

OTTERY ST MARY TOWN COUNCIL

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13 August 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, August 18, 2025**, at **Ottery St. Mary Town Council, 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 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, August 18, 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

18/08/2025 17:00 - 18:30

CI/25/08/01 - Apologies for Absence 4

CI/25/08/02 - Declarations and Disclosable Pecuniary Interests 4

CI/25/08/03 - Admission to Meetings 4

CI/25/08/04 - Public Participation 4

CI/25/08/05 - Minutes 4

Attachments

2025-07-21 - Community Infrastructure Committee [In-person] - Minutes 6

CI/25/08/06 - Visit Ottery 4

CI/25/08/07 - To receive an update from Callidus and make recommendations for the next steps 4

CI/25/08/08 - To receive an update on the Wayfinding project from LHC 4

CI/25/08/09 - To receive an update regarding becoming a Coach Friendly Town 4

CI/25/08/10 - To receive an update from the Emergency Plan Working Group 4

CI/25/08/11 - To receive an update regarding the possibility of EV charging points and lockers at the Station Hub and make decisions as appropriate 4

CI/25/08/12 - To receive an update regarding the Otter River Catchment Action (ORCA) campaign 4

CI/25/08/13 - To approve the tender for 2026 planting and make decisions (if appropriate)	4
<hr/>	
CI/25/08/14 - To receive an update regarding Footpath 46	4
<hr/>	
CI/25/08/15 - To note any specific correspondence received	5
<hr/>	
CI/25/08/16 - To receive any further recommendations from Members	5
<hr/>	
CI/25/08/17 - To receive Councillors questions	5
<hr/>	
CI/25/08/18 - Date of the next meeting: 15th September 2025	5
<hr/>	
Appendices	5
<hr/>	

AGENDA

CI/25/08/01 Apologies for Absence

To receive apologies for absence

CI/25/08/02 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/25/08/03 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/25/08/04 Public Participation

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

CI/25/08/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 21st July 2025 (*minute refs CI/25/07/01 - CI/25/07/19*) and to approve the signing of the Minutes by the Chair as a correct record

CI/25/08/06 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/25/08/07 To receive an update from Callidus and make recommendations for the next steps

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

CI/25/08/09 To receive an update regarding becoming a Coach Friendly Town

CI/25/08/10 To receive an update from the Emergency Plan Working Group

CI/25/08/11 To receive an update regarding the possibility of EV charging points and lockers at the Station Hub and make decisions as appropriate

CI/25/08/12 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

CI/25/08/13 To approve the tender for 2026 planting and make decisions (if appropriate)

CI/25/08/14 To receive an update regarding Footpath 46

CI/25/08/15 To note any specific correspondence received

CI/25/08/16 To receive any further recommendations from Members

CI/25/08/17 To receive Councillors questions

CI/25/08/18 Date of the next meeting: 15th September 2025
Reports & Appendix 1

2025-07-21 - Community Infrastructure Committee [In-person] - Minutes.pdf



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF the Community Infrastructure Committee [In-person] held on **Monday 21 July 2025** at **17:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1AH**

Present: Cllrs Dean Stewart (Chair), John Green, Vicky Johns and Nick Sneller,
In Attendance: Emma Grainger, Joe Williams, Amber Waddingham and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

CI/25/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

There were no apologies.

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

Cllr Green	No interests declared.
Cllr Sneller	No interests declared.
Cllr Copus	No interests declared.
Cllr Stewart	No interests declared.
Cllr Johns	No interests declared.

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

There was none.

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

Frankie Finlay, Assistant Head at Ottery Primary School advised that a parent-led bike bus has been launched in Ottery, with 12 active parents and 5–6 children regularly participating. The group is working with the school and Sustrans to promote safer cycling in the town.

Chair's initials _____

Currently, one short route runs from Land of Canaan towards the town, and a second route from Butts Road is being explored. Sustrans will visit to advise on safe crossing points and assist with route planning and risk assessments, with a trial ride planned for September. Parents accompany children on bikes wearing high-visibility jackets. There is currently no walking bus. The group intends to share a travel plan with Devon County Council, which may help secure resources. This is believed to be the first bike bus initiative in East Devon.

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

The minutes of 23rd June 2025 were approved and signed by the Chair as a true record of the meeting.

CI/25/07/06 VISIT OTTERY

- A. To receive an update regarding the Visit Ottery website
All businesses are now listed on the website. Those businesses that have provided a link to a website, Instagram or Facebook have been included.
- B. To receive an update regarding updating the Visit Ottery guide
The Clerk is meeting with a couple of business owners to discuss this.
- C. To consider any other issues in relation to the Visit Ottery project
There are none.

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

A meeting with Callidus and DCC is being scheduled for later this week.

CI/25/07/08 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

It was AGREED that the work should continue looking at designs made from wood.

CI/25/07/09 TO RECEIVE AN UPDATE REGARDING BECOMING A COACH FRIENDLY TOWN

EDDC have confirmed that three coach parking bags will be installed at the Land of Canaan when the car park is repainted. There will also be six disabled bays. Cllr Green has provided evidence to CPT and EDDC Cllr Haggerty regarding the existing coach signage. It is hoped that this is satisfactory to obtain coach friendly status for the town.

CI/25/07/10 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There is no update.

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

Quotations from Voltshare and Zapcharged were reviewed. It was **RECOMMENDED** that the Council proceed with the installation of three EV charging points at the Station at a cost of £5,781.80 EX VAT. It was **RECOMMENDED** that charges should be set to cover the running costs of the chargers but not to make a profit as this is a facility for the parish aimed to encourage residents without a parking space to purchase an electric vehicle.

Chair's initials _____

CI/25/07/12 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

Three residents expressed interest in forming an Ottery Nature Group and have since joined the Otter Valley Association (OVA). Monthly water testing is being conducted, with OVA undertaking its own analysis. Concerns were raised about pollution in the River Otter, particularly from agricultural runoff and sewage, with Payhembury, Ottery, and Honiton identified as hotspots. Initiatives discussed include the Furzebrook project (to inform ELMS), tree planting with Devon Wildlife Trust, river fly monitoring, and a leaky dam project. Comparisons were made with the River Axe, where development has been halted due to pollution. The River Otter is now considered among the worst in the region, with calls to push South West Water for accountability. MP Richard Foord has participated in water testing and holds relevant data from ORCA. The group is engaging with Community Action Group East Devon and Devon Communities Together, who have identified potential funding for a paid role.

It was **RESOLVED** that the Clerk will write to South West Water, the Environment Agency and UK Health Security Agency (UKHSA) to highlight the concern of the Council regarding the results recorded and to ask whether the river is suitable for people and pets to swim in as we embark on the school holidays (see Appendix 1). A regional meeting is scheduled for 30 July at Seaton Wetlands to unite river stakeholders.

CI/25/07/13 TO DISCUSS PLANTING STRATEGY FOR 2026 AND BEYOND AND MAKE DECISIONS (IF APPROPRIATE)

The Clerks report on planting arrangements in other towns in East Devon was reviewed. It was **RECOMMENDED** that the Council continues with a paid option to deliver their plants for 2026. It was **RECOMMENDED** that the Clerk will obtain quotes for planting in September/October and May to include watering.

CI/25/07/14 TO CONSIDER EVENTS THAT COULD ATTRACT PEOPLE INTO THE TOWN AND MAKE DECISIONS AS APPROPRIATE

Cllr Stewart reiterated his view that the parish should commemorate World Otter Day.

CI/25/07/15 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update.

CI/25/07/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

CI/25/07/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

A visitor has observed that there are times when Ottery St Mary offers limited activities, with the church closed on two days each week and only one cafe open later in the afternoons, which can become full. If the town is to achieve coach-friendly status, these factors will need careful consideration to ensure a welcoming and engaging experience for larger groups of visitors.

CI/25/07/18 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

CI/25/07/19 DATE OF THE NEXT MEETING: 18TH AUGUST 2025

Reports & Appendix 1

Chair's initials _____

Meeting concluded at 18:25

Draft

Chair's initials _____