

**OTTERY ST MARY TOWN COUNCIL**

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19 February 2026

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, February 26, 2026**, 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/26/02/01 Apologies for Absence**

To receive apologies for absence

### **O/26/02/02 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/26/02/03 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/26/02/04 Public Participation**

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

### **O/26/02/05 Minutes**

To receive the Minutes of the Operations Committee Meeting of 26th January 2026 (*minute refs O26/01/01 - O26/01/16*) and to approve the signing of the Minutes by the Chair as a correct record

### **O/26/02/06 Station Hub**

**O/26/02/06.1 To receive an update regarding the outdoor project and to note timescales**

**O/26/02/06.2 To receive an update from SPACE and to make decisions as appropriate**

**O/26/02/07 Council Offices - to receive an update and to make decisions (if appropriate)**

**O/26/02/08 Skatepark - to receive an update and to make decisions (if appropriate)**

### **O/26/02/09 Library**

**O/26/02/09.1 To consider report regarding the trees and make recommendations as appropriate**

**O/26/02/09.2 To receive an update from the Clerk regarding the roof at the rear of the building**

**O/26/02/10 Museum - to receive an update and to make decisions (if appropriate)**

**O/26/02/11 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions (if appropriate)**

**O/26/02/12** To consider options for CCTV in the town and to make recommendations as appropriate

**O/26/02/13** Other Property Matters - to consider any other matters raised by the Clerk

**O/26/02/14** To note any specific correspondence received

**O/26/02/15** To receive any further recommendations from Members

**O/26/02/16** To receive Councillors questions

**O/26/02/17** Date of the next meeting: 26th March 2026 at 5pm  
Reports & Appendix 1



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Monday 26 January 2026** 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, Richard Grainger and Vicky Johns (Mayor)

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

### **O/26/01/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

No apologies were received from Cllr Aherne.

### **O/26/01/02 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	No interests declared.
Cllr Stewart	No interests declared.
Cllr Grainger	No interests declared.
Cllr Feasey	No interests declared.

### **O/26/01/03 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 would be discussed in Confidential Session as they include information relating to the organisation finances.

### **O/26/01/04 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.

### **O/26/01/05 MINUTES**

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

To receive the Minutes of the Operations Committee Meeting of 27th November 2025 (*minute refs O25/11/01 - O25/11/16*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 27th November were approved and signed by the Chair as a correct record of the meeting.

**O/26/01/06 STATION HUB**

**O/26/01/06.1 TO RECEIVE AN UPDATE REGARDING THE WORKSHOP WITH JACK CARDNO AND TO AGREE TIMESCALES**

It will be checked that SPACE have everything they need to arrange for young people to attend the workshop.

**O/26/01/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE**

The SPACE session on 19<sup>th</sup> January was cancelled due to staff illness. A report will be requested for the next meeting.

**O/26/01/06.3 TO RECEIVE AN UPDATE ABOUT THE STATION HUB, OFFICES AND PORTACABINS AND MAKE RECOMMENDATIONS AS APPROPRIATE**

Tar Barrels are now using one portacabin. The gazebos and tables will be moved to other portacabin. A key safe will be installed. EDDC will be storing some basic equipment in the portacabin.

*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/26/01/07 COUNCIL OFFICES - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)**

It was AGREED that the Clerk will gather some further information to enable the Council to have an informed discussion regarding the next steps.

*The Confidential session ended.*

**O/26/01/08 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)**

There are no updates.

**O/26/01/09 LIBRARY**

**O/26/01/09.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE**

No quote has been received for this work. The Clerk will seek alternative quotes.

**O/26/01/09.2 TO RECEIVE AN UPDATE REGARDING WORKS AT THE LIBRARY**

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

The Concrete works at Library have been completed.

It was AGREED that a sign can be put up outside of the Library by the Friends of Ottery Library to encourage support but the wording must be agreed with the Clerk and ensure it meets any regulations regarding signage near a highway.

**O/26/01/10 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.*

There was a discussion regarding a communication with the Heritage Society It was AGREED that the Clerk will write to the Heritage Society to seek confirmation about some information.

It was **RECOMMENDED** that the Clerk will seek advice regarding two areas of concern at the Museum. A meeting will then be arranged with the Heritage Society to discuss the findings.

*The Confidential session ended.*

**O/26/01/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

It was AGREED that due to the timescales involved soil from the PlayZone will not be used for the Station outside area problem.

Work is scheduled to start on 2<sup>nd</sup> February although this will be dependent on the weather.

**O/26/01/12 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK**

*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.*

Correspondence was considered in relation to the installation of the Christmas Lights. It was AGREED that the Clerk will reply sharing information from installers.

*The Confidential session ended*

**O/26/01/13 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

It was AGREED that the Clerk will confirm with EDDC whether a trader's licence is needed when someone hires the meeting room to use as a collection point, provided that no financial transactions occur on site.

**O/26/01/14 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

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

**O/26/01/15 TO RECEIVE COUNCILLORS QUESTIONS**

It was AGREED that the new owners of the Georgian House will be asked whether they would be willing to have Christmas lights across their property.

**O/26/01/16 DATE OF THE NEXT MEETING: 26TH FEBRUARY 2026 AT 5PM**

Reports & Appendix 1

Meeting concluded at 18:20

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

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