



Ottery St Mary Town Council

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

In Attendance: EDDC and Town Cllr Peter Faithfull who is not a member of this committee, Joe Williams, John Waddingham and Kerry Kennell (Town Clerk)

Minute Taker: Kerry Kennell, Town Clerk

CI/26/03/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Cllr Nick Sneller and Emma Grainger. No apologies were received from Cllr Peka.

CI/26/03/02 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. During the meeting Cllr Stewart declared an 'affects NRI' interest as a director of the Community Larder.
Cllr Johns	No interests declared. During the meeting Cllr Johns declared an 'affects NRI' interest as a director of the Community Larder.
Cllr Copus	No interests declared.
Cllr Bennett	No interests declared.
Cllr Martin	No interests declared.

Cllr Faithfull had nothing to declare.

CI/26/03/03 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.

CI/26/03/04 PUBLIC PARTICIPATION

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

Chair's initials _____

There was none.

CI/26/03/05 MINUTES

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 16th February 2026 (*minute refs CI/26/02/01 - CI/26/02/21*) and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 16th February 2026 were approved and signed by the Chair as a correct record of the meeting.

CI/26/03/06 VISIT OTTERY

A. To receive an update regarding the Visit Ottery website

Cllr Martin has spoken to a member of the Ottery Heritage Society regarding information from them for the website.

B. To receive an update regarding the Visit Ottery guide

Cllr Faithfull took the leaflets into the Library in Honiton. They are pleased to receive them.

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

EDDC has published a tourism leaflet but does not appear to have communicated with the Town and Parish Councils. The leaflet contains no information on about Visit Devon. It was AGREED that the Clerk will contact EDDC to ask whether there is a reason why Visit Devon has not been included and to ask when will be leaflet be republished?

CI/26/03/07 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

Councillors re-examined the plan from Callidus. It was AGREED that the Council should stop discussing moving the locations of the town bus stops following confirmation from DCC that they will not move them. It was **RECOMMENDED** that the Clerk will write to DCC to request a bus stop by Salston Corner, Kings School and by Sainsburys. It was noted that cars attending an event at the Ottery St Mary Football Club were parked in the bus stop.

It was AGREED that the Clerk will go back to DCC to request a cost for a crossing at Broad Street and to see whether the Council can approach WSP directly or whether this needs to be through DCC.

CI/26/03/08 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS

There were none.

CI/26/03/09 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

It was AGREED the Clerk will meet with Cllr Martin to verify the number of signs required. LHC can then start the tender process.

CI/26/03/10 TO DECIDE NEXT STEPS REGARDING THE SHOPPING HABITS SURVEY

The survey results were reviewed. Some residents still think town shops are more expensive whereas in many cases this is not the case. EDDC are currently offering StartSmart – small

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business mentoring which is a great opportunity for free help and advice. It was AGREED that Cllr Martin will contact Ignyte to see if they can do a shop local campaign to launch the new financial year. It was AGREED that a communication will be sent to business owners asking them to use #visitottery to enable Ignyte to see their posts. The communication will include a summary of survey. It was noted that two hours free parking should be advertised.

CI/26/03/11 TO CONSIDER NEXT STEPS TO UPDATE THE NEIGHBOURHOOD PLAN AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

It was AGREED that Cllr Martin and Cllr Copus will initiate a review/update of the Neighbourhood Plan. A Neighbourhood Steering Group will need to be set up. EDDC are due to approve their draft Local Plan in June. The Clerk will ask the EDDC Neighbourhood Planning Officer for support. Cllr Stewart will help as required.

CI/26/03/12 TO CONSIDER THE POSSIBILITY OF A SETTING UP A COMMUNITY/POP-UP SHOP IN TOWN AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

The report from the Clerk was reviewed.

Cllr Faithfull suggested running a weekly indoor market.

Cllr Stewart and Cllr Johns declared an 'affects NRI' interest as directors of the Community Larder.

It was AGREED that a pop-up shop offering the opportunity for people to test the market in Ottery St Mary would be most beneficial.

It was **RESOLVED** that the Clerk approaches landlords and letting agents of vacant town-centre units to explore potential lease arrangements for a pilot pop-up shop initiative. *Cllrs Stewart and Johns abstained.*

CI/26/03/13 TO CONSIDER INFORMATION REGARDING IN POST AND THEIR LOCKER PROPOSAL AT THE STATION HUB AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

It was **RECOMMENDED** that the In Post is installed stipulating that if any damage occurs it must be repaired and left in a safe state as this is a community building.

CI/26/03/14 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS

It was noted that the Canaan Way car park being resurfaced this week. It was AGREED that the Clerk will chase DCC regarding signage.

CI/26/03/15 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

Cllr Faithfull and Cllr Aherne are attending a Devon Community Together Emergency Hub meeting later in the week.

CI/26/03/16 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

Otter Valley Association are holding a talk on the River Otter and the water testing on 8th April at 7.30pm at The Institute. Cllr Bennett will try to attend.

CI/26/03/17 TO RECEIVE AN UPDATE REGARDING THE EV CHARGERS AT THE STATION HUB

The charging points at the Station are being advertised.

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CI/26/03/18 TO CONSIDER A DRAFT OVERARCHING STRATEGY FOR THE PATHS ON BOTH SIDES OF THE RIVER BETWEEN OTTERY AND TIPTON AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

John Waddingham shared some information with the Committee. It was AGREED that the Clerk will contact Public Rights of Way at DCC and see if they are willing to work with the Council on this. This will be discussed in more detail at the next meeting when the committee have had time to read the information.

CI/26/03/19 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update.

CI/26/03/20 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

There was none.

CI/26/03/21 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

Cllr Faithfull asked whether the Council would be able to help establish land owners in areas where Himalayan Balsam bashing is needed. It was AGREED that Cllr Faithfull will clarify what information is required and will then request Council support.

CI/26/03/22 TO RECEIVE COUNCILLORS QUESTIONS

There was none.

CI/26/03/23 DATE OF THE NEXT MEETING: 20TH APRIL 2026

Reports & Appendix 1

Meeting concluded at 18:21

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