



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 26 March 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), Richard Grainger and Janice Aherne
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O/26/03/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Johns (Mayor) and Cllr Stewart (Deputy Mayor).

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

Cllr Aherne	No interests declared.
Cllr Grainger	No interests declared.
Cllr Feasey	No interests declared.

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

It was **RESOLVED** that Agenda items O/26/03/07 Council Offices - to receive an update and to make decisions (if appropriate) and O/26/03/10 Museum - to receive an update and to make decisions (if appropriate) would be discussed in Confidential Session.

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

There was none.

O/26/03/05 MINUTES

Chair's initials _____

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

The minutes of 26th February 2026 were approved and signed by the Chair as a correct record of the meeting.

O/26/03/06 STATION HUB

O/26/03/06.1 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR PROJECT AND TO NOTE TIMESCALES

A Teams call was held with Jack Cardno of Common Practice to finalise the design details. The discussion included consideration of colour and overall design, and it was confirmed that the structure will be capable of being used as an additional room.

O/26/03/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE

It was noted that there is no session tonight, but the time will be used to publicise the new Thursday evening session starting after Easter.

O/26/03/07 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.

A valuation will be obtained, and the matter will be reviewed accordingly.

The Confidential session ended.

O/26/03/08 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

There is no update.

O/26/03/09 LIBRARY

O/26/03/09.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE

It was AGREED that an arborist report will be commissioned and that Sid Valley Trees will be approached to undertake the work.

O/26/03/10 MUSEUM - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

A fee estimate from Stephens Scown regarding legal fees was noted.

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.

A survey is being carried out and the results will be shared with the Committee.

The Confidential session ended.

It was **RECOMMENDED** that a three month licence is granted to Ottery Heritage Society Licence. This can be renewed for a further three months if both parties are in agreement.

O/26/03/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

The Environment Agency have refused to give a permit to the Tar Barrel Committee to move the soil to Millenium Green as it is in Flood zone 3. Consequently the contractors are going to have to remove the soil from the site at a cost of £18,524.99. The Section 106 Officer will need to get approval and sign off for the additional funds. The grant agreement will not be signed until further communication is received.

Pedestrian access to Strawberry Lane – It was **RECOMMENDED** that the Safer Pedestrian Access working group pushes for improved pedestrian access to Strawberry Lane.

O/26/03/12 ALLOTMENTS

To consider amendments to Rules and Regulations and approve as appropriate

It was **RECOMMENDED** that the Allotment Waiting List Policy is adopted.

There was a discussion regarding an accessibility plot at the allotments. It was **AGREED** this would be discussed at a future meeting when the supporting information was available.

O/26/03/13 TO REVIEW CEMETERY FEES AND MAKE RECOMMENDATIONS AS APPROPRIATE

Proposed increase of 3.2% in line with February Consumer Price Index.

It was **RESOLVED** that cemetery fees would increase from 1st April by 3.2% (rounded to the nearest pound).

O/26/03/14 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK

The Clerk reported that she has met with Inspector Helm to discuss CCTV provision in the town. Inspector Helm will advise the Council on the locations where CCTV would be most beneficial for policing purposes.

O/26/03/15 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was noted that the Council will now be charged £1.20 for each cheque paid in. It was **AGREED** that allotment holders who choose to pay by cheque will be asked to add £1.20 to their invoice to cover this cost. It was further noted that the average allotment plot costs £20.00 per year to rent.

Chair's initials _____

Ottery Health Matters is organising a carers' session from 10.00–12.00 on Saturday 13 June. The event will be open to both carers and the people they care for. The Town Council will have a stall at the event, and the GPs have prepared a carers' information pack that can be collected from the surgery.

O/26/03/16 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

There was a discussion about how to embed the Strategy document into the Council's day-to-day decision-making. It was AGREED that Cllr Feasey will raise this at the Full Council meeting.

O/26/03/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O/26/03/18 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/26/03/19 DATE OF THE NEXT MEETING: 23RD APRIL 2026 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:30

Signed Chair:	
Date:	

Chair's initials _____

Chair's initials _____