

OTTERY ST MARY TOWN COUNCIL

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19 May 2026

Dear Councillors

I hereby give you notice that the **Community Infrastructure Meeting of OTTERY ST MARY TOWN COUNCIL** will be held at **17:00 on Tuesday, May 26, 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/26/05/01 Apologies for Absence

To receive apologies for absence

C/26/05/02 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/26/05/03 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/26/05/04 Public Participation

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

C/26/05/05 To review the Terms of Reference for the Committee

C/26/05/06 Strategic Alignment and Committee Progress

C/26/05/07 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/26/05/08 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/26/05/09 To receive an update regarding the Transport Study next steps and make recommendations for the next steps

C/26/05/10 To review available grants and progress applications if suitable for committee projects

C/26/05/11 To receive an update on the Wayfinding project from LHC

C/26/05/12 To consider next steps to update the Neighbourhood Plan and make recommendations (as appropriate)

C/26/05/13 To receive an update regarding the possibility of a pop-up shop in town and make recommendations (as appropriate)

C/26/05/14 To receive an update regarding Coach Friendly Town status

- C/26/05/15 To receive an update from the Emergency Plan Working Group**
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- C/26/05/23 To note any specific correspondence received**
- C/26/05/24 To receive any further recommendations from Members**
- C/26/05/25 To receive Councillors questions**
- C/26/05/26 Date of the next meeting: To be confirmed**
Reports & Appendix 1

2025 26 TERMS OF REFERENCE

COMMUNITY INFRASTRUCTURE COMMITTEE

Membership will comprise of a minimum of four councillors, plus the Mayor and Deputy Mayor of the Council whom shall be ex-officio, with full voting rights

The Committee will work with various community groups, scientific advisers, other councils and public bodies and any other organisations who can contribute positively to the Committee. Up to six non-members may sit on the committee, with no more than two people from one organisation. Non-members will not have voting rights.

All members of the Committee must be familiar with its Terms of Reference. A quorum will consist of 3 members.

Aims

To identify and prioritise achievable and deliverable projects where the Council can positively impact Regeneration within the parish in conjunction with its commitments to becoming carbon neutral following the Town Council's declaration of a Climate Emergency in 2019. The Committee will maintain an active role in enhancing the parish of Ottery St Mary. The committee will work to improve the way in which the parish is perceived by both residents and visitors.

The Chair/Climate Change Champion

The Chair will also be the Climate Change Champion and is to be elected annually at the Annual Council meeting of the Town Council ('the Council') and shall hold office until the next Annual Council meeting.

Meetings

The Clerk is responsible for calling the first meeting in each year and will compile a meeting schedule for the next 12 months. The Committee will have the power to establish sub-Committees and working groups reporting back to this Committee.

The Chair will call any adhoc Community Infrastructure committee meetings as and when necessary.

The Community Infrastructure Committee shall consider and determine the following matters with authority to spend up to £10,000 from within the approved annual budget on any one item in accordance with the Town Council's financial regulations:

- To consider the carbon cost of any decision and not just the financial impact.
- Development of new projects, placemaking and regeneration initiatives
- Civic planting and environmental projects
- To work with EDDC and DCC to improve the environment of Ottery St Mary Parish

- To work with schools and relevant community groups to improve the environment of Ottery St Mary Parish
- To create working groups and sub-committees where required
- To agree and submit external funding bids for environmental Projects
- To consider issues relating to community and public transport services
- To consider issues relating to traffic calming and signage, car parking, electric charging points, improved signage for cycle routes
- Undertake such surveys as it requires, these should be coordinated with the Council & other groups to ensure that any surveys are conducted efficiently and minimise disruption to community households
- To work on increasing visitors to the parish by improved marketing and publicity; community engagement; responding to consultations by external organisations; promoting Arts and heritage; improving tourism services; Events' management; increased promotion and publicity about the parish
- To appoint a Project Manager to drive forward the regeneration of the Parish in line with the agreement in principle made by the Council and to provide the Council with a fully costed plan as and when recommendations are made by the Project Manager in order to provide transparency to the public
- To carry out the following projects as contained in the Neighbourhood Plan ('NHP'):-

Project 1: Enhancing Road Safety

Project 2: Local Green Infrastructure Network

Project 3: Supporting Public Transport

Project 4: Feniton to Sidmouth Cycle Link Delivery

Project 5: Developing Sports and Play Facilities

Project 6: Supporting Youth Facilities

Project 7: Enhancing the Western Gateway to Ottery St Mary

Project 8: Promoting Tourism in the Neighbourhood Plan Area

Project 9: Ottery St Mary Heritage Action

Project 10: Town Centre Action

Project 11: Parking Solutions

The Committee has authority to proceed with all items within its budget but must refer to Council when non budgeted expenditure is anticipated.

Records of expenditure and projected costs of projects should be provided to the Full Town Council at the monthly Council meetings.

Review

The Community Infrastructure Committee`s Terms of Reference are to be reviewed annually at the first meeting after the Annual Council meeting

Documentation

Minutes of all meetings will be recorded and circulated at full Council meetings of the Council. All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.



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 #visitortery 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

Signed Chair:	
Date:	

Chair's initials _____