



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee held on **Thursday 28 May 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 (Vice Chair), Vicky Johns (Mayor) and Janice Aherne

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

O/26/05/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Stewart (Deputy Mayor).

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

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| Cllr Aherne | No interests were declared. |
| Cllr Grainger | No interests were declared. |
| Cllr John's | No interests were declared. |
| Cllr Feasey | Agenda Item O/26/05/07.2 - Cllr Feasey declared a DPI in relation to his wife's employment. |

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

It was **RESOLVED** that Agenda items O/26/05/08 Council Offices - to receive an update and to make decisions (if appropriate) and O/26/05/11 Museum - to receive an update and to make decisions (if appropriate) would be discussed in Confidential Session.

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

There were none.

O/26/05/05 MINUTES

Chair's initials _____

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

The minutes of 23rd April 2026 were approved and signed as a correct record of the meeting.

O/26/05/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

This will be updated for review at the next meeting.

O/26/05/07 STATION HUB

O/26/05/07.1 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR PROJECT AND TO NOTE TIMESCALES

The Mayor and the Clerk visited the workshop to review the outdoor structure. There was a lengthy discussion. Due to the complexity of the design the contingency fund is needed. The Council will request an itemised cost of the additional items. On receipt and approval of this list it was **RESOLVED** that the contingency fund would be used. Written confirmation will be requested that this will include delivery.

It was **RESOLVED** that the windows will be cut out in the designs provided by Jack Cardno.

O/26/05/07.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE

The Clerk provided an update. It was **AGREED** that the SPACE agreement and expenses at the Hub will be reviewed at the next meeting.

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/26/05/08 COUNCIL OFFICES - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

A report was reviewed and clarification will be sought by the Clerk.

The Confidential Session ended.

O/26/05/09 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

There is no update. It was noted that the skatepark is in operation, is checked weekly, rubbish is cleared and the area is being maintained by the Council.

O/26/05/10 LIBRARY

O/26/05/10.1 TO CONSIDER REPORT REGARDING THE TREES AND MAKE RECOMMENDATIONS AS APPROPRIATE

Chair's initials _____

It was **RESOLVED** to go ahead with the work but it will be asked whether there is a more environmentally friendly alternative?

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/26/05/11 MUSEUM - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

The Clerk is working on draft Heads Of Terms which will be circulated to the Committee. A licence has been granted to the Museum for use of the Band Room.

The Confidential Session ended.

O/26/05/12 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

Work is underway on the PlayZone. A meeting was held with representatives from the Ottery St Mary Bowling Club as five lighting columns will need to go on the Bowling Club side of the fence. This was an oversight from the contractors that this had not been identified sooner. The Bowling Club agreed to this on the understanding that the columns are installed as close as possible to the fence, the area is put back to its current condition and any maintenance issues are the responsibility of the Council.

O/26/05/13 ALLOTMENTS - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

Advice from DALC was reviewed in relation to the Council's Allotment representative holding an allotment. It was **RESOLVED** that the Council's Allotment representative should be able to have an allotment and any interests will be declared as appropriate.

O/26/05/14 TO REVIEW THE FLAG FLYING POLICY AND MAKE RECOMMENDATIONS AS APPROPRIATE

The policy was reviewed. The Clerk will confirm whether the Union flag should be removed to fly another flag or whether it is appropriate for the Council to fly two flags. It was **AGREED** it would be positive to fly the Devon Flag. It was **RECOMMENDED** that the policy is adopted in its current format with clarification of the above points included.

O/26/05/15 OTHER PROPERTY MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK

The Clerk updated the committee that the EV chargers at the Hub have been vandalised and the QR codes removed. Aluminium signs will be put up to ensure the chargers are back in operation. They will now be checked weekly to ensure that any damage can be viewed on the CCTV and reported to the Police.

It was **AGREED** that the Clerk will provide a monthly update on the PlayZone once it is in operation including any issues arise and the maintenance required.

It was **AGREED** the Clerk will contact The King's School and LED to see if they would be able to support maintenance of the PlayZone and provide out of hours support.

Chair's initials _____

O/26/05/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There is none.

O/26/05/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There are none.

O/26/05/18 TO RECEIVE COUNCILLORS QUESTIONS

There are none.

O/26/05/19 DATE OF THE NEXT MEETING: 23RD JULY 2026 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:37

Chair's initials _____