Ottery St Mary Town Council

8 Broad Street, Ottery St Mary, Devon EX11 1BZ

PUBLIC NOTICE OF MEETING

Community Infrastructure Committee

Issued: Wednesday, 11 November 2026

Dear All,

Notice is hereby given of a public meeting of the **Community Infrastructure Committee** to be held at **5:00 PM** on **Monday, 16 November 2026** at **Ottery St. Mary Town Council**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Kerry Kennell

Clerk to Ottery St Mary 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

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

4. Public Participation

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

5. Confirmation of Minutes

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

6. Visit Ottery

7. To receive an update regarding the Transport Study next steps and make recommendations

8. To review available grants and progress applications if suitable for committee projects

9. To receive an update on the Wayfinding project from LHC and make decisions as appropriate

10. To consider next steps to update the Neighbourhood Plan and make recommendations as appropriate

11. To receive an update regarding Coach Friendly Town status

12. To receive an update from the Emergency Plan Working Group

13. To receive an update regarding the Otter River Catchment Action (ORCA) campaign

14. To receive an update regarding the EV charges at the Station Hub

15. To consider an overarching strategy for the paths within the parish

16. To receive an update regarding Footpath 46 and other footpaths in parish

17. To receive an update regarding the Ottery Gate to Plate event

18. Correspondence Received

To note correspondence received and determine any items requiring a formal response.

19. Matters Raised by Members Not Otherwise on the Agenda

To receive brief updates or questions from members on matters not otherwise on the agenda. No decisions may be taken under this item. Members are reminded this is for information and signposting only; substantive matters should be referred to a future agenda.

20. Date and Time of Next Meeting

The next meeting will be held at 5pm on Monday 21st December 2026.

APPENDIX I — Public Documents

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5. Confirmation of Minutes

Community Infrastructure Meeting-Minutes (2).pdf

Ottery St Mary Town Council — MINUTES

Community Infrastructure Committee — Monday, 19 October 2026

Published: Wednesday, 11 November 2026

Attendance

Present: Cllr Emily Peka, Cllr Nick Sneller, Cllr Sarah Martin (Chair), Deputy Mayor Dean Stewart, Mayor Vicky Johns, Cllr Richard Copus, Cllr Peter Faithfull (until 17:53)

Also present: Kerry Kennell — Town Clerk, Emma Grainger, John Waddingham, Joe Williams

Members of the public present: 2

Declarations of Interest

Cllr Nick Sneller: declared a disclosable pecuniary interest in Item 9 — To receive an update on the Wayfinding project from LHC and make decisions as appropriate — Cllr Sneller intends to tender for the Wayfinding project.

Cllr Sarah Martin: declared a disclosable pecuniary interest in Item 13 — To receive an update regarding the Otter River Catchment Action (ORCA) campaign — Cllr Martin works for the Environment Agency but not dealing with water quality.

C/26/10/001 Apologies for Absence

Apologies were noted for Cllr Johns.

Cllr Peter Faithfull arrived at 17:11.

C/26/10/002 Declarations of Interest

See above.

Cllr Emily Peka arrived at 17:02.

Procedural Motion: That the order of business be varied. Agreed by assent.

C/26/10/003 Exclusion of Public and Press

There were none.

It was **AGREED** that Agenda item CI/26/10/013 To receive an update regarding the Otter River Catchment Action (ORCA) campaign and Agenda item CI/26/10/018 To consider request for the Council to support an Emergency Briefing being held at the Parish Church in November would be brought forward to follow agenda item CI/26/10/005.

C/26/10/004 Public Participation

There was none.

C/26/10/005 Confirmation of Minutes

The minutes of the previous meeting were reviewed. It was **RESOLVED** that the minutes be approved as a true and correct record and signed by the Chair, Cllr Sarah Martin, in accordance with the Local Government Act 1972 (LGA), Schedule 12, paragraph 41.

UNAPPROVED MINUTES

C/26/10/006 Visit Ottery

It was **NOTED** that there was no update to report on Visit Ottery.

C/26/10/007 To receive an update regarding the Transport Study next steps and make recommendations

It was **NOTED** that the Council is awaiting an update from Devon County Council (DCC) regarding the request made for a feasibility study on a crossing in Broad Street.

C/26/10/008 To review available grants and progress applications if suitable for committee projects

It was **NOTED** that the available grants had been received and noted by the Council.

C/26/10/009 To receive an update on the Wayfinding project from LHC and make decisions as appropriate

Cllr Sneller left the meeting.

It was **RESOLVED** to approve the project brief and instruct LHC to proceed within the agreed timescales. *Cllr Faithfull abstained*.

Cllr Sneller joined the meeting.

Cllr Nick Sneller left the meeting at 17:38 for a pecuniary interest and returned at 17:39.

C/26/10/010 To consider next steps to update the Neighbourhood Plan and make recommendations as appropriate

Cllr Sarah Martin presented an 18-month programme to advance the new Neighbourhood Plan.

The first step identified was the establishment of a steering group. It was **AGREED** that any member of the community wishing to be involved should contact the Clerk. Cllr Sarah Martin will set a date for the first steering group meeting, which will then be advertised to the community along with an explanation of the process. The meeting will be held at The Institute. It was **NOTED** that the Steering Group cannot take an anti-development position; its role is to positively influence and shape future development within the parish, ensuring that local views are reflected and that any growth is appropriate, sustainable, and supported by the necessary infrastructure and community facilities.

It was **RESOLVED** that the Clerk will seek three quotes from consultants to assist with the review of the Neighbourhood Plan.

Mayor Vicky Johns arrived at 17:50.

C/26/10/011 To receive an update regarding Coach Friendly Town status

It was **NOTED** that the Clerk had chased Devon County Council (DCC) regarding the signage.

C/26/10/012 To receive an update from the Emergency Plan Working Group

Cllr Peter Faithfull advised that a meeting of the Emergency Plan Working Group would be taking place on 4th November in Tipton St John. It was **NOTED** that Cllr Peter Faithfull had attended sessions at the Devon Association of Local Councils (DALC) Conference on Road Wardens and Snow Wardens, at which flooding and other emergency issues had been discussed. Mayor Vicky Johns advised that East Devon District Council (EDDC) councillors would be able to attend Emergency Plan sessions, and that she had requested that these sessions be opened up to Town and Parish Councillors as well.

Cllr Peter Faithfull left the meeting at 17:53 (attending another meeting.).

UNAPPROVED MINUTES

C/26/10/013 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

Chris Bulman of the Otter Valley Association (OVA) attended and addressed the Council, providing an update on the ORCA (Otter River Catchment Action) campaign and the ongoing programme to monitor and improve the quality of the River Otter.

It was **NOTED** that the OVA is currently working with Richard Foord MP, the Environment Agency and South West Water (SWW) to address water quality issues in the catchment. Mr Bulman advised that when it rains, untreated sewage is discharged into the River Otter, and that the OVA's primary goal is to work with SWW and the Environment Agency to resolve this. The OVA's current focus is approximately 80% on improving the SWW situation, with the remaining 20% to be directed towards agricultural sources once progress has been made.

It was **NOTED** that Honiton Town Council is objecting to any planning application until SWW can demonstrate sufficient capacity to deal with increased demand, and that the OVA has similarly objected to a proposed development at Gerway for 140 houses, on the grounds that the existing infrastructure cannot support increased development. Mr Bulman indicated that an infrastructure-first approach is needed.

It was **NOTED** that E. coli testing is currently taking place at both ends of Budleigh beach and that results are being analysed. The OVA hopes to have a web application in place for the river in the coming year, providing a clear representation of E. coli and phosphate levels.

Mr Bulman thanked the Council for its grant support and confirmed that written updates would be provided going forward.

C/26/10/014 To receive an update regarding the EV charges at the Station Hub

It was **NOTED** that Joe Williams advised that Devon County Council (DCC) are working to install 3,000 electric vehicle charge points across Devon, and that a response from DCC is awaited. The Clerk and Mayor Vicky Johns are continuing to chase East Devon District Council (EDDC) regarding electric vehicle charging points at the Land of Canaan.

C/26/10/015 To consider an overarching strategy for the paths within the parish

It was **NOTED** that the Clerk is seeking to arrange a meeting with Jon Boyd from Devon County Council (DCC). The Clerk will chase DCC Public Rights of Way regarding the reopening of the Tipton St John footpath.

C/26/10/016 To receive an update regarding Footpath 46 and other footpaths in parish

No update was available on Footpath 46 or other footpaths in the parish. It was **NOTED** that a proposed footpath to Otter Nurseries had previously been parked due to the excessive cost of the strip of land required to create the path.

C/26/10/017 To receive an update regarding the Ottery Gate to Plate event

There is no update.

C/26/10/018 To consider request for the Council to support an Emergency Briefing being held at the Parish Church in November

Samuel Harris addressed the Committee on behalf of Ottery Climate Action, a group formed following a previous People's Emergency Briefing. It was **NOTED** that the speaker enjoys cycling on Devon's country lanes but feels unsafe as a pedestrian within a mile of the town centre, including on pavements. The focus of the group's concerns was on journey-making from A to B, with specific reference to the route to Joshua's/Otter Garden Centre and Slade Road/Cold Harbour. It was further **NOTED** that many people choose to travel by car due to their perception of roads and pavements being unsafe, and that Ottery Climate Action has now become associated with the Ottery Vale Association (OVA).

The Committee was informed that two showings of the People's Emergency Briefing are planned for 20 November, and that the group is actively engaged in advertising the event. It was **RESOLVED** that the Council supports and

UNAPPROVED MINUTES

publicises the event through printing of their publicity material.

C/26/10/019 Correspondence Received

It was **NOTED** that no correspondence had been received.

C/26/10/020 Matters Raised by Members Not Otherwise on the Agenda

There were no matters raised by members not otherwise on the agenda.

C/26/10/021 Date and Time of Next Meeting

The next meeting will be held at 5pm on Monday 16th November 2026.

The meeting closed at 18:00.

Signed: _____

Cllr Sarah Martin
Chair of the Community Infrastructure Committee

Date: _____

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