



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF the Community Infrastructure Committee [In-person] held on **Monday 15 September 2025** at **17:00**. The meeting was held in the **Ottery St. Mary Town Council, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Dean Stewart (Chair), Nick Sneller (Vice Chair), Sarah Martin, Stewart Lucas and Richard Copus  
In Attendance: Emma Grainger, Joe Williams and Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

### CI/25/09/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllr Johns (Mayor).

### 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

Cllr Stewart	No interests declared.
Cllr Copus	No interests declared.
Cllr Sneller	No interests declared.
Cllr Martin	No interests declared.
Cllr Lucas	No interests declared.

### 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

There were none.

### 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

Chair's initials \_\_\_\_\_

The minutes of 18<sup>th</sup> August 2025 were approved and signed by the Chair as a correct record.

**CI/25/09/06 VISIT OTTERY**

A. To receive an update regarding the Visit Ottery website

Several more businesses have provided links to their websites. The posts from Visit Ottery have been more frequent.

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

The Clerk is still waiting to hear from local business owners who have expressed an interest in updating the guide and will arrange a meeting with interested parties.

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

There are none.

**CI/25/09/07 TO RECEIVE AN UPDATE FROM CALLIDUS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS**

The Callidus report was reviewed, with particular attention to Figure 6.3.

The Committee expressed a preference for a roundabout-free solution that maximises pedestrian space.

It was noted that the DCC is not considering shared space designs.

It was AGREED that the next steps would be to:

1. Contact Callidus to:
  - Clarify their stance on Option 3 and footway widening.
  - Request a redrawn version of Figure 6.3 if needed.
2. Engage with DCC to:
  - Review the contradiction and advise on feasible solutions.
  - Explore roundabout-free options with maximum pedestrian space.
  - Provide indicative costs for proposed changes.
  - Advise on bus prioritisation possibilities.
3. Continue planning for pedestrian crossings, prioritising zebra crossings at key locations (namely Jesu Street and Broad Street).

**CI/25/09/08 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS**

The Clerk will resend the information on the available grants and Cllrs Stewart and Martin will meet to discuss whether any are appropriate for the Council projects.

**CI/25/09/09 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC**

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LHC have completed a spreadsheet showing the locations for signage throughout the town. It was AGREED that all Councillors on this committee will review the spreadsheet and advise the Clerk or any omissions or errors. The Clerk will then summarise the feedback for the next meeting.

**CI/25/09/10 TO RECEIVE AN UPDATE REGARDING BECOMING A COACH FRIENDLY TOWN**

It was noted that Coach Friendly Town status has been awarded. Thanks were noted to John Green for his work on this project. This information will be shared to the wider community once EDDC completes the resurfacing and line marking at the Canaan Way car park.

**CI/25/09/11 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP**

There was none.

**CI/25/09/12 TO RECEIVE AN UPDATE REGARDING THE POSSIBILITY OF LOCKERS AT THE STATION HUB AND MAKE DECISIONS AS APPROPRIATE**

It was AGREED that a question will be added to the survey being sent to Kings Reach residents to ask whether they would find a parcel locker beneficial at The Station Hub. It was AGREED that this will be considered once the installation of the EV lockers is complete.

**CI/25/09/13 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN**

It was AGREED that the Clerk should write to EDDC to request that development in Ottery St Mary should be stopped until such time that the river pollution levels are acceptable in the same way that they have done in Axminster.

**CI/25/09/14 TO CONSIDER THE IMPACT ON THE PARISH FROM THE PROPOSAL FROM EXETER CITY COUNCIL AND MAKE DECISIONS/RECOMMENDATIONS AS APPROPRIATE**

It was noted that the proposal from Exeter City Council which includes West Hill makes no sense as they use shared facilities in Ottery.

**CI/25/09/15 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46**

There is no update.

**CI/25/09/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

It was noted that EDDC have confirmed that EV chargers will be installed in Canaan Way car park and Brook Street car park but they are unable to confirm timescales.

It was noted that Keir had written to the Council to offer a bench but that the bench has already been installed and they will be fitting a plaque to say bench is to celebrate work carried out by the Environment Agency.

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**CI/25/09/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

It was discussed that the area by the reinstated footpath would benefit from the planting of bulbs. The Clerk will seek clarification of what is planned for this area.

The Clerk will request that the bushes at Strawberry Lane are cut back by the grounds maintenance contractor.

It was AGREED that protection of the Conservation Area will be included on the next Full Council agenda.

**CI/25/09/18 TO RECEIVE COUNCILLORS QUESTIONS**

There were none

**CI/25/09/19 DATE OF THE NEXT MEETING: 15TH SEPTEMBER 2025**

Reports & Appendix 1

Meeting concluded at 18:20

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