



Crediton Town Council Strategic Plan

2017 - 2022

Prepared by Clare Dalley, Town Clerk
on behalf of Crediton Town Council

Draft Version: 4



Introducing the Action Plan

This action plan has been developed by Crediton Town Council and details its aims and objectives for the next 5 years. It is a working document that will be reviewed annually by the Council.

What's happened so far...

Crediton already has a Town Plan, which was developed through consultations in 2009, 2010 and 2012.

The existing Town Plan deals with:

Economy	————>	car parking; High Street/town centre
Building	————>	protection of green spaces and rural town setting
Environment	————>	encouraging use of parks and open spaces
Transport	————>	sustainable transport; visitor parking
Social provision	————>	young people and enabling independent living

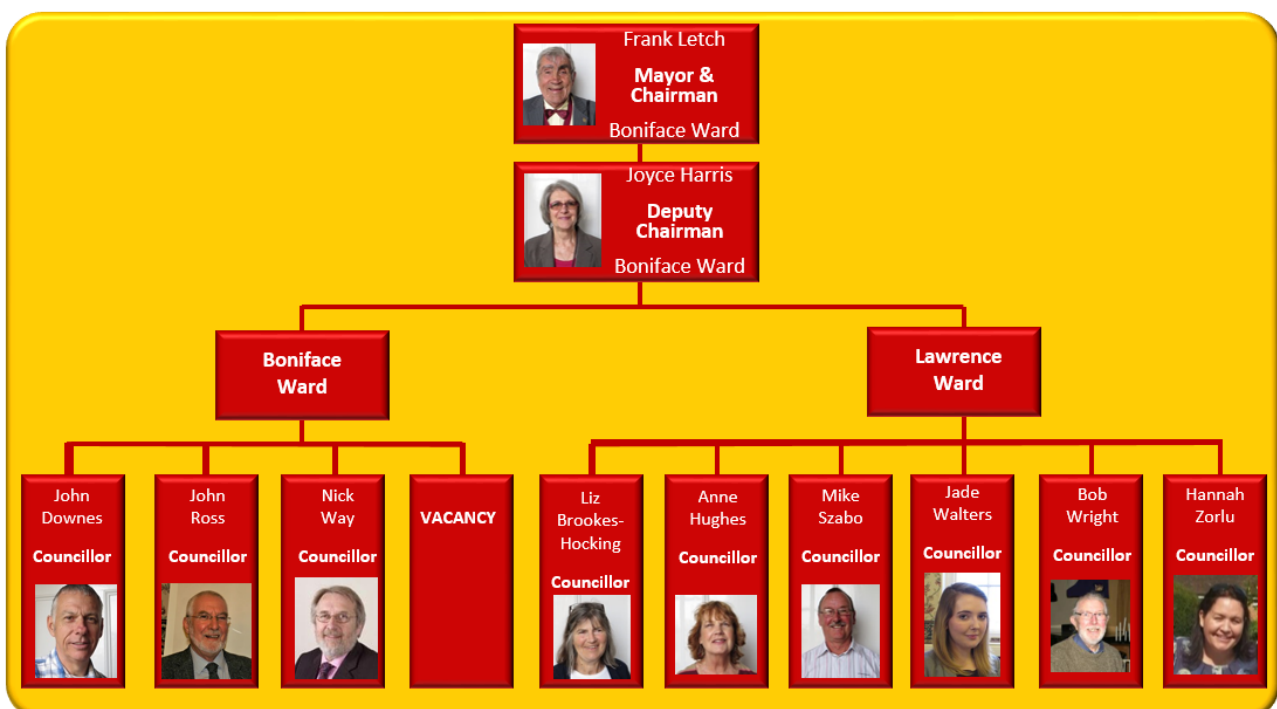
Unfortunately, town plans have no legal status and can be ignored by the planning authority (Mid Devon District Council). In 2011, the government introduced new legislation that enables communities to create their own Neighbourhood Plan, which has legal status and becomes part of the planning documents for an area. A Neighbourhood Plan, however, cannot address all the issues in the town, as it must be compatible with the National Planning Policy Framework and the Local Development Framework.

In 2014, Crediton Town Council made the decision to lead the process of drawing up a Neighbourhood Plan and started by hand delivering a household survey to every home in Crediton. This was followed by a business survey, which was sent to every business in Crediton. The response rate to the surveys was fantastic and it soon became clear that the Town Council needed a way to tackle the issues that couldn't be addressed in the Neighbourhood Plan.

This is the Town Council's action plan to address all the other issues that are important to residents, businesses and visitors to Crediton, that are not planning related and cannot be tackled via the Neighbourhood Plan.

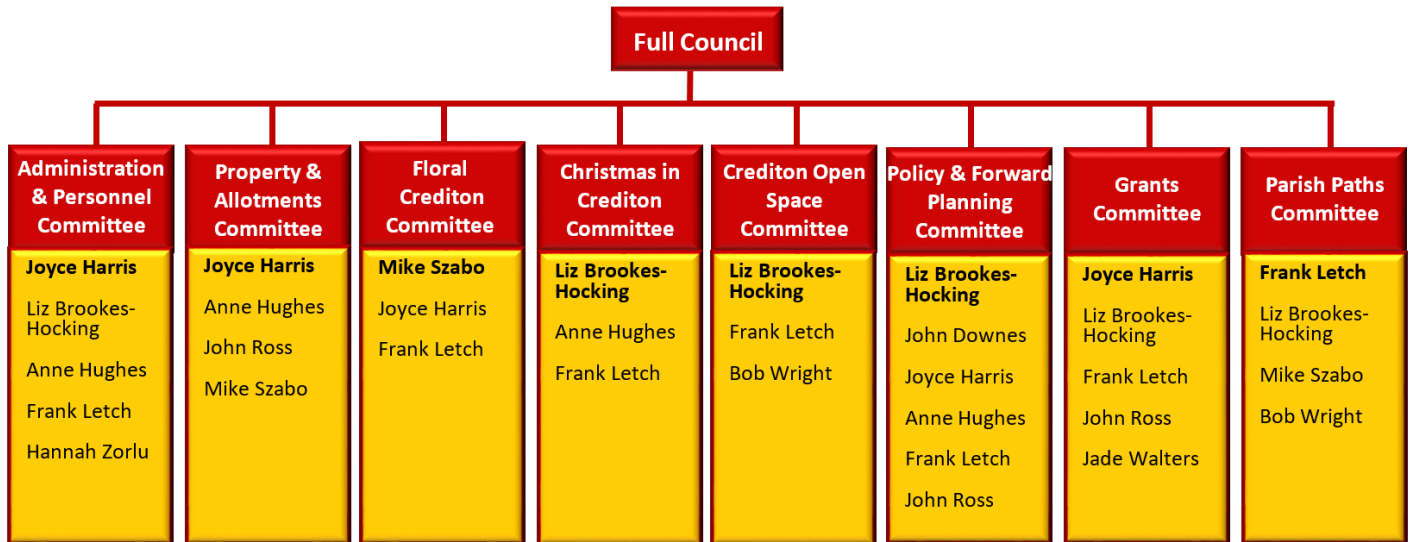
What does the Council look like?

Crediton Town Council has 12 councillors: 6 for Lawrence ward and 6 for Boniface ward, these are as follows:



The Council has appointed eight Committees to oversee certain functions, responsibilities and projects of the Council. The decisions made by these Committees are ratified by the full Council at its monthly meetings. Committee budgets are detailed in the Town Council’s annual budget, which is prepared in November.

The chart below details which Councillors serve on which Committees.



Council Aims

- **Managed Development within Crediton**
- **Protecting and preserving public services, facilities and open spaces and ensuring they are provided in a smarter more sustainable way.**
- **Building and maintaining relations with statutory agencies, local community organisations and groups**
- **Encouraging economic development and tourism opportunities**
- **Better serving the community by increasing services offered and ensuring those offered meet the community’s needs**
- **Helping to build, strengthen & grow the community**

The pages that follow detail the aims and objectives of each Committee in order for the Council to achieve its aims.

Administration & Personnel

The purpose of this Committee is to determine & manage the resource requirements of the Council effectively: to manage staff, employees and contracts to professional standards.

Aims	Objectives	Action	Responsibility	Timescale
To be a more effective council	To hold an annual Councillor training event on a relevant topic.	Choose training topic and identify who will deliver the training.	Council & Town Clerk	December 2016, 2017, 2018, 2019, 2020 & 2021
		Establish training date and time (preferably in February) that all Councillors can attend.	Councillors & Town Clerk	January 2017, 2018, 2019, 2020, 2021 & 2022
		Confirm training event details to all Councillors.	Town Clerk	January 2017, 2018, 2019, 2020, 2021 & 2022
	To hold an annual brainstorming event.	Establish a date and time preferably in February/March that all Councillors can attend.	Town Clerk & Councillors	January 2017, 2018, 2019, 2020, 2021 & 2022
	To encourage staff and councillors to attend conferences and presentations.	Circulate and promote conference and presentation dates to Councillors and staff members.	Town Clerk & Councillors	January 2017 - December 2022
	All new councillors to attend a 'Being a Good Councillor' course or similar.	Circulate dates of training to new Councillors and book attendance.	Town Clerk	January 2017 - December 2022
		Check after the first 3 & 6 months of election/co-option what training has been undertaken to ensure compliance.	Town Clerk	January 2017 - December 2022
	Take action to remedy any short-fall	Town Clerk	January 2017 - December 2022	

		identified to ensure compliance within the first 12 months.		
	To ensure all Councillors have up to date training logs and are participating in a Councillor development programme.	Circulate the details of Councillor training available.	Town Clerk	January 2017 - December 2022
		Remind all councillors every six months to review their training logs.	Town Clerk	March & Sept 2017, 2018, 2019, 2020, 2021, 2022.
		Check Councillor training logs every six months to ensure Councillors are undertaking regular development/training.	Town Clerk	April & Oct 2017, 2018, 2019, 2020, 2021, 2022.
	Take action to remedy any short-fall identified to ensure compliance with the Councillor development programme.	Town Clerk	January 2017 - December 2022	
To evaluate performance of Town Council against aims annually.	Each Committee to review and evaluate its aims and objectives on an annual basis against the Council's Strategic Plan.	Schedule annual reviews for each Committee.	Town Clerk	April & May 2018, 2019, 2020, 2021, 2022
		Present conclusions of review to Council for consideration	Town Clerk	June 2018, 2019, 2020, 2021, 2022
	Evaluate feedback received from the community throughout the year on the work of the Council.	Maintain a log of feedback received.	Town Clerk	Jan 2017 – Dec 2022
		Present feedback to Council for consideration.	Town Clerk	June 2018, 2019, 2020, 2021, 2022

	<p>Create a focus group comprising a diverse range of the community to enable qualitative research on the communities perceptions, opinions, beliefs and attitudes about the work of the Council.</p>	<p>Identify focus group participants</p> <p>Arrange a meeting</p> <p>Gain feedback on work and direction of the Council at focus group meeting</p> <p>Present feedback to Council for consideration</p>	<p>Town Clerk & Committee</p> <p>Town Clerk</p> <p>Town Clerk & Committee</p> <p>Town Clerk & Committee</p>	<p>March 2018, 2019, 2020, 2021, 2022</p> <p>March 2018, 2019, 2020, 2021, 2022</p> <p>April/May 2018, 2019, 2020, 2021, 2022</p> <p>June 2018, 2019, 2020, 2021, 2022</p>
	<p>Modify the Town Council's Strategic Plan, focus, policies and procedures as deemed necessary to improve performance.</p>	<p>Amend Strategic Plan, policies and procedures.</p>	<p>Town Clerk & Council</p>	<p>July 2018, 2019, 2020, 2021, 2022</p>
<p>To increase staff professional skills and Council procedures</p>	<p>To agree at least 2 staff training opportunities per year.</p>	<p>Identify staff training opportunities and book attendance.</p> <p>Encourage Clerk and Assistant to attend industry led conferences and training courses.</p> <p>Review staff training logs every six months to ensure staff are undertaking regular development/training.</p>	<p>Town Clerk/ Committee</p> <p>Town Clerk/ Committee</p> <p>Town Clerk/ Committee</p>	<p>Jan 2017 - December 2022</p> <p>Jan 2017 - December 2022</p> <p>March 2018, 2019 2020 & 2021</p>

		Take action to remedy any short-fall identified.	Town Clerk/ Committee	Sept 2018, 2019 2020 & 2021
	To appraise staff performance and evaluate development.	Arrange date for appraisal for each member of staff on an annual basis.	Town Clerk, Mayor & Staff	March 2018, 2019 2020 & 2021
		Report back to Committee and agree any further actions.	Town Clerk	June 2018, 2019 2020 & 2021
	To review the role of the Town Crier annually.	Arrange meeting with Town Crier to discuss role.	Town Clerk & Mayor	November 2017, 2018, 2019, 2020, 2021, 2022
		Report back to Committee and agree any further actions.	Town Clerk & Mayor	January 2018, 2019, 2020, 2021, 2022
	Increase Cyber Security for the Town Council and the Town.	Review the Town Council's Cyber Security Policy & Budget on an annual basis, as a minimum.	Town Clerk	November 2017 & February 2018
		Complete a Cyber Security Risk Assessment and review.	Town Clerk	October 2017
		Apply classifications to Council documents.	Town Clerk	October 2017
		Host a Cyber Security Awareness Event for the Crediton community.	Town Clerk	January 2018

	To upgrade the Town's CCTV system.	<p>Obtain quotations for upgrading and expanding CCTV system.</p> <p>Identify grant funding sources.</p> <p>Report findings to Committee for further consideration.</p> <p>Apply for grant funding.</p> <p>Upgrade CCTV system.</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>	<p>June 2017</p> <p>July - Sept 2017</p> <p>October 2017</p> <p>November 2017</p> <p>March 2018</p>
To reach the standard of the Local Council Award Scheme Gold Award by November 2017	To prepare evidence for the Gold award.	<p>Finalise the 5 Year Strategic Action Plan including a financial forecast linked to revenue and capital plans for the council and the community.</p> <p>Prepare and approve the following statements</p> <ul style="list-style-type: none"> • Value for money. • Biodiversity • Crime & Disorder. • Leadership in planning for the future. • Performance management. <p>Register Council's interest in scheme with NALC.</p> <p>Pass a resolution confirming Council meets all requirements and submit.</p>	<p>Town Clerk</p> <p>Town Clerk & Council</p> <p>Town Clerk</p> <p>Council</p>	<p>Jan - June 2017</p> <p>Jan - March 2017</p> <p>June 2017</p> <p>July 2017</p>

Property & Allotments

The purpose of this Committee is to manage and maintain all Council owned property.

Aims	Objective	Action	Responsibility	Timescale	
To improve/replace existing key assets	Restore the inscription on the St Boniface Statue.	Investigate stonemasons capable of carrying out the work and obtain quotations.	Town Clerk	Jan - March 2018	
		Present quotations to Committee.	Town Clerk	March 2018	
		Instruct contractor.	Town Clerk	April 2018	
	Improve/replace the three High Street bus shelters.	Investigate possible improvements and/or replacement of current shelters.	Liaise with Devon County Council regarding permissions required for working on the highway.	Town Clerk	June - Sept 2020
			Present findings to Committee.	Town Clerk	September 2020
				Town Clerk	June - Sept 2020
	For all street furniture, owned by other authorities in the Town, to be maintained.	Liaise with Mid Devon District Council and Devon County Council to establish ownership of street furniture in the Town.	Carry out an audit of all town street furniture.	Town Clerk	Jan - Dec 2017
			Compile inventory to be included in Council asset register.	Town Clerk	Jan - Dec 2017
				Town Clerk	Jan - Dec 2017

		Inspect all town street furniture.	Town Clerk	March - July 2018
		Prepare schedule of maintenance for all Town Council owned street furniture based on priority.	Town Clerk	August - Sept 2018
		Provide Committee with full inventory and schedule of maintenance for approval.	Town Clerk	November 2018
		Liaise with District and County Council's to encourage maintenance of street furniture they own.	Town Clerk	Sept 2018 – Dec 2011
To devise management & maintenance schedule for new assets	To devise maintenance schedule and costs for Council Office.	Devise maintenance schedule.	Town Clerk	Sept 2017 - Jan 2018
		Obtain quotations to establish associated costs.	Town Clerk	Sept 2017- Jan 2018
		Present findings to Committee and agree any further actions required.	Town Clerk	Feb 2018
	To devise maintenance schedule and costs for three play areas.	Review three year maintenance schedule on an annual basis.	Town Clerk	April 2018 & 2019
		Present findings to Committee and agree any further actions required.	Town Clerk	May 2018 & 2019
		Review maintenance contract prior to date contract ceases (31 st March 2020).	Town Clerk	January 2020
Obtain quotations for maintenance schedule.		Town Clerk	January - February 2020	

		Present findings to Committee and agree any further actions required.	Town Clerk	February 2020
	To devise maintenance schedule and costs for Newcombes Meadow toilets.	Prepare maintenance schedule.	Town Clerk	Sept 2017 - Jan 2018
		Obtain quotations to establish associated costs.	Town Clerk	Sept 2017- Jan 2018
		Present findings to Committee and agree any further actions required.	Town Clerk	Feb 2018
To engage with allotment holders and improve allotments	To improve access for disabled people at the Exhibition Road Allotment site.	Await to hear from 'Awards For All' re grant funding application.	Town Clerk	By August 2017
		Instruct contractors to install a DDA compliant access path.	Town Clerk	August 2017
To work with the Boniface Allotment Association to increase the width of the footpaths that lead from the DDA compliant access path as allotment holders relinquish tenancies.		Town Clerk	August 2017 - Dec 2022	
To engage with allotment holders and improve allotments	To maintain a strong relationship with Boniface Allotments Association.	Ensure regular contact is maintained with Chair of the Boniface Allotment Association to enable open two-way communication.	Town Clerk	Monthly Jan 2017 - Dec 2022
		To carry out monthly allotment inspections during the growing season.	Town Clerk & Chair of Boniface Allotment Association	Jan 2017 - Dec 2022

Floral Crediton

The purpose of this Committee is to co-ordinate town floral displays, organise the Floral Crediton Competition and enter the Britain in Bloom Competition.

Aims	Objective	Action	Responsibility	Timescale
To improve the look of the town especially using floral displays and environmental enhancement	To increase the number of floral displays in the town.	Obtain quotations for additional planters.	Town Clerk	July 2017 - Nov 2017
		Present to Committee for consideration and approval.	Town Clerk & Committee	Jan 2018
		Obtain the necessary consents from landowners for the installation of the planters.	Town Clerk	Nov 2017 - April 2018
To keep the Town looking its best	To keep the Town free of weeds.	Appoint contractor to carry out weed spraying in the Town.	Town Clerk	January 2017, 2018, 2019, 2010, 2021 & 2022
		Contractor to carry out weed spraying in the Town.	Contractor	March-April 2017, 2018, 2019, 2020, 2021 & 2022 (weather dependent)
		Review effectiveness of weed spraying.	Town Clerk & Contractor	August 2017, 2018, 2019, 2020, 2021 & 2022
		Report back to Committee and agree any further actions.	Town Clerk	September 2017, 2018, 2019, 2020, 2021 & 2022

	To maintain a clean and tidy high street by tackling fly posting, littering and dog fouling.	Update the Keep Crediton Clean Campaign posters, leaflets and stickers.	Town Clerk & Committee	Jan - July 2018
		Issue press releases re-advertising the Campaign.	Town Clerk	Jan - July 2018
		Promote the campaign to the local schools, groups and organisations.	Town Clerk & Committee	Jan - Dec 2018
		Update the Keep Crediton Clean webpage.	Town Clerk	August 2018
		Provide regular updates via local paper, Town Council newsletter and website on what the community is doing.	Town Clerk	Jan 2017 - Dec 2021
		Liaise and encourage organisations with highway infrastructure (lights, bins, telephone exchanges etc) to keep them clean and free from flyposting.	Town Clerk	Jan 2017 - Dec 2021
To increase the number of entrants to the Floral Crediton Competition	To promote the Floral Crediton Competition to residents.	E-mail all community groups and organisations asking them to publicise the competitions to their members and in their publications.	Town Clerk	March 2017, 2018, 2019, 2020 & 2021
		Issue press releases and advertise competition via the Crediton Courier, Council newsletter/website/notice boards/social media/Mayor's surgery etc.	Town Clerk	March – July 2017, 2018, 2019, 2020 & 2021
		Ask local businesses to advertise the	Town Clerk	March – July 2017, 2018,

		competitions and hold a supply of entry forms. Ask local schools to promote the competitions by placing entry forms in the children's bookbags.	Town Clerk	2019, 2020 & 2021 May 2017, 2018, 2019, 2020 & 2021
	To engage with the Chamber of Commerce to encourage greater business involvement in the Floral Crediton competition.	Arrange meeting with Chamber of Commerce representatives to explore options of how it, and its members, can be more involved. Report back to Committee.	Town Clerk Town Clerk	February 2018, 2019, 2020 & 2021 March 2018, 2019, 2020 & 2021
To achieve a high standard entry to Britain in Bloom	To understand the requirements of Britain in Bloom and create a schedule for achieving.	Attend Britain in Bloom event.	Committee	Jan-March 2018, 2019, 2020, 2021, 2022
		Establish entry level.	Committee	January 2018, 2019, 2020 & 2021
		Create schedule for achieving standard.	Town Clerk	April 2018, 2019, 2020 & 2021
To increase the number of It's Your Neighbourhood entries	To better engage with groups and the local community to encourage more community participation in IYN.	Use email, posters, social media and press releases to advertise the IYN competition and how to get involved.	Town Clerk	February - July 2018, 2019 2020 & 2021
		Liaise with local community groups and organisations to explain competition and encourage them to take part.	Committee/ Town Clerk	February - April 2018, 2019 2020 & 2021

Christmas in Crediton

The purpose of this committee is to organise the Christmas lights for Crediton and devise a Switch-on Event.

Aims	Objective	Action	Responsibility	Timescale
To maintain community participation in the event	To better engage with groups and the local community to encourage more community participation.	Use email, posters, social media, press releases and the Mayor's Surgery to advertise the event including how to get involved.	Town Clerk & Committee	Jan - Dec 2017, 2018, 2019, 2020, 2021, 2022
		To expand the Fancy Dress competition to all age groups and members of the family.	Committee	November 2017, 2018, 2019, 2020, 2021, 2022
		To gain feedback from the wider community on how the event can be improved by using social media, Council website and e-mail questionnaires.	Town Clerk & Committee	December & January 2017, 2018, 2019, 2020, 2021, 2022
To develop the event without closing the A377	To create a safe family friendly event.	Concentrate the main event on Crediton Town Square.	Town Clerk & Committee	Jan - Dec 2017, 2018, 2019, 2020, 2021, 2022
		Suspend the parking and close the roads around the Town Square to create a safe environment away from traffic.	Town Clerk & Committee	Nov 2017, 2018, 2019, 2020, 2021, 2022
		Hold the event on a Saturday afternoon.	Town Clerk & Committee	Nov 2017, 2018, 2019, 2020, 2021, 2022

To involve more businesses in the illuminations	To better engage with local businesses to encourage more participation in and support for the Christmas lights and the event.	Speak to businesses, which are not members of the Crediton Chamber of Commerce, to promote the lights and the event and explain how they can become involved.	Town Clerk & Committee	Jan - Sept 2017, 2018, 2019, 2020, 2021, 2022
		Promote the Christmas window dressing competition and encourage all businesses to get involved.	Town Clerk & Committee	Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022
		Gain feedback on the lights and event to help shape the following year.	Town Clerk & Committee	Jan 2017, 2018, 2019, 2020, 2021, 2022
To bring more people into Crediton for the event	To promote Crediton Town, its businesses and its shops.	Widely advertise the event through use of social media, Town Council website, posters, banners etc.	Town Clerk & Committee	Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022
		Promote the event to local media e.g. Spotlight, BBC Radio Devon, Exe FM etc.	Town Clerk & Committee	Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022
		Distribute promotional bookmarks via school bookbags to all children at Landscore, Haywards and Sandford Primary Schools.	Town Clerk	Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022

Crediton Open Space

The purpose of this Committee is to improve public open spaces and privately owned open spaces in the public realm.

Aims	Objective	Action	Responsibility	Timescale
To protect existing open spaces in the town	To carry out an audit of open spaces.	Investigate and visit all open spaces in Crediton.	Town Clerk	Jan 2017 - December 2017
		Create inventory of all open spaces.	Town Clerk	Jan 2017 - December 2017
		Establish ownership of open spaces.	Town Clerk	July 2017 - December 2017
		Present findings to Committee for further actions.	Town Clerk	Jan 2018
To identify unkept and unloved areas within the town and encourage improvement	To build a list of areas that have a negative impact on the townscape.	Identify areas that have a negative impact on the townscape.	Committee	Jan 2017 - Dec 2022
		Ascertain who owns the land.	Town Clerk & Committee	Jan 2017 - Dec 2022
		Contact the owners to discuss the land.	Town Clerk	Jan 2017 - Dec 2022
		Consider ways to improve the areas identified.	Town Clerk	Jan 2017 - Dec 2022
		Create scheme design for each area.	Committee	Jan 2017 - Dec 2022
		Assess who will carry out the scheme.	Town Clerk	Jan 2017 - Dec 2022
		Implement scheme design.	Owner/Committee	Jan 2017 - Dec 2022

To increase planting in Crediton	To identify opportunities for planting and landscaping schemes in public and private open spaces.	Identify opportunities using inventory of all open spaces.	Town Clerk	Jan 2017 - Dec 2022
		Ascertain who owns the land.	Town Clerk & Committee	Jan 2017 - Dec 2022
		Contact the owners to discuss the land.	Town Clerk	Jan 2017 - Dec 2022
		Consider ways to improve the areas identified.	Town Clerk	Jan 2017 - Dec 2022
		Create scheme design for each area.	Committee	Jan 2017 - Dec 2022
		Assess who will carry out the scheme.	Town Clerk	Jan 2017 - Dec 2022
		Implement scheme design.	Owner/Committee	Jan 2017 - Dec 2022
To be pro-active in encouraging the community to get involved in open spaces	To promote the need for volunteer helpers.	Issue press releases and advertise the need for volunteers via the Crediton Courier, Town Council newsletter/website/ notice boards/social media/Mayor's surgery.	Town Clerk	Jan 2017 - Dec 2022
		Arrange volunteer days to enhance open spaces.	Town Clerk & Committee	Jan 2017 - Dec 2022
		Liaise with community groups, organisations and schools to discuss how they can become involved.	Town Clerk & Committee	Jan 2017 - Dec 2022

To give residents better information about open spaces in the town	To produce a book detailing the open spaces within the town.	Using the inventory of open spaces take photos and map spaces.	Town Clerk	Jan - Sept 2018
		Design and create book detailing the open spaces.	Town Clerk	Jan - Dec 2018
		Review draft and suggest amendment/further actions.	Committee	Spring 2019
	Update the leaflet promoting the Peoples Park Wildlife Area.	Update the leaflet detailing the project	Town Clerk & Committee	July 2018
		Promote and distribute the leaflet	Town Clerk	September 2018

Policy & Forward Planning

The Committee considers future plans for development within Crediton. To identify policies for positive change in the Town, work with key stakeholders, consult with local organisations, groups and the whole community.

Aims	Objective	Action	Responsibility	Timescale
To develop strategies and options for future service delivery	To conduct services audit.	Chase all organisations that have not completed the 'Service Proforma'.	Town Clerk	July 2017
		Compile a spreadsheet of all information collected from 'Service Proforma'.	Town Clerk	Jan 2017 - Sept 2017
	To provide & maintain the Council Offices as a one-stop shop for high quality public services.	To negotiate with Mid Devon District Council to transfer the ownership of the Crediton Council Office building to the Town Council.	Town Clerk & Committee	Jan - Dec 2017
		Encourage public service providers, community organisations & charities to offer services and facilities within the building.	Town Clerk	Jan 2018 - Dec 2018
		Create a business plan for the management of the building with full costings and projections.	Town Clerk & Committee	July - Feb 2018
	To develop a strong independent Youth Service in Crediton.	Review how the current service is being provided and funded.	Town Clerk /Committee	July - Dec 2017
Research how youth provision is provided in other towns.		Town Clerk & Committee	July - Dec 2017	

		Consult with young people in the town to inform and shape service provision.	Town Clerk & Committee	Sept - Dec 2017	
		Seek advice and guidance from VOYC Devon.	Committee/Youth Workers	July - Dec 2017	
		Create plan for future service provision and implement.	Town Clerk & Committee	Jan - Mar 2018	
	To expand detached youth work in a secular space and identify funding.		Obtain updates from Youth Workers in the Town.	Town Clerk	July - Dec 2017
			Research secular spaces within Town that could be utilised as a youth centre, as and when they are identified/become available.	Town Clerk	Sept 2017 - Dec 2018
			Investigate possible funding opportunities.	Town Clerk	July 2017 - Dec 2018
			Prepare report for consideration by Committee.	Town Clerk	July 2017 - Dec 2018
	Consider report and agree an action plan based on findings.	Town Clerk	July 2017 - Dec 2018		
	Arrange for implementation of action plan.	Town Clerk	July 2017 - Dec 2018		

To secure the future of valuable community assets	To conduct asset audit.	Identify all assets within Crediton Town including, bins, benches etc.	Town Clerk	Jan 2017 - Dec 2017
		Establish ownership of all assets.	Town Clerk	Jan 2017 - Dec 2017
		Create and maintain detailed records of all town assets.	Town Clerk	Jan 2017 - Dec 2017
	To consider and agree the future of the land at Stonypark.	To regain possession of the land at Stonypark.	Town Clerk	March 2017
		Obtain quotations for the installation of stock-proof fencing.	Town Clerk	April - June 2017
		Install stock-proof fencing as considered necessary.	Committee	July - Sept 2017
		Investigate and implement maintenance of the land.	Town Clerk & Committee	March - July 2017
		Consider and agree future usage of the land.	Committee	March - July 2018
	Lease Fulda Crescent, Spinningpath Gardens and Greenway play areas from Mid Devon District Council.	Agree lease paperwork between all parties.	Committee & Council	February 2017
		Inspect all sites prior to completion to assess condition and report to Committee.	Town Clerk	March 2017
Carry out a consultation with the community asking how they would		Committee & Town Clerk	July - Sept 2017	

	<p>like the areas to be developed/maintained in the future.</p> <p>Work up and implement development/maintenance plan for each area in line with community feedback.</p>	Committee & Town Clerk	Jan 2018 - Dec 2021
To transfer the ownership of Newcombes Meadow toilets from MDDC.	<p>To negotiate with Mid Devon District Council to transfer the ownership of the toilets to the Town Council.</p> <p>Inspect the facilities and prepare a report for consideration by Committee.</p> <p>Investigate the costs of maintaining the facilities at a local level.</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>	<p>July 2017 - Dec 2017</p> <p>Sept & Oct 2017</p> <p>Sept - Dec 2017</p>
To secure the future of the Town Square.	<p>To establish if the Homes & Communities Agency (original grant funders SWRDA) will allow the transfer of ownership of the Town Square.</p> <p>To negotiate with Mid Devon District Council regarding transfer of ownership now or in May 2029.</p> <p>To negotiate with Mid Devon District Council regarding the lease of Crediton Town Square to the Town</p>	<p>Town Clerk</p> <p>Town Clerk & Committee</p> <p>Town Clerk & Committee</p>	<p>Sept 2017 - March 2018</p> <p>March - June 2018 (alternative Jan - May 2029)</p> <p>March - June 2018</p>

		Council if ownership cannot be transferred until May 2029.		
To be well informed about regional and district forward planning proposals & major development and respond as necessary	<p>To keep current plans and proposals for reference and attend consultation events including:</p> <ul style="list-style-type: none"> • The Greater Exeter Strategic Plan • Heart of the South West Local Enterprise Partnership • Devon County Council devolution/localisation of services 	<p>Ensure District and County plans are circulated to members.</p> <p>Attend relevant consultation events as and when they are arranged.</p> <p>Liaise with District and County Officers.</p>	<p>Town Clerk</p> <p>Committee & Town Clerk</p> <p>Committee & Town Clerk</p>	<p>Jan 2017 - Dec 2022</p> <p>Jan 2017 - Dec 2022</p> <p>Jan 2017 - Dec 2022</p>
To help shape planning and development in Crediton	To complete a Neighbourhood Plan.	<p>To complete the draft Neighbourhood Plan.</p> <p>Hold consultations on the completed plan.</p> <p>Consider whether any amendments need to be made to the plan and action where necessary.</p> <p>Submit the plan to Mid Devon District Council as the local authority for publicising, independent examination and arranging for the referendum.</p>	<p>Neighbourhood Plan Steering Group</p> <p>Neighbourhood Plan Steering Group</p> <p>Neighbourhood Plan Steering Group</p> <p>Committee & Town Clerk</p>	<p>Sept 2017</p> <p>Oct - Nov 2017</p> <p>Dec 2017 - Jan 2018</p> <p>Feb 2018</p>

	To carry out a Highway Feasibility Study encompassing the High Street and Union Road.	Develop a briefing document	Town Clerk & Committee	Oct- Dec 2017	
		Obtain quotations from Highway consultants.	Town Clerk	Jan- Feb 2018	
		Appoint a consultant.	Committee & Town Clerk	March 2018	
		Circulate findings of report to Devon County Council and commence talks on what improvements can be achieved in CREDITON.	Town Clerk & Committee	June 2018	
To be well informed about and contribute to the development of health & social care plans & policies	Investigate integrated care services in CREDITON	Liaise with RD&E, ND Healthcare Trust and local Doctors surgeries to establish how integrated care services in CREDITON can be successfully implemented.	Town Clerk & Committee	June - Sept 2018	
		To investigate what the Town Council can do legally e.g. Community Interest Companies	Research other communities that have re-shaped their health and wellbeing provision	Town Clerk	Jan - March 2018
			Research what tools and legislation are available to the Council.	Town Clerk & Committee	Jan - March 2018
	To hold a health and wellbeing consultation in Spring 2018	Set date in April 2018 and book Boniface Centre	Town Clerk	July - Dec 2017	
		Create list of all health & social care organisations and groups in CREDITON	Town Clerk	Nov 2017	

		Invite exhibitors & guest speakers	Town Clerk/ Committee	June - Dec 2017
		Invite attendees and promote event via website, social media and posters around town	Town Clerk	Jan 2018
		Evaluate the consultation and its findings	Town Clerk	April 2018
To be a more resilient community	To identify key traffic routes in the event of A377 closure/incident	Liaise with Devon County Council's Highway Officer to identify key routes	Town Clerk	Oct 2017
		Assess routes for viability	Committee	February 2018
		Agree with Devon County Council the routes to be used	Committee & Clerk	March 2018
	To devise a Crediton Emergency Plan	Arrange an open public meeting regarding the need for a Community Emergency Plan and recruit volunteers	Town Clerk	Jan 2017
	Establish the process and what's involved in preparing a plan	Town Clerk	June – Dec 2017	
	Draft an Emergency Plan	Town Clerk & Committee	April - Sept 2018	
	Publicise the Plan	Town Clerk	Oct 2018	

Parish Paths

The purpose of the committee is to inspect, maintain and enhance all public footpaths within the Town.

Aims	Objective	Action	Responsibility	Timescale
To promote footpaths and walking routes as opportunities for leisure and exercise	To hold an annual event raising awareness of the footpaths and walking routes.	Discuss possible events and agree and implement actions.	Committee	Spring 2017, 2018, 2019, 2020, 2021, 2022
	To improve the distribution of the 'Redvers Ramble & other walks' leaflets to reach a wider audience.	Use website, social media, press releases and the Mayor's Surgery to advertise the leaflet.	Town Clerk & Committee	August 2017 - Dec 2022
		E-mail local community groups and organisations with an electronic copy of the leaflet.	Town Clerk	August 2017 - Dec 2022
Take stocks of leaflets to public service providers, doctors & dentists surgeries, local cafés, shops and businesses.	Town Clerk	August 2017 - Dec 2022		
To increase the accessibility of Crediton's footpaths network	To obtain advice from Crediton & District Access Group and the Turning Tides project.	Arrange a meeting to consider accessibility issues.	Town Clerk & Representatives of Committee	March - Dec 2018
		Take findings to Committee and agree an action plan Identify funding opportunities for any	Town Clerk & Committee Town Clerk	Jan - April 2019 June 2019

		necessary works		
		Arrange implementation of action plan.	Committee & Town Clerk	June - Dec 2019
	To improve the accessibility of the footpaths surrounding Tinpot	Carry out a site visit during the Winter	Committee	November - January 2017/2018
		Discuss possible options to improve access	Committee	March 2018
		Obtain quotations for possible options	Town Clerk	March - May 2018
Present findings to committee and agree any further actions		Town Clerk	June 2018	

Strategic Plan Forward Budget

	Actual Budget 2016-2017	Actual Budget 2017-2018	Projected Budget 2018-2019	Projected Budget 2019-2020	Projected Budget 2020-2021	Projected Budget 2021-2022
EXPENDITURE						
Salaries & IR	70,529	76,725	85,533	87,830	90,094	92,173
Administration	11,108	10,224	10,735	11,271	11,834	12,426
Council & Councillors	9,260	10,144	10,651	11,184	11,743	12,330
Property & Parks	28,140	39,685	86,459	92,307	101,322	96,513
Amenities	23,100	23,200	25,360	26,578	27,857	28,199
Insurance	2,500	2,500	2,200	2,200	2,200	2,200
Election Costs	0	0	0	4,500	0	0
Parish Paths (P3)	0	750	2,000	2,000	500	500
TC Grants	20,000	20,000	20,000	20,000	20,000	20,000
Localism Projects	24,324	24,552	26,700	28,000	29,500	31,000
Sub Total	188,961	207,780	269,639	285,869	295,051	295,341
EAR MARKED RESERVES BUDGET						
Christmas Lights Renewals/Repairs	1,500	500	500	500	500	500
Floral Crediton	1,000	0	0	0	0	0
CCTV Renewals/Repairs	500	0	0	0	0	0
Street Furniture & Small Works	0	1,000	0	0	0	0
War Memorial Maintenance/Repair	1,000	0	0	0	0	0
Localism Projects	5,000	5,000	0	0	0	0
MDDC Building	15,000	25,000	0	0	0	0
Allotments	1,000	0	0	0	0	0
IT Equipment/Support	0	1,000	1,000	1,000	1,000	1,000
Legal/Professional Fees	0	1,500	0	0	0	0
Sub Total	25,000	34,000	1,500	1,500	1,500	1,500
TOTAL EXPENDITURE	213,961	241,780	271,139	287,369	296,551	296,841
INCOME						
Administration	60	801	801	801	801	801
Property & Parks	4,481	5,549	14,265	14,765	15,290	15,841
Parish Paths (P3)	0	250	0	0	0	0
Amenities	3,200	3,200	1,200	1,200	1,200	1,200
VAT Repayments	6,500	10,000	10,000	10,000	10,000	10,000
MDDC (DCLG) Grant	6,236	5,407	4,055	3,041	2,281	1,711
Sub Total	20,477	25,207	30,321	29,807	29,572	29,553
Precept Required	193,234	216,573	240,818	257,562	266,979	267,288
TOTAL INCOME	213,711	241,780	271,139	287,369	296,551	296,841

Please note, these figures are a financial forecast and may be subject to change in line with the needs of the community, legislation and increased devolution.