



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee held on **Tuesday 27 August 2024** at **17:00**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Cllrs Stewart Lucas (Chair), John Green (Deputy Chair), Richard Grainger (Mayor) and Nick Sneller

In Attendance: Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

### **O/24/08/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were received from Cllrs Matt Williamson and Dean Stewart (Deputy Mayor).

### **O/24/08/02 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 Lucas	No interests declared.
Cllr Green	No interests declared.
Cllr Grainger	No interests declared
Cllr Sneller	Declared a 'directly relates NRI in relation to Agenda Item 11A

### **O/24/08/03 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 items would be discussed after the public and press have been excluded: O/24/08/06F Consideration of the future use of the two portacabins and to review quote to replace ramp and make decisions (if appropriate); O/24/08/11 Other Property Matters in relation to an estimate to complete the ground works at the Allotments in order for a compost toilet to be installed.

### **O/24/08/04 PUBLIC PARTICIPATION**

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

Chair's initials \_\_\_\_\_

There was none.

#### **O/24/08/05 MINUTES**

To receive the Minutes of the Operations Committee Meeting of 23rd July 2024 (*minute refs O24/07/01 - O24/07/17*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes were reviewed and signed by the Chair as a true record of the meeting.

#### **O/24/08/06 STATION HUB**

##### **A. To receive an update on the decoration of the Hub**

The Hub decoration is underway and members of the Operations Committee are being sent weekly updates.

##### **B. To receive a summary of the meeting held between youth organisations, the Council and PCSO Simms**

A positive meeting was held with SPACE, The O6 and the Police. The Police work closely with SPACE in Exmouth and it was hoped that something similar could happen in Ottery. It was stressed that this is not about criminalising young people but ensuring there are consequences to negative behaviour. Police want to build a relationship with the young people. It was agreed that intentional damage will be reported through 101.

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

Sidmouth Town Council are in a similar position to the Council and have commissioned a report which was shared with the Council. It was AGREED that meeting will be set up with Stir to Action to discuss the next steps. It was noted that youth provision is a not a statutory requirement of a Town Council. It was noted the Council are restricted on which external grants they can apply for.

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

It was AGREED that a face to face meeting will be set up for w/c 21<sup>st</sup> October at The Hub.

##### **E. To approve updated Risk Assessment for the Station Hub**

It was **RESOLVED** to approve the updated Risk Assessment for the 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.*

Chair's initials \_\_\_\_\_

**F. Consideration of the future use of the two portacabins and to review quote to replace ramp and make decisions (if appropriate)**

There was a discussion regarding the future use of the portacabins and whether better use could be made of the space available in the Station. It was noted that the ramp needs to be repaired on one of the portacabins.

It was AGREED that the Clerk will investigate possible options and will provide a report at the next meeting.

**O/24/08/07 TO CONSIDER REPORT ON COUNCIL PROPERTIES AND THEIR INSURANCE VALUE**

The Clerk is awaiting the report.

**O/24/08/08 TO CONSIDER THE CREATION OF A VOLUNTARY BENCH WARDEN ROLE AND MAKE DECISIONS (AS APPROPRIATE)**

It was **RESOLVED** that a Risk Assessment will be completed for a Voluntary Bench Warden role and this will be advertised to see whether anyone in the parish comes forward to do this.

**O/24/08/09 SKATEPARK**

To receive an update regarding improvements to the site

A meeting is being arranged with The King's School early in the Autumn Term to discuss the proposed accessway following a meeting with a representative from EDDC Planning.

**O/24/08/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

The Electricity survey carried earlier today. It was AGREED that Cllr Green will speak to PlayZone for an update.

**O/24/08/11 OTHER PROPERTY MATTERS**

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

*Cllr Sneller left the 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.*

There was a discussion regarding an estimate received to conduct the required grounds work to provide disabled access to the proposed compost toilet. It was noted this would exceed the figure allocated to the project. It was AGREED that a meeting will be arranged

Chair's initials \_\_\_\_\_

with members of the Allotment Committee to discuss potential locations for the compost toilet and how the shortfall is addressed.

*The confidential session ended.  
Cllr Sneller joined the meeting.*

It was noted that the Petanque Pavilion repairs should be completed within the next week.

It was noted that DCC Cllr Bailey has sent an update regarding repair of the Coleridge Bridge

It was AGREED that the Clerk will write to the Ottery St Mary Millenium Green Charity highlight that the Millenium bridge is in need of painting.

**O/24/08/12 TO CONSIDER COMMUNICATION FROM DCC NEIGHBOURHOOD HIGHWAYS OFFICER REGARDING LOCAL ASSET CAPITAL PROGRAMME 2025 AND TO MAKE RECOMMENDATIONS**

It was AGREED that Cllrs Grainger and Cllr Lucas will compile a list which will be submitted to DCC.

**O/24/08/13 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

There were none.

**O/24/08/14 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

**O/24/08/15 TO RECEIVE COUNCILLORS QUESTIONS**

There were none.

**O/24/08/16 DATE OF THE NEXT MEETING: 24TH SEPTEMBER 2024 AT 5PM**  
Reports & Appendix 1

Meeting concluded at 18:30

Signed Chair:	
Date:	

Chair's initials \_\_\_\_\_

Draft

Chair's initials \_\_\_\_\_