

OTTERY ST MARY TOWN COUNCIL

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08 July 2026

Dear Councillors

I hereby give you notice that the **Community Infrastructure Committee Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **17:00** on **Monday, July 13, 2026**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary, Devon 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/26/07/01 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 To review the Terms of Reference for the Committee against the dashboard tracker

C/26/07/06 Strategic Alignment and Committee Progress

C/26/07/07 Minutes

To receive the Minutes of the Meeting of the Community Infrastructure Committee of 26th May 2026 (*minute refs CI/26/05/01 - CI/26/05/26*) and to approve the signing of the Minutes by the Chair as a correct record

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

C/26/07/10 To review available grants and progress applications if suitable for committee projects

C/26/07/11 To receive an update on the Wayfinding project from LHC

C/26/07/12 To consider next steps to update the Neighbourhood Plan and make recommendations (as appropriate)

C/26/07/13 To receive an update regarding the possibility of a pop-up shop in town and make recommendations (as appropriate)

- C/26/07/14 To receive an update regarding Coach Friendly Town status**
- C/26/07/15 To receive an update from the Emergency Plan Working Group**
- C/26/07/16 To receive an update regarding the Otter River Catchment Action (ORCA) campaign**
- C/26/07/17 To receive an update regarding the EV chargers at the Station Hub**
- C/26/07/18 To consider a draft overarching strategy for the paths on both sides of the river between Ottery and Tipton and make recommendations (as appropriate)**
- C/26/07/19 To receive an update regarding Footpath 46 and other footpaths in the parish**
- C/26/07/20 To note the second meeting of The Ottery Business Network and make any recommendations as required**
- C/26/07/21 To receive an update regarding the Ottery Gate to Plate event**
- C/26/07/22 To note any specific correspondence received**
- C/26/07/23 To receive any further recommendations from Members**
- C/26/07/24 To receive Councillors questions**
- C/26/07/25 Date of the next meeting: 17th August 2026**
Reports & Appendix 1



Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Community Infrastructure Meeting held on **Tuesday 26 May 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 Sarah Martin (Chair), Emily Peka (Vice Chair), Nick Sneller, Peter Faithfull and Richard Copus
In Attendance: Kerry Kennell, Town Clerk
Minute Taker: Kerry Kennell, Town Clerk

C/26/05/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies were noted from Cllrs Johns (Mayor) and Stewart (Deputy Mayor). No apologies were received from Cllr Bennett.

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

Cllr Copus	No interests declared.
Cllr Sneller	Agenda item C/26/05/11 – Cllr Sneller declared an 'affects & prejudicial NRI' as he is a Furniture maker and would like to tender for the project.
Cllr Faithfull	No interests declared.
Cllr Peka	No interests declared.
Cllr Martin	No interests declared.

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

There was none.

C/26/05/04 PUBLIC PARTICIPATION

Chair's initials _____

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

There was none.

C/26/05/05 TO REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE

The Terms of Reference for the Committee were reviewed. It will be reviewed in relation to the Dashboard Tracker document. It was AGREED Cllr Martin will track these documents for discussion at the next meeting.

C/26/05/06 STRATEGIC ALIGNMENT AND COMMITTEE PROGRESS

The Dashboard Tracker was reviewed. This will be updated for review at the next meeting.

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

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

C/26/05/08 VISIT OTTERY

- A. To receive an update regarding the Visit Ottery website
The Clerk has emailed Visit Ottery regarding the Coleridge Walk. This has been outstanding for several months. This will be chased.
- B. To receive an update regarding the Visit Ottery guide
There is no update.
- C. To consider any other issues in relation to the Visit Ottery project
Cllr Martin will review the website and will circulate her ideas.

C/26/05/09 TO RECEIVE AN UPDATE REGARDING THE TRANSPORT STUDY NEXT STEPS AND MAKE RECOMMENDATIONS FOR THE NEXT STEPS

There is no update. Arrange a meeting with WSP. Crossing at Hind Street to Land of Canaan. No signage to say that cycle path outside of Sainsburys end. Raise with DCC.

C/26/05/10 TO REVIEW AVAILABLE GRANTS AND PROGRESS APPLICATIONS IF SUITABLE FOR COMMITTEE PROJECTS

There were none.

C/26/05/11 TO RECEIVE AN UPDATE ON THE WAYFINDING PROJECT FROM LHC

Cllr Sneller shared his thoughts on the draft tender document.

Cllr Sneller left the room.

The tender document was reviewed. It was AGREED that the locations should be reviewed before project progresses. It was RECOMMENDED that a sentence should be added to say

Chair's initials _____

that any guarantee offered will be considered as part of the scoring process. It was noted that installation is part of the tender. It was RECOMMENDED that this is advertised as an open tender. It was RECOMMENDED that the tender document is published following these changes.

It was noted the Clerk will seek advice from the Monitoring Officer regarding this project moving forward.

Cllr Sneller rejoined the meeting.

C/26/05/12 TO CONSIDER NEXT STEPS TO UPDATE THE NEIGHBOURHOOD PLAN AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

Cllr Faithfull explained that the EDDC Local Plan might not be approved until 2027.

Cllr Martin gave an overview of the next steps. Cllr Martin will arrange a meeting.

C/26/05/13 TO RECEIVE AN UPDATE REGARDING THE POSSIBILITY OF A POP-UP SHOP IN TOWN AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

There is no update.

C/26/05/14 TO RECEIVE AN UPDATE REGARDING COACH FRIENDLY TOWN STATUS

There is no update. The Clerk will chase DCC Highways regarding signage.

C/26/05/15 TO RECEIVE AN UPDATE FROM THE EMERGENCY PLAN WORKING GROUP

Cllrs Faithfull and Aherne are going on Emergency Hub training.

C/26/05/16 TO DECIDE NEXT STEPS REGARDING THE SHOPPING HABITS SURVEY

The findings have been shared with business owners and a few responses were received. This will be removed as an agenda item. Cllr Faithfull suggested reinstating the market in town. It was AGREED the Clerk will find out some information about the previous market and why it was stopped.

C/26/05/17 TO RECEIVE AN UPDATE REGARDING THE OTTER RIVER CATCHMENT ACTION (ORCA) CAMPAIGN

Representatives from ORCA spoke at the Annual Parish Meeting. They have subsequently confirmed that they **suspect** that the river is not good for swimming, given what they know about sewage discharges. South West Water have a Water Fit live map that lets people know which sewage works have discharged in the last 24 hours.

[Storm overflow map | WaterFit Live | South West Water](#). ORCA recommend checking this before going in the water. E coli testing will begin at at Tipton St John shortly.

C/26/05/18 TO RECEIVE AN UPDATE REGARDING THE EV CHARGERS AT THE STATION HUB

It was noted that the EV chargers at the Station have been vandalised. Replacement signage will be put up shortly and there will be regular checks carried out. It was noted that the area is covered by CCTV and this issue has been reported to the Police.

Chair's initials _____

C/26/05/19 TO CONSIDER A DRAFT OVERARCHING STRATEGY FOR THE PATHS ON BOTH SIDES OF THE RIVER BETWEEN OTTERY AND TIPTON AND MAKE RECOMMENDATIONS (AS APPROPRIATE)

This will be carried forward to the next meeting as the strategy was not available. It was noted that the closure of the footpaths to Tipton has impacted businesses. It was AGREED the Clerk will request an update regarding when paths will reopen.

C/26/05/20 TO RECEIVE AN UPDATE REGARDING FOOTPATH 46

There is no update.

C/26/05/21 TO NOTE THE FIRST MEETING OF THE OTTERY BUSINESS NETWORK AND MAKE ANY RECOMMENDATIONS AS REQUIRED

The first meeting was attended by several businesses. It was noted that this is being organised by the founder of the Honiton Business Network.

C/26/05/22 TO RECEIVE AN UPDATE REGARDING THE OTTERY GATE TO PLATE EVENT

The report from the Clerk was noted. The Clerk will speak to Eat Festivals regarding a suggestion of the church hosting a craft fair or small market. The provisional working date is Saturday 15th May 2027.

C/26/05/23 TO NOTE ANY SPECIFIC CORRESPONDENCE RECEIVED

Correspondence from a resident regarding Brook Street was discussed. It was AGREED that Council will write to EDDC regarding whether there is a possibility of them installing a bench. An update was provided regarding a collaboration between Ottery St Mary Library and The Coffee Bank to promote activities for children in the town. The officers are updating the Council website accordingly. It was AGREED that Visit Ottery will be asked to see what they can do to promote this. The Council noted their support for this initiative.

C/26/05/24 TO RECEIVE ANY FURTHER RECOMMENDATIONS FROM MEMBERS

There were none.

C/26/05/25 TO RECEIVE COUNCILLORS QUESTIONS

Cllr Martin suggested that the Council should re visit road warden idea following on from recent publicity regarding the scheme in Sidmouth.

C/26/05/26 DATE OF THE NEXT MEETING: 13TH JULY 2026

Reports & Appendix 1

Meeting concluded at 18:30

Chair's initials _____