

OTTERY ST MARY TOWN COUNCIL

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10 December 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, December 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. 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/25/12/01 Apologies for Absence

To receive apologies for absence

C/25/12/02 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/25/12/03 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/25/12/04 Public Participation

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

C/25/12/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 17th November 2025 (*minute refs CI/25/11/01 - CI/25/11/19*) and to approve the signing of the Minutes by the Chair as a correct record

C/25/12/06 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/25/12/07 To receive an update regarding the Transport Study next steps and make recommendations for the next steps

C/25/12/08 Review of 20mph zone in the town centre

To consider the current 20mph zone within the town, review any available data and feedback, and discuss any recommendations for improvement or future actions as appropriate.

C/25/12/09 To review available grants and progress applications if suitable for committee projects

C/25/12/10 To receive an update on the Wayfinding project from LHC

C/25/12/11 To receive an update regarding Coach Friendly Town status

C/25/12/12 To review the Shop Front Fund Policy and to agree dates for 2026

C/25/12/13 To review the results of the King's Reach shopping survey and make recommendations as appropriate

C/25/12/14 To receive an update from the Emergency Plan Working Group

C/25/12/15 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

C/25/12/16 To receive an update regarding Footpath 46

C/25/12/17 To note any specific correspondence received

C/25/12/18 To receive any further recommendations from Members

C/25/12/19 To receive Councillors questions

C/25/12/20 Date of the next meeting: 19th January 2026
Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee held on **Monday 17 November 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), Sarah Martin and Richard Copus
In Attendance: Emma Grainger, Joe Williams and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

C/25/11/01 APOLOGIES FOR ABSENCE

To receive apologies for absence
Cllr Sneller was absent with no apology received.

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

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

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

There was none.

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

There were none.

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

Chair's initials _____

The minutes of 20th October 2025 were approved and signed by the Chair as a correct record of the meeting.

C/25/11/06 VISIT OTTERY

- A. To receive an update regarding the Visit Ottery website

It was noted that an out of date image did appear on social media. It was posted on a Sunday so could not be altered until the Monday morning. It was noted that the Council needs to update Visit Ottery of any changes to the businesses and send updated images when appropriate.

- B. To form a small group to update the Visit Ottery guide

It was AGREED that Cllr Martin and Emma Grainger will review the Visit Ottery guide. Businesses will be invited to attend the first meeting to review the document.

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

There were none.

- D. To consider the options regarding Visit Ottery from 1st April 2026

It was AGREED that the Clerk will seek confirmation of the costs for 2026/7 if the Council were to continue engaging Ignyte to manage the Visit Ottery platform. Information regarding the options of using Visit East Devon and Visit Ottery will also be sought if the Council were to decide to move away from Ignyte. Ignyte will be asked to provide updated stats.

C/25/11/07 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

There is no update as the Council are waiting for a response from DCC.

C/25/11/08 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS

There were none.

C/25/11/09 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

A meeting will be arranged with LHC to review the spreadsheet and meet their new team.

C/25/11/10 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS

Del Haggerty has left EDDC as a councillor but will still be involved with the project. There is a meeting at Exmouth which will discuss the next steps.

C/25/11/11 TO REVIEW THE RESULTS OF THE KING'S REACH SHOPPING SURVEY AND MAKE RECOMMENDATIONS AS APPROPRIATE

The results were discussed briefly. Cllr Martin will carry out some analysis which will be presented at the next meeting.

C/25/11/12 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There is no update. A resident has contacted Cllr Martin regarding this so she will forward their information to Cllrs Faithfull and Aherne.

Chair's initials _____

C/25/11/13 TO RECEIVE AN UPDATE REGARDING THE EV CHARGERS AT THE STATION HUB AND MAKE DECISIONS AS APPROPRIATE

It was noted that the chargers are available 24 hours a day (apart from Monday and Thursday when they are only available until 5pm). The cost is 48p/kWh.

An additional sign will be put up to clarify that the car park is for users of the Station Hub, RIO customers and those using the EV chargers.

It was **RECOMMENDED** that the Council take no further action regarding the installation of parcel locker at the current time. The use of the car park will be monitored.

C/25/11/14 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

There is no update.

C/25/11/15 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update. It was **AGREED** that the Clerk will chase the landowner for an update regarding the repair of the bridge at Millenium Green.

C/25/11/16 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

C/25/11/17 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was noted the Christmas lights look nice.

C/25/11/18 TO RECEIVE COUNCILLORS QUESTIONS

It was **RECOMMENDED** that the Shop Front Fund should be run again in 2026.

It was **RECOMMENDED** that the Council should write to businesses in the conservation area offering the funding for replacement signs which are more acceptable in a conservation area.

C/25/11/19 DATE OF THE NEXT MEETING: 15TH DECEMBER 2025

Reports & Appendix 1

Meeting concluded at 18:19

Chair's initials _____