



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF the Operations Committee [In-person] held on **Thursday 27 February 2025** at **16:00**. The meeting was held in the **Ottery St. Mary Town Council**

Present: Councillors John Green (Vice Chair), Richard Grainger (Mayor) and Ben Feasey

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

O25/02/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

O25/02/02 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

O25/02/03 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 O25/02/07.2 To receive an update regarding an outstanding insurance claim would be discussed in Confidential Session.

O25/02/04 PUBLIC PARTICIPATION

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

There was none.

O25/02/05 MINUTES

To receive the Minutes of the Operations Committee Meeting of 16th January 2025 (*minute refs O25/01/01 - O25/01/15*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 16th January 2025 were reviewed and signed by the Chair as a true record of the meeting.

O25/02/06 STATION HUB

O25/02/06.1 TO REVIEW NEXT STEPS REGARDING IMPROVEMENTS TO THE OUTDOOR AREA

Chair's initials _____

It was AGREED that Jack from Common Practice will be invited to hold a session at the Hub. It will be clarified whether there is any cost for his visit. It was RESOLVED that the Council could pay travelling expenses of up to £150 for this visit. It was noted that any development of the outside space needs to be safe and waterproof.

O25/02/06.2 TO RECEIVE AN UPDATE REGARDING THE USE OF THE PORTACABINS

There was no update.

O25/02/06.3 TO CONSIDER REPORT FROM SPACE AND AGREE NEXT STEPS

It was RECOMMENDED that the Council accept the amendment to the existing agreement 25/26 based on reducing hours to one session until September 2025 when SPACE will move back to two sessions, reducing the cost by £6,050.00.

It was AGREED that a meeting is arranged with Steve Brind to agree putting in measures to monitor the SLA.

O25/02/06.4 TO CONSIDER POSITION OF INTERNAL CAMERAS AND MAKE RECOMMENDATIONS AS APPROPRIATE

It was AGREED that a quote will be obtained for an additional camera in the Hub.

O25/02/06.5 TO RECEIVE AN UPDATE REGARDING THE POSSIBLE INSTALLATION OF EV CHARGERS AT THE STATION HUB

It was noted that if EV chargers are installed consideration will need to be given to the security of the building if the car park gates are not locked when the building is empty. It was AGREED that if the rear of the building is developed gates will need to be installed to prevent unauthorised access.

O25/02/06.6 TO CONSIDER THE INSTALLATION OF PARCEL LOCKERS AT THE STATION HUB

The Clerk is awaiting more information regarding this but they would be installed at no cost to the Council. It would increase the services available from the Hub and provide a useful benefit to residents.

O25/02/07 COUNCIL OFFICES

O25/02/07.1 TO RECEIVE AN UPDATE REGARDING THE WORK BEING CARRIED OUT BY HERITAGE PRESERVATION IN THE COUNCIL OFFICES AND POLICE BUILDING

Heritage Preservation replaced the damp proofing in the corridor under the guarantee.

O25/02/07.2 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE

Chair's initials _____

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 was received. It is anticipated that the claim will not be settled until Summer 2026.

The Confidential session ended.

O25/02/08 SKATEPARK

To receive an update regarding improvements to the site

Foliage clearance has taken place and the next step is for a DCC designer to draw up a plan. It was noted that the proposed entrance will come out onto Cadhay Lane. It was noted that the clearance work has been led by The King's School but that they had not liaised with local residents before the clearance took place.

O25/02/09 ALLOTMENTS

O25/02/09.1 TO REVIEW THE ALLOTMENT SURVEY RESULTS AND TO MAKE A RECOMMENDATION REGARDING THE INSTALLATION OF A COMPOST TOILET

There was data analysis of the survey results and comments and it was felt that there is not enough evidence to justify the expenditure on the compost toilet. It was RECOMMENDED that a compost toilet is not installed at the allotment site.

O25/02/09.2 TO CONSIDER THE ALLOTMENT ARCH

A quote to replace the allotment arch was considered but it was felt it the Council could not justify spending that amount of money. It was RECOMMENDED that the posts are removed and that a more sustainable option such as a bamboo arch is considered.

O25/02/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

The Council have submitted detailed application. Agreement has been reached regarding the Letter of Intent. It was noted that there will be a need for an emergency contact to be available outside of working hours. Thanks were noted for Cllr Green for his work on this project.

O25/02/11 OTHER PROPERTY MATTERS

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

It was AGREED that the Clerk would check whether any ECOE community energy projects are suitable for the Hub.

Chair's initials _____

It was **RECOMMENDED** that dogs are not allowed on the allotment site as the survey evidence is not sufficient to justify this change and the survey indicates some allotment holders would leave the site if dogs were allowed.
Electricity efficiency.

It was **AGREED** that consideration should be given to the exterior of the Hub. This will be included on the next agenda.

It was **RESOLVED** that a picture of cow can be inscribed at plot OC/NPW/7/17.

It was **RESOLVED** that a picture of a robin can be inscribed at plot OC/.

It was **RESOLVED** that Asbestos Solutions Ltd can erect a sign on the wall of the Council offices to signpost their clients on the understanding that they will make good the wall should they leave the office. The sign should be no bigger than 22cm x 40cm.

It was **RECOMMENDED** that the current Male/Accessible toilet should be used as a unisex toilet - the urinal should be removed and the drain capped. A baby change until should be fitted behind the door and the DDA handrails and seat replaced.

It was **RECOMMENDED** that quotes should be obtained to replace the Ladies toilet window which is completely rotten and to replace the lintel which is suffering from concrete cancer.

O25/02/12 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

O25/02/13 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O25/02/14 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O25/02/15 DATE OF THE NEXT MEETING: TBC

Reports & Appendix 1

Meeting concluded at 17:55

Chair's initials _____

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