

OTTERY ST MARY TOWN COUNCIL

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17 July 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, July 23, 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

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. 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 on Monday 22nd July 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

Table of contents

23/07/2024 17:00 - 18:30

O/24/07/1 - Apologies for Absence	4
.....	
O/24/07/2 - Declarations and Disclosable Pecuniary Interests	4
.....	
O/24/07/3 - Admission to Meetings	4
.....	
O/24/07/4 - Public Participation	4
.....	
O/24/07/5 - Minutes	4
.....	
O/24/07/6 - Station Hub	4
.....	
O/24/07/7 - Cemetery	4
.....	
O/24/07/8 - Council Offices	4
.....	
O/24/07/9 - Allotments	5
.....	
O/24/07/10 - Skatepark	5
.....	
O/24/07/11 - To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)	5
.....	
O/24/07/12 - Other Property Matters	5
.....	
O/24/07/13 - To consider communication from DCC Neighbourhood Highways Officer regarding Local Asset Capital Programme 2025 and to make recommendations	5
.....	

O/24/07/14 - To note any specific correspondence received 5

O/24/07/15 - To receive any further recommendations from Members 5

O/24/07/16 - To receive Councillors questions 5

O/24/07/17 - Date of the next meeting: To be confirmed 5

AGENDA

O/24/07/1 Apologies for Absence

To receive apologies for absence

O/24/07/2 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

O/24/07/3 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

O/24/07/4 Public Participation

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

O/24/07/5 Minutes

To receive the Minutes of the Operations Committee Meeting of 11th June 2024 (*minute refs O24/06/01 - O24/06/17*) and to approve the signing of the Minutes by the Chair as a correct record

COMMON.Reports:

[2024-06-11 - Operations Committee Meeting - Minutes.pdf](#)

O/24/07/6 Station Hub

- A. To receive an update regarding the decoration of the Hub and make decisions (if appropriate)
- B. To receive an update regarding the exterior of the Hub
- C. To receive an update regarding the second stage of the feasibility study with Stir to Action
- D. To arrange a meeting with current tenants of the building

O/24/07/7 Cemetery

- A. To consider two flower beds and agree the best course of action

O/24/07/8 Council Offices

- A. To receive an update regarding the work being carried out by Heritage Preservation at the Council Offices and the Police Offices.
- B. To receive an update regarding current tenants at the Council Offices

O/24/07/9 Allotments

To receive an update regarding the installation of a compost toilet including reviewing quotations, ensuring accessibility criteria is met and giving consideration to ongoing costs making decisions (as appropriate)

O/24/07/10 Skatepark

To receive an update regarding improvements to the site

O/24/07/11 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

O/24/07/12 Other Property Matters

- A. To receive a report from the Clerk detailing any important issues impacting Property or Health & Safety
- B. To deal with any urgent property matters which have arisen

O/24/07/13 To consider communication from DCC Neighbourhood Highways Officer regarding Local Asset Capital Programme 2025 and to make recommendations

O/24/07/14 To note any specific correspondence received

O/24/07/15 To receive any further recommendations from Members

O/24/07/16 To receive Councillors questions

**O/24/07/17 Date of the next meeting: Tuesday 27th August
Reports & Appendix 1**