

## OTTERY ST MARY TOWN COUNCIL

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01 July 2026

Dear Councillors

I hereby give you notice that the **Full Council Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **19:00 on Monday, July 6, 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 Council

### 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 Mayor 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 Mayor 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 Mayor may approve an exception to this request in special circumstances

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## AGENDA

### **C/26/07/01 Apologies for Absence**

To receive apologies for absence

### **C/26/07/02 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/26/07/03 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/26/07/04 Public Participation**

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

### **C/26/07/05 Minutes**

To receive the Minutes of the Meeting of the Town Council of 1st June 2026 (*minute refs C26/06/01-C26/06/31*) and to approve the signing of the Minutes by the Mayor as a correct record

### **C/26/07/06 To receive Reports from the EDDC and DCC Councillors**

(if any)

### **C/26/07/07 To consider concerns with regards to hedgerow removal within the Parish and to make decisions as appropriate**

### **C/26/07/08 Planning**

**C/26/07/08.1 To note the Minutes of 9th June 2026 (minute refs P/26/06/01-P26/06/10)**

**C/26/07/08.2 To approve the Terms of Reference of the Planning Committee**

### **C/26/07/09 To receive an update regarding the proposal to transfer Tipton St John Church of England Primary School to Thorne Farm, Ottery St Mary**

### **C/26/07/10 To receive an update regarding the Coleridge Pre-School building and make recommendations/decisions as appropriate**

### **C/26/07/11 To note the current situation regarding Local Government Reorganisation and make decisions as appropriate**

### **C/26/07/12 To receive an update regarding the Night Bus survey and make decisions as appropriate**

**C/26/07/13 To receive an update regarding the outdoor structure at the Station Hub and make decisions as appropriate**

**C/26/07/14 To receive an update regarding the survey for a 20mph zone outside of the town and to make decisions as appropriate**

**C/26/07/15 To receive an update regarding the footpaths between Tipton St John and Ottery St Mary**

**C/26/07/16 To approve the appointment of an auditor for 2026/27**

**C/26/07/17 To review the Strategic Plan and make decisions as appropriate**

**C/26/07/18 To review the Council's participation in the DCC Road Warden Scheme, noting that the Council has already signed up to the scheme**

**C/26/07/19 To discuss the People's Emergency Briefing and make decisions as appropriate**

**C/26/07/20 Confirmation of decisions made under the Scheme of Delegation**

**C/26/07/21 Financial Matters**

To consider and approve the June 2026 Receipts and Payments and Reconciliation reports

**C/26/07/22 To consider Report from the Town Clerk**

**C/26/07/23 To note any specific correspondence received**

**C/26/07/24 To note any reports previously e-mailed by Councillors of Meetings attended**

**C/26/07/25 Councillors Questions on Councillors Business**

**C/26/07/26 Date of the next meeting: Monday 3rd August 2026**

Reports & Appendix 1



**Approved at the Full Council Meeting on 6<sup>th</sup> July 2026 - Agenda item**

**Ottery St Mary Town Council  
Committees and their Terms of Reference**

**PLANNING COMMITTEE**

**Membership:** 7 members plus the Mayor and Deputy Mayor whom shall be ex-officio, with full voting rights. The Committee will also have **delegated powers** to make decisions without prior reference to Full Council on all matters relating to planning. A Chair and Vice Chair will be elected at the Annual Meeting of the Council or at the earliest opportunity following that meeting. A quorum will consist of **3** members. The Administrator is responsible for calling the first meeting in each year and the Chair will call all subsequent meetings in that year. The Committee will have the power to establish sub-Committees and working groups reporting back to this Committee. Minutes of sub-Committee meetings are to be submitted to the Planning Committee for approval.

Where there is a minor application or amendment that does not fit in with the meeting schedule and does not meet the District Council's deadline, delegated authority is given to the Planning Chair, Vice Chair and Mayor to make the comment to be sent with the comment reported to the next meeting.

Delegated authority will be given to an officer to make a response on behalf of the Council (in consultation with the Planning Committee) when the Council finds itself unable to respond for any reason.

Where a site visit is deemed necessary, the Committee will, where time allows, seek to arrange and undertake the visit prior to submitting any comments to the Planning Authority via the planning portal, to ensure that observations are fully informed by the site context. This should follow our quorum rule and be a minimum of 3 Councillors. Where time does not allow for a site visit prior to the Planning meeting, comments will be submitted under Delegated Authority. Where planning comments are formally agreed by the Planning Committee, they shall not be subject to alteration following any subsequent site visit.

It is desirable for all Councillors attending a planning meeting to have attended planning training. This training should have been attended within six months of joining the Planning Committee (where training courses permit).

The Committee will consider all reports and correspondence received by the Council relating to any planning matter which has either been discussed or is available to the Council. The Committee will receive reports and discuss planning decisions received

by the Council and consider and determine observations on Planning Applications received by the Council within the relevant time constraints.

It is anticipated that the Committee will meet on the third Monday of the month and full minutes of the meeting will be submitted to the Council on a monthly basis. The Planning Committee will be permitted to make comments without prior referral to full Council on matters relating to planning.

The Committee will also consider any responses required by the Council under wider planning issues such as the Local Plan. It will also consider any planning breaches or other planning issues of which the Local Planning Authority are not aware.

In addition the Committee will formulate, in consultation with other outside bodies and residents, the Town Council's responses to the new emerging East Devon Local Plan 2020-2040.

The Committee may:

- liaise with other Local or County Councils
- consult with authorities and organisations
- liaise directly with local EDDC representatives, to be suitably informed and obtain clarity
- inform the Town Council of consultation deadlines and provide draft responses.
- make recommendations to the Town Council in relation to submissions to the Plan; having due regard for recent decisions and activity of the Council
- The Plan will be considered in detail along with the implications for the Parish of Ottery St Mary and its residents
- undertake reasonable activity that can capture the opinion of the electorate (e.g. arrange discussion/ research groups)
- carry out research, investigations or undertake other actions as agreed and allocated at meetings

### **Documentation**

Minutes of all meetings will be recorded by the Administrator 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.

### **Review**

The Planning Committee's Terms of Reference are to be reviewed annually at the first meeting after the Annual Council meeting.