



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee Meeting held on **Tuesday 23 July 2024** at **17:00**. The meeting was held in the **Ottery St. Mary Town Council Meeting Room (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Stewart Lucas (from 5.15pm), John Green, Richard Grainger, Dean Stewart and Ben Feasey

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

The meeting was initially Chaired by Cllr Green until Cllr Lucas joined the meeting.

O/24/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Cllrs Matt Williamson and Nick Sneller

O/24/07/02 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	Declared an 'affects NRI' in Agenda Item 9 as he is a joint allotment holder
Cllr Feasey	No interests declared
Cllr Green	No interests declared
Cllr Stewart	No interests declared

O/24/07/03 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

There were none.

O/24/07/04 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.

Chair's initials _____

O/24/07/05 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

The minutes of 11th June 2024 were reviewed and signed by Cllr Green as a true record of the meeting.

O/24/07/06 STATION HUB

- A. To receive an update regarding the decoration of the Hub and make decisions (if appropriate)

The Hub is being painted during August. It was AGREED the Clerk will publish on social media that the building is going to be decorated during the Summer holidays.

- B. To receive an update regarding the exterior of the Hub

DTG Grounds Maintenance will be tidying up the car park but it will be necessary for the car park to be closed whilst this work takes place.

Cllr Lucas joined the meeting.

- C. To receive an update regarding the second stage of the feasibility study with Stir to Action

The Clerk gave an update regarding the first meeting of the Steering Group. It was AGREED that the Clerk will confirm before the Strategy meeting what restrictions there are regarding any proceeds made from the sale of a building and whether the building could then be transferred to another organisation or whether it would need to remain under Council ownership. It was RECOMMENDED that the Strategy Committee should analyse spending on the Station Hub and potential opportunities. It was AGREED that the Clerk will speak to Stir to Action to establish what their view of the next steps is.

It was **RECOMMENDED** that the Strategy Committee propose making the Station Hub a Community Hub and consider the implications of this.

- D. To arrange a meeting with current tenants of the building

A meeting is being arranged with the Police, SPACE and The O6. The purpose of the meeting is for everyone to work together and to agree what level of damage should be reported to 101. Once this meeting has taken place it was AGREED that a quarterly meeting will be arranged with all users of the building. It was AGREED that the Clerk will request copies of Risk Assessments from all users of the building. It was AGREED that the Risk Assessment for the Station Hub will be reviewed and updated.

O/24/07/07 CEMETERY

Chair's initials _____

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

It was AGREED that two further quotations will be obtained for this work.

O/24/07/08 COUNCIL OFFICES

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

The work to the Council Offices and Police Offices will be carried out in October. A meeting has been held with the Police to ensure appropriate arrangements are in place.

- B. To receive an update regarding current tenants at the Council Offices

A new tenant is occupying Office 7. Currently Offices 1 and 4 are available for hire.

O/24/07/09 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)

The Council has previously agreed in principle to spend up to £4,000 on the installation of a compost toilet. The preferred location will require grounds work to ensure accessibility criteria is met. An estimate for this work will be provided shortly. It was **RECOMMENDED** that the Council spending should not exceed more than £4,000 in total. It may be necessary to look at an alternative location for the toilet once the estimate has been received.

O/24/07/10 SKATEPARK

To receive an update regarding improvements to the site

A meeting will be arranged with The King's School and DCC in the Autumn Term.

O/24/07/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

The Public consultation has finished and the results shared with PlayZone.

It was **RESOLVED** that the surface of the PlayZone should be suitable for Football/Netball and Basketball. It was noted that the Council will need include in the annual budget an allocation for a sinking fund to replace the surface which is anticipated to last for approximately 10 years.

Thanks were given to Cllrs Green and Stewart for their work on the project.

O/24/07/12 OTHER PROPERTY MATTERS

- A. To receive a report from the Clerk detailing any important issues impacting Property or Health & Safety

Chair's initials _____

An insurance valuation is being carried out on all Council properties. It is anticipated that the pavilion at Strawberry Lane should be in fully repaired by late August.

B. To deal with any urgent property matters which have arisen

There were none.

O/24/07/13 TO CONSIDER COMMUNICATION FROM DCC NEIGHBOURHOOD HIGHWAYS OFFICER REGARDING LOCAL ASSET CAPITAL PROGRAMME 2025 AND TO MAKE RECOMMENDATIONS

Cllrs Grainger and Lucas have been unable to go for a drive around the parish to take pictures of areas which should be included which will include Alfington to Butts Road and outside of The King’s School but will carry this out later this week. Their list will be sent to DCC.

O/24/07/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

O/24/07/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

Cllr Grainger reiterated the importance of ensuring that all decisions made by the Council relate back to the Climate Emergency declared in 2019.

O/24/07/16 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O/24/07/17 DATE OF THE NEXT MEETING: 5PM ON 27 AUGUST 2024
Reports & Appendix 1

Meeting concluded at 18:30

Signed Chair:	
Date:	

Chair’s initials _____