



# Ottery St Mary Town Council

Minutes of the **ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **TUESDAY 1<sup>ST</sup> AUGUST 2023 at 5.00pm**. The meeting was held in the Meeting Room at the Council Offices, OSM EX11 1BZ.

**PRESENT:** Cllrs Lucas (Vice Chair), Grainger (Mayor), Stewart (Deputy Mayor), Sneller, Williamson and Kerry Kennell, Clerk

The meeting was chaired by Cllr Lucas.

**IN ATTENDANCE:** Emma Grainger, Cllr Faithfull (EDDC & Town Councillor) and one member of the public.

*ELDC23/08/01*

## **TO RECEIVE APOLOGIES**

Cllr Green (Chair)

*ELDC23/08/02*

## **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**

<b>Name of Councillor</b>	<b>Agenda Item and Interest</b>
Cllr <del>Stewart</del> Lucas	Agenda item 12 - Personal interest as a member of Bloom in Ottery
Cllr Grainger	No interests declared.
Cllr Stewart	No interests declared.
Cllr Sneller	Agenda item 12 - Personal interest as founding member of Bloom in Ottery and Agenda item 23/08/8e - personal interest as partner interested in creating wooden otters for Otter Trail.
Cllr Williamson	No interests declared.

*ELDC23/08/03*

## **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**

There are none.

*ELDC23/08/04*

Chair`s Initials.....

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

Nothing was raised.

*ELDC23/08/05*

**TO RECEIVE THE MINUTES OF THE ENVIRONMENT, LOCAL DEVELOPMENT  
& COMMERCE COMMITTEE MEETING OF 6<sup>TH</sup> JULY 2023 (MINUTE REFS  
ELDC23/07/01 – ELDC23/07/14) AND TO APPROVE THE SIGNING OF THE  
MINUTES BY THE CHAIR AS A CORRECT RECORD**

The minutes of the Environment, Local Development and Commerce Committee meeting of 6<sup>th</sup> July 2023 (minute refs *ELDC23/07/01 - ELDC23/07/14*) were approved and signed as a true record of the meeting.

*ELDC23/08/06*

**TO RECEIVE AN UPDATE REGARDING QUOTATIONS TO PROGRESS WITH  
THE CREATION OF A NEW NEIGHBOURHOOD PLAN**

It is hoped that there will be some information to share with the committee at the next meeting regarding consultants' charges to work on the plan. It was **RESOLVED** that the Clerk will write to the West Hill Parish Council to confirm that they still wish to set up their own Neighbourhood Plan.

*ELDC23/08/07*

**TO REVIEW THE FIRST DRAFT OF THE TRANSPORT AND PUBLIC REALM  
STUDY AND TO MAKE DECISIONS (IF APPROPRIATE) REGARDING NEXT  
STEPS**

The draft report had been circulated to the committee and was discussed. Concern was raised regarding the speeds travelled throughout the parish however it was noted the speeds used in the report were in km not miles per hour. It was **AGREED** that as many of the recommendations as possible should be implemented but it was **AGREED** that it should be considered whether there was a better way of implementing some of the proposals than the suggestions that had been made. It was noted that there is a need for an increased number of drop curbs in the town. Work will begin on a summarised version of the report which will represent what was discussed but in less detail. It was **AGREED** that when the final version is produced it should be put on the Council website for those that would like to read the full report. It was **AGREED** that Phase 2 should include transport issues outside of the schools in the town.

It is **RECOMMENDED** that the Council proceed to Phase 2 of the Transport Study as agreed in minute 22/12/11b.

*ELDC23/08/08*

**COAST & COUNTRY EAST DEVON PROJECT**

- a. **TO RECEIVE AN UPDATE REGARDING THE NUMBER OF SIGN-UPS SO FAR:** Nine businesses have signed up so far. it was confirmed that businesses outside the town will be contacted shortly.
- b. **TO RECEIVE AN UPDATE REGARDING THE PRODUCTION OF A TOWN MAP (AND MAKE DECISIONS IF APPROPRIATE)**

Chair`s Initials.....

The map designer has visited the town and has asked some questions. Answers will be provided and a meeting will be set up to discuss the map creation in more detail.

**c. TO RECEIVE QUOTATIONS FOR WINDOW STICKERS (AND MAKE DECISIONS IF APPROPRIATE)**

Three companies have been approached but no prices available yet. It was AGREED to look at the colour palette to see if more definite colour could be used for the window stickers.

**d. TO RECEIVE QUOTATIONS FOR WINDOW VINYL (AND MAKE DECISIONS IF APPROPRIATE)**

A specific window size is required to obtain a quotation. Cllr Lucas will provide the measurements of his shop window so that quotations can be obtained.

**e. TO CONSIDER THE CREATION OF AN OTTER TRAIL (AND MAKE DECISIONS IF APPROPRIATE)**

World Otter Day is being held on 29th May 2024. It was AGREED that grant funding could be applied for to create an Otter Trail. It was AGREED that unnecessary and unauthorised signage should be removed from the conservation area. It was felt that an Otter Trail could link up all the projects that the Council are working on.

It was **RESOLVED** that an Otter Trail working group will be formed. Membership will consist of Cllr Stewart, Cllr Sneller, Cllr Lucas and Emma Grainger and will be opened up to the Full Council.. The working group will report to this committee. The Clerk will draw up TORs which will enable the group to make grant applications.

*ELDC23/07/09*

**TO CONSIDER SETTING UP A WORKING GROUP TO LOOK AT THE EMERGENCY PLAN FOR THE PARISH**

It was **RESOLVED** that a working group is set up to look at the Emergency Plan for the parish. Devon Communities Together have updated the template which is simplified to the version currently in place. Membership will consist of Cllr Williamson, the clerk and will be opened up to the Full Council.

*ELDC23/08/10*

**TO RECEIVE AN UPDATE REGARDING FOOTPATH 46**

The Public Rights of Way Officer from Devon County Council has asked that the Council do not contact the landowner. The Clerk will request that the Public Rights of Way Officer attends the next EDL&C meeting to appraise of any progress.

*ELDC23/08/11*

**TO CONSIDER FOOTPATH AND CYCLE LINKS BETWEEN THE COUNCIL PROPERTIES AND MAKE RECOMMENDATIONS IF APPROPRIATE**

It was AGREED that footpath and cycle links need to be considered, particularly when the MUGA is built. It was **RESOLVED** that active travel should be included in Phase 2 of the Transport Study.

*ELDC23/08/12*

**TO RECEIVE AN UPDATE FROM BLOOM IN OTTERY**

Chair`s Initials.....

Otter Garden centre have put new planters on the bridge but some plants have disappeared. Flyers have been delivered to residents in Mill Street and Bloom in Ottery will ask whether any residents are interested in helping with the planting. Bloom in Ottery have made connection with The King's School. On 15<sup>th</sup> July Bloom in Ottery carried out a tidy up starting at the Station Hub. It further events are held the Council will be notified so the event can be publicised. Bloom in Ottery hope to meet with Sainsbury's to have some discussions regarding the car park and the strip of land to Land of Canaan. The Ottery Larder are serving home grown food from their planters.

*ELDC23/08/13*

**TO CONSIDER CONCERS RAISED REGARDING THE MILLENIUM GREEN AND TO AGREE NEXT STEPS**

Correspondence has been received from the PCSO regarding anti-social behaviour at Millenium Wood. The Council agree that facilities need to be improved for young people in the parish. Suggestions to develop the Land of Canaan using Section 106 funding have been discussed previously although it was noted that that is more of a public space. It was **RESOLVED** that the Council will identify the landowner. It would be difficult to do anything. It was **RESOLVED** that the Council will speak to SPACE and Action East Devon to see if they can carry out some outreach work speaking to those involved. It was **RESOLVED** that a meeting will be arranged with the Police.

*ELDC23/08/14*

**ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

None.

*ELDC23/08/15*

**TO RECEIVE COUNCILLORS' QUESTIONS**

None.

The meeting ended at 6.30pm

<b><i>SIGNATURE OF CHAIR</i></b>	
<b><i>DATE OF SIGNATURE</i></b>	

Chair`s Initials.....