



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Committee [In-person] held on **Monday 16 February 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 Vicky Johns (Mayor), Sarah Martin (Chair), Richard Copus, Emily Peka and Robyn Bennett

In Attendance: Cllr Peter Faithfull (a Town and EDDC Councillor but not a member of this committee), Emma Grainger, Joe Williams, Kerry Kennell (Town Clerk) and one member of the public

Minute Taker: Kerry Kennell, Town Clerk

### **C/26/02/01 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies were noted by Cllrs Stewart and Sneller and John Waddingham.

### **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

Cllr Copus	No interests declared.
Cllr Johns	No interests declared.
Cllr Peka	No interests declared.
Cllr Bennet	No interests declared.
Cllr Martin	No interests declared.

### **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

There were none.

### **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

Cllr Faithfull asked about something not relevant to this committee.

### **C/26/02/05 TO ELECT A VICE CHAIR**

Chair's initials \_\_\_\_\_

Cllr Sneller has resigned as Vice Chair for the Committee.  
Cllr Stewart was proposed as Vice Chair by Cllr Johns and seconded by Cllr Martin. It was **RESOLVED** that Cllr Stewart was elected as Vice Chair. All voted in favour.

#### **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

The minutes of 19<sup>th</sup> January 2026 were approved and signed by the Chair as a correct record of the meeting.

#### **C/26/02/07 VISIT OTTERY**

- A. To receive an update regarding the Visit Ottery website  
Cllr Martin has met with Ignyte. Ignyte will update any information required on the website. It was **AGREED** that Cllr Martin will provide this information directly to Ignyte.
- B. To receive an update regarding the Visit Ottery guide  
Cllr Martin and Emma Grainger have met to review the Visit Ottery guide. It was **AGREED** the Clerk will contact the Parish Church and Ottery Heritage Society for brief outline of around 250 words which can be included in the guide.  
It was **AGREED** that Clerk will obtain quotes but it was noted that the pictures will need to be updated.
- C. To consider any other issues in relation to the Visit Ottery project  
Ignyte have been awarded funding to improve their social media presence. Local businesses will be asked to include #VisitOttery to increase the reach of their posts over the next eight weeks.
- D. To consider the next steps regarding Visit Ottery from 1st April 2026  
It was **RECOMMENDED** that the Council continue with Ignyte and Visit Ottery for a further year at a cost of £5,000. It was noted that Visit Ottery can only be used through Ignyte.

#### **C/26/02/08 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS**

There is no update. The Clerk will chase DCC for a response.

#### **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.

It was **AGREED** this agenda item will be removed.

#### **C/26/02/10 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS**

None of the grants currently available from DCC are suitable for the projects the Council is working on.

Chair's initials \_\_\_\_\_

**C/26/02/11 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC**

The Council is awaiting an update from LHC regarding the town-wide wayfinding map. Councillors queried the pink dots shown at Strawberry Lane, which LHC confirmed represent public rights of way. It was agreed to retain the dots but include QR codes, noting concerns that FP24 and FP46 are currently closed. It was also noted that Piccadilly Lane is missing from the map, and this will need to be corrected.

**C/26/02/12 TO DECIDE NEXT STEPS REGARDING THE SHOPPING HABITS SURVEY**

It was **RESOLVED** to roll out the shopping habits survey out across the whole parish. All voted in favour. It was **AGREED** to collect postcodes so that any area-specific patterns or issues can be identified

The Clerk will send information on the Callidus reports to Cllrs Bennett and Peka.

**C/26/02/13 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS**

There is no update. The Council are waiting for the resurfacings of the Canaan Way car park to take place. The Clerk will contact EDDC to see if they will be installing EV chargers at the same time – and if a date has been scheduled for the work to be carried out.

**C/26/02/14 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP**

Cllr Faithfull advised that the emergency boxes will be distributed throughout the parish.

**C/26/02/15 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN**

There is no update.

**C/26/02/16 TO RECEIVE AN UPDATE REGARDING THE EV CHARGERS AT THE STATION HUB**

The Clerk provided an update on the EV chargers at the Station Hub. These will regularly be promoted on social media.

**C/26/02/17 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46**

An update was received regarding the footpaths on either side of the river. The importance of riverside walks was noted. John Waddingham will be asked to draft up a strategy on this for the next meeting.

**C/26/02/18 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED**

Correspondence was noted from the Honiton Business Network who would like to set up an Ottery Business Network, with an initial meeting in March. It was **AGREED** that the Clerk will respond to say it is a fantastic idea and the Council will wait to receive further updates.

**C/26/02/19 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS**

There was a discussion regarding the remit of the Town Council, EDDC and DCC in relation to litter clearance.

Chair's initials \_\_\_\_\_

It was noted that the leat has been cleared out.  
Three blue signs have appeared in Gerway Close. The positioning of the signs was questioned. The Clerk is trying to establish who installed the signs – it was not DCC Public Rights of Way.

Noticeable slumping on FP22 will be reported to DCC.

**C/26/02/20 TO RECEIVE COUNCILLORS QUESTIONS**

There were none.

**C/26/02/21 DATE OF THE NEXT MEETING: 16TH MARCH 2026**

Reports & Appendix 1

Meeting concluded at 18:30

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