

OTTERY ST MARY TOWN COUNCIL

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27 August 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, September 1, 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 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, September 1, 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

Table of contents

01/09/2025 19:00 - 21:30

C/25/09/1 - Apologies for Absence 5

C/25/09/2 - Declarations and Disclosable Pecuniary Interests 5

C/25/09/3 - Admission to Meetings 5

C/25/09/4 - Public Participation 5

C/25/09/5 - Minutes 5

Attachments

2025-08-04 - Full Council Meeting [In-person] - Minutes 7

C/25/09/6 - To receive Reports from the EDDC and DCC Councillors 5

C/25/09/7 - Planning 5

C/25/09/7.1 - To note the Minutes of 18th August 2025 (minute refs P/25/08/01-P25/08/10) 5

Attachments

2025-08-18 - Planning meeting - Draft Minutes 12

C/25/09/8 - Finance and Strategic Planning Committee 5

C/25/09/8.1 - To note the minutes of the meeting of 12th August 2025 (minute refs
FSP/25/08/01 - FSP/25/08/17) 5

Attachments

2025-08-12 - Finance _ Strategic Planning Committee [In-person] - Minutes	18
C/25/09/8.2 - To consider (and approve if appropriate) recommendations from the Committee	5
C/25/09/9 - Community Infrastructure Committee	6
C/25/09/9.1 - To note the Minutes of 18th August 2025 (minute refs CI/25/08/01-025/08/18)	6
Attachments	
2025-08-18 - Community Infrastructure Committee [In-person] - Minutes	21
C/25/09/10 - Operations Committee	6
C/25/09/10.1 - To note the Minutes of 28th August 2025 (minute refs O/25/08/01-025/08/15)	6
C/25/09/10.2 - To consider (and approve if appropriate) recommendations from the Committee	6
C/25/09/11 - To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary	6
C/25/09/12 - To note the current situation regarding Devolution and make decisions as appropriate	6
C/25/09/13 - To receive an update regarding bridges and the footpath at the Land of Canaan and to make decisions as appropriate	6
C/25/09/14 - To consider next steps to agree proposed areas for installation of 20mph zone outside of the town and to make decisions as appropriate	6
C/25/09/15 - Confirmation of decisions made under the Scheme of Delegation	6
C/25/09/16 - Financial Matters	6
C/25/09/17 - To consider Report from the Mayor	6
C/25/09/18 - To consider Report from the Town Clerk	6

C/25/09/19 - To note any specific correspondence received	6
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C/25/09/20 - To note any reports previously e-mailed by Councillors of Meetings attended	6
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C/25/09/21 - Councillors Questions on Councillors Business	6
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C/25/09/22 - Date of the next meeting: Monday 6th October 2025	6
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Appendices	6
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AGENDA

C/25/09/1 Apologies for Absence

To receive apologies for absence

C/25/09/2 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/25/09/3 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/25/09/4 Public Participation

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

C/25/09/5 Minutes

To receive the Minutes of the Meeting of the Town Council of 4th August 2025 (*minute refs C25/08/01-C25/08/25*) and to approve the signing of the Minutes by the Mayor as a correct record

C/25/09/6 To receive Reports from the EDDC and DCC Councillors

(if any)

C/25/09/7 Planning

C/25/09/7.1 To note the Minutes of 18th August 2025 (minute refs P/25/08/01-P25/08/10) and 28th August 2025 (P/25/08/11 -P/25/08/20)

C/25/09/8 Finance and Strategic Planning Committee

C/25/09/8.1 To note the minutes of the meeting of 12th August 2025 (minute refs FSP/25/08/01 - FSP/25/08/17)

C/25/09/8.2 To consider (and approve if appropriate) recommendations from the Committee

It was RECOMMENDED that the Council:

- make the following grant payments:

Ottery St Mary Primary School PTA	£1,350
Ottery St Mary Football Club	£3,000
Ottery Carnival and Tar Barrels	£5,000

- make a decision regarding the grant application from Project Food.
- the Council write to EDDC to request a lease of land at Land of Canaan as specified on the map – appendix 1.

C/25/09/9 Community Infrastructure Committee

C/25/09/9.1 To note the Minutes of 18th August 2025 (minute refs CI/25/08/01-025/08/18)

C/25/09/10 Operations Committee

C/25/09/10.1 To note the Minutes of 28th August 2025 (minute refs O/25/08/01-025/08/15)

C/25/09/10.2 To consider (and approve if appropriate) recommendations from the Committee

C/25/09/11 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary

C/25/09/12 To note the current situation regarding Devolution and make decisions as appropriate

C/25/09/13 To receive an update regarding bridges and the footpath at the Land of Canaan and to make decisions as appropriate

C/25/09/14 To consider next steps to agree proposed areas for installation of 20mph zone outside of the town and to make decisions as appropriate

C/25/09/15 Confirmation of decisions made under the Scheme of Delegation
Cllrs Johns, Grainger and Stewart gave delegated authority for a survey to be conducted at the Library.

C/25/09/16 Financial Matters
To consider and approve the August 2025 Receipts and Payments and Reconciliation reports

C/25/09/17 To consider Report from the Mayor

C/25/09/18 To consider Report from the Town Clerk

C/25/09/19 To note any specific correspondence received

C/25/09/20 To note any reports previously e-mailed by Councillors of Meetings attended

C/25/09/21 Councillors Questions on Councillors Business

C/25/09/22 Date of the next meeting: Monday 6th October 2025
Reports & Appendix 1

2025-08-04 - Full Council Meeting [In-person] - Minutes.pdf
2025-08-18 - Planning meeting - Draft Minutes.pdf



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Full Council Meeting [In-person] held on **Monday 04 August 2025** at **19:00**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Johns (Mayor), Dean Stewart, Peter Faithfull, Richard Grainger, Richard Copus, Janice Aherne and Stewart Lucas

In Attendance: Six members of the public and Kerry Kennell, Town Clerk

Minute Taker: Kerry Kennell, Town Clerk

C/25/08/1 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Sneller and Feasey, EDDC Cllr Collins and DCC Cllr Bailey.

C/25/08/2 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 Lucas	No interests declared.
Cllr Copus	No interests declared.
Cllr Stewart	No interests declared.
Cllr Aherne	Agenda item 12 – Cllr Aherne declared an ‘affects NRI’ as a resident of Tipton St John.
Cllr Grainger	No interests declared.
Cllr Johns	It was noted that Cllr Johns is a supporter of the Ottery St Mary Veteran’s Society and is EDDC Member Champion for Armed Forces Covenant.
Cllr Faithfull	No interests declared.

C/25/08/3 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 if any information relating to the organisations finances was discussed: C/25/08/8.2 To consider (and approve if appropriate) recommendations from the committee.

Chair’s initials _____

C/25/08/4 PUBLIC PARTICIPATION

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

Residents living next to Exeter Road and Barrack Road raised concerns about vehicles ignoring speed limits, especially in the area without a pavement and near homes where accidents have occurred. They support the 20mph zone. The Town Council has also advocated for a 20mph zone and will ask DCC whether an average speed camera could be installed from Barrack Road to the crossroads.

C/25/08/5 MINUTES

To receive the Minutes of the Meeting of the Town Council of 7th July 2025 (*minute refs C25/07/01-C25/07/21*) and to approve the signing of the Minutes by the Mayor as a correct record

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

C/25/08/6 TO RECEIVE REPORTS FROM THE EDDC AND DCC COUNCILLORS

(if any)

DCC Cllr Bailey, EDDC Cllrs Johns, Collins and Faithfull sent written reports which are available on the Council website. EDDC Cllr Faithfull read out his report.

The Council would like to formally record their thanks to EDDC for the work to update the play area at the Land of Canaan and DCC for the work to repair the Coleridge Bridge and reinstate the footpath.

C/25/08/7 PLANNING

C/25/08/7.1 TO NOTE THE MINUTES OF 21ST JULY 2025 (MINUTE REFS P/25/07/11-P25/07/20)

The minutes of the Planning Committee Meeting were noted.

C/25/08/8 FINANCE AND STRATEGIC PLANNING COMMITTEE

C/25/08/8.1 TO NOTE THE MINUTES OF THE MEETING OF 8TH JULY 2025 (MINUTE REFS FSP/25/07/01 - FSP/25/07/17)

The minutes of the Finance and Strategic Planning Committee meeting were noted.

C/25/08/8.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** that the Council:

- make the following grant payments:

Ottery St Mary Primary School PTA	£1,350
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Chair's initials _____

Ottery St Mary Football Club	£3,000
Ottery Carnival and Tar Barrels	£5,000

- the Council write to EDDC to request a lease of land at Land of Canaan as specified on the map – appendix 1.

C/25/08/9 COMMUNITY INFRASTRUCTURE COMMITTEE

C/25/08/9.1 TO NOTE THE MINUTES OF 21ST JULY 2025 (MINUTE REFS CI/25/07/01-025/07/19)

The minutes of the Community Infrastructure Committee meeting were noted.

Cllr Stewart updated the Council that a meeting with Callidus and DCC Highways had been productive.

Cllr Stewart reiterated the Council's concern regarding the results of the water testing carried out by ORCA (Otter River Catchment Action). The Council are grateful to the volunteers of this group, Eager Beavers and other organisations working hard to improve the quality of the river. Richard Foord, MP is supporting the campaign.

C/25/08/9.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED**:

- that the Council proceed with the installation of three EV charging points at the Station at a cost of £5,781.80 EX VAT.
- that charges should be set to cover the running costs of the chargers in line with other charging points in the area as this is a facility for the parish aimed to encourage residents without a parking space to purchase an electric vehicle. This should not make excessive profit but should cover ongoing running costs.
- that the Council continues with a paid option to deliver their planting strategy for 2026.
- that the Clerk will obtain quotes for planting in September/October and May to include watering.

The Council would like to formally record their thanks to Otter Garden Centre for providing the plants on St Saviours Bridge and for their support providing plants for the planters and hanging baskets within the town.

C/25/08/10 OPERATIONS COMMITTEE

C/25/08/10.1 TO NOTE THE MINUTES OF 24TH JULY 2025 (MINUTE REFS O/25/07/01-025/07/14)

The minutes of the Operations Committee were noted.

C/25/08/10.2 TO CONSIDER (AND APPROVE IF APPROPRIATE) RECOMMENDATIONS FROM THE COMMITTEE

It was **RESOLVED** that:

Chair's initials _____

- that the portacabins are only used for storage
- that the Council has a youth strategy during the Autumn term and this should be considered by the Finance and Strategic Planning Committee at their next meeting
- that Cllr Grainger is elected as Vice Chair of the Operations Committee

C/25/08/11 TO CONSIDER RESPONSE TO EDDC LOCAL GOVERNMENT REORGANISATION SURVEY

It was AGREED that Cllr Johns and Cllr Aherne will complete the response with the Clerk on behalf of the Council.

C/25/08/12 TO RECEIVE AN UPDATE REGARDING THE PROPOSAL TO TRANSFER TIPTON ST JOHN CHURCH OF ENGLAND PRIMARY SCHOOL TO THORNE FARM, OTTERY ST MARY

Cllr Aherne advised that a letter was sent from the governors to parents at the end of the Summer term.

C/25/08/13 TO NOTE THE CURRENT SITUATION REGARDING DEVOLUTION AND MAKE DECISIONS AS APPROPRIATE

It was AGREED that the Clerk will write to EDDC to advise that in their minutes they are talking about consulting with local town and parish councils but this is not currently happening. The Town Council would be happy to be part of those conversations.

C/25/08/14 TO REVIEW AND MAKE DECISIONS AS APPROPRIATE REGARDING ADDITIONAL CHRISTMAS LIGHTING

It was **RESOLVED** to go ahead with additional Christmas lighting at the Museum, to extend in Mill Street to Ottery Office and to include Feniton Park retail unit subject to the property owners permission.

C/25/08/15 TO CONSIDER NEXT STEPS TO AGREE PROPOSED AREAS FOR INSTALLATION OF 20MPH ZONE OUTSIDE OF THE TOWN AND TO MAKE DECISIONS AS APPROPRIATE

The Council are waiting for feedback from DCC. DCC Cllr Bailey will chase DCC for a response.

C/25/08/16 TO REVIEW APPLICATIONS FOR CO-OPTION OF TIPTON ST JOHN WARD COUNCILLOR AND MAKE DECISIONS AS APPROPRIATE

Cllr Aherne expressed her disappointment that no-one from Tipton St John had put themselves forward for the vacancy and questioned whether the village would be best served by someone not residing in Tipton St John. It was **RESOLVED** to co-opt Sarah Martin as Councillor for the Tipton St John ward. *Cllr Aherne abstained.*

C/25/08/17 TO CONSIDER COMMITTEE MEMBERSHIP AND MAKE DECISIONS AS APPROPRIATE

EDDC have been notified by the Clerk of the vacancy left following the resignation of John Green. It was **RESOLVED** that:

Sarah Martin will join the Planning Committee and the Community Infrastructure Committee.

Cllr Lucas will join the following Committees: Operations, Finance and Strategic Planning and Community Infrastructure.

Cllr Faithfull will join the Planning Committee subject to confirmation from EDDC that this is acceptable as he is also a member of the EDDC Planning committee.

Chair's initials _____

C/25/08/18 CONFIRMATION OF DECISIONS MADE UNDER THE SCHEME OF DELEGATION

There were none.

C/25/08/19 FINANCIAL MATTERS

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

C/25/08/20 TO CONSIDER REPORT FROM THE MAYOR

The Mayor sent a written report which is available on the website.

The Mayor remaindered Councillors of the celebrations taking place for VJ Day on Friday 15th August. At 9am there is a flag raising at the Council Offices, at 11am a memorial service is being held at the Parish Church. There will be a National two-minute silence at midday. From 5.30pm there are events at Millenium Green. At 7pm there will be a torchlit procession from Council Offices to Millenium Green. The event is being organised by Ottery St Mary Veteran's Society and Carnival and Tar Barrels Committee and financed by Ottery St Mary Town Council.

C/25/08/21 TO CONSIDER REPORT FROM THE TOWN CLERK

The Clerk had nothing to report.

C/25/08/22 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

The Council noted the response from the Environment Agency in reply to the letter sent by the Council.

It was noted that there has been concerns regarding the road closure from Butts Road to Alfington and whether it was necessary as the road had not actually been closed. This has been reported to DCC.

It was noted that concerns have been raised regarding parking in Pig Lane. DCC discussing proposal and who will pay for it.

C/25/08/23 TO NOTE ANY REPORTS PREVIOUSLY E-MAILED BY COUNCILLORS OF MEETINGS ATTENDED

There were none.

C/25/08/24 COUNCILLORS QUESTIONS ON COUNCILLORS BUSINESS

It was asked whether there was any update on the Coleridge Bridge repairs.

It was **AGREED** that the Council will write to EDDC regarding the proposed development at Salston Manor and reiterate the need for safer pedestrian access. Cllr Grainger and the Clerk will compose the letter.

C/25/08/25 DATE OF THE NEXT MEETING: MONDAY 1ST SEPTEMBER 2025

Reports & Appendix 1

Meeting concluded at 20.53

Chair's initials _____



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Planning meeting held on **Monday 18 August 2025** at **18:32**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Ottery St Mary Town Council Admin, Cllrs Richard Grainger (Chair), Richard Copus (Deputy Chair), Vicky Johns, Janice Aherne & Sarah Martin
Minute Taker: Ottery St Mary Town Council Admin – Jane Bushby

P/25/08/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies received from Cllr Nick Sneller

P/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

Cllr Richard Grainger	No declaration made
Cllr Richard Copus	No declaration made
Cllr Vicky Johns	No declaration made
Cllr Janice Aherne	No declaration made
Cllr Sarah Martin	No declaration made

P/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

P/25/08/04 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE

- 1) APPEAL REF: APP/U1105/W/25/3369603 - Land At Slade Farm Slade Road Ottery St Mary - Appeal notice
- 2) 25/0030/TPO - Land East of Tipton Vale, Metcombe - Tree Preservation Order

Chair's initials _____

P/25/08/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 21st July 2025 and to approve the signing of the Minutes by the Chair as a correct record

The minutes were signed by the Chair as a correct record.

P/25/08/06 PLANNING DECISIONS RECEIVED

25/1126/OHL	Land Adjacent Gosford House, Gosford, OSM	Circular 14/90 - No objections
25/1250/NMA	8 Hayne Park Tipton St John Devon EX10 0TA	Closed
24/1833/FUL	99 Thorne Farm Way Ottery St Mary EX11 1GU	Approval with conditions
25/1317/FUL	37 Raleigh Road, OSM, EX11 1TG	Approval with conditions
25/1139/FUL	3-5 The Flat Broad Street, OSM, EX11 1BT	Approval with conditions
25/1210/FUL	55 Yonder Street, OSM, EX11 1HF	Refused
25/0282/FUL	Hayne Barton, Farm Seaway Lane, TSJ, Devon EX10 0TE	Approval with conditions
25/1278/PDQ	The Poultry Barn Green Lane Feniton EX14 3BR	PDQB Prior Approval refused
25/1499/DOC	Raleigh House, Mill Street, OSM, EX11 1AF	Discharge of condition
25/1005/LBC	The Coaching Cottage, 4 The Fairmile, OSM, EX11 1LP	Approval with conditions

P/25/08/07 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.

Chair's initials _____

P/25/08/08 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:

Reference	Applicant	Details
1) 25/1473/TCA	Mr Maurice Molloy	Sweet Chestnut - fell 17 Silver Street, OSM, EX11 1DB
Town Council comments; The Town Council do not support the application since a tree report has not been included, which would provide justification for the work to be carried out.		
2) 25/1492/TRE	Mr & Mrs Gambier	3511: Western Red Cedar - reduce live growth on split section by 3-4m. Reason: see attached arb report for full details. 2 Tipton Lodge Lane to Bank End, TSJ, EX10 0AW
Town Council comments; The Town Council support the application subject to the applicant following the advice given in the tree report.		
3) 25/1495/FUL	Miss E Pusey	Demolition of detached garage and store room and replacement two storey garage/office Pinetrees, Exeter Road, OSM, EX11 1LH
Town Council comments; The Town Council support the application subject to the applicant following the advice given in the EDDC officers report. The Town Council would like to see a condition that the building can not be sold as a separate residence.		
4) 25/1320/FUL	Mr & Mrs Arthur	Erection of an oak framed annex ancillary to the main dwelling and change of use of land to residential. Lancercombe House, Lancercombe, EX10 0JX
Town Council comments; The Town Council do not support this application based on the following; The property is in the open countryside in an area of natural beauty The Town Council would have preferred to see two separate applications ie Change of Use and then the application to erect an annexe A full tree survey has not been provided This application does not satisfy the previous objections raised in application 24/0639/FUL		
5) 25/1513/VAR	Mr Malcolm Hilton	Variation of condition 2 (approved plans), from planning permission 24/2154/FUL (Replacement of rear conservatory and bay window with larger flat roof conservatory with roof lights; new juliette balcony to bedroom window), to reduce the size of the new conservatory so as not to increase the original footprint and add a pitched roof, lower aluminium windows and bi folding doors. 8 Hayne Park, TSJ, EX10 0TA
Town Council comments; The Town Council support the application		

Chair's initials _____

6)	25/1605/AGR Prior notification	Mr Thomas Fry	Prior approval for hay, straw and machinery storage building Straitgate Farm, Exeter Road, OSM, EX11 1LG
Town Council comments; The Town Council support the application subject to rain water harvesting as recommended in the South West Water report			
7)	25/1586/FUL	Mr S Tatchell	Demolition of original garage conversion and replacement with side extension, rear extension including ground floor terrace, first floor balcony & roof extension. Cladding to existing brickwork on front, side & rear elevations. 45 Oak Close, OSM, EX11 1BB

Town Council comments;

The Town Council support the application subject to the applicant following the recommendations in the Ecology Report

P/25/08/09 TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PLANNING MATTERS

There were none

P/25/08/10 DATE OF THE NEXT MEETING: TBC

Meeting concluded at 19.05

Chair's initials _____

Chair's initials _____

2025-08-12 - Finance Strategic Planning Committee [In-person] - Minutes.pdf

2025-08-18 - Community Infrastructure Committee [In-person] - Minutes.pdf



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Finance & Strategic Planning Committee [In-person] held on **Tuesday 12 August 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 Feasey, Stewart (Chair), Aherne and Grainger
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

FSP/25/08/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Johns (Mayor) and Cllr Lucas.

FSP/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

Cllr Stewart	Agenda item FSP/25/08/06 Consideration of community grant applications - Cllr Stewart declared an ORI as he is a director of Ottery Larder.
Cllr Feasey	No interests declared.
Cllr Aherne	No interests declared.
Cllr Grainger	No interests declared.

FSP/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

It was **RESOLVED** that Agenda Item F/25/08/06 Consideration of Community Grant Applications would be discussed in Confidential Session as they include information relating to the organisations finances.

FSP/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

There were none.

Chair's initials _____

FSP/25/08/05 MINUTES

To receive the Minutes of the Finance and Strategic Planning Committee meeting of 8th July 2025 (FSP/25/07/01 - FSP/25/07/17) by the Chair as a correct record

The minutes of 8th July 2025 were reviewed and signed by the Chair as a correct record of the meeting.

FSP/25/08/06 CONSIDERATION OF COMMUNITY GRANT APPLICATIONS

Grant applications received from Project Food, Friends of Ottery Library and the Ottery Larder,

Cllr Stewart left the meeting.

It was **RECOMMENDED** that a £2,000 community grant is awarded to the Larder.

Cllr Stewart joined the meeting.

It was AGREED that a Teams call will be set up with Project Food and Friends of Ottery Library on 20th August 2025 at 4pm and 4.15pm if possible, to discuss their grant applications.

FSP/25/08/07 TO RECEIVE AN UPDATE REGARDING S106 MONIES AND MAKE DECISIONS AS APPROPRIATE

[Draft survey](#)

The draft survey was reviewed. The Clerk is awaiting feedback from EDDC. It was AGREED that the Clerk will request clarification from EDDC regarding whether improving the playing surface at Winters Lane 5 a side and improved access to the skatepark (£50,000 improving access excluding any new equipment) can be included in the survey.

FSP/25/08/08 TO REVIEW UPDATED STANDING ORDERS AND MAKE DECISIONS AS APPROPRIATE

It was **RECOMMENDED** that the Council approve the updated Standing Orders.

The Clerk will confirm whether the paragraph regarding higher education can be removed as it is not applicable to the parish.

FSP/25/08/09 TO REVIEW UPDATED FINANCIAL REGULATIONS AND MAKE DECISIONS AS APPROPRIATE

It was AGREED the tender threshold should be increased to £60,000.

It was **RECOMMENDED** that the Council approve the updated Financial Regulations.

Chair's initials _____

It was noted that the form has been sent to Barclays to remove John Green from the bank mandate.

FSP/25/08/10 REVIEW OF THE STRATEGY DOCUMENT AND MAKE DECISIONS AS APPROPRIATE

The Strategy document was reviewed. The Committee recognise the importance of having a strategic plan – particularly during this time of uncertainty with the Local Government Review when it is particularly important that the goals of the Council are clear.

It was AGREED that the Clerk will create an online survey (using questions from Cllr Stewart and the Clerk) which will be sent to all Councillors for completion by 3rd September. The results of this survey will be reviewed at the next committee meeting.

FSP/25/08/11 TO ENSURE THAT THE COUNCIL HAS A YOUTH STRATEGY AND MAKE DECISIONS AS APPROPRIATE

Cllr Feasey reiterated the importance of a youth strategy which clarifies the longer term goal for the Station. A Youth survey is currently underway and the results will inform the youth strategy.

FSP/25/08/12 TO EXPLORE OPPORTUNITIES TO SPONSOR OR ADOPT A COMMUNITY PLANTER AND TO MAKE RECOMMENDATIONS/DECISIONS AS APPROPRIATE

It was AGREED this should be included in the tender brief that is being prepared.

FSP/25/08/13 TO RECEIVE AN UPDATE FROM THE CLERK REGARDING ANY OUTSTANDING ISSUES AND MAKE DECISIONS AS APPROPRIATE

There were none.

FSP/25/08/14 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

It was **RECOMMENDED** to continue using DCK Accounting Services for budget setting at a cost of £676.50 plus mileage and VAT.

FSP/25/08/15 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was noted that the Clerk has written to EDDC to put forward the idea of a bike rack at the Land of Canaan. It was AGREED that the Clerk will request additional litter bins near the play area.

FSP/25/08/16 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

FSP/25/08/17 DATE OF THE NEXT MEETING: 9TH SEPTEMBER 2025

Reports & Appendix 1

Meeting concluded at 18:36

Chair's initials _____



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee [In-person] held on **Monday 18 August 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 Dean Stewart (Chair), Vicky Johns (Mayor), Richard Copus and Sarah Martin
In Attendance: Emma Grainger, Joe Williams, John Waddingham and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

CI/25/08/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Lucas and Sneller.

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

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

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

There were none.

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

There were none.

CI/25/08/05 MINUTES

Chair's initials _____

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

The minutes of 21st July 2025 were approved and signed by the Chair as a correct record of the meeting.

CI/25/08/06 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website

There is no update

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

The Clerk is waiting for a date to be put forward but this has been impacted by the school holidays. It was AGREED that information on the Otari Bell and Beaumont House should be included in the guide. The Clerk will ask for an update regarding how the plans to move the bell are going.

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

It was noted that the social media posts have improved.

CI/25/08/07 TO RECEIVE AN UPDATE FROM CALLIDUS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

It was noted that additional crossing points in the conservation area should be sympathetic with minimal clutter.

It was **RESOLVED** that Cllr Martin will join the Safe Cycle and Pedestrian Access Working Group.

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

An update from LHC was noted.

CI/25/08/09 TO RECEIVE AN UPDATE REGARDING BECOMING A COACH FRIENDLY TOWN

There is no update. Cllr Johns will chase Cllr Haggerty for an update.

CI/25/08/10 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There was a discussion regarding the Emergency Plan and the obstacles that have been met trying to create a plan. Preparing and planning. Question validity of the document and the benefit to the community.

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

There is no update regarding the lockers.

It was AGREED that EDDC will be asked when EV chargers will be installed at the Land of Canaan? Also is there any possibility of EV chargers being installed in the EDDC car park at Brook Street?

CI/25/08/12 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

A representative from ORCA was unable to attend.

Chair's initials _____

It was AGREED that the Clerk will write to ORCA to offer the Council's support and suggest that ORCA arrange a meeting with SWW and other towns and parishes affected by the poor water quality of the River Otter.

It was AGREED that the Clerk will write to East Devon District Council to ask how confident they are regarding residents' concerns about the water quality and how this will be maintained as additional houses are built? How will it be managed? The Clerk will also raise this point to ORCA in the correspondence from the Council.

CI/25/08/13 TO APPROVE THE TENDER FOR 2026 PLANTING AND MAKE DECISIONS (IF APPROPRIATE)

It was AGREED that the location of the planters will be added as an appendix to the Planting Tender. It was **RESOLVED** to approve the Planting Tender.

CI/25/08/14 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update. It was noted that there are benefits of a circular walk. An update will be sought from DCC Public Rights of Way.

EDDC have confirmed that they will be replacing the wooden bridge at the Land of Canaan. This work will be completed shortly prior to the reopening of Coleridge Bridge.

It was noted that there is a damaged footbridge with damaged steps and a loose handrail by the river. The Clerk will contact the landowner.

CI/25/08/15 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

CI/25/08/16 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

A question was raised regarding whether the benches will be replaced along the footpath. The Clerk was under the impression that EDDC were responsible for the benches but a resident had been advised that it is DCC. Some residents are not keen for the benches to be reinstated. The Clerk will seek clarification on this.

It was confirmed that the Council would not take place in the leat clearance mentioned on social media due to the health and safety implications and insurance restrictions relating to such an event.

It was AGREED that it will be included on the Council agenda to discuss Exeter City Council wanting to extend their boundary to include West Hill and the impact on the parish in relation to shared facilities.

CI/25/08/17 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

CI/25/08/18 DATE OF THE NEXT MEETING: 15TH SEPTEMBER 2025

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials _____