



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 **Full Council**, which will be held on **Tuesday, 1 July 2025, at 19:00, at Credition Library, Belle Parade, Credition, EX17 2AA.**

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

Thursday, 26 June 2025

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

2025/046 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

2025/047 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

2025/048 - Apologies

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

2025/049 - Declarations of Interest and Requests for Dispensations

2025/049.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2025/049.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2025/050 - Climate Emergency

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

2025/051 - 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

2025/052 - Chair's and Clerk's Announcements

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

2025/053 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Friday 20 June 2025**, as a correct record (minutes will be issued with the agenda)

2025/054 - Mid Devon District Council Planning Applications:

[MDDC Planning Public Access Portal](#) - Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

[25/00755/MFUL | Variation of condition \(2\) of planning permission 18/01800/MFUL \(Construction of an on-farm anaerobic digestion plant and associated infrastructure\) to allow the substitution of previously approved site plan, to include the addition of CO2 recovery infrastructure | Land at NGR 285024 100245 \(East of Lords Meadow Industrial Estate\) Crediton Devon](#) (extension requested)

[25/00831/HOUSE | Variation of conditions 2 of planning permission 25/00831/HOUSE \(Erection of single storey rear extension and side porch\) to allow substitute plans to reduce the size of the side extension | Windfall Threshers Crediton Devon EX17 3NL](#)

2025/055 - Mid Devon District Council Planning Decisions:

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

Ref: 24/01803/LBC

Proposal: Listed Building Consent for alterations to ground and first floor layout to facilitate its reuse as offices

Location: Manor Office, 6 North Street, Crediton, Devon

Ref: 25/00581/LBC

Proposal: Listed Building Consent for the removal of gypsum plaster and replace with lath and plaster in attic room, replace foam insulation and plasterboard and replace with wood fibre insulation in ground floor reception, remove gypsum plaster to reception walls and replace with lime plaster, gypsum plaster to a sealed up former doorway and decoration, fitting of flood gate to front elevation entrance door, fitting of glass screen in front low and dangerous first floor staircase balustrade

Location: Manor Office, 6 North Street, Crediton, Devon

Ref: 25/00401/FULL

Proposal: Erection of building enclosure over area of existing Garden Centre

Location: Mole Avon Country Stores, Joseph Locke Way, Crediton, Devon

Ref: 25/00432/LBC

Proposal: Listed Building Consent for the installation of gas meter and associated pipe work

Location: Flat 20, High Street, Crediton, Devon

Ref: 25/00382/FULL

Proposal: Change of use from highway to car park

Location: Land at NGR 283208 100428 Car Park, Market Street, Crediton

Ref: 25/00731/CAT

Proposal: Notification of intention to prune 2 Lime trees by approx 1-2m, crown lift 1 Copper

Beech to 5.5m clearance from ground level, reduce aspect by 1-2m and over extending limb in upper SE canopy by 3m and prune 1 Ash trees overhanging branches on north by approx 2m in a Conservation Area

Location: Crediton Dairy Ltd, Church Lane, Crediton, Devon

2025/056 - Crediton Urban Taskforce

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

2025/057 - Allotments

2025/057.1 - Water trough

To receive a report and consider the quotations therein to install water troughs at the Barnfield allotment site

2025/057.2 - Hedge maintenance

To receive a report and consider the quotations therein to carry out hedge maintenance at the Exhibition Road allotment site

2025/057.3 - Rent

To consider and agree the annual rent increases for the forthcoming year 2025-26

2025/058 - Peoples Park

To receive a verbal update on Peoples Park (Cllr Fawssett)

2025/059 - Public Art

To consider a request from Crediton Heart Project to install a tile mural and consider suitable locations, if available

2025/060 - Quantified Tree Risk Assessment

To receive a report and consider the quotations therein to carry out a QTRA on all town council land

2025/061 - Crediton Food Festival

To receive and note the project plan and budget/forecast for Crediton Food Festival 2025

2025/062 - Honorarium

To receive the report and consider the recommendations therein

2025/063 - Crediton Bypass

To consider supporting a proposal for a bypass in Crediton (proposal submitted by member of the public)

2025/064 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 15 July 2025**

2025/065 - Reports Pack**Attachments – for internal use only**

[AI 053 - 2025-06-20 - Full Council - Minutes.pdf](#)

[AI 057 - Hedges Report.pdf](#)

[AI 057 - Water Trough Report.pdf](#)

[AI 060 - QTRA Report.pdf](#)

[AI 061 - CFF Event Management Plan - v1 June 2025.docx](#)

[AI 061 - CFF budget 2025.xlsx](#)

[AI 061 - CFF25 emergency site plan.pdf](#)

[AI 061 - CFF25 site plan.pdf](#)

[AI 062 - Honorarium Report.pdf](#)

[AI 063 - Crediton Bypass.pdf](#)



**Minutes of the Full Council meeting held on Friday, June 20, 2025 at 13:00 at The Bungalow,
8 North Street, EX17 2BT**

Present:	Cllrs Steve Huxtable, Joyce Harris, Liz Brookes-Hocking, Guy Cochran, Rachel Backhouse (part meeting),
Apologies:	Cllrs Natalia Letch, Giles Fawssett, Paul Perriman, John Downes and Vix Frisby
Absent:	Cllr Jim Cairney
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2025/031 PUBLIC QUESTION TIME

There were no members of the public in attendance.

2025/032 APOLOGIES

Decision: The apologies of Cllrs Letch, Fawssett, Perriman (personal) and Downes and Frisby (work) were **noted**.

2025/033 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/033.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations on interest.

2025/033.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

2025/034 ORDER OF BUSINESS

There were no changes to the order of business.

2025/035 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/036 TOWN COUNCIL MINUTES

The minutes from the meeting held on 03 June 2025 were not included in the meeting pack as intended. Consequently, the approval and signing of these minutes were deferred to the next meeting scheduled for 01 July 2025.

2025/037 FINANCE**2025/037.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MAY AND 31 MAY 2025**

Decision: It was **resolved** to **approve** transactions between 01 May and 31 May 2025. (Proposed by Cllr Harris)

2025/037.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MAY 2025

Decision: It was **resolved** to **approve** the bank reconciliation to 31 March 2025 was received and approved. (Proposed by Cllr Harris)

2025/037.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MAY 2025

The bank account balances as of 31 May 2025 were **noted**.

2025/037.4 TO NOTE YEAR TO DATE SPEND

The year-to-date spend up to 31 March 2025 was **noted**.

2025/037.5 TO NOTE EARMARKED RESERVES AS AT 31 MAY 2025

The earmarked reserves as at 31 May 2025 were **noted**.

2025/038 EAR MARKED RESERVES**2025/038.1 TO APPROVE SPENDING £299.00 FROM P3 PARISH PATHS EMR (324) ON 1000 REDVERS RAMBLE LEAFLETS**

Decision: It was **resolved** to **approve** the spending of £299.00 from the P3 Parish Paths EMR (324) on 1000 Redvers Ramble leaflets. (Proposed by Cllr Harris)

2025/039 SCHEDULE OF REGULAR PAYMENTS 2025/26

Decision: It was **resolved** to **note** and **approve** the spending the Schedule of Regular Payments. (Proposed by Cllr Harris)

2025/040 AUDIT 2024/25**2025/040.1 TO NOTE THAT THE FIDELITY INSURANCE HAS BEEN REVIEWED AND DEEMED APPROPRIATE AT £500,000.00**

The Fidelity Insurance had been reviewed and deemed appropriate at £500,000.00. This was **noted**.

2025/040.2 TO REVIEW AND APPROVE THE RISK MANAGEMENT REGISTER

The Risk Management Register was reviewed, and several amendments were discussed. These included changing the approved budget forecast to 2025-2029 instead of 2021-2026, adding regular event reports alongside regular project reports, and addressing the lack of a trigger for item 5 which would be monitored.

Decision: It was **resolved** to **approve** the Risk Management Register was reviewed and approved with amendments as discussed. (Proposed by Cllr Brookes-Hocking)

2025/041 DATE OF NEXT MEETING

It was **noted** that the date of the next meeting will be Tuesday, 01 July 2025.

Cllr Backhouse joined the meeting at 13.38

2025/042 PART II

Decision: It was **resolved** to **approve** the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

2025/043 CREDITON YOUTH SERVICE REPORT

Decision: It was **resolved** to **approve** the recommendations in the Town Clerk's report regarding Crediton Youth Service, and that Cllrs Backhouse and Huxtable would attend the relevant meetings. (Proposed by Cllr Harris)

2025/044 YOUTH WORK RECRUITMENT

2025/044.1 TO RECEIVE AND APPROVE THE APPLICATION PACKS FOR YOUTH SUPPORT WORKERS (PROJECT-BASED) AND PEER EDUCATIONS (PROJECT-BASED)

Decision: It was **resolved** to **approve** the application packs for Youth Support Workers (project-based) and Peer Educators (project-based) were received and approved by the council, with an amendment relating to qualifications which the Town Clerk would enact prior to advertisement.

2025/044.2 TO APPROVE THE SHORTLISTING AND INTERVIEW PANELS AND ASSOCIATED TIMELINES

Decision: It was **resolved** to **approve** the membership of the shortlisting and interview panels.

It was **agreed** that the shortlisting would commence the week of the 14th of July, with interviews starting from the 23rd of July.

2025/045 REPORTS PACK

Signed

Dated.....



Exhibition Road Hedge Maintenance

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 1 July 2025

Recommendation

Full Council is recommended to consider the quotations received to maintain the Exhibition Road hedges in October 2025.

1. Purpose

- 1.1 This report sets out three quotations to carry out hedge cutting at Exhibition Road Allotments.

2. Background

- 2.1. The hedge maintenance contract is up for renewal and will be added to the grounds maintenance contract from 2026 onwards. The hedges will be cut once per year in October.

3. Proposals

- 3.1 This proposal would include instructing one contractor to undertake the hedge maintenance.

4. Financial Implications

- 4.1 There is £950 allocated to Exhibition Road general maintenance
4.2 The table below shows the quotations provided:

Contractor A	Contractor B	Contractor C
£528.00	£1550.00	Awaiting quote

*All prices exclude VAT

5. Conclusion

- 5.1. The Town Council is responsible for ensuring the allotment site is well maintained to allow allotment users to fully utilise the site.



Installation of water trough

Report by: Administrative Officer
To: Full Council
Date: For consideration on 1st July 2025

Recommendation

Full Council is recommended to consider the quotations received to purchase a water trough for Barnfield allotment site and associated installation costs.

1. Purpose

- 1.1 This report sets out three quotations to supply a galvanised water trough for the allotment site.

2. Background

- 2.1. Following the Community Committee meeting on 6 May 2025 it was agreed for the Administrative Officer to source quotations for the purchase and installation of a water trough.
- 2.2. Only one contractor can do the whole job required. Others include price for trough only, or price for plumbing only.

3. Proposals

- 3.1. Replace an existing water tap with a galvanised water trough. This proposal would include siting a water trough below plot number B7.
- 3.2. There is an option to install another trough near the gate next to Cherry Gardens.

4. Financial Implications

- 4.1. There is £750 in the Barnfield water/water maintenance and repairs budget for 25/26
- 4.2. There is £10,800 in the Allotment ear marked reserve.

Contractor A	Contractor B	Contractor C
Install one 4 ft (48-gallon) water trough. Controlled by a 25mm above ground stop tap supplying a high-pressure ball valve. Supported on concrete blocks including a maximum of two metres of mains pipework. (all works)	Price based on plumbing alone. Installation of pipe and connection Advice to get another contractor for digging trench for pipework and supply of trough (plumbing only)	Water trough std 1800mm galvanised 327 litres Service box to suit 450mm wide trough Ball valve ½ L.P. C/W Std Arm. High pressure alternative also available 4 ½ Poly Ball Float (supply of trough only)
£550.00	£150 - £230	£225.60

*All prices exclude VAT



CREDITON TOWN COUNCIL

QTRA Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 1 July 2025

Recommendation

Full Council is recommended to consider the quotations received to carry out a Quantified Tree Risk Assessment at Peoples Park, Upper Deck, Stonypark and Hedgerow Close (bordering allotments).

1. Purpose

- 1.1 This report sets out two quotations to carry out a QTRA in July/August 2025.

2. Background

- 2.1. In line with the inspection frequency detailed in the Council's Tree Risk Management Policy, Peoples Park is due for inspection this year.
- 2.2. The other three sites are due for inspection next year however after looking into this, this does not represent good value for money.
- 2.3. It is recommended that the Tree Risk Management Policy be reviewed with the inspection schedules moving to 2-year and 4-year intervals in order that inspection due dates align.

3. Proposals

- 3.1 Instruct a contractor to undertake a QTRA of all 4 sites.

4. Financial Implications

- 4.1 There is £1,000 allocated for a QTRA and associated works in the 2025/26 budget.
- 4.2 There is £3,000 allocated for additional tree works in the 2025/26 budget.

The table below shows the quotations provided:

Contractor A	Contractor B
Undertake assessment of all trees indicated.	Undertake assessment of all trees indicated.
Produce an updated report outlining our findings and proposing future management of the assessed trees in an electronic format.	Prepare a written report that includes work required to mitigate unacceptable level of risk, tree management recommendations and suggested follow-up inspection work.
Includes tree location plans for all sites.	Trees in Peoples Park will be individually recorded to provide complete inventory.
£1,153.00	£1,350.00

*All prices exclude VAT

5. Climate Implications

Effective tree management allows issues to be identified early and remedial works to be carried out where possible, contributing to good tree health and retention of trees.

6. Conclusion

- 5.1. The Town Council is responsible for ensuring its land is safe to all members of the public which includes tree safety. It is important that the risk is assessed and managed accordingly.

Crediton Food Festival 2025 Event Management Plan

As an Event Organiser you are responsible for:

- Informing Mid Devon District Council Safety Advisory Group of your event.
- Seeking permission of the relevant landowner.
- Submitting the relevant documentation to sag@middevon.gov.uk in a timely manner to ensure it can be reviewed by the SAG.
- Submitting road closure requests a minimum of 12 weeks before your event to satisfy DCC Highways Authority.
- Ensuring the overall safety at your event as far as reasonably practicable.
- Ensuring that Health and Safety arrangements are in place to control risks.
- Ensuring the competence of staff at your event to undertake their roles safely.
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc.
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event.
- Informing the Performing Rights Society if you have live music at your event.

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. Mid Devon District Council is not responsible for any lack of information not submitted with this application.

Privacy Statement

Your personal information is required for administration purposes. Mid Devon District Council is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. Mid Devon District Council may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Mid Devon Safety Advisory Group (SAG) for review. The SAG consists of representatives from various departments at Mid Devon District Council, Devon & Somerset Fire and Rescue, DCC Highways, Devon & Cornwall Police, South Western Ambulance Trust and other emergency services. Your information will not be passed on to any other party without your prior consent.

Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan

Event Organiser Details

Name of Event	Crediton Food Festival
Event Organiser Name	Jo Davey

Please type your answers into the white boxes

Organisation	Crediton Town Council
Contact Telephone Number	01363 773717
Email Address	j.davey@crediton.gov.uk
Type of Event e.g. fete, music, agricultural etc	Food festival
Location of Event	Crediton Town Square
Date of Event	12.7.25
Start and Finish times	10.00-16.00
Contact Telephone Number on day of the event (if different to above)	Jo Davey personal mobile: [REDACTED]

1. Event Overview

1.1 Event Overview

Please provide a description of your event.
Free to enter food festival with a focus on hyper-local food. Demos in the demo kitchen marquee. Stalls in the Town Square and surrounding streets.
Please provide a description of the site being used, including suitability and site design (inclusive of Topography, Ground conditions, Access onto and around site. Existing services i.e. overhead lines and underground services, car park, camping fields).
It would be useful to create a site map indicating the location of all key elements for example first aid, welfare, set up, licenced areas, circulation of audience, toilets, fire hazards, access, egress, parking, vehicle/pedestrian segregation, evacuation route, emergency access route etc
Site plan of stalls attached. Emergency site plan attached. All site plans are still provisional as at 27.6.25. The licenced area is the Town Square, not surrounding roads.
How many attendees to you expect? (Include audience type/profile, seated/standing/ mixture of both)
Most visitors do not stay all day. We plan for up to 1500 visitors over the day. There is some seating on The Square, which will be used by some people to eat and drink, and in the demo tent. The attendees tend to be very well-behaved but we can reasonably expect at least one incident of antisocial behaviour because the event is totally open.

Is your event ticketed? If yes, what arrangements are in place for this? How will tickets be sold? Will they be available for purchase on the day? Are there any admission restrictions on the tickets? Where can tickets be purchased from?
No

Please provide the following information about your event:	
Event start time	10.00
Event end time	16.00
What is the venue capacity?	-
What is your target audience / profile?	All Crediton residents; foodie visitors from Devon.

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings:	
Date / Time	Action
06.00	Set up
10.00	Open
16.00	Close
16.00-19.00	Break down

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances):	
Time	Activity
	No live music
	Stiltwalkers appear three times
	'The Imaginarium' entertainment tent all day
10.10	Sandford Orchards and Quickes demo
11.20 tbc	Sepali Godakanda demo
12.00 tbc	Devon Dinnertime demo
13.30 tbc	Jules Bristow demo
14.20 tbc	Gretchen Oldland demo
15.15 tbc	Jocelyne demo

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event. Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section.	
Role	Responsibilities
Event Organiser	Plans event
Event Manager	IC on day of event
Site Manager	Delegates site checks to Rachel Avery
Health & Safety Officer	Delegates H&S checks to Rachel Avery

Please type your answers into the white boxes

Chief Marshal	Responsibility for marshals to escort cars
Steward Coordinator	Plan/distribute steward rota, check on stewards throughout event
Event Control, where is it located, and what does it consist of who will be located there?	Crediton Town Council gazebo in Town Square, staffed by at least one councillor all day, with radio.
Electrician	Set up electrics, maintain during event, de-rig
PA	Set up sound for chefs, piped music, and announcements

Who will be allocated these roles on the Event Day(s)?		
Role	Name	Contact Number
Event Organiser	Crediton Town Council	
Event Manager	Jo Davey	
Site Manager	Jo Davey	
Health & Safety Officer	Jo Davey	
Chief Marshal	Rachel Avery	
Steward Coordinator	Jo Davey	
Event Control	TBC, in CTC tent	
Electrician	Jo Ward Ian Rogers	
PA	Phil Morgan	

You may find it useful to create a separate command structure document for briefing all staff. This would also be used in the event of an emergency and can include key contractors/event partners.

1.5 Crowd Management

<p>Please provide details on how you will manage the crowd at your event.</p> <p>Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section.</p>
<p>How will you monitor, measure, and manage crowd numbers at your event?</p> <p>Event Manager to visually assess crowd density. If necessary, use stewards and SIA staff to refuse entrance to more people.</p> <p>If there are enough volunteers, count number of people who enter, using clickers.</p>
<p>How will you manage capacity and crowds at your event? Including crowd surge, excessive crowds, and pinch points.</p> <p>The venue is large and open. Crowds are likely at the demo tent. If necessary, use traffic barriers and stewards to organise queues. Crowds are likely at the bar, and this could be a pinch point because it is near a road: brief SIA staff to move people down the road if it's crowded; brief stewards that they may be called to move the crowd; if necessary use PA system to pause music and ask people to move.</p>
<p>How will you manage the access and egress of the crowd?</p> <p>Marshals in hi-vis with red barriers are at road closure points. Stewards in hi-vis to warn pedestrians and barriers with warning signs to slow them down as they exit the pedestrianised area.</p>

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
Social media, Crediton Courier, posters in Crediton shops, advert in One Magazine, town newsletters.
Will the media be in attendance and if so how will you handle them?
One reporter from Crediton Courier will take photos.
May we use the details supplied here for publicity purposes or to give to interested parties?
Yes, excluding phone numbers.

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event. Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
ProSoundSW	PA
Ian Rogers and Jo Ward	Electricians
Western Event Hire	Marquee
Medicare South West	First Aid
Mid Devon Trade Waste	Bins and collection of bins
Gazebos	Crediton Farmers' Market

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event. Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
Pinnacle Icing	Food/drink
Pig & Fig	Food/drink
Baobab	Food/drink
Crediton Coffee Company	Food/drink
Exmoor Feasting Co	Food/drink
Komban	Food/drink
Globetrotter Pork	Food/drink
The Ship	Food/drink, bar
Wilson's Kitchen	Food/drink
So Thai	Food/drink
Justine's Kitchen	Food/drink
Gluten Free Picnic	Food/drink
Hat-a-Cakes	Food/drink
Devon Dinnertime	Food/drink
Riverford Organic	Food/drink
SB Bakes	Food/drink
Jocelyne	Food/drink
Gretchen	Food/drink

Please type your answers into the white boxes

Sepali	Food/drink
Thornes Farm Shop	Food/drink
Edward's Fudge Kitchen	Food/drink
Devon Rum Co	Food/drink
Exe Valley Honey	Food/drink
Master Coffee	Food/drink
Sandford Gate	Food/drink
Tors Vodka	Food/drink
Turning Tides	Food/drink
Crumb Coat Bakery	Food/drink
Feral Flowers	Flowers for sale
Quickes	Food/drink
The Fudge Fairy	Food/drink
Oakcroft Farm	Food/drink
Devon Cove	Food/drink
Dough Bros	Food/drink
Gotland Gin	Food/drink
Ze-licious Temptation	Food/drink
Rull Orchard	Food/drink
Scapegoat Rum	Food/drink
Ashgrove Kitchens	Sponsor publicity stall
Crediton BAPS	Baby change/feed, donations
Crediton Youth Service	Craft activity

Sale of Alcohol

If you are selling alcohol at your event, please contact the Councils licensing department as you will require a Premises Licence or a Temporary Events Notice.
Please explain below how you will manage the sale of alcohol.

The Ship Hotel will serve at a pop-up bar outside their premises, within the road closure. CTC holds a licence for The Square. All stalls selling alcohol must have a member of staff present who holds a personal licence. The Event Manager is responsible for asking SIA to manage any antisocial behaviour caused by alcohol.

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location.

Please ensure that you check any safety documentation of contractors that you hire.

Waist-height barriers at exits to slow pedestrians' egress and prevent entry by vehicles.

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please ensure that you check any safety documentation of contractors that you hire.

<p>Electricity supplied by CTC's usual contractor, Jo Ward, with Ian Rogers. Cables covered. Gas bottles may be used by some vendors who must provide gas safety certificates. These vendors are marked on the Emergency Plan. Fire service are notified of event. Fire extinguishers are on site at the exit to the Demo Tent. No water supply.</p>
<p>Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids. Please ensure that you check any safety documentation of contractors that you hire.</p>
<p>No</p>
<p>Please tell us about any additional lighting provisions you have put in place for this event.</p>
<p>None</p>

2.5 Temporary Structures

<p>Please list any temporary structures that you will have at your event, where they will be located and what they will be used for e.g. gazebos, marquees, staging, barriers, video screens, sound/lighting, seating platforms, sound towers, art installations, inflatables and installations. Please include the size of the structure, maximum capacity, and number of exits. Please ensure that you check any safety documentation of contractors that you hire.</p> <ul style="list-style-type: none"> • Temporary structures shall comply with the principles given in the guidance document Temporary Demountable Structures 3rd Edition published by the Institution of Structural Engineers. Detailed design calculations and drawings of each structure shall be submitted if requested. • For Inflatable structures, contractor recommended to be a member of a relevant trade association (e.g. AIMODS, NAIH or BIHA) and have had their equipment inspected under the PIPA or ADIPS inspection scheme. • A safety certificate shall be provided for all temporary structures prior to use.
<p>Structure Details (Give brief description of each)</p> <p>1 6mx15m marquee, plus benches, whisky barrels used as stand up bar tables, gazeboes for vendors, 'The Imaginarium' small circus tent</p>

Type	Max Capacity	Size (floor area, no. and size of exits)	What it will be used for?	Name of Supplier/designer/installer
Marquee	90m ² 2ppm ² = 180 people	6mx15m, 3 exits	Demo kitchen and benches for audience	Western Event Hire
Gazebos		6mx6m	Stallholders	Crediton Farmers' Market
Imaginarium	5m ²	5mx5m, 1 exit	Family entertainment shows	Prom Prom Entertainment

Please type your answers into the white boxes

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. For example: source of ignition, combustible materials, fire prevention, catering stalls, fire risks, trained staff/volunteers, special effects; fireworks/pyrotechnics. **Please submit a copy of the fire risk assessment for your event.** The event emergency plan and evacuation plan to include methods of raising the alarm, firefighting arrangements, list of roles/responsibilities. Please ensure that you check any safety documentation of contractors that you hire.

tbc

2.7 Temporary Event Notice

If you have applied for a Temporary Event Notice, what is the reference number and which area of the site does it cover?

Not needed.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music, you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

Live music in 2024 was too loud for stallholders. This year we will have a music playlist over the speakers, to play between demos. Sound supplied by ProSoundSW. PRS will be informed.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
Prom Prom. Tony Lidington [REDACTED] DEVON. EXT 012. [REDACTED]	Entertainment tent

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

Event Medical Cover: Guidance for Event Organisers: www.swast.nhs.uk/p/notify-us-of-your-event

Please also download the [SWAST Medical Notification Form](#) complete it and email it to epr.devon@swast.nhs.uk

SWAST informed.

Booked 2 first aiders through Medicare South West.

2.11 Welfare and waste

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (check with Mid Devon District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

Public toilets are in Market Street. Extra cleaning has been booked through MDDC.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

Mid Devon District Council is NOT responsible for arranging waste disposal at your event.

MDDC booked.

Litter picking on volunteer rota.

As the event organiser if you anticipate that any waste bins within the event area may get full, please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

We place wheelie bins next to the permanent bins, and in the areas we expect people to eat and drink.

<p>As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location? If so, bags will be provided by Veolia (please advise below how many rolls and where the bags will be left).</p> <p>To avoid seagull damage, either request a late collection of rubbish (please indicate below time, where from and how many bags), or request a paladin bin to put the filled bags in.</p>

2.12 Accessibility

<p>Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access</p>
<p>There are dropped kerbs around the Town Square. There is a disabled toilet at Market Street toilets.</p> <p>Tbc: a BSL interpreter on site.</p>

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event.
<p>What are the roles and responsibilities of your stewards?</p> <p>Following the rota: Staffing the CTC gazebo; being a visible presence on The Square, in Market Street and in Parliament Street; checking on and answering queries from stallholders and the public, reporting any concerns to the Event Manager.</p>
<p>Where will they be positioned and why?</p> <p>The public should be able to see a hi-vis jacket at all times.</p>
<p>Who are your stewards? How will they be identified?</p> <p>We do not require names, just where you have recruited them from.</p>
<p>Councillors, plus volunteers from the town who we have used before (some of: Morrisons staff, Crediton Lions, Britain in Bloom volunteers, others)</p>
<p>How will your stewards be trained?</p> <p>Most have performed the role before. All will receive briefing by email ahead of the event. All will attend a steward briefing with the Event Organiser on the morning of the event.</p>
<p>When will your stewards be briefed?</p> <p>Please provide a copy of the information that will be given to Stewards (briefing document)</p>
<p>Time tbc on the morning of the event.</p> <p>TPP, EMP, site plan, rota, radio protocol (all still being developed)</p>
<p>How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?</p>

Radios (training given during the steward briefing)

2.14 Security Arrangements

Please provide details of the arrangements you have made for security at your event. If you have employed a Security Company, please attach their Security Plan to this submission.

Will you be using Security Industry Authority (SIA) qualified security staff?

If so, how many? Will they be working a shift pattern?

If not, please explain why you feel SIA personnel is not required.

2 SIA.

What are the roles and responsibilities of your security team?

Safety of public, stallholders, contractors and volunteers. Reporting to Event Manager.

Who will be the Security Manager or Supervisor? Provide contact details for on the day(s).

Tbc.

Where will they be positioned and why?

Patrolling Market Street, Parliament Street and Town Square, with particular attention to areas around The Ship Hotel and The Three Little Pigs.

Does the security team hold any other skills/competencies?

Will there be CCTV available?

CCTV covers some of the area.

When will your security team be briefed? Please provide a copy of the information that will be given out (briefing document)

SIAs will be briefed by EM on arrival. Site plan will be given to them.

How will the event team and the security team communicate with each other on the day of the event?

Radio.

2.15 Counter Terrorism Considerations, Crime Prevention & Awareness

Please provide details of the Counter Terrorism considerations you have in place alongside any mitigation.

All stewards briefed to look out for and immediately report to EO

- People behaving strangely (e.g. nervous, perspiring, wearing overly warm clothing, concealing their face)
- People bringing unusual packages into the event
- Vehicles parked in suspicious circumstances.

The profile of the event and anticipated attendees make IEDs unlikely. If any suspicious packages are found, the EO will use HOT to assess them:

Hidden?

Has the item been deliberately hidden, or has an attempt been made to conceal it from view?

Obviously Suspicious?

Can wires, circuit boards etc be seen? Was the person placing it behaving suspiciously?

Typical of what you would expect to find at this location?

Is it simply lost property? Ask questions to see who the innocent owner may be.

If the EO determines that an item is suspicious, the event must be evacuated to this distance:

Bag / suitcase **100m minimum**

Car **200m minimum**

Large Vehicle **400m minimum**

Person-based attacks: event staff briefed to use **RUN-HIDE-TELL**

Chemical, Biological and Radiological (CBR) attacks are very rare. All stewards briefed in **Remove** (themselves) **Remove** (outer clothing) **Remove** (the substance)

Delaying: barriers across all vehicle entrances to prevent access by vehicles.

What is your process for a bomb threat? Hoax call? Suspicious item or behaviour?

This is the briefing for stewards:

Bomb threat:

If you receive a specific bomb threat, use code word [REDACTED] and veiled speech within hearing range of public.

Consult with an event organiser if possible, and let him/her deal with situation.

If not, note exact location of threat and details, call 999 and then inform an organizer.

Concurrently evacuate everybody to safe areas.

Suspect package:

Clear the public to a safe distance (at least 200m) and out of the direct blast line.

Consult with an event organiser if possible and time permits.

If not, note exact location of package, call 999 and then inform an organizer.

If necessary, disperse the public to safe areas, well away from the suspect package.

Hoax call:

EO to treat possible hoaxes as legitimate. Immediately contact police.

Is there a likelihood of crime and/or disorder at the event? Understand the risks of crime (thefts, assaults, drugs etc) at your event and include this within your security planning.

At this event in 2024 there was an attendee who was affected by drugs: this is the reason that I will hire SIA.

Local police have been informed of the event.

If you have entertainment booked for your event, does the act/group have a record for attracting particular crimes or behaviours?
No.
Unmanned aircraft (Drones) – Are you planning on using a drone as part of your event? If yes what is your drone policy and statement? Who will be operating it? What are their qualifications? If not, make sure that the event and security staff are aware and can report any rogue aircraft in the event space.
No drones as part of the event. Any incidents involving a drone are to be reported to the CAA via a Mandatory Occurrence Report within 72 hours of the incident taking place. If the unmanned aircraft was involved in a serious incident or accident the Air Accident Investigation Board (AAIB) also need to be notified. This is the responsibility of the EO.

3. Incident Management

Please provide details of how the stewards/marshals/security will manage incidents
This is the briefing for stewards: <u>Emergencies</u> It is imperative that emergencies are properly dealt with. During the event, should an emergency situation arise, the Overall Event Manager will take control and their instructions must be followed. Sound systems may be turned off. If the emergency is serious enough to warrant the event being cancelled, stewards will issue dispersal instructions. <u>First Aid</u> Medicare Southwest have been appointed to provide medical cover throughout the event period. Devon County Ambulance service will be made aware of the event. For a minor injury , either take casualty to a first-aider or summon a first-aider through a radio. For a more serious medical emergency- contact the First Aiders and the EO. Call 999 to request an ambulance if you judge it necessary, while concurrently informing the EO. Unqualified persons should not attempt to treat a seriously injured casualty but should wait until trained assistance arrives. <u>Blue Light Procedure</u> In the event of an emergency vehicle (ambulance, fire engine or police vehicle with blue lights flashing) needing access to the event, the following will happen. The marshal on the road closure point will immediately clearly repeat the words “Blue Light” three times. Stewards carrying walkie-talkies will let the other stewards know by saying clearly “Blue Lights” to their neighbours <u>All stewards</u> will calmly direct members of the public away from the access route to allow access for the emergency vehicle. All public and stewards will remain stationary while the vehicle goes past. When the vehicle is stationary, the Chief Marshal will clearly repeat the words “Blue Light Clear” three times to signify the hazard has passed and the public can be allowed to move. <u>Terrorism</u>

Look out for and immediately report to EO

- People behaving strangely (e.g. nervous, perspiring, wearing overly warm clothing, concealing their face)
- People bringing unusual packages into the event
- Vehicles parked in suspicious circumstances.

If the EO determines that an item is suspicious, the event must be evacuated to this distance:

Bag / suitcase **100m minimum**

Car **200m minimum**

Large Vehicle **400m minimum**

Person-based attacks: use **RUN-HIDE-TELL**

Chemical, Biological and Radiological (CBR) attacks are very rare. **Remove** (yourself) **Remove** (outer clothing) **Remove** (the substance)

Report ALL incidents and suspicions to EO.

Bomb threat

If you receive a specific bomb threat, use code word [REDACTED] and veiled speech within hearing range of public.

Consult with an event organiser if possible, and let him/her deal with situation.

If not, note exact location of threat and details, call 999 and then inform an organizer.

Concurrently evacuate everybody out of the Town Square, Parliament Street, Market Street and North Street.

Suspect package

Clear the public to a safe distance and out of the direct blast line.

Bag / suitcase **100m minimum**

Car **200m minimum**

Large Vehicle **400m minimum**

Consult with an event organiser if possible and time permits.

If not, note exact location of package, call 999 and then inform an organizer.

If necessary, disperse the public to safe areas, well away from the suspect package.

Fire:

Note your exact location and dial 999

Get an extinguisher and take it to site of fire. Extinguishers are at the CTC info stall.

Fight fire with extinguisher.

Notify your nearest organiser and make sure the public are safe.

If necessary, clear route in for emergency services and guide them in.

Refresh on use of extinguishers:

Water, foam, dry powder, CO2.

Cylinder, carrying handle, safety pin/clip, operating lever/trigger.

Evacuation Procedure

In the event that during the event, there is a perceived hazard/danger (for example fire, bomb threat) that requires all or part of an area to be evacuated, the following will happen.

- The steward that has identified the danger will immediately clearly repeat the word [REDACTED] three times through the walkie talkie. They will then advise fellow stewards through the walkie talkie, of the perceived danger and its location.
- Stewards will guide the public from the hazard/danger area in a calm orderly fashion. Direct them to their nearest exit (top of Market Street, top of North Street, or Belle Parade).
- Where possible, the hazard/danger area will be cordoned off by Members of the Event Management Team who will await the emergency services
- As this is an open air event the public will be dispersed by utilising clear exit routes away from the danger as advised by the Event Manager and/or the MC.

3.1 Welfare of Children, Young Persons, or Vulnerable Persons

Please provide details of how you would deal with a lost or found child, young person, or vulnerable person at your event. Please include the following:
What is your safeguarding procedure?
Lost Children The lost children reporting and control point will be located at the information stall. There is a Lost Child Policy which is attached to the Event Management Plan as an appendix. A log will be kept of all lost children incidents.
Who is the designated person in charge of this? Are they DBS checked?
Lost children point is staffed by whoever is on duty at the CTC stall. It is not private. The Event Manager is DBS checked, and the three Youth Workers (DBS checked) are also at the event. The DSO is Rachel Avery, the Deputy is Cath Kelly.
Where is the rendezvous point? Is this easily identified within the event footprint? Have you got 2 people at that point?
CTC stall. Highly visible. 2 people on duty at all times.
What code will you use to notify staff of a lost person? Will there be event wide announcements made?
[REDACTED]
Are there any specific safeguarding arrangements needed?
The Lost Children Policy is as 2024, but the steward briefing is pragmatic. The safeguarding policy is due to be considered before the event and cascaded to all stewards.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event
We have an accident book at the CTC stall.

3.3 Communication with the public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency. It is advisable to have emergency messages scripted before the event for use on the day. This will work in conjunction with your incident planning and response protocols.
PA preferred, loud hailer if necessary.
What advance communication will be completed prior to the event starting? For example, sharing T&Cs, bag search requirements (prohibited items list), crime prevention advice, suggestion for suitable clothing/footwear, food/shelter arrangements, animal welfare (if allowed to attend), support for vulnerable or disabled visitors.
Posters around town will show start/end timings of the event. Social media posts will inform the public about what stalls and entertainment there will be.

3.4 Emergency Plans

Please note that it is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared and emergency services are in attendance, then operational command will likely fall to Devon & Cornwall Police. However , procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.
It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.
In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event
It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).
Who is responsible for the decision making of show stop, postponement, event cancellation?
The Event Manager, Jo Davey, in consultation with the Town Clerk.
What are your contingency plans for situations, such as: Need for evacuation (partial area, half ground or full), fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during? This is not an exhaustive list, and the specific nature of your event will suggest others – you may wish to separate this out into a separate document covering each 'what if' scenario.
Evacuation: We instruct stewards to "evacuate everybody to safe areas" Fire: Note your exact location and dial 999 Get an extinguisher and take it to site of fire Fight fire with extinguisher. Notify your nearest organiser and make sure the public are safe. If necessary, clear route in for emergency services and guide them in.

<p>Medical emergency: Injury or sickness: First aid post is in Parliament Street.</p> <p>For a minor injury, either take casualty to a first-aider or summon a first-aider through an organizer with a radio.</p> <p>For a more serious medical emergency- Priority Call should be used via the radio if there is an emergency, and a volunteer needs to contact the First Aiders to inform us of eg. A collapse, cardiac arrest or anything potentially life threatening. We need to get an urgent response such as an ambulance to our location. Unqualified persons should not attempt to treat a seriously injured casualty but should wait until trained assistance arrives.</p>									
<p>At your event, who will be responsible for determining that an incident is now a major incident or emergency (beyond the capability of the event management team) and will take responsibility for decisions until the emergency services arrive and take control?</p>									
<p>Note: – in accordance with Local Resilience Forum (LRF) procedures it is NOT for event managers to call a Major incident. Only cat 1 or 2 responders can declare a Major Incident.</p> <p>The Event Manager.</p>									
<p>Who will report this to the emergency services? Who will ensure the route is clear to the RVP?</p>									
<p>The Event Manager will report. The Chief Marshal will ensure the route is clear.</p>									
<p>What systems do you have in place to contact the local emergency services?</p>									
<p>All stewards/marshals must carry a mobile phone.</p>									
<p>Who will liaise with the emergency services when they get to the site?</p>									
<p>The Event Manager</p>									
<p>What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?</p>									
<p><i>Preferred:</i> the entrance at North Street, exit via Belle Parade.</p>									
<p>Who will be responsible for crowd control during an incident?</p>									
<p>The Event Manager will be responsible for instructing stewards to control the crowd</p>									
<p>If required, how would you safely evacuate your event OR a specific area away to move people away from danger? What steps would you take? Where would you go?</p>									
<p>Announcement on PA system preferred, loud hailer if necessary. Stewards to instruct public to leave by nearest exit. Distance is threat-dependent:</p> <table border="0"> <tr> <td>Bag / suitcase</td> <td>100m minimum</td> <td>(to Methodist Church or Adams)</td> </tr> <tr> <td>Car</td> <td>200m minimum</td> <td>(to The Bike Shed or fish and chip shop)</td> </tr> <tr> <td>Large Vehicle</td> <td>400m minimum</td> <td>(to Haywards or Sunflowers nursery)</td> </tr> </table>	Bag / suitcase	100m minimum	(to Methodist Church or Adams)	Car	200m minimum	(to The Bike Shed or fish and chip shop)	Large Vehicle	400m minimum	(to Haywards or Sunflowers nursery)
Bag / suitcase	100m minimum	(to Methodist Church or Adams)							
Car	200m minimum	(to The Bike Shed or fish and chip shop)							
Large Vehicle	400m minimum	(to Haywards or Sunflowers nursery)							

Event Manager: "This is an emergency. Please walk quickly out of the Town Square. Walk to your nearest exit."
How will you communicate the evacuation instruction to your audience?
Announcement on PA system preferred, loud hailer if necessary.
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
None. The event is outside.
How would you move injured or less abled audience members to the evacuation point?
Uninjured public must leave the event and disperse. In the event of injuries AND a need to evacuate, the evacuation point is the grounds of the Parish Church . Event Manager to use PA or loud hailer to ask public and stewards to help move the injured.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event
Is your event taking place on or off the Highway?
<input checked="" type="checkbox"/> On the Highway <input type="checkbox"/> Off the Highway
What is the best route for traffic to take in order to get to your event? How will this be communicated?
Vendors who are bringing a vehicle onsite receive an email with instructions on where and when to arrive. Post on social media telling public the nearest car park.
What is the best and safest route for traffic to exit your event? How will this be communicated?
As above.
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.
No vehicle movement during the event, just before and after.
What have you done to liaise with and inform local residents and businesses about the Impact to local roads?
Road closures are posted on CTC social media a week ahead of the event. Road closure signs are displayed on lampposts, as required. Residents around The Square receive a letter informing them about road closure and parking suspension.
Can people enter your event without causing an obstruction on the road?
Yes

How have you considered the impact that your event will have on public transport? Have you informed your local bus/park & ride/rail/taxi company?	
No. The majority of the attendees are expected to be very local.	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)	
Location (street name/car park)	Market Street, Parliament Street
Number of spaces	
Intended use for the parking spaces	Vendors
Start time of suspension	8am
End time of suspension	7pm
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	
Number of spaces	
How will the area be managed?	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Vendors receive an email with timings of when to unload and where to remove their vehicle to (St Saviours Way car park). This is before 9am on a Saturday.	
Will you have any 'trained' people such as CSAS or Chapter 8?	
The Chief Marshal and the Event Manager are Chapter 8 certified.	
Will you be putting event signage up?	
Road closure notifications on lampposts. IDVerde will put up any necessary road signs.	

If you have employed a Traffic Management Company, they may write a Traffic Management Plan for you. Please ensure you include that within your submission. You may also find it useful to map out the traffic elements of the event, to show the sterile emergency access routes, where service vehicles/vendors will be parked/public parking/walking routes etc.

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, [Devon County Council Highways](#) will produce the road closure order once it has been approved. This may involve a charge. Speak to Devon County Council Highways for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by DCC Highways. This will involve a charge.

Please answer the following questions in detail regarding any road closures at your event
Are you applying for a road closure as part of your event?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please list ALL roads that you wish to close for your event below:
2025 closure has been applied for by IDVerde and is complete.
What is the duration of the closure? Please be realistic with timings.
11 hours.
Is it necessary to have a diversion route? If yes, please provide details of the route here. A diversion plan will need to be submitted to local Council.
Diversion via North Street, Belle Parade, Jockey Hill or High St Union Rd, East St, Mill St, Blagdon Terr. Jockey Hill, Higher Rd, Alexandra Rd, Peoples Park Rd, Deep Lane & Parliament St
Who is providing your signage for the road closure?
If you are using a signage contractor, please provide their details here. Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to local Council.
If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.
ID Verde

If you are not applying for a road closure, you must still notify them of the event via [this link](#).

Appendices

i. Site Map

Please provide a site map of your event site. This should include the following:
Access/egress routes, first aid provisions, welfare area, event structures, catering/vendor units, large structures, licenced areas, toilets, fire hazards, fire points, parking, fencing/barriers, vehicle/pedestrian segregation if parking on site, evacuation routes, emergency access routes etc.

ii. Risk Assessment

Please complete an event specific risk assessment **as well as** a fire risk assessment.

Please type your answers into the white boxes

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million).

iv. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway.
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable).

v. Ticket Terms & Conditions

[illegible]

[illegible]

Row Labels	Sum of Budget	Sum of Actual
Operational	3827	
Sponsorship	1300	
Repeat costs		
Misc Income	3088.04	
Misc Expenses	0	
Grants		
New Infrastructure		
Community Participation	2715	
Repeat Costs	0	
Stallholder fees	3175	
New Inches		
Grand Total	14105.04	

Crediton Town Council

Crediton Food Festival 2025

	Budget	Actual	Variance
Income			
Sponsorship	1,300.00	-	(1,300.00)
Grants	-	-	0.00
Stallholder Fees	3,175.00	-	(3,175.00)
Misc Income	3,088.04	-	(3,088.04)
	7,563.04	-	7,563.04
Expenditure			
Operational	(3,827.00)	0.00	3,827.00
Community Participation	(2,715.00)	0.00	2,715.00
Repeat Costs	0.00	0.00	0.00
Misc Expenses	0.00	0.00	0.00
	(6,542.00)	0.00	6,542.00
Net Position	1,021.04	0.00	(1,021.04)

Community Participation
Entertainment
Grants
Misc Expenses
Misc Income
Music
New Inches
Operational
Repeat Costs
Sponsorship
Stallholder Fees

KEY



EMERGENCY
ACCESS



ROAD
CLOSED



EVACUATION
ROUTES



GAS



EXIT

MARQUEE



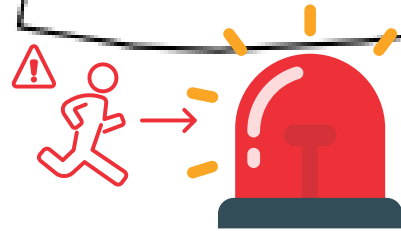
EXIT

EXIT

Posts



LOST
AND
FOUND
CHILD
REN



PARLIAMENT STREET

NORTH STREET

MARKET STREET

2

3

7

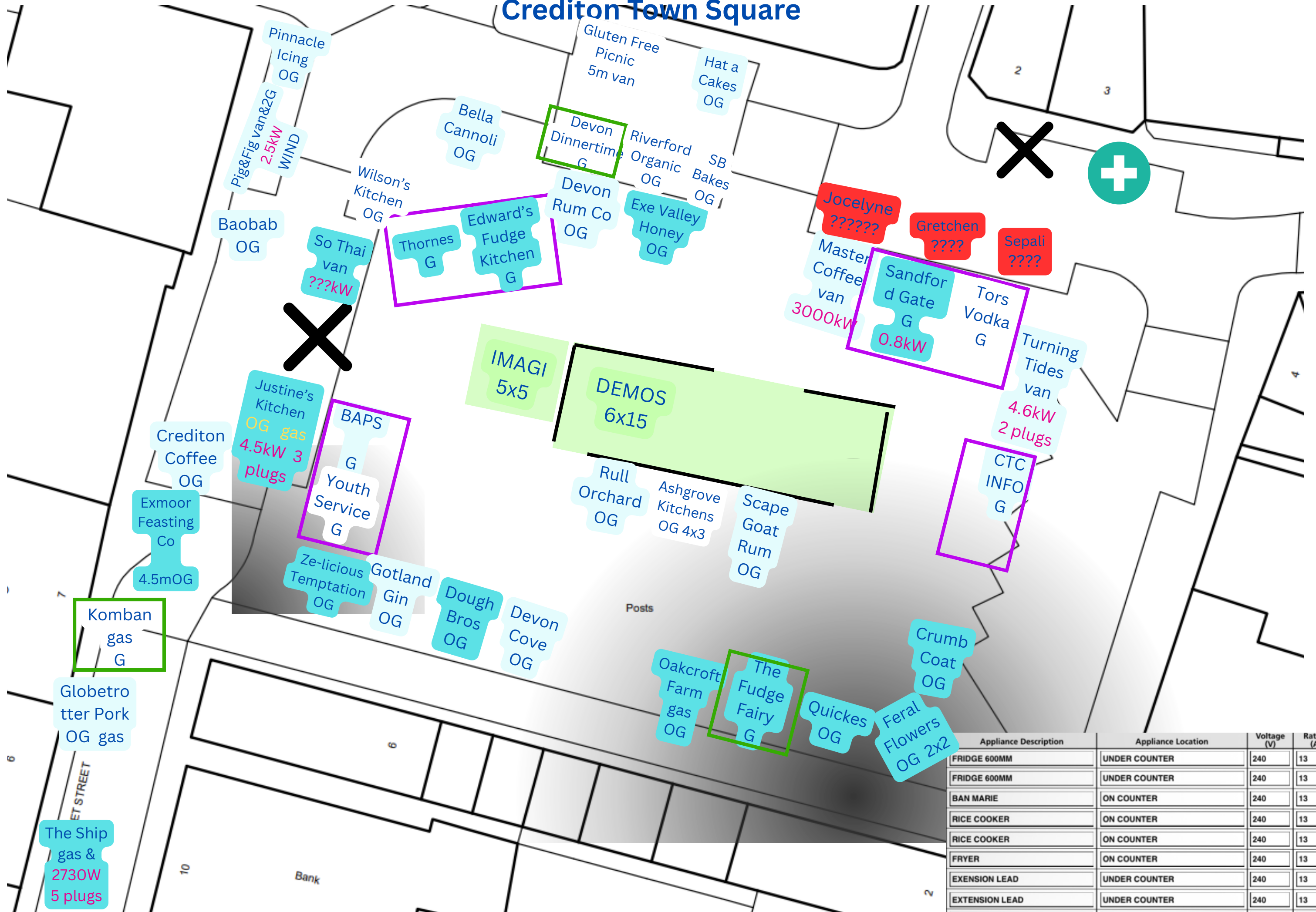
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Bank

8

Crediton Town Square



Appliance Description	Appliance Location	Voltage (V)	Rating (A)
FRIDGE 600MM	UNDER COUNTER	240	13
FRIDGE 600MM	UNDER COUNTER	240	13
BAN MARIE	ON COUNTER	240	13
RICE COOKER	ON COUNTER	240	13
RICE COOKER	ON COUNTER	240	13
FRYER	ON COUNTER	240	13
EXTENSION LEAD	UNDER COUNTER	240	13
EXTENSION LEAD	UNDER COUNTER	240	13
WATER HEATER	UNDER COUNTER	240	13
1M EXTENSION LEAD	UNDER COUNTER	240	13



CREDITON TOWN COUNCIL

Honorary Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 1 July 2025

Recommendation

Full Council is recommended to consider offering an honorarium to two local volunteers who plant several floral displays in the town.

1. Purpose

- 1.1 To consider offering an honorarium to two local volunteers who plant several floral displays in the town.

2. Background

- 2.1. The volunteers plant the 4-tiered planters on the Town Square, 4-tiered planters outside Hillbrow Care Home and 2 planters on Mill Street.
- 2.2. This planting was previously carried out by another local resident, and he received an annual honorarium of £300.
- 2.3. The current volunteers kindly offered to take over after the previous resident retired and this is now their second year planting up the floral displays – and they do a brilliant job.
- 2.4. In 2023, whilst looking for new volunteers, CTC paid £925.00 for contractors to carry out the planting. Sourcing new volunteers has been very beneficial in terms of reducing costs.

3. Proposals

- 3.1 To offer an honorarium to two local volunteers who plant several floral displays in the town.

4. Financial Implications

- 4.1 There is £400 allocated to honorarium payments in the 2025/26 budget.

5. Conclusion

- 5.1. The Town Council maintains several floral displays in the town and without the help of local volunteers this would be a much more costly project.

Crediton's Traffic Problem: A Community Paper on Congestion and Bypass Possibilities

Submitted for consideration by Crediton Town Council

Date: 9th May 2025

Author: Gary Stanley

This paper summarises known traffic issues in Crediton, community sentiment on congestion and bypass possibilities, and proposes next steps for Council consideration. It is not a final plan, but a call for structured dialogue, data gathering, and inclusive decision-making.

1. Introduction

This paper is submitted to Crediton Town Council in response to recent online discussions and a community poll concerning Crediton's ongoing road congestion problems—most notably along the A377 through the center of the Town. The aim is not to propose a fully formed solution, but to initiate a structured, serious conversation about potential traffic relief strategies. This includes the possibility of a town bypass/relief road or, at the very least, a strategic review of the local road network.

Crediton has long struggled with traffic issues, particularly large volumes of vehicles, and especially HGVs navigating the high street and surrounding roads. With continued residential development on the town's edges and increasing regional traffic, the need for long-term solutions is becoming more urgent.

2. Identified Traffic Issues

Based on both personal observation and community feedback, aside from the aforementioned high volumes of traffic through the High Street, several other persistent traffic issues in and around Crediton have been identified. These are visualised in Map 1.

2.1 Local Pinch Points (Marked in Pink on Map 1)

- Mill Street & East Street junctions – Particularly difficult for buses and HGVs due to tight turning radii.
- Narrow sections of Exeter Road – Commonly cause blockages, delays and driver hesitation, and sometimes damage to walls or buildings. There is also the issue of pollution for the residents who live here.
- Jockey Hill Roundabout, leading to Blagdon – A problematic narrow merge point, particularly under peak conditions.
- Sections of Higher Road, the entire length of Stonewall Lane & Old Tiverton Road – Narrow, with limited visibility and space for large or two-way traffic.

These areas frequently cause problems, especially for agricultural vehicles, delivery lorries, and public transport, and collectively highlight the inadequacy of the town's current road geometry for modern transport demands.



29th April 2025 – Two Culina HGVs stuck side-by-side in Exeter Road, blocking traffic

2.2 The Myth of the "Wellparks Hill Bypass" (Green Line on Map 1)

Wellparks Hill and Exhibition Road are sometimes referred to as a "bypass," but this is only partially true. While they provide a functional alternative for vehicles approaching from Exeter and heading to Lords Meadow or Tiverton, they do nothing for traffic entering from the west (e.g. Copplestone direction).

Traffic from the west is still forced to pass through the High Street. While some drivers opt to divert via Higher Road and Jockey Hill (Yellow Line on Map 1), these routes are not suitable for consistent HGV usage due to their layout, gradient, and restricted width in places. As such, referring to Wellparks Hill as a "bypass" is misleading and risks masking the deeper structural problems.

3. Visual Maps Overview

To assist with visualising the geographic and infrastructural challenges discussed throughout this document, two annotated maps are included. These maps highlight known traffic issues, topography, and conceptual bypass routes.

Map 1: Road and Pinch Point Overview

- Red Line: The current A377 as it passes directly through the town centre.
- Blue Line: The High Street
- Green Line: The Wellparks Hill and Exhibition Road route (including Mill Street), often mislabelled as a bypass.
- Yellow Line: Higher Road, Jockey Hill, Blagdon & Stonewall Lane—narrow in many places, steep-gradient, used unofficially.
- Purple Line: A conceptual bypass linking the western and eastern edges of the town taking into consideration the land south of Barnfield earmarked for development by MDDC.
- Pink Marking: Identified pinch points (see Section 2.1), representing key traffic flow bottlenecks.
- Light Blue shaded section: Indicates the land south of Barnfield, referenced in the March 2025 Town Council presentation as a potential green & housing development site.

This map provides a comprehensive overview of how traffic moves through and around the town, and where problems are most likely to occur. It also illustrates how a realistic relief road might integrate with expected development zones, providing a useful tool for planning and future consultation.

Map 2: Topographic Overlay

This map presents elevation data for the Crediton area, ranging from 30m to 149m. It visually illustrates the steep terrain that constrains road planning options.

Notably, the conceptual purple bypass route appears to traverse a relatively stable elevation profile, avoiding steep climbs that complicate vehicle access and infrastructure development. This makes the route potentially more viable from an engineering perspective.

4. Town Planning and Infrastructure Blind Spots

In September 2024, the Crediton Town Masterplan (<https://letstalk.middevon.gov.uk/crediton-masterplan>) was adopted by Mid Devon District Council. The plan rightly identified the town's high volume of traffic as a weakness—but notably avoided proposing any resolutions, or strategic changes to the highway network.

While the masterplan outlines admirable opportunities such as:

- Improved pedestrian and cycle routes
- Park & ride connectivity
- EV charging points, e-bikes, and a mobility hub

... these are largely aimed at encouraging local residents to drive *less*, not at addressing the more pressing issue: *through-traffic*. In other words, people who don't live or work in Crediton but drive through it to get elsewhere.

It's difficult to see how a high street vision filled with trees, seating, and cyclists will become a reality if we continue to funnel traffic through the heart of the town. The plan is bold on greenery, but blind to the practical realities of infrastructure.



One “Vision” of CREDITON, taken from the masterplan, with a notable lack of traffic.
Currently, this is nothing more than a pipedream.

5. Future Development Pressures (South of Barnfield and Beyond)

No conversation about traffic can ignore CREDITON's future development. We are, unfortunately, not living in a version of *Back to the Future* where "we don't need roads". Sadly, we do need roads, and the A377—the town's only major arterial road—cannot absorb endless development.

Development areas, particularly south of Barnfield, are either confirmed or expected under Mid Devon's Local Plan. These expansions are inevitable and will require new or upgraded infrastructure, especially roads. Yet, in the March 2025 "Vision" presented by the CREDITON Climate Action Team and Town Council, these developments were conspicuously under-addressed.

Sustainability cannot be achieved by pretending growth isn't coming.

6. The EV and Public Transport Paradox

There's a growing national narrative that we'll all soon be ditching fossil fuels in favour of electric vehicles (EVs) and public transport. The government is pushing hard in this direction. But the reality is more complex.

A large proportion of the UK's electricity is still generated from non-renewable sources, and EV batteries rely on resource-intensive materials like lithium and cobalt. Their extraction raises serious environmental and ethical concerns. Moreover, battery recycling remains in its infancy.

Simultaneously, public transport infrastructure—especially in rural areas like Crediton and surrounding villages—is underfunded, patchy, and unreliable. Rail access is limited. Bus services are inconsistent, inconvenient, and don't adequately cover all areas. For many residents, private vehicles aren't optional—they're essential. Any realistic vision of a green future must account for this.

7. Community Considerations

The community understands that any road project comes with financial, environmental, and logistical trade-offs and problems. Nevertheless, there is clear local appetite to engage in discussion around Crediton's long-term traffic issues.

Key community considerations include:

- A proper bypass could reduce congestion and emissions in the town centre, making the implementation of the Crediton Masterplan more feasible, and the High Street a nicer place as a result.
- Future development must include infrastructure foresight—not just housing growth.
- Developers should be expected to contribute to network infrastructure costs as a standard requirement.
- Connecting new developments directly to the A377 without traffic mitigation measures will likely worsen the town's existing congestion.

While a minority of residents oppose the idea of a bypass—often citing environmental or landscape concerns—their views are acknowledged and respected. This paper does not promote a single solution but advocates for an open, evidence-based community discussion.

8. Community Poll Results

In May 2025, an informal but well-circulated online poll was conducted to gauge public opinion (See Appendix A). The question posed:

"Do you support exploring the idea of a Crediton bypass and/or road network review?"

Responses (as of 9th May 2025):

- Total: 367
- In favour of discussion/review: 327 (89%)
- Opposed: 31 (9%)
- Unsure: 9 (2%)

While not scientific, the results suggest strong community support for at least exploring new ideas. This paper aims to reflect that sentiment and provide a starting point for more formal discussion.

9. Recommendations and Next Steps

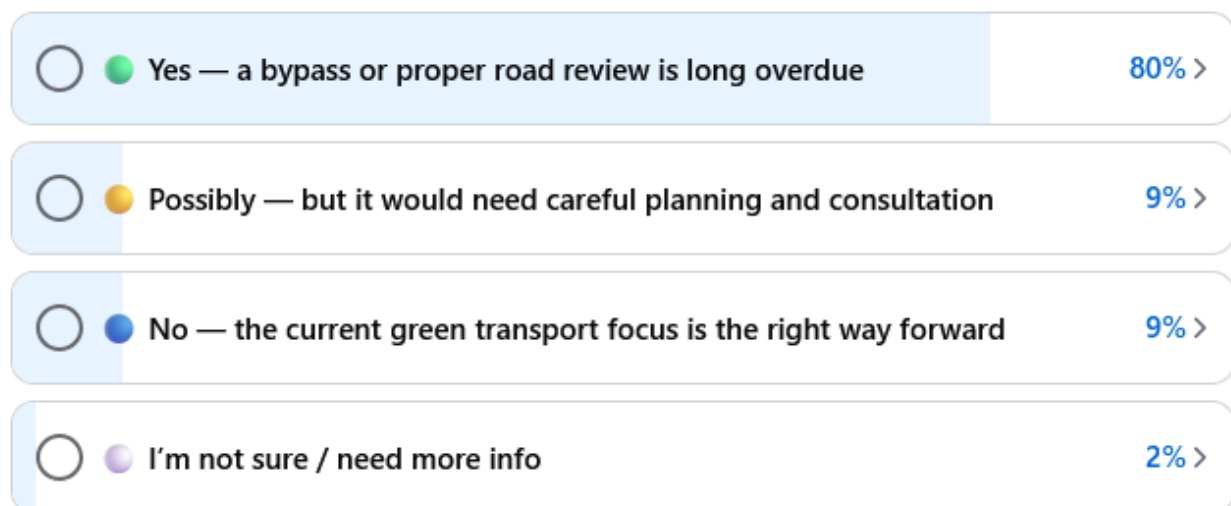
This paper proposes the following:

1. Crediton Town Council should formally acknowledge public interest and the results of the recent poll.
2. Organise a public forum or consultation event to collect further views.
3. Commission a comprehensive traffic survey—simultaneously conducted at all town entrances and exits—to analyse volume, vehicle type, and destination, particularly the proportion of through-traffic (e.g. HGVs).
4. Request that Devon County Council conduct a feasibility review of a potential bypass or other network improvements.

It should also be ensured that all future development-related road decisions align with a clearly defined, long-term traffic strategy (which currently does not seem to exist!).

10. Appendix

A. Poll Screenshot and Data Summary



2.9K post reach >

367 votes

B. Annotated Maps

See separately attached map images.

- Map 1: Pinch Points and Road Colour Coding
- Map 2: Topographic Context

C. Community Comments (Selected)

"Crediton needs a bypass. It's as simple as that and that's been the case for at least the past 50 years. Look how well Honiton and Okehampton are doing since bypasses were built."

"We campaigned for this as a class project when I was at primary school I'm now 48 so progress has been slow."

"This would remove a lot of freight and other traffic from the high street and generally make Crediton much more pleasant."

"Glad to see this under discussion. The traffic down the High Street is unacceptable in my opinion."

Final Note

This paper is submitted in good faith by a resident aiming to encourage constructive discussion and long-term thinking. No commitments are requested—only a willingness to explore ideas, acknowledge challenges, and involve the community in shaping Crediton's infrastructure future.

