Ottery St Mary Town Council

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

PUBLIC NOTICE OF MEETING

Community Infrastructure Committee

Issued: Wednesday, 14 October 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, 19 October 2026** at **Ottery St. Mary Town Council (8 Broad Street, Ottery St. Mary, Devon, EX11 1BZ)**. 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. To consider request for the Council to support an Emergency Briefing being held at the Parish Church in November

19. Correspondence Received

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

20. 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.

21. Date and Time of Next Meeting

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

APPENDIX I — Public Documents

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5. Confirmation of Minutes

Community Infrastructure Committee-Minutes (5).pdf

Ottery St Mary Town Council — MINUTES

Community Infrastructure Committee — Monday, 28 September 2026

Published: Wednesday, 14 October 2026

Attendance

Present: Councillors Martin (Chair), Copus, Faithfull, Johns, Peka, Sneller, Stewart

Also present: Kerry Kennell — Town Clerk, John Waddingham

There were no members of the public present.

CI/26/09 Apologies for Absence

Apologies were noted from Emma Grainger and Joe Williams.

CI/26/09 Declarations of Interest

Cllr Snellller declared a DPI in relation to agenda item CI/26/09 To receive an update on the Wayfinding project from LHC and make decisions as appropriate.

CI/26/09 Exclusion of Public and Press

There were none.

CI/26/09 Public Participation

There was none.

CI/26/09 Confirmation of Minutes

The minutes of the meeting held on 17 August 2026 were considered. An amendment was required to record that it was Cllr Sneller, not Cllr Feasey, who left the building during that meeting. The minutes were then signed by the Chair as a correct record of the meeting.

CI/26/09 Visit Ottery

There was nothing to report.

CI/26/09 To receive an update regarding the Transport Study next steps and make recommendations

It was **NOTED** that Full Council had previously approved a request for Devon County Council (DCC) to arrange a feasibility study for a pedestrian crossing in Broad Street. The Council is currently awaiting an update from DCC.

CI/26/09 To review available grants and progress applications if suitable for committee projects

The available grants were **NOTED**.

CI/26/09 To receive an update on the Wayfinding project from LHC and make decisions as appropriate

The Committee were concerned about the tight timescales as the intention is for the project to be completed by the end of the financial year. The committee are looking forward to receiving tender package by 30th September.

Cllr Nick Sneller left the meeting at 17:07 for a pecuniary interest and returned at 17:11.

CI/26/09 To consider next steps to update the Neighbourhood Plan and make recommendations as appropriate

It was **NOTED** that Cllr Martin had prepared an outline plan for the progression of the Neighbourhood Plan. The matter would be discussed further at the following month's meeting.

CI/26/09 To receive an update regarding Coach Friendly Town status

It was **NOTED** that coach parking spaces are in place - however, signage is still awaited. The Clerk will chase Devon County Council (DCC) regarding the outstanding signage.

CI/26/09 To receive an update from the Emergency Plan Working Group

Cllr Faithfull advised there has been an on line Emergency Hub meeting. The Emergency Plan Working Group will be meeting shortly.

CI/26/09 To receive an update regarding the Otter River Catchment Action (ORCA) campaign

There is no update. ORCA will be invited to attend or send a report to the next meeting. It was **NOTED** that South West Water have no planned improvements to the sewage works for Ottery St Mary until after 2031.

Richard Copus arrived at 17:24.

CI/26/09 To receive an update regarding the EV charges at the Station Hub

It was **NOTED** that usage of the electric vehicle (EV) chargers at the Station Hub had increased, and that this was being advertised regularly on social media.

CI/26/09 To consider an overarching strategy for the paths within the parish

It was **AGREED** that a meeting will be arranged with DCC Public Rights of Way and the P3 co-ordinators during October. John will compile a list of issues regarding the footpaths and ensure they are reported to DCC Public Rights of Way. This can then be reviewed at the monthly meetings. It was **AGREED** that the Clerk will report that the footpath from West Hill to Ottery needs cutting back.

CI/26/09 To receive an update regarding Footpath 46 and other footpaths in parish

DCC Public Rights of Way provided an update that the diversion process has started. DCC are hoping to install the fencing alongside the new route in the next few weeks, once the fencing is in, they should be able to reopen the path on a permissive arrangement with the legal line still closed until the diversion is completed. Cllr Copus will walk the route once the diversion is open.

CI/26/09 To note The Ottery Business Network meeting and make any recommendations as required

The Clerk advised that the most recent meeting had been cancelled but the founder intends to invite Ottery businesses to the next Honiton Business Network meeting.

CI/26/09 To receive an update regarding the Ottery Gate to Plate event

There was no update. The Clerk had attended the Honiton Gate to Plate which had been well attended.

CI/26/09 To consider whether to enter the Let's Celebrate Towns initiative

The Council considered whether to enter the Let's Celebrate Towns initiative. It was **NOTED** that there was no appropriate category under which the town could apply, and it was **RESOLVED** that no entry would be made to the initiative.

CI/26/09 Correspondence Received

Cllr Johns had received correspondence regarding EV charging points. EDDC have previously said that do not have any updates and that they have experienced some delays with the LEVI EV scheme across Devon. Cllr Johns will chase this up in her EDDC Councillor capacity. The Council has applied to put the EV chargers on google maps.

CI/26/09 Matters Raised by Members Not Otherwise on the Agenda

• Cllr Sneller was contacted by the scouts to ask if they could take over maintenance of a couple of planters. It was **NOTED** this will be going out to tender shortly. It was **NOTED** there are planters at the Station in need of maintenance.

• Cllr Copus advised that DCC are repainting the white lines throughout the parish. It will take approximately a month.

• It was **NOTED** that a resident has suggested improvements to Brook Street which have been shared with EDDC.

• Double yellow lines have been painted at Ridgeway Gardens. It was **NOTED** that this is nothing to do with the Town Council and any queries should be referred to the Devon Highways and Traffic Orders Committee (HATOC).

• West Hill road closure has been extended. Cllr Faithfull queried whether the road repair would be completed in this time.

• It was **NOTED** that the Morrisons in West Hill was broken into over the weekend.

CI/26/09 Date and Time of Next Meeting

The next meeting will be held at 5pm on Monday 19th October 2026.

The meeting closed at 17:59.

Signed: _____

Cllr Sarah Martin
Chair of the Community Infrastructure Committee

Date: _____