



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee Meeting held on **Tuesday 29 October 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), Richard Grainger (Mayor), Matt Williamson and Ben Feasey  
In Attendance: Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

### **O24/10/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted for Cllrs Sneller and Stewart.

### **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

Cllr Lucas	No interests declared
Cllr Green	No interests declared
Cllr Grainger	No interests declared. During the meeting Cllr Grainger declared an 'affects NRI' in Agenda item 9 as his wife is an allotment holder
Cllr Williamson	No interests declared
Cllr Feasey	No interests declared

### **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

There was none.

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

## **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

The minutes of 24<sup>th</sup> September 2024 were approved and signed as a correct record of the meeting by the Chair.

## **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**

Cllrs Lucas and Green gave an update regarding a meeting held with Stir to Action. There is 1.5 days consultancy time left. The consultant will work with the Clerk to produce a report for the Council to address key issues for the future development of the hub.

### **O24/10/06.2 TO DISCUSS FURTHER IMPROVEMENTS TO THE STATION HUB FOLLOWING COMPLETION OF THE INTERNAL DECORATION**

An X box will be installed shortly. Further improvements will be revisited once the Stir To Action work is completed.

### **O24/10/06.3 TO RECEIVE AN UPDATE REGARDING THE USE OF THE PORTACABINS**

There is no update.

### **O24/10/06.4 TO RECEIVE AN UPDATE REGARDING COMMUNICATION WITH TENANTS AND USERS OF THE BUILDING**

It was AGREED that the Clerk will compile a newsletter. This will include an update on everything going on at the Hub.

### **O24/10/06.5 TO CONSIDER A QUOTATION TO ENABLE THE HEATING TO BE SWITCHED ON EITHER UPSTAIRS OR DOWNSTAIRS IN ISOLATION**

*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.*

A quote to zone the heating off into 2 separate zones was reviewed. It was AGREED that the Clerk will obtain a cost for an electric heater for the upstairs of the building.

## **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**

The Clerk provided an update. The work has proved to be more complicated than initially anticipated but it is expected that it should be completed this week. Several meetings with members of the Police Estate Management have taken place.

### **O24/10/07.2 TO RECEIVE AN UPDATE REGARDING THE EXTERIOR OF THE BUILDING**

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Scaffolding has been erected to enable the drainpipe above the Police side of the building to be repaired or replaced. It was AGREED that a long term repair should be made to avoid further costs associated with scaffolding hire.

**O24/10/07.3 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.*

An update was provided to the Council.

**O24/10/08 SKATEPARK**

To receive an update regarding improvements to the site

A meeting has been held with representatives from The King's School, the Council and DCC. The next step will be for a meeting to take place with representatives from the Council and The King's School and DCC designer to look at an acceptable proposal. It was noted that Section 106 funds could be used to improve the skatepark.

**O24/10/09 ALLOTMENTS**

**O24/10/09.1 TO RECEIVE AN UPDATE REGARDING THE POSSIBLE LOCATION OF A COMPOST TOILET**

The Clerk met with representatives from the Allotment Committee and a suitable location for the compost toilet was identified where the grounds costs to ensure the toilet was fully accessible would be approximately £800. It was **RESOLVED** that the Council should go back to the allotment holders with details of the proposed location and information on the type of toilet before proceeding further.

**O24/10/09.2 TO APPROVE THE ALLOTMENT RISK ASSESSMENT**

It was noted that the Risk assessment has been carried out and no significant risks were identified.

**O24/10/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)**

It was noted that there is a delay with the PlayZone projects but a project meeting will be arranged shortly.

It was **RESOLVED** that the plan regarding a proposed electricity easement for National Grid Electricity Distribution (South West) plc at Strawberry Lane is correct.

It was **RESOLVED** that the Council will pay for National Grid Electricity Distribution (South West) plc legal costs of up to £1,100 plus VAT and disbursements, whether or not the matter completes.

It was **RESOLVED** that the Council will pay Stephens Scown £1250.00 plus VAT and disbursements (such as Land Registry fees for index map searches etc).

**O24/10/11 OTHER PROPERTY MATTERS**

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

A letter from the Heritage Society was reviewed. The Clerk will respond to the points raised in a joint letter with the Mayor.

**024/10/12 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

Cllr Green and Cllr Williamson have been contacted by a parishioner regarding the EDDC Help to preserve East Devon's treescape consultation. The parishioner was advised to respond to the consultation with their views on the proposal. It was noted that the land is owned by EDDC.

**024/10/13 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There were none.

**024/10/14 TO RECEIVE COUNCILLORS QUESTIONS**

It was AGREED that the Clerk will chase up EDDC regarding tidying the area by the Tumbling Weir Hotel.

It was AGREED that the DCC Neighbourhood Highways Officer will be contacted regarding the broken turnstile to see if this can be repaired by them. If not it was **RESOLVED** the Council would pay for the Mens Shed would be asked to repair the turnstile.

It was AGREED that the DCC Neighbourhood Highways Officer would be contacted about improving the one way signage in Gold Street and Silver Street.

**024/10/15 DATE OF THE NEXT MEETING: 26TH NOVEMBER 2024 AT 5PM**

Reports & Appendix 1

Meeting ended at 18.00

Signed Chair:	
Date:	

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