

OTTERY ST MARY TOWN COUNCIL

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18 June 2025

Dear Councillors

I hereby give you notice that the **COMMUNITY INFRASTRUCTURE COMMITTEE** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00** on **Monday, June 23, 2025**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

Kerry Kennell

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 Monday, June 23, 2025**. 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 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 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

Table of contents

23/06/2025 17:00 - 18:30

CI/25/06/01 - Apologies for Absence	4
<hr/>	
CI/25/06/02 - Declarations and Disclosable Pecuniary Interests	4
<hr/>	
CI/25/06/03 - Admission to Meetings	4
<hr/>	
CI/25/06/04 - Public Participation	4
<hr/>	
CI/25/06/05 - Minutes	4
<hr/>	
Attachments	
2025-05-20 - Community Infrastructure Committee - Minutes	6
CI/25/06/06 - Visit Ottery	4
<hr/>	
CI/25/06/07 - To receive an update from Callidus	4
<hr/>	
CI/25/06/08 - To receive an update on the Wayfinding project from LHC	4
<hr/>	
CI/25/06/09 - To receive an update regarding becoming a Coach Friendly Town	4
<hr/>	
CI/25/06/10 - To receive an update from the Emergency Plan Working Group	4
<hr/>	
CI/25/06/11 - To receive an update regarding the possibility of EV charging points at the Station Hub	4
<hr/>	
CI/25/06/12 - To receive an update regarding the planting in the town and make decisions (if appropriate)	4
<hr/>	

CI/25/06/13 - To consider events that could attract people into the town and make decisions as appropriate	4
.....	
CI/25/06/14 - To receive an update regarding Footpath 46	4
.....	
CI/25/06/15 - To note any specific correspondence received	5
.....	
CI/25/06/16 - To receive any further recommendations from Members	5
.....	
CI/25/06/17 - To receive Councillors questions	5
.....	
CI/25/06/18 - Date of the next meeting: TBC	5
.....	
Appendices	5
.....	

AGENDA

CI/25/06/01 Apologies for Absence

To receive apologies for absence

CI/25/06/02 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

CI/25/06/03 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

CI/25/06/04 Public Participation

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

CI/25/06/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 20th May 2025 (*minute refs CI/25/05/01 - CI/25/05/19*) and to approve the signing of the Minutes by the Chair as a correct record

CI/25/06/06 Visit Ottery

- A. To receive an update regarding the Visit Ottery website
- B. To receive an update regarding updating the Visit Ottery guide
- C. To consider any other issues in relation to the Visit Ottery project

CI/25/06/07 To receive an update from Callidus

CI/25/06/08 To receive an update on the Wayfinding project from LHC

CI/25/06/09 To receive an update regarding becoming a Coach Friendly Town

CI/25/06/10 To receive an update from the Emergency Plan Working Group

CI/25/06/11 To receive an update regarding the possibility of EV charging points at the Station Hub

CI/25/06/12 To receive an update regarding the planting in the town and make decisions (if appropriate)

CI/25/06/13 To consider events that could attract people into the town and make decisions as appropriate

CI/25/06/14 To receive an update regarding Footpath 46

CI/25/06/15 To note any specific correspondence received

CI/25/06/16 To receive any further recommendations from Members

CI/25/06/17 To receive Councillors questions

CI/25/06/18 Date of the next meeting: TBC

Reports & Appendix 1

[2025-05-20 - Community Infrastructure Committee - Minutes.pdf](#)



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee held on **Tuesday 20 May 2025** at **16:30**. The meeting was held in the **Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Dean Stewart (Chair), John Green, Nick Sneller (from 4.55pm), Richard Copus and Vicky Johns (Mayor)

In Attendance: Joe Williams and Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

CI/25/05/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Emma Grainger.

CI/25/05/02 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 Johns	Agenda item CI/25/05/10 - Cllr Johns declared an 'affects NRI' as a member of the EDDC Working Group for Coach Friendly towns.
Cllr Green	No interests declared.
Cllr Stewart	No interests declared.
Cllr Copus	No interests declared.
Cllr Sneller	Agenda item CI/25/05/13 – Cllr Sneller declared an 'affects NRI' personal interest as a member of Bloom in Ottery. During the meeting Cllr Sneller stated in relation to Agenda item CI/25/05/09 that he is a furniture maker.

CI/25/05/03 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

There are none.

CI/25/05/04 PUBLIC PARTICIPATION

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

Chair's initials _____

There was none.

CI/25/05/05 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE

It was **RESOLVED** that the Committee should adopt the Terms of Reference.

CI/25/05/06 MINUTES

To receive the Minutes of the Meeting of the Environment, Local Development and Commerce Committee of 22nd April 2025 (*minute refs ELDC/25/04/01 - ELDC/25/04/18*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of the 22nd April 2025 were approved and signed as a true record of the meeting.

CI/25/05/07 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website

The updated website is being worked on by Ignyte. Over 40 businesses have provided the details for their free business listing link.

B. To receive an update regarding updating the Visit Ottery guide

It was AGREED that a meeting will be set up with local businesses who have expressed an interest in updating the guide. Cllrs Stewart and Johns will attend.

C. To give feedback on the initial draft of the information for the Group Travel towns page on the Visit South Devon website

It was AGREED that there should be generic text about Ottery St Mary with a link to the Visit Ottery website which includes information on attractions, food and drink destinations in the parish. The Clerk will seek clarification from Ignyte and EDDC regarding how the sites will work together. The Clerk will advise Visit South Devon that there is a need to update their text in relation to tar barrels.

Cllr Sneller joined the meeting.

CI/25/05/08 TO RECEIVE AN UPDATE FROM CALLIDUS

It was noted that Callidus are awaiting a response from DCC to their request for a meeting which members of the Committee will be invited to attend.

CI/25/05/09 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

LHC have sent through an initial proposal on the wayfinding project following a tour around town with Cllr Green and Stewart reviewing the current information signage.

It was **RESOLVED** that the initial proposal is approved. A formal brief can then be drawn up and sent out to obtain quotations.

CI/25/05/10 TO RECEIVE AN UPDATE REGARDING BECOMING A COACH FRIENDLY TOWN

Chair's initials _____

It was noted that Honiton, Sidmouth and Exmouth have now achieved their Coach Friendly Town status. EDDC Cllr Del Haggerty has offered his support to help achieve the status for the town. The Clerk will respond to advise the outstanding issues are the resurfacing and repainting at Canaan Way car park and written confirmation from DCC regarding coach signage.

It was **RESOLVED** that the Council will offer a £10 voucher towards lunch for visiting coach drivers. This will be discussed with cafes and public houses in the town serving food to discuss the best way of administering this.

CI/25/05/11 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There was no update. Devon Communities Together have offered their support to create an Emergency Plan and this information will be passed on to the working group.

CI/25/05/12 TO RECEIVE AN UPDATE REGARDING THE POSSIBILITY OF EV CHARGING POINTS AT THE STATION HUB

The Council reviewed a proposal from Zapcharged which entails the equipment being installed free of charge but the Council would need to sign up for a 15 year lease.

The Council also reviewed information from Voltshare who will be carrying out a survey on the site. Their proposal would involve the Council purchasing the equipment but there is no minimum term.

Concern was raised that the EV charging spaces could be misused.

CI/25/05/13 TO RECEIVE AN UPDATE REGARDING THE PLANTING IN THE TOWN AND MAKE DECISIONS (IF APPROPRIATE)

A local business has asked whether they could sponsor a planter. It was AGREED that the Finance and Strategic Planning Committee should consider whether the Council would accept sponsorship and how long would the sponsorship last for. The Clerk will gather information on how other Council's deal with sponsorship.

CI/25/05/14 TO CONSIDER EVENTS THAT COULD ATTRACT PEOPLE INTO THE TOWN AND MAKE DECISIONS AS APPROPRIATE

There was a discussion regarding whether there was anything that the Council could do to attract particular types businesses to the town i.e. greengrocers, bakers. The Council already offer the shop front fund and it was felt it was difficult to offer something that was only for new businesses, when the Council is aware that trading conditions are challenging for all business owners. It was noted the Council already offer the Shop Front Fund.

CI/25/05/15 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

DCC have inspected the route and provided an update. They will now contact the landowners to discuss the options for diverting the path. DCC will keep the Council updated.

CI/25/05/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

Chair's initials _____

There was none.

CI/25/05/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

Cllr Copus expressed concern that damage has been done to a footpath. He will investigate further and feedback to the Council.

It was noted that the Council has requested a meeting with DCC Cllr Bailey and DCC to discuss issues arising from the 20mph scheme.

CI/25/05/18 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

CI/25/05/19 DATE OF THE NEXT MEETING: TBC
Reports & Appendix 1

Meeting concluded at 18:10

Chair's initials _____