



Credition Town Council Action Plan 2021-22

During the Financial Year 2021/22, Credition Town Council will undertake the following:

- Ensure that Full Council meets and provide the opportunity to members of the public and press to attend and participate, in line with government legislation relating to the Covid-19 pandemic.
- Respond to Mid Devon District Council on all planning applications which fall within, and impact upon, Credition.
- Operate an effective and efficient Committee structure to deal with specific areas of interest such as finance, planning, staffing, assets and property, climate change and public rights of way.
- Respond to the Climate Emergency, declared in 2019, work towards both the reduction of the council's own carbon footprint, and to work with existing organisations to offer facilitation services to support them in doing the same. This will include the review of council policies to support the councils aims and actions to inform and encourage local people to make environmentally friendly choices.
- Continuously review the effective use of all council assets.
- Operate efficiently within agreed budgets.
- Continue to provide a regular newsletter.
- Support other organisations in providing community events.
- Continue to provide an up-to-date council website detailing all the latest information regarding the workings of the Council and to supplement this with regular, informative press releases, and social media posts.
- Support the creation of a Neighbourhood Plan for Credition.

- Ensure the council is represented on the various outside bodies with the town (as requested) as well as on those of a wider District and County level.
- Represent the views of the community at every opportunity.
- Consider, investigate and respond to issues identified by the community and, if appropriate, to signpost to the correct person/organisation for resolution/further progression.
- Organise an Annual Town Meeting and an Annual Mayor's reception, in line with government guidance and legislation due to the Covid-19 pandemic.
- Maintain the areas of open space for which it is responsible.
- Support other organisations in providing grants.
- Delivery of 'Christmas in Crediton'.
- Provision of a Christmas tree in the Town Square, together with Christmas lights/trees through the High Street.
- Support the provision of youth work within the town.

Key projects for 2021/22 include:

- Supporting the community through the current COVID-19 pandemic.
- Undertaking consultation on Newcombes Meadow toilet block, to undertake a full renovation of the building.
- The purchase of Old Lansdown School, keeping the building in public ownership with the aim to deliver a community use building.
- Working with Mid Devon District Council on the delivery of projects via S106 funding.
- Installing a new CCTV system, covering the High Street, the Town Square and Newcombes Meadow.
- Continuing to work with Mid Devon District Council regarding the devolution of services.
- Provision of additional working space to staff.
- Continued planned maintenance of trees at Peoples Park.
- Seeking accreditation for Quality Gold Level Quality Council Award.

Crediton Town Council					
Action Plan 2021/22					
Action	Responsible Committee and Officer	Timescale	Progress at Oct 2021	Brief/Community Engagement	Budget Requirement
<u>Property and Assets</u>					
<u>Allotments</u> To continue to provide allotments, with support from Boniface Allotment Association, across three sites in Crediton	Amenities and the Built Environment Town Clerk	Ongoing		Regular updates at committee meetings from staff Meetings open to the public and any reports are included within the minutes publicised on the CTC website	£4,000
<u>Peoples Park</u> To continue administering the Tree Maintenance Plan To continue to support the community garden To continue maintenance services through The Turning Tides Project	Amenities and the Built Environment Town Clerk	Ongoing		Tree Maintenance Plan to be created and added to CTC website To support the work in the community garden, with updates at committee meetings To ensure the service provision is maintained	£400 £8,354 maintenance contract value
<u>Upper Deck</u> To continue maintenance services through The Turning Tides Project	Amenities and the Built Environment Town Clerk	Ongoing		To ensure the service provision is maintained	£8,354 maintenance contract value
<u>Band Stand</u> To investigate usage	Property and Assets Town Clerk	October 2021		To consider ways in which the Bandstand could become a more usable asset to the community, working with	

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To continue maintenance services through The Turning Tides Project	Amenities and the Built Environment Town Clerk	Ongoing		MDDC relating to imposed covenants and S106 To ensure the service provision is maintained	£8,354 maintenance contract value
<u>War Memorial</u> To undertake regular cleaning	Amenities and the Built Environment Administrative Assistant	Ongoing		To ensure area is clean and safe for the public to visit, especially for Remembrance Sunday	£350
<u>Street Furniture</u> To undertake regular cleaning and risk assessments of street furniture To consider required replacements	Amenities and the Built Environment Administrative Assistant	Ongoing		To ensure street furniture is safe for public use To ensure cleanliness and useability	£2,300
<u>Town Council Offices</u> To relocate staff to new premises behind current office To remain committed to purchasing a suitable town council building	Full Council Town Clerk	September 2021 Ongoing		To provide suitable offices for staff to work in, with appropriate space and equipment	£17,500 £10,000 to earmarked reserves

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<u>Stoneypark</u> To ensure rental value is assessed, as per lease	Property and Assets Projects Officer	Ongoing		To undertake best practice and ensure CTC is obtaining a reasonable rent for arable land	
<u>Newcombes Meadow Toilets</u> To provide public conveniences	Property and Assets Projects Officer	June 2021		To investigate the renovation of the current toilet block, working with MDDC relating to covenants and S106	
<u>Small Open Spaces</u> To continue to provide amenities To continue maintenance services through The Turning Tides Project To work with Sustainable Crediton on the creation of a Community Orchard at Spinning Path Gardens	Amenities and the Built Environment Town Clerk			To continue to maintain open spaces To ensure the service provision is maintained To continue positive community working and provide facilities	£8,354 maintenance contract value
<u>Old Landscore School</u> To negotiate purchase of building with DCC To present designs for renovation	Property and Assets Projects Officer Town Clerk	May 2021 – October 2021		All decisions relating to the purchase of Old Landscore School will be subject to ratification at Full Council and open to public scrutiny Further community consultations	£16,000

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To create a Business Plan To investigate and apply for grants					
<u>Footpaths</u> To work in partnership with Devon County Council and landowners under the P3 scheme to improve the condition of public rights of way and to ensure they remain useable	P3 Sub-Committee Amenities and the Built Environment Administrative Assistant	Ongoing		Regular updates at committee meetings and DCC officer attendance. Meetings open to the public and any reports are included within the minutes publicised on the CTC website	£1,233
<u>CCTV</u> To implement and maintain a new CCTV covering the High Street, the Town Square and Newcombes Meadow	Property and Assets Town Clerk Projects Officer	June 2021		Project has proceeded, with a contractor being approved and planning permission for the cameras has been submitted.	£32,528 (including grants and donations totalling £12,559)

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<u>Community</u>					
<u>Youth Worker Provision</u> To continue supporting provision of youth work in Crediton	Finance and Council Affairs Town Clerk	Ongoing		To work with our partners to provide youth work service	£18,500
<u>Floral Crediton</u> To provide a Floral Crediton event should Covid-19 restrictions allow	Amenities and the Built Environment Projects Officer	June 2021		Physical event, dependant on easing of Covid-19 restrictions	£7,900
<u>Britain In Bloom</u> To enter the national competition	Amenities and the Built Environment Projects Officer	Summer 2021		To commit to entering the national competition as a symbol of excellence in community gardening, strong community spirit and pride of place	
<u>Christmas in Crediton</u> To provide a Christmas in Crediton event should Covid-19 restrictions allow To provide a Christmas tree in the Town Square, lighting at St Lawrence Green, trees and stars on buildings and cross street lighting on High Street	Christmas in Crediton Sub-Committee Projects Officer	November 2021		Physical or online event, dependant on easing of Covid-19 restrictions To provide lighting as in previous years	£18,300

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<u>Amenities Management</u> To undertake risk assessments To ensure appropriate insurance is in place	Amenities and the Built Environment Property and Assets Town Clerk	Ongoing		To create an annual inspection report	
<u>Grants</u> To provide grants to community groups and organisations	Grants Sub-Committee/Full Council Administrative Assistant	Ongoing		Continuation of support through the established grant scheme Promotion through press releases, website and social media	£27,500
<u>Neighbourhood Plan</u> To finalise the Neighbourhood Plan, to get to Regulation 15	Planning Town Strategy Town Clerk Administrative Assistant	Ongoing		To provide administrative support to collate documentation	
<u>Arts</u> To continue as a stakeholder for Share in the Square To provide administrative support in the booking of the Town Square	Planning and Town Strategy Town Clerk Administrative Assistant	Ongoing		To support Crediton Arts Centre and other organisations to provide a Share in the Square programme To ensure bookings are appropriately risk assessed and insured on behalf of MDDC	
<u>Climate Change</u>	Climate Change and Sustainability	Ongoing		Work within new Terms of Reference for committee starting in April 2021	

Crediton Town Council

Action Plan 2021/22

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To continue to address climate change and sustainability issues	Town Clerk			Commitment to engaging with the community	
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<u>Civic</u>					
<u>Identification of Mayoral Charity</u>	Finance and Council Affairs Mayor	May 2021		To raise funds for a Mayoral Charity at appropriate Civic events	
<u>Annual Town Meeting</u>	Finance and Council Affairs Administrative Assistant Town Clerk	Mar 2022		Annual Town Meetings have been postponed in 2020 and 2021 due to Covid-19 A series of community consultation events will take place dependent on easing of lockdown restrictions All community organisations invited to attend the Annual Town Meeting in 2022	£200
<u>Mayoral Reception</u>	Finance and Council Affairs Administrative Assistant Town Clerk	March 2022		Mayoral Receptions have been postponed in 2020 and 2021 due to Covid-19 All community organisations invited to attend the Mayoral Reception in 2022	£1,200
<u>Community Awards</u> To recognise individuals for excellent service to Crediton	Finance and Council Affairs Administrative Assistant Town Clerk	Ongoing		Awards given at Mayoral Reception	
<u>Remembrance Sunday</u> To organise the Remembrance Sunday event	Finance and Council Affairs Projects Officer	November 2021		Remembrance Sunday event open to all Low key event took place in 2020, 2021 event dependant on easing of Covid-19 restrictions	£1,200

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<u>Training</u>					
<u>To continue to provide appropriate training to staff:</u> ILCA – Administrative Assistant Project Management – Projects Officer Community Governance L5 – Town Clerk	Finance and Council Affairs Town Clerk	May 2021 May 2021 November 2022		Appropriate Continual Professional Development made available to staff members	£4,500 (including staff and councillor training)
<u>To continue to provide appropriate training to members</u> Inform members of relevant courses and encourage to attend	Finance and Council Affairs Town Clerk	Ongoing		Appropriate training to provide councillors with the appropriate training to undertake their role successfully.	£4,500 (including staff and councillor training)
<u>First Aid Training</u>	Finance and Council Affairs Town Clerk	August 2021		For members of staff attending council events	£4,500 (including staff and councillor training)