

OTTERY ST MARY TOWN COUNCIL

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22 July 2026

Dear Councillors

I hereby give you notice that the **Planning Meeting** of **OTTERY ST MARY TOWN COUNCIL** will be held at **6:30 PM** on **Monday, July 27, 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

Administrator

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/26/07/11 Apologies for Absence

To receive apologies for absence

P/26/07/11 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

P/26/07/11 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

P/26/07/11 Reports, Correspondence and Items referred to the Committee

1) **App 26/1212/FUL 9 Meadow Close** - At the time of the Planning meeting on the 7th July, the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC. As a result, the Committee were unable to reach an informed decision at the meeting. The Committee wished to review and verify the supporting information but were unable to do so due to the unavailability of the documents. It was therefore resolved that the Clerk, in consultation with the Chair, Vice-Chair, Mayor and the rest of the Committee, would submit the Committee comments under delegated authority once the supporting documents became available for review. Comment submitted;

'The Town Council have no objection in principle to the proposed development, as they do not consider it likely to result in any significant detrimental impact on neighbouring properties. However, the Committee do have a concern regarding the tree referred to within the application documents. The application states that the tree either on, or adjoining, the site will not require removal or pruning as part of the proposed development. Despite this statement, no further details appear to have been provided regarding the species, size, location or condition of the tree. Without this information, it is difficult to assess whether the proposed extension or expansion could affect the tree, particularly in relation to its root protection area and any excavation or foundation works associated with the development. While we understand that the tree does not appear to be protected by a Tree Preservation Order, it may still have amenity value and could potentially be adversely affected by the proposed works.'

2) Appeal decision **25/0800/FUL - Appeal Ref: 6005430** 6 Jesu Street, Ottery St Mary Devon EX11 1EU -Dismissed

3) Tree Preservation Order -**26/0022/TPO** -Land in front of 1-3 Winter's Lane, Ottery St Mary

4) **26/1312/CPE** Certificate of Lawfulness - Four Elms Farm, Alfington, Ottery St Mary, EX11 1NY

P/26/07/11 Minutes

To receive the Minutes of the Planning Meeting of the Town Council of 7th July 2026 and to approve the signing of the Minutes by the Chair as a correct record

P/26/07/11 Planning Decisions Received

<u>26/0310/FUL</u>	Little Gosford Farm, Gosford ,Ottery St Mary ,EX11 1LY	Approval retrospective (conditions)
<u>26/0955/FUL</u>	Cadhay, Barton Cadhay, Ottery St Mary, EX11 1QY	Approval with conditions
<u>26/0880/TRE</u>	15A Silver Street, Ottery St Mary, EX11 1DB	Approval with conditions

26/0311/FUL	Little Gosford Farm, Gosford, Ottery St Mary EX11 1LY	Approval retrospective (no conditions)
26/0303/MFUL	Straitgate Farm, Exeter Road, Ottery St Mary, EX11 1LG	Approval with conditions

P/26/07/11 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.

P/26/07/11 To consider and determine observations on the following Planning Applications:

Reference	Applicant	Details
1) 26/1184/FUL	Miss E Pusey	Demolition of detached garage and store room and replacement two storey garage/office Pinetrees, Exeter Road, Ottery St Mary, EX11 1LH
2) 26/1171/FUL	Mr Joe Williams	Demolition and replacement of existing rear conservatory and first floor extension with a two-storey rear extension, and solar PV panels to the rear south facing roof slope 28 Paternoster Row, Ottery St Mary, EX11 1DP
3) 26/1126/FUL	Mr William Lane	Replacement of existing extension with new extension to the south elevation 14 Ridgeway, Ottery St Mary, EX11 1DT

P/26/07/11 To receive Councillors' questions relating to Planning Matters

P/26/07/11 Date of the next meeting: TBC



Appeal Decision

Site visit made on 1 May 2026

by R Dickson BSc (Hons) MSc MRTPI

an Inspector appointed by the Secretary of State

Decision date: 02 July 2026

Appeal Ref: 6005430

6 Jesu Street, Ottery St Mary Devon EX11 1EU

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
 - The appeal is made by Thomas Rogers against the decision of East Devon District Council.
 - The application Ref is 25/0800/FUL.
 - The development proposed is redevelopment from commercial to residential shop front, 1 two-bed cottage, 1 two bedroom flat and a three-bed duplex apartment.
-

Decision

1. The appeal is dismissed and planning permission for the redevelopment from commercial to residential of shop front, 1 two-bed cottage, 1 two-bedroom flat and a three-bed duplex apartment is refused.

Preliminary Matters

2. The appellant has provided details of a change to the original description of development on the application form, which has updated the description of the number of bedrooms in each of the proposed units. Based on the evidence before me, I am satisfied that the revised description of development more accurately reflects the proposed development. As the appellant has agreed to the changed description, I have used this in my banner heading above, and have determined the appeal accordingly.
3. The appellants statement alludes to the submission of a separate costs application. However, this has not been received. As such, I have not considered this matter in any further detail.
4. The Council did not determine the application within the prescribed period. Within its statement, the Council indicated that it would have refused permission on 2 grounds. The first of which relates to inconsistencies and unclear detailing on the submitted plans, which I have dealt with in my reasoning and other matters below. The second relates to living conditions. Based on the evidence before me, I am satisfied that the plans are accurate in relation to the Councils concerns about living conditions.

Main Issue

5. The main issue is whether the proposal would provide adequate living conditions for future occupiers, with respect to outlook and light, as well as the provision of appropriate refuse and recycling storage, and the effect of the proposal on the living conditions of neighbouring occupiers, with respect to privacy.

Reasons

Future occupants

6. Jesu Street is mixed in use, comprising residential dwellings and commercial units. The area has a dense urban grain with the buildings forming terraces. The appeal site has a modest frontage facing Jesu Street, with the building extending the depth of the plot, becoming wider towards the rear. The appeal site is currently vacant, but has retail space at the front of the building on the ground floor, and office space on the first floor. To the rear of the building, a double height open plan area was once a cinema.
7. The proposal would convert the building into 3 residential units, including a 2 bedroom flat on the ground floor at the rear of the building, a 2 bedroom cottage on the first and second floor at the front of the building, and a 3 bedroom duplex flat on the first and second floor at the rear of the building. A shop and office would be retained, fronting Jesu Street at ground floor level.
8. A louvre system, which would be wooden horizontal slats, would be installed on the bathroom and dining room windows of the 2 bedroom flat and the window of bedroom 2 of the 2 bedroom cottage. In addition to the louvre on the dining room of the 3 bedroom duplex flat, the plans before me also suggest that a large louvre panel would be installed on the west elevation which would be across the French doors of all of the bedrooms, extending up the elevation to the second floor, in front of the kitchen/dining area and the outdoor amenity space.
9. Paragraph 135 f) of the National Planning Policy Framework (2024) identifies the requirement for development to provide places that have a high standard of amenity for existing and future users. Policy D1 of the East Devon Local Plan 2013 – 2031 (2016) (Local Plan) also requires that development does not adversely affect the amenity of occupants of proposed future residential properties.
10. The louvres would be upwards facing and, from the evidence before me, would appear to be tightly spaced next to one another. Given the arrangement of the horizontal slats, the louvres would severely inhibit views out of the windows and French doors where they are positioned very near to the windows. The absence of an outlook out of these openings would not be acceptable, and would be detrimental to the living conditions of the future occupants. As such, the dining room of the 2 bedroom flat, bedroom 2 of the 2 bedroom cottage and the dining room and the bedrooms of the 3 bedroom duplex flat would not have acceptable outlook.
11. Although upwards facing, the tightly spaced horizontal slats would also limit the amount of light entering into the habitable rooms, which are all on the ground floor and first floor. I have limited evidence before me which demonstrates that the amount of light entering through the louvres would be acceptable for the size of rooms which they serve. Therefore, the louvres would not provide a sufficient amount of light into the dining room of the 2 bedroom flat, bedroom 2 of the 2 bedroom cottage and the dining room and bedrooms of the 3 bedroom duplex flat.
12. The louvre system would be attached to the outside of the outdoor amenity area, therefore it would be further from the bi-fold doors of the kitchen/dining area of the 3 bedroom duplex flat. As such, although the outlook from the second floor would be restricted, the effect on outlook and light would be mitigated owing to the

intervening outdoor amenity space. In addition, the top floor of the 3 bedroom duplex flat would have rooflights installed, which would increase the amount of light entering into the area. Accordingly, the proposal would provide acceptable outlook and light into the kitchen/dining area of the 3 bedroom duplex flat.

13. The louvres would be across the bathroom of the 2 bedroom flat. However, given its use as a bathroom which would usually have some form of privacy screening, the effect on light entering into the room, and outlook of the occupants with regards to the bathroom of the 2 bedroom flat would also be acceptable.
14. The appellant has identified that the louvres would be necessary to protect the privacy of the future occupants from overlooking from the buildings on Tip Hill, which are at a higher elevation than the appeal site, and from overlooking from the occupants of 6A Jesu Street. I understand that multiple other mitigation measures have been for the windows and French doors on the eastern side of the building. Notwithstanding the above, the louvres proposed would not provide an acceptable standard of living conditions for the future occupiers.
15. The kitchen of the 2 bedroom flat would not have a window. While I understand the limitations of providing a window in the eastern corner of the building at ground floor level owing to the topography of the surrounding land, the kitchen of the 2 bedroom flat would require acceptable outlook and light, which would not be provided by the layout of the proposed development.
16. The floor plans (Proposed Plans 02 Rev C) do not show living rooms in the 2 bedroom flat or the 3 bedroom duplex flat. However, the appellant notes that the layouts provide a combined kitchen, dining and living space. Open plan living spaces are a common feature of dwellings. Despite not being labelled on the plans, the provision of the living rooms within an open plan layout would be acceptable.
17. The proposal would provide an internal communal bin store. Bins would be taken down a communal corridor to the front entrance of the building. While an external bin store would be preferable in terms of odour and the potential attraction of pests, given the constraints of the appeal site, the communal bin store would be acceptable.

Neighbouring occupiers

18. Although there are existing windows along one side of the building at the rear, the proposal would increase the amount of glazing along the west elevation, and introduce glazing onto the east elevation. The proposed louvres, given their angle and spacing, would largely prevent views out of the windows and French doors behind them, and would disguise their appearance from neighbouring properties.
19. As such, the proposal would not give rise to overlooking into the neighbouring gardens or dwellings, and I find it unlikely that the louvres would highlight the presence of glazing such that it would contribute to the perception of being overlooked. Therefore, the proposal would not harm the living conditions of the neighbouring occupiers with respect to privacy.

Conclusion

20. Accordingly, the proposal would provide adequate living conditions for the future occupiers with regard to the outlook and light of the kitchen/dining area of the 3

bedroom duplex flat and the bathroom of the 2 bedroom flat, the provision of living rooms in the 2 bedroom flat and 3 bedroom duplex flat, and the provision of a communal bin store. The proposal would also not harm the living conditions of the neighbouring occupiers, with respect to privacy. However, it would fail to provide adequate living conditions of future occupants with regards to outlook and light from the dining room of the 2 bedroom flat, bedroom 2 of the 2 bedroom cottage and the dining room and bedrooms of the 3 bedroom duplex flat.

21. The proposal would be contrary to Policies D1 and H3 of the Local Plan, which seeks to ensure that development does not adversely affect the amenity of occupants of proposed future residential properties.

Other Matters

22. The Council asserts that the screening around the proposed roof terrace which would serve the 2 bedroom cottage at the front of the building is unclear from the submitted plans. Similarly, the Council contend that it is not clear how the proposed louvre system would enable appropriate means of escape. However, a planning condition could be imposed which would require the details of the screening and the escape routes to be submitted to and approved by the Council, if this appeal were allowed.
23. The Council have highlighted several areas where the submitted plans have inconsistencies, or unclear detailing. The windows shown on the Proposed Elevations (Proposed Elevations 04 Rev C) sheet no 4), and Proposed Plans (Proposed Plans 02 Rev C) are inconsistent with one another in relation to the number of proposed rooflights, and the presence of a first-floor level window which would serve the staircase on the west elevation. Given that I have dismissed the appeal on other grounds, this matter is not determinative, therefore I have not considered it any further.
24. The proposal is within the Ottery St Mary Conservation Area (CA), the significance of which appears to derive from the tight knit terraced buildings which open out on the back of the pavement, and which extend into their long plots. Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires me to pay special attention to the desirability of preserving or enhancing the character or appearance of the CA.
25. The proposal would add 2 small dormers onto the front roof slope and replace the shop front. The proposed changes to the front of the building would be in keeping with other buildings within the CA, and would retain the tight knit terraced buildings. As such, the alterations to the front elevation would preserve the character and appearance of the CA.
26. The proposal would also alter the rear of the building through the introduction of rooflights, a pitched slate roof, louvres, and a roof terrace. The rear of the building is less visible within the CA. The rooflights and slate roof would fit in with other similar roofs within the CA, and therefore would be acceptable. If the appeal were allowed, a condition could be imposed which would require additional details to be submitted about the louvres and screening around the roof terrace. Accordingly, the alterations to the rear of the building would preserve the character and appearance of the CA.

27. Overall, the proposal would preserve the character and appearance of the CA. I note the Council raise no concern in this respect either.
28. I acknowledge that the proposal provides residential accommodation that would comply with the Nationally Described Space Standards, and each unit would include private outdoor amenity space. In addition, I acknowledge that the appellant has invested in the building, and that proposal would provide means of funding the restoration that the building requires. However, these benefits do not outweigh the harm I have identified above.

Conclusion

29. The proposal conflicts with the development plan as a whole, and there are no material considerations, either individually or in combination, that outweigh the identified harm and associated development plan conflict.
30. For the above reasons, I conclude that the appeal should be dismissed.

R Dickson

INSPECTOR

TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (England) REGULATIONS 2012

Town and Country Planning Act 1990 TREE PRESERVATION ORDER (NO. 26/0022/TPO)

East Devon District Council, in exercise of the powers conferred on them by sections 198 of the Town and Country Planning Act 1990 make the following Order—

Citation

1. This Order may be cited as the Tree Preservation Order No. 26/0022/TPO, "Land in front of 1-3 Winter's Lane, Ottery St Mary", 8th July 2026.

Interpretation

2.— (1) In this Order "the authority" means East Devon District Council.

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

Effect

3.— (1) **Subject to article 4**, this Order shall take effect provisionally on 8th July 2026.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to exceptions in regulation 14, no person shall—

- (a) cut down, top, lop, uproot, wilfully damage or wilfully destroy; or
- (b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

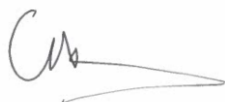
any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Application to trees to be planted pursuant to a condition

4. In relation to any tree identified in the first column of the Schedule by the letter "C", being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated 8 July 2026

Signed on behalf of East Devon District Council



.....
Authorised by the Council to sign in that behalf

[CONFIRMATION OF ORDER

This Order was confirmed by East Devon District Council without modification on day of

.....

OR

This Order was confirmed by East Devon District Council on day of
subject to the following modification(s):

.....

Authorised by the Council to sign in that behalf]

[DECISION NOT TO CONFIRM ORDER

A decision not to confirm this Order was taken by East Devon District Council on day of

.....

.....

Authorised by the Council to sign in that behalf]

[VARIATION OF ORDER

This Order was varied by East Devon District Council on day of

under the reference number

.....

Authorised by the Council to sign in that behalf]

[REVOCATION OF ORDER

This Order was revoked by East Devon District Council on day of

.....

Authorised by the Council to sign in that behalf]

SCHEDULE

SPECIFICATION OF TREES

TREE PRESERVATION ORDER NO. 26/0022/TPO

LAND IN FRONT OF 1-3 WINTER'S LANE, OTTERY ST MARY

REF. ON MAP	DESCRIPTION	SITUATION
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TREES SPECIFIED INDIVIDUALLY

(Encircled in a solid black line on map)

T1	Oak	Centred on grid ref: (E) 309676 (N) 095321
	West of no.1.	

TREES SPECIFIED BY REFERENCE TO AN AREA

(None)

GROUP OF TREES

(None)

WOODLAND

(None)

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations, which apply in relation to England only, substantially revoke and replace the Town and Country Planning (Trees) Regulations 1999, to the extent to which they apply to England. They also revoke the Town and Country Planning (Trees) (Amendment) (England) Regulations 2008 and the Town and Country Planning (Trees) (Amendment No. 2) (England) Regulations 2008.

Part 2 prescribes the form of tree preservation orders and the procedure for their making, provisional effect, confirmation, variation and revocation. The prescribed form is set out in the Schedule to the Regulations.

Part 3 of the Regulations sets out prohibited activities in relation to a tree protected by an order and exceptions. Under regulation 13 a tree protected by a tree preservation order may not be cut down, topped, lopped, uprooted or wilfully damaged or destroyed without the consent of the local planning authority, unless an exception applies. These exceptions are set out in sections 198(7) and 200(1) of the Town and Country Planning Act 1990, and in regulation 14 of the Regulations.

Section 198(7) provides exceptions relevant to section 39(2) of the Housing and Planning Act 1986 (c.63) (saving for effect of section 2(4) of the Opencast Coal Act 1958 (c. 69) on land affected by a tree preservation order despite its repeal) and section 15 of the Forestry Act 1967 (c.10) (licences under that Act to fell trees comprised in a tree preservation order).

Section 200(1) provides that a tree preservation order does not have effect in respect of anything done by or on behalf of Forestry Commissioners on land placed at their disposal in pursuance of the Forestry Act 1967 or otherwise under their management or supervision or anything done by or on behalf of any other person under a plan of works approved by the Forestry Commissioners under a forestry dedication covenant (as defined in section 5 of the Forestry Act 1967) or under conditions of a grant or loan made under section 1 of the Forestry Act 1979 (c. 21).

Regulation 14 contains exceptions to the requirement for consent and regulation 15 contains exceptions for trees in conservation areas.

Part 4 of the Regulations prescribes the procedure for applications for consent under tree preservation orders.

Part 5 prescribes the procedure for appeals and for their determination. Regulation 19 grants a right of appeal in respect of a refusal to grant consent, a grant of consent subject to conditions or a failure to determine an application for consent within the prescribed time period.

In Part 6, regulation 24 provides for compensation claims, subject to exceptions, to be made where loss or damage has been incurred as a consequence of a refusal to grant consent, a grant of consent subject to conditions or a refusal of approval required under a condition.

Part 7 contains miscellaneous provisions. Regulation 25 provides that the prescribed time for the purposes of sections 206(1)(b) (replacement trees) and 213(1)(b) (enforcement of controls as respects trees in conservation areas) is whenever the cutting down or uprooting of a tree is authorised only by virtue of regulations 14(1)(a)(i) or 14(1)(c) (dead or dangerous trees).

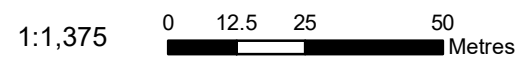
Regulation 26 revokes the Town and Country Planning (Trees) Regulations 1999, the Town and Country Planning (Trees) (Amendment) (England) Regulations 2008 and the Town and Country Planning (Trees) (Amendment No.2) (England) Regulations 2008, subject to transitional, transitory and saving provisions in respect of certain classes of order. This regulation also saves regulation 17 of the Town and Country Planning (Trees) Regulations 1999 (amendment to the Town and Country Planning General Regulations 1992).

Under section 193 of the Planning Act 2008 (c. 29), all tree preservation orders made prior to the date on which these Regulations come into force take effect with the omission of all of their provisions other than any that identify the order or identify the trees, groups of trees or woodlands to which the order applies.

A full impact assessment of the effect that this instrument will have on the costs of business, charities and the voluntary sector has been prepared in relation to these Regulations. The assessment has been placed in the Library of each House of Parliament and is published with the Explanatory Memorandum alongside the instrument on www.legislation.gov.uk. The assessment may also be accessed at www.communities.gsi.gov.uk.

East Devon District Council Tree Preservation Order 26/0022/TPO

Land fronting 1-3 Winter's Lane, Ottery St Mary



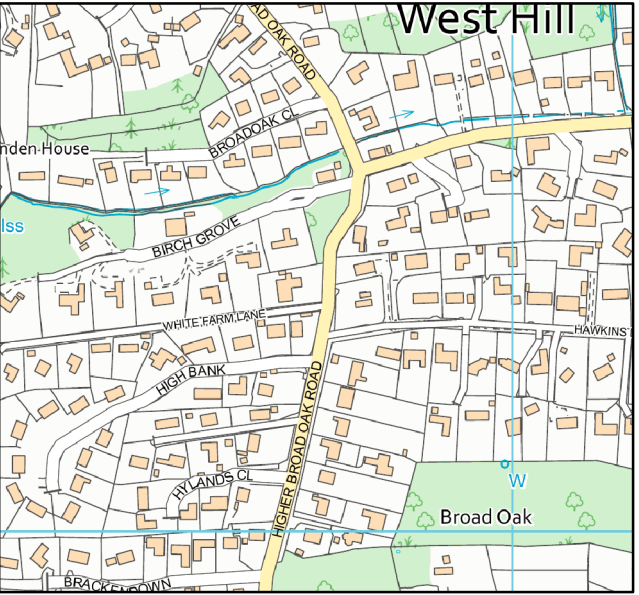
Key

- Tree
- ⋯ Area
- ⋯ Group
- Wood

Authorised Signature

[Signature]

08 July 2026



Date: 9 July 2026
Contact: Central Team
Tel number: 01395 571596
E-mail: planningcentral@eastdevon.gov.uk
Our Reference: **26/1312/CPE**



Kerry Kennell
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Dear Sir/Madam

Certificate of Lawfulness (Existing) Application

Proposal: Certificate of lawfulness to confirm that planning permission 22/2362/FUL was lawfully commenced before its expiry date through the excavation of a foundation trench, which constitutes a material operation under Section 56(4)(b) of the Town and Country Planning Act 1990.

Location: Four Elms Farm Alfington Road Ottery St Mary EX11 1NY

We have received a Certificate of Lawfulness application for a use or development as described in the title above.

A Certificate of Lawfulness can be issued provided that evidence is produced that proves that the claimed use has existed uninterrupted for more than 10 years (or 4 years if used as a house), or the development took place more than 4 years ago and has not been altered since that time - whichever is relevant.

Such applications are not judged on whether the use or development is acceptable in planning terms, but on the conclusiveness of the evidence submitted, which may take the form of dated photographs, sworn statements, historic data or other information that can be verified.

We would be interested in hearing from you if you have any information that either supports or contradicts the evidence that the applicant has submitted. Please submit any information within 23 days of this letter, but be aware that any documentation, etc. you submit will be placed on a public file and may be later used in any appeal, should the Council refuse to issue a Certificate.

Yours faithfully

Central Team

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of processing your planning representation. Your information may be provided to a third party consultees acting on our behalf as part of the statutory function of processing your planning representation or request. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed on our website:

www.eastdevon.gov.uk/privacy



Ottery St Mary Town Council

Minutes of the Planning meeting held on **Tuesday 07 July 2026** at **6:30 pm**. The meeting was held in the **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**

Present: Ottery St Mary Town Council Admin, Cllrs Richard Grainger (Chair), Richard Copus (Vice Chair), Vicky Johns (Mayor), Peter Faithfull, Janice Aherne, Sarah Martin, Ottery St Mary Town Council Clerk

One member of the public

Minute Taker: Jane Bushby - Ottery St Mary Town Council Admin

P/26/07/01 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies received from Cllr Emily Peka

P/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

Cllr Richard Grainger	No declaration made
Cllr Richard Copus	No declaration made
Cllr Vicky Johns	No declaration made
Cllr Peter Faithfull	No declaration made
Cllr Janice Aherne	No declaration made
Cllr Sarah Martin	No declaration made

P/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

There were none

P/26/07/04 REPORTS, CORRESPONDENCE AND ITEMS REFERRED TO THE COMMITTEE

1) Appeal Ref: 6003914 - Four Elms Farm, Alfington Road, Ottery St Mary, Devon EX11 1NY - Appeal allowed – circulated to the Committee

2) Costs application in relation to Appeal Ref: 6003914 - Refused – circulated to the Committee

Chair's initials _____

P/26/07/05 MINUTES

To receive the Minutes of the Meeting of the Town Council of 9th June 2026 and to approve the signing of the Minutes by the Chair as a correct record

The Minutes of the Planning Meeting of the 9th June 2026 were signed by the Chair as a correct record

P/26/07/06 PLANNING DECISIONS RECEIVED

<u>26/0760/DOC</u>	9 Mill Street Ottery St Mary EX11 1AB	Discharge of Condition Approved
<u>26/0518/LBC</u>	Knightstone Manor, Knightstone Ottery St Mary EX11 1PP	Approval with conditions
<u>26/0860/PDQ</u>	Barn, Wiggaton, Ottery St Mary	Prior approval refused
<u>24/0307/DOC</u>	Salston Manor, Hotel Ottery St Mary EX11 1RQ	Discharge of Condition Approved
<u>26/0377/MFUL</u>	Land At Metcombe, Higher Metcombe, Ottery St Mary	Approval with conditions
<u>22/2667/FUL</u>	Land South Of Gerway Farm, Ottery St Mary , EX11 1PN	CPE approved
<u>26/1189/DOC</u>	Sunny Corner, Hind Street ,Ottery St Mary, EX11 1BW	Discharge of Condition Approved
<u>26/0994/FUL</u>	17 Shutes Mead, Ottery St Mary, EX11 1EE	Approval with conditions
<u>26/1007/FUL</u>	5 Hayne Park ,Tipton St John, Sidmouth ,EX10 0TA	Approval with conditions
<u>26/1026/LBC</u>	Ark Pottery Higher Barnes Wiggaton Ottery St Mary EX11 1PY	Approval with conditions

P/26/07/07 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.

Chair's initials _____

P/26/07/08 TO CONSIDER AND DETERMINE OBSERVATIONS ON THE FOLLOWING PLANNING APPLICATIONS:

Reference	Applicant	Details
1) 26/1139/TCA	Mrs Carol Akroyd	T1: Oak - crown lift to achieve a clearance of 4m from ground level via removal of the lowest second and third order branches. Making target pruning cuts of up to 70mm diameter. To increase light penetration and airflow beneath the canopy, improving growing conditions for the established shrub and planting below, whilst retaining the trees overall canopy and amenity value. Also, to allow pedestrian access under canopy without obstruction. T2: Oak - crown lift to achieve a clearance of approx 5.5m above ground level via removal of 5x lowest secondary branches. Making target pruning cuts of up to 80mm diameter. To increase light penetration and airflow beneath the canopy, improving growing conditions for the established shrub and planting below, whilst retaining the trees overall canopy and amenity value. Also, to allow pedestrian access under canopy without obstruction. T3: Norway Maple (Crimson King) - dismantle to ground level. This tree is suppressed by the adjacent Beech and Oak (larger established canopy trees) limiting it's future growth potential. Removal would reduce competition for light, moisture and nutrients, allowing the larger Beech and Oak to continue developing while improving the overall structure of the tree group. T4: Beech - crown lift to achieve a clearance of 5.5m from ground level via removal of 5x lowest branches, making target pruning cuts of up to 80mm diameter. To increase light penetration and airflow beneath the canopy, to provide appropriate clearance from the adjacent BT line and nearby

Chair's initials _____

			summerhouse, reducing the likelihood of branch contact whilst retaining the trees overall canopy, health and amenity value. T5: Aspen - remove the 3 lowest branches on the northern aspect, making target pruning cuts of up to 75mm diameter. To provide appropriate clearance to the adjacent BT overhead line, reducing the likelihood of branch contact whilst retaining the trees overall canopy, health and amenity value. 1 Paternoster Row, Ottery St Mary, EX11 1DP
Town Council Comments; At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC. The Town Council are unable to support the application without sufficient supporting evidence. In particular, the lack of an arboriculturist report bearing in mind that the property is in the Conservation area.			
2)	26/0903/VAR	Mr Thomas Swift	Variation of Condition Number 2 (approved plans) on Planning Permission 24/1686/FUL (Conversion of existing office to two dwellings) Replacement of existing timber sash windows with uPVC sash windows 9 Mill Street, Ottery St Mary, EX11 1AB
Town Council Comments; At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC The Town Council support the application, subject to the UPVC replacement windows being identical in proportions of the existing sash windows.			
3)	26/1213/FUL	Mr Ben Smith	Demolition of rear extension, construction of single storey rear extension, side porch and single storey front extension 9 Meadow Close Ottery St Mary Devon EX11 1EW
Town Council Comments; At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC As a result, the Committee were unable to reach an informed decision at the meeting. The Committee wished to review and verify the supporting information but were unable to do so due to the unavailability of the documents. It was therefore resolved that the Clerk, in consultation with the Chair, Vice-Chair, Mayor and the rest of the Committee, would submit the Committee comments under delegated authority once the supporting documents became available for review.			
4)	26/0620/FUL 26/0621/LBC	Mr David Armour	Extension to outbuilding, demolish existing porch and construct new porch. Replacement windows and external doors, and replacement of external render. Proposed roof refurbishment and construction of a French drain around property

Chair's initials _____

			Deblins Brook Farm, Sandgate Lane, Wiggaton, Ottery St Mary EX11 1PX
Town Council Comments; At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC The Town Council support this application subject to the recommendations of the EDDC Heritage Officer and the protected species report being considered, with regards to the breeding bats and birds, with the suitable timing restrictions and enhancements proposed			
5)	26/1205/FUL	Mr Michael and Mrs Naomi Cronk	Proposed first floor extension and ground floor single storey extensions to the East, South & West elevations Cardarroch, Ottery St Mary, EX11 1PN

Town Council Comments;

At the time of the meeting the supporting documents were not available to view on the EDDC Planning Portal. This issue has been reported to EDDC
 The Town Council support this application. Hours of work should be restricted to Monday-Friday 8am-6pm, Saturday 8am-1pm and Sunday and Bank holidays No work noise on the site.

P/26/07/09 TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PLANNING MATTERS

There were none

P/26/07/10 DATE OF THE NEXT MEETING: TBC

Meeting concluded at 19.14 pm

Chair's initials _____

DRAFT

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