



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF the Operations Committee [In-person] held on **Thursday 28 August 2025** at **17:00**. The meeting was held in the **Ottery St. Mary Town Council, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Dean Stewart, Richard Grainger (Vice Chair) and Vicky Johns (Mayor)  
In Attendance: Cllr Peter Faithfull (EDDC and Town Councillor but not a member of this committee) and Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

The meeting was chaired by Cllr Grainger.

### **O/25/08/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllrs Feasey and Lucas.

### **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

|                |  |
|----------------|--|
| Cllr Johns     | Nothing to declare.  |
| Cllr Grainger  | Nothing to declare.  |
| Cllr Stewart   | Nothing to declare.  |
| Cllr Faithfull | Agenda item O/25/08/09 – Cllr Faithfull declared an 'Affects NRI' as the Council representative for the Friends of Ottery Library. |

### **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

It was **RESOLVED** that Agenda Item 8 O25/08/07 Council Offices O25/08/07.1 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate;  
O25/08/07.2 To discuss a tenant's enquiry would be discussed in Confidential Session.

### **O/25/08/04 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

There were none.

#### **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

The minutes of 24<sup>th</sup> July 2025 were approved and signed by the chair as a correct record of the meeting.

#### **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**

Jack is not able to run a workshop until September. It was discussed whether the workshop should be held during half term. The results of the youth survey currently being undertaken by the Council will be reviewed and fed into the committee and to Jack.

##### **O/25/08/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE**

The report from SPACE was noted. Attendance has increased at the Monday session and from September the Thursday will resume. This will be reviewed at half term.

The Clerk will purchase an HDMI adaptor for the projector at the Station.

##### **O/25/08/06.3 TO CONSIDER USE OF THE STATION HUB, OFFICES AND PORTACABINS AND MAKE RECOMMENDATIONS AS APPROPRIATE**

There was a discussion of the portacabins and offices at the Station.

It was **RECOMMENDED** that:

- the Council should give notice to SPACE on the use of the portacabin as an office.
- SPACE are offered Office 2 at a rental of £130 per month.
- the Tar Barrel committee have use of one portacabin (for storage) at the Station on the agreement that they will cover the cost of the annual rates for that portacabin.
- that the gazebos and tables will be moved to the Portacabin at the Station.
- that the Clerk will review what is being stored in the portacabin by Girl Guiding.

##### **O/25/08/06.4 TO CONSIDER SIGNAGE AT THE STATION AND MAKE DECISIONS AS APPROPRIATE**

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

It was **RECOMMENDED** that the Clerk should write to Action East Devon giving permission for them to put up a plaque on the wall (subject to approval from the Council) to show it is their registered office.

The Wayfinding project will consider signage for the whole building in line with the signage throughout the town. It was AGREED that for the current time permission will not be granted for a banner on the fence.

#### **O/25/08/06.5 TO CONFIRM EMERGENCY CONTACTS FOR THE STATION**

It was AGREED that Cllr Stewart will be emergency contact. It was AGREED that the Clerk will ask Cllr Feasey if he would also be an emergency contact.

#### **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**

See confidential session below.

##### **O/25/08/07.2 TO DISCUSS A TENANT'S ENQUIRY**

See confidential session below.

#### **O/25/08/08 SKATEPARK**

To receive an update regarding improvements to the site

The proposed access has been drawn up but is awaiting approval from The King's School. The Clerk will arrange a meeting with Maverick to understand whether the current site is large enough to build a new skatepark in the future if funding became available.

#### **O/25/08/09 LIBRARY**

To receive an update regarding the library

The trees at the Library are being looked at by a tree surgeon to check they are suitable for the area they are planted in.

A survey is being conducted at the Library.

#### **O/25/08/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

There is no update.

A letter has been received from the Bowling Club regarding whether there is a requirement to move their fencing. It was AGREED that this would be reviewed once a planning decision has been made but it was noted that any alterations would be at the expense of the Council.

#### **O/25/08/11 OTHER PROPERTY MATTERS**

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

A monumental mason and damp surveyor will look at the Station and quotes will be obtained to see what the work is required and whether the issues are maintenance or structural. The Council will review the results.

**O/25/08/11.1 TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK**

It was noted that there has been correspondence regarding maintenance of a hedge at the allotment site. Greenbelt have confirmed that they are responsible for the hedge. Advice was sought from the Council solicitor regarding this matter.

**O/25/08/12 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

A letter from the Heritage Society was noted.

**O/25/08/13 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

**O/25/08/14 TO RECEIVE COUNCILLORS QUESTIONS**

There were none.

*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.*

**O/25/08/15 COUNCIL OFFICES**

**O/25/08/15.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE**

An invoice has been paid for VAT on the legal fees. There is no further update.

**O/25/08/07.2 TO DISCUSS A TENANT'S ENQUIRY**

It was AGREED that the Clerk will seek clarification from the Council solicitors on an issue.

**O/25/08/15 DATE OF THE NEXT MEETING: 25TH SEPTEMBER 2025 AT 5PM**

Reports & Appendix 1

Meeting concluded at 18:30

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