

OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,

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20 November 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, November 27, 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. 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.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

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

27/11/2025 17:00 - 18:30

| | |
|---------------------------------------------------------------|---|
| O/25/11/01 - Apologies for Absence | 4 |
| <hr/> | |
| O/25/11/02 - Declarations and Disclosable Pecuniary Interests | 4 |
| <hr/> | |
| O/25/11/03 - Admission to Meetings | 4 |
| <hr/> | |
| O/25/11/04 - Public Participation | 4 |
| <hr/> | |
| O/25/11/05 - Minutes | 4 |
| <hr/> | |

Attachments

| | |
|----------------------------------------------------------------------------------------------------------------------------|---|
| 2025-10-23 - Operations Committee [In-person] - Minutes | 6 |
| O/25/11/06 - Station Hub | 4 |
| <hr/> | |
| O/25/11/06.1 - To receive an update regarding the workshop with Jack Cardno and to agree timescales | 4 |
| <hr/> | |
| O/25/11/06.2 - To receive an update from SPACE and to make decisions as appropriate | 4 |
| <hr/> | |
| O/25/11/06.3 - To receive an update about the Station Hub, Offices and Portacabins and make recommendations as appropriate | 4 |
| <hr/> | |
| O/25/11/07 - Council Offices - to receive an update and to make decisions (if appropriate) | 4 |
| <hr/> | |
| O/25/11/08 - Skatepark - to receive an update and to make decisions (if appropriate) | 4 |
| <hr/> | |
| O/25/11/09 - Library | 4 |

| | |
|---------------------------------------------------------------------------------------------------------------------|---|
| O/25/11/09.1 - To consider report regarding the trees and make recommendations as appropriate | 4 |
| O/25/11/09.2 - To receive an update regarding works at the Library | 4 |
| O/25/11/10 - Museum - to receive an update and to make decisions (if appropriate) | 4 |
| O/25/11/11 - To receive an update regarding the PlayZone for Strawberry Lane and to make decisions (if appropriate) | 5 |
| O/25/11/12 - Other Property Matters - to consider any other matters raised by the Clerk | 5 |
| O/25/11/13 - To note any specific correspondence received | 5 |
| O/25/11/14 - To receive any further recommendations from Members | 5 |
| O/25/11/15 - To receive Councillors questions | 5 |
| O/25/11/16 - Date of the next meeting: 18th December 2025 at 5pm | 5 |
| Appendices | 5 |

AGENDA

O/25/11/01 Apologies for Absence

To receive apologies for absence

O/25/11/02 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/25/11/03 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/25/11/04 Public Participation

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

O/25/11/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 23rd October 2025 (*minute refs O25/10/01 - O25/10/16*) and to approve the signing of the Minutes by the Chair as a correct record

O/25/11/06 Station Hub

O/25/11/06.1 To receive an update regarding the workshop with Jack Cardno and to agree timescales

O/25/11/06.2 To receive an update from SPACE and to make decisions as appropriate

O/25/11/06.3 To receive an update about the Station Hub, Offices and Portacabins and make recommendations as appropriate

O/25/11/07 Council Offices - to receive an update and to make decisions (if appropriate)

O/25/11/08 Skatepark - to receive an update and to make decisions (if appropriate)

O/25/11/09 Library

O/25/11/09.1 To consider report regarding the trees and make recommendations as appropriate

O/25/11/09.2 To receive an update regarding works at the Library

O/25/11/10 Museum - to receive an update and to make decisions (if appropriate)

O/25/11/11 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions (if appropriate)

O/25/11/12 Other Property Matters - to consider any other matters raised by the Clerk

O/25/11/13 To note any specific correspondence received

O/25/11/14 To receive any further recommendations from Members

O/25/11/15 To receive Councillors questions

O/25/11/16 Date of the next meeting: 18th December 2025 at 5pm

Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 23 October 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 and Richard Grainger (Vice Chair)
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O/25/10/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Vicky Johns (Mayor) who must attend compulsory EDDC training.

O/25/10/02 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 Feasey | No interests declared. |
| Cllr Grainger | No interests declared. |

O/25/10/03 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 O/25/10/07.1 - To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate would be discussed in Confidential Session.

O/25/10/04 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 _____

O/25/10/05 MINUTES

To receive the Minutes of the Operations Committee Meeting of 25th September 2025 (*minute refs O25/09/01 - O25/09/17*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 25th September 2025 were approved and signed by the Chair as a correct record of the meeting.

O/25/10/06 STATION HUB

O/25/10/06.1 TO RECEIVE AN UPDATE REGARDING THE WORKSHOP WITH JACK CARDNO AND TO AGREE TIMESCALES

It was AGREED that following the Youth Working Group a date will be set for the workshop. If Jack is unavailable an alternative leader will be sought. The Clerk will carry out the appropriate checks.

O/25/10/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE

It was reported that SPACE had to cancel their session last week due to staff illness. Cllr Feasey informed the council of a funding opportunity and suggested organising a winter-based activity. It was **RESOLVED** that Cllr Feasey would proceed with applying for the funding. It was also noted that SPACE are now being welcomed into The Kings School. A suspicious vehicle was observed in front of the Station; both the Police and the Council have been informed. SPACE has confirmed that any future concerns of this nature will be reported immediately to both parties.

O/25/10/06.3 TO RECEIVE AN UPDATE ABOUT THE STATION HUB, OFFICES AND PORTACABINS AND MAKE RECOMMENDATIONS AS APPROPRIATE

Correspondence from Girlguiding was reviewed. It was noted that they will need to vacate the Portacabin, as the Ottery Carnival and Tar Barrel Committee will be moving in and are now covering the full business rates for the space. While the Council is sympathetic to Girlguiding's position, it was felt that the offer made was reasonable. AED have now cleared out the storage room. The Clerk will review the remaining items to determine whether they are suitable for communal use or should be disposed of. SPACE can then move their equipment into the storage room freeing up the portacabin.

O/25/10/06.4 TO RECEIVE AN UPDATE REGARDING THE LIGHTING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE

All lights at the station have been checked. SPACE will feedback if there are any areas requiring further lighting.

O/25/10/07 COUNCIL OFFICES

O/25/10/07.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE

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 _____

It was noted that the outstanding insurance claim has been settled.

The Confidential session ended.

O/25/10/08 SKATEPARK

O/25/10/08.1 TO RECEIVE AN UPDATE REGARDING THE IMPROVED ACCESS AND MAKE RECOMMENDATIONS AS APPROPRIATE

It was **RECOMMENDED** that following advice from Maverick and DCC the skatepark access improvements are put on hold and the skatepark remains open with the current access arrangements.

O/25/10/09 LIBRARY

O/25/10/09.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE

The tree surgeon has yet to visit the site.

O/25/10/10 MUSEUM

O/25/10/10.1 TO CONSIDER ANY OTHER ISSUES RELATING TO THE MUSEUM AND MAKE RECOMMENDATIONS AS APPROPRIATE

The Clerk has sought legal advice in relation to the Museum lease. A report from the surveyor regarding damp issues was reviewed, and it was **AGREED** that the Council will await a response from the solicitor before taking further action. The contractor has provided an update on the pointing work, and once the work is completed, the Council will carry out an inspection of the finished job.

O/25/10/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

An update was received. It was **RECOMMENDED** that the Council accept the updated costs in relation to the PlayZone project covering wildflower planting, the installation of bins, benches and cycle racks and the removal of topsoil.

O/25/10/12 OTHER PROPERTY MATTERS

The Clerk is preparing a report regarding the Coleridge Pre-School building for consideration by the Full Council.

The Convent Management Committee has requested a contribution of £500 per annum towards maintenance from 1 January 2026. The Council are sympathetic to this request and acknowledge their use of the shared space but **RECOMMEND** that the Council investigate the options to rationalise the accessway and parking in front of the building as a priority.

Chair's initials _____

O/25/10/12.1 TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK

There were none.

O/25/10/13 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There were none.

O/25/10/14 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O/25/10/15 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/25/10/16 DATE OF THE NEXT MEETING: 27TH NOVEMBER 2025 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:40

Chair's initials _____

DRAFT

Chair's initials _____