

**OTTERY ST MARY TOWN COUNCIL**

Council Offices, The Old Convent, 8 Broad Street,  
Ottery St Mary. Devon EX11 1BZ  
Tel: 01404 812252  
E-mail: [clerk@otterystmary-tc.gov.uk](mailto:clerk@otterystmary-tc.gov.uk)  
Web Site: [www.otterystmary-tc.gov.uk](http://www.otterystmary-tc.gov.uk)



05 June 2024

Dear Councillors

I hereby give you notice that the **Operations Committee** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00 on Thursday, July 24, 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*

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, July 24, 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

# Table of contents

24/07/2025 17:00 - 18:30

---

O25/07/01 - Apologies for Absence 4

---

O25/07/02 - Declarations and Disclosable Pecuniary Interests 4

---

O25/07/03 - Admission to Meetings 4

---

O25/07/04 - Public Participation 4

---

O25/07/05 - Minutes 4

---

## **Attachments**

2025-06-26 - Operations Committee [In-person] - Minutes(1) 6

O25/07/06 - Station Hub 4

---

O25/07/06.1 - To receive an update regarding the workshop with Jack Cardno and to agree timescales 4

---

O25/07/06.2 - To receive an update from SPACE and to make decisions as appropriate 4

---

O25/07/06.3 - To review use of the Station Hub, Offices and Portacabins and make recommendations as appropriate 4

---

O25/07/06.4 - To consider signage at the Station and make decisions as appropriate 4

---

O25/07/07 - Council Offices 4

---

O25/07/07.1 - To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate	4
.....	
O25/07/07.2 - To discuss a tenant's enquiry	4
.....	
O25/07/07.3 - To consider quotations for Electricity supply at the Council Offices	4
.....	
O25/07/08 - Skatepark	4
.....	
O25/07/09 - To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)	5
.....	
O25/07/10 - Other Property Matters	5
.....	
O25/07/10.1 - To consider policy for Assistance Dogs at the Allotments proposed by a plot holder	5
.....	
O25/07/10.2 - To consider the installation of a cycle rack at the Library	5
.....	
O25/07/10.3 - To consider any other matters raised by the Clerk	5
.....	
O25/07/11 - To note any specific correspondence received	5
.....	
O25/07/12 - To receive any further recommendations from Members	5
.....	
O25/07/13 - To receive Councillors questions	5
.....	
O25/07/14 - Date of the next meeting: 28th August 2025 at 5pm	5
.....	
Appendices	5
.....	

## AGENDA

### **O25/07/01 Apologies for Absence**

To receive apologies for absence

### **O25/07/02 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

### **O25/07/03 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

### **O25/07/04 Public Participation**

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

### **O25/07/05 Minutes**

To receive the Minutes of the Operations Committee Meeting of 26th June 2025 (*minute refs O25/06/01 - O25/06/15*) and to approve the signing of the Minutes by the Chair as a correct record

### **O25/07/06 Station Hub**

**O25/07/06.1 To receive an update regarding the workshop with Jack Cardno and to agree timescales**

**O25/07/06.2 To receive an update from SPACE and to make decisions as appropriate**

**O25/07/06.3 To review use of the Station Hub, Offices and Portacabins and make recommendations as appropriate**

**O25/07/06.4 To consider signage at the Station and make decisions as appropriate**

### **O25/07/07 Council Offices**

**O25/07/07.1 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate**

**O25/07/07.2 To discuss a tenant's enquiry**

**O25/07/07.3 To consider quotations for Electricity supply at the Council Offices**

### **O25/07/08 Skatepark**

To receive an update regarding improvements to the site

**O25/07/09** To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

**O25/07/10** Other Property Matters

**O25/07/10.1** To consider policy for Assistance Dogs at the Allotments proposed by a plot holder

**O25/07/10.2** To consider the installation of a cycle rack at the Library

**O25/07/10.3** To consider any other matters raised by the Clerk

**O25/07/11** To note any specific correspondence received

To consider putting forward suggestions for themes for Bank of England notes  
[Help us design our next series of banknotes | Bank of England](#)

**O25/07/12** To receive any further recommendations from Members

**O25/07/13** To receive Councillors questions

**O25/07/14** Date of the next meeting: 28th August 2025 at 5pm

Reports & Appendix 1

[2025-06-26 - 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 26 June 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), Dean Stewart, John Green (Deputy Mayor) and Vicky Johns (Mayor)

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

### **O25/06/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies received from Cllr Grainger.

### **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

Cllr Stewart	No interests declared.
Cllr Green	No interests declared.
Cllr Johns	No interests declared.
Cllr Feasey	No interests declared.

### **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

It was **RESOLVED** that Agenda Item 7 **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 AND** two items **IN O25/06/11 OTHER PROPERTY MATTERS** would be discussed in Confidential Session.

### **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

There was none.

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

## **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

The minutes of 22<sup>nd</sup> May 2025 were approved and signed by the Chair as a true record of the meeting.

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

### **O25/06/06.1 TO RECEIVE AN UPDATE REGARDING THE WORKSHOP WITH JACK CARDNO AND TO AGREE TIMESCALES**

The pamphlet from Jack has been sent out to organisations but no feedback has been received. It was AGREED that the Clerk will email the groups to ask them to use the pamphlet in their sessions and provide feedback. The Clerk will offer to print it out for each session. It was AGREED that the Clerk will check Jack's availability towards the end of the Summer holidays.

### **O25/06/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO AGREE NEXT STEPS**

Information was shared with the committee regarding an incident that occurred during a session. The Police and King's School were contacted by SPACE.

It was AGREED that quarterly meetings will be booked in with SPACE for the rest of the year.

It was AGREED that a kitchen cupboard could be used to store the tuck shop.

### **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**

Correspondence was considered and it was AGREED that the Clerk will seek further clarification to enable the committee to discuss it further.

### **O25/06/06.5 TO CONSIDER SIGNAGE AT THE STATION AND MAKE DECISIONS AS APPROPRIATE**

It was AGREED that signage should be improved at the Station. The Clerk will obtain a quotation for a fixed sign on the fence showing which organisations use the Station. The signage from the road will also be checked. Action East Devon will be updated accordingly.

*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 \_\_\_\_\_

**O25/06/07 COUNCIL OFFICES**

**O25/06/07.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE**

There was no update.

**O25/06/07.2 TO DISCUSS A TENANT'S ENQUIRY**

The Clerk provided an update regarding an enquiry raised by a tenant.

*The Confidential session ended.*

**O25/06/08 TO CONSIDER QUOTES FOR VIDEOCONFERENCING EQUIPMENT AND MAKE RECOMMENDATIONS AS APPROPRIATE**

It was **RECOMMENDED** that the following equipment should be purchased: 65" Clevertouch IMPACT MAX TV; Clevercam 80-degree camera and a motorised height trolley at a total cost of £2445.22 + VAT. It was confirmed that this equipment can be accessed through usb or Wi-Fi.

**O25/06/09 SKATEPARK**

To receive an update regarding improvements to the site

The Heras fencing has now been removed. It was **AGREED** that any future meetings regarding the Skatepark will be documented for clarity. DCC have confirmed that the drawing of the revised accessway should shortly be available at which point quotes will be obtained.

**O25/06/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

The Planning Application for the PlayZone has been submitted to EDDC. A site meeting is being held with the Pétanque Club next week to answer their questions.

It was noted that the first invoice has been received from McCardle Sport Tec Ltd for £7,592.26 + VAT for the planning application submission.

**O25/06/11 OTHER PROPERTY MATTERS**

It was noted that Office 3 at the Station Hub will be vacant from 31<sup>st</sup> August 2025.

It was **AGREED** that the Council will accept the offer of a marquee from The O6 and will offer it out to local organisations as they already do with the Gazebos and Tables.

It was noted that an assistance dog is being taken onto the Allotment site. The allotment holders have been notified via email.

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.*

The Clerk will take appropriate action in relation to a property matter and will report back to the committee at the next meeting once the action has been completed.

Correspondence was noted in relation to the Museum valuation.

*The Confidential session ended.*

**O25/06/12 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

It was AGREED that crochet red roses can be put up outside of the Library in support of the Women's World Cup as long as they do not create a hazard.

**O25/06/13 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was RECOMMENDED that at least one additional councillor joins this committee.

**O25/06/14 TO RECEIVE COUNCILLORS QUESTIONS**

There were none.

**O25/06/15 DATE OF THE NEXT MEETING: 24TH JULY 2025 AT 5PM**

Reports & Appendix 1

Meeting concluded at 18:19

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