

OTTERY ST MARY TOWN COUNCIL

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11 February 2026

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, February 16, 2026, 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/26/02/01 Apologies for Absence

To receive apologies for absence

C/26/02/02 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/26/02/03 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/26/02/04 Public Participation

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

C/26/02/05 To elect a Vice Chair

C/26/02/06 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 19th January 2026 (*minute refs CI/26/01/01 - CI/26/01/20*) and to approve the signing of the Minutes by the Chair as a correct record

C/26/02/07 Visit Ottery

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

C/26/02/08 To receive an update regarding the Transport Study next steps and make recommendations for the next steps

C/26/02/09 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/26/02/10 To review available grants and progress applications if suitable for committee projects

C/26/02/11 To receive an update on the Wayfinding project from LHC

C/26/02/12 To decide next steps regarding the shopping habits survey

C/26/02/13 To receive an update regarding Coach Friendly Town status

- C/26/02/14 To receive an update from the Emergency Plan Working Group**
- C/26/02/15 To receive an update regarding the Otter River Catchment Action (ORCA) campaign**
- C/26/02/16 To receive an update regarding the EV chargers at the Station Hub**
- C/26/02/17 To receive an update regarding Footpath 46**
- C/26/02/18 To note any specific correspondence received**
- C/26/02/19 To receive any further recommendations from Members**
- C/26/02/20 To receive Councillors questions**
- C/26/02/21 Date of the next meeting: 16th March 2026**
Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee [In-person] held on **Monday 19 January 2026 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, Vicky Johns, Nick Sneller (from 5.12pm), Sarah Martin (Chair) and Richard Copus.

In Attendance: Joe Williams, Kerry Kennell (Town Clerk), Geoff Chamberlain, Richard Coley, Peter Shrubsall and David Venner

Minute Taker: Kerry Kennell, Town Clerk

C/26/01/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Peka and Bennett.

C/26/01/02 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 Johns	No interests declared.
Cllr Copus	No interests declared.
Cllr Martin	No interests declared.
Cllr Stewart	No interests declared.
Cllr Sneller	No interests declared.

C/26/01/03 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/26/01/04 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/26/01/05 TO ELECT A CHAIR (AND VICE CHAIR IF APPROPRIATE)

Chair's initials _____

Cllr Stewart proposed Cllr Martin as Chair which was seconded by Cllr Copus. All voted in favour. It was **RESOLVED** that Cllr Martin was elected as Chair.

C/26/01/06 MINUTES

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 15th December 2025 (*minute refs CI/25/12/01 - CI/25/12/20*) and to approve the signing of the Minutes by the Chair as a correct record

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

C/26/01/07 VISIT OTTERY

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

The walks on the website have been updated. Cllr Martin will be arranging a meeting with Ignyte to discuss the content of the site and how it can be improved.

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

A meeting will be arranged later this month to review and update the current guide. The Parish Church and Museum are updating the text regarding their buildings and what is available.

Cllr Sneller joined the meeting.

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

There are none.

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

It was AGREED that the Visit Ottery website can be improved further, but that this does require work from the Council and wider community to keep information updated.

C/26/01/08 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

There is no update.

C/26/01/09 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.

Cllr Sneller will provide the Clerk with a list of ideas which will then be added to an agenda.

C/26/01/10 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS

Chair's initials _____

There were none. The Clerk will share information regarding an EDDC grant for community use buildings.

C/26/01/11 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

The draft map from LHC was reviewed. The Clerk and Cllr Martin will check the routes included on the map against the established footpaths, in particular the Pixie Path and Coleridge Link.

The Clerk will seek clarification regarding the signage at the Victoria Memorial.

The Heritage Society confirmed that they have no further plans to update any more information boards.

It was noted that the existing signs still direct people to the toilets at the Museum. This will be reviewed to see if the sign could be updated to say 'Toilets this way' directing people to Sainsburys or the Library.

The Clerk and Cllr Martin will speak to LHC regarding signage for the Church and Heritage Society.

C/26/01/12 TO CONSIDER COMMUNICATION WITH BUSINESSES WITHIN THE PARISH REGARDING SHOPPING HABITS

Cllr Martin has compiled a correspondence to send to businesses regarding the recent survey carried out in King's Reach. It will be sent via Mailchimp and the findings reviewed. Businesses will be asked whether they would like the survey to be sent to the wider parish. It is hoped that the findings can be used to support local businesses and encourage wider support from the local community.

C/26/01/13 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS

The Land of Canaan Car park is being resurfaced at the end of the month. The Town Council has asked for signage to be put up by EDDC to notify residents.

C/26/01/14 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

There is no update.

C/26/01/15 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

There is no update.

C/26/01/16 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update.

C/26/01/17 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

A new sign has been ordered for the Station Hub to clarify the wording regarding who can park at the Station to make it clear that those using the EV chargers are permitted to park

Chair's initials _____

there. The gates are no longer locked but it was noted that they have been closed. This will be monitored.

The Clerk will provide information regarding the usage of the chargers.

C/26/01/18 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

It was AGREED that the Clerk will contact Sainsburys to ask if there are any plans to resurface the car park due to its poor condition.

The Clerk will contact the DCC Neighbourhood Highways Officer to raise concerns about the three drains in Silver Street. The Clerk will also ask him to look at the pavements within the town. Any specific issues will be reported to the Clerk or directly to DCC.

C/26/01/19 TO RECEIVE COUNCILLORS QUESTIONS

A Councillor advised EDDC are arranging a festival in Ottery in Summer 2027. The Clerk will seek further information.

Due to the poor quality of the River Otter it was asked whether this could be used as a reason to halt development in Ottery, in a similar way that happened in Axminster.

C/26/01/20 DATE OF THE NEXT MEETING: 16TH FEBRUARY 2026

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials _____

Draft

Chair's initials _____