

OTTERY ST MARY TOWN COUNCIL

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12 November 2025

Dear Councillors

I hereby give you notice that the **Community Infrastructure Committee** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00** on **Monday, November 17, 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. 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

C/25/11/01 Apologies for Absence

To receive apologies for absence

C/25/11/02 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

C/25/11/03 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

C/25/11/04 Public Participation

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

C/25/11/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 20th October 2025 (*minute refs CI/25/10/01 - CI/25/10/18*) and to approve the signing of the Minutes by the Chair as a correct record

C/25/11/06 Visit Ottery

- A. To receive an update regarding the Visit Ottery website
- B. To form a small group to update the Visit Ottery guide
- C. To consider any other issues in relation to the Visit Ottery project
- D. To consider the options regarding Visit Ottery from 1st April 2026

C/25/11/07 To receive an update regarding the Transport Study next steps and make recommendations for the next steps

C/25/11/08 To review available grants and progress applications if suitable for committee projects

C/25/11/09 To receive an update on the Wayfinding project from LHC

C/25/11/10 To receive an update regarding Coach Friendly Town status

C/25/11/11 To review the results of the King's Reach shopping survey and make recommendations as appropriate

C/25/11/12 To receive an update from the Emergency Plan Working Group

C/25/11/13 To receive an update regarding the EV chargers at the Station Hub and make decisions as appropriate

C/25/11/14 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

C/25/11/15 To receive an update regarding Footpath 46

C/25/11/16 To note any specific correspondence received

C/25/11/17 To receive any further recommendations from Members

C/25/11/18 To receive Councillors questions

C/25/11/19 Date of the next meeting: 15th December 2025
Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee [In-person] held on **Monday 20 October 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), Richard Grainger, Vicky Johns (Mayor), Nick Sneller (Vice Chair) and Sarah Martin
In Attendance: Emma Grainger, Joe Williams and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

C/25/10/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

No apologies were received from Cllr Copus.

C/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

Cllr Stewart	No interests declared.
Cllr Johns	No interests declared.
Cllr Martin	No interests declared.
Cllr Sneller	No interests declared.

C/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

There were none.

C/25/10/04 PUBLIC PARTICIPATION

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

Nothing was raised.

C/25/10/05 MINUTES

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 15th September 2025 (*minute refs CI/25/09/01 - CI/25/09/19*) and to approve the signing of the Minutes by the Chair as a correct record

Chair's initials _____

The minutes of the meeting of 15th September 2025 were approved and signed by the Chair as a true record of the meeting.

Cllr Sneller joined the meeting.

C/25/10/06 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website

The Visit Ottery website is being kept updated. More businesses have taken up the opportunity to have a free link. It was noted that the prioritisation within the search engine could be improved. It was **AGREED** that this feedback will be passed on to Ignyte.

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

The Clerk is due to meet with three businesses later this week.

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

It was noted that the Visit Ottery's social media posts have improved significantly and are now receiving much greater engagement and attention.

C/25/10/07 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

The Committee reaffirmed its priority to widen footpaths wherever possible to improve pedestrian safety and accessibility. A lengthy discussion was held regarding the location of bus stops and the implications for footpath space. Clarification will be sought from Devon County Council (DCC) on whether relocating bus stops to Mill Street and Hind Street is a viable option, as there appears to be a contradiction between earlier conversations involving Callidus and the Council, and more recent feedback. The Council will also ask whether Diagram 6.3 can be implemented without moving the bus stops, and whether the pavement near Sainsbury's could be narrowed to accommodate a bus stop near the telephone box. It was noted that the temporary bus stop installed in Mill Street during recent repairs functioned smoothly. The Council will invite DCC to visit the town to assess options in person. Additionally, clarification will be sought on the cost of installing a crossing, and whether this work must be carried out by DCC or if there is an approved contractor list that can be used.

C/25/10/08 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS

The Clerk has circulated grant information to the Council. It was **AGREED** that any suitable grants will be highlighted.

C/25/10/09 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

It was **AGREED** that informal meeting will be held to review the spreadsheet.

C/25/10/10 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS

Chair's initials _____

A teams call is being held later this month with EDDC to discuss what needs to be put in place for this.

C/25/10/11 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There was no update.

C/25/10/12 TO RECEIVE AN UPDATE REGARDING THE EV CHARGERS AT THE STATION HUB AND MAKE DECISIONS AS APPROPRIATE

A lengthy discussion took place regarding the EV charging points. The Clerk is currently awaiting confirmation from the accountant on whether VAT should be applied to the charging costs. Additionally, the Clerk will seek a detailed breakdown from Voltshare to clarify how the charging cost is calculated.

It was **RECOMMENDED** that the Council agree on the intended purpose of the EV charges, as this will inform how the pricing is set. Specifically, the Council should consider whether the service is primarily for local residents without access to a driveway, or for individuals living, working, or socialising in the town who may need to top up their vehicle charge.

C/25/10/13 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

There is no update.

C/25/10/14 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update.

C/25/10/15 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

A meeting was held with the PlayZone team this morning. Biodiversity net gain. 300 m3 of topsoil will need to

It was noted that 23 responses have been received in response to the Kings Reach questionnaire.

C/25/10/16 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was noted that the bunting is still up in town and some of it is looking tatty. The bunting will be taken down shortly. Prices will be sought for replacement bunting for next year. Thanks were noted to the Ottery Carnival and Tar Barrel Committee who put up and take down the bunting.

C/25/10/17 TO RECEIVE COUNCILLORS QUESTIONS

There were none.

C/25/10/18 DATE OF THE NEXT MEETING: 17TH NOVEMBER 2025

Reports & Appendix 1

Chair's initials _____

Meeting concluded at 18:07

Draft

Chair's initials _____