

OTTERY ST MARY TOWN COUNCIL

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21 November 2024

Dear Councillors

I hereby give you notice that the **Operations Committee** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00** on **Tuesday, November 26, 2024**, at Ottery St Mary Town Council.

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, November 26, 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 Mayor/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 Mayor/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 Mayor/Chair may approve an exception to this request in special circumstances

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AGENDA

O24/11/01 Apologies for Absence

To receive apologies for absence

O24/11/02 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

O24/11/03 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

O24/11/04 Public Participation

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

O24/11/05 Minutes

To receive the Minutes of the Operations Committee Meeting of 29th October 2024 (*minute refs O24/10/01 - O24/10/15*) and to approve the signing of the Minutes by the Chair as a correct record

[2024-10-29 - Operations Committee Meeting - Minutes.pdf](#)

O24/11/06 Station Hub

O24/11/06.1 To receive an update regarding the second stage of the feasibility study with Stir to Action

O24/11/06.2 To receive an update regarding the use of the portacabins

O24/11/07 Council Offices

O24/11/07.1 To receive an update regarding the work being carried out by Heritage Preservation in the Council Offices and Police building

O24/11/07.2 To receive an update regarding the exterior of the building

O24/11/07.3 To receive an update regarding an outstanding insurance claim, and to make decisions as appropriate

O24/11/08 Skatepark

To receive an update regarding improvements to the site

O24/11/09 Allotments

O24/11/09.1 To receive an update regarding a compost toilet



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 24th 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

Chair's initials _____

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

Chair's initials _____

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:	

Chair’s initials _____

O24/11/09.2 To approve the Allotment Risk Assessment

O24/11/10 To receive an update regarding the PlayZone application for Strawberry Lane and to make decisions (if appropriate)

O24/11/11 Other Property Matters

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

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O24/11/12 To note any specific correspondence received

O24/11/13 To receive any further recommendations from Members

O24/11/14 To receive Councillors questions

O24/11/15 Date of the next meeting: TBC

Reports & Appendix 1

Hi Kerry,

Thank you for your query below regarding the contents of the recently completed reinstatement cost assessment.

In completing a reinstatement cost assessment, we are establishing the likely cost of demolishing and rebuilding all property on site that falls within the definition of buildings as covered by the insurance policy, following damage by an insured peril.

Included in the costs are:

- The main structure including foundations
- The peripheral features that form part of the development
- The cost of demolition of the above
- The cost of debris removal
- The cost of professional fees

The assessment will consider the rebuilding of the various element to current standards inclusive of all the above.

You mention, in particular the Pavillion building. The surveyor has selected the most appropriate rate for the rebuilding of the pavilion from the building cost information service. This is based on a sample of similar rebuilding projects in the local area to ascertain the most appropriate rate. The rates have been based on the mean of simple brick construction properties as being most appropriate for the reinstatement of the pavilion. The rate is then further uplifted for demolition (10%) and professional fees (13.25%).

I can confirm that we have reviewed the assessment in consideration of your queries above and confirm that we are happy that the valuation provided is accurate for the purposes of reinstatement.

We hope you will find the above helpful,

Kind regards,

Tracey Levett

Senior Customer Service Administrator

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