



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 27 March 2025** at **16:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, EX11 1BZ**

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

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

### **025/03/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllrs Lucas, Williamson and Sneller.

### **025/03/02 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 Grainger	No interests declared
Cllr Feasey	No interests declared
Cllr Green	No interests declared

### **025/03/03 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 **025/03/07.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE;**  
**025/03/07.2 TO CONSIDER CONFIDENTIAL CORRESPONDENCE AND MAKE RECOMMENDATIONS AS APPROPRIATE**

would be discussed in Confidential Session.

### **025/03/04 PUBLIC PARTICIPATION**

Chair's initials \_\_\_\_\_

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

No items were raised.

### **O25/03/05 MINUTES**

To receive the Minutes of the Operations Committee Meeting of 27th February 2025  
(*minute refs O25/02/01 - O25/02/15*) and to approve the signing of the Minutes by the Chair  
as a correct record

The minutes of 27<sup>th</sup> February 2025 were approved and signed by the Chair as a true record  
of the meeting.

### **O25/03/06 STATION HUB**

#### **O25/03/06.1 TO REVIEW NEXT STEPS REGARDING IMPROVEMENTS TO THE OUTDOOR AREA**

It was AGREED that a brief is created for Jack. Cllr Green will arrange a call with Jack to  
discuss how this works and to agree the brief. It was **RECOMMENDED** that Jack Cardno is  
instructed to carry out a workshop at a cost of £275. The feedback could then be shared  
with the Young Persons Working Group representatives. It was AGREED that the priority is  
for something that is sustainable, with seating, that is a safe sheltered space that is wanted  
by young people.

#### **O25/03/06.2 TO RECEIVE AN UPDATE FROM SPACE AND AGREE NEXT STEPS**

It was AGREED to ask SPACE for an update on numbers attending the Monday sessions and  
an update on staffing.

It was AGREED that the planters at the Station Hub could be replanted by SPACE.

#### **O25/03/06.3 TO CONSIDER QUOTATION FOR AN ADDITIONAL CAMERA AND MAKE RECOMMENDATIONS AS APPROPRIATE**

The quotation was reviewed. It was **RECOMMENDED** that an additional camera is installed.

#### **O25/03/06.4 TO REVIEW GAS, ELECTRICITY AND WATER QUOTATIONS AND MAKE RECOMMENDATIONS AS APPROPRIATE**

The quotations were reviewed. It was **RECOMMENDED** that the renewable gas quotation is  
accepted. It was **RECOMMENDED** that the renewable electricity quotation is accepted. Both  
are a fixed term for three years.

### **O25/03/07 COUNCIL OFFICES**

*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.*

Chair's initials \_\_\_\_\_

**O25/03/07.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE**

There is no update. It was noted that as part of the renewal process the Council have had to confirm the lagging status and thermostat of piping in all of the Council buildings.

**O25/03/07.2 TO CONSIDER CONFIDENTIAL CORRESPONDENCE AND MAKE RECOMMENDATIONS AS APPROPRIATE**

The confidential correspondence was noted.

*The confidential session ended.*

**O25/03/08 SKATEPARK**

To receive an update regarding improvements to the site

There is no update. It was AGREED that there will need to be a formal discussion regarding the longevity of the equipment at the skatepark.

**O25/03/09 ALLOTMENTS**

To approve minor changes to the Allotment Rules and Regulations

It was **RESOLVED** to add the following wording "The allotment car park is for use by allotment tenants while they are actively tending their plots" to the Allotment Rules and Regulations.

**O25/03/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

It was **RECOMMENDED** that the Council confirm in writing a commitment to contribute £79,413 towards the project. In the unlikelyhood that the final tender goes above the budget (circa £24K of risk and contingency has already been factored in, the difference would need to be picked up by Ottery St Mary Town Council.

**O25/03/11 TO APPROVE CHANGES TO THE CEMETERY RULES AND REGULATIONS**

It was **RESOLVED** that the Cemetery Rules and Regulations will be updated.

**O25/03/12 LIBRARY**

**O25/03/12.1 TO CONSIDER QUOTATION FOR REPAIR TO THE TOILET WINDOW AND MAKE RECOMMENDATIONS AS APPROPRIATE**

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It was **RECOMMENDED** that JHH Property Maintenance are instructed to repair the Ladies toilet window at the Library as per quotation

**O25/03/12.2 TO CONSIDER QUOTATION TO THE UPGRADE THE TOILET AND MAKE RECOMMENDATIONS AS APPROPRIATE**

It was **RECOMMENDED** that that JHH Property Maintenance are instructed to update the disabled/men's toilet at the library as per quotation.

**O25/03/13 OTHER PROPERTY MATTERS**

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

**O25/03/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

Correspondence from the Heritage Society was noted.

**O25/03/14.1 TO CONSIDER CORRESPONDENCE FROM OTTERY PARISH CHURCH AND MAKE RECOMMENDATIONS AS APPROPRIATE**

It was **RECOMMENDED** that the Council completes Box B4 to confirm that the Council does not have any objections to the closure of the burial ground, on the grounds given (There is no proper room for new graves).

**O25/03/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

**O25/03/16 TO RECEIVE COUNCILLORS QUESTIONS**

It was **AGREED** that the Clerk will contact EDDC regarding the length of time that the scaffolding has been in place at 25 Silver Street, planning application 24/0598/LBC applies.

**O25/03/17 DATE OF THE NEXT MEETING: TBC**

Reports & Appendix 1

Meeting concluded at 17:30

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