

OTTERY ST MARY TOWN COUNCIL

Council Offices, The Old Convent, 8 Broad Street,
Ottery St Mary. Devon EX11 1BZ

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15 October 2025

Dear Councillors

I hereby give you notice that the **Planning meeting of OTTERY ST MARY TOWN COUNCIL** will be held at **18:30 on Tuesday, October 21, 2025**, at **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**.

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

Yours faithfully

Jane Bushby

Ottery St Mary Town Council Admin

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. 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.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

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

P/25/10/01 Apologies for Absence

To receive apologies for absence

P/25/10/02 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

P/25/10/03 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/25/10/04 Reports, Correspondence and Items referred to the Committee

- a) Notification of Tree works considered an exemption to **TPO 79/0002/TPO 1** Tipton Lodge, Tipton St John, Sidmouth, EX10 0AW
- b) To review the Pre Application Policy and agree any recommendations, where appropriate

P/25/10/05 Minutes

To receive the Minutes of the Planning Meeting of the Town Council of 30th September 2025 and to approve the signing of the Minutes by the Chair as a correct record

P/25/10/06 Planning Decisions Received

<u>25/0596/FUL</u>	Gosford Pines Farm Gosford Ottery St Mary EX11 1LX	Approval with conditions
<u>25/1709/FUL</u>	Cadhay Barton Cadhay Ottery St Mary Devon EX11 1QY	Approval with conditions
<u>25/1192/FUL</u>	Changing rooms, Strawberry Lane, OSM, EX11 1RG	Approval with conditions
<u>25/1275/FUL</u>	Tipton St John Cricket Pavilion, Tipton St John, EX10 0AF	Approval with conditions
<u>25/1341/PIP</u>	Land East Of Tipton Vale Metcombe	PIP Grant of Permission in Principle
<u>25/1795/AGR</u>	Metcombe Green, Higher Metcombe, OSM, EX11 1SS	Deemed Consent
<u>25/1700/FUL</u>	11 Washbrook View Ottery St Mary Devon EX11 1EP	Approval with conditions

P/25/10/07 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.

P/25/10/08 To consider and determine observations on the following Planning Applications:

Reference	Applicant	Details
1) 25/1930/FUL 25/1931/LBC	Ben & Victoria Smith	Proposed demolition of lean-to extension to the north of the main dwelling and the construction of a replacement; conversion of attached agricultural buildings to form extension to existing dwelling with the demolition and rebuild of the lean-to extension to the north of the rear barn, change of use of agricultural yard to residential garden (extension to curtilage), partial demolition of 2 no. barns and demolition of 1 no. bar Halls Farm, Higher Metcombe, OSM, EX11 1SS
2) 25/2000/FUL	Callum Dyckes	Formation of off road parking 3 Bridgefield, OSM, EX11 1HL
3) 25/1973/FUL	Mr & Mrs Morgan	First floor extension to dwelling Little Waxway, OSM, EX11 1QD
4) 25/1997/FUL	Mr & Mrs Badek	Demolition of existing garage extension. Construction of two storey side and rear extensions, replacement porch, alteration to fenestration and new detached garage 3 Orchard Close, OSM, EX11 1HT
5) 25/1746/FUL	Mr David Huxtable	Replacement garage Crosshills Lodge, Lancercombe, Sidmouth, EX10 0JX
6) 25/1998/VAR	Mr Sellick & Miss Hill	Retrospective Variation of condition 1 (approved plans) and removal of condition 5 (materials) on planning permission 24/1390/FUL (Proposed detached garage and store), to include additional windows to the garage and store and receipt of a schedule of materials. Long Range, Whimble, EX5 2QT

P/25/10/09 To receive Councillors' questions relating to Planning Matters

P/25/10/10 Date of the next meeting: TBC

[25.2064.PRETDD letter.pdf](#)

[POLICY RE PRE-APPLICATION DRAFT OCTOBER 25.docx](#)

[2025-09-30 - Planning Meeting - Draft Minutes.pdf](#)

Date: 7 October 2025
Contact number: 01404 515616
Extension number:
E-mail: trees@eastdevon.gov.uk
Our Reference: 25/2064/PRETDD



East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
Devon
EX14 1EJ

DX48808 Honiton
Tel: 01395 516551
www.eastdevon.gov.uk

Mat Box
Pro Treeworks

Dear Mat Box

**Notification of Tree works considered an exemption to TPO 79/0002/TPO
1 Tipton Lodge, Tipton St John, Sidmouth, EX10 0AW**

Thank you for advising the Council that you would like to carry out works to which you consider to be an exemption to the usual requirements of the tree protection legislation.

The works are: Monterey Pine: removal of dead, split and failed branches.

The works in question are considered to be an exception from the normal requirement to seek the consent of this Council under Regulation 14 of the Town and Country Planning (Tree Preservation)(England) Regulations 2012. This regulation of the Act provides for works to be carried out on dead and dangerous trees (or parts of trees) in the interests of safety.

There is no requirement for replanting.

Yours sincerely

Arboricultural Team
Countryside Service

Copy to: The Clerk to Ottery St Mary Town Council
Councillors Peter Faithfull, Vicky Johns and Bethany Collins
Tree Wardens Lisette Johnson and Tarquin Wagstaffe
Land Charges

Informatives:

1. **Wildlife** : Bats and birds are protected under the Wildlife & Countryside Act 1981 and the Countryside and Rights of Way Act 2001, it is an offence to deliberately or recklessly disturb them or damage their roosts or habitat. Therefore, close inspection of the tree(s) should be undertaken prior to the commencement of works to determine if any bats or birds reside in the tree(s). No works should occur while birds are nesting which may be at any time between the month of March to September inclusive; if bats are present works should cease until the applicant has obtained further advice from Natural England on 0845 6003078 or 0300 0601110 (Exeter Office). Further advice on bats is available from The Bat Conservation Trust (0845 1300228).

2. **British Standard BS 3998:2010 Tree Work - Recommendations** came into effect on 31 December 2010 and supersedes BS 3998:1989 which is withdrawn. Before carrying out the works to which this notice applies, any person involved with the works should ensure they are fully aware of the contents of the new standard. A copy of the standard is available for inspection at the Council Offices, Blackdown House, Border Rd, Heathpark Ind Estate, Honiton EX14 1EJ or can be purchased from the BSI Shop on the website www.bsigroup.com/shop.



OTTERY ST MARY TOWN COUNCIL

Policy for Pre-Application Planning Consultation

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Draft and Approved		2020
2	Kerry Kennell	Reviewed	June 2023	5 June 2023 23/05/23
3	Kerry Kennell	Draft	October 2025	

Purpose

Ottery St Mary Town Council ('the Council') welcomes the opportunity for pre-application planning discussions with applicants and/or developers and their agents, before a planning application is submitted (should the Council be approached by any of the aforementioned parties for pre-application planning discussions and/or the Council considers it advisable). These discussions may be beneficial to both applicants and the residents of Ottery St Mary. The Council is a statutory consultee for all planning applications in the Parish of Ottery St Mary. Its role is to comment on applications and forward recommendations to the local planning authority East Devon District Council (EDDC). The Council has chosen to adopt a policy for pre-application planning consultations and engagement

Confidentiality

The Council will not treat as confidential any request for pre-application consultation or engagement. Any information provided will be subject to disclosure under the Freedom of Information Act 2000. From the outset the developer must identify information which the Council cannot share or make public and give reasons for this. Confidentiality of communications about the development will rarely be justified even if the developer's interest is sensitive

Public Access

The Council will discuss pre-application submissions at a Council or Planning Committee meeting. These meetings are open to the public and the minutes of such meetings are available to all via the Council's website. The Council may invite developers to attend a Council meeting at which the public are present, to give a presentation on their proposal. This will help to ensure that the developer's communications with the Council are transparent. The Council will **not** normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress). It is however, the councillors at the Council

meeting who will decide if there are grounds to exclude the public from the meeting when the proposed development is being considered.

Pre-application community engagement (PACE)

The Council will encourage developers to carry out engagement with the local community before submitting plans **for significant or complex developments**. Any PACE meeting must meet the following expectations:

1. The venue is convenient and accessible in the community.
2. Sufficient and timely publicity within the community and to all likely interested parties. The timing of the meeting should be appropriate to allow as wide a range of people as possible to attend.
3. That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
4. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes. Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend a public event.

Individual Councillor's discussions

- a. Councillors must be aware of their obligations under the Council's Code of Conduct.
- b. Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint for a potential breach of the Code
- c. Any informal discussions must involve a minimum of three councillors and the Clerk/Administrator .
- d. Where a site meeting is needed, the Council will nominate at least two councillors to attend

A developer should not attempt to lobby individual members; if this occurs, the Council reserves the right to withdraw from any pre-application process.

Applicants, developers and agents are reminded that it is an offence under s.1 Bribery Act 2010 for a developer or their agent to promise or give a financial or other advantage to a Council or Councillor with the expectation of an improper consideration of a planning application.

Councillor Communications

Informal meetings and telephone conversations between a developer and councillors or the Administrator will be documented in writing and are subject to disclosure under the Freedom of Information Act 2000. Furthermore, the Council will report that a meeting has taken place at the next full Council meeting and a brief overview of the discussions will be given at the meeting. The Clerk will make the arrangements for any meetings requested by developers with councillors, attend and write a follow-up letter. If there is a legitimate reason for confidentiality regarding the proposal, the Council will keep a written record of the confidential and non-confidential issues.

Pre-Determination

Councillors should avoid expressing any detailed opinion or prior view which might be viewed as pre-determination. To this end, a formal meeting arranged by the Council could include the following suggested wording on the meeting agenda or invitation:

‘While Members may express an opinion for or against the proposal at this meeting, our minds are not closed and we will only come to a conclusion on whether we should support the scheme or offer an objection after we have listened to the full debate.

A similar statement could also be read out and clearly stated at the start of an informal meeting, to make it clear that members attending are not pre-determining their position on a proposal. Councillors could also include the words ‘in principle’ or ‘subject to ..’ when expressing their views to further emphasise that any opinions given at this stage are not pre-judging a proposal in advance of a formal planning application.



Ottery St Mary Town Council

Minutes of the Planning Meeting held on **Tuesday 30 September 2025** at **19:00**. 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 (Mayor) Richard Copus, Janice Aherne and Nick Sneller

Minute Taker: Jane Bushby, Ottery St Mary Town Council Admin

P/25/09/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apology received from Cllr Vicky Johns

P/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 Richard Grainger	No declaration made
Cllr Richard Copus	No declaration made
Cllr Janice Aherne	No declaration made
Cllr Nick Sneller	No declaration made

P/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

P/25/09/04 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE

1) APPEAL REF: 6000719 PROPOSAL: Alterations to roof to allow for creation of first floor. LOCATION: 2 The Orchard Tipton St John Sidmouth EX10 0AZ - Appeal notice received – circulated to the committee

Chair's initials _____

2) Appeal Ref: APP/U1105/W/24/3358074 Clapperentale Farm, Escot Park, Ottery St Mary, Devon EX11 1LU - Dismissed - circulated to the committee

P/25/09/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 28th August 2025 and to approve the signing of the Minutes by the Chair as a correct record

P/25/09/06 PLANNING DECISIONS RECEIVED

<u>25/1705/AGR</u>	Higher Ash Farm. - Higher Ash Farm Fenny Bridges Honiton EX14 3BL	Prior approval not required
<u>25/0896/VAR</u>	Otter Mead Sense, Otterhayes, Salston Ride, Salston , OM, EX11 1RH	Approval with conditions
<u>25/1186/CPE</u>	Black Studio Land At Long Barton, Higher Metcombe	CPE Approved
<u>25/1495/FUL</u>	Pinetrees, Exeter Road, Ottery St Mary Devon, EX11 1LH	Approval with conditions
<u>25/1031/DOC</u>	Ottery Feoffee Day Centre, Brook Street ,Ottery St Mary Devon EX11 1EZ	Discharge of condition
<u>25/1402/DOC</u>	Ottery Feoffee Day Centre, Brook Street ,Ottery St Mary Devon EX11 1EZ	Discharge of condition
<u>25/1586/FUL</u>	45 Oak Close Ottery St Mary Devon EX11 1BB	Approval with conditions
<u>25/1894/DOC</u>	34 Raleigh Road, Ottery St Mary, Devon, EX11 1TG	Discharge of condition
<u>25/0984/PDQ</u>	Stonehill Quarry Lodge, Lancercombe, Sidmouth, EX10 0JX	Deemed consent
<u>25/1513/VAR</u>	8 Hayne Park, Tipton St John, Devon, EX10 0TA	Withdrawn
<u>25/0411/FUL</u>	3 Mill Lane, Alfington, Devon EX11 1PF	Approved

P/25/09/07 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.

P/25/09/08 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:

Reference	Applicant	Details
1) <u>25/1847/FUL</u>	Mr & Mrs Toby Cooper	Single storey rear extension 12A Kings Avenue, OS M, EX11 1TA
Town Council comments; The Town Council support this application		

Chair's initials _____

2)	24/1098/MFUL	Ciera Deering (Elgin Energy Esco Ltd)	Construction and operation of a ground mounted solar farm and associated landscaping and ecological habitat, with permission being required for 40 years, comprising solar arrays, equipment housing, sub-station, fencing, ancillary equipment and associated development; temporary change of use of land for construction compound (off site) Land West of Escot Park Estate, Talaton
<p>Town Council comments;</p> <p>While the Town Council recognise and support the need for renewable energy infrastructure, this proposal is not appropriate for this particular location. The site comprises productive agricultural land that plays an important role in the local farming economy and contributes to food resilience. It also lies within an area of valued rural landscape that forms part of the distinctive setting of Escot Park, a Grade 11 listed building. The Town Council would like to see an Ecological Impact Assessment carried out over a period of at least 12 months. Concerns were also raised regarding traffic management during construction on the surrounding, very unsuitable roads.</p> <p>The scale and industrial nature of the development would have a significant and irreversible impact on the character of the countryside, resulting in harm to both visual amenity and biodiversity. We are concerned that such harm is not justified when more appropriate, less sensitive sites for solar infrastructure are available elsewhere.</p>			

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

There were none

P/25/09/10 DATE OF THE NEXT MEETING: TBC

Meeting concluded at 19.39

Chair's initials _____

Chair's initials _____