



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee Meeting held on **Tuesday 24 September 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 (Vice Chair), Matt Williamson and Ben Feasey
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

O24/09/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were received from Cllrs Grainger (Mayor), Stewart (Deputy Mayor) and Sneller

O24/09/02 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 Green	No interests declared
Cllr Williamson	No interests declared
Cllr Feasey	No interests declared
Cllr Lucas	No interests declared

O24/09/03 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: O24/09/06.4 To receive an update regarding building security at the Station Hub; O24/09/7.4 To receive an update regarding an outstanding insurance claim, and make decisions as appropriate.

O24/09/04 PUBLIC PARTICIPATION

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

There was none.

Chair's initials _____

O24/09/05 MINUTES

To receive the Minutes of the Operations Committee Meeting of 27th August 2024 (*minute refs O24/08/01 - O24/08/16*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 27th August 2024 were reviewed and signed as a true record of the meeting.

O24/09/06 STATION HUB

O24/09/06.1 TO RECEIVE AN UPDATE REGARDING THE SECOND STAGE OF THE FEASIBILITY STUDY WITH STIR TO ACTION

A Teams meeting will be held with Stir to Action next week. Their draft report will be discussed and the next steps agreed. A meeting of the Steering Group will then be arranged.

O24/09/06.2 TO ARRANGE A MEETING WITH CURRENT TENANTS OF THE BUILDING

It was AGREED that a survey will be created to send to existing users of the building including Rainbows, Brownies, Guides, FitSteps and Slimming World to collect information on whether there are things that the Council can do to improve the building for hirers.

It was AGREED that meetings will be arranged with SPACE and The O6. It was AGREED that the Committee will look to set up a User's networking meeting in late Autumn.

It was AGREED that Cllr Feasey will invite VOYC and the Community Networking team to hold a meeting at the Station Hub although this will be dependent on availability of the building.

O24/09/06.3 TO DISCUSS FURTHER IMPROVEMENTS TO THE STATION HUB FOLLOWING COMPLETION OF THE INTERNAL DECORATION

It was **RESOLVED** that revarnishing the Platform floor should be included in the budget for 2025/26.

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.

O24/09/06.4 TO RECEIVE AN UPDATE REGARDING BUILDING SECURITY AT THE STATION HUB

The Clerk provided an update regarding unauthorised access to the Station Hub and the measures that have been put in place to prevent a reoccurrence. The Police have been involved with this.

O24/09/06.5 TO RECEIVE AN UPDATE REGARDING THE USE OF THE PORTACABINS

The Clerk will investigate whether the Council purchased the portacabins originally and if so, for what cost. RIO have confirmed they would still be interested in one portacabin. It was noted that RIO would need to be responsible for the moving costs from The Station. A price for the portacabin will be agreed once further information has been gathered by the Clerk.

O24/09/06.6 TO REVIEW QUARTERLY REPORT FROM SPACE

The quarterly report from SPACE was noted.

O24/09/07 COUNCIL OFFICES

O24/09/07.1 TO RECEIVE AN UPDATE REGARDING CURRENT TENANTS WITHIN THE BUILDING

It was noted that Office 1 is now being hired so only Office 4 is available.

Chair's initials _____

O24/09/07.2 TO RECEIVE AN UPDATE REGARDING THE WORK BEING CARRIED OUT BY HERITAGE PRESERVATION IN THE COUNCIL OFFICES AND POLICE BUILDING

The work on the Police side and in the Meeting Room and Council Chamber will be carried out w/c 28 October. This will take approximately 3 days but could take up to 5 days. The Clerk is liaising with the Police regarding this.

O24/09/07.3 TO RECEIVE AN UPDATE REGARDING THE EXTERIOR OF THE BUILDING

The Clerk is arranging for the Grounds Maintenance contractor to clear around the perimeter of the Council Offices.

O24/09/07.4 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS 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.

It was **RESOLVED** to follow the advice given by Solicitor acting on behalf of the Council. The Council will be liable to pay the VAT amount of their bill.

The confidential session ended.

O24/09/08 SKATEPARK

To receive an update regarding improvements to the site

A meeting is being held at the beginning of October with Cllr Lucas, Jon Williams from DCC and The King's School.

O24/09/09 TO NOTE REINSTATEMENT COST ASSESSMENT REPORT ON THE COUNCIL PROPERTY PORTFOLIO

The Reinstatement Cost Assessment Report on the Council property portfolio was noted. It was noted that the Council insurance has been increased for the remainder of the term to ensure that the Council property portfolio is adequately insured.

O24/09/10 ALLOTMENTS

O24/09/10.1 TO ARRANGE A MEETING AT THE ALLOTMENTS TO AGREE POSSIBLE LOCATION OF A COMPOST TOILET

It was **AGREED** that Cllr Lucas and the Clerk will meet with the allotment committee to discuss possible locations of a compost toilet.

O24/09/10.2 TO RECEIVE AN UPDATE REGARDING THE ALLOTMENT SITE

It was noted that a tenancy agreement is a legally binding document setting out the rights and responsibilities of the plot holder. The Clerk and Administrator will be meeting with the Allotment Committee to reiterate the process that is followed by the Council once an allotment is identified by the Committee during their regular inspections as not being cultivated enough or breaking the rules of the tenancy agreement.

Chair's initials _____

O24/09/11 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

The PlayZone team have confirmed all is progressing well. The next steps are waiting for their technical team.

O24/09/12 OTHER PROPERTY MATTERS

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

The Clerk has contacted the Silver Band to arrange a meeting to update them regarding the Heritage Society investigating purchasing the Museum.

O24/09/13 TO CONSIDER COMMUNICATION FROM DCC NEIGHBOURHOOD HIGHWAYS OFFICER REGARDING LOCAL ASSET CAPITAL PROGRAMME 2025 AND TO MAKE RECOMMENDATIONS

It was AGREED that the Clerk will check with the new Neighbourhood Highways Officer whether this information is still required.

O24/09/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

O24/09/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

O24/09/16 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O24/09/17 DATE OF THE NEXT MEETING: 29TH OCTOBER 2024 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials _____

DRAFT

Chair's initials _____