

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

Web Site: www.otterystmary-tc.gov.uk



02 July 2025

Dear Councillors

I hereby give you notice that the **Full Council Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, July 7, 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

Town Clerk

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, July 7, 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 Mayor 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 Mayor 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 Mayor may approve an exception to this request in special circumstances

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AGENDA

C/25/07/1 Apologies for Absence

To receive apologies for absence

C/25/07/2 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

C/25/07/3 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

C/25/07/4 Public Participation

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

C/25/07/5 Minutes

To receive the Minutes of the Meeting of the Town Council of 2nd June and 23rd June 2025 (*minute refs C25/06/01-C25/06/24 and C25/06/25 -C25/06/35*) and to approve the signing of the Minutes by the Mayor as a correct record

C/25/07/6 To receive Reports from the EDDC and DCC Councillors

(if any)

C/25/07/7 Planning

C/25/07/7.1 To note the Minutes of 9th June 2025 and 1st July 2025 (minute refs P/25/06/01-P25/06/10 and P25/07/01 - P25/07/11)

C/25/07/8 Community Infrastructure Committee

C/25/07/8.1 To note the Minutes of 23rd June 2025 (minute refs CI/25/06/01-025/06/18)

C/25/07/8.2 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that the Council employs someone to water the planters during the growing season.

C/25/07/9 Operations Committee

C/25/07/9.1 To note the Minutes of 26th June 2025 (minute refs O/25/06/01-025/06/15)

C/25/07/9.2 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that the following equipment should be purchased: 65" Clevertouch IMPACT MAX TV; Clevercam 80-degree camera and a motorised height trolley at a total cost

of £2445.22 + VAT. It was confirmed that this equipment can be accessed through usb or Wi-Fi.

C/25/07/10 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

C/25/07/11 To note the current situation regarding Devolution and make decisions as appropriate

C/25/07/12 To consider providing the Councillors with an electronic device to access Council information and make decisions as appropriate

C/25/07/13 To consider next steps to agree proposed areas for installation of 20mph zone outside of the town and to make decisions as appropriate

C/25/07/14 Confirmation of decisions made under the Scheme of Delegation

Cllrs Johns, Green and Stewart gave delegated authority to spend up to £600.00 supporting SPACE summer activities.

C/25/07/15 Financial Matters

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

C/25/07/16 To consider Report from the Mayor

C/25/07/17 To consider Report from the Town Clerk

C/25/07/18 To note any specific correspondence received

C/25/07/19 To note any reports previously e-mailed by Councillors of Meetings attended

C/25/07/20 Councillors Questions on Councillors Business

C/25/07/21 Date of the next meeting: Monday 3rd August 2025

Reports & Appendix 1

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[2025-06-23 - Extraordinary Full Council meeting \[In-person\] - Minutes.pdf](#)

[2025-06-09 - Planning meeting - Meeting Book.pdf](#)

[2025-06-23 - Community Infrastructure Committee \[In-person\] - Minutes.pdf](#)

[2025-06-26 - Operations Committee \[In-person\] - Minutes\(1\).docx](#)



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council [In-person] held on **Monday 02 June 2025** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council**

Present: Cllrs Vicky Johns (Mayor), Dean Stewart, Peter Faithfull, Richard Grainger, Nick Sneller and Janice Aherne

In Attendance: DCC Cllr Jess Bailey, Kerry Kennell, Town Clerk and two members of the public

Minute Taker: Kerry Kennell, Town Clerk

C/25/06/1 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Green (Deputy Mayor), Copus, Feasey and EDDC Cllr Beth Collins.

C/25/06/2 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 Faithfull	Agenda item 14 – Cllr Faithfull declared an 'affects NRI' as he is an EDDC Councillor.
Cllr Aherne	Agenda item 13 – Cllr Aherne declared an 'affects NRI' as a resident of Tipton St John.
Cllr Sneller	No interests declared.
Cllr Grainger	No interests declared.
Cllr Stewart	No interests declared.
Cllr Johns	Agenda item 14 – Cllr Johns declared an 'affects NRI' as she is an EDDC Councillor.

C/25/06/3 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

It was **RESOLVED** that the following agenda items would be discussed in Confidential session: C/25/06/10 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE and C/25/06/11 TO CONSIDER COMMUNITY GRANT APPLICATION AND MAKE DECISIONS AS APPROPRIATE.

Chair's initials _____

C/25/06/4 PUBLIC PARTICIPATION

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

A member of the public asked when the working group considering safer cycle and pedestrian access would be meeting. It was noted that a meeting will be held later this month. Interested parties are being invited to the meeting and it was agreed that the two residents of Salston Barton will be invited rather than setting up their own meeting with DCC.

The Planning Committee will review the application at Strawberry Lane for sixty-five houses as it was advised that additional supporting information has been added.

The members of the public left the meeting.

C/25/06/5 MINUTES

To receive the Minutes of the Meeting of the Town Council of 12th May 2025 (*minute refs C25/05/01-C25/05/36*) and to approve the signing of the Minutes by the Mayor as a correct record

The minutes of 12th May 2025 were approved as a true record of the meeting and were signed by the Mayor.

C/25/06/6 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

(if any)

Reports were noted from EDDC Cllr Johns, EDDC Cllr Collins and EDDC Cllr Faithfull.

DCC Cllr Bailey advised that she is expecting work to start on 30 June on the Coleridge Bridge. It is due for completion by 12 September. Cllr Bailey has been interviewed by BBC News regarding Straitgate and after all this time it is great news that the building of the quarry is not going ahead. Cllr Bailey attended the Annual Council Meeting at DCC. Cllr Bailey is now Chair of Health & Adult Care Scrutiny Committee – the only committee scrutinising health provision in Devon. Cllr Bailey attended the meeting at Newton Poppleford and saw a presentation about Climate Resilient Otter Catchment (CROC). DCC made an unsuccessful bid to EDDC to fund a feasibility report into the proposed three sites for Tipton St John Primary School. Cllr Bailey has requested an urgent meeting with the leader of DCC and the school to make progress. Cllr Bailey has also flagged this issue to Richard Foord again. There is no news from DCC regarding devolution.

C/25/06/7 PLANNING

C/25/06/7.1 TO NOTE THE MINUTES OF 19TH MAY 2025 (MINUTE REFS P/25/05/11-P25/05/21)

The minutes of 19th May 2025 were noted.

C/25/06/7.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

To receive an update from the East Devon Enforcement team on issues that had been escalated to them

There was no update.

Chair's initials _____

C/25/06/8 COMMUNITY INFRASTRUCTURE COMMITTEE

C/25/06/8.1 TO NOTE THE MINUTES OF 20TH MAY 2025 (MINUTE REFS CI/25/05/01-025/05/19)

The minutes of 20th May 2025 were noted.

C/25/06/8.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

There were none.

C/25/06/9 OPERATIONS COMMITTEE

C/25/06/9.1 TO NOTE THE MINUTES OF 22ND MAY 2025 (MINUTE REFS O/25/05/01-025/05/17)

The minutes of 22nd May 2025 were noted.

C/25/06/9.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** that the updated SPACE agreement is signed by the Council.

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.

C/25/06/10 TO CONSIDER SHOP FRONT FUND APPLICATIONS AND MAKE DECISIONS AS APPROPRIATE

It was **RESOLVED** to approve the following grants:

Studioaire	£540
Ottery St Mary Football Club	£500
Gorunya	£246.58

C/25/06/11 TO CONSIDER COMMUNITY GRANT APPLICATION AND MAKE DECISIONS AS APPROPRIATE

It was **RESOLVED** to approve a community grant of £750 to Girl Guiding.

The Confidential Session ended.

C/25/06/12 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2025

It was **AGREED** that the approval of the accounts will be deferred to allow for a discussion with the accountant who is currently unwell. The Finance & Strategic Planning Committee will then review the accounts prior to approval by the Council.

Chair's initials _____

C/25/06/13 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY

DCC made an unsuccessful bid to EDDC for funding to carry out a feasibility report on the three sites for the Tipton St John School.

C/25/06/14 TO NOTE THE CURRENT SITUATION REGARDING DEVOLUTION AND MAKE DECISIONS AS APPROPRIATE

Discussions are taking place at EDDC and DCC but the new cabinet positions have only just been sorted out.

C/25/06/14.1 TO REVIEW ASSETS OWNED BY DEVON COUNTY COUNCIL AND EAST DEVON COUNTY COUNCIL AND CONSIDER WHICH ASSETS THE COUNCIL WOULD BE INTERESTED IN TAKING OVER

It was AGREED that the Finance and Strategic Planning Committee should review this in more detail. It was AGREED that EDDC councillors Collins, Faithfull and Johns and DCC Cllr Bailey will be asked to keep the Council updated regarding any meetings they attend where devolution is discussed.

C/25/06/15 TO CONSIDER PROVIDING THE COUNCILLORS WITH AN ELECTRONIC DEVICE TO ACCESS COUNCIL INFORMATION AND MAKE DECISIONS AS APPROPRIATE

It was noted that some councillors only have access to a mobile phone which can make accessing the supporting information difficult. It was AGREED that the Clerk will seek a price per device for an android tablet which includes a screen protector, stand, IT support and insurance.

C/25/06/16 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE

DCC Cllr Bailey will chase up DCC for an update regarding the 20mph zone areas put forward for Wiggaton, Tipton St John and Fenny Bridges.

DCC Cllr Bailey will chase DCC to arrange a meeting with DCC Highways to discuss anomalies in the 20mph scheme implemented in the tow.

C/25/06/17 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

Cllrs Johns, Green and Stewart gave delegated authority to sign the PlayZone offer letter. Cllrs Johns, Grainger and Copus gave delegated authority to update the Terms of Reference for the Planning Committee to say: Membership: **7** members plus the Mayor and Deputy Mayor whom shall be ex-officio, with full voting rights. A quorum will consist of **3** members.

C/25/06/18 FINANCIAL MATTERS

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

The May 2025 Receipts and Payments and Reconciliation reports were approved.

C/25/06/19 TO CONSIDER REPORT FROM THE MAYOR

The Mayor attended the Annual Parish Meeting last week which was well attended. It was suggested that a new format for the meeting is tried for 2026 where local organisations

Chair's initials _____

have stands to promote themselves. The Council will be having a table at this year's Food and Families Festival. All Councillors were encouraged to attend and help man the table if they are available.

C/25/06/20 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk's report was noted.

C/25/06/21 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

Cllr Faithfull advised that following on from the Annual Parish Meeting the barriers have been removed from the ditch at Millenium Green.

C/25/06/22 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

Report from Cllr Aherne was noted.

C/25/06/23 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was noted that offensive graffiti has been drawn on trees at Head Weir. Concerns were raised by councillors as to how this was reported on social media by the police, the clerk will relay these concerns to the police.

It was noted that work has started on the planters throughout the town. A concerned resident had expressed their concerns to two councillors and the Clerk. These were noted and it was reiterated that all discussions leading to the instruction of a company to carry out the planting was held in the Environment, Local Development and Commerce Committee meetings and Full Council, all of which are public meetings with their minutes available on the Council website. The Council will review how best to maintain the planters on an ongoing basis later this year. The hanging baskets for those businesses with a shop front in the town centre that have requested one are now available. Some businesses have chosen to purchase additional baskets.

C/25/06/24 DATE OF THE NEXT MEETING: MONDAY 7TH JULY 2025

Reports & Appendix 1

Meeting concluded at 20.47

Chair's initials _____



Ottery St Mary Town Council

Minutes of the EXTRAORDINARY MEETING OF THE FULL COUNCIL [In-person] held on **Monday 23 June 2025** at **18:30**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Johns (Mayor), Green (Deputy Mayor), Stewart and Feasey
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

C/25/06/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Grainger, Aherne, Sneller and Copus

C/25/06/26 DECLARATIONS AND DISCLOSABLE PECUNIARY INTERESTS

Cllr Johns	No interests declared.
Cllr Green	No interests declared.
Cllr Stewart	No interests declared.
Cllr Feasey	No interests declared.

C/25/06/27 ADMISSION TO MEETINGS

There was none.

C/25/06/28 PUBLIC PARTICIPATION

There was none.

C/25/06/29 TO APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2025

The council reviewed the accounts for the year ending 31st March 2025. It was **RESOLVED** to approve the Accounts for the year ending 31st March 2025.

C/25/06/30 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT – SECTION 1 ANNUAL GOVERNANCE STATEMENT 2024/25

The Annual Governance Statement – Section 1 Annual Governance Statement 2024/25 was approved and signed by the Mayor and Responsible Financial Officer.

C/25/06/31 TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2024/25 – SECTION 2

The Accounting Statements 2024/25 – Section 2 was approved and signed by the Chair and Responsible Financial Officer.

Chair's initials _____

C/25/06/32 TO RECEIVE AND APPROVE THE REPORT OF THE INTERNAL AUDITOR (PAUL RUSSELL) AND TO APPROVE (IF APPROPRIATE) THE APPOINTMENT OF AN AUDITOR FOR 2025/26

The report of the Internal Auditor was reviewed and it was **RESOLVED** to approve the report. It was **RESOLVED** to appoint Paul Russell as the auditor for 2025/26. It was AGREED that the Clerk will request that the internal audit is completed by 23 May 2026.

C/25/06/33 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

C/25/06/34 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was noted that Matt Williamson has resigned as a Councillor. EDDC have been notified of the vacancy.

C/25/06/35 DATE OF THE NEXT MEETING: MONDAY 7TH JULY 2025

The date of the next meeting was confirmed as Monday 7th July 2025.

Meeting concluded at 18.52

Signed Mayor:	
Date:	

Chair's initials _____

Chair's initials _____

OTTERY ST MARY TOWN COUNCIL

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Web Site: www.otterystmary-tc.gov.uk



04 June 2025

Dear Councillors

I hereby give you notice that the **Planning meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00** on **Monday, June 9, 2025**, at **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**.

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

Yours faithfully

Jane Bushby

Ottery St Mary Town Council Admin

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. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor/Chair to prompt you.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. 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 Mayor/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 Mayor/Chair may approve an exception to this request in special circumstances

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AGENDA

P/25/06/01 Apologies for Absence

To receive apologies for absence

P/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

P/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

P/25/06/04 Reports, Correspondence and Items referred to the Committee

1) **25/0022/TPO** - Land adjacent Sunnyland Cottage, OSM - **Tree Preservation Notice**

2) **25/0021/TPO** - Land abutting Strawberry Lane, OSM - **Tree Preservation Notice**

3) Delegated authority provided by Cllrs Grainger, Copus and Johns to amend the Planning Terms of Reference to;

Membership: **7** members plus the Mayor and Deputy Mayor whom shall be ex-officio, with full voting rights. A quorum will consist of **3** members

4) To note additional information relating to application 24/1716/MOUT - land abutting Strawberry Lane

[25.0022.TPO Prov Map.pdf](#)

[25.0021.TPO Map Prov.pdf](#)

[2025 Terms of reference planning.docx](#)

P/25/06/05 Minutes

To receive the Minutes of the Meeting of the Town Council of 19th May 2025 and to approve the signing of the Minutes by the Chair as a correct record

P/25/06/06 Planning Decisions Received

<u>25/0779/FUL</u>	17 Slade Close, OSM, EX11 1SX	Approval with conditions
<u>25/0256/FUL</u>	Hind Street Gallery, OSM, EX11 1BW	Refused

P/25/06/07 Public Participation

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

P/25/06/08 To consider and determine observations on the following Planning Applications:

Reference	Applicant	Details
1) 25/0800/FUL	Mr Thomas Rogers	Redevelopment from commercial to residential of shop front, 1 four bed cottage, 1 three bedroom flat and a 4 bed duplex apartment 6 Jesu Street, OSM, EX11 1EU
2) 25/1126/OHL	Andy Strachan (National Grid)	Retrospective planning application for the addition of a 3rd wire to an existing overhead line Land Adjacent Gosford House, Gosford, OSM
3) 25/1111/FUL	Mr J Puckey	Enlargement of dormers on the North and West elevations 9 Homefield Close, OSM, EX11 1HS

P/25/06/09 To receive Councillors' questions relating to Planning Matters
P/25/06/10 Date of the next meeting: TBC



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee [In-person] held on **Monday 23 June 2025 at 17:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Vicky Johns (Mayor) John Green (Deputy Mayor) and Dean Stewart (Chair)
In Attendance: John Waddingham, Joe Williams and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

CI/25/06/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Copus and Sneller and Emma Grainger.

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

Cllr Stewart	No interests declared.
Cllr Green	No interests declared.
Cllr Johns	Cllr Johns declared a personal interest as an EDDC Councillor she sits on the EDDC Coach Parking Working Group.

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

There was none.

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

There was none.

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

Chair's initials _____

The minutes of 20th May 2025 were approved and signed by the Chair as a true record of the meeting.

CI/25/06/06 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website

All businesses were contacted via Mailchimp and WhatsApp regarding a free link on the Visit Ottery website. 41 businesses took up the opportunity for a free listing. The remaining businesses have been listed on the website. Businesses can update their entry via the Council.

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

A meeting will be arranged with interested businesses regarding updating the guide.

C. To consider any other issues in relation to the Visit Ottery project

The Council are working to enhance the town centre and make it a nicer place for residents, businesses and visitors to the town. It was AGREED that the Clerk will contact businesses to ask how they want the Council to interact with them. It was noted that the success of the Visit Ottery project will be reviewed in October. The Council needs an effective communication with the businesses to ensure that all information is reaching them in a timely manner.

CI/25/06/07 TO RECEIVE AN UPDATE FROM CALLIDUS

Callidus are trying to arrange a meeting with DCC in early July.

CI/25/06/08 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

It was **RESOLVED** that LHC should continue with the work that they have started to provide the Council with options to consider.

CI/25/06/09 TO RECEIVE AN UPDATE REGARDING BECOMING A COACH FRIENDLY TOWN

It was noted that there are only two coach parking bays and questioned whether there could there be three? It was also queried that there are only two disabled parking spaces (17.8% of the parish were registered disabled in Ottery parish in 2021) and no parent and child spaces despite this car park being situated next to the Land of Canaan where the play area is currently being updated and improved by EDDC. It was AGREED that the Clerk will write to EDDC to highlight these points.

CI/25/06/10 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

Following the resignation of Cllr Williamson there are only two councillors on this group – Cllrs Faithfull and Aherne.

CI/25/06/11 TO RECEIVE AN UPDATE REGARDING THE POSSIBILITY OF EV CHARGING POINTS AT THE STATION HUB

Chair's initials _____

Voltshare have carried out a survey and the Council are awaiting their quotation. They will provide quotes to install two and three charging points.

CI/25/06/12 TO RECEIVE AN UPDATE REGARDING THE PLANTING IN THE TOWN AND MAKE DECISIONS (IF APPROPRIATE)

It was **RECOMMENDED** that the Council employs someone to water the planters during the growing season. One quotation has been received and the Clerk will ask Otter if they wish to quote for this work.

The Finance and Strategic Planning Committee will be considering sponsorship and the adoption of planters at their next meeting.

It was noted that the Council will need to send out a tender in Oct/Nov if they wish to pay for the planters to be managed in 2026.

CI/25/06/13 TO CONSIDER EVENTS THAT COULD ATTRACT PEOPLE INTO THE TOWN AND MAKE DECISIONS AS APPROPRIATE

VJ Day, Festive Cheer and World Otter Day are forthcoming events which the Events Working Group will be involved with and are supported by the Council.

CI/25/06/14 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no further update. It **AGREED** that re-establishing the circular riverside walk is a priority. It was **AGREED** that the Clerk will ask PROW at DCC how much this work would cost.

CI/25/06/15 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

CI/25/06/16 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

Cllr Johns met with EDDC to discuss the overgrown Leat at the Land of Canaan which was cleared prior to Pixie Day. It was **AGREED** that the Clerk should email EDDC every March/April to ask them to clear the Leat.

CI/25/06/17 TO RECEIVE COUNCILLORS QUESTIONS

It was noted that the Council are gradually repairing benches around the town. The benches in front of the library and one by the Station Hub have already been repaired with more scheduled this summer.

CI/25/06/18 DATE OF THE NEXT MEETING: TBC

Reports & Appendix 1

Chair's initials _____

Meeting concluded at 18:30

Draft

Chair's initials _____



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Operations Committee [In-person] held on **Thursday 26 June 2025 at 17:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Ben Feasey (Chair), Dean Stewart, John Green (Deputy Mayor) and Vicky Johns (Mayor)
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

025/06/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies received from Cllr Grainger.

025/06/02 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

Cllr Stewart	No interests declared.
Cllr Green	No interests declared.
Cllr Johns	No interests declared.
Cllr Feasey	No interests declared.

025/06/03 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

It was **RESOLVED** that Agenda Item 7 **025/06/07 COUNCIL OFFICES 025/06/07.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE; 025/06/07.2 TO DISCUSS A TENANT'S ENQUIRY AND** two items **IN 025/06/11 OTHER PROPERTY MATTERS** would be discussed in Confidential Session.

025/06/04 PUBLIC PARTICIPATION

To allow members of the public present to submit questions/comments for consideration
Individual contributions will be limited to 3 minutes
There was none.

Chair's initials _____

O25/06/05 MINUTES

To receive the Minutes of the Operations Committee Meeting of 22nd May 2025 (*minute refs O24/05/01 - O24/05/17*) and to approve the signing of the Minutes by the Chair as a correct record

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

O25/06/06 STATION HUB

O25/06/06.1 TO RECEIVE AN UPDATE REGARDING THE WORKSHOP WITH JACK CARDNO AND TO AGREE TIMESCALES

The pamphlet from Jack has been sent out to organisations but no feedback has been received. It was AGREED that the Clerk will email the groups to ask them to use the pamphlet in their sessions and provide feedback. The Clerk will offer to print it out for each session. It was AGREED that the Clerk will check Jack's availability towards the end of the Summer holidays.

O25/06/06.2 TO RECEIVE AN UPDATE FROM SPACE AND TO AGREE NEXT STEPS

Information was shared with the committee regarding an incident that occurred during a session. The Police and King's School were contacted by SPACE.

It was AGREED that quarterly meetings will be booked in with SPACE for the rest of the year.

It was AGREED that a kitchen cupboard could be used to store the tuck shop.

O25/06/06.3 TO REVIEW USE OF THE STATION HUB, OFFICES AND PORTACABINS AND MAKE RECOMMENDATIONS AS APPROPRIATE

O25/06/06.4 TO CONSIDER CORRESPONDENCE RECEIVED REGARDING A PORTACABIN

Correspondence was considered and it was AGREED that the Clerk will seek further clarification to enable the committee to discuss it further.

O25/06/06.5 TO CONSIDER SIGNAGE AT THE STATION AND MAKE DECISIONS AS APPROPRIATE

It was AGREED that signage should be improved at the Station. The Clerk will obtain a quotation for a fixed sign on the fence showing which organisations use the Station. The signage from the road will also be checked. Action East Devon will be updated accordingly.

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.

Chair's initials _____

O25/06/07 COUNCIL OFFICES

O25/06/07.1 TO RECEIVE AN UPDATE REGARDING AN OUTSTANDING INSURANCE CLAIM, AND TO MAKE DECISIONS AS APPROPRIATE

There was no update.

O25/06/07.2 TO DISCUSS A TENANT'S ENQUIRY

The Clerk provided an update regarding an enquiry raised by a tenant.

The Confidential session ended.

O25/06/08 TO CONSIDER QUOTES FOR VIDEOCONFERENCING EQUIPMENT AND MAKE RECOMMENDATIONS AS APPROPRIATE

It was **RECOMMENDED** that the following equipment should be purchased: 65" Clevertouch IMPACT MAX TV; Clevercam 80-degree camera and a motorised height trolley at a total cost of £2445.22 + VAT. It was confirmed that this equipment can be accessed through usb or Wi-Fi.

O25/06/09 SKATEPARK

To receive an update regarding improvements to the site

The Heras fencing has now been removed. It was **AGREED** that any future meetings regarding the Skatepark will be documented for clarity. DCC have confirmed that the drawing of the revised accessway should shortly be available at which point quotes will be obtained.

O25/06/10 TO RECEIVE AN UPDATE REGARDING THE PLAYZONE APPLICATION FOR STRAWBERRY LANE AND TO MAKE DECISIONS (IF APPROPRIATE)

The Planning Application for the PlayZone has been submitted to EDDC. A site meeting is being held with the Pétanque Club next week to answer their questions.

It was noted that the first invoice has been received from McCardle Sport Tec Ltd for £7,592.26 + VAT for the planning application submission.

O25/06/11 OTHER PROPERTY MATTERS

It was noted that Office 3 at the Station Hub will be vacant from 31st August 2025.

It was **AGREED** that the Council will accept the offer of a marquee from The O6 and will offer it out to local organisations as they already do with the Gazebos and Tables.

It was noted that an assistance dog is being taken onto the Allotment site. The allotment holders have been notified via email.

Chair's initials _____

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.

The Clerk will take appropriate action in relation to a property matter and will report back to the committee at the next meeting once the action has been completed.

Correspondence was noted in relation to the Museum valuation.

The Confidential session ended.

O25/06/12 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was AGREED that crochet red roses can be put up outside of the Library in support of the Women's World Cup as long as they do not create a hazard.

O25/06/13 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was RECOMMENDED that at least one additional councillor joins this committee.

O25/06/14 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

O25/06/15 DATE OF THE NEXT MEETING: 24TH JULY 2025 AT 5PM

Reports & Appendix 1

Meeting concluded at 18:19

Chair's initials _____