

OTTERY ST MARY TOWN COUNCIL

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20 June 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, June 26, 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

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, June 26, 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

O25/06/01 Apologies for Absence

To receive apologies for absence

O25/06/02 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

O25/06/03 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

O25/06/04 Public Participation

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

O25/06/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 22nd May 2025 (*minute refs O24/05/01 - O24/05/17*) and to approve the signing of the Minutes by the Chair as a correct record

O25/06/06 Station Hub

O25/06/06.1 To receive an update regarding the workshop with Jack Cardno and to agree timescales

O25/06/06.2 To receive an update from SPACE and to agree next steps

O25/06/06.3 To review use of the Station Hub, Offices and Portacabins and make recommendations as appropriate

O25/06/06.4 To consider correspondence received regarding a portacabin

O25/06/06.5 To consider signage at the Station and make decisions as appropriate

O25/06/07 Council Offices

O25/06/07.1 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate

O25/06/07.2 To discuss a tenant's enquiry

O25/06/08 To consider quotes for videoconferencing equipment and make recommendations as appropriate

O25/06/09 Skatepark

To receive an update regarding improvements to the site

O25/06/10 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

O25/06/11 Other Property Matters

O25/06/12 To note any specific correspondence received

O25/06/13 To receive any further recommendations from Members

O25/06/14 To receive Councillors questions

O25/06/15 Date of the next meeting: 24th July 2025 at 5pm

Reports & Appendix 1

[2025-05-22 - Operations Committee \[In-person\] - Minutes\(1\).pdf](#)



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 22 May 2025 at 17:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Ben Feasey (Chair), Richard Grainger and Vicky Johns (Mayor)
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O25/05/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Green and Cllr Stewart.

O25/05/02 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 Johns	No interests declared
Cllr Feasey	No interests declared
Cllr Grainger	Agenda item O25/04/11.1 – Cllr Grainger declared an 'affects NRI' as an allotment holder

O25/05/03 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 the following agenda items would be discussed in the Confidential session: **O25/05/13 OTHER PROPERTY MATTERS.**

O25/05/04 PUBLIC PARTICIPATION

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

There were none.

O25/05/05 TO REVIEW THE TERMS OF REFERENCE

Chair's initials _____

It was **RESOLVED** to approve the Terms of Reference.

O25/05/06 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

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

O25/05/07 STATION HUB

O25/05/07.1 TO RECEIVE AN UPDATE REGARDING THE WORKSHOP WITH JACK CARDNO AND TO AGREE TIMESCALES

Jack Cardno attended the Youth Engagement Working Group meeting and gave a presentation. He has designed a pamphlet which has been shared with attendees who will provide feedback. The pamphlet will then be sent out to the young people to gather their ideas. It is hoped that a group of twelve young people will be involved in the design and building. It was noted that nothing will be attached to the building or the boundary fence.

O25/05/07.2 TO RECEIVE AN UPDATE FROM SPACE AND AGREE NEXT STEPS

A productive meeting has been held with SPACE.

It was **RECOMMENDED** that the Council signs the updated SPACE agreement.

O25/05/07.3 TO REVIEW USE OF THE STATION HUB, OFFICES AND PORTACABINS AND MAKE RECOMMENDATIONS AS APPROPRIATE

It was noted that The O6 will not be running their sessions next term and that Office 2 at The Station will be vacated over the summer.

It was **AGREED** the Clerk will contact Action East Devon and ask them to clear out the cupboard at the Station Hub.

It was discussed that the vacant offices could be used for hot desking. It was noted that only those with a DBS could use the offices due to the safeguarding responsibilities of those hiring the hub and the shared toilet facilities.

It was discussed that the gazebos and tables currently stored in the cellar in the Council Offices could be moved to one of the portacabins and would be more accessible to those hiring them.

O25/05/08 COUNCIL OFFICES

O25/05/08.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE

There was no update.

Chair's initials _____

O25/05/09 TO CONSIDER QUOTES FOR VIDEOCONFERENCING EQUIPMENT AND MAKE RECOMMENDATIONS AS APPROPRIATE

Three companies have declined to quote. The one quotation that was received was for considerably more than the Council were expecting to pay so further information will be gathered on a more cost effective solution.

O25/05/10 SKATEPARK

To receive an update regarding improvements to the site

The Clerk has chased Jon Williams from DCC to establish when the design work will be carried out. He has advised that it has been commissioned but that Scott is awaiting a diary slot to carry out the work. It was AGREED that a quotation will be obtained for semi-permanent fencing to replace the temporary fencing which is currently being hired to ensure the King's School site is secure. It was noted that this issue was caused by the work paid for by the Council to enable the plans for a new accessway to be drawn up.

O25/05/11 ALLOTMENTS

O25/05/11.1 TO APPROVE CHANGES TO THE RULES AND REGULATIONS IN LINE WITH ADVICE FROM THE NATIONAL ALLOTMENT SOCIETY

It was **RESOLVED** to change the Rules and Regulations notice letters that are sent out, in line with advice from the National Allotment Society.

O25/05/12 STRAWBERRY LANE

O25/05/12.1 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

Cllrs Johns and Green have signed the PlayZone offer letter. The Council are now awaiting confirmation regarding when the planning application will be submitted. A meeting will be arranged with the Bowling Club and Pétanque Club once the plans are available.

O25/05/12.2 TO REVIEW CORRESPONDENCE FROM STEPHENS SCOWN IN RELATION TO EASEMENT AT STRAWBERRY LANE

O25/05/13 OTHER PROPERTY MATTERS

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

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 Clerk provided an update on a property issue.

Chair's initials _____

The confidential session ended.

O25/05/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There is none.

O25/05/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was **RECOMMENDED** that the value of the Museum is re-evaluated if/when the Ottery St Mary Silver Band give notice on their lease.

O25/05/16 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O25/05/17 DATE OF THE NEXT MEETING: TBC

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials _____

Draft

Chair's initials _____