

OTTERY ST MARY TOWN COUNCIL

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24 October 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, October 29, 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

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 Tuesday, October 29, 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 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 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 Chair may approve an exception to this request in special circumstances

Table of contents

29/10/2024 17:00 - 18:30

O24/10/01 - Apologies for Absence 4

O24/10/02 - Declarations and Disclosable Pecuniary Interests 4

O24/10/03 - Admission to Meetings 4

O24/10/04 - Public Participation 4

O24/10/05 - Minutes 4

O24/10/06 - Station Hub 4

O24/10/06.1 - To receive an update regarding the second stage of the feasibility study with Stir to Action 4

O24/10/06.2 - To discuss further improvements to the Station Hub following completion of the internal decoration 4

O24/10/06.3 - To receive an update regarding the use of the portacabins 4

O24/10/06.4 - To receive an update regarding communication with tenants and users of the building 4

O24/10/06.5 - To consider a quotation to enable the heating to be switched on either upstairs or downstairs in isolation 4

O24/10/07 - Council Offices 4

O24/10/07.1 - To receive an update regarding the work being carried out by Heritage Preservation in the Council Offices and Police building	4
.....	
O24/10/07.2 - To receive an update regarding the exterior of the building	4
.....	
O24/10/07.3 - To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate	5
.....	
O24/10/08 - Skatepark	5
.....	
O24/10/09 - Allotments	5
.....	
O24/10/09.1 - To receive an update regarding the possible location of a compost toilet	5
.....	
O24/10/09.2 - To approve the Allotment Risk Assessment	5
.....	
O24/10/10 - To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)	5
.....	
O24/10/11 - Other Property Matters	5
.....	
O24/10/12 - To note any specific correspondence received	5
.....	
O24/10/13 - To receive any further recommendations from Members	5
.....	
O24/10/14 - To receive Councillors questions	5
.....	
O24/10/15 - Date of the next meeting: 26th November 2024 at 5pm	5
.....	

AGENDA

O24/10/01 Apologies for Absence

To receive apologies for absence

O24/10/02 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

O24/10/03 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

O24/10/04 Public Participation

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

O24/10/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 24th September 2024 (*minute refs O24/09/01 - O24/09/17*) and to approve the signing of the Minutes by the Chair as a correct record

COMMON.Reports:

[2024-09-24 - Operations Committee Meeting - Minutes.pdf](#)

O24/10/06 Station Hub

O24/10/06.1 To receive an update regarding the second stage of the feasibility study with Stir to Action

O24/10/06.2 To discuss further improvements to the Station Hub following completion of the internal decoration

O24/10/06.3 To receive an update regarding the use of the portacabins

O24/10/06.4 To receive an update regarding communication with tenants and users of the building

O24/10/06.5 To consider a quotation to enable the heating to be switched on either upstairs or downstairs in isolation

O24/10/07 Council Offices

O24/10/07.1 To receive an update regarding the work being carried out by Heritage Preservation in the Council Offices and Police building

O24/10/07.2 To receive an update regarding the exterior of the building

O24/10/07.3 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate

O24/10/08 Skatepark

To receive an update regarding improvements to the site

O24/10/09 Allotments

O24/10/09.1 To receive an update regarding the possible location of a compost toilet

O24/10/09.2 To approve the Allotment Risk Assessment

O24/10/10 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

O24/10/11 Other Property Matters

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

O24/10/12 To note any specific correspondence received

O24/10/13 To receive any further recommendations from Members

O24/10/14 To receive Councillors questions

O24/10/15 Date of the next meeting: 26th November 2024 at 5pm
Reports & Appendix 1