



CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **Community Committee**, which will be held on **Tuesday, October 1, 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 FSLCC

Town Clerk

Wednesday, 25 September 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

63 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

64 - 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)

65 - Apologies

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

66 - 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)

67 - Climate Emergency

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

68 - 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

69 - Chair's and Clerk's Announcements

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

70 - Community Committee Minutes

To approve and sign the minutes of the meeting held on **Tuesday 03 September**, as a correct record (minutes will be issued with the agenda)

71 - Mid Devon District Council Planning Applications:

[24/01170/HOUSE | Erection of single storey rear extension following demolition of existing extension | 14 East Street Crediton Devon EX17 3AT \(middevon.gov.uk\)](#)

[24/01317/CAT | Notification of intention to carry our works; Scots Pine remove defective overhanging branch \(1\); Poplar fell and weed-kill stump \(2\); Elder pollard top and weed-kill stump \(3\) within the Conservation Area | Haywards County Primary School East Street Crediton Devon EX17 3AX \(middevon.gov.uk\)](#)

[24/01338/HOUSE | Erection of single storey rear extension | 3 Albert Close Crediton Devon EX17 2BU \(middevon.gov.uk\)](#)

72 - Mid Devon District Council Planning Decisions:

Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:

Ref: 23/00924/FULL

Proposal: Erection of restaurant with drive-thru facility, car parking, landscaping and associated works

Location: Land at NGR 284600 099535 Joseph Locke Way, Crediton, Devon

Ref: 24/00533/FULL

Proposal: Siting of containers to provide equipment storage, cooking, washing and changing facilities

Location: Land at NGR 284406 100511 Lords Meadow Leisure Centre, Commercial, Road

Ref: 24/01105/CAT

Proposal: Notification of intention to remove 1 Sycamore tree within the Conservation Area

Location: Moore Court, High Street, Crediton, Devon

Ref: 24/01140/CAT

Proposal: Notification of intention to remove Leyland Cypress; Lily Magnolia and English Elm; removal of broken branch to the north end of Common Beech; crown lift and removed deadwood to Ash tree; crown lift to Beech Tree, all trees to front garden and Mixed Species along the boundary; remove to ground level of Elder, Juniper and Quince tree within the conservation area

Location: Fairpark, Exeter Road, Crediton, Devon

Ref: 24/00965/LBC

Proposal: Listed Building Consent for replacement of sand and cement render with lime render on rear elevation and replastering of 2 ceilings

Location: Winswood House, Park Road, Crediton, Devon

Ref: 24/01259/PNHH

Proposal: Prior Notification for the erection of an extension, extending 4.42m to the rear, maximum height of 3.20m and eaves height of 3.20m

Location: Arlington House, Ash Court, Crediton, Devon

73 - Crediton Urban Taskforce [CUT!]

To receive a verbal update from members of [CUT!]

74 - Use of weed killer on Barnfield Allotment boundary wall

To receive an update following further investigation and agree any actions

75 - Update on Crediton Cluster meeting 03/09/24

To receive a verbal report on the progress of feasibility of Crediton/Exeter multi-use path presented to the Crediton Cluster sub-group, the group's subsequent discussion and agreed further actions

76 - To note the proposal from PJ Associates regarding land south of Barnfield

To note the proposal and receive a verbal update on any further actions

77 - Temporary Signage on Exhibition Road

To note the Town Clerk has given permission for temporary signage to be erected on Exhibition Road allotment fence to discourage parking following a complaint to the RFC

78 - Property Inspection

78.1 - Update

To receive an update on the recommendations approved at the previous meeting and agree any further action

78.2 - Upper Deck handrail

To receive a report and consider the quotations therein to repaint the handrails at Upper Deck and agree any actions

79 - Council Office garden clearance

To receive a report and consider the quotations therein to clear the garden at the Council Offices, consider ongoing maintenance and agree a course of action

80 - Scout Memorial Garden

To discuss the maintenance of the Scout Memorial Garden and agree any actions

81 - Peoples Park grass cutting

To receive an update from Cllr Fawssett following a consultation at the Big Green Fair

82 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 05 November 2024**

83 - Reports

Attachments – for internal use only

[AI 70 - 2024-09-03 - Community Committee - Minutes.pdf](#)

[AI 78 - Report - Upper Deck railings.pdf](#)

[AI 79 - Report - Garden clearance.pdf](#)



Minutes of the Community Committee held on Tuesday, September 3, 2024 at 19:00 in the Old Lansdown School, EX17 3LP

Present: Liz Brookes-Hocking, Joyce Harris, Steve Huxtable, Giles Fawssett, Natalia Letch, Paul Perriman and Jim Cairney

Apologies: Cllr G Cochran

In Attendance: Cllr F Letch (part meeting)

Minute Taker: Emily Armitage

MINUTES

40 WELCOME AND INTRODUCTION

The meeting was opened at 19.00 and Cllrs introduced themselves.

41 PUBLIC QUESTION TIME

There were no members present.

42 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllr Cochran due to his presence at a meeting of MDDC. (Proposed by Cllr Fawssett)

43 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

Cllr Brookes-Hocking declared a personal interest in planning application 24/01200/LBC as she is the neighbouring property owner.

44 CLIMATE EMERGENCY

Noted.

45 ORDER OF BUSINESS

There was no requirement to change the order of business.

46 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Administrative Officer advised that following a complaint and further information from Cllr John Downes the Town Clerk has reported a perceived planning breach at Crediton Milling carpark site at Fordton.

47 PLANNING AND TOWN STRATEGY COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the Community Committee from 02 July. (Proposed by Cllr Harris)

48 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

[24/01120/CLU | Certificate of lawfulness for the existing use of agricultural land and buildings for use as grounds maintenance storage and depot for a period in excess of 10 years | Hooper Services \(South West\) Ltd Crediton Devon EX17 3DH \(middevon.gov.uk\)](#)

Decision: It was **resolved** to recommend supporting Cllr Brookes-Hocking's comments to oppose the application. (Proposed by Cllr Brookes-Hocking)

[24/01144/HOUSE | Variation of Condition \(2\) of planning permission 23/00894/HOUSE \(Erection of a two-storey side extension and single storey rear extension\) to allow substitute plans showing alterations to doors, windows and external finish | 16 Blagdon Close Crediton Devon EX17 1EL \(middevon.gov.uk\)](#)

Decision: It was **resolved** to recommend no objection as it was agreed to be a significant improvement on what was there before and provided the Conservation Officer has no concerns. (Proposed by Cllr Huxtable)

[24/01219/FULL | Conversion of existing buildings and garages to dwelling | Land and Buildings at NGR 283390 100465 Deep Lane Crediton Devon EX17 2BZ \(middevon.gov.uk\)](#)

Decision: It was **resolved** to recommend no objection. (Proposed by Cllr Brookes-Hocking)

[24/01199/FULL | Installation of replacement windows | Manor Office 6 North Street Crediton Devon EX17 2BT \(middevon.gov.uk\)](#)

Decision: It was **resolved** to recommend no objection as they are replacing like-for-like windows, and it was agreed they need changing. (Proposed by Cllr Harris)

24/01200/LBC | Listed Building Consent for installation of replacement windows and guttering; erection of internal dry lining wall and retention of underpinning works | Gilbert Stephens Solicitors Manor Office 6 North Street Crediton Devon EX17 2BT (middevon.gov.uk)

Decision: It was **resolved** to recommend supporting the applicant's offer to replace with matching sash windows. (Proposed by Cllr Harris)

49 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

Noted.

50 CREDITON URBAN TASKFORCE [CUT!]

Action days have moved to 10 am start on Saturday's and now taking place once per month. New leaflets are due to be designed to try and encourage volunteers with the use of incentive in some way. [CUT!] were also approached by Crediton Brownies and will be doing a joint weeding/litter picking session on Monday 16 Sept.

Cllr N letch advised she had been approached by the Lions Club to do a joint event.

Task: @Deputy Clerk to contact the Lions Club.

51 ALLOTMENTS

51.1 RENT

The Administrative Officer advised the committee of allotment costs of other town councils within Devon. **Decision:** It was **resolved** to increase the rent by 5% for 2024-25 in line with other town councils. (Proposed by Cllr Harris) and for any underspend to be put into EMR.

51.2 USE OF WEED KILLER

Decision: It was agreed for Cllr Huxtable to have a conversation with the neighbouring property owner about removing weeds on their side of the wall.

Task: Cllr Huxtable to report back to the committee at the next meeting.

52 ANTI-SOCIAL BEHAVIOUR/STREET-DRINKING COMPLAINTS

The Town Clerk is due to be scheduling a meeting with Adrian Gardner at MDDC and a Police representative to discuss what more, if anything, can be done to engage, and prevent/reduce their behaviour and perhaps explore any powers to limit their ability to purchase so much alcohol. **Decision:** It was agreed to wait until after the meeting between the Town Clerk and MDDC and to report back in October. Members agreed this was a big problem which needs to be resolved as it is causing a nuisance to office workers in the area and members of public.

53 NALC SURVEY ON PROPOSED REFORMS TO THE NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

Cllr F Letch commented that MDDC officers have done a thorough review of the proposed changes.

Decision: It was agreed for delegated authority to be given to Cllr Brookes-Hocking and Cllr Huxtable.

54 BUS SHELTER AT THRESHERS

The Administrative Officer advised that no correspondence could be found from a member of public relating to this, however, the Town Clerk has received a verbal response from DCC Neighbourhood Highways Officer, that this section of pavement is too narrow for a bus shelter to be installed.

55 DESIGNATION OF LOCAL GREEN SPACE

Cllr Brookes-Hocking advised that LGS were looked at when the Neighbourhood Plan was being created but there was nowhere in Crediton that fit the criteria.

Decision: Cllr Huxtable to do some research on possible sites.

Task: Cllr Huxtable to liaise with the office.

56 PREMISES LICENCE APPLICATION

Members were happy to support the application.

57 MDDC LICENSING CONSULTATIONS: LICENSING ACT 2003 AND GAMBLING ACT 2005

There were no concerns or comments to make.

58 PROPERTY INSPECTION

Decision: It was agreed to accept the report, to note the issue with bird mess and for Turning Tides maintenance team to continue to check it regularly and clean as necessary as it was felt this would be the least invasive option.

Task: @Deputy Clerk to seek advice on how to prevent birds nesting in the roof.

Boniface Statue – there was concern about more work being required as work to the slabs around the statue had been carried out in the previous two/three years which had been expensive.

Task: @Deputy Clerk to check previous quotes and what was recommended.

59 GRASS CUTTING

59.1 PEOPLES PARK GRASS CUTTING

This item was requested by Cllr Fawssett and was also encouraged by comments from the Britain in Bloom judges that the town council could be doing a lot more at Peoples Park to make the most of the space.

Decision: Cllr Fawssett to get the public consultation results at the Big Green Fair, and report back at the next meeting.

Cllr Brookes-Hocking queried the holly tree at Peoples Park and who had planted it, but members were unaware. **Task:** @Deputy Clerk to advise

59.2 STONYPARK GRASS CUTTING

The Administrative Officer advised that it was not cut last year due to it being too wet, but the £400 has been carried forward.

Cllr N Ietch left the meeting at 20.27 and returned at 20.28

Decision: It was **resolved** to get the field cut once in February at the same time as Peoples Park and for the cuttings to be taken away, but to monitor the results and how the grass is affected. (Proposed by Cllr Brookes-Hocking) It was agreed by the majority of members that it needed doing to prevent weeds and brambles taking over.

Cllr Fawssett voted against.

60 TREE WARDENS

The Administrative Officer gave a verbal update on the scheme

The Tree Warden Scheme gives people who feel that trees matter an opportunity to champion their local trees and woods by carrying out or encouraging practical projects e.g. planting trees, surveying trees, guided tree walks etc.

The Deputy Clerk met with Anne Stobart (who approached CTC about tree wardens) and two members of MDDC.

Decision: It was agreed that MDDC would become a member of the Tree Council to facilitate the creation of tree warden networks in Mid Devon parishes/towns. Training/induction documents etc. will be provided by the Tree Council. CTC will keep a list of registered volunteers and feed this information back to MDDC. Deputy Clerk will confirm whether tree wardens will be sufficiently covered under CTC's current insurance schedule as volunteers.

Anne sent out a call for volunteers via Sustainable Crediton and an initial list of interested residents has already been compiled. Once the registration is complete with the Tree Council, MDDC will devise a registration form for volunteers which will be circulated at the Big Green Fair as well as MDDC and CTC website. The aim is to plan an Autumn/Winter Walk as an introduction and hold an official launch which is offered by the Tree Council. Cllr Fawssett will volunteer, and members supported it.

61 DATE OF NEXT MEETING

The date of the next meeting was agreed as being Tuesday 01 October 2024. The meeting was closed at 20.34.

62 REPORTS

Signed

Dated.....



Upper Deck railings report

Report by: Deputy Clerk
To: Community Committee
Date: For consideration on 01 October 2024

Recommendation

The Community Committee is recommended to consider two quotations to repaint the handrails at Upper Deck.

1. Purpose

1.1 This report sets out two quotations to repaint the handrails at Upper Deck.

2. Background

2.1. It was agreed at the September Community Committee meeting to obtain quotations for the works following the recent property inspections.

3. Proposal

3.1 To instruct a contractor to paint the handrails.

4. Financial Implications

4.1. Funds available:
£195 in Upper Deck maintenance budget.
£960 in Upper Deck EMR

4.2. The following quotes have been received:

Contractor A	Contractor B
Key paintwork with fine sandpaper Prime bare spots with a suitable primer Apply two coats of black rust oleum satin paint	Rub down Spot prime all bare areas Paint two coats of Zinseer All Coat (Black)
Total price: £350.00	Total price: £385.00

*All prices exclude VAT

5. Conclusion

Crediton Town Council is responsible for the maintenance of its land/property and ensuring it is maintained to a satisfactory standard.

Emma Anderson
Deputy Clerk



Garden clearance report

Report by: Deputy Clerk
To: Community Committee
Date: For consideration on 01 October 2024

Recommendation

The Community Committee is recommended to consider two quotations to clear the garden at the Council Offices.

1. Purpose

1.1 This report sets out two quotations to clear the garden at the Council Offices.

2. Background

2.1. As part of the rent agreement, the council is responsible for the upkeep of the garden.

3. Proposal

3.1 To instruct a contractor to clear the vegetation, lay membrane and wood chip to prevent vegetation growing back.

3.2 To instruct a contractor to clear the vegetation in December and agree to scheduled maintenance visits in the Spring/Summer 2025.

4. Financial Implications

4.1. Funds available:
£1,169.69 in Bungalow Rent & Costs budget
£2,243 in General Small Works budget

4.2. The following quotes have been received:

Contractor A	Contractor B
Proposal 1: Verbal estimate given - woodchip alone would exceed £1,000	Due to receive end of week
Proposal 2: First clearance: £385.00 Scheduled clearance in March, May & July/August: £150 per visit Total: £835	Due to receive end of week

*All prices exclude VAT

5. Conclusion

Credition Town Council is responsible for the upkeep of the garden at the Council Offices.

Emma Anderson
Deputy Clerk



Scout Memorial Garden report

Report by: Deputy Clerk
To: Community Committee
Date: For consideration on 01 October 2024

Recommendation

The Community Committee is recommended to consider the ongoing maintenance of the Scout Memorial Garden, specifically the removal of weeds.

1. Purpose

- 1.1 This report sets out three options regarding the ongoing removal of weeds at the Scout Memorial Garden.

2. Background

- 2.1. In 2023 the town council advised contractors that weed killer was no longer permitted.
- 2.2. The current contractor increased his annual quote by £100 to allow for the additional time and labour required to remove the weeds by hand.
- 2.3. Weeds were identified in the property inspection, and this was discussed with the contractor. Due to the large number of joints around the paved/stepped sections, it has not been possible for the contractor to keep on top of the weeds to a standard he is happy with. They are difficult to remove with the root remaining between the joints in most cases, requires hours on hands and knees and they grow back very quickly.
- 2.4. The contractor currently maintaining the scout memorial garden has done for over 10 years. He is a local resident and takes huge pride in the look of the garden.

3. Proposal

- 3.1 Proposal 1: To allow the contractor to use small amounts of herbicide on the area.
- 3.2 Proposal 2: To request that Turning Tides include the Scout Memorial Garden in their weekly rota to assist the contractor with the weeding.
- 3.3 Proposal 3: The current contractor has been paid for the first 6 months, up to the end of September, therefore he we will step down from this role if one of the above options is not chosen as he is not satisfied with the current standard of the garden. This would mean finding a new contractor who is willing and able to keep on top of the weeds by hand.

4. Financial Implications

- 4.1. Proposal 1: No financial implications
- 4.2. Proposal 2: Continue to pay Turning Tides within the town maintenance contract however this option would mean that the time spent at the Scout Memorial Garden will affect the time spent on other areas of the town.
- 4.3. Proposal 3: Potential for increased costs as the second quote originally received for 2024-25 was double the current contractor's rate.

5. Climate Implications

- 5.1 Proposal 1: The Climate Emergency Committee agreed in November 2021 that it is important to tighten contracts to not use weedkiller unless necessary and to find ways of keeping the town tidy without needing to use it.
- 5.2 Proposal 2: No climate implications.
- 5.3 Proposal 3: Current contractor is local and walks to site, this may not be the case is a new contractor is appointed.

6. Conclusion

Crediton Town Council is responsible for the maintenance of the Scout Memorial Garden.

Emma Anderson, Deputy Clerk