AGREED to write to the Allotment holders to say the response is disappointing and that the Council need a majority decision (at least 50%) to consider spending public money. *Cllr Grainger abstained.*

Cllr Sneller joined the meeting.

O25/01/09.2 TO APPROVE THE ALLOTMENT RISK ASSESSMENT

It was **RESOLVED** to approve the Allotment Risk Assessment.

Chair's initials _____

O25/01/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

The application is progressing slowly. A site meeting is taking place this week to look at the site and the proposal. A provisional completion date is the end of August but this is dependent on whether the existing planning application can be amended. Cllr Green has been looking at maintenance costs and a sinking fund to save for when the carpet will need replacing.

O25/01/11 OTHER PROPERTY MATTERS

To receive a report from the Clerk detailing any important issues impacting Property or Health & Safety

The Clerk will confirm whether the pointing at the Museum has been completed. It was her understanding that it had been.

It was AGREED that the Clerk will contact Peter Shrubbsall regarding a query with the Museum lease.

O25/01/12 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

O25/01/13 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was AGREED that an impact statement should be produced to demonstrate the difference the SPACE youth club has made to young people in the parish.

O25/01/14 TO RECEIVE COUNCILLORS QUESTIONS

It was confirmed that the 20mph scheme is due to be installed during February and March.

O25/01/15 DATE OF THE NEXT MEETING: TBC

Reports & Appendix 1

Meeting concluded at 17.42

Chair's initials _____

Draft

Chair's initials _____