



CREDITON TOWN COUNCIL

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Devon
EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a **Community & Environment Committee meeting**, which will be held on **Tuesday, March 26, 2024, at 19:00, at Old Landscore School, Greenway, 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

Wednesday, 20 March 2024

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

84 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

85 - 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)

86 - Apologies

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

87 - 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)

88 - Climate Emergency

To note that decisions will be made with the climate emergency at the forefront of decision and policy making

89 - 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

90 - Chair's and Clerk's Announcements

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

91 - Community and Environment Committee Minutes

To approve and sign the minutes of the meeting held on **23 January 2024**, as a correct record (minutes will be issued with the agenda)

92 - Allotments

- To consider the following issues and agree a course of action – Vacant plots, Non-Cultivation Notices and Notices to Quit
- To receive a verbal report on the Boniface Allotments Association AGM
- To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions

93 - Crediton Urban Taskforce [CUT!]

- To receive an update on [CUT!] and agree any actions (documents will be issued with the agenda)
- To consider arranging a community street cleaning event and agree any actions (this item was requested by Cllr N Letch)

94 - Well Parks Hill

To receive an update on the grass verges and trees planted at Well Parks Hill and agree any actions

95 - War Memorial

To note a request to decorate the War Memorial prior to D-Day celebrations

96 - Union Road toilet block

To receive a report and consider the quotations therein to repair the toilet and agree any actions

97 - Britain in Bloom 2024

- To receive an update on the Britain in Bloom Pennant Award
- To receive an update on the It's Your Neighbourhood (IYN) Competition

98 - No Mow May

To consider joining the No Mow May campaign in 2024

99 - Town Square benches

To note and agree the arrangements for cleaning the Town Square benches

100 - Action Plan

To agree replacement wording, as requested by Full Council, for the following statement in the Action Plan:

- 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.

101 - Date of next meeting

To note that the date of the next meeting will be **28 May 2024**

102 - Part II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

103 - Union Road toilet block

To receive a report following the surveys carried out, consider the recommendations therein and make a recommendation to Full Council

104 - Reports Pack

Attachments - internal use only

[AI 91 - Minutes 2024-01-23 - Community and Environment Committee.pdf](#)

[AI 93 - \[CUT!\] update.pdf](#)

[AI 96 - Union Road toilet block report.pdf](#)

[AI 99 - Town Square benches report.pdf](#)



**Minutes of the Community & Environment Committee meeting held on Tuesday,
January 23, 2024 at 19:00 in Old Lanscore School, Greenway, EX17 3LP.**

Present:	Clrs Guy Cochran, Liz Brookes-Hocking, Natalia Letch, Paul Perriman, Joyce Harris, John Downes, Giles Fawssett
Apologies:	Cllr Georgina Stone
In Attendance:	Penni Tearle, Chair of Boniface Allotments Association 2 members of the public
Minute Taker:	Emma Anderson

MINUTES

68 WELCOME AND INTRODUCTION

The Chair opened the meeting at 19.00 and members introduced themselves.

69 PUBLIC QUESTION TIME

One member of the public commented on large amounts of rubbish being left around the Barnfield area, particularly following recycling/bin collection days. They asked if the town council can help? Cllr Cochran advised this would be raised with Mid Devon District Council.

Second member of the public:

Question 1 - As a member of the public who regularly watches the recordings of various CTC meetings on Facebook, I can attest to the fact that the sound of the Town Clerk typing often obscures what is being said, either by councillors or members of the public. Would the Council kindly consider placing the owl at such a distance from the Town Clerk as to make the noise from typing less intrusive?

The Deputy Clerk confirmed that the owl had been moved further away at this meeting and the sound quality would be assessed afterwards and other options explored if necessary.

Question 2 - At the risk of incurring the wrath of Cllr Fawssett who has accused me of "prattling on" at the last Full Town Council meeting about the potential breach of GDPR which he sees as a mere "technical thing", may I ask if the Council has informed the Boniface Allotments Association, or indeed any of the allotment tenants about that potential breach, or would they rather I did so?

The Deputy Clerk advised that allotment tenants had been contacted, however a response to this question would be sent via email in due course.

Question 3 - Item 72 on the agenda "Climate Emergency" states "To note that decisions will be made with the climate emergency at the forefront of decision and policy making". This item appears on the majority of meeting minutes but seems to be little more than a tick box exercise. If the Council are truly serious about this point, and in the hope of clawing back some kudos with Cllr Fawssett, would the Council consider having an item added to the end of each meeting to reflect upon how any decisions made actually reflect this goal?

Members agreed that the Council Affairs & Finance Committee could consider implementing an evaluation of how the Climate Emergency has been considered at the end of each agenda or whether climate emergency considerations should be highlighted during each agenda item.

70 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr Georgina Stone. (Proposed by Cllr Cochran)

71 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

There were no dispensation requests.

72 CLIMATE EMERGENCY

Noted.

73 ORDER OF BUSINESS

There were no changes to the order of business.

74 CHAIR'S AND CLERK'S ANNOUNCEMENTS

None.

75 COMMUNITY AND ENVIRONMENT COMMITTEE MINUTES

It was **resolved** to approve and sign the minutes from the meeting held on 28 November 2023. (Proposed by Cllr Harris)

76 ALLOTMENTS

- **To consider the following issues and agree a course of action – Vacant plots, Non-Cultivation Notices and Notices to Quit**

The Deputy Clerk advised that 2 notices to quit had been issued since the last meeting.

- **To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions**

The main path on the Barnfield site has gradually reduced in width as some of the adjacent allotment plots have pushed their boundaries very slightly over a long period of time. This has caused the turning circle to become a lot narrower. It was **resolved** to write to 2/3 plots along the path to ask that the bottom of their plot be reduced by approx. 1 metre in order to reinstate the width of the original path. (Proposed by Cllr Brookes-Hocking)

Penni Tearle left the meeting at 19.18.

77 CREDITON URBAN TASKFORCE (CUT)

It was **resolved** to approve Option 3 in the report. (Proposed by Cllr Cochran)

The Deputy Clerk confirmed that at the full council meeting held on 16 January 2024, it was resolved to approve a budget of £1,500 for CUT, with this to be taken from general reserves for the remainder of 23/24, with the town clerk having delegated authority to approve the payments to 31 March 2024. Members were reminded that prior approval is required before any of the budget is spent.

The following was agreed:

- CUT update will be a standing item on future Community & Environment Committee agendas
- The proposed poster requires two amendments. To change the wording to "non-statutory" in the first paragraph and correct the contact email address

78 FLORAL CREDITON 2024

- It was **resolved** to accept the recommendations contained within the report. (Proposed by Cllr Cochran)
- It was **resolved** to appoint Contractor A for the floral watering contract for 2024. (Proposed by Cllr Harris)

Climate emergency considerations: sustainable planting chosen and less watering required (reduced contractor visits).

79 SCOUT MEMORIAL GARDEN MAINTENANCE

It was **resolved** to appoint contractor A. (Proposed by Cllr Harris)

It was agreed to contact the Scouts and ask if they would like to get involved in looking after the small area of garden that they maintained previously.

80 GRASS VERGE CUTTING

Members discussed the requirements of the contract with Devon County Council and the minimum number of cuts being 4 per year. The Deputy Clerk confirmed that these verges are visibility splays and therefore the cuts are carried out to ensure visibility for vehicle users. It was agreed for the Deputy Clerk to circulate the cutting maps to members for review and consider writing to Devon County Council about the requirement to cut them.

It was **resolved** to appoint Contractor B, highlighting point 8 of the draft contract which states more or less cuts could be required throughout the year. (Proposed by Cllr Brookes-Hocking)

Members also discussed the grass verges at Well Parks Hill and requested further information regarding when these are strimmed and also whether a review of the trees on Well Parks Hill has been carried out as agreed during the development.

Climate emergency considerations:

- *Minimising number of cuts required per year (biodiversity and machinery/fuel usage)*
- *Contractor B is Crediton-based, reducing impact from travel*

81 EMERGENCY PLAN

The Deputy Clerk advised the committee that, since the Emergency Plan was first drafted, 2 members of the original Community Response Team remain. At the recent Snow Warden training, one member of the public attended.

Cllr Cochran explained that he had attended a meeting of Mid Devon District Council's (MDDC) Community Policy Development Group and that a consultation would be taking place soon on the Town & Parish Charter and this consultation could have an effect on how MDDC assist in Emergency Planning.

The Deputy Clerk agreed to circulate the current emergency plan to members and revisit this item at a future meeting, following the Town & Parish Charter review. In the meantime, the Deputy Clerk would start to amend the out-of-date information.

82 DATE OF NEXT MEETING

The date of the next meeting was **noted**. The meeting closed at 20.05.

83 REPORTS PACK

Signed

Dated.....



CREDITON URBAN TASKFORCE [CUT!]

[CUT!] Budget 2023/24

£1,500

Date	Item	Cost
18/03/2024	2 x A-boards	£129.85
18/03/2024	2 x roller road signs Line 1 "[CUT!]" Line 2 "Weeding in progress"	£143.58
19/03/2024	Publicity material: 1000 x A5 CUT-template 300 x A5 CUT-leaflet 50 x A4 CUT-poster 10 x A3 CUT-poster 4 x A1 CUT-poster	£180
Total		£453.43

CREDITON URBAN TASKFORCE [CUT!]

[CUT!] Action Days: March - July 2024

When	Tasks	Comments
Saturday 23 rd March 3 – 6pm	Exeter Road: raised footpath/walkway 1	from entrance to former Woods Salvage down to Four Mills Lane.
Saturday 6 th April 3 – 6pm	Exeter Road: raised footpath/walkway 2	
Saturday 20 th April 3 – 6pm	Spinning Path Gardens	overgrown path from Park Steet into estate
Saturday 4 th May (Star Wars Day) 3 – 6pm	High Street Sweep! <i>Community action</i>	whole of High Street, both sides from St Lawrence Green to Union Road/Union Terrace
Saturday 18 th May 3 – 6pm	Newcombes/Belle Parade junction	Belle Parade, and as far as Jockey Hill roundabout
Saturday 1 st June 3 – 6pm	War Memorial , and surrounding area of Union Road	<i>Notes: in advance of 6th June 80th anniversary of D-Day</i>
Saturday 15 th June (Trooping the Colour) 3 – 6pm	Park Street/Spruce Park	clear weeds from kerbs etc on steep approach to Spruce Park/Butt Parks
Saturday 29 th June 3 – 6pm	Entrance to Millennium Path from Alexandra Road	plus, around Higher Road/Alexandra Road/Jockey Hill junction
Saturday 13 th July 3 – 6pm	Pounds Hill top on west side	below junction with Long Meadows – clearing long neglected weeds and growth overhanging bank/wall
Saturday 27 th July 3 – 6pm	Park Road section with Park Street/Hunivers Close	pavement debris from overhanging hedge



CREDITON URBAN TASKFORCE [CUT!]

We are calling for HELP to clean
the streets of Crediton

WOULD YOU LIKE TO HELP OUT?

Please contact Crediton Town Council
for info on upcoming actions:

reception@crediton.gov.uk

or sign up using the QR code:



Supported by

CREDITON
TOWN COUNCIL





CREDITON URBAN TASKFORCE [CUT!]

[CUT!] aims to maintain Crediton's pavements, kerbs, paths and other public areas which have deteriorated in recent years due to service cuts by Devon County Council and Mid Devon District Council.

[CUT!] is a volunteer-led initiative, supported by Crediton Town Council (reimbursing transport of waste, providing tools, materials and refreshments!)

Would you like to help out?

Can you suggest a place in need of action?
Please contact Crediton Town Council:

reception@crediton.gov.uk
or sign up using the QR code.

Let's look after Crediton!



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Newcombes Meadow – toilet & tap replacement

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 26 March 2024

Recommendation

The Community & Environment Committee is recommended to consider the quotations received to replace the out of order toilet and tap in Newcombes Meadow toilet block.

1. Purpose

1.1 To consider the quotations received to install a new toilet and tap.

2. Background

- 2.1. A leak was first reported in the toilet cubicle on 5 September 2023. This was looked at and seals replaced on the sink as it was believed that the pipe beneath the sink was the cause.
- 2.2. On 8 September 2023, the cubicle was flooded again, at this point it was established that the tap was leaking, and water was also coming from the toilet after flushing.
- 2.3. Since then, the toilet has been out of order.
- 2.4. Necessary permissions are still being obtained from MDDC in order to install the new toilet block near the play area in Newcombes Meadow. Pre-application advice has been sought to ascertain whether planning permission is necessary.

3. Proposals

3.1 Proposal 1

Instruct a contractor to replace the toilet and tap in order that Newcombes Meadow toilet can be re-opened.

3.2 Proposal 2

Toilet to remain closed.

4. Financial Implications

- 4.1. The 23/24 water budget for Newcombes Meadow toilet has a balance of £2,200 remaining. Making a virement of £1,000 from this budget is due to be considered in Part Two. Leaving a possible £1,200 that will remain unspent. The recommendation to use these funds to replace the toilet would need to be considered by full council for approval.
- 4.2. The following quotations have been received:

Contractor A	Contractor B	Contractor C
Toilet £388.38 Tap £510.73	<i>Awaiting</i>	<i>Awaiting</i>
Labour £250		
Disposing of old toilet £50		
TOTAL = £1,199.11		

*All quotations are exclusive of VAT

5. Conclusion

5.1. With the toilet being out of order for over 6 months and delays with the installation of a new toilet block, it is important for the Committee to consider how to proceed as public toilet provision is an important topic to many residents.

Emma Anderson
Deputy Clerk



Cleaning of Town Square benches

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 26 March 2024

Recommendation

The Community & Environment Committee is recommended to note and agree the arrangements for the cleaning of the benches on the Town Square during the summer months.

1. Purpose

1.1 To discuss the arrangements for the cleaning of the Town Square benches.

2. Background

- 2.1. The benches in the town square were purchased during covid by the Town Team and have since become the responsibility of the town council.
- 2.2. Under the contract with The Turning Tides Project, they are required to provide town maintenance responsibilities including the following:
 - Cleaning, repainting, and repairing benches, planters and other street furniture
- 2.3. Turning Tides currently move the benches to the edges of the town square before the farmers market and put any remaining benches back on the town square the following Monday.
- 2.4. At the end of April, Turning Tides will give the benches a thorough clean and following this, when the benches are moved or when litter picking is carried out on the town square, benches will be checked and cleaned when necessary.

3. Proposal

3.1 To continue with Turning Tides maintaining the benches as part of their existing town maintenance contract.

4. Financial Implications

4.1. The town maintenance contact is included in the 2024/25 budget.

5. Conclusion

5.1. The Town Council is responsible for ensuring the benches are maintained and fit for purpose. Outdoor benches will inevitably get soiled from time to time, but with weekly checks, this should be remedied quickly.

Emma Anderson
Deputy Clerk