



Ottery St Mary Town Council

8 Broad Street, Ottery St Mary, Devon EX11 1BZ

PUBLIC NOTICE OF MEETING

Operations Committee

Issued: Friday, 14 August 2026

Dear All,

Notice is hereby given of a public meeting of the **Operations Committee** to be held at **5:00 PM** on **Thursday, 20 August 2026** at **Ottery St. Mary Town Council**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Kerry Kennell

Clerk to Ottery St Mary Town Council

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

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

4. Public Participation

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

5. Confirmation of Minutes

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

6. Correspondence Received

To note correspondence received and determine any items requiring a formal response.

STATION HUB

7. To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate

8. To receive an update from SPACE and to make decisions as appropriate

9. To review expenditure at the Station Hub and make recommendations and/or decisions as appropriate

10. To consider request from EDDC for a storage shed at the Station

OTHER PROPERTY MATTERS

11. Council Offices - to receive an update and to make decisions (if appropriate)

12. Skatepark - to receive an update and to make decisions if appropriate

13. Library - to consider recommendation from Fire Risk Assessment and make decisions as appropriate

14. Museum - to receive an update and to make decisions if appropriate

15. To receive an update regarding the PlayZone for Strawberry Lane and to make decisions if appropriate

16. Allotments - to receive an update and to make decisions if appropriate

17. Cemetery - to receive an update and make recommendations and/or decisions as appropriate

18. To review current Gazebo hire conditions and make recommendations as appropriate

19. Other Property and Operational Matters - to consider other matters raised by the Clerk

20. Matters Raised by Members Not Otherwise on the Agenda

To receive brief updates or questions from members on matters not otherwise on the agenda. No decisions may be taken under this item. Members are reminded this is for information and signposting only; substantive matters should be referred to a future agenda.

21. Date and Time of Next Meeting

The next meeting will be held at 5pm on Thursday 17th September

APPENDIX I — Public Documents

5. Confirmation of Minutes

2026-07-27 - Operations Committee Meeting - Minutes.pdf

16. Allotments - to receive an update and to make decisions if appropriate

Allotment project.pdf

Questionnaire for Organisations tenanting plots (002).pdf

18. To review current Gazebo hire conditions and make recommendations as appropriate

HIRE FORM TO BE USED.pdf

Gazebo Hire 2026.pdf



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee Meeting held on **Monday 27 July 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 Dean Stewart (Deputy Mayor), Janice Aherne, Richard Grainger (Deputy Chair) and Vicky Johns (Mayor)
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Ben Feasey (Chair).

O/26/07/02 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 were declared.
Cllr Aherne	Agenda item 13 – Cllr Aherne is an allotment holder and declared an ORI as the Council representative on the Allotment Management Committee.
Cllr Johns	No interests were declared.
Cllr Stewart	No interests were declared.

O/26/07/03 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: O/26/07/07.1 To receive an update regarding the outdoor project and make recommendations and/or decisions as appropriate; O/26/07/07.2 to receive an update from SPACE and to make decisions as appropriate; O/26/07/07.3 to review the SPACE agreement and make recommendations as appropriate; O/26/07/08 Council Offices - to receive an update and to make decisions (if appropriate) and O/26/07/11 Museum - to receive an update and to make decisions (if appropriate).

Chair's initials _____

O/26/07/04 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/26/07/05 MINUTES

To receive the Minutes of the Operations Committee Meeting of 28th May 2026 (*minute refs O26/05/01 - O26/05/19*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 28th May 2026 were approved and signed by the Chair as a correct record of the meeting.

O/26/07/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

This will be carried forward to the next meeting.

O/26/07/07 STATION HUB

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/26/07/07.1 TO RECEIVE AN UPDATE REGARDING THE OUTDOOR PROJECT AND MAKE RECOMMENDATIONS AND/OR DECISIONS AS APPROPRIATE

Councilors received an update on ongoing discussions with the contractor concerning the structure. It was **AGREED** that the contractor be given a deadline to provide a satisfactory resolution. A Teams meeting was arranged for 5.30pm on Thursday to review the contractor's response and consider next steps, including obtaining professional advice if necessary.

O/26/07/07.2 TO RECEIVE AN UPDATE FROM SPACE AND TO MAKE DECISIONS AS APPROPRIATE

The Clerk provided an update from SPACE. It was **AGREED** that the Clerk would contact SPACE to confirm that appropriate staffing levels are being maintained in light of increased attendance.

It was **AGREED** that the storage capacity of the CCTV will be increased to 6TB at a cost of £444.50 plus VAT.

O/26/07/07.3 TO REVIEW THE SPACE AGREEMENT AND MAKE RECOMMENDATIONS AS APPROPRIATE

The SPACE agreement was reviewed. It was **RECOMMENDED** that the following changes are requested:

That the premises must be inspected at end of session and any damage caused must be notified to the Clerk. If damage is caused the costs may be recovered from SPACE. It was also **AGREED** that the Council contacts need to be updated following changes to the Council.

The Confidential session ended.

Chair's initials _____

O/26/07/07.4 TO REVIEW EXPENDITURE AT THE STATION HUB AND MAKE RECOMMENDATIONS AND/OR DECISIONS AS APPROPRIATE

It was AGREED this action will be carried forward to the next meeting.

O/26/07/07.5 TO CONSIDER REQUEST FROM EDDC FOR A STORAGE SHED AT THE STATION

It was asked whether alternative locations had been considered by EDDC. It was noted that EDDC Planning have not confirmed whether planning permission would be required. It was AGREED this will be carried forward to the next meeting.

O/26/07/07.6 TO CONSIDER QUOTATION FOR SENSOR LIGHTS AT THE HUB AND TO MAKE RECOMMENDATIONS AND/OR DECISIONS AS APPROPRIATE

It was **RECOMMENDED** that 18 Sensors are installed at the Station Hub at a cost of £1776.06 which includes supply and fitting.

O/26/07/08 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.

An update was given by the Clerk. Confirmation will be sought from the Council's solicitor and accountant regarding the best way to proceed.

The Confidential session ended.

O/26/07/09 SKATEPARK - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

It was noted that the ramp has been subject to graffiti. The ROSPA inspection is due shortly and therefore the Council will await the result of that inspection and any actions arising from it before taking further action.

O/26/07/10 LIBRARY

O/26/07/10.1 TO REVIEW QUOTE FOR NEW DOOR AND MAKE DECISIONS AS APPROPRIATE

It was **RESOLVED** to replace the front door at a cost of £989.31.

O/26/07/10.2 TO CONSIDER RECOMMENDATION FROM FIRE RISK ASSESSMENT AND MAKE DECISIONS AS APPROPRIATE

This will be carried forward to the next meeting.

O/26/07/11 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.

Chair's initials _____

The Draft Heads of Terms have been sent to the Council's solicitor. The Clerk will ask for an update. The Council give permission for repair to the guttering downpipe at hopper at the expense of the Ottery Heritage Society. The only requirement is that any work completed is in line with conservation area guidelines.

The Confidential Session ended.

O/26/07/12 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

A fault with the PlayZone surface carpet was identified during the snagging inspection. A replacement carpet has been ordered but it is not expected to be available until late August, after which an installation date will be arranged.

The Petanque Club has raised a number of queries regarding use of the pavilion. The Clerk will respond to confirm that there is currently no requirement for toilet or changing room facilities to support the operation of the PlayZone. It was AGREED that the Council will continue with the existing arrangement, under which the Petanque Club continues to have access to the pavilion, while access is not extended to other individuals or organisations at this time.

The Council noted, however, that this position will remain under review. As use of the PlayZone develops and the Council gains a better understanding of patterns of use and any emerging user requirements, the need for additional facilities and any associated access arrangements will be reconsidered. Should future demand indicate that changes are necessary, the Council will revisit the matter and consider the options available. The Petanque Club will be kept updated.

In addition, the Clerk is seeking confirmation from McArdle Sport Tec regarding the height of the restrictor gate.

O/26/07/13 ALLOTMENTS - TO RECEIVE AN UPDATE AND TO MAKE DECISIONS (IF APPROPRIATE)

It was noted that improvements to the accessibility plot are currently being investigated. It was AGREED a price will be obtained for a Portaloo.

O/26/07/14 CEMETERY - TO RECEIVE AN UPDATE AND MAKE RECOMMENDATIONS AND/OR DECISIONS AS APPROPRIATE

It was noted that during a visit to look at the hedges at the cemetery an arboriculturist has raised concerns regarding approximately 6 elm trees at the site. The Clerk will meet them on site to confirm the location of the trees and whether they are on Council or Greenbelt land. It was noted that if the land is owned by the Council urgent action may be required to remove the trees.

O/26/07/15 OTHER PROPERTY AND OPERATIONAL MATTERS - TO CONSIDER ANY OTHER MATTERS RAISED BY THE CLERK

The Clerk sent a report which was noted by the Council.

O/26/07/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

O/26/07/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

Chair's initials _____

O/26/07/18 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/26/07/19 DATE OF THE NEXT MEETING: 20TH AUGUST 2026 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:24

Chair's initials _____

For some people that don't have access to a garden but enjoy gardening, an allotment might seem overwhelming. However, if this allotment is a shared project, the burden and responsibility is reduced. The allotment would also become a social space.

What the allotment could aim to achieve

Instead of focusing solely on growing vegetables, the allotment becomes a **wellbeing and community project**.

Key outcomes could include:

- Reducing loneliness and social isolation.
- Improving mental wellbeing and confidence.
- Developing friendships and peer support.
- Increasing physical activity.
- Learning new skills.
- Creating opportunities for volunteering and progression.
- Improving access to fresh food.

Weekly structured sessions

- Wednesday and Friday mornings. Maximum of 7? Clients per session
- Gardening activities – planting seeds, watering, weeding.
- Reflection and planning at the end with refreshments.
- Tea and welcome host.

Supporting isolated individuals

Some service users may be very anxious about attending.

We could consider:

- A "buddy system."
- Staff or volunteer accompaniment for first visits.
- Small introductory sessions.
- Transport assistance.
- Telephone reminders.
- Flexible attendance expectations.

Community Roots Allotment Project

- 10-15 service users attend weekly.
- 2 volunteers support sessions.
- Gardening, socialising and wellbeing activities.
- Shared refreshments every session.
- Produce donated and shared.

This creates a safe, welcoming environment where people who are lonely or isolated can gradually develop friendships, confidence, skills, and a stronger sense of belonging.

Questionnaire for Organisations who are Tenancing a Plot on Allotment Sites

1. Basic Information on the Organisation

a. What is the name of your organisation?

b. What are the main aims and activities of your organisation?

c. Does your organisation have a constitution/rule book? If yes, please attach a copy.

d. Who are the current officers of your organisation? What are their roles and responsibilities?

e. How is the day to day running of your organisation managed?

f. How would you describe the legal status of your organisation? (Some examples are registered charity, company limited by guarantee, Co-operative, etc.)

2. What are the benefits of your organisation for your members?

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3. Finance

a. Does your organisation have a set of accounts?

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b. Do you have the accounts inspected /audited?

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c. What is your expected annual income?

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d. How do you fund your organisation?

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4. How do you recruit new volunteers / encourage new members to join? (please explain how you advertise your organisation and if there is a vetting process)

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5. Is your organisation covered by any forms of insurance?



6. Do you have a health and safety policy? Do you undertake risk assessments for your activities?

7. What, if any, equipment does your Organisation use in its activities (for example, protective clothing)?

8. How do you maintain the security for your organisation and for the site as a whole?



OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent,
8 Broad Street, Ottery St Mary,
Devon EX11 1BZ
Telephone: 01404 812252

Collection from the Station Community Hub, Mill Street, Ottery St Mary, EX11 1AH

I of , **Ottery St Mary**, wish to have the use of **gazebo** and **tables** and acknowledge and consent to this use on the following terms:-

1. I hereby acknowledge that gazebo and table ('the Equipment') loaned to the Organisation for its event on **2026** by Ottery St Mary Town Council, Council Offices, The Old Convent, 8 Broad Street, Ottery St Mary Devon EX11 1BZ Tel 01404 812252 **E-mail** admin@otterystmary-tc.gov.uk ('the Council') shall remain the full legal & absolute property of the Council.
2. If the Equipment is lost, stolen or damaged whilst in my possession, I/my organisation will be held fully responsible and any loss or damage will be charged for in full by the Council, without exception.
3. Any damage or loss to the Equipment will be notified by me by phone, or email as soon as possible to the Council.
4. I/my Organisation will take out insurance (to cover for the duration of the loan of the Equipment) against third party claims resulting from the Organisation's use of the Equipment
5. Should my Organisation deem it necessary I will on its behalf arrange insurance at the expense of the Organisation (to cover for the duration of the loan of the Equipment) for the full cost of replacement or repair in the case of theft, loss or any type of accidental or consequential damage however caused to the Equipment.
6. I/my Organisation shall at all times fully indemnify the Council against all actions, costs, claims, legal proceedings & liability from the associated use of the Equipment.
7. I/my Organisation acknowledge that the Council will accept no responsibility for loss or inconvenience caused by faults encountered during my/my Organisation's use of the Equipment.
8. I will ensure that the Equipment is returned to the portacabin in the Station Community Hub car park, on the day agreed. Times can be arranged prior to the event. Please do not share the entry door code.
9. I/my organisation understand that the Equipment needs two people to move/lift it and I will arrange for the requisite number of persons to assist. I accept and acknowledge that the Council's employees are not able to help move/lift the Equipment
10. In the event of a hire fee being applicable for an Out of Parish event (refer to 'Methods of Payment') I/my organisation will ensure payment is made on or before the collection of the Equipment

.....

.....

Signature

Date

.....
Contact number

DATA PROTECTION

Your privacy is important to us at the Council. When hiring equipment , you may be providing us with personal information about yourself or about other persons. The Council will only process your information where it is lawful to do so and in accordance with the EU General Data Protection Regulation 2018. The lawful basis for processing your information as contained in your equipment hire form, is that it is necessary for the performance of our booking contract with you.

The categories of information the Council will process comprises all of the information in your booking form. If you do not provide this information we may be unable to process your booking.

Note You can find out more about how we use your data from our "Privacy Notice" which is available on the Council's website:- <http://www.otterystmary-tc.gov.uk>. Alternatively a paper copy can be obtained by contacting Ottery St Mary Town Council Offices 01404 812252 or by e-mail at admin@otterystmary-tc.gov.uk

METHODS OF PAYMENT

If your event is taking place outside of the parish of Ottery St Mary you will need to pay £12.00 including VAT per gazebo and the Council will include one table per gazebo.

If you are hiring tables, the cost will be £12.00 per table including VAT.

Bank: **Barclays**

Account: **Ottery St Mary Town Council**

Sort Code: **20-30-47**

Account Number: **50671002**

Please use your organisation as a reference when making a BACS payment.

Amount to be paid:_____

Signed_____

Gazebo Hire 2026

Usage;

April – 2 bookings

May - 2 bookings - one needed to collect early as no other availability for volunteer to collect.

June - 9 Bookings – one collected early as going away before event and two were using for separate dates and wanted to keep gazebos. Arranged to bring back in between two of the dates but kept for the third

July – 5 Bookings – one collected early. Three hirers arranged to deliver to different events as using over some of the same days and some items returned to the portacabin.

August – 2 bookings – due to increase. Gazebos are usually booked by two/three groups over the same bank holiday. One event on the Saturday, one on the Sunday and one on the Monday

September – 2 booking so far. 1 cant be returned until Wednesday

Multiple bookings work where the groups liaise with each other and collect and return when agreed to coincide with the other bookings. Gazebos are returned after events some in the evening after and some not until the next morning.