

OTTERY ST MARY TOWN COUNCIL

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16 May 2025

Dear Councillors

I hereby give you notice that the **Operations Committee [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00 on Thursday, May 22, 2025**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**.

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

Kerry Kennell

Kerry Kennell

Town Clerk

INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Thursday, May 22, 2025**. This will be read out under public participation for members to consider.
2. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Chair to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Chair may approve an exception to this request in special circumstances

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AGENDA

O25/04/01 Apologies for Absence

To receive apologies for absence

O25/04/02 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

O25/04/03 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

O25/04/04 Public Participation

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

O25/04/05 To review the Terms of Reference

O25/04/06 Minutes

To receive the Minutes of the Operations Committee Meeting of 1 May 2025 (*minute refs O25/05/01 - O25/05/17*) and to approve the signing of the Minutes by the Chair as a correct record

COMMON.Reports:

[2025-05-01 - Operations Committee - Minutes\(1\).pdf](#)

O25/04/07 Station Hub

O25/04/07.1 To receive an update regarding the workshop with Jack Cardno and to agree timescales

O25/04/07.2 To receive an update from SPACE and agree next steps

O25/04/07.3 To review use of the Station Hub, offices and portacabins and make recommendations as appropriate

O25/04/08 Council Offices

O25/04/08.1 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate

O25/04/09 To consider quotes for videoconferencing equipment and make recommendations as appropriate

O25/04/10 Skatepark

To receive an update regarding improvements to the site

O25/04/11 Allotments

O25/04/11.1 To approve changes to the Rules and Regulations in line with advice from the National Allotment Association

O25/04/12 Strawberry Lane

O25/04/12.1 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

O25/04/12.2 To review correspondence from Stephens Scown in relation to easement at Strawberry Lane

O25/04/13 Other Property Matters

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

O25/04/14 To note any specific correspondence received

O25/04/15 To receive any further recommendations from Members

O25/04/16 To receive Councillors questions

O25/04/17 Date of the next meeting: TBC
Reports & Appendix 1