

OTTERY ST MARY TOWN COUNCIL

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22 August 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, August 28, 2025, at Ottery St. Mary Town Council, 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, August 28, 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

O/25/08/01 Apologies for Absence

To receive apologies for absence

O/25/08/02 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

O/25/08/03 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

O/25/08/04 Public Participation

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

O/25/08/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 24th July 2025 (*minute refs O25/07/01 - O25/07/14*) and to approve the signing of the Minutes by the Chair as a correct record

O/25/08/06 Station Hub

O/25/08/06.1 To receive an update regarding the workshop with Jack Cardno and to agree timescales

O/25/08/06.2 To receive an update from SPACE and to make decisions as appropriate

O/25/08/06.3 To consider use of the Station Hub, Offices and Portacabins and make recommendations as appropriate

O/25/08/06.4 To consider signage at the Station and make decisions as appropriate

O/25/08/06.5 To confirm emergency contacts for the Station

O/25/08/07 Council Offices

O/25/08/07.1 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate

O/25/08/07.2 To discuss a tenant's enquiry

O/25/08/08 Skatepark

To receive an update regarding improvements to the site

O/25/08/09 Library

To receive an update regarding the library

O/25/08/10 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

O/25/08/11 Other Property Matters

O/25/08/11.1 To consider any other matters raised by the Clerk

O/25/08/12 To note any specific correspondence received

Heritage Society

O/25/08/13 To receive any further recommendations from Members

O/25/08/14 To receive Councillors questions

O/25/08/15 Date of the next meeting: 25th September 2025 at 5pm

Reports & Appendix 1

[2025-07-24 - Operations Committee \[In-person\] - Minutes.pdf](#)