



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING of Ottery St Mary Full Council [In-person] held on **Monday 03 February 2025** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council, 8 Broad Street, Ottery St Mary, Devon EX11 1BZ**

Present: Cllrs Richard Grainger (Mayor), Dean Stewart, Peter Faithfull, John Green (Deputy Mayor), Richard Copus, Vicky Johns, Nick Sneller, Janice Aherne and Ben Feasey,
In Attendance: DCC Cllr Jess Bailey and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

C25/02/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Williamson and Cllr Lucas.

C25/02/02 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 Green	No interests declared.
Cllr Feasey	No interests declared.
Cllr Aherne	Agenda item C25/02/13 – Cllr Aherne declared an ORI.
Cllr Copus	No interests declared.
Cllr Sneller	No interests declared.
Cllr Stewart	No interests declared.
Cllr Faithfull	No interests declared.
Cllr Johns	Agenda item C25/02/14 – Cllr Johns declared a personal interest as a representative for the Veterans.
Cllr Grainger	No interests declared.

C25/02/03 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

Chair's initials _____

It was **RESOLVED** that Agenda Item C25/02/08.2 To accept Quote 3 for the decoration of the meeting room and chamber and an item of correspondence in Agenda Item C25/02/23 would be discussed in Confidential Session .

C25/02/04 PUBLIC PARTICIPATION

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

There were none.

C25/02/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 13 January 2025 (*minute refs C25/01/01-C25/01/22*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 13th January 2025 were approved and signed by the Mayor as a correct record of the meeting.

C25/02/06 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

(if any)

DCC Cllr Bailey advised that the implementation of the 20mph scheme will start from 10th February. There will be minimal disruption during the work. It is estimated it will take 3-4 weeks to complete. Cllr Bailey will ask DCC to confirm where the repeater signs will be. DCC have procured contracts for the repair of the Coleridge Bridge and currently it is on target for work to commence in June. DCC Cllr Bailey attended a meeting at King's School regarding improving road safety. DCC have not responded since that meeting so Cllr Bailey will follow that up. It is hoped that the repair to Chineway will be carried out over the next few weeks. There is subsidence further up the road and it was asked if the repair could be carried out while the road is closed. Cllr Bailey has been flagging to DCC Highways the poor state of repair of the road from Metcombe to Tipton St John. There has been no update from the Government regarding devolution.

EDDC Cllr Faithfull reported that additional housing supply will need to be found to provide a 6 year land supply.

EDDC Cllr Johns sent a written report.

No report was received from EDDC Cllr Collins.

C25/02/07 PLANNING

C25/02/07.1 TO NOTE THE MINUTES OF 27TH JANUARY 2025 (MINUTE REFS P/25/01/11-P25/01/20)

The minutes of 27th January 2025 were noted.

C25/02/08 OPERATIONS COMMITTEE

Chair's initials _____

C25/02/08.1 TO NOTE THE MINUTES OF 16TH JANUARY 2025 (MINUTE REFS O/25/01/01-025/01/15)

The minutes of 16th January 2025 were noted.

C25/02/08.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

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.

• To accept Quote 3 for the decoration of the meeting room and chamber

It was **RESOLVED** to accept Quote 3 from Sky Blue Decorating for a cost of £1420.00 to decorate the meeting room, chamber and stairwell.

The Confidential Session ended.

C25/02/09 ENVIRONMENT, LOCAL DEVELOPMENT AND COMMERCE COMMITTEE

C25/02/09.1 TO NOTE THE MINUTES OF 20TH JANUARY (MIN REF ELDC/25/01/01-ELDC25/01/18) & 29TH JANUARY 2025 (MIN REF ELDC/25/01/19-ELDC/25/01/28)

The minutes of 20th January 2025 and 29th January 2025 were noted.

C25/02/09.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** that the Shop Front Grant Policy is approved subject to the following amendments: Clarification that the scheme is open to public houses; Increase maximum claim amount from the Council from £500 to £600; Start date for the scheme: 15th March 2025; Deadline for applications: 31st May 2025; Earliest work date: 1st October 2024 and Latest completion date: 30th September 2025.

It was **RESOLVED** that the following recommendations are progressed for further investigation.

Scheme number	Theme	Measure	Recommendation
2	Streetscape, wayfinding and tourism	Wayfinding upgrade for OSM	Progress
3	Public transport improvements	Reinstating Evening and Sunday bus services	The Council writes to DCC to request that bus services are extended.

Chair's initials _____

8	Pedestrian network improvements	New controlled pedestrian crossings	The Council consults with DCC Highways regarding potential locations.
9	Improving access to key services and facilities	Southern pedestrian route to King's School	Progress
10	Pedestrian network improvements	New informal pedestrian crossing facilities	The Council consults with DCC Highways regarding potential locations.
11	Cycling network improvements	New cycle parking facilities	The Council consults with DCC regarding potential locations for bike racks.
12	Improving access to key services and facilities	Safer walking routes to OSM Primary School	Progress
18	Town centre improvements	Broad Street/Town Square Option 1	Seek clarification from DCC/Callidus regarding why bus stops cannot be moved.
19	Town centre improvements	Broad Street/Town Square Option 2	Seek clarification from DCC/Callidus regarding why bus stops cannot be moved.
20	Town centre improvements	Broad Street/Town Square Option 3	Seek clarification from DCC/Callidus regarding why bus stops cannot be moved.
21	Town centre improvements	Broad Street/Town Square	Seek clarification from DCC/Callidus regarding why bus stops cannot be moved.
22	Town centre improvements	Silver Street enhancement Option 1	Investigate whether there are alternative parking options which could impact plans for North Street/Silver Street.
23	Town centre improvements	Silver Street enhancement Option 1	Investigate whether there are alternative parking options which could impact plans for North Street/Silver Street.
24	Town centre improvements	Silver Street enhancement Option 1	Investigate whether there are alternative parking options which could impact plans for North Street/Silver Street.
26	Traffic & congestion relief	Yonder Street corridor scheme	Progress
27	Traffic & congestion relief	Mill Street (west) Corridor Scheme	Review after implementation of 20mph zone.
28	Road safety	Jesu Street/Tip junction improvement scheme	Consult with DCC Highways.

Chair's initials _____

29	Road safety	Sidmouth Road/Tip Hill pedestrian crossing scheme	The Council consults with DCC Highways regarding potential locations.
30	Road safety	Longdogs Lane traffic calming scheme	Progress
31	Improving access to key services and facilities	Improving access to the Riverside area	This is being looked into by the Council working group.
33	Road safety	Brook Street one-way system (Silver Street to Lovell Garage)	Progress
34	Road safety	Barrack Road Speed Reduction measures	Review after implementation of 20mph zone.
35	Improving access to key services & facilities	Improving pick up/drop off facilities at King's School	The school are progressing this but it is RECOMMENDED that the Council should contribute towards the cost.
36	Road safety	Gateway features for main roads into Ottery	Review after the implementation of 20mph zone

C25/02/10 TO CONSIDER TRAFFIC CONCERNS RAISED BY RESIDENTS REGARDING THE TEMPORARY CLOSURE OF CHINEWAY

The DCC Neighbourhood Highways Officer has confirmed that signs will be erected on Jesu Street indicating that Chineway is closed. The barriers by the road closure will be replaced by concrete ones to prevent drivers ignoring the closure.

C25/02/11 TO CONSIDER PROJECTS THAT THE COUNCIL WOULD LIKE TO PUT FORWARD FOR CONSIDERATION OF THE SECTION 106 FUNDING FOR OPEN SPACES

It was **RESOLVED** that the following should be included on the long list of ideas for the Section 106 funding for open spaces. The deadline for receipt of ideas is 27th February.

- Shelter in Land of Canaan
- Small bridge at Land of Canaan
- Skatepark
- Art boards – promoting heritage and culture

It was **AGREED** that the Clerk will ask EDDC for a copy of the plan for the refurbishment of the Land of Canaan play area. EDDC have indicated that this will be installed later this year.

It was **AGREED** that the Clerk will contact EDDC to see if there is any update regarding the Council taking on areas that had been identified in a prior consultation.

It was **AGREED** that the Clerk will ask EDDC whether it would be acceptable to install picnic benches and fixed barbecues at community orchard.

Chair's initials _____

C25/02/12 TO CONSIDER COMMUNICATION RECEIVED REGARDING THE LIBRARY DEFIBRILLATOR AND MAKE DECISIONS AS APPROPRIATE

It was **RESOLVED** that the Council will request that they are formally gifted the Library Defibrillator and that the Council will take full ownership of the equipment from SWASFT.

C25/02/13 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY

There is no update.

C25/02/14 TO NOTE THE 80TH ANNIVERSARY OF VE DAY AGREE IN PRINCIPLE TO SUPPORTING A COMMEMORATIVE EVENT TO BE ORGANISED BY THE OTTERY ST MARY VETERAN'S SOCIETY

The Veteran's Society would like to put up the bunting in town, organise a procession from the square to light the beacon and some live music at Millenium Green. The Veteran's Society have requested a donation of up to £1,000 which the Council support in principle. Cllr Johns is not here for VE Day but asked if another Councillor could put themselves forward to help.

C25/02/15 TO NOTE THE CURRENT SITUATION REGARDING DEVOLUTION AND MAKE DECISIONS AS APPROPRIATE

The Government have not issued an update.

C25/02/16 TO CONSIDER A RESPONSE TO THE OPEN CONSULTATION STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND

[Strengthening the standards and conduct framework for local authorities in England](#)

It was **RESOLVED** that the Clerk will fill out a response on behalf of the Council.

C25/02/17 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Cllrs Grainger, Stewart, Green and Lucas gave delegated authority to ask Stephens Scown to review a letter of intent in relation to the PlayZone at a cost of £750.

C25/02/18 TO APPROVE THE SIGNING OF THE LETTER OF INTENT REGARDING THE PLAYZONE SCHEME AT STRAWBERRY LANE

It was **RESOLVED** that the Council sign a letter of intent regarding the PlayZone scheme at Strawberry Lane subject to advice from Stephens Scown LLP, the Council solicitor. It was **RESOLVED** that the contract and amendments documents will be reviewed by Stephens Scown LLP at a cost of £2,500.

C25/02/19 FINANCIAL MATTERS

To consider and approve the January 2025 Receipts and Payments and Reconciliation reports

Chair's initials _____

It was **RESOLVED** to approve the January 2025 Receipts and Payments, and Reconciliation reports.

C25/02/20 TO CONFIRM THE DATE OF THE MAY COUNCIL MEETING

It was **RESOLVED** that the May Council meeting will be held on 12 May.

C25/02/21 TO CONSIDER REPORT FROM THE MAYOR

The Mayor attended the Wassail event which was very successful afternoon. It was also attended by Richard Foord, MP. The organiser is hoping that it can become an annual event.

C25/02/22 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk advised the Council that Mr John Brice, a former Ottery St Mary Town Councillor had sadly passed away on 19th January. Mr Brice served on the Council from 2002, after moving from Chard where he had been Mayor, until May 2007. Glyn Dobson remembers John as "being like an elder statesman on the Council who was always willing to offer advice. He was a nice guy who people respected." The Council sends their condolences to his widow and family and the Clerk will arrange a card and sympathy bouquet.

C25/02/23 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

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 email from Cllr Williamson was discussed. The Council send Cllr Williamson their best wishes.

The Confidential Session ended.

It was AGREED that the Clerk will include World Otter Day on the March agenda.

Cllr Faithfull had been contacted by a resident interested in increasing the number of EV Chargers available in the town. This is something that is being looked at by the ELDC Committee. EV chargers will be installed in the EDDC Land of Canaan car park within the next 12 months. The Council is also looking at whether EV chargers could be installed at the Station Hub.

A letter was received from a parishioner regarding an oak tree which came down during the storms. The parishioner questioned the point of having a Tree Protection Orders if they can be ignored. It was AGREED that the Clerk will write to the EDDC Planning Committee to ensure that the any recommendations made are enforced by EDDC.

Chair's initials _____

C25/02/24 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

The Clerk attended the Ottery Healthcare Forum.

Cllrs Feasey, Johns, Aherne and Stewart attended the first meeting of the Working Group looking at improving engagement with younger members of the community.

C25/02/25 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was suggested that where the steps go from Slade Close to Grandisson Drive there would ideally be a ramp next to the stairs to improve accessibility. The Clerk will contact EDDC and DCC regarding this.

C25/02/26 DATE OF THE NEXT MEETING: MONDAY 3RD MARCH 2025

Reports & Appendix 1

Meeting concluded at 20.40.

Signed Mayor:	
Date:	

Chair's initials _____