

OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,
Ottery St Mary. Devon EX11 1BZ
Tel: 01404 812252
E-mail: clerk@otterystmary-tc.gov.uk
Web Site: www.otterystmary-tc.gov.uk



06 June 2024

Dear Councillors

I hereby give you notice that the **Operations Committee Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00 on Tuesday, June 11, 2024**, 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

Kerry Kennell

Ottery St Mary Town Council 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. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Monday, June 11, 2024**. This will be read out under public participation for members to consider.
2. 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/Chair to prompt you.
3. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
4. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

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/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 Mayor/Chair may approve an exception to this request in special circumstances

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AGENDA

1 Apologies for Absence

To receive apologies for absence

2 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

3 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

4 Public Participation

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

5 Minutes

To receive the Minutes of the Operations Committee Meeting of 30th April 2024 (*minute refs O24/04/01 - O24/04/15*) and to approve the signing of the Minutes by the Chair as a correct record

COMMON.Reports:

[OPERATIONS MINUTES 30TH APRIL 2024.docx](#)

6 Station Hub

- A. To consider quotations to decorate the Hub and make decisions (if appropriate)
- B. To consider using grant funding towards the cost of Summer trips for SPACE
- C. To consider request from RIO to use the HUB toilets
- D. To receive an update regarding the second stage of the feasibility study with Stir to Action
- E. To arrange a meeting with current tenants of the building
- F. To approve the Hub User document

7 Cemetery

- A. To consider reports of dog mess and consider the request to install a rubbish bin for disposal of dog mess and rubbish
- B. To consider request for a headstone in the Roman Catholic area

8 To review the tree survey and make decisions as appropriate

9 Council Offices

- A. To review the quotation for plastering the meeting room and chamber after damp proofing is completed and make decisions as appropriate

- B. To consider whether the offices could be hired on an ad-hoc basis rather than by 6 month lease and what the implications of this would be
- C. To review report from Heritage Preservation regarding the Police offices

10 Skatepark

To receive an update regarding improvements to the site

11 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

12 Other Property Matters

- A. To consider request from Library for them to store a wheelie bin
- B. To receive a report from the Clerk detailing any important issues impacting Property or Health & Safety

13 To consider communication from DCC Neighbourhood Highways Officer regarding Local Asset Capital Programme 2025 and to make recommendations

14 To note any specific correspondence received

15 To receive any further recommendations from Members

16 To receive Councillors questions

17 Date of the next meeting: 23rd July 2024 at 5pm

Reports & Appendix 1