

# OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,  
Ottery St Mary. Devon. EX11 1BZ  
Tel: 01404 812252  
E-mail: [clerk@otterystmary-tc.gov.uk](mailto:clerk@otterystmary-tc.gov.uk)  
Web Site:- [www.otterystmary-tc.gov.uk](http://www.otterystmary-tc.gov.uk)



Dear Councillors

I hereby give you notice that the **ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE MEETING** of OTTERY ST MARY TOWN COUNCIL will be held at **The Council Offices, 8 Broad Street, OSM, EX11 1BZ** on **MONDAY 29<sup>TH</sup> APRIL 2024 AT 5.00PM.**

All members of the Committee are hereby summoned to consider the matters detailed on the Agenda below.

Yours faithfully  
*Kerry Kennell*  
Town Clerk  
23<sup>rd</sup> April 2024

The meeting is open to the press and public. 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 Friday 26<sup>th</sup> April**. This will be read out under public participation for members to consider.

**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

## A G E N D A

1. To receive apologies for absence
2. To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPs) dispensations for items on the Agenda
3. 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
4. To allow members of the public present to submit questions/comments for consideration *Individual contributions will be limited to 3 minutes*

5. To receive the Minutes of the Environment, Local Development & Commerce Committee meeting of March 2024 (minute refs *ELDC24/03/01* – *ELDC24/03/13*) and to approve the signing of the Minutes by the Chair as a correct record
6. To receive an update regarding the Quick Wins project
7. Coast and Country East Devon project
  - a. To receive an update regarding the number of sign-ups so far
  - b. To receive an update regarding the production of a town map and parish guide and make decisions as appropriate
  - c. To receive an update from the newly formed Traders Association in relation to the project
  - d. To confirm formation of a Tourism Action Group (TAG)
  - e. To progress Tourist Information points within the town
8. To consider application to become a Coach Friendly town
9. To receive an update from the Emergency Plan Working Group
10. To consider correspondence from a resident in relation to water butts
11. Any further recommendations from members
12. To receive Councillors' questions

**Date of next meeting: To be confirmed**