

OTTERY ST MARY TOWN COUNCIL

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10 September 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, September 15, 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, September 15, 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/25/09/01 Apologies for Absence

To receive apologies for absence

CI/25/09/02 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/25/09/03 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/25/09/04 Public Participation

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

CI/25/09/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 18th August 2025 (*minute refs CI/25/08/01 - CI/25/08/18*) and to approve the signing of the Minutes by the Chair as a correct record

CI/25/09/06 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/25/09/07 To receive an update from Callidus and make recommendations for the next steps

CI/25/09/08 To review available grants and progress applications if suitable for committee projects

CI/25/09/09 To receive an update on the Wayfinding project from LHC

CI/25/09/10 To receive an update regarding becoming a Coach Friendly Town

CI/25/09/11 To receive an update from the Emergency Plan Working Group

CI/25/09/12 To receive an update regarding the possibility of lockers at the Station Hub and make decisions as appropriate

CI/25/09/13 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

CI/25/09/14 To consider the impact on the parish from the proposal from Exeter City Council as part of local government reorganisation and make decisions/recommendations as appropriate

CI/25/09/15 To receive an update regarding Footpath 46

CI/25/09/16 To note any specific correspondence received

CI/25/09/17 To receive any further recommendations from Members

CI/25/09/18 To receive Councillors questions

CI/25/09/19 Date of the next meeting: 20th October 2025
Reports & Appendix 1

[2025-08-18 - 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 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

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|--------------|---|
| 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 _____