

**OTTERY ST MARY TOWN COUNCIL**

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06 May 2026

Dear Councillors

I hereby give you notice that the **Annual Town Council Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, May 11, 2026**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, Devon 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 Mayor 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 Mayor 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 Mayor may approve an exception to this request in special circumstances

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## AGENDA

**C/26/05/01 Election of the Mayor of Ottery St Mary for 2026/27 - to receive nominations and to carry out a vote accordingly**

**C/26/05/02 Declaration of Acceptance of Office by the Mayor**

Following the election of the Mayor and pursuant to the provisions of S83 of the Local Government Act 1972, the person elected to be Mayor of Ottery St Mary shall make a declaration of Acceptance of Office in the prescribed form

**C/26/05/03 Election of the Deputy Mayor of Ottery St Mary for 2026/27 - to receive nominations and to carry out a vote accordingly**

**C/26/05/04 To remind all Councillors to review their Register of Interests form and notify the Town Clerk of any changes**

[Ottery St Mary Town Council - East Devon](#)

**C/26/05/05 To receive apologies for absence**

**C/26/05/06 Election of Councillor with special responsibility for Finance ("Treasurer/Chair")**

**C/26/05/07 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

**C/26/05/08 Admission to Meetings**

In consideration of the Public Bodies (Admission to Meetings) Action 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

**C/26/05/09 Public Participation**

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

**C/26/05/10 To receive Reports from EDDC and DCC Councillors**

**C/26/05/11 To consider report current committee structure and proposed changes and make decisions as appropriate**

**C/26/05/12 To appoint membership of Committees and elect a Chair and Vice Chair for each**

**C/26/05/13 Working Groups:**

To review and consider extending duration of the following Working Groups: Events; Museum Working Group; Asset Delivery; Youth Engagement Working Group; Safe Cycle and Pedestrian Access and Community Safety Group

**C/26/05/14 To appoint membership of Working Groups**

**C/26/05/15 To elect members to fill Council appointments and to appoint Council Representatives to outside bodies**

**C/26/05/16 To review the Council's current Standing Orders and Financial Regulations**

**C/26/05/17 To note the Council's current Insurance Policy**

**C/26/05/18 To consider and review the Council's Annual Subscriptions**

The National Allotment Society	£84 + VAT
DALC	£1660.00 + VAT
ICCM	£110.00
Devon Communities Together	£50
SLCC - one staff member	£379 + VAT

**C/26/05/19 Bank mandate - to determine the Council's authorised signatories**

**C/26/05/20 To confirm Keyholder arrangements for the Town Council Building and Offices**

**C/26/05/21 To note Council Meetings for 2026/27 and to decide whether to have one meeting a year at Escot, Tipton St John and Alfington**

**C/26/05/22 Minutes**

To receive the Minutes of the Town Council of 13th April 2026 (minute refs 26/04/01 - 26/04/31) and to approve the signing of the Minutes by the Mayor as a correct record

**C/26/05/23 Planning Committee**

To note the Minutes of the Planning Committee meeting of 20th April 2026 (minute refs P/26/04/01 - P/26/04/10) and 29th April 2026 (minute refs P/26/05/11 - P/26/05/20)

**C/26/05/24 Finance Committee**

**C/26/05/24.1 To note the Minutes of the Finance Committee meeting of 14th April 2026 (minute refs F/26/04/01 - F/26/04/16)**

**C/26/05/24.2 To consider (and approve if appropriate) recommendations from the Committee**

It was RECOMMENDED that £2,000 is awarded to the Ottery St Mary Pétanque Club complete the work on the condition that they use a professional contractor with the appropriate public liability insurance.

**C/26/05/25 Operations Committee**

**C/26/05/25.1 To note the Minutes of the Operations Committee meeting of 23rd April 2026 (minute refs O/26/04/01 - O/26/04/18)**

**C/26/05/25.2 To consider (and approve if appropriate) recommendations from the Committee**

It was RECOMMENDED that:

- following the memorial inspection where a grave is identified as requiring repair, the Council should first attempt to contact the grave owner. If this is not possible, the Council should make the memorial safe.
- The Council will not fund repairs beyond making the memorial safe.
- if Otter Garden Centre can provide hanging baskets again this year, the baskets be offered to businesses at a 50% subsidised rate.
- JHH Property Maintenance are instructed to carry out the summer planting.

**C/26/05/26 Human Resources Management Committee**

**C/26/05/26.1 To note the Minutes of the Human Resource Management Committee meeting of 1st May 2026 (minute refs O26/05/01 - 026/05/09)**

**C/26/05/27 To consider shop front fund applications and make decisions as appropriate**

**C/26/05/28 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary**

**C/26/05/29 To note the current situation regarding Local Government Reorganisation and make decisions as appropriate**

**C/26/05/30 Confirmation of decisions made under the Scheme of Delegation**

- Cllrs Johns, Stewart and Feasey gave delegated authority to approve payment of the insurance premium for the year for £18,578.95.
- Cllrs Johns, Stewart, Grainger and Feasey gave delegated authority to purchase and set up three staff laptops at a cost of £3,438.00 plus VAT.  
Cllrs Johns, Stewart, Grainger and Feasey gave delegated authority to authorise Shop Front Grants as discussed at the FSP meeting on 14th April 2026 to enable applicants to instruct their contractors.

**C/26/05/31 Financial Matters**

To consider and approve the April 2026 Receipts and Payments and Reconciliation reports

**C/26/05/32 To consider Report from the Mayor**

**C/26/05/33 To consider Report from the Town Clerk**

**C/26/05/34 To note any specific correspondence received**

**C/26/05/35 To note any reports previously e-mailed by Councillors of meetings attended**

**C/26/05/36 Councillors Questions on Councillors Business**

**C/26/05/37 Date of the next meeting: Monday 1st June 2026**



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting [In-person] held on **Monday 13 April 2026** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Peter Faithfull, Richard Grainger, Richard Copus, Vicky Johns (Mayor), Nick Sneller, Janice Aherne, Ben Feasey, Robyn Bennett and Emily Peka  
In Attendance: DCC Cllr Jess Bailey and Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

### **C/26/04/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted from Cllrs Martin and Stewart (Deputy Mayor).

### **C/26/04/02 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 declared.
Cllr Aherne	No interests declared.
Cllr Copus	No interests declared.
Cllr Bennett	No interests declared.
Cllr Faithfull	No interests declared.
Cllr Peka	Agenda item C/26/04/13.2 - Cllr Peka declared a personal interest as an allotment holder.
Cllr Grainger	Agenda item C/26/04/13.2 - Cllr Grainger declared a personal interest as an allotment holder.
Cllr Sneller	No interests declared.
Cllr Johns	No interests declared.

### **C/26/04/03 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 the following agenda items would be discussed in Confidential Session: C/26/04/14 - To receive an update following a meeting with the Ottery Heritage Society and to make decisions as appropriate due to commercial sensitivity. During the meeting it was **RESOLVED** to discuss agenda item C/26/04/17 – To receive

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

an update regarding the Coleridge Pre-School building and make decisions/recommendations as appropriate due to personal and commercially sensitive circumstances.

**C/26/04/04 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.

**C/26/04/05 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 2nd March 2026 (*minute refs C26/03/01-C26/03/30*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 4<sup>th</sup> March 2026 were updated to show that Cllr Peka only declared her interest once. The minutes were then approved and signed by the Mayor as a correct record of the meeting.

**C/26/04/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS**

(if any)

A written report was received from Devon County Council (DCC) Cllr Bailey. DCC Cllr Bailey also reported on matters discussed at a recent meeting organised by Ottery Valley Association (OVA) regarding the state of the River Otter. It was noted that the River Otter is currently identified as the most polluted river in Devon.

It was noted that East Devon District Council (EDDC) Cllr Johns had been on annual leave. Cllr Johns visited the Veterans With Dogs charity offices and find out more about the great work they do.

No report was received from EDDC Cllr Collins.

The Council noted concerns raised by residents of Harpford regarding the volume of vehicles travelling through the village. While the Council sympathised with these concerns, it was acknowledged that residents had taken some action themselves. It was further noted that the condition of the road surface has deteriorated due to increased traffic, and it is hoped that this can be addressed when the road reopens.

It was AGREED that information clarifying the responsibilities of the relevant authorities be shared via social media.

EDDC Cllr Faithfull reported that East Devon District Council currently has a 3.5-year housing land supply. It was also noted that EDDC has commissioned a Water Cycle Study, which is presently being checked for accuracy.

**C/26/04/07 TO CONFIRM THE PURCHASE OF VEHICLE ACTIVATED SIGNS IN FAIRMILE**

It was **RESOLVED** that a vehicle activated sign (VAS) will be purchased for use in Fairmile. The total cost would be £5,545.59. £1000 would be given jointly by DCC Cllrs Bailey and Connor. The remaining £4545.59 would be paid by the Council.

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**C/26/04/08 TO CONSIDER CONCERNS WITH REGARDS TO HEDGEROW REMOVAL WITHIN THE PARISH AND TO MAKE DECISIONS AS APPROPRIATE**

An update from EDDC was noted. The Council is encouraged that EDDC appear to be pursuing the reinstatement of the hedgerow. Everyone was reminded that if they see any hedgerows or trees being removed please highlight them to ensure the appropriate permission has been obtained.

**C/26/04/09 TO RECEIVE AN UPDATE REGARDING FADED ROAD MARKINGS THROUGHOUT THE PARISH AND SPECIFICALLY RECENT ACCIDENTS AT BATTS LANE AND MAKE DECISIONS AS APPROPRIATE**

There was no update from Devon County Council (DCC) regarding the timing of the proposed line-marking works. It was AGREED that the Clerk would write to DCC, copying in Cllr Bailey, to highlight that the issues remain ongoing and that, with the forthcoming tourism season, traffic levels are expected to increase.

**C/26/04/10 PLANNING**

**C/26/04/10.1 TO NOTE THE MINUTES OF 10TH MARCH 2026 (MINUTE REFS P/26/03/01-P26/03/10) AND 30TH MARCH 2026 (MINUTE REFS P/26/03/12-P/26/03/21)**

The minutes of 10<sup>th</sup> March 2026 and 30<sup>th</sup> March 2026 were noted.

**C/26/04/11 FINANCE AND STRATEGIC PLANNING COMMITTEE**

**C/26/04/11.1 TO NOTE THE MINUTES OF THE MEETING OF 10TH MARCH 2026 (MINUTE REFS FSP/26/03/01 - FSP/26/03/13)**

The minutes of 10<sup>th</sup> March 2026 were noted.

**C/26/04/12 COMMUNITY INFRASTRUCTURE COMMITTEE**

**C/26/04/12.1 TO NOTE THE MINUTES OF 16TH MARCH 2026 (MINUTE REFS C/26/03/01-C26/03/23)**

The minutes of 16<sup>th</sup> March 2026 were noted.

**C/26/04/12.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

It was **RESOLVED** that the Council would:

- Write to DCC to request a bus stop by Salston Corner and Kings Reach.
- Request a bus shelter by Sainsburys which is sympathetic to the conservation area.  
*Cllrs Sneller abstained.*
- Authorise In Post lockers to be installed at the Station Hub stipulating that if any damage occurs it must be repaired and left in a safe state as this is a community building. *Cllr Sneller abstained.*

**C/26/04/13 OPERATIONS COMMITTEE**

**C/26/04/13.1 TO NOTE THE MINUTES OF 26TH MARCH 2026 (MINUTES REFS O/26/03/01 - O/26/03/19)**

The minutes of 26<sup>th</sup> March 2026 were noted.

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**C/26/04/13.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE**

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

**C/26/04/14 TO RECEIVE AN UPDATE FOLLOWING A MEETING WITH THE OTTERY HERITAGE SOCIETY 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.*

The Council noted the letter received from the Ottery Heritage Society together with the report from the Clerk. Having considered the matter, the Council **AGREED** the points discussed and **RESOLVED** to progress the sale.

*The Confidential Session ended.*

**C/26/04/15 TO RECEIVE AN UPDATE REGARDING THE RECRUITMENT OF AN ASSISTANT TOWN CLERK AND TO MAKE DECISIONS AS APPROPRIATE**

It was noted that an Assistant Town Clerk has been appointed and subject to all the pre employment checks will be starting work on 11<sup>th</sup> May.

**C/26/04/16 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY**

There is no update.

**C/26/04/17 TO RECEIVE AN UPDATE REGARDING THE COLERIDGE PRE-SCHOOL BUILDING AND MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE**

*Confidential Session:*

There was no update to report at this time. Owing to a change in personal circumstances, it was noted that the Clerk would contact Devon County Council regarding the matter.

*Confidential Session ended.*

**C/26/04/18 TO NOTE THE CURRENT SITUATION REGARDING LOCAL GOVERNMENT REORGANISATION AND MAKE DECISIONS AS APPROPRIATE**

A consultation response was submitted by the Clerk reflecting the varying views of the Council. There is no further update.

**C/26/04/19 TO CONSIDER CORRESPONDENCE REGARDING A NIGHT BUS AND MAKE DECISIONS AS APPROPRIATE**

The Council expressed a wish to investigate the provision of a night bus service further. It was agreed that a public consultation would be undertaken to seek residents' views on whether such a service would be supported, used or beneficial within the parish. It was **AGREED** that the Clerk

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

would contact Honiton Town Council to confirm whether they are content for the Council to proceed with this consultation.

**C/26/04/20 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE**

Cllr Bailey highlighted that any infrastructure changes to the highway network can be difficult to implement. Following discussion, it was AGREED that the Council would undertake a consultation on 20mph zones to seek residents' views, including whether there is local support for such measures. It was further AGREED that Devon County Council (DCC) would be contacted for advice, including any suggested wording or questions to support the consultation.

**C/26/04/21 TO REVIEW THE STRATEGIC PLAN AND MAKE DECISIONS AS APPROPRIATE**

Cllr Feasey reminded the Council of the importance of the Strategic Plan, noting that it is a five-year plan and that progress against it must be monitored and reported back to the parish. Cllr Feasey will speak to the Chair of each committee regarding how progress against the Strategic Plan is best tracked, with the intention of drawing this together into a consistent reporting model for the Council.

**C/26/04/22 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION**

The following decisions were noted:

Cllrs Johns, Stewart, Feasey and Grainger gave delegated authority to arrange a survey by the Valuations Office Agency at a cost of £1800 plus VAT.

Cllrs Johns, Stewart and Grainger gave delegated authority to make the first payment of £7,500 plus VAT for materials for the outdoor project at the Station Hub.

**C/26/04/23 FINANCIAL MATTERS**

To consider and approve the March 2026 Receipts and Payments and Reconciliation reports

It was **RESOLVED** to approve the March 2026 Receipts and Payments and Reconciliation reports.

**C/26/04/24 TO CONSIDER A RESPONSE TO THE GOVERNMENT LOCAL GOVERNMENT REORGANISATION CONSULTATION**

This is a duplicate agenda item to C/26/04/18.

**C/26/04/25 TO NOTE THE ANNUAL PARISH MEETING TAKING PLACE AT 7PM ON THURSDAY 30TH APRIL**

It was AGREED that the Annual Parish Meeting will now take place at 7pm on 21<sup>st</sup> May.

**C/26/04/26 TO CONSIDER REPORT FROM THE MAYOR**

The Mayor sent a written report.

**C/26/04/27 TO CONSIDER REPORT FROM THE TOWN CLERK**

The Clerk sent a written report. It was agreed in principle that the Council would support a Gate to Plate event to be held in the town in 2027. The Council further agreed in principle that, should

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

East Devon District Council contribute £5,000 to the first event and £2,500 to the second event, the Council would also contribute £2,500 towards the second year.

**C/26/04/28 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

A request was received regarding the potential provision of a community minibus. Councillors noted that further information would be required. It was discussed that a community grant could potentially be available to support a local organisation, or group of organisations, operating such a service. It was noted that the League of Friends had previously operated an ambulance service. The Council acknowledged that there are residents within the parish who experience difficulties accessing transport, including at weekends. The idea of a community transport scheme was supported in principle; however, it was agreed that the Council would require a clearer proposal, including a business case. Options such as a car-share scheme were discussed, although it was recognised that this would not be something the Council could operate directly. It was agreed that the Clerk would undertake further research into the legal and practical implications, including governance, insurance and potential operating arrangements, and that the requesting organisation would also be asked to carry out further work to develop the proposal, including consideration of need, delivery model and a business case, with both to report back to Council

**C/26/04/29 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED**

A report from Cllr Aherne was noted.

**C/26/04/30 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS**

Cllr Faithfull suggested that the size of the Council be increased through a governance review. It was agreed that the clerk would write to EDDC to understand whether this would be affected by local government reorganisation and the expansion of many parishes throughout EDDC.

Cllr Feasey provided an update on the carers event taking place at the Station Hub on Saturday 13<sup>th</sup> June. This event is open to both the carer and the person they are caring for.

**C/26/04/31 DATE OF THE NEXT MEETING: MONDAY 11TH MAY 2026**

Reports & Appendix 1

Meeting concluded at 21:14

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

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

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15 April 2026

Dear Councillors

I hereby give you notice that the **Planning Meeting of OTTERY ST MARY TOWN COUNCIL** will be held at **6:30 PM on Monday, April 20, 2026**, at **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**.

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

*Jane Bushby*

Ottery St Mary Town Council Admin

**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.
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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

### **P/26/04/01 Apologies for Absence**

To receive apologies for absence

### **P/26/04/02 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

### **P/26/04/03 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

### **P/26/04/04 Reports, Correspondence and Items referred to the Committee**

1) TREE PRESERVATION ORDER (NO. **25/0055/TPO**) - Land abutting Strawberry Lane, Strawberry Lane, Ottery St Mary

### **P/26/04/05 Minutes**

To receive the Minutes of the Meeting of the Town Council of 30th March 2026 and to approve the signing of the Minutes by the Chair as a correct record

### **P/26/04/06 Planning Decisions Received**

<a href="#"><u>26/0186/FUL</u></a>	2 The Orchard, Tipton St John, Sidmouth EX10 0AZ	<b>Approval with conditions</b>
<a href="#"><u>25/2100/FUL</u></a>	Yonder Street, Hall Yonder Street, Ottery St Mary EX11 1HH	<b>Approval with conditions</b>
<a href="#"><u>26/0220/CPL</u></a>	Oak View, East Hill, Ottery St Mary, EX11 1QH	<b>CPL approve</b>
<a href="#"><u>26/0220/CPL</u></a>	St Marys Church Paternoster Row Ottery St Mary, EX11 1DR	<b>TPO not required</b>
<a href="#"><u>26/0255/FUL</u></a>	1 Meadow Close Ottery St Mary Devon EX11 1EW	<b>Approved</b>
<a href="#"><u>26/0072/LBC</u></a>	Knightstone Manor, Knightstone, Ottery St Mary, EX11 1PP	<b>Approval with conditions</b>
<a href="#"><u>26/0396/TCA</u></a>	The Vicars House, The College, Ottery St Mary, EX11 1DQ	<b>TPO not required</b>
<a href="#"><u>26/0672/DOC</u></a>	46 Raleigh Road Ottery St Mary EX11 1TG	<b>Discharge of Condition Approved</b>

### **P/26/04/07 Public Participation**

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

### **P/26/04/08 To consider and determine observations on the following Planning Applications:**

<b>Reference</b>	<b>Applicant</b>	<b>Details</b>
1) <a href="#">26/0649/TRE</a>	Seeley	T1, Sycamore, multi-stemmed : Reduce canopy height by 2m, maximum diameter of cut (MDC) 50mm; crown lift to 5m above ground level, MDC 75mm; remove two smallest stems to ground level; reduce western spread by up to 2m, MDC 50mm <b>26 Salston Manor, OSM, EX11 1LD</b>
2) <a href="#">26/0607/TCA</a>	Mr Richard Lethbridge	T1, Cherry : removal down to ground level due to large shallow roots; close to wall and lawn <b>Grandissons Court, The College, Ottery St Mary, EX11 1DQ</b>
3) <a href="#">26/0518/LBC</a>	Mr & Mrs Fletcher	Proposed alterations and improvements to include the reconfiguration and refitting of existing bathrooms, the removal of the modern ground floor lobby and WC (to the north of the existing kitchen) to reinstate the historic room proportions, the replacement of a modern window on the west elevation, the replacement of two timber doors in the pantry, and the removal and replacement of the render on the north elevation of the north range <b>Knightstone Manor, Knightstone, Ottery st Mary, EX11 1PP</b>
4) <a href="#">26/0666/FUL</a>	Mr Marc Astley	Proposed first floor extension above the existing garage <b>9 Washbrook View, Ottery st Mary, EX11 1EP</b>

**P/26/04/09 To receive Councillors' questions relating to Planning Matters**

**P/26/04/10 Date of the next meeting: TBC**



**TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (England) REGULATIONS 2012**

**Town and Country Planning Act 1990  
TREE PRESERVATION ORDER (NO. 25/0055/TPO)**

East Devon District Council, in exercise of the powers conferred on them by sections 198 of the Town and Country Planning Act 1990 make the following Order—

**Citation**

1. This Order may be cited as the Tree Preservation Order No. 25/0055/TPO, "Land abutting Strawberry Lane, Strawberry Lane, Ottery St Mary", 25th November 2025.

**Interpretation**

2.— (1) In this Order "the authority" means East Devon District Council.

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

**Effect**

3.— (1) **Subject to article 4**, this Order shall take effect provisionally on 25th November 2025.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to exceptions in regulation 14, no person shall—

- (a) cut down, top, lop, uproot, wilfully damage or wilfully destroy; or
- (b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

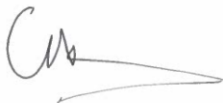
any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

**Application to trees to be planted pursuant to a condition**

4. In relation to any tree identified in the first column of the Schedule by the letter "C", being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated 25 November 2025

Signed on behalf of East Devon District Council



.....  
Authorised by the Council to sign in that behalf

**[CONFIRMATION OF ORDER**

This Order was confirmed by East Devon District Council without modification on ...10<sup>th</sup>... day of

...April... 2026...

~~OR~~

~~This Order was confirmed by East Devon District Council on ..... day of .....  
subject to the following modification(s):~~



.....  
Authorised by the Council to sign in that behalf]

~~—[DECISION NOT TO CONFIRM ORDER~~

~~A decision not to confirm this Order was taken by East Devon District Council on ..... day of~~

~~.....~~

.....  
Authorised by the Council to sign in that behalf]

~~—[VARIATION OF ORDER~~

~~This Order was varied by East Devon District Council on ..... day of .....  
under the reference number .....~~

.....  
Authorised by the Council to sign in that behalf]

~~—[REVOCATION OF ORDER~~

~~This Order was revoked by East Devon District Council on ..... day of .....~~

.....  
Authorised by the Council to sign in that behalf]

**SCHEDULE**

**SPECIFICATION OF TREES**

**TREE PRESERVATION ORDER NO. 25/0055/TPO**

**LAND ABUTTING STRAWBERRY LANE, STRAWBERRY LANE, OTTERY ST MARY**

<b>REF. ON MAP</b>	<b>DESCRIPTION</b>	<b>SITUATION</b>
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**TREES SPECIFIED INDIVIDUALLY**

*(Encircled in a solid black line on map)*

T1	Oak	Centred on grid ref: (E) 308957 (N) 094628
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**TREES SPECIFIED BY REFERENCE TO AN AREA**

*(None)*

**GROUP OF TREES**

*(None)*

**WOODLAND**

*(None)*

## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations, which apply in relation to England only, substantially revoke and replace the Town and Country Planning (Trees) Regulations 1999, to the extent to which they apply to England. They also revoke the Town and Country Planning (Trees) (Amendment) (England) Regulations 2008 and the Town and Country Planning (Trees) (Amendment No. 2) (England) Regulations 2008.

Part 2 prescribes the form of tree preservation orders and the procedure for their making, provisional effect, confirmation, variation and revocation. The prescribed form is set out in the Schedule to the Regulations.

Part 3 of the Regulations sets out prohibited activities in relation to a tree protected by an order and exceptions. Under regulation 13 a tree protected by a tree preservation order may not be cut down, topped, lopped, uprooted or wilfully damaged or destroyed without the consent of the local planning authority, unless an exception applies. These exceptions are set out in sections 198(7) and 200(1) of the Town and Country Planning Act 1990, and in regulation 14 of the Regulations.

Section 198(7) provides exceptions relevant to section 39(2) of the Housing and Planning Act 1986 (c.63) (saving for effect of section 2(4) of the Opencast Coal Act 1958 (c. 69) on land affected by a tree preservation order despite its repeal) and section 15 of the Forestry Act 1967 (c.10) (licences under that Act to fell trees comprised in a tree preservation order).

Section 200(1) provides that a tree preservation order does not have effect in respect of anything done by or on behalf of Forestry Commissioners on land placed at their disposal in pursuance of the Forestry Act 1967 or otherwise under their management or supervision or anything done by or on behalf of any other person under a plan of works approved by the Forestry Commissioners under a forestry dedication covenant (as defined in section 5 of the Forestry Act 1967) or under conditions of a grant or loan made under section 1 of the Forestry Act 1979 (c. 21).

Regulation 14 contains exceptions to the requirement for consent and regulation 15 contains exceptions for trees in conservation areas.

Part 4 of the Regulations prescribes the procedure for applications for consent under tree preservation orders.

Part 5 prescribes the procedure for appeals and for their determination. Regulation 19 grants a right of appeal in respect of a refusal to grant consent, a grant of consent subject to conditions or a failure to determine an application for consent within the prescribed time period.

In Part 6, regulation 24 provides for compensation claims, subject to exceptions, to be made where loss or damage has been incurred as a consequence of a refusal to grant consent, a grant of consent subject to conditions or a refusal of approval required under a condition.

Part 7 contains miscellaneous provisions. Regulation 25 provides that the prescribed time for the purposes of sections 206(1)(b) (replacement trees) and 213(1)(b) (enforcement of controls as respects trees in conservation areas) is whenever the cutting down or uprooting of a tree is authorised only by virtue of regulations 14(1)(a)(i) or 14(1)(c) (dead or dangerous trees).

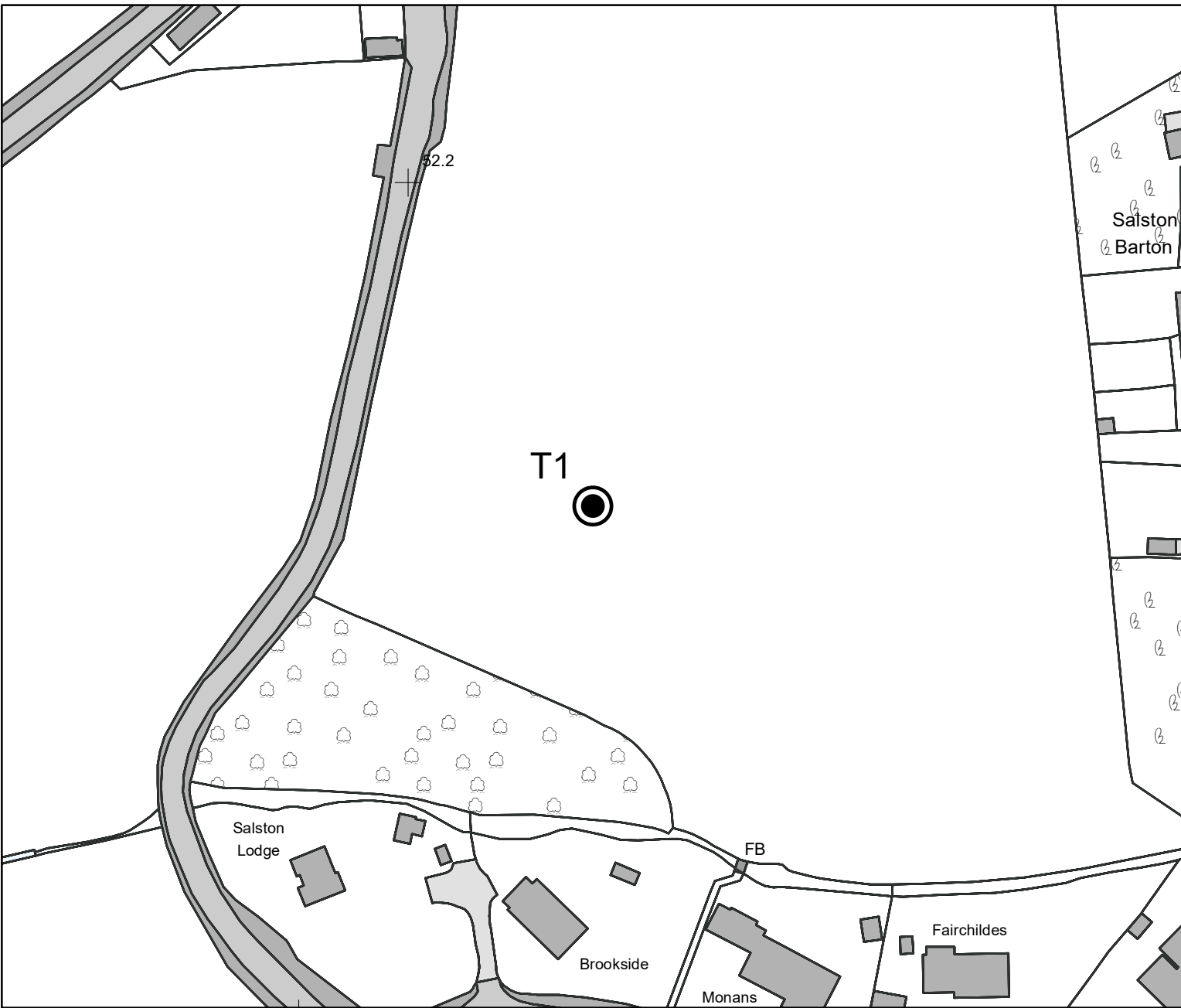
Regulation 26 revokes the Town and Country Planning (Trees) Regulations 1999, the Town and Country Planning (Trees) (Amendment) (England) Regulations 2008 and the Town and Country Planning (Trees) (Amendment No.2) (England) Regulations 2008, subject to transitional, transitory and saving provisions in respect of certain classes of order. This regulation also saves regulation 17 of the Town and Country Planning (Trees) Regulations 1999 (amendment to the Town and Country Planning General Regulations 1992).

Under section 193 of the Planning Act 2008 (c. 29), all tree preservation orders made prior to the date on which these Regulations come into force take effect with the omission of all of their provisions other than any that identify the order or identify the trees, groups of trees or woodlands to which the order applies.

A full impact assessment of the effect that this instrument will have on the costs of business, charities and the voluntary sector has been prepared in relation to these Regulations. The assessment has been placed in the Library of each House of Parliament and is published with the Explanatory Memorandum alongside the instrument on [www.legislation.gov.uk](http://www.legislation.gov.uk). The assessment may also be accessed at [www.communities.gsi.gov.uk](http://www.communities.gsi.gov.uk).

# East Devon District Council Tree Preservation Order 25/0055/TPO

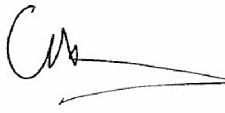
Land abutting Strawberry Lane, Strawberry Lane, Ottery St Mary



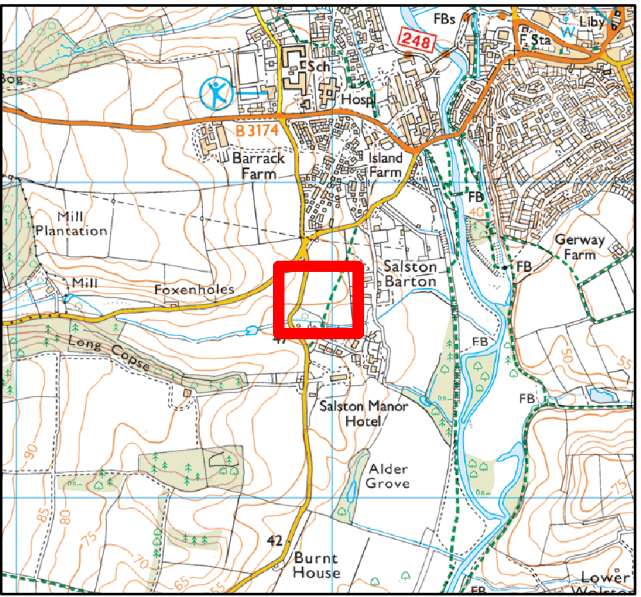
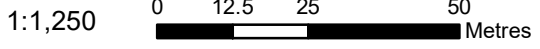
**Key**

- Tree
- ⋯ Area
- ▭ Group
- ▭ Wood

**Authorised Signature**



10 April 2026





**Ottery St Mary Town Council**

Minutes of the Planning meeting held on **Monday 30 March 2026 at 6:30 pm**. The meeting was held in the **Ottery St. Mary Town Council Offices (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Ottery St Mary Town Council Admin, Cllrs Richard Grainger (Chair), Richard Copus (Deputy Chair), Peter Faithfull, Sarah Martin, Janice Aherne and Emily Peka

One member of public

Minute Taker Jane Bushby - Ottery St Mary Town Council Admin

**P/26/03/12 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies received from Cllr Vicky Johns

**P/26/03/12 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 Richard Grainger	26/0396/TCA Affects NRI
Cllr Richard Copus	No declaration
Cllr Peter Faithfull	No declaration
Cllr Sarah Martin	No declaration
Cllr Janice Aherne	26/0377/MFUL Affects & Prejudicial NRI
Cllr Emily Peka	No declaration

**P/26/03/12 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

There were none

**P/26/03/12 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE**

There were none

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

**P/26/03/12 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 10th March 2026 and to approve the signing of the Minutes by the Chair as a correct record

The minutes of the Planning meeting were signed by the Chair as a correct record

**P/26/03/12 PLANNING DECISIONS RECEIVED**

<a href="#">26/0061/FUL</a>	2 Little Ash Cottages, Fenny Bridges, Honiton, EX14 3BL	Approval with conditions
<a href="#">26/0078/FUL</a>	46 Raleigh Road Ottery St Mary EX11 1TG	Approval with conditions
<a href="#">25/2643/FUL</a>	6 Coombe Vale Tipton St John Sidmouth Devon EX10 0AU	Approval retrospective (no conds)
<a href="#">26/0159/TCA</a>	2 Mill Stream Court, Ottery St Mary, Devon, EX11 1XT	Approved

**P/26/03/12 PUBLIC PARTICIPATION**

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

There were no public present

**P/26/03/12 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:**

Reference	Applicant	Details
1) <a href="#">26/0396/TCA</a>	Mrs Sarah Owen	T6 : Holly - remove as 90% dieback. T10 : Box - remove one stem due to bifurcation. The Vicars House, The College, OSM, EX11 1DQ
Cllr Richard Grainger abstained from the discussion and the vote <b>Town Council Comments:</b> The Town Council support this application		
2) <a href="#">26/0377/MFUL</a>	Mrs E Brown	Change of use from an agricultural field to a dog exercise paddock to include enlargement of existing field access gateway and creation of parking area Land at Metcombe, Higher Metcombe, OSM

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

Cllr Janice Aherne left the room and did not vote. Cllr Aherne returned after the vote

**Town Council Comments:**

The Town Council supported this application, subject to porous materials being used in the parking area

3)	<a href="#">26/0383/FUL</a>	Mr & Mrs Dennis	Proposed single storey timber clad extension to the south elevation to replace the conservatory and the erection of an outbuilding Tumbledale, Birdcage Lane Ottery St Mary EX11 1LN
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**Town Council Comments:**

The Town Council support this application subject to the applicant complying with the contents of the arboriculturist report and the provision for rain water harvesting

4)	<a href="#">26/0310/FUL</a>	Mr John Brown	Shepherds hut - siting within agricultural field (retrospective) Little Gosford Farm, Gosford, Ottery St Mary, EX11 1LY
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**Town Council Comments:**

The Town Council support this application

5)	<a href="#">26/0559/TCA</a>	Mr Peter Skinner	T1, Sycamore - fell to ground level. Poor form, rope growing into stem. T2, Portuguese Laurel - crown lift all round to 2m. T3, Yew - crown lift all round to 2m. T4, Blackthorn - Fell to ground level. T5, Apple - fell to ground level. T6, Apple - fell to ground level. T7, Cotoneaster - fell to ground level, partially fallen. T8, Rowan - fell to ground level. T9, Holly - fell to ground level, competing with Yew. G1, Cherry Laurel - crown lift/upright. Remove 4-5 stems, G2, Hazel - coppice to ground level. G3, Willow - fell to ground level. Fallen into ditch/stream. G4, Lonicera - annual trim both sides and top. G5, Hornbeam - fell to ground level. Small, poor form, self set. 2 Dunkirk Cottages, Cadhay, OSM, EX11 1QS
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**Town Council Comments:**

The Town Council do not support this application based on the fact that the property is within the conservation area and an arboriculturist report has not been received to justify the work needed

6)	<a href="#">26/0388/FUL</a>	Gemma Richards	Construction of porch extension to the north elevation, roofing over infill area and conversion of out-house.
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Chair's initials \_\_\_\_\_

			5 Coombe Vale, Tipton St John, EX10 0AJ
<b>Town Council Comments:</b> The Town Council support this application			
7)	<a href="#">26/0497/FUL</a>	Jane Billing	Construction of single storey front extension and internal alterations 7 Meadow Close, OSM, EX11 1EW
<b>Town Council Comments:</b> The Town Council support this application			
8)	<a href="#">26/0442/FUL</a>	Mr T Johnson	Single storey extension to existing dental practice to provide X-ray room Sunny Corner, Hind Street, OSM, E11 1BW

**Town Council Comments:**

The Town Council support this application subject to bat boxes and sparrow terraces positioned as recommended in the Ecology report. Work should be completed while adhering to construction working hours of 8am to 6pm Monday to Friday and 8am to 1pm on Saturdays, with no working on Sundays or Bank Holidays.

**P/26/03/12 TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PLANNING MATTERS**

There were none

**P/26/03/12 DATE OF THE NEXT MEETING: TBC**

Meeting concluded at 19.03

Date of signature:	Signature:
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Chair's initials \_\_\_\_\_

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



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance & Strategic Planning Committee [In-person] held on **Tuesday 14 April 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, Dean Stewart (Chair), Janice Aherne, Richard Grainger (Vice Chair), Vicky Johns (Mayor) and Emily Peka  
In Attendance: EDDC and Town Councillor Peter Faithfull (not a member of this committee), Melissa Wall (EDDC Section 106 Officer) and Kerry Kennell (Town Clerk)  
Minute Taker: Kerry Kennell, Town Clerk

### **FSP/26/04/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

There were none.

### **FSP/26/04/02 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 declared.
Cllr Grainger	No interests declared.
Cllr Johns	No interests declared.
Cllr Aherne	No interests declared.
Cllr Peka	No interests declared.
Cllr Stewart	No interests declared.

### **FSP/26/04/03 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 the supporting information for Agenda items FSP/26/03/06 - Consideration of Community Grant Applications and correspondence relating to grant applications and FSP/26/03/07 - Consideration of Shop Front Fund Applications would be discussed in Confidential Session if appropriate.

### **FSP/26/04/04 PUBLIC PARTICIPATION**

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

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

There were none.

**FSP/26/04/05 MINUTES**

To receive the Minutes of the Finance and Strategic Planning Committee meeting of 10th March 2026 (FSP/26/03/01 - FSP/26/03/13) by the Chair as a correct record

The minutes of 10<sup>th</sup> March 2026 were approved and signed by the Chair as a correct record of the meeting.

**FSP/26/04/06 CONSIDERATION OF COMMUNITY GRANT APPLICATIONS AND CORRESPONDENCE RELATING TO GRANT APPLICATIONS**

A discussion was held with a representative of the Ottery St Mary Petanque Club via Teams. It was **RECOMMENDED** that £2,000 is awarded to complete the work on the condition that they use a professional contractor with the appropriate public liability insurance.

**FSP/26/04/07 CONSIDERATION OF SHOP FRONT FUND APPLICATIONS**

It was **RECOMMENDED** that the following Shop Front Fund grants are awarded:

The Ottery Hound	£600
C Lewis Physiotherapy	£300
Jo Wilson Dance	£287.50
Grace Hair	Up to £250
Edward Scissor Hounds	£330

It was **AGREED** that all successful applicants will be reminded that need to follow the appropriate planning guidance including that relating to being situated in a conservation area including the installation of LED signs.

*The EDDC Section 106 officer and Cllr Faithfull joined the meeting.*

**FSP/26/04/08 TO RECEIVE AN UPDATE REGARDING THE SECTION 106 CONSULTATION AND TO MAKE DECISIONS AS APPROPRIATE**

It was noted that £136,818.00 is available from Section 106 for open spaces. There will be a further £40,589 left over from Section 106 money for a sports pitch.

The Committee reviewed the results of the recent Section 106 consultation and was pleased to see the level of engagement and interest across the parish. Councillors agreed that they would like to support as many of the identified projects as possible, with the aim of ensuring that the benefits of the funding are spread across the whole parish.

The next stage is to finalise the information relating to the projects that ranked highest in the consultation, namely:

- Cricket Club – ball stop netting - £40,000
- Football Club – changing rooms project - £40,000
- Resurfacing of Winters Lane tennis courts - £45,000

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

- A shelter at the Land of Canaan- £50,000

As part of this information-gathering process each project will be asked for three current quotations for the proposed works; to give details of how any funding shortfall could be met, for example through club funds, fundraising activities, or the option of a loan; confirm whether planning permission is required for the project. This information will be requested before 19<sup>th</sup> May where possible.

**FSP/26/04/09 TO RECEIVE AN UPDATE FROM THE CLERK REGARDING ANY OUTSTANDING ISSUES AND MAKE DECISIONS AS APPROPRIATE**

It was AGREED that the Clerk will move £35,000 to the Councils Hinckley & Rugby Savings Account. The Clerk will provide information on the current saving rates and possible alternatives for consideration at the next meeting.

**FSP/26/04/10 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

There was none.

**FSP/26/04/11 TO REVIEW THE QUARTER 4 FINANCIAL REPORTS**

The Quarter 4 financial reports were noted. The Council's accountant is visiting on 30<sup>th</sup> April to complete the yearend for 2025/26.

**FSP/26/04/12 TO NOTE THE OUTSTANDING BALANCE OF THE PUBLIC WORKS LOAN**

The balance of the Public Works Loan was noted as £135,758.86. It was AGREED that the Clerk will request a redemption figure.

**FSP/26/04/13 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS**

It was AGREED that the Chair and Vice Chair of the Committee should complete the tracker document. This will then be sent out with the supporting information for each committee meeting and will be reviewed at the beginning of the meeting.

**FSP/26/04/14 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

**FSP/26/04/15 TO RECEIVE COUNCILLORS QUESTIONS**

It was AGREED that the Grant Application form will be updated to have a drop down menu/tick box to allow applicants to indicate which of the Council's strategic aims the application relates to.

**FSP/26/04/16 DATE OF THE NEXT MEETING: 19TH MAY 2026**

Reports & Appendix 1

Meeting concluded at 18:30

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

Draft

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



**Ottery St Mary Town Council**

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 23 April 2026 at 17:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, Devon EX11 1BZ**

Present: Cllrs Ben Feasey(Chair), Dean Stewart (Deputy Mayor), Richard Grainger, Vicky Johns (Mayor) and Janice Aherne  
In Attendance: Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

**O/26/04/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

No apologies were noted.

**O/26/04/02 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 Grainger	No interests declared.
Cllr Stewart	No interests declared.
Cllr Johns	No interests declared.
Cllr Aherne	No interests declared.
Cllr Feasey	No interests declared.

**O/26/04/03 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/26/04/07 Council Offices - to receive an update and to make decisions (if appropriate) and O/26/04/10 Other Property Matters –to consider any other matters raised by the Clerk and to make decisions (if appropriate) would be discussed in Confidential Session.

**O/26/04/04 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/26/04/05 MINUTES**

To receive the Minutes of the Operations Committee Meeting of 26th March 2026 (*minute refs O26/03/01 - O26/03/20*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 26<sup>th</sup> March 2026 were approved and signed by the Chair as a correct record of the meeting.

**O/26/04/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS**

The dashboard was reviewed. It was AGREED this will be a standard agenda item moving forward.

**O/26/04/07 STATION HUB**

**O/26/04/07.1 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR PROJECT AND TO NOTE TIMESCALES**

It was noted that 50% of the agreed budget (£7500 +VAT) has been paid to enable the materials to be ordered. The remaining 50% will be due before the anticipated install date on 24th May. Motifs into the windows need to be provided by 4<sup>th</sup> May.

**O/26/04/07.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE**

The report from SPACE was noted, and it was confirmed that SPACE had attended the Youth Working Group meeting. An extensive programme of summer trips is planned.

Councillors asked whether SPACE receives funding from Exmouth Town Council and requested a breakdown of attendance, specifically identifying how many participants are from Ottery Parish.

It was AGREED that SPACE should complete a Community Grant application form, including a cost breakdown, with figures relating specifically to the planned trips.

It was AGREED that any discussion regarding the installation of a basketball hoop will take place after the outdoor structure has been built.

The Clerk will purchase an HDMI adaptor for use at the Hub.

**O/26/04/08 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 provided an update. It was noted that the Valuation Office Agency have visited the site and the Council are awaiting their report.

*The Confidential session ended.*

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

**O/26/04/09 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)**

There is no update.

**O/26/04/10 LIBRARY**

**O/26/04/10.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE**

Sid Valley Trees have visited the site. They advise that the ginkgo tree cannot be removed but all other shrubbery can be. A written report and quotation should be received shortly.

**O/26/04/11 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.*

The Clerk provided an update.

*The Confidential session ended.*

**O/26/04/12 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

Work is expected to commence on 11 May. An updated Section 106 agreement has been received by the Council. It was **RESOLVED** that the agreement be signed by the Mayor and Deputy Mayor, as previously agreed.

The Clerk and Cllr Stewart will attend a pre-opening meeting with the Football Federation in May. It was **AGREED** that the Clerk will contact McCardle to ask whether the Council should share information on social media to advise residents that the works are due to begin. The Clerk will also ask whether the contractor can avoid school drop-off and pick-up times when soil is being collected.

**O/26/04/13 ALLOTMENTS - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)**

The minutes of the Allotments AGM were noted. It was **AGREED** that the Clerk will confirm the cost of a long-term hire of one Portaloo.

**O/26/04/14 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK**

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

It was **RESOLVED** that JHH Property Maintenance to decorate the end gable wall and waiting room side wall at a cost of £494.00

It was **RESOLVED** that JHH Property Maintenance paint the soffits and fascia boards at a cost of £184.00

The above works will be carried out as part of the ongoing property maintenance programme.

It was noted that the Memorial Stone Inspection tender will be published shortly. It was **RECOMMENDED** that where a grave is identified as requiring repair, the Council should first attempt to contact the grave owner. If this is not possible, the Council should make the memorial safe. It was further **RECOMMENDED** that the Council will not fund repairs beyond making the memorial safe.

It was **AGREED** that the Clerk will contact Otter Garden Centre to ask whether they are able to provide hanging baskets for local businesses again this year.

It was **RECOMMENDED** that, if available, the baskets be offered to businesses at a 50% subsidised rate.

It was **RECOMMENDED** that JHH Property Maintenance are instructed to carry out the summer planting.

It was **AGREED** that a tender request will be sent out for winter and summer planting in early Autumn.

**O/26/04/15 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

A letter from the Guides was noted. It was **AGREED** that it is not possible to put a shed or box on the site but they are welcome to hire a part of the portacabin as offered previously.

**O/26/04/16 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was **AGREED** that the Flag Flying Policy will be reviewed.

**O/26/04/17 TO RECEIVE COUNCILLORS QUESTIONS**

There were none.

**O/26/04/18 DATE OF THE NEXT MEETING: 28TH MAY 2026 AT 5PM**

Reports & Appendix 1

Meeting concluded at 18:30

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

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