

OTTERY ST MARY TOWN COUNCIL

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12 December 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, December 18, 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. 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

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AGENDA

O/25/12/01 Apologies for Absence

To receive apologies for absence

O/25/12/02 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/25/12/03 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/25/12/04 Public Participation

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

O/25/12/05 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/25/12/06 Station Hub

O/25/12/06.1 To receive an update regarding the workshop with Jack Cardno and to agree timescales

O/25/12/06.2 To receive an update from SPACE and to make decisions as appropriate

O/25/12/06.3 To receive an update about the Station Hub, Offices and Portacabins and make recommendations as appropriate

O/25/12/07 Council Offices - to receive an update and to make decisions (if appropriate)

O/25/12/08 Skatepark - to receive an update and to make decisions (if appropriate)

O/25/12/09 Library

O/25/12/09.1 To consider report regarding the trees and make recommendations as appropriate

O/25/12/09.2 To receive an update regarding works at the Library

O/25/12/10 Museum - to receive an update and to make decisions (if appropriate)

O/25/12/11 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions (if appropriate)

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

O/25/12/13 To note any specific correspondence received

O/25/12/14 To receive any further recommendations from Members

O/25/12/15 To receive Councillors questions

O/25/12/16 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 27 November 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 Vicky Johns (Mayor), Ben Feasey (Chair) and Richard Grainger
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O/25/11/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Stewart.

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

Cllr Feasey	No interests were declared.
Cllr Johns	No interests were declared.
Cllr Grainger	No interests were declared.

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

It was **RESOLVED** that Agenda Item O/25/11/07 Council Offices – to receive an update and make decisions (if appropriate) and O/25/11/10 Museum – to receive an update and to make decisions (if appropriate) would be discussed in Confidential Session.

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

There were none.

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

Chair's initials _____

The minutes of 23rd October 2025 were approved and signed by the Chair as a correct record of the meeting.

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

It was AGREED that a meeting will be set up with Jack to review the next steps. It was noted that half term is 16-20 February. It was AGREED that SPACE will be invited to the session.

O/25/11/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE

The Clerk and Cllr Feasey have been in communication with SPACE. There have been occasional minor issues at the Station, all of which have been promptly resolved.

O/25/11/06.3 TO RECEIVE AN UPDATE ABOUT THE STATION HUB, OFFICES AND PORTACABINS AND MAKE RECOMMENDATIONS AS APPROPRIATE

SPACE have cleared the portacabin and moved their items to the storage cupboard. Girl Guiding have removed their items from the portacabin. Ottery St Mary Carnival and Tar Barrel Committee will be taking on Portacabin 1 and as agreed previously will be paying the rates for the portacabin from 1 January.

O/25/11/07 COUNCIL OFFICES - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF 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.

It was AGREED that the Clerk will gather some more information which can then be shared with the Full Council.

O/25/11/08 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

There is no update.

O/25/11/09 LIBRARY

O/25/11/09.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE

Chair's initials _____

There is no update.

O/25/11/09.2 TO RECEIVE AN UPDATE REGARDING WORKS AT THE LIBRARY

The works will be completed on 1st and 2nd December.

O/25/11/10 MUSEUM - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF 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.

It was AGREED that the Clerk will gather some more information which can then be shared with the Full Council.

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

It was **RECOMMENDED** that the Ottery St Mary Carnival and Tar Barrel Committee remove the top soil from Strawberry Lane. They will arrange transport to Millenium Green and will provide the appropriate documentation. This will not only reduce the cost to the Council for the project but it will also support a community project.

An update meeting is being arranged to enable the final contract to be drawn up.

O/25/11/12 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK

The Clerk is reviewing options for the provision of sanitary bins at the Station Hub following Initial removing the existing bins and ceasing the contract.

25/11/13 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There were none.

O/25/11/14 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O/25/11/15 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/25/11/16 DATE OF THE NEXT MEETING: 18TH DECEMBER 2025 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:05

Chair's initials _____