



To All Credition Town Councillors

You are hereby summoned to attend a **Full Council**, which will be held on **Tuesday, December 19, 2023, at 19:00, at Old Landscore School, Greenway, Credition, EX17 3LP.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery PSLCC

Town Clerk

Thursday, 14 December 2023

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

2023/024 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

2023/025 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

2023/026 - Declarations of Interest and Requests for Dispensations

To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.

To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2023/027 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

2023/028 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

2023/029 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Tuesday 21 November 2023**, as a correct record (minutes will be issued with the agenda)

2023/030 - Devon County On-Street Parking Proposals

To receive the documentation regarding DCC's proposals regarding on-street parking and to agree a response

2023/031 - Community Self Delivery of Highway Improvements

To note the DCC Cabinet paper regarding a proposed trial to enable communities to fund and self-deliver their own minor highway improvements and to consider any implications this has on the town council

2023/032 - Grants

To consider a grant request of up to £753.16 from Landscore Primary School, to make their defibrillator accessible to the wider community (grant includes cabinet, electrical work and signage)

2023/033 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 16 January 2024**

2023/034 - Reports Pack

Attachments

[2023-11-21 - Full Council - Minutes.pdf](#)

[advert and reasons 6050.pdf](#)

[draft order 6050.pdf](#)

[ENV6050-4\(C\) Crediton Proposed Pay Display SS8300.pdf](#)

[ENV6050-5\(B\) Crediton Proposed Pay Display SS8300.pdf](#)

[ENV6050-6\(A\) Crediton Proposed Pay Display SS8300.pdf](#)

[ENV6050-7\(A\) Crediton Proposed Pay Display SS8200.pdf](#)

[Community Self Delivery of Highway Improvements.pdf](#)



**Minutes of the Full Council of the Democratic Services held on Tuesday, November 21, 2023
at 19:00 at Old Landscore School, Greenway, Credition, EX17 3LP**

Present:	Liz Brookes-Hocking, Steve Huxtable, Guy Cochran, Joyce Harris, Frank Letch, Natalia Letch, Giles Fawssett, Rachel Backhouse, John Downes, Jim Cairney, Paul Perriman
Absent:	Georgina Stone
In Attendance:	One member of the public
Minute Taker:	Rachel Avery (Town Clerk)

MINUTES

2023/011 PUBLIC QUESTION TIME

A member of the public asked what contribution councillors not attending meetings were making to the council.

2023/012 APOLOGIES

It was **resolved** to approve apologies from Cllr Huxtable. (Proposed by Cllr Harris).

2023/013 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllrs Cairney, Cochran, Downes and N Letch declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

2023/014 ORDER OF BUSINESS

There was no requirement to change the order of business.

2023/015 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Chair announced that she had attended the second anniversary of the opening of Okehampton Station and there were discussions regarding reopening the line to Bude, highlighting the importance of the rail network.

2023/016 TOWN COUNCIL MINUTES

It was **resolved** to approve the minutes. (Proposed by Cllr Harris).

It was **resolved** to receive and ratify the minutes of the following committees as a correct record:

Community and Environment Committee on Tuesday 25 July 2023 (Proposed by Cllr Cochran)

Christmas in Crediton Sub-Committee held on Tuesday 05 September 2023 (Proposed by Cllr Brookes-Hocking)

Planning and Town Strategy Committee on Tuesday 05 September 2023 (Proposed by Cllr Brookes-Hocking)

Council Affairs and Finance Committee on Tuesday 12 September (Proposed by Cllr Brookes-Hocking)

Planning and Town Strategy Committee on Tuesday 03 October 2023 (Proposed by Cllr Brookes-Hocking)

Christmas in Crediton Sub-Committee held on Wednesday 04 October 2023 (Proposed by Cllr Brookes-Hocking)

Council Affairs and Finance Committee on Tuesday 17 October 2023 (Proposed by Cllr Brookes-Hocking)

2023/018 COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillor Cairney reported that the MDDC Housing Committee have adopted a policy to deal with mould in their housing, including identifying and carrying out remedial work. He also reported that the café at Lords Meadow Leisure Centre will re-open soon.

District Councillor Downes reported that car parking fees will be increased by inflation (6.7%). He also reported that funding from HS2 will be used invested into the Devon railway network.

2023/019 REPORTS FROM OUTSIDE BODIES

Mid Devon Community Safety Partnership - Cllr Huxtable was not in attendance.
Friends of Crediton Station - Cllr Perriman reported that he had no communication.
Sustainable Crediton - Cllr Backhouse reported that their application for charitable statues was moving forward, the Green Fair had been successful and Sustainabubble was working well.

Boniface Trail Association - Cllr Fawssett reported that there had been no meeting. Cllr Brookes-Hocking explained that DCC engineers had largely dealt with problems between Crediton and Newton St Cyres, but were awaiting information for consultants and engineers on plans between Newton St Cyres and Cowley.

Crediton Chamber of Commerce - Cllr Cochran reported that there had been no convened meetings. Okehampton Rail Forum - Cllr Perriman reported that the construction of the parkway is imminent, there was discussion regarding the Bude Line and the use of Meldon viaduct.

League of Friends of Crediton Hospital - Cllr N Letch reported that there has been no communication.

Age Concern Trustee- Cllr Cairney reported that they are looking to expand service provision and attract more volunteers.

Standing Orders were suspended

A member of the public stated that architects will not use data provided by another company and asked what the brief stated.

Standing Orders were reinstated

The Town Clerk provided an overview of the brief that have been provided to enable quotes to be obtained.

It was **resolved** to approve quote A for the survey (Centre Line Surveys) at a cost of £1605.00 + VAT. (Proposed by Cllr N Letch).

It was **resolved** to approve quote B for the architect drawings (Vivian Architecture Ltd) at a cost of £1950.00. (Proposed by Cllr N Letch).

Cllr F Letch joined the meeting at 19.41

Cllr Backhouse expressed concerns over spending money on the building. The Town Clerk advised funding would be investigated to undertake work.

Cllr Cairney stated support for investment into an asset owned by the town council, with Cllr Fawssett agreeing that the town council had been lucky to acquire the building at the cost it had.

2023/021 BUDGET 2023/24

The Town Clerk advised that the three budgeting workshops had taken place but had been relatively poorly attended. However, she thanked all those who had taken the time to come and provide opinions and thoughts. The results would be analysed for review alongside the Council Affairs and Finance Committee meeting on Tuesday 12 December.

She advised that informal meetings would be offered to members to discuss the draft budget.

Standing orders were suspended

A member of the public asked if the informal meetings would be open to the public. The Town Clerk advised that they would not, but the public were welcome to attend the meeting of the Council Affairs and Finance Committee meeting on Tuesday 12 December.

Standing orders were reinstated

2023/022 UNION ROAD TOILET BLOCK SURVEY

The report was received and it was **resolved** to approve quote A (Prism measured Surveys) at a cost of £1215.00 + VAT. (Proposed by Cllr Harris).

Standing orders were suspended

A member of the public stated that the document had been a waste of money. He asked if there were possibilities to make savings using MDDC's online systems.

Standing orders were reinstated

Concerns were raised regarding the document, due to there still being typographical errors and it was suggested that the document was not bespoke. It was **noted** that the document would be considered further by the Council Affairs and Finance Committee on Tuesday 12 December, and the Town Clerk would contact the company used.

2023/024 AMENDMENT TO STANDING ORDERS

It was **resolved** to approve the amendment, alongside any reference to 'show of hands' being amended to 'indicate'. (Proposed by Cllr Brookes-Hocking).

2023/025 GRANT 2023/24

It was **resolved** to approve the grant payment of £150.00 to Crediton Methodist Church. (Proposed by Cllr Backhouse).

2023/026 DATE OF NEXT MEETING

The date of the next meeting, Tuesday 16 January 2024, was **noted**.

2023/027 PART II

It was **resolved** to move into Part II. (Proposed by Cllr Brookes-Hocking).

2023/028 COUNCIL OFFICES

2023/028.1 UPDATE

The Town Clerk provided a verbal update.

2023/028.2 EXPENSES

It was **resolved** to approve item 4.2, as detailed in the report. (Proposed by Cllr Brookes-Hocking).

2023/029 REPORTS PACK

Signed

Dated.....

Devon County Council (Various Streets, Crediton) (Waiting Restrictions) Amendment Order

Devon County Council propose to make this under the Road Traffic Regulation Act 1984 to introduce in Crediton

Limited Waiting Mon-Sat excl Bank Hols 8am-6pm 45 Minutes No Return Within 45 Minutes in specified lengths of East Street

Limited Waiting Mon-Fri excl Bank Hols 2pm-6pm 30 Minutes No Return Within 2 Hours in a specified length of Landscore

Limited Waiting Mon-Sat excl Bank Hols 8am-6pm 45 Minutes No Return Within 2 Hours in specified lengths of Belle Parade, High Street, Landscore & St Lawrence Green

Pay & Display (Tariff Crediton A) Mon-Sat excl Bank Hols 8am-6pm Max Stay 2 Hours; 1 hour free, 2 hours £1.50 in specified lengths of High Street, Market Street, North Street, Parliament Street, Searle Street, St Saviours Way & Town Park

Loading Only Mon-Fri excl Bank Hols 8am-2pm in a specified length of Landscore

Loading Only Mon-Sat excl Bank Hols 8am-6pm in specified lengths of High Street

And removal of **Limited Waiting Mon-Sat 8am-6pm 45 Minutes No Return Within 2 Hours** in a specified length of Union Road

In addition, minor changes are proposed to traffic order restrictions to match what is currently on street.

Where appropriate there will be the usual exemptions including those in relation to picking up/setting down passengers, loading/unloading goods and disabled persons vehicles.

Draft order, order being amended, plans and statement of reasons may be seen at <https://devon.cc/payanddisplay> from 7th December. Free bookable computer use is available during the opening hours of Devon Libraries. Documents are also available to view during normal office hours at the address below.

Objections and other comments specifying the proposal and the grounds on which they are made must be in writing to the address below or via <https://devon.cc/payanddisplay> to arrive by **7th January 2024**. Receipt of submissions may not be acknowledged but those received will be considered. If you make a submission, please be aware that your comments will be anonymised prior to being sent to Cabinet members for consideration or being published on the Council's website. Your data may be shared within the Council and with our partner agencies. Your personal details will be kept confidential in line with the Privacy Notice at <https://devon.cc/troprivacy> and will only be shared in accordance with the terms of this Privacy Notice or to comply with the Council's legal obligations.

7th December 2023

reference imr/DEV001/630 | website reference 6050

Director of Legal & Democratic Services, County Hall, Topsham Road, Exeter EX2 4QD

Statement of Reasons

It is proposed to introduce pay and display in key areas to manage congestion, improve air quality, and maintain reasonable access to premises. These restrictions are proposed so that availability of parking is improved for short stays. This could reduce congestion and improve air quality as well as providing a safer environment for pedestrians and cyclists.

Specifically, the restrictions are proposed to preserve or improve the amenities of the area which the road runs through, and serve the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality), as laid out in section 1(1) of the Road Traffic Regulation Act 1984.

By designating paid parking places on the highway, free movement of traffic and reasonable access to premises is maintained, in line with section 45 of the Road Traffic Regulation Act 1984.

Devon County Council (Various Streets, Crediton) (Waiting Restrictions) Amendment Order

Devon County Council make the following order under sections 1, 2, 4, 32, 35, 45, 46, 49, 53, part IV of schedule 9 of the Road Traffic Regulation Act 1984 and of all other enabling powers

- 1 This order comes into force _____ and may be cited as “Devon County Council (Various Streets, Crediton) (Waiting Restrictions) Amendment Order _____”
- 2 The schedules in part 1 are added to Devon County Council (Traffic Regulation & On-Street Parking Places) Consolidation Order 2020 as amended and the lengths of road in part 2 are revoked from the corresponding schedules of the specified orders
- 3 The following is added to appendix C of Devon County Council (Traffic Regulation & On-Street Parking Places) Consolidation Order 2020 as amended

Area & Tariff Name	Mobile Phone Zone Ref No	Times of Operation	Charges
Crediton A Town centre	TBC	Mon-Sat excl Bank Hols 8am-6pm 1 hour 2 hours	Free £1.50
		Sun & Bank Holidays	Free

SCHEDULES IN PART 1

- 1.001 No Waiting At Any Time
- 2.016 No Waiting Mon-Sat 8am-6pm
- 3.001 No Loading At Any Time
- 4.238 Limited Waiting Mon-Sat excl Bank Hols 8am-6pm 45 Minutes No Return Within 45 Minutes
- 4.239 Limited Waiting Mon-Fri excl Bank Hols 2pm-6pm 30 Minutes No Return Within 2 Hours
- 4.440 Limited Waiting Mon-Sat excl Bank Hols 8am-6pm 45 Minutes No Return Within 2 Hours
- 5.139 Pay & Display (Tariff Crediton A) Mon-Sat excl Bank Hols 8am-6pm Max Stay 2 Hours
- 7.001 Disabled Badge Holders Only At Any Time
- 8.088 Loading Only Mon-Fri excl Bank Hols 8am-2pm
- 8.089 Loading Only Mon-Sat excl Bank Hols 8am-6pm

PART 1 RESTRICTIONS

Schedule No

1.001 No Waiting At Any Time

East Street, Crediton

- (i) the north side from a point 32 metres east of its junction with Church Lane for a distance of 4 metres in an easterly direction

High Street, Crediton

- (i) the north side from a point 52 metres west of its junction with Searle Street for a distance of 3 metres in a westerly direction
- (ii) the north side from a point 65 metres west of its junction with Searle Street for a distance of 5 metres in a westerly direction
- (iii) the north side from a point 97 metres west of its junction with Searle Street for a distance of 31.5 metres in a westerly direction
- (iv) the north side from a point 159 metres west of its junction with Searle Street in a north-westerly direction to its junction with St Martins Lane
- (v) the north side from a point 41 metres west of its junction with Market Street for a distance of 13 metres in a westerly direction
- (vi) the north side from a point 22 metres west of its junction with Searle Street in an easterly direction to a point 16 metres east of that junction
- (vii) the north-east side from its junction with Market Street for a distance of 14 metres in a north-westerly direction
- (viii) the south side from a point 271 metres east of its junction with St Saviours Way for a distance of 5 metres in an easterly direction
- (ix) the south side from a point 82 metres east of its junction with St Saviours Way for a distance of 76 metres in an easterly direction
- (x) the south side from a point 182 metres east of its junction with St Saviours Way for a distance of 5 metres in an easterly direction
- (xi) the south side from a point 210 metres east of its junction with St Saviours Way for a distance of 10 metres in an easterly direction
- (xii) the south-west side from a point 291 metres south-east of its junction with St Saviours Way for a distance of 41 metres in a south-easterly direction

Market Street, Crediton

- (i) the east side from its junction with Parliament Street for a distance of 10 metres in a south-westerly direction
- (ii) the east side from a point 32 metres south-west of its junction with Parliament Street in a south-westerly direction to its junction with High Street
- (iii) the west side from a point 37 metres south-west of its junction with The Burrowe for a distance of 5 metres in a south-westerly direction
- (iv) the west side from a point 89.6 metres south-west of its junction with The Burrowe in a south-westerly direction to its junction with High Street
- (v) the west side from its junction with The Burrowe for a distance of 11 metres in a south-westerly direction

North Street, Crediton

- (i) the east side from a point 108 metres north-east of its junction with High Street in a north-easterly direction to its junction with Parliament Street
- (ii) the east side from its junction with High Street for a distance of 78 metres in a north-easterly direction
- (iii) the west side from its junction with Parliament Street for a distance of 9 metres in a southerly direction
- (iv) the west side from a point 4 metres north of its junction with Market Street eastern spur in a southerly direction to its junction with High Street

Parliament Street, Crediton

- (i) the north side from a point 27 metres west of its junction with Access to Granary Mews in a westerly direction to its junction with The Burrowe
- (ii) the north side from a point 115 metres west of its junction with Deep Lane in a westerly direction to a point 10 metres west of its junction with Access to Granary Mews
- (iii) the south side from a point 51 metres north-west of its junction with North Street to its junction with Market Street

- (iv) the south side from a point 28 metres north-west of its junction with North Street for a distance of 6 metres in a north-westerly direction

St Lawrence Green, Crediton

- (i) the south side from a point 55 metres east of the extended western building line of 16 St Lawrence Green in an easterly direction to its junction with Kiddicott
- (ii) the south side from its junction with St Martins Lane in an easterly direction to a point 13 metres east of the extended western building line of 16 St Lawrence Green

St Martins Lane, Crediton

- (i) the south-east side from its junction with St Lawrence Green in a south-westerly direction to its junction with High Street

Town Park, Crediton

- (i) the north side from its junction with St Saviours Way for a distance of 6 metres in an easterly direction

Union Road, Crediton

- (i) the south-west side from its junction with Union Terrace for a distance of 181 metres in a south-easterly direction

Schedule No

2.016 No Waiting Mon-Sat 8am-6pm

Town Park, Crediton

- (i) the north side from a point 6 metres east of its junction with St Saviours Way for a distance of 12 metres in an easterly direction

Schedule No

3.001 No Loading At Any Time

High Street, Crediton

- (i) the south side from a point 82 metres east of its junction with St Saviours Way for a distance of 76 metres in an easterly direction

Schedule No

4.238 Limited Waiting Mon-Sat excl Bank Hols 8am-6pm 45 Minutes No Return Within 45 Minutes

East Street, Crediton

- (i) the north side from a point 36 metres east of its junction with Church Lane for a distance of 20 metres in an easterly direction
- (ii) the north side from a point 10 metres east of its junction with Church Lane for a distance of 22 metres in an easterly direction

Schedule No

4.239 Limited Waiting Mon-Fri excl Bank Hols 2pm-6pm 30 Minutes No Return Within 2 Hours

Landscape, Crediton

- (i) the south side from a point 5 metres east of its junction with Landscape Close for a distance of 5 metres in an easterly direction

Schedule No

4.440 Limited Waiting Mon-Sat excl Bank Hols 8am-6pm 45 Minutes No Return Within 2 Hours

Belle Parade, Crediton

- (l) the north side from a point 6 metres east of its junction with Deep Lane for a distance of 23 metres in an easterly direction

High Street, Crediton

- (ii) the south-west side from its junction with Lanscore in an easterly direction to the western building line of number 10 St Lawrence Green

Lanscore, Crediton

- (iii) the south-east side from a point 10 metres east of its junction with Lanscore Close in an easterly direction to its junction with High Street

St Lawrence Green, Crediton

- (iv) the south side from a point 13 metres east of the extended western building line of 16 St Lawrence Green for a distance of 42 metres in an easterly direction

Schedule No

5.139 Pay & Display (Tariff Crediton A) Mon-Sat excl Bank Hols 8am-6pm Max Stay 2 Hours

High Street, Crediton

- (i) the north side from a point 55 metres west of its junction with Searle Street for a distance of 10 metres in a westerly direction
- (ii) the north side from a point 70 metres west of its junction with Searle Street for a distance of 27 metres in a westerly direction
- (iii) the north side from a point 134 metres west of its junction with Searle Street for a distance of 25 metres in a westerly direction
- (iv) the north side from a point 14 metres west of its junction with Market Street for a distance of 17 metres in a westerly direction
- (v) the north side from a point 54 metres west of its junction with Market Street for a distance of 73 metres in a westerly direction
- (vi) the north side from a point 22 metres west of its junction with Searle Street for a distance of 30 metres in a westerly direction
- (vii) the south side from a point 158 metres east of its junction with St Saviours Way for a distance of 24 metres in an easterly direction
- (viii) the south side from a point 187 metres east of its junction with St Saviours Way for a distance of 23 metres in an easterly direction
- (ix) the south side from a point 220 metres east of its junction with St Saviours Way for a distance of 29 metres in an easterly direction
- (x) the south side from a point 25 metres east of its junction with St Saviours Way for a distance of 38 metres in an easterly direction
- (xi) the south-west side from a point 332 metres south-east of its junction with St Saviours Way for a distance of 16 metres in a south-easterly direction
- (xii) the south-west side from a point 276 metres east of its junction with St Saviours Way for a distance of 5 metres in an easterly direction

Market Street, Crediton

- (i) the east side from a point 10 metres south-west of its junction with Parliament Street for a distance of 22 metres in a south-westerly direction
- (ii) the west side from a point 66.6 metres south-west of its junction with The Burrowe for a distance of 23 metres in a south-westerly direction

- (iii) the west side from a point 11 metres south-west of its junction with The Burrowe for a distance of 26 metres in a south-westerly direction

North Street, Crediton

- (i) the east side from a point 78 metres north-east of its junction with High Street for a distance of 30 metres in a north-easterly direction
- (ii) the west side from a point 9 metres south of its junction with Parliament Street in a southerly direction to a point 4 metres north of its junction with Market Street eastern spur

Parliament Street, Crediton

- (i) the north side from a point 10 metres west of its junction with Access to Granary Mews for a distance of 17 metres in a westerly direction
- (ii) the north side from a point 96 metres west of its junction with Deep Lane for a distance of 19 metres in a westerly direction
- (iii) the south side from a point 34 metres north-west of its junction with North Street for a distance of 17 metres in a north-westerly direction
- (iv) the south side from a point 6 metres north-west of its junction with North Street for a distance of 22 metres in a north-westerly direction

Searle Street, Crediton

- (i) the east side from a point 43 metres north of its junction with High Street for a distance of 19 metres in a northerly direction
- (ii) the west side from a point 67 metres north of its junction with High Street for a distance of 12 metres in a northerly direction
- (iii) the west side from a point 12 metres north of its junction with High Street for a distance of 24 metres in a northerly direction

St Saviours Way, Crediton

- (i) the west side from a point 25 metres south of its junction with High Street for a distance of 18 metres in a southerly direction

Town Park, Crediton

- (i) the north side from a point 18 metres east of its junction with St Saviours Way for a distance of 108 metres in an easterly direction

Schedule No

7.001 Disabled Badge Holders Only At Any Time

High Street, Crediton

- (i) the north side from a point 128.5 metres west of its junction with Searle Street for a distance of 5.5 metres in a westerly direction
- (ii) the south side from a point 249 metres east of its junction with St Saviours Way for a distance of 6 metres in an easterly direction
- (iii) the south-west side from a point 281 metres east of its junction with St Saviours Way for a distance of 10 metres in a south-easterly direction

Market Street, Crediton

- (i) the west side from a point 42 metres south-west of its junction with The Burrowe for a distance of 24.6 metres in a south-westerly direction

Schedule No

8.088 Loading Only Mon-Fri excl Bank Hols 8am-2pm

Landscore, Crediton

- (i) the south side from a point 5 metres east of its junction with Landscore Close for a distance of 5 metres in an easterly direction

Schedule No

8.089 Loading Only Mon-Sat excl Bank Hols 8am-6pm

High Street, Crediton

- (i) the north-east side from a point 31 metres west of its junction with Market Street for a distance of 10 metres in a westerly direction
- (ii) the south side from a point 255 metres east of its junction with St Saviours Way for a distance of 16 metres in an easterly direction

PART 2 REVOKED RESTRICTIONS

Items to be revoked from DEVON COUNTY COUNCIL (VARIOUS STREETS, DEVON) (WAITING RESTRICTIONS & PARKING PLACES) AMENDMENT ORDER 2023

Schedule No

1.001 No Waiting At Any Time

Market Street, Crediton

- (i) the west side from a point 64 metres north of its junction with High Street for a distance of 5 metres in a northerly direction

Schedule No

7.001 Disabled Badge Holders Only At Any Time

Market Street, Crediton

- (i) the west side from a point 42 metres north of its junction with High Street for a distance of 22 metres in a northerly direction

Items to be revoked from DEVON COUNTY COUNCIL (TRAFFIC REGULATION & ON-STREET PARKING PLACES) CONSOLIDATION ORDER 2020

Schedule No

1.001 No Waiting At Any Time

East Street, Crediton

- (i) the north side from a point 30 metres east of its junction with Church Lane for a distance of 4 metres in an easterly direction

High Street, Crediton

- (i) the north side from a point 159 metres west of its junction with Searle Street to its junction with St Lawrence's Green (southern leg)

- (ii) the north side from a point 40 metres west of its junction with Market Street for a distance of 13 metres in a westerly direction
- (iii) the north side from a point 53 metres west of its junction with Searle Street for a distance of 4 metres in a westerly direction
- (iv) the north side from a point 66 metres west of its junction with Searle Street for a distance of 6 metres in a westerly direction
- (v) the north side from a point 99 metres west of its junction with Searle Street for a distance of 29 metres in a westerly direction
- (vi) the north side from its junction with Market Street for a distance of 13 metres in a westerly direction
- (vii) the north side from its junction with Searle Street for a distance of 23 metres in a westerly direction
- (viii) the north side from its junction with Searle Street for a distance of 16 metres in an easterly direction
- (ix) the south side from a point 179 metres east of its junction with St Saviour's Way for a distance of 4 metres in an easterly direction
- (x) the south side from a point 207 metres east of its junction with St Saviour's Way for a distance of 8 metres in an easterly direction
- (xi) the south side from a point 217 metres east of its junction with St Saviour's Way for a distance of 7 metres in an easterly direction
- (xii) the south side from a point 266 metres east of its junction with St Saviour's Way for a distance of 5 metres in an easterly direction
- (xiii) the south side from a point 286 metres east of its junction with St Saviour's Way for a distance of 40 metres in an easterly direction
- (xiv) the south side from a point 342 metres east of its junction with St Saviour's Way to its junction with Union Road
- (xv) the south side from a point 82 metres east of its junction with St Saviour's Way for a distance of 74 metres in an easterly direction

Market Street, Crediton

- (i) the east side from a point 28 metres south of its junction with Parliament Street for a distance of 12 metres in a southerly direction
- (ii) the east side from its junction with High Street for a distance of 63 metres in a northerly direction
- (iii) the east side from its junction with Parliament Street for a distance of 10 metres in a southerly direction
- (iv) the west side from its junction with High Street for a distance of 19 metres in a northerly direction
- (v) the west side from its junction with The Burrowe for a distance of 12 metres in a southerly direction

North Street, Crediton

- (i) the east side from a point 35 metres south of its junction with Parliament Street in a southerly direction to its junction with High Street
- (ii) the east side from its junction with Parliament Street in a southerly direction for a distance of 11 metres
- (iii) the west side from a point 100 metres north of its junction with High Street in a northerly direction to its junction with Parliament Street
- (iv) the west side from a point 73 metres north of its junction with High Street for a distance of 7 metres in a northerly direction
- (v) the west side from its junction with High Street for a distance of 67 metres in a northerly direction

Parliament Street, Crediton

- (i) the north side from a point 124 metres west of its junction with Deep Lane in a westerly direction to its junction with The Burrowe
- (ii) the south side from a point 24 metres west of its junction with North Street for a distance of 6 metres in a westerly direction
- (iii) the south side from its junction with Market Street in an easterly direction to a point 42 metres west of its junction with North Street
- (iv) the south side from its junction with North Street for a distance of 6 metres in a westerly direction

St Lawrence's Green, Crediton

- (i) the south side from a point 28 metres east of its junction with St Martin's Lane to its junction with High Street
- (ii) the south side from a point 70 metres east of its junction with St Martin's Lane to its junction with Kiddicott

St Lawrence's Green (southern Leg), Crediton

- (i) the north side from its junction with Western Road to its junction with High Street

Union Road, Crediton

- (i) the south side from its junction with High Street for a distance of 183 metres in an easterly direction

Schedule No**3.001 No Loading At Any Time****High Street, Crediton**

- (i) the south side from a point 82 metres east of its junction with St Saviour's Way for a distance of 54 metres in an easterly direction

Schedule No**4.018 Limited Waiting Mon-Sat 8am-6pm 2 Hours No Return Within 4 Hours****Town Park, Crediton**

- (i) the north side from a point 19 metres east of its junction with St Saviour's Way for a distance of 108 metres in an easterly direction

Schedule No**4.082 Limited Waiting Mon-Fri 2pm-6pm and Sat 8am-6pm 30 Minutes No Return Within 2 Hours****St Lawrence's Green (southern Leg), Crediton**

- (i) the south side from a point 5 metres east of its junction with Landscore Close for a distance of 10 metres in an easterly direction

Schedule No**4.083 Limited Waiting Mon-Sat 8am-6pm 30 Minutes No Return Within 2 Hours****St Lawrence's Green (southern Leg), Crediton**

- (i) the south side from a point 15 metres east of its junction with Landscore Close for a distance of 11 metres in an easterly direction

Schedule No**4.084 Limited Waiting Mon-Sat 8am-6pm 45 Minutes No Return Within 2 Hours****Belle Parade, Crediton**

- (i) the north side from a point 6 metres east of its junction with Deep Lane for a distance of 20 metres in an easterly direction

High Street, Crediton

- (i) the north side from a point 13 metres west of its junction with Market Street for a distance of 15 metres in a westerly direction
- (ii) the north side from a point 134 metres west of its junction with Searle Street for a distance of 25 metres in a westerly direction
- (iii) the north side from a point 16 metres east of its junction with Searle Street for a distance of 88 metres in an easterly direction
- (iv) the north side from a point 23 metres west of its junction with Searle Street for a distance of 30 metres in a westerly direction
- (v) the north side from a point 57 metres west of its junction with Searle Street for a distance of 9 metres in a westerly direction
- (vi) the north side from a point 72 metres west of its junction with Searle Street for a distance of 27 metres in a westerly direction
- (vii) the south side from a point 156 metres east of its junction with St Saviour's Way for a distance of 23 metres in an easterly direction
- (viii) the south side from a point 183 metres east of its junction with St Saviours Way for a distance of 12 metres in an easterly direction
- (ix) the south side from a point 215 metres east of its junction with St Saviour's Way for a distance of 29 metres in an easterly direction
- (x) the south side from a point 25 metres east of its junction with St Saviour's Way for a distance of 32 metres in an easterly direction
- (xi) the south side from a point 271 metres east of its junction with St Saviour's Way for a distance of 5 metres in an easterly direction
- (xii) the south side from a point 326 metres east of its junction with St Saviour's Way for a distance of 16 metres in an easterly direction
- (xiii) the south side from a point 57 metres east of its junction with St Saviour's Way for a distance of 6 metres in an easterly direction

Market Street, Crediton

- (i) the east side from a point 10 metres south of its junction with Parliament Street for a distance of 18 metres in a southerly direction
- (ii) the west side from a point 12 metres south of its junction with The Burrowe for a distance of 32 metres in a southerly direction
- (iii) the west side from a point 19 metres north of its junction with High Street for a distance of 23 metres in a northerly direction

North Street, Crediton

- (i) the east side from a point 11 metres south of its junction with Parliament Street for a distance of 24 metres in a southerly direction
- (ii) the west side from a point 77 metres north of its junction with High Street for a distance of 23 metres in a northerly direction

Parliament Street, Crediton

- (i) the north side from a point 92 metres west of its junction with Deep Lane for a distance of 32 metres in a westerly direction
- (ii) the south side from a point 30 metres west of its junction with North Street for a distance of 12 metres in a westerly direction

- (iii) the south side from a point 6 metres west of its junction with North Street for a distance of 18 metres in a westerly direction

Searle Street, Crediton

- (i) the west side from a point 12 metres north of its junction with High Street for a distance of 24 metres in a northerly direction
- (ii) the west side from a point 43 metres north of its junction with High Street in a northerly direction for a distance of 19 metres
- (iii) the west side from a point 67 metres north of its junction with High Street in a northerly direction for a distance of 12 metres

St Lawrence's Green, Crediton

- (i) the south side from a point 27 metres east of its junction with St Martin's Lane for a distance of 44 metres in an easterly direction

Union Road, Crediton

- (i) the south side from a point 128 metres west of its junction with Bowden Hill for a distance of 47 metres in a westerly direction

Schedule No

4.139 Limited Waiting Mon-Sat 8am-6pm 45 Minutes No Return Within 45 Minutes

East Street, Crediton

- (i) the north side from a point 10 metres east of its junction with Church Lane for a distance of 20 metres in an easterly direction
- (ii) the north side from a point 34 metres east of its junction with Church Lane for a distance of 19 metres in an easterly direction

Schedule No

4.166 Limited Waiting Mon-Sat 2pm-6pm 45 Minutes No Return Within 2 Hours

High Street, Crediton

- (i) the north side from a point 28 metres west of its junction with Market Street for a distance of 12 metres in a westerly direction

Schedule No

7.001 Disabled Badge Holders Only At Any Time

High Street, Crediton

- (i) the north side from a point 128 metres west of its junction with Searle Street for a distance of 6 metres in a westerly direction
- (ii) the south side from a point 244 metres east of its junction with St Saviour's Way for a distance of 7 metres in an easterly direction
- (iii) the south side from a point 276 metres east of its junction with St Saviour's Way for a distance of 10 metres in an easterly direction

Schedule No

8.020 Loading Only Mon-Fri 8am-2pm

St Lawrence's Green (southern Leg), Crediton

- (i) the south side from a point 5 metres east of its junction with Landscore Close for a distance of 10 metres in an easterly direction

Schedule No

8.069 Loading Only Mon-Sat 8am-2pm

High Street, Crediton

- (i) the north side from a point 28 metres west of its junction with Market Street for a distance of 12 metres in a westerly direction
- (ii) the south side from a point 251 metres east of its junction with St Saviour's Way for a distance of 15 metres in an easterly direction

dated

The COMMON SEAL of)

Devon County Council)

was hereunto affixed)

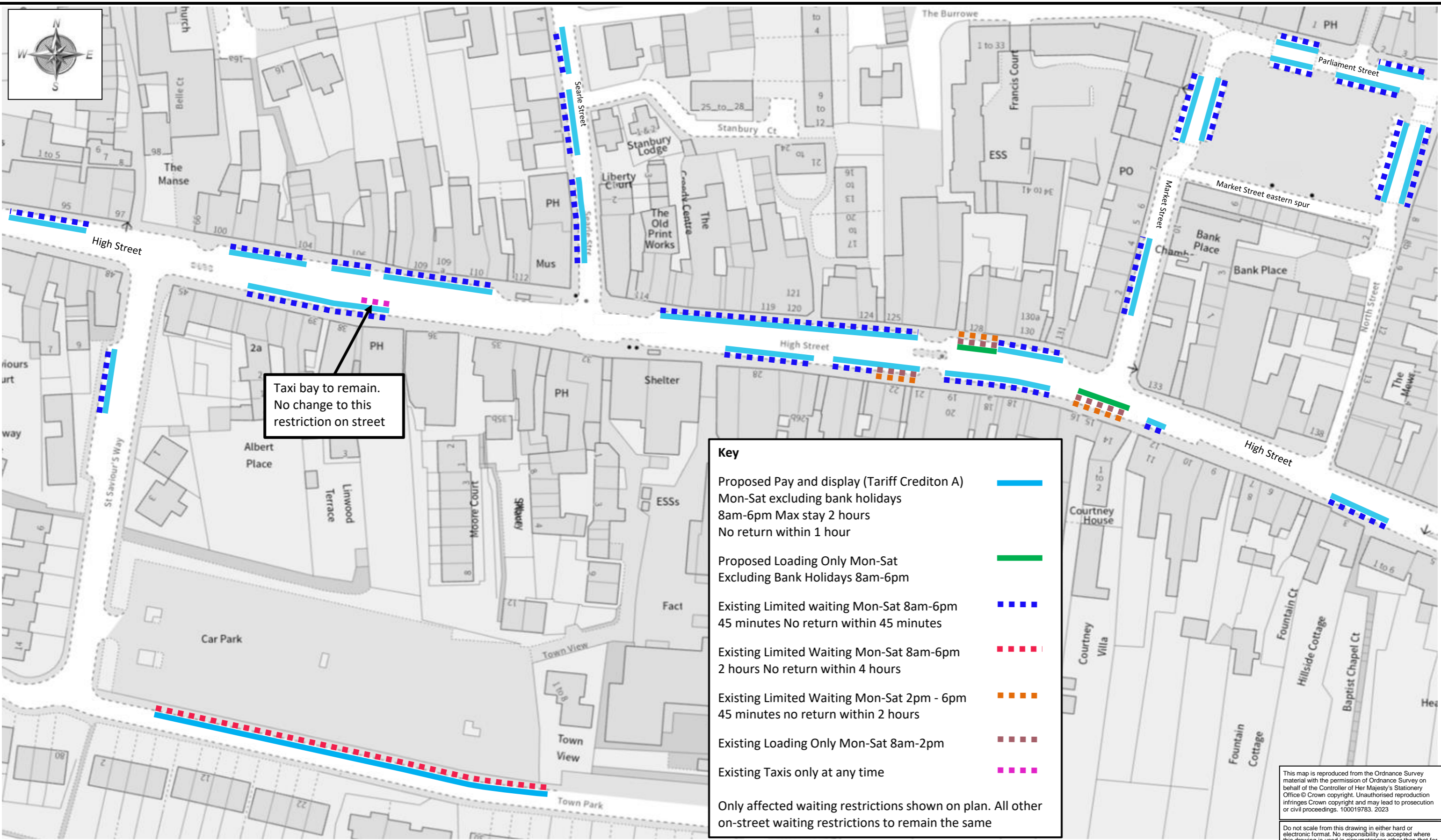
in the presence of)

duly authorised signatory

document number _____

reference imr/DEV001/630

website reference 6050

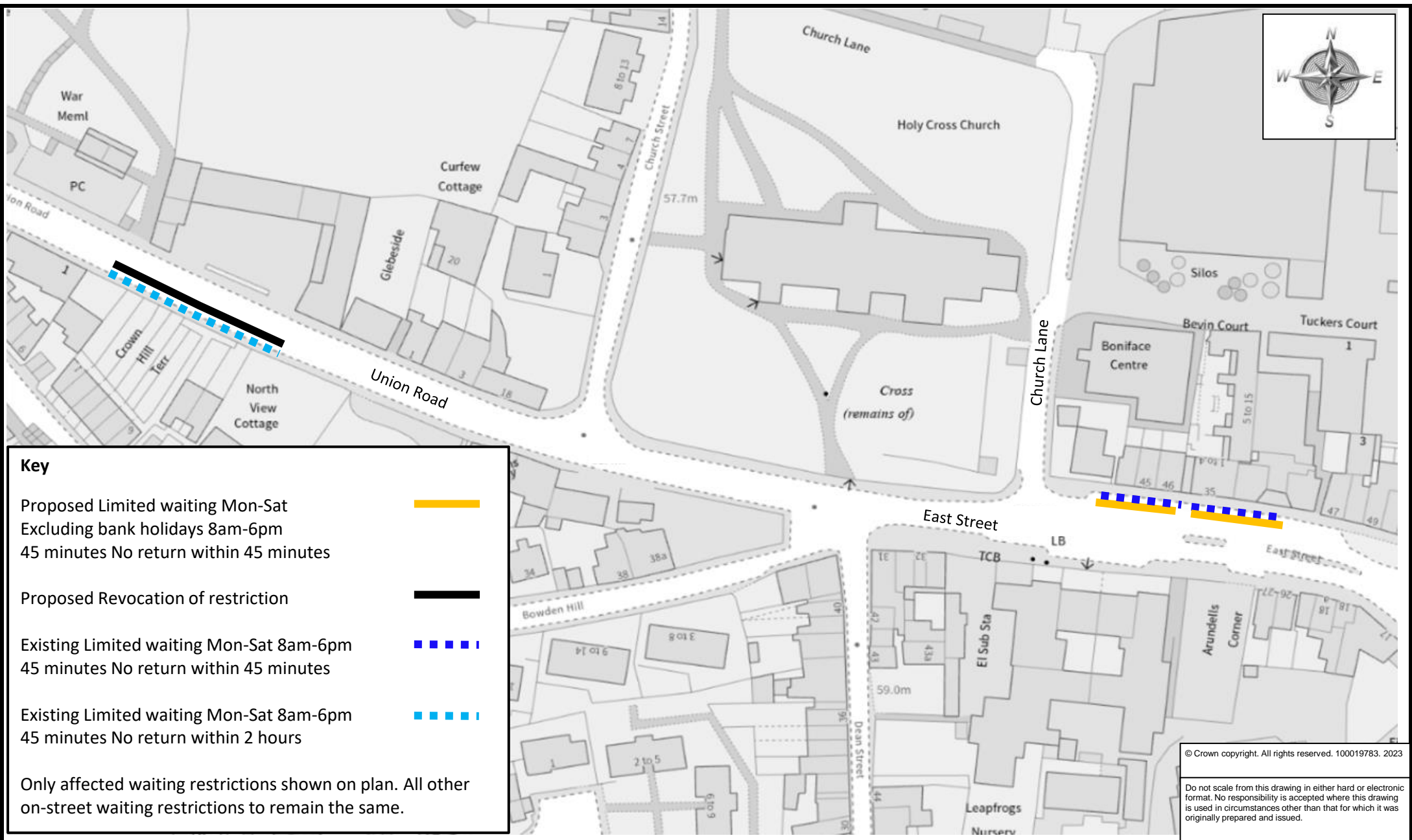


Taxi bay to remain.
No change to this
restriction on street

Key	
Proposed Pay and display (Tariff Crediton A) Mon-Sat excluding bank holidays 8am-6pm Max stay 2 hours No return within 1 hour	
Proposed Loading Only Mon-Sat Excluding Bank Holidays 8am-6pm	
Existing Limited waiting Mon-Sat 8am-6pm 45 minutes No return within 45 minutes	
Existing Limited Waiting Mon-Sat 8am-6pm 2 hours No return within 4 hours	
Existing Limited Waiting Mon-Sat 2pm - 6pm 45 minutes no return within 2 hours	
Existing Loading Only Mon-Sat 8am-2pm	
Existing Taxis only at any time	
Only affected waiting restrictions shown on plan. All other on-street waiting restrictions to remain the same	

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Key

- Proposed Limited waiting Mon-Sat
Excluding bank holidays 8am-6pm
45 minutes No return within 45 minutes
- Proposed Revocation of restriction
- Existing Limited waiting Mon-Sat 8am-6pm
45 minutes No return within 45 minutes
- Existing Limited waiting Mon-Sat 8am-6pm
45 minutes No return within 2 hours

Only affected waiting restrictions shown on plan. All other on-street waiting restrictions to remain the same.

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Telephone 0345 155 1004

SCHEME

CREDITON TOWN CENTRE

DRAWING

PROPOSED PAY AND DISPLAY

drawn by **PG** scale **NTS**

date **26-Sep-2023** O.S.Ref **283597, 100149**

drawing number **ENV6050/5 (B)**

Key

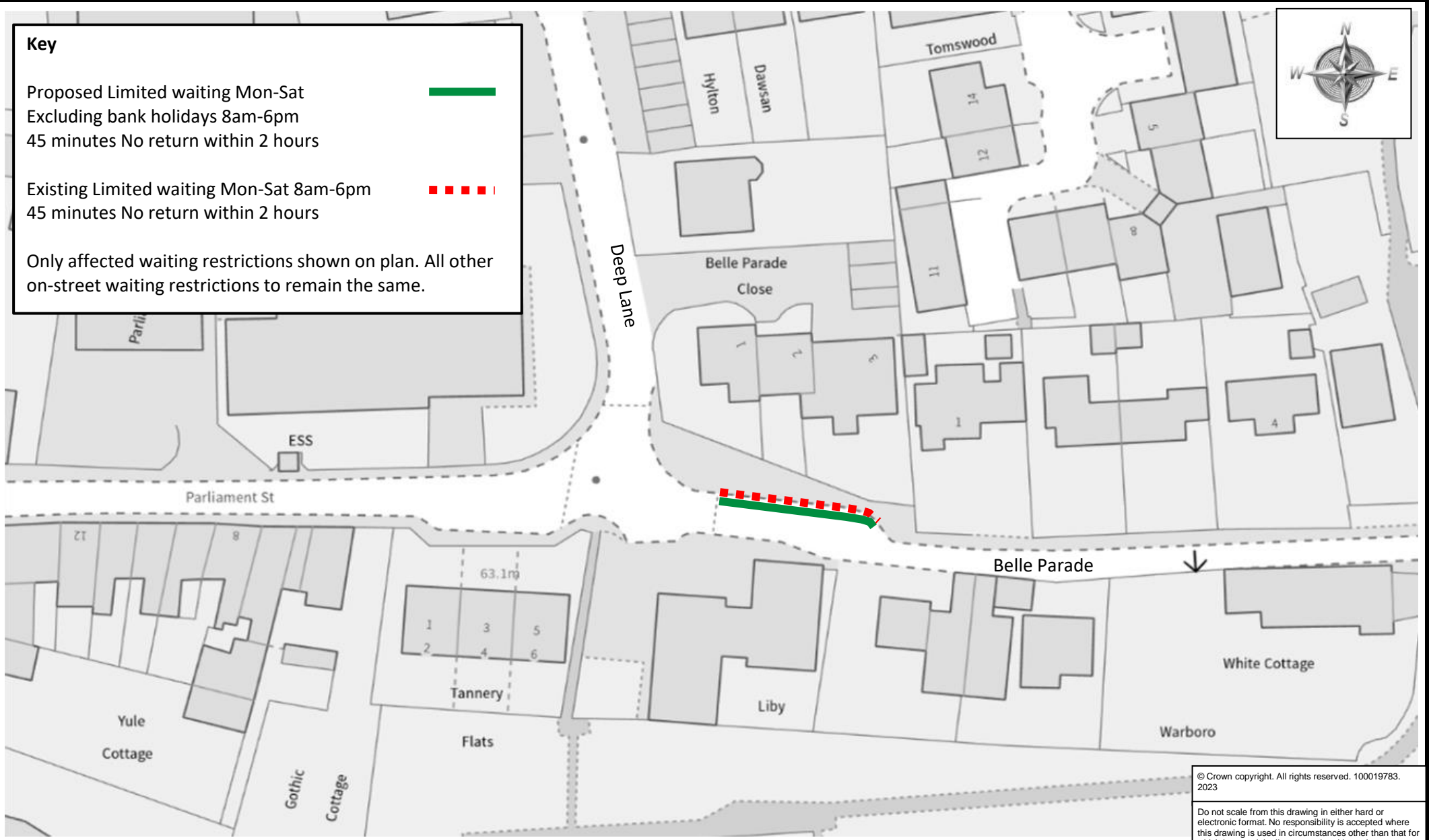
Proposed Limited waiting Mon-Sat
Excluding bank holidays 8am-6pm
45 minutes No return within 2 hours



Existing Limited waiting Mon-Sat 8am-6pm
45 minutes No return within 2 hours



Only affected waiting restrictions shown on plan. All other
on-street waiting restrictions to remain the same.



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SCHEME	CREDITON TOWN CENTRE	
DRAWING	PROPOSED PAY AND DISPLAY	

drawn by	scale
PG	NTS
date	O.S.Ref
15-Aug-2023	283407, 100400
drawing number	
ENV6050/6 (A)	

Key

- Proposed Limited waiting Mon-Sat
Excluding bank holidays 8am-6pm
45 minutes No return within 2 hours —■
 - Proposed Limited waiting Mon-Fri
Excluding bank holidays 2pm-6pm
30 minutes No return within 2 hours —■
 - Proposed Loading only Mon-Fri
Excluding bank holidays 8am-2pm —■
 - Existing Limited waiting Mon-Sat 8am-6pm
45 minutes No return within 2 hours - - - -
 - Existing Limited waiting Mon-Sat 8am-6pm
30 minutes No return within 2 hours ■ ■ ■ ■
 - Existing Limited waiting Mon-Fri 2pm-6pm
30 minutes No return within 2 hours ■ ■ ■ ■
 - Existing Loading Only Mon-Fri 8am-2pm ■ ■ ■ ■
- Only affected waiting restrictions shown on plan. All other on-street waiting restrictions to remain the same.



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SCHEME

CREDITON TOWN CENTRE

DRAWING

PROPOSED PAY AND DISPLAY

<i>drawn by</i>	<i>scale</i>
PG	NTS
<i>date</i>	<i>O.S.Ref</i>
15-Aug-2023	283407, 100400
<i>drawing number</i>	
ENV6050/7 (A)	

Community Self-Delivery of Highway Improvements

Report of the Director of Climate Change, Environment and Transport

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

1) Recommendation

- (a) That the Corporate, Infrastructure and Regulatory Services Scrutiny Committee be thanked for their consideration of the proposals for Community Self-Delivery of Highway Improvements.
- (b) That Cabinet be asked to approve the Community Self-Delivery of Highway Improvements trial to enable communities to fund and deliver their own minor highway improvements in line with the guidance notes included in Appendix A.
- (c) That the findings of the trial are brought back to a future Cabinet Committee.

2) Background

At the Full Council meeting on 25th May the Cabinet Member for Highway Management reported that the Climate Change, Environment and Transport directorate was considering community self-delivery of minor changes to the highway network where communities have funding in place but the Service lacks the capacity to deliver on their behalf. The Service receives occasional requests from communities that would like to progress improvements themselves.

The Highways and Traffic Management service remains under pressure to manage and operate the network and often lacks capacity to take these proposals forward in a timely fashion. As such the service has developed a guide that would allow local communities to self-deliver these improvements.

The Corporate, Infrastructure and Regulatory Services Scrutiny Committee considered the proposals at its meeting on 16 November 2023.

3) Proposal

The Highways and Traffic Management service was the first authority in the country to promote the idea of community self-help, initially through the Snow Warden scheme and then by the Road Warden scheme. These initiatives enable communities to take a more active role in the maintenance and operation of the highway network in and around their locality while providing welcome support to the service which is managing a deteriorating

asset. For the purpose of this initiative, 'Communities' are defined as Parish or Town Councils.

The Road Warden Scheme is primarily focused on low level maintenance activities such as grass cutting, sign cleaning and pothole repairs on low maintenance category roads. This proposal takes the community self-help to the next stage by enabling communities to self-deliver minor highways improvements such as dropped crossings, footways, speed limits and traffic calming features.

The Highways and Traffic Management Service with the support of the Engineering Design Group have co-authored a guide for communities which is included in Appendix A. The guide lays out the typical steps that need consideration when delivering permanent works. These steps include;

- Appointing a competent designer
- Environmental considerations (biodiversity, heritage, etc)
- Road Safety and Maintenance Audits
- Consultation with affected parties
- Traffic Regulation Orders

A competent designer would guide communities through the self-delivery process, however, the Highways and Infrastructure group has extensive knowledge and experience of the delivery of a wide range of improvements and would remain available to support and offer direction to communities through a series of 'gateway' reviews. It is suggested that the service would meet with the community and/or their designer at the following key stages;

- Project initiation – early discussion to agree proposals and scope of changes
- Feasibility design – following the completion of an initial design
- Detailed design – once all approvals are in place but prior to awarding a contract
- Pre-construction – meeting with community and their contractor
- Post-construction – to review completed works

The intention will be to undertake a number of trial schemes as a proof of concept, looking at different geographies and work types. The Service would take on board any learning from the trial to develop the guidance further before reporting back to Cabinet and subject to approval wider promotion to all communities.

4) Options / Alternatives

a) Do nothing

This would limit the ability for communities who have the necessary funds in place to deliver improvements within their local area.

b) Increase the capacity of the service to deliver more

The capacity of the service is subject to change based on the number of commissions it has to deliver at any one time. As such, this workload is ultimately influenced by Government policy as well as the County Council's transport and asset maintenance priorities. Even if the service has capacity in the future, there is no reason why communities shouldn't still have the ability to self-deliver if that is their preference.

There are recruitment challenges across the sector that are impacting the ability to increase resources.

5) Consultations / Representations / Technical Data

The Corporate Infrastructure and Regulatory Services Scrutiny Committee considered the proposals at its meeting on 16 November and supported the proposed trial. (Minute *136 refers). The Committee recommended that Town and Parish Councils are supported in self-delivery by having a checklist as part of the guidance supporting the community in carrying out these works. This checklist will be developed alongside the Guidance set out at Appendix A.

6) Strategic Plan

It is anticipated that communities will look to promote small improvements to walking and aids to improvement such as traffic calming. Based on this assumption the proposal is well aligned to a range of the Strategic Plan priorities by improving the environment and supporting communities.

The table below summarises how the proposals would impact achievement of relevant Strategic Plan actions according to a seven-point scale, whereby -3 represents a large negative impact and +3 represents a large positive impact.

Strategic Plan Priority	Strategic Plan Action	Alignment
Investing in Devon's economic recovery	Secure investment in transport infrastructure	+1 (slight positive)
	Maintain and, where necessary, improve our highway network and improve sustainable transport options	+1 (slight positive)
	Deliver £500 million Council capital investment programme over five years	+1 (slight positive)
Improving health and wellbeing	Give people greater opportunities for walking and cycling to increase their physical activity	+1 (slight positive)
Helping communities to be safe, connected and resilient	Continue to support our vibrant community and voluntary sector	+2 (moderate positive)
	Work with voluntary, community and social enterprise organisations on shared plans and aspirations around recovery	+2 (moderate positive)
	Work with communities to enable them to come together to tackle shared challenges	+2 (moderate positive)
	Engage directly with people in meaningful ways and encourage participation in decisions that affect them	+2 (moderate positive)

7) Financial Considerations

The proposal is intended to allow communities to fund their own priorities and as such will have no financial impact on the County Council. The costs associated with the staffing time to manage the gateway review process would be Devon County Council's support to the project.

In line with any works carried out by a third party the County Council would request a bond from the community which would protect the County Council should the works not be completed to a satisfactory standard.

In addition to a bond, the County Council will require a commuted sum that will contribute to the additional maintenance burden from any additional assets.

8) Legal Considerations

Any third party making changes to the Highway network would be expected to enter an agreement in line with Section 278 of the Highways Act. This agreement would offer protection to the County Council by making clear to communities the requirements to deliver any improvement.

The types of project to be promoted under the proposal are unlikely to meet the threshold for the Construction, Design and Management Regulations (2015). However, it is important that communities recognise that if they are promoting works they would be considered as Clients and the need to appoint a competent designer. In addition, a highway designer will be expected to have professional indemnity insurance in place with a minimum value of £5m. Contractors will need to hold public liability insurance with a minimum value of £5m.

The liability associated with the design of any changes to the highway would remain with the designer and not automatically transfer to the County Council. The gateway review process would accept proposals rather than be an approval body.

The legislation associated with permanent Traffic Regulation Orders requires the County Council to formally seal the order. However, there is no objection to communities engaging with a private solicitor to develop the order in advance of sealing. It is of course vital that communities undertake the consultation process and resolve objections through the local HATOC committee.

In order for the project to be viable the County Council's insurance policy will need to agree to its inclusion. Discussions are currently taking place with insurers.

9) Environmental Impact Considerations (Including Climate Change, Sustainability and Socio-economic)

The proposal intends to provide communities with the ability to self-deliver minor improvements to the highway assets in their locality. Without knowing what proposals might come forward it is difficult to accurately reflect the environmental impacts. However, it is anticipated that communities will want to promote relatively minor walking projects and aids to movement that would have a positive impact on active travel.

The guidance document highlights the need for communities to consider the impacts on biodiversity and the environment as schemes are developed.

The gateway review process is an opportunity for officers to use their knowledge and experience to highlight areas that may require further consideration.

10) Equality Considerations

Where relevant, in coming to a decision the Equality Act 2010 Public Sector Equality Duty requires decision makers to give due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding

in relation to the protected characteristics (age, disability, gender reassignment, marriage and civil partnership (for employment), pregnancy and maternity, race/ethnicity, religion or belief, sex and sexual orientation).

The proposal to enable community self-delivery does not in itself have a negative impact on any part of our community, however the guidance document highlights the importance of the need for an Impact Assessment to be developed by communities on a project-by-project basis. The Gateway Process will provide an opportunity to review any Impact Assessments in line with DCC's Public Sector Equality Duty. As part of the trial the ability for DCC to ensure its Public Sector Equality Duty, will be closely monitored, and included in the learning as a specific issue.

11) Risk Management Considerations

This proposal has been assessed and all necessary safeguards or actions have been taken to safeguard the Council's position.

12) Summary

There have been occasions when communities have been unable to carry out minor improvements to the highway network due to limited resources within the County Council. The proposal provides communities with the necessary guidance to take forward these changes where they have adequate resources.

Meg Booth

Director of Climate Change, Environment and Transport

Electoral Divisions: All

Cabinet Member for Highway Management: Councillor Stuart Hughes

Local Government Act 1972: List of background papers

Nil

Contact for enquiries:

Name: Robert Richards

Telephone: 01392 384624

Address: County Hall, Exeter EX2 4QD

Community Self-Delivery of Highway Improvements – Final

Community Self-Delivery Guide for Works on the Highway

Minor works on the Highway can be delivered by communities by way of the Devon County Council [Road Warden Scheme](#)¹. The list is not exhaustive but typically covers:

- Pothole repairs (when they do not meet our intervention criteria).
- Clearing weeds.
- Cleaning signs.
- Cleaning drainage (gully gratings).
- Cutting grass.
- Repairing finger posts.
- Cutting hedges.
- Set up a road closure for special events.
- Managing verges for wildlife

Communities are also able to prepare and deliver their own minor improvement projects on the Highway. The information below sets out the various stages of a typical project and will be relevant in most cases. For the purposes of this guide a 'Community' is defined as a Parish or Town Council.

Feasibility and Design

To develop support for a proposed improvement it is useful to gather evidence of the issue to be solved. This evidence might take the form of traffic flows, pedestrian flows or traffic speed records. Your local Neighbourhood Highway Officer will be able to tell you if something similar has previously been considered and discounted for any reason.

Depending on the complexity of the proposals it is expected that a highway designer will need to be engaged to carry out a design, this design will need to be detailed enough to acquire the necessary permissions. The design may require consideration of impact of surface water run off, drainage outfalls, environmental compensation, heritage implications, accessibility, ongoing maintenance implications and whole life costs and the impact of any existing services such as gas pipes and electrical cabling. The final design will comprise of drawings, a works specification and possibly a bill of quantities listing all the elements and their costs.

¹ <https://www.devon.gov.uk/communities/opportunities/road-warden-scheme>

A highway designer will need to have professional indemnity insurance in place with a minimum value of £5m. For very basic schemes with little to no expected impact on the travelling public it may be possible to reduce this and DCC will be able to advise on the appropriate level of design.

Communities will need to recognise their role as a Client in any project. The Construction, Design and Management Regulations (2015) are unlikely to be applicable for minor changes but for a successful project it is important to appoint a competent designer and contractor.

Gateway Reviews

Devon County Council has extensive knowledge and experience of delivering projects and would remain available to offer support to communities and ensure that any proposals being developed are accepted by the Highway Authority through a series of Gateway Reviews.

These reviews provide an opportunity to discuss the proposal and offer advice as to the next steps. The reviews need to be undertaken at the following stages

- Project initiation – early discussion to discuss proposals and agree scope of change
- Feasibility design – following the completion on an initial design
- Detailed design – once all approvals are in place and in a position to award a contract
- Pre-construction – meeting with community and their contractor
- Post-construction – to review completed works

Traffic Regulation Orders

Where proposals restrict or prohibit use of a section of the highway network, for example a new speed limit or “no entry”, a Traffic Regulation Order (TRO) is needed.

A TRO can be drafted by a highway designer that you appoint, or this is something that we can support you in. Once drafted and agreed by the Authority the TRO will need to be advertised for at least 21 days in the local press and via notices on street where the changes are proposed, information will also be made available on the DCC webpages and at a nominated council office. Objections and comments must be made online or by writing to the address in the notice. Any objections received will be considered by local elected members who decide whether to allow the scheme to proceed as advertised, modify the scheme or abandon it. In some instances, it will be appropriate to report objections to one of the DCC Highways and Traffic Order Committees (HATOC).

It is essential that a proposed TRO is advertised adequately and any comments whether positive or in objection are laid out for the HATOC to consider. Failure to follow the process could lead to legal challenge and ultimately, failure of the project. As this is part of the

democratic process it is important to note that your scheme may not proceed if significant objection is received. Therefore, it is important that you ensure you have support from the community and local elected member before proceeding.

The TRO process will take between 6 – 12 months to complete and can cost as much as £6,000.

More information can be found here: [Traffic regulation orders – Road and Transport \(devon.gov.uk\)](https://www.devon.gov.uk/traffic-regulation-orders-road-and-transport)

Permissions

The following is a list of the typical permissions that will be needed to implement the scheme. Further documents may be required to support a planning application.

- Land acquisition – Land ownership records can be obtained from the Land Registry, if the land isn't already Highway land, a land purchase will be required.
- Planning Permission – works are likely to require a planning application. Further information on what supporting information is needed and how to submit the application is available via the [Planning Portal](#) or via the [local district planning authority](#).
- Permission to Advertise – where a TRO is required permission to advertise will be required from elected Members, after proposals are approved by Officers.
- Road Safety Audit – all works will require a Road Safety Audit carried out by a qualified person. This ranges between a simple Minor Scheme Safety Audit to a full Road Safety Audit carried out to [GG119](#)² by an independent qualified road safety auditor. GG119 contains examples of how to write an RSA brief. RoadSafetyAudit-mailbox@devon.gov.uk can provide advice on the appropriate approach for a particular project.
- Maintenance Audit – a highway maintenance audit will be required to ensure that proposals don't inadvertently increase the amount of maintenance required. This process will require site construction drawings and specification of the works. A maintenance audit form can be provided by your Neighbourhood Highway Officer.
- The County Council would draw up a legal agreement with the community in line with section 278 of the Highways Act. This agreement would lay out the responsibilities of each party. In addition, the County Council may require a bond which could be called upon if the Community failed to satisfactorily complete the works to the agreed standard.

Equality Needs Impact Assessment

Changes to highway assets will require an equality assessment if they will have an impact on people or the environment. Failure to carry out this assessment may at best mean some

² [710d4c33-0032-4dfb-8303-17aff1ce804b \(standardsforhighways.co.uk\)](https://www.standardsforhighways.co.uk/710d4c33-0032-4dfb-8303-17aff1ce804b)

people within the community are negatively impacted by the change, however, it may lead to a breach of someone's human rights.

More information and support can be found at [Toolkit - Impact Assessment \(devon.gov.uk\)](#)

Construction Work

Contractors that work on the public highway must have the appropriate licence in place. A contractor can apply for the relevant licence [here](#)³, this will give the contractor permission to work on the highway and will allow them to book the necessary road space to undertake the work, the timescales for this depend on the type of traffic management that's proposed. The advance notice for a complete road closure is 3 months, for less intrusive methods the timescales may be shorter. It is important to recognise the responsibility for contractors to consult with stakeholders that may be impacted by the works. We can provide a list of consultees on request.

- Works that include an element of excavation – Section 50 licence
- All other works – Section 171 licence ([Licences to work on the highway](#))⁴

A Temporary Traffic Regulation Order will be required for road closures ([TTRO](#))⁵

Contractors may choose to use another company to undertake the traffic management (e.g. Traffic lights and road closures), but any contractors working on the highway should have the correct insurance, training and certification. Additionally, they should be employed to deal with any emergency that might arise on the highway out of hours.

DCC is able to provide a standard works specification on request. It will be important to ensure all construction works are carried out in line with this specification for both safety and long-term durability.

³ <https://www.devon.gov.uk/roadsandtransport/make-a-request/store-materials-on-the-road/place-materials-on-the-road-section-171/>

⁴ <https://www.devon.gov.uk/roadsandtransport/make-a-request/>

⁵ <https://www.devon.gov.uk/roadsandtransport/make-a-request/temporary-traffic-restrictions/>