

## OTTERY ST MARY TOWN COUNCIL

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04 June 2026

Dear Councillors

I hereby give you notice that the **Planning Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **6:00 PM** on **Tuesday, June 9, 2026**, at **Ottery St. Mary Town Council (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

Jane Bushby  
Ottery St Mary Town Council Admin

### **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

### **P/26/06/01 Apologies for Absence**

To receive apologies for absence

### **P/26/06/02 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

### **P/26/06/03 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

### **P/26/06/04 Reports, Correspondence and Items referred to the Committee**

1) To review the Planning Terms of Reference

### **P/26/06/05 Minutes**

To receive the Minutes of the Meeting of the Town Council of 26th May 2026 and to approve the signing of the Minutes by the Chair as a correct record

### **P/26/06/06 Planning Decisions Received**

<a href="#">26/0782/FUL</a>	7 Homefield Close Ottery St Mary EX11 1HS	Approval with conditions
<a href="#">26/0383/FUL</a>	Tumbledale Birdcage Lane, Ottery St Mary, EX11 1LN	Approval with conditions
<a href="#">26/0442/FUL</a>	Sunny Corner, Hind Street, Ottery St Mary, EX11 1BW	Approval with conditions
<a href="#">26/0735/FUL</a>	Higher Barnes Wiggaton Ottery St Mary EX11 1PY	Approval with conditions

### **P/26/06/07 Public Participation**

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

**P/26/06/08 To consider and determine observations on the following Planning Applications:**

<b>Reference</b>	<b>Applicant</b>	<b>Details</b>
1) <a href="#">26/1007/FUL</a>	Mr & Mrs Schofield	Two storey side extension <b>5 Hayne Park, Tipton St John, Sidmouth, EX10 0TA</b>
2) <a href="#">26/1026/LBC</a>	Mrs Angela Glanville	Installation of an array of 7 solar panels on the south-facing roof of outbuilding known as Ark Pottery/Studio and the installation of a battery inside the studio <b>Ark Pottery, Higher Barnes, Wiggaton, Ottery St Mary, EX11 1PY</b>
3) <a href="#">26/0994/FUL</a>	Chris Durfy	The formation of a driveway to the front garden <b>17 Shutes Mead, Ottery st Mary, EX11 1EE</b>
4) <a href="#">26/1064/FUL</a> <a href="#">26/1063/LBC</a>	Mr & Mrs Hazlewood	Removal of existing timber coach house doors and installation of new joinery panel comprising timber front entrance door and timber flush casement windows <b>The Coaching Cottage, 4 The Fairmile, Fairmile, Ottery St Mary, EX11 1LP</b>

**P/26/06/09 To receive Councillors' questions relating to Planning Matters**

**P/26/06/10 Date of the next meeting: TBC**



**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. 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.



## Ottery St Mary Town Council

Minutes of the ORDINARY MEETING OF Planning Committee held on **Tuesday 26 May 2026** at **18:30**. The meeting was held in the **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**

Present: Cllrs Peter Faithfull, Richard Grainger (Chair), Richard Copus (Vice Chair), Vicky Johns (Mayor), Janice Aherne, Sarah Martin and Emily Peka  
In Attendance: One member of the public and Kerry Kennell, Town Clerk  
Minute Taker: Kerry Kennell, Town Clerk

### **P/26/05/11 APOLOGIES FOR ABSENCE**

To receive apologies for absence

All councillors were present.

### **P/26/05/11 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 Johns	No interests declared.
Cllr Aherne	No interests declared.
Cllr Faithfull	No interests declared. During the meeting Cllr Faithfull declared an 'affects NRI' interest in relation to application 26/0735/FUL as he knows the applicant and their family
Cllr Peka	No interests declared.
Cllr Martin	No interests declared.
Cllr Grainger	No interests declared.

### **P/26/05/11 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 were none.

Chair's initials \_\_\_\_\_

**P/26/05/11 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE**

25/0839/FUL	1 Broad Street, Ottery St Mary	Appeal allowed
25/0509/MOUT	Ottery Road, Feniton	Appeal dismissed
25/0809/FUL	1 Silver Street, Ottery St Mary	Appeal allowed
The amended comments on 26/0705/PDQ - The Poultry Barn, Feniton following a site visit on 8th May 2026 which were agreed via delegated authority were noted: The Council would like to reiterate the following comments submitted on 4th December 2025: 1. This proposal represents development in the wrong location. This does not align with the intended use of the area for employment as designated by EDDC. 2. This site is not included in the new East Devon Local Plan further confirming unsuitability for residential conversion. 3. All prior objections submitted by the Council still stand. We refer to the previous officer's report and the points raised, as nothing has changed in the circumstances.		

Thanks were noted to everyone that attended the EDDC Planning Committee meeting regarding application 25/2468/MOUT.

**P/26/05/11 MINUTES**

To receive the Minutes of the Meeting of the Town Council of 29th April 2026 and to approve the signing of the Minutes by the Chair as a correct record

The minutes of 29<sup>th</sup> April 2026 were approved and signed by the Chair as a correct record.

**P/26/05/11 PLANNING DECISIONS RECEIVED**

<a href="#">25/0017/EIA</a>	Land Adjacent to Gerway Nurseries, Gerway Close	Closed
<a href="#">26/0275/FUL</a>	8 Jesu Street, Ottery St Mary EX11 1EU	Approval with conditions
<a href="#">25/2461/FUL</a>	Stonehill Quarry Lodge, Lancercombe, EX10 OJX	Approval with conditions
<a href="#">26/0559/TCA</a>	2 Dunkirk Cottages, Cadhay, EX11 1QS	TPO Not Required
<a href="#">26/0497/FUL</a>	7 Meadow Close, Ottery St Mary EX11 1EW	Approval with conditions
<a href="#">26/0607/TCA</a>	Grandissons Court, The College, OSM EX11 1DZ	TPO Not Required
<a href="#">26/0872/PRETDD</a>	Fire Station, OSM EX11 1AQ	Application closed
<a href="#">26/0748/AGR</a>	Agricultural Building, Gipsies Lane, Tipton St John EX10 OLR	Refusal
25/0061/TPO	Land adj.Sunnyland Cottage, OSM	TPO granted
<a href="#">26/0666/FUL</a>	9 Washbrook View Ottery St Mary EX11 1EP	Approval with conditions
<a href="#">26/0649/TRE</a>	Salston Manor Ottery St Mary EX11 1LD	Approval with conditions

Chair's initials \_\_\_\_\_

<a href="#">26/0388/FUL</a>	5 Coombe Vale Tipton St John EX10 OAU	Approval - standard time limit
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**P/26/05/11 PUBLIC PARTICIPATION**

To assist with the smooth running of the meeting, the Chair will allow members of the public present to submit questions/comments relating to items on the agenda for consideration prior to the application being heard. Individual contributions will be limited to 3 minutes. Where there is a group of objectors or supporters for an application, a spokesperson should be appointed to speak on behalf of the group. The Chair will invite the member of public to speak, after the application has been introduced.

There were none.

**P/26/05/11 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:**

<a href="#">26/0735/FUL</a>	Mrs Angela Glanville Higher Barnes, Wiggaton, OSM EX11 1PY	Installation of an array of 7 solar panels on the south-facing roof of the studio/pottery barn at Higher Barnes, Wiggaton. Installation of a battery inside the studio.
The Council support the application.		
<a href="#">26/0860/PDQ</a>	Ms Fiona Hamilton-Bryant Barn Wiggaton, Ottery St Mary	Application to determine if prior approval is required for change of use of the agricultural barn to 2no. dwellings (Use Class C3)
There is a need for clarification on whether the building is currently in use, as observations on site suggest ongoing activity. The available information is insufficient to determine its status as redundant or otherwise, and further verification by EDDC is required before a decision can be made.		
<a href="#">26/0551/FUL</a>	Ms H Blackmore Coldharbour Farm East Hill Ottery St Mary EX11 1QL	Change of use of farm shop to a dwelling
<p>The Town Council has considered this application and wishes to raise the following concerns. The proposal relates to the creation of a new dwelling in the open countryside, outside of the defined development area. While it is acknowledged that the site has an existing business use, and that previous permission appears to have been granted based on farm diversification, the current application seeks to introduce a separate residential unit without any agricultural or operational tie. This represents a departure from the original justification for development in this location.</p> <p>The Council is concerned that the proposal would result in an unjustified new dwelling in the countryside, contrary to established planning policy. Furthermore, the creation of a separate habitation raises additional concerns regarding the long-term sustainability and precedent for further residential development in this location.</p>		

Chair's initials \_\_\_\_\_

It is also noted that Environmental Health has raised concerns and requested further information, particularly given the proximity of the proposed dwelling to an existing barn. At present, insufficient information has been provided to fully assess the potential impacts on residential amenity. The Council supports the position of Environmental Health in this respect. The Council also notes that no comments have been received from the Highways Authority, and therefore the implications in terms of access and traffic cannot be fully assessed at this stage. Given the above concerns, including the lack of sufficient supporting information, the location outside the development boundary, the absence of an agricultural or functional need, and the unresolved issues raised by Environmental Health, the Town Council does not support this application.

<a href="#">26/0880/TRE</a>	Markia Elliot 15A Silver Street Ottery St Mary EX11 1DB	T1: Copper Beech: 20% crown reduction by reducing branch lengths by 2m, maximum diameter cuts of 100mm.
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The Town Council notes that the site is subject to a Tree Preservation Order (TPO) and is located within the Conservation Area. Given the presence of protected trees, an arboriculturist’s report should be provided to assess the potential impact of the proposed works. The Council would only be able to offer support if the proposal is supported and verified by a suitably qualified arboriculture assessment. Furthermore, the application form does not appear to have been correctly completed in relation to the property’s location within a conservation area and the presence of TPO-protected trees. This raises concerns regarding the completeness and accuracy of the submission. Until such time as the required arboriculture information is provided and the application documentation is correctly completed, the Town Council is unable to support the proposal.

<a href="#">26/0553/LBC</a>	Mr Mathew Spencer Tumbling Weir Hotel and Restaurant Canaan Way Ottery St Mary EX11 1AQ	Install 2no. air source heat pumps (ASHP) on flat roof extension on north elevation; removal of mechanical extraction unit on rear north elevation & east elevation & make good; install low level extraction vent on north elevation; removal of walls in Function Room; install new kitchen, waste pipes & mechanical extraction in old Function Room; removal of walls on ground & first floor; removal of walls in 1980s extension to re-configure bedrooms into family bedrooms & bathrooms and replacement of all internal doors on first floor
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Concern was raised regarding the siting of the air source heat pumps on the roof, rather than at ground level, which raises concerns regarding potential noise impacts. The elevated position may increase the risk of noise reverberation and impact on amenity and therefore requires careful assessment.

The Council notes that comments from Environmental Health are awaited in relation to noise and amenity considerations.

In summary, the Town Council would not object in principle, subject to:

- Confirmation and agreement from the Conservation Officer;
- Approval of the required Listed Building Consent;
- Satisfactory comments from Environmental Health regarding the potential noise impacts;

<p><a href="#">26/0955/FUL</a></p>	<p>Mrs Therese Luce Cadhay Barton Cadhay Ottery St Mary EX11 1QY</p>	<p>Partial demolition and extension of existing boot room, replacement of existing pitched roof with flat roof, conversion of existing garage, installation of new doors and windows including French doors to the rear elevation, and removal of existing roof cupola. Proposed raised terrace to the rear.</p>
<p>The Council support the application.</p>		

**P/26/05/11 TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PLANNING MATTERS**

There were none.

**P/26/05/11 DATE OF THE NEXT MEETING: TBC**

Meeting concluded at 19.13.

Chair's initials \_\_\_\_\_

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