

OTTERY ST MARY TOWN COUNCIL

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20 March 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, March 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/26/03/01 Apologies for Absence

To receive apologies for absence

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

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

O/26/03/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 26th February 2026 (*minute refs O26/02/01 - O26/02/17*) and to approve the signing of the Minutes by the Chair as a correct record

O/26/03/06 Station Hub

O/26/03/06.1 To receive an update regarding the outdoor project and to note timescales
[Quotation](#)

O/26/03/06.2 To receive an update from SPACE and to make decisions as appropriate

O/26/03/07 Council Offices - to receive an update and to make decisions (if appropriate)

O/26/03/08 Skatepark - to receive an update and to make decisions (if appropriate)

O/26/03/09 Library

O/26/03/09.1 To consider report regarding the trees and make recommendations as appropriate

O/26/03/10 Museum - to receive an update and to make decisions (if appropriate)

O/26/03/11 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions (if appropriate)

O/26/03/12 Allotments

To consider amendments to Rules and Regulations and approve as appropriate

O/26/03/13 To review Cemetery fees and make recommendations as appropriate

O/26/03/14 Other Property Matters - to consider any other matters raised by the Clerk

O/26/03/15 To note any specific correspondence received

O/26/03/16 Strategic Alignment and Committee Progress

O/26/03/17 To receive any further recommendations from Members

O/26/03/18 To receive Councillors questions

O/26/03/19 Date of the next meeting: 23rd April 2026 at 5pm
Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 26 February 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 (Deputy Mayor) and Vicky Johns (Mayor)
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O/26/02/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Aherne and Grainger.

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

Cllr Johns	No interests declared.
Cllr Stewart	No interests declared.
Cllr Feasey	No interests declared.

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

It was RESOLVED that Agenda items O/26/02/07 COUNCIL OFFICES - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE), O/26/02/10 MUSEUM - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE), O/26/02/13 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK AND O/26/02/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED would be discussed in Confidential Session due to commercial sensitivity.

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

There was none.

Chair's initials _____

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

The minutes of 26th January 2026 were updated to show that agenda item O/26/01/10 and O/26/01/12 were discussed in confidential session. The minutes were then approved and signed by the Chair as a correct record of the meeting.

O/26/02/06 STATION HUB

O/26/02/06.1 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR PROJECT AND TO NOTE TIMESCALES

A teams call has been held between SPACE, the Council and Jack Cardno regarding the outdoor project to agree the timetable which will commence on 2nd March.

It was **RECOMMENDED** that before the project can be started the Operations Committee need: To see a final design; Confirmation that Planning permission is not required
And receive confirmation about the security aspect of fencing to stop people getting in.

O/26/02/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE

A Teams call meeting has been held with SPACE. It was **RECOMMENDED** that after the Easter break due to a drop off with the attendance at the Thursday session an after school drop in session will be held instead. The success of this session will be reviewed at the end of the Summer term.

O/26/02/07 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.

The Clerk will contact the solicitor regarding a property issue.

The Confidential Session ended.

O/26/02/08 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

There is no update.

O/26/02/09 LIBRARY

Chair's initials _____

O/26/02/09.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE

Additional quotations have been sought.

O/26/02/09.2 TO RECEIVE AN UPDATE FROM THE CLERK REGARDING THE ROOF AT THE REAR OF THE BUILDING

It has been AGREED through delegated authority that the library roof will be repaired.

O/26/02/10 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 **RECOMMENDED** that the resolution in the Confidential report relating to the Museum is approved.

O/26/02/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

It was noted that the Tar Barrel Committee are unable to remove the soil from Strawberry Lane due to the Millenium Green being in Flood Zone 3.

It was **RECOMMENDED** that the Council ask for the S106 agreement to be updated to include the cost of the soil removal.

It was **RECOMMENDED** that the Council enter into a Section 106 Grant agreement to fund the PlayZone which will be signed by the Mayor or Deputy Mayor.

O/26/02/12 TO CONSIDER OPTIONS FOR CCTV IN THE TOWN AND TO MAKE RECOMMENDATIONS AS APPROPRIATE

It was noted that a grant of £5,000 has been accepted from the OPCC. Quotations for CCTV are being obtained.

O/26/02/13 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK

It was AGREED to ask Otter Garden Centres if they are able to provide a replacement bench at Gosford Road.

The Clerk will liaise with Libraries Unlimited regarding their plan to change the front door.

O/26/02/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

Chair's initials _____

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 from Clyde and Co was noted.

The Confidential Session ended.

O/26/02/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was **AGREED** that SPACE are encouraged to attend the next Ottery Health Care Forum.

It was **RECOMMENDED** that the Council offer to facilitate a meeting for carers to meet at the Station Hub.

O/26/02/16 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/26/02/17 DATE OF THE NEXT MEETING: 26TH MARCH 2026 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:21

Signed:	
Chair:	

Chair's initials _____