

OTTERY ST MARY TOWN COUNCIL

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22 May 2026

Dear Councillors

I hereby give you notice that the **Operations Committee** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00 on Thursday, May 28, 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/26/05/01 Apologies for Absence

To receive apologies for absence

O/26/05/02 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/26/05/03 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/26/05/04 Public Participation

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

O/26/05/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 23rd April 2026 (*minute refs O26/04/01 - O26/04/18*) and to approve the signing of the Minutes by the Chair as a correct record

O/26/05/06 Strategic Alignment and Committee Progress

O/26/05/07 Station Hub

O/26/05/07.1 To receive an update regarding the outdoor project and to note timescales
[Quotation](#)

O/26/05/07.2 To receive an update from SPACE and to make decisions as appropriate

O/26/05/08 Council Offices - to receive an update and to make decisions (if appropriate)

O/26/05/09 Skatepark - to receive an update and to make decisions (if appropriate)

O/26/05/10 Library

O/26/05/10.1 To consider report regarding the trees and make recommendations as appropriate

O/26/05/11 Museum - to receive an update and to make decisions (if appropriate)

O/26/05/12 To receive an update regarding the PlayZone for Strawberry Lane and to make decisions (if appropriate)

O/26/05/13 Allotments - to receive an update and to make decisions (if appropriate)

O/26/05/14 To review the Flag Flying Policy and make recommendations as appropriate

O/26/05/15 Other Property Matters - to consider any other matters raised by the Clerk

O/26/05/16 To note any specific correspondence received

O/26/05/17 To receive any further recommendations from Members

O/26/05/18 To receive Councillors questions

O/26/05/19 Date of the next meeting: 16th July 2026 at 5pm

Reports & Appendix 1



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 26th 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 4th 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 _____