



Ottery St Mary Town Council

Minutes of the **EXTRAORDINARY MEETING OF OTTERY ST MARY TOWN COUNCIL** held on **MONDAY, 15TH JUNE 2020** at **7.00pm**. The meeting was conducted virtually in accordance with Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

PRESENT:-Cllrs Giles, Faithfull, Copus, Lucas, Stewart, Grainger, Johns, Pang and *Harding, Christine McIntyre CEO and Liz Graveney, DCEO and Mr John Green – Member of the Public

*Cllr Harding left the meeting early due to being unwell

20/06/50

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Dobson and County Councillor Claire Wright

20/06/51

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

The Mayor	Item 6 –Shop Front Scheme – Personal Interest – Friends with an applicant (The Volunteer)
The Deputy Mayor	Item 6 –Shop Front Scheme – Personal Interest – has a business in the town but is not a participant in the Scheme
Cllr Stewart	Item 6 –Shop Front Scheme – Personal Interest – Chair of the Business Forum
Cllr Pang	Item 6 –Shop Front Scheme – Personal Interest – Daughter and POA re property 46 Mill Street

20/06/52

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** to discuss Item 8 in Confidential Session in view of it relating to an employment matter

20/06/53

TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO SUBMIT QUESTIONS/COMMENTS FOR CONSIDERATION INDIVIDUAL CONTRIBUTIONS WILL BE LIMITED TO 3 MINUTES

Mr Green advised he was interested in listening to the discussion relating to shared footpaths at Item 7 and would be happy to contribute to the discussion at that point

20/06/54

TO RECEIVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING OF 1ST JUNE 2020 (MINUTE REFS 20/06/01 – 20/06/49 AND TO APPROVE THE SIGNING OF THE MINUTES BY THE MAYOR AS A CORRECT RECORD

The Minutes of the **Meeting of 1ST June 2020** (Minute refs 20/06/01 – 20/06/49) were presented, approved and it was **RESOLVED** that they be signed by the Mayor as a correct record at a later date

20/06/55

TO CONSIDER THE GRANT APPLICATIONS RECEIVED IN RESPECT OF THE SHOP FRONT GRANT SCHEME AND TO MAKE DECISIONS ACCORDINGLY

The applications as per the Appendix were discussed and it was **RESOLVED** that the amount of grants proposed by the Council be approved in all cases (with the exception of the Arcadia application which should be deferred). It was also **RESOLVED** that in order to allow for other business owners to participate in the Scheme ; that the deadline date for applications to be submitted (which had passed), be extended to 4th July. These applications together with the Arcadia application would be considered at this meeting. It was noted that LauryLee may wish to have a revised amount of grant as the work she required was not quite so extensive as stated on her form. The CEO advised that the successful grant application from the Georgian House was for an `A` board and that before lockdown the Georgian House had requested an `A` Board be sited on the forecourt of the library. The CEO advised that as a matter of courtesy she had consulted Libraries Unlimited about the proposal. Libraries Unlimited in response had expressed slight concern as to the extent of `furniture` currently on the forecourt (seat, interpretation board, three tiered planter) and that the addition of an `A` Board may present a health and safety issue. In addition, Cllr Faithfull queried as to whether an `A` Board met the criteria of the shop front grant scheme. However after some discussion it was agreed that the Council must be supportive of all businesses to try and aid their recovery after lockdown and that there was no reason why the Georgian House could not receive this funding. Cllr Stewart did not consider there was an issue with the proposed location of the `A` Board if in fact the Georgian House wished to site the board there. The CEO advised that if the board was to be sited on the adjoining pavement instead of the forecourt, then the consent of DCC would need to be obtained by the proprietor, as this would be on highway land

20/06/56

TO CONSIDER THE DCC SHARED FOOTPATHS SCHEME AND TO MAKE DECISIONS ACCORDINGLY

Cllr Stewart had prepared a report containing proposals for a shared Footpaths Scheme which had encompassed supplementary measures for consideration. Sidmouth had in place, pedestrianised streets and had removed some parking. Details of this had been e-mailed to councillors. County Councillor Stuart Hughes had advised that this had been actioned by means of a temporary traffic order. This was something that the Council could apply for, as funding was available. It was also understood that any proposals the Council had would need to be passed to Cllr Claire Wright who would then put them through DCC. It was **RESOLVED** that the Council should concentrate on doing things that could be actioned quickly.. In addition the provisions of the NHP should be taken into account – Chapter 4 Page 20 provides *Connections between the settlements of the Neighbourhood Plan Area and beyond will be enhanced with an improved network of off-road footpaths and cycle ways, including the establishment of a Cycle Route from Feniton to Sidmouth, promoting active lifestyles and the health and wellbeing of the population.*

The provisions of the Report were discussed as follows:-

1.Suspending the parking spaces down Mill Street to create a wider shared footpath and cycle lane.

This provoked much discussion but it was **RESOLVED** in the first instance that a full

consultation would need to be carried out with business owners and residents to progress this

2. Narrowing the main Town Square by widening pathways which could be created using planters to create a physical barrier but one that is also enhancing the look.

It was **RESOLVED** to make this an urgent issue to be addressed by the Regeneration Cttee and that a budget of £500 be made available for consultants to be instructed in the first instance to consider outline plans and provide a professional opinion; to be reviewed as necessary and that it was in line with the NHP provisions –Para 9(14) P70 and Chapter 4 Objective 16 which provided the following:-

Interventions suggested to enhance the town centre include, in concept:

- 1. Rebalancing the hierarchy to give greater prioritisation to pedestrians and reducing the dominance of cars.*
- 2. Carving out more public spaces within the town centre for sitting, chatting, watching the world go by.*

Enhance Ottery St Mary Town Centre to achieve public realm and accessibility improvements that will help to make the town centre a safer and more inviting space and strengthen the long term vitality of the town.

Cllr Stewart advised that many of the recommendations were already contained within the Climate Change document which had been approved by the Council. Cllr Giles advised that the NHP had been signed off by EDDC and therefore the provisions in the NHP had to be taken into account re regeneration matters, as effectively the provisions were 'cast in stone'

3. A shared pathway/cycle route out of Ottery towards Otter Nurseries / Joshua`s

It was understood that there were historical issues with the acquisition of the land and that efforts would now be made to re-engage with the land owners. It was understood that there was also another route – at Butts Road, (go left through the fields and then at the back of Otter Nurseries). Cllr Giles advised that this was a public footpath but there was an issue in that there was a piece of land between the public footpath which created a difficulty which resulted in this route not being progressed further in the past. It was **RESOLVED** to try and move this forward

4. Discuss with local landowners opportunity to develop footpaths into cyclepaths

It was **RESOLVED** that Cllrs Grainger, Copus and Giles would identify areas of land suitable for this purpose and then the CEO would contact the landowners for their thoughts.

5. Encouragement of active commuting from OSM and surrounding villages to local employment areas (Honiton, Sidmouth, Exeter, Exmouth and the railway stations at Whimble and Feniton). Identification of non-arterial lanes/roads between these places - conversion of these to SHARED USE ROUTE with obvious entrance, extensive board and painted signage, painted dashed cycle lanes, chicanes, speed limit to 20 etc etc. This is a bigger project and would need EDDC's involvement, but maybe it is possible to do an 'interim' solution as per DCC's Exeter plan. Identifying the best quietish routes between Ottery and other centres and then making them quieter - Possible temporary chicanes to act as traffic calming?

It was **RESOLVED** to liaise with EDDC about this matter

6. Extension of this to create network of loops around OSM of various lengths for family leisure cycling/running/walking

As per 5 above

7. Improvement of the cycle route along Harpford railway line section - the start and end of this route are in VERY poor condition - to encourage safe cycling to the Bowd.

As per 5 above

8. Speed limit of 20mph throughout OSM up to and including Otter Nurseries. Restriction to 30 or 40 mph on lanes to all outlying villages not involved in shared route usage (20mph).

After some discussion it was **RESOLVED** that the Council seek a 20mph zone in the area (boundaries to be approved) subject in the first instance, to consultants being instructed for a professional opinion as per Item 2 (Town Square). The matter would need to come under the Regeneration Cttee to be actioned asap

9. Imagine traffic priority changing in town centre to increase driver attention and reduce bottle necks and jams, for example no right turn from Broad Street into Gold Street Or the installation of a mini roundabout in the same location

This would also need to come under the remit of consultants as per Item 2 (Town Square). The issue of bins being placed along Batts Lane was a point for discussion in relation to them being a highway hazard. A bin store was suggested. It was **RESOLVED** that a letter be sent to EDDC's Streetscene advising that the Council was involved in enhancing the Conservation Area (which is specified in EDDC's Local Plan and which was also in conjunction with improving pedestrian safety) and to request that EDDC come up with an improved waste collection system

10. Create a temporary shared space for pedestrians/cyclists from junction of Butts Road to Gosford Lane junction to provide a safer route for people to move to and from the retail outlets located on Gosford Lane

This would need to be considered

11. Create additional space for pedestrians to accommodate social distancing at key "pinch" points of footfall as well as providing some support by providing outdoor space for local hospitality businesses. Potential areas:

- a. Main square
- b. Between the vehicle entrance / exit of Sainsbury's to Prospect Place.
- c. Mill Street from main square to the cut through towards Sainsbury's
- d. Section of Batts Lane - from Yonder St to junction with Brook Street
- e. Section of Gold Street - near to Silver Otter

These would need to be considered further

12. To encourage children and carers to walk or cycle and help with social distancing for the primary school - look at options to prohibit parking around the school and surrounding roads by creating safe walking cycling routes.

This was discussed in depth. Cllr Giles questioned whether the school had a travel plan and if so, then this should address the issue properly. He also advised that the school did not have authority to deal with the parking issue. It was understood that due to lack of manpower the police could not be regularly present at the school to police the parking issues and it was acknowledged it was a huge problem. The suggestion of an Eco bus was made, to transport the children to school rather than parents using their own transport, plus the re-introduction of the Cycling Proficiency Scheme. It was **RESOLVED** that the Council should investigate an eco transport scheme and Cllrs Stewart and the Deputy Mayor would

be happy to take this on and to work with the Regeneration and Climate Action Cttes, plus investigate funding options. Cllr Giles would investigate the Cycling Proficiency Scheme

13. Expedite Road Warden scheme to carry out emergency repairs.

It was noted that DCC's on-line training system was suspended and therefore the Road Warden Scheme could not be progressed. It was agreed that the repairs required at Tip Hill would require the road to be re-surfaced rather than it being a simple pot hole patch-up job

14. Encouraging lift-sharing locally is the most efficient way to reduce impact of existing private vehicles, just as effective as a solo person switching to greener transport. Simple awareness spreading will have some positive impact. Encourage everyone to adopt the same way of arranging lift-shares. Possible options:

- a. Assess existing services such as <https://liftshare.com/uk>
- b. Commission a simple Ottery-specific app and website
- c. Set up and manage a new Facebook page
- d. Set up and manage a physical message board in central Ottery
- e. Devon County Council lift sharing service
- f. A marked space or two around Ottery where people know they can meet for a lift-share?

This was noted and would be acted upon

15. Electrify the 381 - funded by Zenobe Energy's electric bus fund <https://zenobe.co.uk/services/electric-vehicles/> (Also consider this fund - <https://www.gov.uk/run-local-bus-service/bus-service-operators-grant>)

This had already been discussed

16. Large increase in electric vehicle charging infrastructure. EV's are markedly the greenest mode of transport, even more-so than cycling. Due to their lifetime and low maintenance this holds even when accounting for manufacturing impact. We need to rapidly remove barriers to EV use/ownership. Uptake will be greater if it is easy to charge an EV, and charging point availability needs to keep pace with the inflating EV demand. Funding is available for installation of charging points, such as the On-street Residential Chargepoint Scheme guidance for local authorities <https://www.gov.uk/government/publications/grants-for-local-authorities-to-provide-residential-on-street-chargepoints>

The Mayor was asked to pressurise EDC into installing more charging points in the town

17. Much of Ottery is on-street parking, and several installers specialise in low-profile kerbside charging infrastructure. E.g. Ubitricity, Urban Electric Networks <https://www.ubitricity.co.uk/> <https://www.urbanelectric.london/>

This was noted

Mr Green confirmed his support for many of the ideas discussed at this meeting

THE COUNCIL WENT INTO CONFIDENTIAL SESSION

20/06/57

TO RE-CONSIDER THE HOURS AND PAY RATE OF THE PREVIOUSLY AGREED POSITION OF A RECEPTIONIST/ADMINISTRATIVE ASSISTANT AND TO CONSIDER FURTHER RECOMMENDATIONS AND TO MAKE DECISIONS ACCORDINGLY

It was **RESOLVED** to approve the revised hours and salary

THE COUNCIL RESUMED THE NORMAL MEETING

20/06/58

COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

1. It was understood that S106 projects were being put on hold due to central government policy. Cllr Stewart had written to Simon Jupp MP for clarity on the matter. The Mayor would contact EDDC for an update with regards to the Council's pending projects

2. The Mayor advised that she had some concerns with regards to the path that had been completed at Kings Reach (Strawberry Lane). She understood that there was money in the pot for a pathway along Strawberry Lane to be constructed; however she couldn't see where it would be sited as the developer had built the existing path right up to the edge of its land opposite the cricket club. In addition, DCC Highways, may not allow a path to be built along the road side, due to its narrowness.. However, after some discussion it was **RESOLVED** that the CEO write to DCC, requesting a pavement be provided at this location

The meeting ended at 9.10pm

SIGNATURE OF MAYOR	
DATE OF SIGNATURE	
DATE/VENUE OF NEXT MEETING	Monday 6 th July 2020 at 7pm by Zoom or in the Council Offices if public meetings can be resumed