



Minutes of Crediton Town Council's Policy & Forward Planning Committee, held on Tuesday, 6th March 2018, at 6.00 pm, at the Council Offices, Market Street, Crediton

Present: Cllrs Mrs Brookes-Hocking (Committee Chairman), Mr F Letch, Miss J Harris and Mr J Ross

In Attendance: Miss Felicity Jones, Recycling Officer, Mid Devon District Council
Mrs Clare Dalley, Town Clerk
1 member of the Press

Absent: Cllr Mr J Downes

111. To receive and accept apologies

Apologies were received and accepted from Cllr Mrs A Hughes. (Proposed by Cllr Harris)

112. Declarations of Interest

Cllr Letch declared that as a member of more than one authority, that any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

113. Public Question Time

There were no members of the public present.

114. Order of Business

There were no changes to the order of business.

115. Chairman's and Clerk's Announcements

There were no announcements.

116. Policy & Forward Planning Committee Minutes – To approve and sign the minutes of the Policy & Forward Planning Committee Meeting held on 2nd January 2018, as a correct record. It was **resolved** to approve the minutes of the Policy & Forward Planning Committee Meeting held on 2nd January 2018, as a correct record and they were duly signed by Cllr Brookes-Hocking. (Proposed by Cllr Harris)

117. Matters Arising

There were no matters arising.

118. To discuss waste and recycling within the District with Miss Felicity Jones, Recycling Officer at Mid Devon District Council. Details of the information requested for the meeting had been issued with the agenda. Cllr Brookes-Hocking welcomed Miss Jones to the meeting and explained the reason for the invitation, which was to gain further information about the new Mid Devon waste transfer station. Miss Jones explained that a low-key press release had been jointly issued by Devon County Council (DCC) and Mid Devon District Council (MDDC) as they didn't want to scare the public. She explained that MDDC had worked closely with DCC to build

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the new waste transfer station, following the closure of the existing Broadpath landfill site, and that it has been built to strict guidelines to ensure it complies with all the relevant permits (including environmental).

The transfer station, located in Willand, has separate stillages for the different waste collected, enabling MDDC recycling and waste lorries to start and finish at the site, thus lowering MDDC's carbon footprint. The waste, whether it be food, garden, general waste etc. is dropped off at the transfer station where it is sorted ready for onward travel to its final destination. For example, food waste is sealed into skips and transported on a daily basis to Cannington; garden waste is collected every couple of days and transported to Somerset, for in vessel composting, and general waste is collected by large lorries and transported to the Energy from Waste Plant located at Marsh Barton, Exeter. The general waste is collected by large lorries as it is not cost effective or environmentally friendly for MDDC refuse lorries to be separately visiting the Energy from Waste Plant on a daily basis. Exeter wanted the waste as it wants to create energy for housing. In the event that Exeter cannot take the waste it will then be sent elsewhere such as Plymouth.

Miss Jones recommended Councillors visit the Exeter Energy from Waste Plant, she said she had found her visit extremely interesting and informative.

She advised Councillors that MDDC's aim is to encourage people to create less waste.

Councillors asked questions including:

- What is the incentive for MDDC to recycle? MDDC does receive recycling credits, however it is about creating less waste not just about recycling. It's about educating people, such as explaining how tin cans are 100% recyclable waste and that it costs less money, energy and resources to recycle a tin can than create a new one. Income is also received from the recyclable waste, such as cardboard, which is sent to a paper mill.
- How does MDDC assess its performance? Figures are published on a quarterly basis and at the end of this quarter the figures for 2017-2018 will be published.
- Has MDDC been affected by the China situation? MDDC has not been affected by the China situation. It has been a long time since freighting paperwork has been completed. All MDDC's waste has been going to UK processors. You must have an end destination identified and you must know what that company is going to do with it.
- There is still an issue with some households refusing to recycle, what do you do in this situation? MDDC has limited resources, 4 officers covering 35,000 properties. Enforcement starts with education. You have to monitor properties and take into consideration any mitigating circumstances, such as, is the resident suffering from dementia etc. Residents are the District Council's eyes and do report neighbours if they are not recycling. If you let MDDC know of a property not recycling they will send a letter. If it's a particular area that is a problem, an Officer will go out and visit the properties and educate the residents regarding recycling. In extreme cases MDDC will prosecute. They are also working with management agents of flats to encourage recycling and in new-build flats space must be provided for recycling.

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Cllr Brookes-Hocking thanked Miss Jones for attending the meeting.

It was **resolved** for the Clerk to arrange a visit to the Exeter Energy from Waste Plant. (Proposed by Cllr Brookes-Hocking)

119. To receive an update on the potential High Street/town centre traffic management feasibility study. The Clerk advised that Lapford Parish Council were considering the request to sign a revised deed to reflect the change in project for the S106 contribution from application 17/00732/FULL (varies 16/00413/FULL, Lapford Youth Club - £8,868) that evening and she would know the outcome of this by the end of the week and would advise Councillors accordingly.

120. To receive an update on the planned Health & Well-Being Open Day for Spring 2018 and agree any further actions including:

- **Exhibitors**

The Clerk advised that, so far, 24 Exhibitors had confirmed their attendance. There are two organisations that have not confirmed and it is important they are present. These are the New Devon Clinical Commissioning Group and Devon Partnership NHS Trust. She confirmed that these organisations are being chased on an extremely regular basis, unfortunately as yet, to no avail.

- **Advertising the event**

The Clerk advised members that the Open Day had been featured on the front page of the Crediton Courier (26th January 2018 edition). A poster had been devised. The Clerk proposed, and it was **resolved**, for the event to be advertised in the following ways:

- Council website
- Social media with a request to share
- Spring Newsletter
- Advert in the Crediton Courier – cost implication of approximately £100
- Request an editorial from the Courier
- Posters in shops and on lampposts – including Tesco community notice board
- Poster to all Exhibitors asking them to advertise the event.
- E-mail poster to all community groups and organisations
- Promote the event at the Mayor's Reception
- A5 Poster handouts at the Mayor's Surgeries.

(Proposed by Cllr Brookes-Hocking)

The Clerk also advised that Tesco had offered for the Council to have a staffed stand in the store and attend the upcoming car boot sale to promote the event. She confirmed she would circulate further details to Councillors once received.

- **Catering arrangements**

She recommended the Council provides free light refreshments (tea, coffee, biscuits) to exhibitors and the public throughout the day. To gain an idea of cost she had requested a quotation from Turning Tides to provide water, tea, coffee and biscuits throughout the day, however, this had proved too costly. The Clerk advised that she had spoken with Andrew Drayton, Tesco Community Champion, and Tesco had confirmed that they would provide the teabags, coffee and fruit (as it's a health & well-being day) for the event. The

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Clerk confirmed she would buy the milk, sugar and biscuits. These would need to be served by volunteers. Turning Tides have confirmed they can provide volunteers to help serve refreshments and Andrew Drayton has also volunteered. It was **resolved** for the Council to provide light refreshments on the day. (Proposed by Cllr Brookes-Hocking)

- **Feedback forms**

The Clerk recommended using the following to gain feedback on the event:

- Smart, targeted feedback form.
The Assistant Clerk had drafted this and it had been circulated to members. It was **resolved** to use the form, which will be completed by Councillors, talking to attendees. (Proposed by Cllr Brookes-Hocking)
- Use post it notes on display boards
- Use a door clicker to establish attendance levels to the event.

It was noted that volunteers were needed to help with the day. It was **resolved** for the Clerk to circulate an e-mail requesting Councillors to volunteer and help on the day, as well as summoning all Councillors to Dr Jenner's presentation on the evening.

The Clerk was asked to devise a volunteer rota (doodle poll) for the day.

121. To consider the 2017 Air Quality Annual Status Report and agree any actions required. A copy of the report had been issued with the agenda and was discussed by Councillors.

It was **resolved** to note the report and respond as follows:

- To disagree with any proposals to adjust/change the Crediton Air Quality Management Area. This is due to the increased level of development around and beyond Crediton, which will negatively impact on the town's air quality due to increased traffic levels.
- To ask Devon County Council whether an assessment has been carried out on the number of HGV's using the High Street following the opening of the Link Road.
- To ask Devon County Council for further information on the condition of the bus fleet in general. Such as the age of the buses used and their emission levels.

(Proposed by Cllr Brookes-Hocking)

122. To consider and comment on the recent e-mail from Mid Devon District Council concerning the possible sale of public amenity space located at Chapel Downs Road. A copy of the e-mail had been issued with the agenda. Cllr Letch advised that he and Cllr Wright had visited the area and noticed a large amount of rubbish. This has been reported to Mr Steve Densham at Mid Devon District Council who is arranging for it to be removed. It was also noted that a fence has been erected on the land and Mr Densham has also been asked to investigate this.

After consideration it was **resolved** to recommend to full council that it has the following policy regarding the sale of public amenity land:

"Crediton Town Council objects to the loss of any public open amenity space as it is imperative that amenity space is retained for use by the whole community."

(Proposed by Cllr Brookes-Hocking)

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Councillors expressed concern regarding how open spaces within the Town are managed and it was acknowledged this is something that needs to be looked at, in detail, in the future.

- 123. To consider arranging a meeting with Mel Stride MP to discuss issues affecting Crediton.** Cllr Brookes-Hocking explained that she had requested this item. The Clerk had been compiling a list of issues that could be discussed with Mr Stride, so far it contained the following issues:
- Youth mental health
 - Youth Centre
 - School funding
 - Police funding
 - Issues regarding the Crediton Council Office building and the Localism Act - Community Right To Bid and Asset Transfer
 - There are no facilities for preventative work within the community.

It was **resolved** to request a meeting with Mel Stride MP focusing on youth issues. (Proposed by Cllr Letch)

- 124. To consider the possible installation of a Trim Trail in Newcombes Meadow which would be funded by 106 money and its future maintenance and management.** The Clerk apologised that no information had been issued prior to the meeting. She explained that she had been waiting for an e-mail from a Mid Devon District Council (MDDC) 106 Officer, but it had not been received as yet. She explained that 106 money had been collected for the installation of a trim trail in Newcombes Meadow. However, MDDC were reluctant to install the equipment due to the future maintenance and management requirements. In view of this, she had asked if MDDC would consider its installation if the Town Council took on the future maintenance and management liability for the equipment. As this had not met with a refusal, she was bringing the matter to the Committee for its consideration. It was **resolved**, in principle, for the Council to support the installation of outdoor gym equipment at Newcombes Meadow and enter into negotiations with MDDC regarding the Town Council taking on the management and maintenance of the equipment. (Proposed by Cllr Brookes-Hocking)

PART TWO

- 125.** It was **resolved** under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Brookes-Hocking)
- 126. To receive an update from the Town Clerk on the Council Office building and agree any further actions.** Due to the sensitive and confidential nature of this item, no further information can be disclosed at this time.
- 127. Close**
The meeting closed at 7.53 pm.

Signed.

[Redacted Signature]

(Chairman)

Date: 03/04/18