

OTTERY ST MARY TOWN COUNCIL

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16 July 2025

Dear Councillors

I hereby give you notice that the **Community Infrastructure Committee [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00** on **Monday, July 21, 2025**, at **Ottery St. Mary Town Council**.

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

Yours faithfully

Kerry Kennell

Town Council

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 21, 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

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AGENDA

CI/25/07/01 Apologies for Absence

To receive apologies for absence

CI/25/07/02 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/25/07/03 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/25/07/04 Public Participation

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

CI/25/07/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 23rd June 2025 (*minute refs CI/25/06/01 - CI/25/06/18*) and to approve the signing of the Minutes by the Chair as a correct record

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

CI/25/07/08 To receive an update on the Wayfinding project from LHC

CI/25/07/09 To receive an update regarding becoming a Coach Friendly Town

CI/25/07/10 To receive an update from the Emergency Plan Working Group

CI/25/07/11 To receive an update regarding the possibility of EV charging points and lockers at the Station Hub and make decisions as appropriate

CI/25/07/12 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

CI/25/07/13 To discuss planting strategy for 2026 and beyond and make decisions (if appropriate)

CI/25/07/14 To consider events that could attract people into the town and make decisions as appropriate

CI/25/07/15 To receive an update regarding Footpath 46

CI/25/07/16 To note any specific correspondence received

CI/25/07/17 To receive any further recommendations from Members

CI/25/07/18 To receive Councillors questions

CI/25/07/19 Date of the next meeting: 18th August 2025

Reports & Appendix 1

2025-06-23 - Community Infrastructure Committee [In-person] - Minutes.pdf



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

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Chair's initials _____