

OTTERY ST MARY TOWN COUNCIL

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15 April 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, April 20, 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/26/04/01 Apologies for Absence

To receive apologies for absence

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

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

C/26/04/05 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 16th March 2026 (*minute refs CI/26/03/01 - CI/26/03/23*) and to approve the signing of the Minutes by the Chair as a correct record

C/26/04/06 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

C/26/04/07 To receive an update regarding the Transport Study next steps and make recommendations for the next steps

C/26/04/08 To review available grants and progress applications if suitable for committee projects

C/26/04/09 To receive an update on the Wayfinding project from LHC

C/26/04/10 To consider next steps to update the Neighbourhood Plan and make recommendations (as appropriate)

C/26/04/11 To receive an update regarding the possibility of a pop-up shop in town and make recommendations (as appropriate)

C/26/04/12 To receive an update regarding Coach Friendly Town status

C/26/04/13 To receive an update from the Emergency Plan Working Group

- C/26/04/14 To decide next steps regarding the shopping habits survey**
 - C/26/04/15 To receive an update regarding the Otter River Catchment Action (ORCA) campaign**
 - C/26/04/16 To receive an update regarding the EV chargers at the Station Hub**
 - C/26/04/17 To consider a draft overarching strategy for the paths on both sides of the river between Ottery and Tipton and make recommendations (as appropriate)**
 - C/26/04/18 To receive an update regarding Footpath 46**
 - C/26/04/19 To note the first meeting of The Ottery Business Network and make any recommendations as required**
 - C/26/04/20 To note any specific correspondence received**
 - C/26/04/21 To receive any further recommendations from Members**
 - C/26/04/22 To receive Councillors questions**
 - C/26/04/23 Date of the next meeting: To be confirmed**
- Reports & Appendix 1



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

Chair's initials _____

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.

Chair's initials _____

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

Chair's initials _____

Dear Jill,

Firstly my apologies for my slow response. Thank you very much for taking the time to write to the Council and for sharing your thoughtful comments after reading the Town Council Strategic Plan and Budget 2026/27. The Council appreciate you raising the important issue of toilet provision, which genuinely affects residents and visitors alike.

As you may already be aware, the former public toilets in the town centre were removed when Sainsbury's was built, and a condition of that planning permission was that their customer toilets would remain open for public use. In addition to this, there are also toilet facilities available at the Library during its opening hours, and the Town Council funds the cost of maintaining and cleaning those facilities to ensure they remain available to the community.

You also raise an important point about access for dog owners. It is extremely unusual for dogs (other than trained assistance dogs) to be allowed in public toilets, as most public spaces restrict pet dogs for hygiene and safety reasons; only assistance dogs have legal rights of access under the Equality Act.

I will share your correspondence with the Community Infrastructure Committee at their next meeting so that your concerns can be considered as part of their ongoing work. The committee continues to look at ways to improve local facilities and accessibility across the parish, and your comments will be very helpful to that discussion.

Thank you again for writing—it is greatly appreciated.

Kind regards,

Kerry

Mrs Kerry Kennell

Town Clerk
Ottery St Mary Town Council
The Council Offices
8 Broad Street
OTTERY ST MARY
EX11 1BZ
Telephone 01404 812252

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If you have any queries please contact: clerk@otterystmary-tc.gov.uk

From:

Sent: 11 March 2026 14:23

To: Ottery St Mary Town Council Admin <admin@otterystmary-tc.gov.uk>

Subject: Why no toilets?

?

You don't often get email from jillxmachin@aol.com. [Learn why this is important](#)

I wasn't sure whether I should address the comments below to a particular town councillor or to the Town Council in general. Please could you acknowledge receipt of this email and explain who it will be shared with. Thank you.

+++++

I have just finished reading the Town Council Strategic Plan and Budget 2026/27, published in the Ottery Gazette. While it has many admirable intentions, I'm extremely disappointed that it doesn't address the absence of a public toilet in Ottery which is open for the majority of every day and evening, seven days a week.

The document includes phrases such as: community facilities; long-term well-being of our parish; supporting the needs of all residents both now and in the future; accessible modern recreation for all community; green spaces; encourage visitors to visit parish; accessible community spaces; increased footfall and tourism; walking and cycle routes throughout parish; spaces that strengthen community well-being, inclusion, and opportunity; focused on the practical things that keep Ottery St Mary safe, welcoming and easy-to-use; footpath improvements across the parish.

Although it may not be the most exciting topic to talk about, we all need to use the toilet. Some people (typically young people, the elderly, those with a health condition and those with an embarrassing temporary "dicky tummy" – which we have all had) need the toilet more frequently

than others. Without provision of a toilet, people are discriminated against as they have to restrict the places they can go to and the things they can do. The only public toilets are in the library and Sainsbury's. Both of those have limited opening hours. An additional problem is that, for a single person walking a dog, the toilet open most frequently (Sainsbury's) doesn't allow dogs in and so that single person can't use it.

If I am planning to visit a new town, I would definitely check first that there was public toilet. If there wasn't, I would visit a different place. Without proper public toilets, the laudable aims above can only ever have limited success. No doubt one reason for not including the provision of toilets is budgetary but some of the current aims will never succeed without there first being toilets.

In summary, please can you prioritise providing a proper public toilet – preferably more than one so facilities are easily accessible for those who need them, often at short notice. To ensure facilities are available for all, you may like to look at the "Changing Places" website.

Regards

Jill