Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee [In-person] held on **Monday 15 December 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), Nick Sneller (Vice Chair joined meeting at 5.11pm), Sarah Martin, Richard Copus and Emily Peka
In Attendance: Cllr Peter Faithfull (Town Councillor and EDDC Councillor but not a member of this committee), Joe Williams, Emma Grainger and Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk.

C/25/12/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

No apologies were received from Cllr Bennett.

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

Cllr Copus	No interests were declared.
Cllr Martin	No interests were declared.
Cllr Johns	No interests were declared.
Cllr Peka	No interests were declared.
Cllr Stewart	No interests were declared.
Cllr Sneller	Agenda item C/25/12/10 – Cllr Sneller declared an interest as he may be interested in quoting for the project when it goes out to tender.

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

There were none.

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

There was none.

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

The minutes of 17th November 2025 were approved and signed by the Chair as a correct record of the meeting.

C/25/12/06 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website

The figures for Visit Ottery were reviewed. There has been an increase in the number of interactions on Facebook and Instagram, with significant increases on TikTok.

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

A meeting will be arranged in January to update the guide.

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

Cllr Faithfull highlighted that Visit Ottery leaflets are not in all locations. All Councillors were reminded of the benefit of promoting the project as they travel around the area. The Council engaged Glide to deliver leaflets but currently there are only a small number of 2024 leaflets left. These were distributed to key points. Cllr Faithfull will take the remaining leaflets around to places that he visits.

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

A quote for 2026 was provided. Ignyte have confirmed that as the Visit Ottery site sits on Visit Devon, the Council cannot use an alternative provider due to the access to the Visit Devon DMS/CMS. If the Town Council decide not to continue into 2026/27 the pages will be deleted, and there will be a single page promoting Ottery St Mary as a part of Explore Devon. Cllr Martin will investigate this further. It was noted that the current agreement runs until 31st March 2026.

Cllr Sneller joined the meeting.

C/25/12/07 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. The Clerk has chased for a response.

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.

The Clerk will reshare with Councillors information received from DCC Highways explaining why the 20mph zone cannot be extended.

It was AGREED Cllr Sneller will draw up a list of transport ideas for discussion at the January meeting.

C/25/12/09 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS
There were none.

C/25/12/10 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC
An update was given regarding a Teams meeting held with LHC.
Cllr Martin has updated the wayfinding map with pictures. This was reviewed and will be shared with LHC.
It was AGREED that the Clerk will check the beginning and end of public footpath from Finnimore Industrial Estate to Coleridge Bridge. The Clerk will request that appropriate signage is put in place by DCC.
It was AGREED that clarification will be sought regarding marking at the Victoria Jubilee Memorial – where would it go and what would it point to? It was proposed that the Library grounds could be a more suitable location.
It was AGREED the Clerk will check with Heritage Society which information panels they are updating.

C/25/12/11 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS
There is no update.

C/25/12/12 TO REVIEW THE SHOP FRONT FUND POLICY AND TO AGREE DATES FOR 2026
The Shop Front Fund Policy was reviewed. It was **RECOMMENDED** that the Policy is approved with the following amendments:

- Applications can be made for work that has not been claimed for within the last five years
- For any additional works one claim can be made every financial year that the scheme runs for
- If a building is situated within the conservation area all rules and regulations must be adhered to
- 2026 Scheme Dates:
  Scheme Opens for Applications 15th March 2026
  Deadline for Applications 31st May 2026
  Earliest Work Date 01st October 2025
  Work Completion Date 30th September 2026
  Final submission of Receipts 31st October 2026

It was AGREED that the maximum amount claimed should remain £600.

C/25/12/13 TO REVIEW THE RESULTS OF THE KING'S REACH SHOPPING SURVEY AND MAKE RECOMMENDATIONS AS APPROPRIATE
The results of the survey were reviewed. It was AGREED that Cllr Martin will compile correspondence to send to local traders regarding the findings. Cllr Martin will ask whether the business community would like this survey to be shared with the entire parish and whether there are any additional questions they would like to add.

C/25/12/14 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP
There was no update.

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C/25/12/15 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN
There was no update.

C/25/12/16 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46
There was no update.

C/25/12/17 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED
There were none.

C/25/12/18 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS
There were none.

C/25/12/19 TO RECEIVE COUNCILLORS QUESTIONS
There were none.

C/25/12/20 DATE OF THE NEXT MEETING: 19TH JANUARY 2026
Reports & Appendix 1

Meeting concluded at 18:30

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Chair’s initials _____