



To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council** , which will be held on **Tuesday, September 2, 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, 28 August 2025**

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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**

### **2025/066 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **2025/067 - 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)

### **2025/068 - Apologies**

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

### **2025/069 - Declarations of Interest and Requests for Dispensations**

**2025/069.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2025/069.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2025/070 - 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

### **2025/071 - Chair's and Clerk's Announcements**

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

### **2025/072 - Town Council Minutes**

To approve and sign the minutes of the meeting held on **Tuesday 15 July**, as a correct record (minutes will be issued with the agenda)

### **2025/073 - 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:

[25/01030/FULL | Change of use of offices to residential bungalow | Land and Buildings at NGR 283318 100354 \(The Annexe\) 8 North Street Crediton Devon](#) (To note only)

[25/01038/FULL | Erection of 1.5m high totem pole | Land at NGR 283206 100597 \(Peoples Park\) Peoples Park Road Crediton Devon](#) (To note only)

[25/01166/CAT | Notification of intention to remove two lower limbs of Ash tree that overhang garden of No 6 Walnut Drive at approximately 8metres in height within the conservation area | The Beeches Old Tiverton Road Crediton Devon EX17 1EF](#)



### **2025/074 - Mid Devon District Council Planning Decisions:**

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

Ref: 23/01095/MOUT

Proposal: Outline with all matters reserved except access for circa 12 dwellings and associated works

Location: Land at NGR 282429 100764 Alexandra Close, Crediton, Devon

Ref: 25/00685/TPO

Proposal: Application to remove 1 Monterey Pine to ground level and reduce overall height of 1 Silver Birch tree from 14m to 11.5m above ground level, protected by Tree Preservation Order 08/00010/TPO

Location: Cedar House, Threshers, Crediton, Devon

Ref: 25/00726/CLP

Proposal: Certificate of Lawfulness for the proposed use of land as residential garden

Location: 87 Willow Walk, Crediton, Devon

Ref: 25/00418/FULL

Proposal: Installation of 3 vehicle wash bays

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

Ref: 25/00831/HOUSE

Proposal: Variation of conditions 2 of planning permission 25/00200/HOUSE (Erection of single storey rear extension and side porch) to allow substitute plans to reduce the size of the side extension

Location: Windfall, Threshers, Crediton, Devon

Ref: 25/00548/FULL

Proposal: Demolition and erection of 1 dwelling

Location: The Cott, Stanbury Court, Crediton, Devon

### **2025/075 - Crediton Urban Taskforce**

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

### **2025/076 - Peoples Park**

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

### **2025/077 - Premises Licence**

To consider and comment on an application for a new premises licence for 8 & 9 Market Street

### **2025/078 - Appeals Sub-Committee**

**2025/078.1 - To receive nominations for three members to sit on the Appeals Sub-Committee**

**2025/078.2 - To approve a date for the Appeals Sub-Committee to meet (w/c 22 September 2025)**

**2025/079 - Outstanding debts**

To approve the Notice of Intended Court Proceedings pro-forma letter

**2025/080 - High Street Christmas lighting**

To receive a report relating to arrangements for High Street Christmas lighting, to consider the proposals therein, and approve a preferred contractor

**2025/081 - Property Inspections**

To note the property inspection report

**2025/082 - Weather Station**

To receive and note the proposal brought forward by a member of public regarding a weather station to support Air Quality Data Collection, and to agree support for MDDC to progress

**2025/083 - Ear Marked Reserves**

To approve spending £16,702.13 from Elections EMR (320) for the elections held on 27 March and 26 June 2025

**2025/084 - Current Office Buildings Redecoration**

To receive the report regarding the redecoration of the current office buildings and approve a preferred contractor

**2025/085 - Manor Office Broadband and Telephones**

To receive the report regarding the provision of broadband and telephones at Manor Office, and to approve a provider

**2025/086 - Manor Office**

To receive and approve the licence agreement between Crediton Town Council and Crediton Area History and Museum Society

**2025/087 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 16 September 2025

**2025/088 - Part II**

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

**2025/089 - Manor Office**

To receive the confidential report regarding Manor Office and to agree any further actions

**2025/090 - Reports Pack**

**Attachments – for internal use only**

[2025-07-15 - Full Council - Minutes.pdf](#)  
[8 and 9 Market Street New Premise Licence Application.pdf](#)  
[Notice of intended court proceedings.docx](#)  
[Cross Streets 2025 Report.docx](#)  
[FOR FULL COUNCIL Company A Cross Street Proposal.pdf](#)  
[FOR FULL COUNCIL Company A Cross Street Quote.pdf](#)  
[FOR FULL COUNCIL Company B Cross Street Proposal.docx](#)  
[FOR FULL COUNCIL Company B Cross Street Quote.pdf](#)  
[FOR FULL COUNCIL Company C Cross Street Quote.xlsx](#)  
[FOR FULL COUNCIL Cross Streets Company D Proposal and Quote.docx](#)  
[Property Inspections Report.pdf](#)  
[Weather Station report MOP.pdf](#)  
[Elections invoice.pdf](#)  
[8A and Bungalow Decoration Report.docx](#)  
[Manor Office Broadband Report.docx](#)  
[Licence to Occupy - CAHMS.docx](#)



**Minutes of the Full Council meeting held on Tuesday, July 15, 2025 at 19:30 in the Credition Library, Belle Parade, Credition.**

<b>Present:</b>	Cllrs Steve Huxtable, Jim Cairney, John Downes, Joyce Harris, Liz Brookes-Hocking, Tim Stanford, Natalia Letch, Paul Perriman, Rachel Backhouse, Vix Frisby and Guy Cochran
<b>Apologies:</b>	Cllr Giles Fawssett
<b>In Attendance:</b>	4 members of the public 1 member of the press
<b>Minute Taker:</b>	Rachel Avery, Town Clerk

## MINUTES

### 2025/066 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19:06, and members introduced themselves.

### 2025/067 PUBLIC QUESTION TIME

The following questions were raised by members of the public:

- Why Cllr Stanford introduced himself as a Liberal Democrat councillor, seeking clarification on the community's representation
- Why their follow up email regarding Freedom of Information request had not been acknowledged, regarding the deletion of live-streamed committee meetings. The Chair confirmed receipt of the request and promised a written response in due course

Additionally, concerns were raised about the accuracy of the minutes from the previous meeting, particularly regarding public opposition to councillors holding multiple positions and the lack of reference to specific interactions. The Chair assured that written responses would be provided for all questions posed.

### 2025/068 APOLOGIES

**Decision:** It was **resolved** to receive and accept apologies from Cllr Fawssett (personal). (Proposed by Cllr Huxtable)

### 2025/069 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

#### 2025/069.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of interest.

**2025/069.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

There were no dispensation requests.

**2025/070 ORDER OF BUSINESS**

There were no changes to the order of business.

**2025/071 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements.

**2025/072 TOWN COUNCIL MINUTES**

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday, 03 June 2025, as a correct record. (Proposed by Cllr Harris, Cllr Cochran abstained)

The minutes of the meeting held on Tuesday, 01 July 2025 were reviewed. Councillors discussed the accuracy of the minutes, with particular attention given to the concerns raised by members of the public regarding the inclusion of public questions and comments, and the request for an apology from a councillor to a member of the public.

A member of the public questioned why the use of video recordings could not be used to ensure accuracy or to use the recording as the minutes. It was **noted** that the minutes are the legal document held relating to the decisions made by the council (Local Government Act 1972, Schedule 12, Paragraph 41(1)).

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday 01 July 2025, noting the above points. (Proposed by Cllr Harris)

**2025/073 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Cllr Downes' reports form part of the minutes (Appendix A).

He highlighted that MDDC had received £326,000.00 to support people in financial difficulty with the cost of water, heating and food, to be administered by CHAT and Navigate.

He also highlighted an email sent to the Town Clerk regarding Air Quality, which would form part of the minutes (Appendix B).

County Councillor Cairney provided an update on the following:

- efforts to fix potholes and the potential cost savings by using recycled tyres
- implementation of '20 is Plenty' signs to encourage slower driving, particularly around schools, noting that this would be at a cost to town and parish councils
- initiative to reduce mobile phone usage in schools

A member of the public asked if County Cllr Cairney intended to hold regular surgeries, with him explaining that he intended to do so once he has recovered from an injury and dates would be advertised in the Crediton Courier.

District Cllr Cairney stated that the MDDC Homes PDG were working on improved communication with tenants, with three tenants having been nominated to attend meetings. Tenant survey results are improving.

A member of the public asked, on behalf of a resident, what MDDC are doing to ensure housing tenants receive their refunds following the overcharging of rent. Cllr Downes stated that MDDC have put aside £1.8m and that the first tranche of payments is being made. These are to tenants not in receipt of benefits, with the next tranche including those in receipt of benefits. This delay is to ensure that payments do not affect benefits and are paid appropriately. It was noted that there is a dedicated member of staff dealing with the matter.

District Councillor Cochran reported that Mid Devon District Council is now among the top five in the country for recycling, with plans to expand recycling efforts further.

## **2025/074      REPORTS FROM OUTSIDE BODIES**

Hayward's Educational Foundation: Cllr Cairney reported on a successful summer fair and the ongoing financial challenges faced by schools.

DALC: Cllr Brookes-Hocking encouraged councillors to register for access to resources and training on planning and enforcement, alongside the frequently asked questions page on Local Government Reorganisation.

Chamber of Commerce: A member of the public stated that a meeting is planned in the next two weeks. The Town Clerk advised that the office should be included in any information and would await this.

## **2025/075      FINANCE**

### **2025/075.1    TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JUNE AND 30 JUNE 2025**

Decision: It was **resolved** to approve transactions between 01 June and 30 June 2025. (Proposed by Cllr Brookes-Hocking)

### **2025/075.2    TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 JUNE 2025**

Decision: It was **resolved** to approve the bank reconciliation to 30 June 2025. (Proposed by Cllr Harris)

### **2025/075.3    TO NOTE BANK ACCOUNT BALANCES TO 30 JUNE 2025**

The bank account balances as of 30 June 2025 were **noted**.

### **2025/075.4    TO NOTE YEAR TO DATE SPEND**

The year-to-date spend up to 30 June 2025 was **noted**.

### **2025/075.5    TO NOTE EARMARKED RESERVES AS AT 30 JUNE 2025**

The earmarked reserves as at 30 June 2025 were **noted**.

## **2025/076      EAR MARKED RESERVES**

Members received a report regarding the transfer of Ear Marked Reserve 371 (VJ Day) to the budget. The discussion highlighted the initial budget allocation of £2,500.00 for VJ Day activities, which included a children's tea party, wreath laying, and British Legion presence on the town square. Concerns were raised about the

high cost for the children's tea party, and it was clarified that any unspent funds would be returned to the earmarked reserves.

A proposal was made to approve the transfer of the earmarked reserves, and it was suggested that an email be sent to all councillors detailing the plans for the day.

**Decision:** It was **resolved** to transfer £2,500.00 from earmarked reserves for VJ Day. (Proposed by Cllr Brookes-Hocking)

**Task:** Send an email to all councillors detailing the plans for August 15th. @Jo Davey

## 2025/077 CLOSURE OF NATIONWIDE SAVINGS ACCOUNT

Closure of the Nationwide Savings Account and the transfer of £89,003.07 to the CCLA was considered. The primary reason for this decision was the significantly better interest rates offered by CCLA compared to Nationwide. Additionally, maintaining the Nationwide account required extensive information provision, which was deemed unnecessary given the benefits of transferring to CCLA.

**Decision:** It was **resolved** to approve the closure of the Nationwide Savings Account and transfer £89,003.07 to the CCLA. (Proposed by Cllr Brookes-Hocking)

## 2025/078 POLICY REVIEW AND APPROVAL

### 2025/078.1 TO REVIEW AND APPROVE THE VEXATIOUS COMPLAINTS POLICY

A minor correction was **noted**, changing 'persist' to 'persisting' at point 2.3.

**Decision:** It was **resolved** to approve the Vexatious Complaints Policy, with the amendment. (Proposed by Cllr Harris)

### 2025/078.2 TO REVIEW AND APPROVE THE DOCUMENT RETENTION POLICY

Questions were raised about specific terms like 'TORT' and the retention period for certain documents. It was clarified that 'TORT' refers to a legal notice. The practicality of document disposal and the historical nature of some retained documents were discussed. It was agreed that the policy, with minor tweaks, would be approved.

It was **noted** that the policy would be made publicly available on the website for transparency.

**Decision:** It was **resolved** to approve the Document Retention Policy was approved. (Proposed by Cllr Brookes-Hocking)

## 2025/079 PULSE HUBS

Members received a report on Pulse Hubs locations.

Concerns were raised about the locations of the hubs, particularly those in less pedestrian-friendly areas. The hubs are intended to provide local information, defibrillators, and a small percentage of community advertising, with the majority being national adverts.

Questions were raised about the benefits to the public and the potential for local businesses to advertise. It was clarified that local businesses could buy advertising space.

Despite some reservations about specific locations at the A377 (Tesco roundabout) and Commonmarsh Lane, the council agreed to support the move to planning applications, with the understanding that further scrutiny would occur during the planning process.

**Decision:** It was **resolved** to approve the proposals for the placement of Pulse Hubs, with the Town Clerk advising the company on the council's concerns about the locations on the A377 (Tesco roundabout) and Commonmarsh Lane.

**Task:** Send an email to Pulse Hubs. @Rachel Avery

## **2025/080 DELEGATED AUTHORITY TO RESPOND TO PLANNING APPLICATIONS**

### **2025/080.1 TO APPROVE THAT PLANNING APPLICATIONS WILL BE RESPONDED TO UNDER DELEGATED AUTHORITY BY THE TOWN CLERK AND TWO MEMBERS**

**Decision:** It was **resolved** to delegate authority to the Town Clerk and two members to handle planning applications during the recess period from 16 July to 02 September 2025. (Proposed by Cllr Harris)

### **2025/080.2 TO APPOINT TWO MEMBERS RESPONSIBLE FOR RESPONDING TO APPLICATIONS MADE BETWEEN 16 JULY AND 02 SEPTEMBER 2025, IF REQUIRED**

**Decision:** It was **resolved** that Cllrs Brookes-Hocking and Fawssett would be appointed to handle planning applications during the recess period from 16 July to 02 September 2025, with Cllr Huxtable as a reserve should Cllr Fawssett decline. (Proposed by Cllr Harris)

## **2025/081 TOWN ENTRANCE REPLACEMENT SIGNS**

Members received and considered the contents of the report regarding the replacement of the stolen signs.

It was noted that like-for-like signs would have to be paid for by the town council, whilst smaller signs citing just the town name could be installed for free by DCC. Consideration was given to free signs in less prominent locations, but it was generally accepted that the same signs should be replaced like-for-like, with additional fixings to mitigate the likelihood of further theft.

**Decision:** The council resolved to replace the town entrance signs like-for-like and investigate anti-theft measures.

**Task:** Investigate anti-theft measures for the new town entrance signs. @Emma Anderson

## **2025/082 DATE OF NEXT MEETING**

It was noted that the date of the next meeting will be Tuesday, 02 September 2025.



**2025/083 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)

**2025/084 MANOR OFFICE**

**Decision:** It was **resolved** to approve the recommendation within the confidential report, with the additional break clauses and costs relating to the running of additional equipment. (Proposed by Cllr Brookes-Hocking)

**Task:** Contact organisation regarding resolution and attached requirements @Town Clerk

**2025/085 UNION ROAD TOILET BLOCK**

**Decision:** It was **resolved** to **note** the approved decision within the confidential report. (Proposed by Cllr Brookes-Hocking)

**2025/086 REPORTS PACK**

Signed .....

Dated.....

## District Cllr Downes - June Report

### Tidcombe Hall Development Appeal Ref: APP/Y1138/W/24/335800

On 24 June 2025 we received the Planning Inspectorates decision in relation to the Tidcombe Hall appeal and that the Inspector has found in favour of the appellant (and against Mid Devon), granting outline permission for the development of the site (for up to 100 dwellings). The whole appeal is available to read on line. One of the grounds for allowing the appeal is that we could not demonstrate sufficient land housing supply for 5 years. This will become increasingly difficult now that the government has increased housebuilding targets. It is frustrating when permission is given and the homes still aren't built. For MDDC there is a further blow as the costs of the appeal proceedings - limited to those costs incurred in contesting the second reason for refusal - will have to be paid by MDDC.

Looking for the positives, expectation is that 30% of the residential units will be affordable as a mix of shared ownership and social rented. And, in addition, there is a Statement of Intent outlining how the hall and its gardens and outbuildings could be restored and converted into residential use. This includes the removal of modern alterations, the reinstatement of lost features such as the loggia, and the retention and addition of planting. While the principles are high-level, it would be possible to secure sympathetic works via suitably worded conditions tied to the overall proposal.

#### Other news:

The Council Cabinet Meeting in Cullompton Tuesday 17 June – we move around in order to give local residents in the area an opportunity to attend in person. Residents are always welcome.

**MDDC Tenant Satisfaction Survey** went live you can find it on [Let's Talk Mid Devon](#)

**Local Government Reorganisation** there is a survey on [Let's Talk Mid Devon](#) to help shape the future of local government in Devon. I'd be interested in others views on the survey.

#### Consultation - Mid Devon District Council Local Validation Checklist.

Since 2008 local planning authorities have been required to publish a list of information they require to "validate" the planning applications they receive. This validation list forms two components, the national requirements, including the application form, the fee, certificates etc and secondly, specific local validation requirements known as the "Local List". The Government requires local planning authorities to review the "local list" every two years.

**The proposed Local List is open to public consultation from 30 June 2025 until 5pm on 8 August 2025**

- [Mid Devon District Council Local Validation Checklist](#)

You may comment upon the draft list by email to [DMConsultations@middevon.gov.uk](mailto:DMConsultations@middevon.gov.uk). After the consultation period, the Local Planning Authority will consider all the comments received and amend the Local List as appropriate. Once approved this will form the basis on which planning applications are deemed valid by Mid Devon District Council. Please note, although it will not be possible to respond to specific comments all comments will be recorded and fed into the consultation process.

You will receive an acknowledgement of your correspondence by email and your response will be held on our database for audit purposes.

**Training/updates available to all Town and Parish Council's in the District 28 July from 5:30pm.**

MDDC has offered the above to include information on the New Housing Targets for Planning Authorities, Planning and Infrastructure Bill and the New Plan for Mid Devon. There has been good take up on this but some spaces are still available. The training can be in person, via teams or by briefing note. If you are interested please contact **Angie Howell at [ahowell@middevon.gov](mailto:ahowell@middevon.gov)**

## **Let's Talk Mid Devon**

Let's talk Mid Devon is really easy to navigate around. For those who have not already registered for the site please consider doing so:

Information about **Mid Devon Green Enterprise Grant 2025 – offering businesses grants up to £5k towards investments to shrink their carbon footprint.** This scheme offers capital grants of up to 50% of the cost of investments. The scheme is to help deliver savings in greenhouse gas emissions by investing in energy efficiency or renewable energy or by saving water and other resources or material. Grants can be from £500 to £5000! Have a look at the full information to find out if the scheme suits you.

**Residents Financial Support – resources to support residents financially.** From aid with food and energy expenses to navigating the cost of living, our resources offer a lifeline for those seeking assistance within their community. Learn about childcare provisions, expert budgeting advice, and aid with rent and council tax payment

**Climate and Sustainability – a project showing the work we are doing to reach our carbon neutral ambitions.** This page talks about what Mid Devon is doing – and there is a lot going on from Transport and waste to homes and insulation.

**Plan Mid Devon 2023 – 2042** this will guide development in the district over a 20 year period.

**My Mid Devon – this is the destination for personalised online services and information** You can even get a weekly reminder for which bins are being collected.

[Let's Talk Mid Devon](#)

## **Grants**

We would like to highlight that we have a few live grant schemes open for application or expression of interest at the moment. Town and Parish Council's might be interested to apply (if eligible) and / or pass the information onto the relevant organisations / businesses in their area:

[Business Grants and Financial Support - MIDDEVON.GOV.UK](#)

[Love your Town Centre funding](#) – (Shopfront Enhancement Scheme (town centres only) and Creative Communities)

'Love Your Town Centre' is a flexible funding mechanism offering small grants through a competitive bidding process with four strands aimed at improving the town centre

### **New Grant Scheme NOW OPEN - Community Commercial Hubs - CALL FOR EXPRESSIONS OF INTEREST**

A Capital grant scheme to support the creation of or improvements to community delivered commercial space\* located in Mid Devon's towns and villages. This could include but are not limited to – the creation or improvement of community retail spaces, pubs, cafes and workspace i.e. hot desk facilities, work hubs and industrial space. These can be 'standalone' spaces or incorporated into multi use centres such as town, village and community halls.

### **New Grant Scheme NOW OPEN - Improving our Visitor Economy Assets - CALL FOR EXPRESSIONS OF INTEREST**

A **capital** grant scheme to improve Mid Devon's Visitor Economy assets (tourism, cultural or heritage assets).

### **Green Enterprise Grants (2025) - NOW OPEN**

This scheme offers capital grants of up to 50% of the cost of investments that shrink the annual carbon of your enterprise. Projects that deliver savings on carbon / greenhouse gas emissions either directly or from e.g. saving energy, water or other resources / materials.

**From:** Joanne Pope  
**Sent:** Friday, July 11, 2025 10:32 am  
**To:** Cllr John Downes; Simon Newcombe  
**Subject:** RE: Crediton Air Quality

Good morning John,

There are varying ways to measure exceedances depending on the timeframe and type of emission/particulates. To summarise the key levels we would look at:

- Exceedances of the **annual** NO<sub>2</sub> mean objective is above 40µg/m<sup>3</sup>. For automatic monitoring the hourly mean would be anything greater than 200µg/m<sup>3</sup>.

Where records show an annual mean of 40µg/m<sup>3</sup> or less it is also unlikely to record more than 18 hourly means greater than 200µg/m<sup>3</sup> (i.e. an exceedance of the hourly objective) in the same year.

Exceedances of the NO<sub>2</sub> 1-hour mean are also unlikely to occur where the annual mean is below 60µg/m<sup>3</sup> (Threshold identified in LAQM.TG22 (Section 7))

We had one month last year (Sept) where we saw over the 40µg/m<sup>3</sup> at the top of Crediton high street and again a couple of months at the start of this year, as indicated by the diffusion tubes. Variations throughout the year are expected. There may be times where the levels peak but then months where the levels drop significantly. The Annual mean therefore gives us a good overall view of the levels.

For particulates the Air Quality Standards Regulations 2010 require that concentrations of PM in the UK must not exceed:

- An annual average of 40 µg/m<sup>3</sup> for PM10;
- A 24-hour average of 50 µg/m<sup>3</sup> more than 35 times in a single year for PM10;
- An annual average of 20 µg/m<sup>3</sup> for PM2.5

These will change by 2040 when the government aims to achieve an annual average concentration of 10 µg/m<sup>3</sup> or lower for PM 2.5.

Below I have provided the data for the Annual mean for NO<sub>2</sub> in Crediton since 2020. (Locations noted to the left of the table). The trend from 2021 to 2024 shows declining NO<sub>2</sub> concentrations across the district. The 2024 concentrations were similar to those measured in 2020, which were unusually low due to the travel restrictions associated with the Covid-19 pandemic. The maximum annual mean NO<sub>2</sub> concentration measured in Crediton was 25.8 µg/m<sup>3</sup> in 2024, which is well below the air quality objective of 40 µg/m<sup>3</sup>.

DT16	283986	99653	Roadside	100.0	99.5	25.9	32.0	28.0	25.9	25.8
DT19	283298	100285	Roadside	100.0	99.5	25.0	29.8	27.6	25.4	23.6
DT20	282738	100377	Roadside	100.0	99.5	29.9	33.8	31.2	28.7	25.8

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2024 (%) <sup>(2)</sup>	2020	2021	2022	2023	2024
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**Bottom of Exeter Rd**

**HSBC bank, High St**

**Duke of York Pub, High St**

Although we have not measured particulates since decommissioning the previous automatic monitoring stations in 2023, the data that we did collate over 3 full years showed there were no exceedances of the PM<sub>2.5</sub> annual mean Air Quality Objective (20µg.m-3 ) or the UK's annual mean 2040 PM<sub>2.5</sub> target of 10µg.m-3 at the monitoring sites in Mid Devon. There were also no exceedances of the PM 10 data.

I have provided the data below (taken from the 2023 ASR).

**Table A.5 – 1-Hour Mean NO<sub>2</sub> Monitoring Results, Number of 1-Hour Means > 200µg/m<sup>3</sup>**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2022 (%) <sup>(2)</sup>	2018	2019	2020	2021	2022
DEV2450 357	282956	100357	Roadside	95.2	95.2	-	-	0	0	0
DEV2450 358	283722	100138	Roadside	89.8	89.8	-	-	0	0	0

**Table A.6 – Annual Mean PM<sub>10</sub> Monitoring Results (µg/m<sup>3</sup>)**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2022 (%) <sup>(2)</sup>	2018	2019	2020	2021	2022
DEV2450 357	282956	100357	Roadside	96.1	96.1	-	-	18.7	11.7	7.3
DEV2450 358	283722	100138	Roadside	91.8	91.8	-	-	13.3	8.5	14.6

**Table A.7 – 24-Hour Mean PM<sub>10</sub> Monitoring Results, Number of PM<sub>10</sub> 24-Hour Means > 50µg/m<sup>3</sup>**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2022 (%) <sup>(2)</sup>	2018	2019	2020	2021	2022
DEV2450 357	282956	100357	Roadside	97	97	-	-	6	3	0
DEV2450 358	283722	100138	Roadside	92.6	92.6	-	-	5	0	7

**Table A.8 – Annual Mean PM<sub>2.5</sub> Monitoring Results (µg/m<sup>3</sup>)**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2022 (%) <sup>(2)</sup>	2018	2019	2020	2021	2022
DEV2450 357	282956	100357	Roadside	96.1	96.1	-	-	5.1	4.4	3.6
DEV2450 358	283722	100138	Roadside	91.8	91.8	-	-	5.6	5.3	9.2
DEV2450 359	302055	107330	Roadside	91.5	91.5	-	-	9.8	6.8	4.6
DEV2450 360	302048	107193	Roadside	77.4	77.4	-	-	6.5	6.4	4.4

Before the Link Road was opened in 2014, MDDC were monitoring the NO<sub>2</sub> and PM 10 down Exeter Rd via an automatic monitoring station (I believe this was from 2003 – 2019). Although there was no monitoring of PM 2.5 during this time the PM 10 results recorded just prior and after the opening show an annual mean decline from 31.3 µg/m<sup>3</sup> In 2011 to 26 µg/m<sup>3</sup> In 2015 after the road opened. Please see below.

**Table A.5 – Annual Mean PM<sub>10</sub> Monitoring Results**

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2015 (%) <sup>(2)</sup>	PM <sub>10</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
				2011	2012	2013	2014	2015
CM1	Roadside	85	85	31.3	36.7	33.31	29.19	26

We also measured the diffusion tube data (NO<sub>2</sub>) throughout this time and witnessed significant improvements in the Air quality at the 3 locations measured (top, Middle and bottom of Exeter Rd). Please see below.

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2015 (%) <sup>(2)</sup>	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
					2011	2012	2013	2014	2015

DT15	Roadside	Diffusion Tube	100	100	44.33	40.50	43.57	36.18	32.16
DT16	Roadside	Diffusion Tube	100	100	37.46	37.82	42.89	36.14	28.85
DT17	Roadside	Diffusion Tube	92	92	43.01	43.72	43.30	38.20	30.45

Bottom of Exeter Road

Middle of Exeter Road

Top of Exeter Road

Overall a really positive picture for the Air Quality in Crediton and indeed for all of Mid Devon, as levels have been improving year on year.

If you would like to chat over any of the above then please do let me know.

Kind regards

Jo

**Jo Pope MCIEH CEnvH MSc BSc (Hons)**

**Community Team Lead**

**Chartered Environmental Health Practitioner | Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP**

**From:** Cllr John Downes

**Sent:** 10 July 2025 17:37

**To:** Joanne Pope; Simon Newcombe

**Subject:** Re: Crediton Air Quality

Jo

Thank you for your prompt response.

I take it from the diffusion tube data at the end of your email that anything below 60 µg/m is considered okay for all particulates, i.e PM 2.5 and PM10, and that we have not exceeded this. Did we exceed this before the Link Road went in?

Is there any historical information to show how the data had changed since the Link Road was completed.



Do you have any historical data to show how we are doing with regard to NO2?

Finally, what are the other locations in Crediton for the air monitoring equipment, I understand there was one in Exeter Road

Hope you can help

Regards

John

Sent from [Outlook for iOS](#)

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**From:** Joanne Pope  
**Sent:** Thursday, July 10, 2025 12:04:14 PM  
**To:** Simon Newcombe; Cllr John Downes  
**Subject:** RE: Crediton Air Quality

Good morning Cllr Downes

Thank you for your email and I will certainly try and provide the information you have requested.

In terms of Air Quality monitoring in Crediton we have 3 diffusion tubes which are located in high traffic areas which measure the No2 pollutants (Vehicle emissions) and we also now have one automatic monitoring station which also measures the smaller particulates such as PM 10 and 2.5. (Dust, pollen, and other airborne particles).

If I first just provide a bit of background information about the Air Quality in Mid Devon then I will explain more about the monitoring locations and use of the data. Hopefully this will provide some context.

We have 10 diffusion tubes in various locations throughout the district which provide us with NO2 data. These tend to be sited in locations where there is high traffic, pinch points through vehicle idling and also those areas where new developments are planned or there are upcoming or changes to infrastructure. This helps to provide information on the impact these may have on Air quality.

These tubes are changed over monthly. Each month we record the levels as we have a legislative requirement to provide data at the end of each year by way of the Air Quality Status Report

Crediton Town Council complies with the General Data Protection Regulation.  
Copies of the Council's Data Protection Privacy Policy and Notices can be found at [www.crediton](http://www.crediton)

(ASR). At the end of the year the figures are bias adjusted to correct for errors and these are reported. The Air Quality Standards Regulations (2010) require that the annual mean concentration of NO2 must not exceed 40 µg/m<sup>3</sup>.

The automatic monitoring (Of which we now have 2 monitors in situ – One in Cullompton and one in Crediton) provides us with real time data but also enables us to see smaller particulate levels such as PM 10 and PM 2.5. These are Airly monitors - I have provided the attached PDF which shows the product information). The real time data can be accessed at any time via the website [Mid Devon District Council - Air Quality monitoring service](#)

The Automatic monitors were only installed last month after some delays so unfortunately we won't have a full year of data by December, however the data that we do have from June to Dec will be annualised to give us an annual mean level. Once we get into next year we will have more accurate annual data.

In the absence of the automatic monitoring, (since the last monitors were decommissioned in 2023) we have relied confidently on the diffusion tubes. The diffusion tubes are able to give us data which provides reassurances that we are highly unlikely to go above exceedances of PM 10 and PM 2.5. Defra state that only when exceedances are above 60 µg/m are we likely to see any exceedances of these particulates. Given we have not witnessed these exceedances in Mid Devon, we can be reasonably confident of this.

I have provided below the monitoring locations for Crediton and results for the diffusion tube monitoring for 2024 and also 2025 to date.

I hope this helps. Please do let me know if you have any further questions and I will be happy to help.

Kind regards

Jo

## Diffusion Tube Data

### 2024

Feb ct	March Nov	April Dec	May	June	July	August	Jan Sept	O		
Bottom Exeter Road, Crediton				283986	99653	35.82	33.23	30.78	28.46	26.
HSBC High Street, Crediton				283298	100285	35.82	29.94	30.91	27.38	22.

Duke Of York, High Street, Crediton	282738	100377	39.33	37.59	34.76	29.16	22.
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2025 to date

					Jan				
Feb	March	April	May						
Bottom Exeter Road, Crediton	283986	99653			39.35	24.50	32.30	38.70	3
HSBC High Street, Crediton	283298	100285			40.95	25.02	37.95	27.27	25
Duke Of York, High Street, Crediton	282738	100377			44.28	27.88	35.82	30.71	m

The Automatic monitoring station

This is located on a lamppost as shown in the picture below - 94 High St, EX17 3LB.

ID PL20



Jo Pope MCIEH CEnvH MSc BSc (Hons)

Community Team Lead

Chartered Environmental Health Practitioner | Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP

**From:** Simon Newcombe  
**Sent:** 10 July 2025 09:54  
**To:** Cllr John Downes  
**Cc:** Joanne Pope  
**Subject:** RE: Crediton Air Quality

Hi John

I've copied in Jo Pope who should be able to help.

BW  
Simon

**Simon Newcombe MBA BSc(Hons) APCIP CMgr FCMI | Head of Housing and Health | Mid Devon District Council | Phoenix House | Phoenix Lane | Tiverton | EX16 6PP**

**From:** Cllr John Downes  
**Sent:** 10 July 2025 07:30  
**To:** Simon Newcombe  
**Subject:** Crediton Air Quality

Simon

Good morning

Could you, or could you direct me in the direction of the officer who can, give me an update of where we are with monitoring air quality in Crediton?

What is the current situation, what are we measuring, and what do we do with the information?

Also, is there somewhere where the public can access the information?

I need to give an update at the next town council meeting on Tuesday

Thank you

Regards

John

## Application for a premises licence to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Stephen Brannan

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
8 & 9 Market Street			
<b>Post town</b>	Crediton	<b>Postcode</b>	EX17 2AJ

Telephone number at premises (if any)	n/a
Non-domestic rateable value of premises	GBP 3,750 and GBP 7,400

#### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- |     |  |                                     |                             |
|-----|--|-------------------------------------|-----------------------------|
| a)  | an individual or individuals *                     | <input checked="" type="checkbox"/> | please complete section (A) |
| b)  | a person other than an individual *                |                                     |                             |
| i   | as a limited company/limited liability partnership | <input type="checkbox"/>            | please complete section (B) |
| ii  | as a partnership (other than limited liability)    | <input type="checkbox"/>            | please complete section (B) |
| iii | as an unincorporated association or                | <input type="checkbox"/>            | please complete section (B) |
| iv  | other (for example a statutory corporation)        | <input type="checkbox"/>            | please complete section (B) |
| c)  | a recognised club                                  | <input type="checkbox"/>            | please complete section (B) |
| d)  | a charity  | <input type="checkbox"/>            | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or X

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr	X	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> Brannan					<b>First names</b> Stephen Wesley				
<b>Date of birth</b>				I am 18 years old or over YES			Please tick yes		
<b>Nationality</b> British									
Current residential address if different from premises address									
Post town						Postcode			
<b>Daytime contact telephone number</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>									
<b>E-mail address (optional)</b>									
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)									

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	1 0 2 0 2 5

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

We have had Ashtons Coffee Lounge (9 Market Street) for 15 years and the opportunity has arisen for us to take over the lease of 8 Market Street from October this year. We would like to continue trading as a coffee shop (9am - 16h00) at 9 Market Street and would like to apply for an alcohol licence for the coffee shop as we have been asked on many occasions over the lunch time period for a glass of wine or beer.

We will be converting 8 Market Street into a bar/kitchen/lounge (15h00 - 23h00) and will be calling it The Loft. (Some occasional live music).

These are different addresses but my husband and I will be running both. They do have the potential to link together (at the moment via a boarded up doorway) and each has their own main entrance. We are hoping that one alcohol licence could cover both businesses.

The off sale of alcohol will be for customers seated at our tables across from our main entrances on the Market Square as shown on the floor plans for both addresses.

We will be serving a small menu of light food, adhering to the SFBB standards set out by the Environmental Health.

Safety equipment and exits will be installed and signed as per government regulations and recommendations.

We will implement a number of Best Practice Measures including a refusals and incident log and staff training.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply



- |  |                          |
|--|--------------------------|
| a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)  | X                        |
| f) recorded music (if ticking yes, fill in box F)  | X                        |
| g) performances of dance (if ticking yes, fill in box G)   | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/> |

**Provision of late night refreshment** (if ticking yes, fill in box I) ☐

**Supply of alcohol** (if ticking yes, fill in box J) X

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

## B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			
Fri			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Sat			
Sun			

## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

## E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4) Occasionally we may have a live music but not as a regular occurrence.		
Tue	16:00	23:00			
Wed	16:00	23:00	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur	16:00	23:00			
Fri	16:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) New Years Eve Deregulation		
Sat	16:00	23:00			
Sun					

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4) Background music and music for private functions.		
Tue	09:00	23:00			
Wed	09:00	23:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur	09:00	23:00			
Fri	09:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) New Years Eve Deregulation		
Sat	09:00	23:00			
Sun	09:00	23:00			

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	X
Mon	11:00	23:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6) New Years Eve Deregulation		
Fri	11:00	23:00			
Sat	11:00	23:00			
Sun	11:00	23:00			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b> Stephen Brannan	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED]	
<b>Postcode</b> [REDACTED]	
<b>Personal licence number (if known)</b> PA10550926	
<b>Issuing licensing authority (if known)</b> Derby City Council	

## K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

N/A

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	23:30	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) New Years Eve Deregulated
Tue	09:00	23:30	
Wed	09:00	23:30	
Thur	09:00	23:30	
Fri	09:00	23:30	
Sat	09:00	23:30	
Sun	09:00	23:30	

# M

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

We will have in place Challenge 25 and have signage to reflect this.  
Persons dealing in illegal substances will be banned and the authorities contacted. Signage will outlay this to the customers.  
We will stop serving customers that display drunken behaviour.  
A notice requesting a quiet exit from the premises to not disturb the local residents will be in place.

**b) The prevention of crime and disorder**

Will display signage to warn that the sale of narcotics and other illegal substances will not be tolerated. Such persons will be banned and reported to the police.

**c) Public safety**

Drunken behaviour will not be tolerated and there will be warnings on display that we reserve the right not to serve intoxicated persons showing drunken behaviour and if non-compliance, the authorities called.

**d) The prevention of public nuisance**

Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and to leave the vicinity as quickly and quietly as possible.

**e) The protection of children from harm**

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement. This means that staff working at the premises will ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. Unless such identification is produced the sale of alcohol will be refused. This will include the refusal of adults purchasing alcohol on behalf of children under 18.

**Checklist:****Please tick to indicate agreement**

- I have made payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).


**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)






**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or</li></ul>
--------------------	---

	her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	17/08/2025
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Stephen Brannan 			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) 			

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.



- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.

**15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the

person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

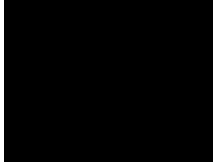
**Consent of individual to being specified as premises supervisor**

Stephen Wesley Brannan

I

.....  
*[full name of prospective premises supervisor]*

of



.....  
*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Application for a premises licence to be granted under the Licensing Act 2003

.....  
*[type of application]*

By myself (Stephen Wesley Brannan)

.....  
*[name of applicant]*

relating to a premises licence

N/A

.....  
*[number of existing licence, if any]*

for

8 & 9 Market Street  
Crediton  
EX17 2AJ

.....  
*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by myself (Stephen Wesley Brannan)

*[name of applicant]*

concerning the supply of alcohol at

8 & 9 Market Street  
Credon  
EX17 2AJ

---

*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

PA10550926

---

*[insert personal licence number, if any]*

Personal licence issuing authority

*[insert name and address and telephone number of personal licence issuing authority, if any]*

Derby City Council

Signed



Name (please print)

---

Stephen Wesley Brannan

---

Date

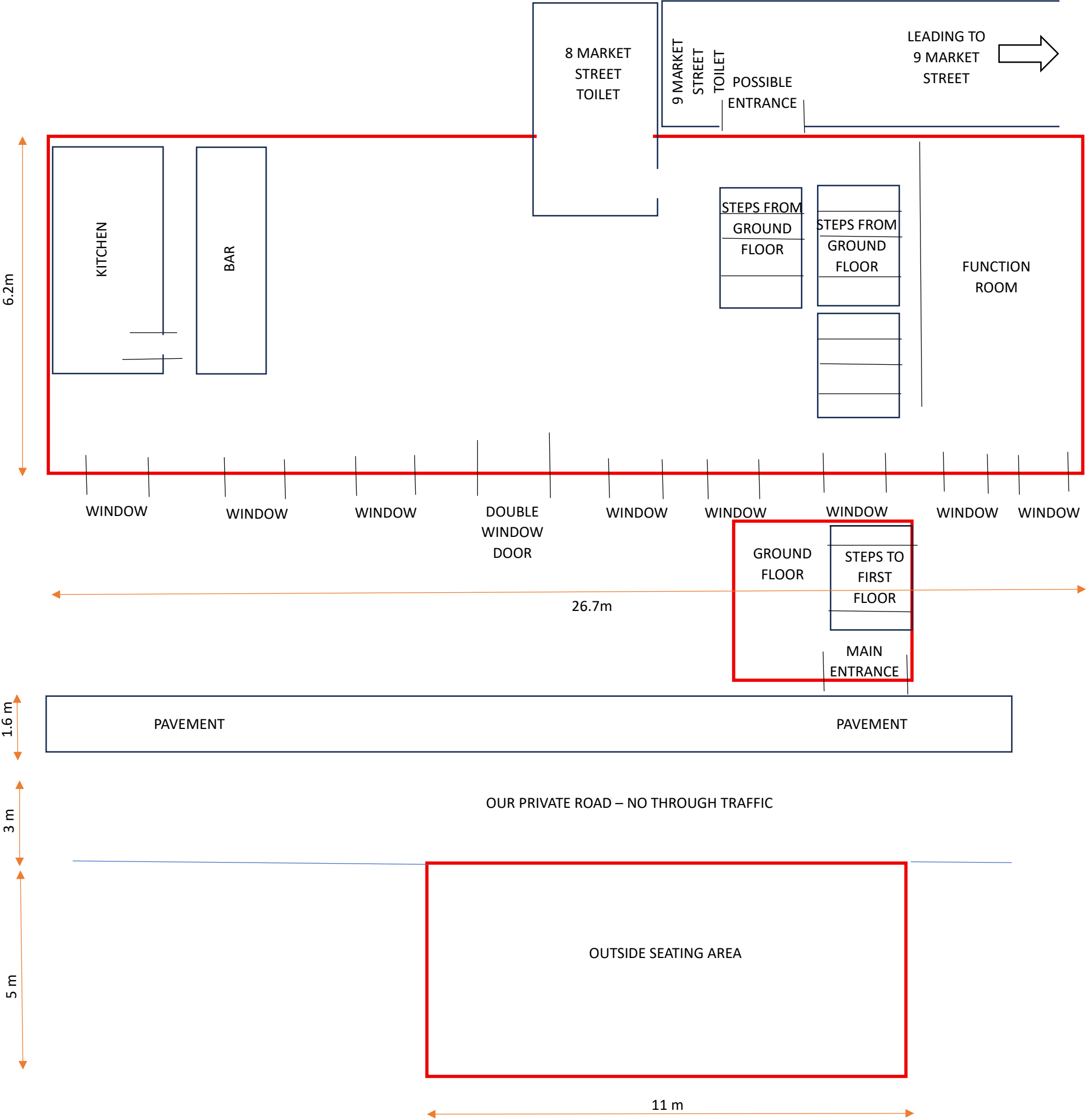
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4<sup>th</sup> August 2025

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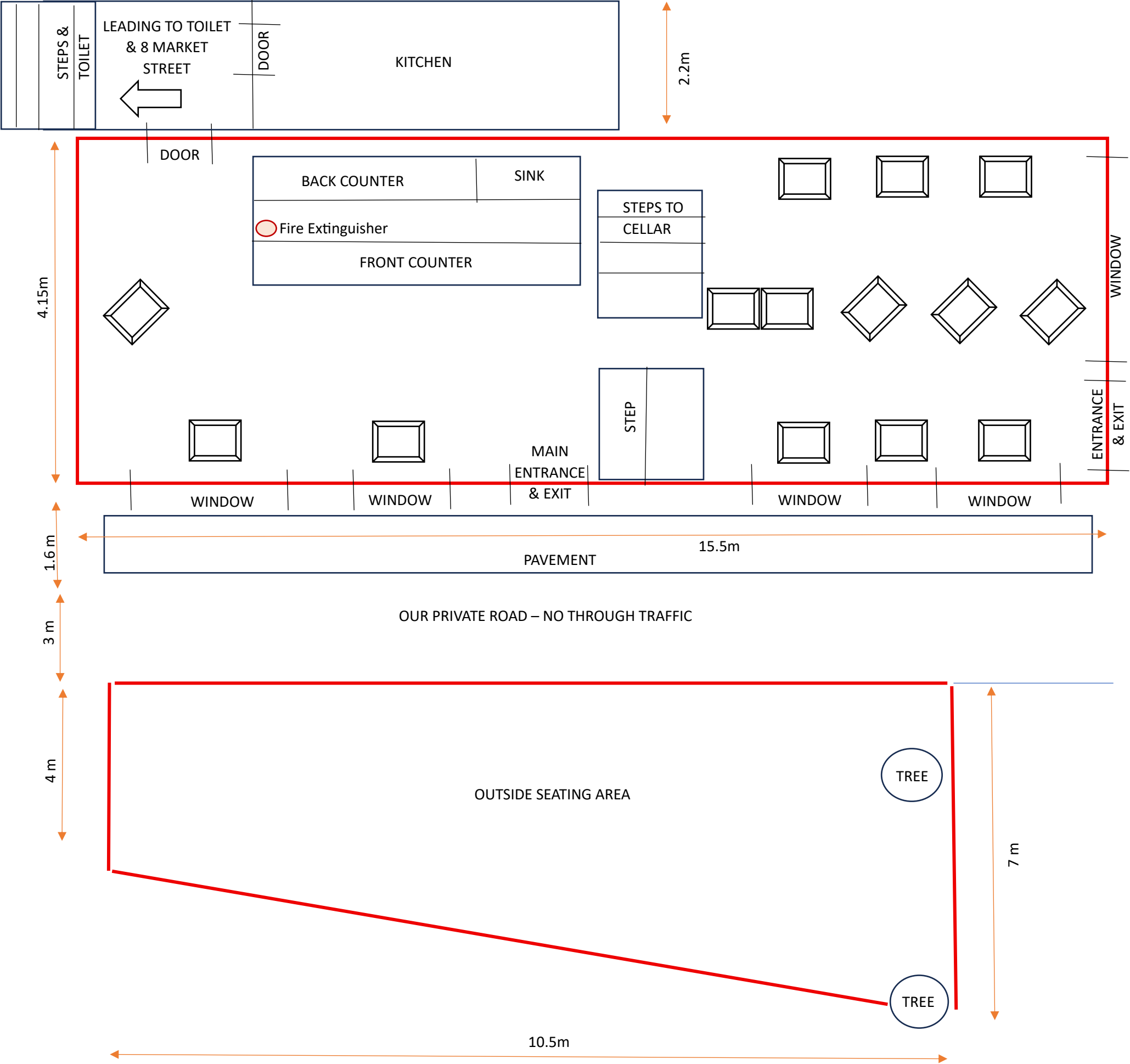
8 Market Street 1<sup>st</sup> Floor Plan – Not to Scale

The Loft (Proposed)



9 Market Street Floor Plan – Not to Scale

Ashtons Coffee Lounge







# CREDITON TOWN COUNCIL

8 North Street  
Credition  
Devon  
EX17 2BT  
Telephone: 01363 773717  
Email: [reception@crediton.gov.uk](mailto:reception@crediton.gov.uk)

[Address Line 1]  
[Address Line 2]  
[Town]  
[County]  
[Postcode]

03 September 2025

Dear [Name],

## **Notice of Intended Court Proceedings**

Our records show that payment reminders have been emailed to you on 21 and 30 May 2025. In addition, a letter was sent to you and shows as received and signed for on [Date].

Despite these attempts to contact you, the sum of £ is overdue for payment for invoices [invoice number] and [invoice number].

Unless payment is made to Credition Town Council within seven days, legal action to recover the debt will be taken against you without further notice.

Copies of the outstanding invoices are enclosed.

Yours sincerely

**Rachel Avery FSLCC**  
**Town Clerk**



# CREDITON TOWN COUNCIL

## Christmas Cross Streets 2025 Report

Report by: Events and Town Centre Officer  
To: Full Council  
Date: For consideration on 2 September 2025

### Recommendation

Full Council is recommended to consider the options to replace brackets, add festoons, and increase the number of Christmas cross streets.

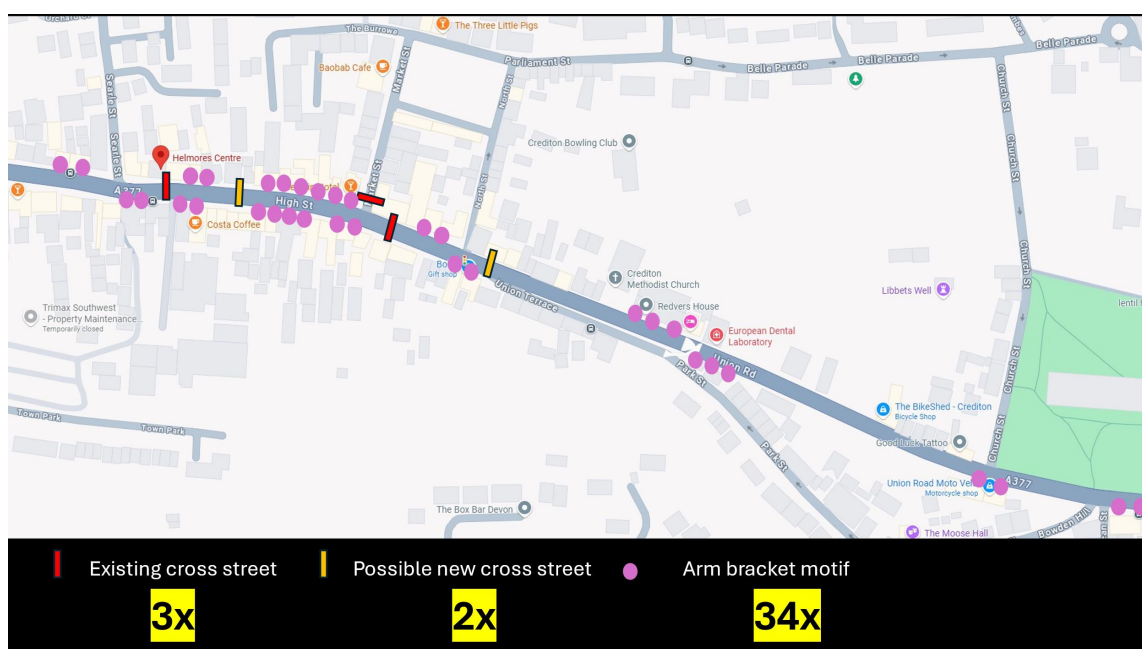
#### 1. Purpose

- 1.1 To consider quotes from different festive lighting companies.

#### 2. Background

- 2.1. Crediton Town Council's three-year contract with Lamps and Tubes has come to an end.
- 2.2. Lamps and Tubes will no longer be able to provide testing and installation services for cross street displays; they can still supply any product on a rental or purchase basis.
- 2.3. The Events Officer is seeking a company who can provide a full package.
- 2.4. The Christmas tree (/flag) brackets attached to High Street shops may not all be safe to use.
- 2.5. The Events Officer has received recommendations from Town Clerks and met four lighting companies. Two of the companies would work together.
- 2.6. The Events Officer asked the lighting companies to look at the three existing cross streets (one on Market Street) but also consider how to increase the visual impact of the lights. All companies agreed they could install two new cross streets. One company recommended replacing the brackets; three companies recommended that Crediton High Street is wide and so a 'fuller' look would be best achieved by using festoons.
- 2.7. None of the lighting companies felt that flags could be safely hung from their Christmas decoration brackets; new flag brackets will need to be looked at separately.
- 2.8. Figures below to show proposed new cross street locations, possible new brackets, a 'festoon' down Market Street.





### 3. Proposals

- 3.1 To agree to inform all High Street and Union Road businesses with old Christmas tree brackets that the brackets may be unsafe and are their responsibility.
- 3.2 To decide whether to replace brackets or to use festoons instead.
- 3.3 To consider quotations from four companies.

### 4. Financial Implications

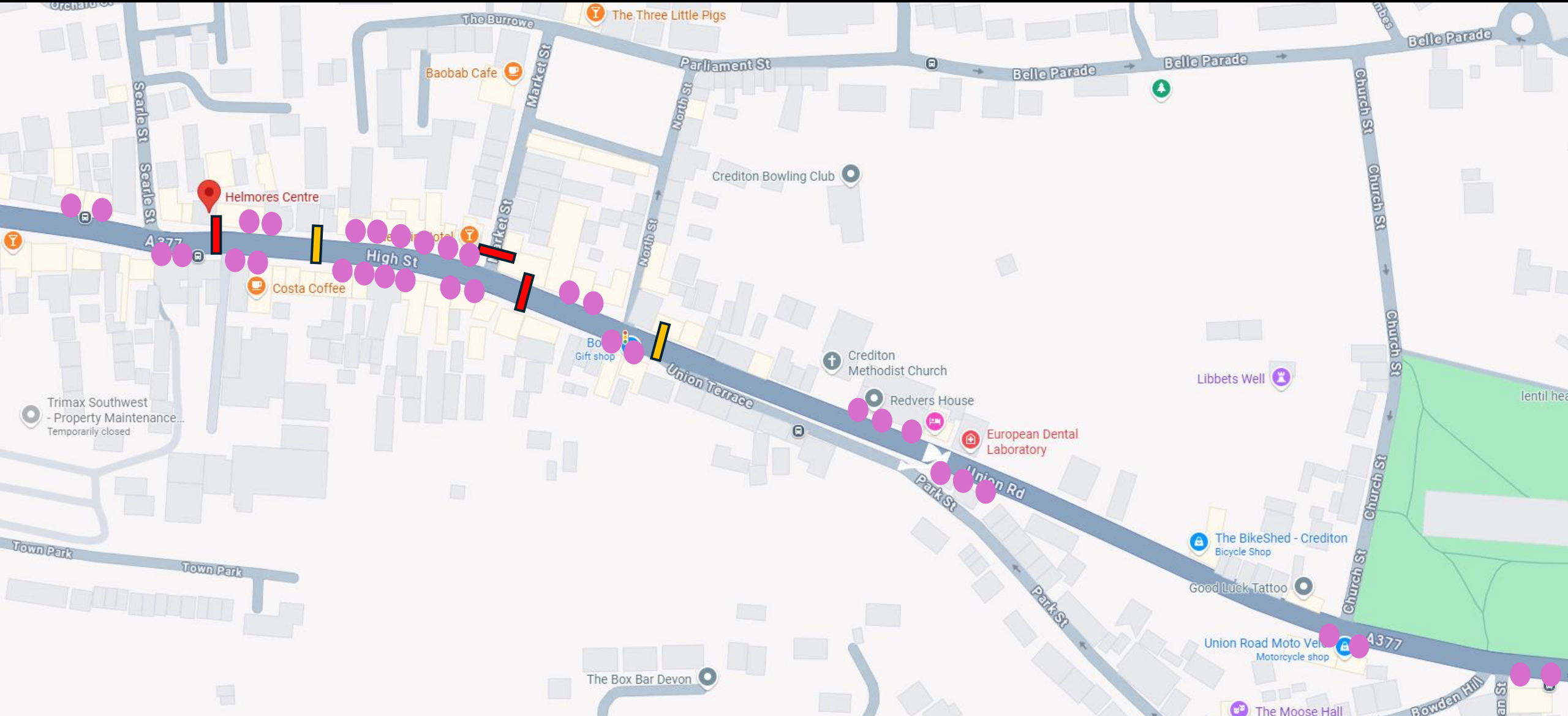
- 4.1 In 2024, three cross streets cost £3572.40 (£1,194 one year hire; £743.40 tension testing; £1,635 installation and removal)
- 4.2 In 2024, the electrical work on the High Street by Jo Ward and Ian Rogers cost approximately £2200.
- 4.3 The 2025 cost will be more due to increasing the number of cross streets and either replacing brackets or using festoons.

Company A	Company B&C	Company D
34 new brackets	-	-
-	Festoons	Festoons
34 star lights (could choose a cheaper motif)	-	-
5 cross streets with 13.5m stalactites (and central star – total £425.60)	5 cross streets with 10m star/tree wreaths	5 cross streets with 10m boa
3 year contract	3 year contract	3 year contract
£15,938.86	£20039.55	£14450

### 5. Conclusion

- 5.1. The Town Council can replace some of the brackets or choose to use festoons instead. Cross street options include star and tree motifs only, to keep to a cohesive look.

# Crediton Town Council



Existing cross street

3x



Possible new cross street

2x



Arm bracket motif

34x





COMPANY A COMPANY A

and must not be reproduced without prior consent. Please note this simulation is for illustrative purposes only and may not be to scale











# Site Survey details

## Arm Bracket discussed Locations:

- Cairney's and Bristro x2
- Moto Velo x2
- Opposite Church Workers x3
- Redverse House x3
- Once Loved x2
- Revive Hair x2
- Cox Butcher x2
- Ship Hotel x2
- Grape and Grain x1
- Hospiscare x1
- Crediton Pharmacy x1
- Devon Air Ambulance x1
- The Bookery x1
- Boots Pharmacy x2
- Adams Hardware x2
- Ernest Jackson x2
- Charlesworth Nicholl Solicitors x2
- Crediton Museum x2

## Additional Cross Street Locations:

- Antalya Turkish Barber – Baptist Chapel Court

15m wide, height 7.4m (gutter) – Possible Merry Christmas

- Nikki Blanchford Hair – The Kitchen @25

13.5m wide, Icicles with one catenary cable.



## Blachere Illumination UK Ltd

Unit O, Baird Road  
Eastfield Industrial Estate  
Glenrothes  
Fife, KY7 4PA  
UNITED KINGDOM

T: +44 1337 832910  
E: sales@blachere-illumination.co.uk  
W: www.blachere-illumination.co.uk

## Sales Quotation

### Amended

Document No.	Document Date	Page
201613	29.07.2025	1/1
Customer No.	Valid Until	
CCRED	29.08.2025	
Your Reference	Currency	
	GBP	

#### Billing Address

Crediton Town Council  
8a North Street  
Crediton  
Devon  
EX17 2BT  
UNITED KINGDOM

#### Delivery Address

Crediton Town Council  
8a North Street  
Crediton  
Devon  
EX17 2BT  
UNITED KINGDOM

### Crediton Town Council- 3 Year Hire- Christmas Scheme- 2025

Item Code	Description	Quantity	Price	Total	VAT
<b>High Street Wall Mounts</b>					
ITGL111W	Star 7 (H:0.80m x W:0.80m x D:0.18m) 15w 1.90kg	34	85.12000	2,894.08	578.82
PIX05B	Xmas Pix (H:0.90m x W:0.90m) 2kg	34	36.86000	1,253.24	250.65
	Infrastructure			1,955.00	391.00
	Installation			2,932.50	586.50
	Removal			1,173.00	234.60
			<b>Subtotal</b>	<b>10,207.82</b>	<b>2,041.57</b>
<b>Cross Street Icicle Lights</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	15	42.00000	630.00	126.00
	Infrastructure			816.50	163.30
	Installation			625.60	125.12
	Removal			312.80	62.56
			<b>Subtotal</b>	<b>2,384.90</b>	<b>476.98</b>
ISTRBLOC	Storage at Blockley	1	335.00000	335.00	66.99
	<b>Year 1-£12,927.72</b>				
	<b>Year 2-£12,927.72</b>				
	<b>Year 3-£12,927.72</b>				
	<b>Per Annum + VAT</b>				

Notes:

Total Before Discount	£20,114.40
Total Discount	£7,186.68
Total Before Tax	£12,927.72
Total Tax Amount	£2,585.54
<b>Total Amount</b>	<b>£15,513.26</b>

Company Reg No.: SC152939  
VAT ID No.: GB651936618

Bank Account: 10268667  
Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions



# Crediton Town Council Proposal

Spectacular displays ★ Sustainably designed ★ Simply delivered



**CREDITON**  
TOWN COUNCIL



# High Street 1

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scan for  
video



230v Light Strings on all Half Wreath and



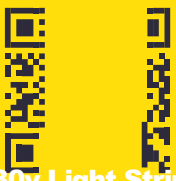
# High Street 3

COMPANY B

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video



230v Light Strings on all Half Wreath and

Charity S  
www.brainwave.org



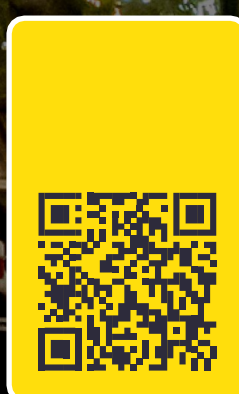
# Market Street

COMPANY B

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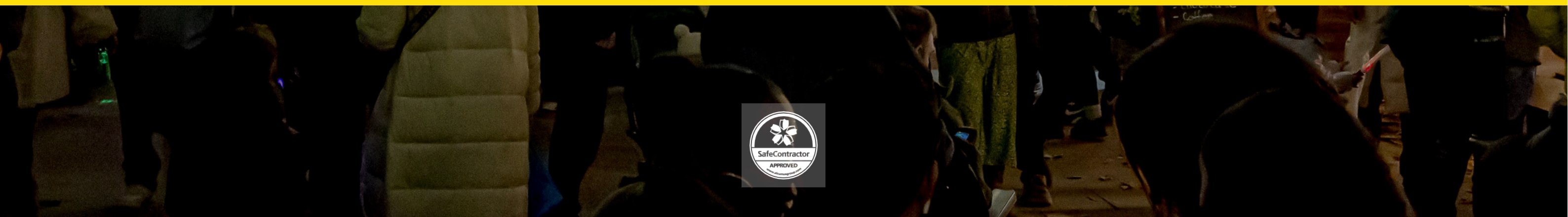






Contact

your Regional Account Manager on  
**07**







Customer Name:	Crediton Town Council	Quotation Date:	21/08/2025
Scheme Name:	3 Year Hire	Quotation No:	RH210825 Budget Cost
Contact Name:	Jo	Account Manager:	Rob Hollingworth
Installer:	MHLS	Contact No:	07808 654 403

Lighting Scheme Products										
Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost		2025 Hire Charge	2026 Hire Charge	2027 Hire Charge
		Budget Cost - Price can be reduced to fit budget by reducing quantities of products								
High St										
Cross Stret 1	4004518.F2.300.R4.S1F4F	1.8m Star Half Wreath		5	£475.00	£2,375.00		£1,068.75	£1,068.75	£1,068.75
Cross Stret 2	4004521.F2.300.R4.S1F4F	1.8m Tree Half Wreath		5	£475.00	£2,375.00		£1,068.75	£1,068.75	£1,068.75
Cross Stret 3	4004518.F2.300.R4.S1F4F	1.8m Star Half Wreath		5	£475.00	£2,375.00		£1,068.75	£1,068.75	£1,068.75
Cross Stret 4	4004521.F2.300.R4.S1F4F	1.8m Tree Half Wreath		5	£475.00	£2,375.00		£1,068.75	£1,068.75	£1,068.75
	1907-0007A	6mm Zinc Plated Carbine Hook		40	£0.90	£36.00		£16.20	£16.20	£16.20
	Bespoke	Connections between motifs - 5no per crossing on 1no power supply		5	£100.00	£500.00		£225.00	£225.00	£225.00
Market Street										
Cross Stret 1	4004518.F2.300.R4.S1F4F	1.8m Star Half Wreath		5	£475.00	£2,375.00		£1,068.75	£1,068.75	£1,068.75
	1907-0007A	6mm Zinc Plated Carbine Hook		10	£0.90	£9.00		£4.05	£4.05	£4.05
	Bespoke	Connections between motifs - 5no per crossing on 1no power supply		1	£100.00	£100.00		£45.00	£45.00	£45.00





Zig Zag Festoon										
Infrastructure supplied by installer	1005-3002A	100m 230v B22 Festoon with 200 Lampholders		7	£380.00	£2,660.00		£1,197.00	£1,197.00	£1,197.00
	1405-0401S	Warm White LED Filament 230v B22 Lamp	2	1300	£2.50	£3,250.00		£1,462.50	£1,462.50	£1,462.50
	1005-3005A	1.5m Power Lead with IP44 16A Plug		5	£13.80	£69.00		£31.05	£31.05	£31.05
			2.6	Kwh	Product Totals			£8,324.55	£8,324.55	£8,324.55
								£8,324.55	£8,324.55	£8,324.55
						Delivery		£318.00	£318.00	£318.00
						Project Totals		£8,324.55	£8,324.55	£8,324.55

**Terms and Conditions of Quotation:**

1. By accepting this quote, the customer confirms to have read and understood the enclosed general terms and conditions and agrees that the above specification is correct.
2. All local electrical and physical infrastructure associated with the installation of the Goods being sold / hired is compliant with current regulations and is fit for use.
3. Payment terms are as per section 9.4 of general terms and conditions.
4. All prices quoted are exclusive of VAT (where applicable).
5. Euro (€) prices may vary based on exchange rate fluctuations.
6. This agreement is valid for 60-days.

[The Festive Lighting Company General Terms and Conditions.pdf](#)

Crediton 2025	XXXXX		Installation And Removal - Total Cost
Area	Product Description	Quantity	
High Street	Cross 1	1	£400.00
	Cross 1	1	£400.00
	Cross 1	1	£400.00
	Cross 1	1	£400.00
	Festoon	600m	£5,100.00
Market Street	Cross 1	1	£400.00
	Festoon	100m	£1,000.00
		<b>Total</b>	<b>£8,100.00</b>
Infrastructure	Eye Bolt Test - £50.00 per item	26	£1,300.00
	Install Support Wires and all fixings - Labour		£1,440.00
	Install Support Wires and all fixings - Materials		£875.00
		<b>Total</b>	<b>£3,615.00</b>
	<b>Eye Bolt Replacement with a plate (if applicable) labour/materials</b>		<b>£95.00 each</b>

If plates are required, we will need confirmation from you that you have permission from the building owners.

Callouts - £60.50 per hour or part thereof, (minimum two hours) including travel time.

All Prices subject to VAT

If you are planning a switch-on event, there is an additional £600.00 fee for us to attend.

## Company D

One area we looked at was the installation of festoon. This can be permanent or temporary, although I have priced this up currently for the sale and installation.

To supply festoon with 50cm spacing between the lamps installed on to stainless steel catenary across High Street in a zig zag style, aiming for 45 degree angles to the buildings. This is to include all new fixing points following a site visit and providing a list of desired locations for where we would like to install the new points. I have broken this down into 3 areas:

The centre section between the existing crossing between Amapola and Mel's Diner to the existing crossing between Helmores and Betfred **£5,500.00**

The West section between the existing crossing between Helmores and Betfred to St Savious Way **£2,500.00**

The East section between the existing crossing between Amapola and Mel's Diner to North Street **£2,500.00**

We also discussed across street motifs. There are many options for styles of these and I have included a couple below as estimates as the exact price will be dependant upon the design:

For the testing of an existing street crossing: £150.00

For the installation of a new street crossing including wall plates, catenary and testing: £500.00

For the hire and installation of a 6m wide motif crossing: £600.00 est

For the hire and installation of an 8m wide motif crossing: £700.00 est

For the hire and installation of a 10m wide motif crossing: £800.00 est

For the hire and installation of a 10m wide string and artificial boa crossing: £500.00

All prices are excluding VAT, but inclusive of all parts and labour required. Hire pricing is based on a minimum 3 year agreement where the products will be used for 3 seasons. We haven't allowed for any power supply work this will be dependant on where and what we install. Minor works we will carry out without charge, although should all new power supplies need to be added, we will quote for this.







# PROPERTY INSPECTIONS 2025



**CREDITON**  
**TOWN COUNCIL**

# War Memorial Bus Shelter

**Date Inspected: 22 July 2025**

## **Observations:**

Overall, the bus shelter is in a satisfactory condition.

Internal walls are clean but starting to look tired. Condition of walls should be reassessed early Spring 2026. The paint on the handrail and benches is cracking and requires attention. The wood on the ceiling also needs repainting and graffiti covering over.

The external walls are clean however the back wall has a large piece of graffiti on it which needs painting over.

Some roof shingles are missing and warped, however this has not worsened since the inspection in 2024. Replacing the roof tiles will be considered in this year's budgeting process.

Slabs and steps are in good condition - pressure washing and light weeding required.

The repairs to the concrete bases are in very good condition. Cracks to uprights remain unchanged.

## **Recommendations:**

1. Obtain quotations for benches and handrail to be repainted
2. Obtain quotations for the graffiti to be covered and wall repainted
3. Obtain quotations for pressure washing the slabs
4. Ask Turning Tides to weed in between the slabs





Image 1: Internal walls and benches



Image 2: Internal walls and benches



Image 3: Handrail requires coat of paint



Image 4: Ceiling requires coat of paint and graffiti covering





Image 5: Graffiti needs painting over



Image 6: Rear slabs in good condition - cleaning and light weeding required



Image 7: Missing and warped roof tiles.  
No change from 2023/2024





Image 8: No change in cracks to uprights



Image 9: No change in cracks to uprights



Image 10: No change in cracks to uprights



Image 11: No change in cracks to uprights



# War Memorial

**Date Inspected: 22 July 2025**

## **Observations:**

The War Memorial is in good condition. The cracks in the wooden uprights, do not appear to have worsened, see image 7 for comparison with 2024.

The external slabs are clean, weed-free and in good condition. Internal slabs and stone plinths are in a clean condition, however some of the internal slabs need repointing. All sections of bird netting are intact.

The boundary wall, near to Union Road is in good condition.

The roof tiles show signs of warping and a few are missing, however, this has not worsened since the 2024 inspections. Replacing the roof tiles will be considered in this year's budgeting process.

## **Recommendations:**

1. Obtain quotations for internal slabs to be repointed where this has come loose.





Image 1: Overall the area is clean and attractive



Image 2: External slabs are clean and weed-free



Image 3: Sections of internal slabs need repointing



Image 4: Internal area is clean and free from graffiti





Image 5: Cracks to uprights. No change.



2024



Image 6: Cracks to uprights. No change.



2025

Image 7: Cracks to uprights. Comparison of 2024 and 2025.





Image 8: Bird netting all intact

# Jamie Fleming Bench

**Date Inspected:** 22 July 2025

**Observations:**

The bench is in good condition.

**Recommendations:**

None



Image 1: Clean, good condition

# War Memorial Flag Pole

**Date Inspected: 13 August 2025**

## **Observations:**

The flag pole is out of use and awaiting inspection/repair.

Shrubs currently look tidy and will be cut back by Mid Devon District Council in the Autumn

## **Recommendations:**

None - await repair to flagpole



# St Boniface Statue

**Date Inspected: 22 July 2025**

## **Observations:**

The Boniface Statue looks satisfactory overall.

The external slabs have a build-up of residue and require pressure washing.

There are several areas on the slabs and statue itself that need repointing. It has not been possible to find a contractor willing to quote as this time. This is still being investigated following the inspection in 2024 and will continue to be pursued.

Light weeding is required.

The nearby lectern is in good condition, small sections of flaked paint on the top corners. The Town Council address details are out of date on the display, however after investigation the display is within the sheet of glass and cannot be changed without significant cost implications.

## **Recommendations:**

1. Obtain quotations for the slabs to be pressure washed
2. Continue to obtain quotations for the joints to be re-pointed
3. Ask Turning Tides to weed between the slabs





Image 1: Build up of residue on statue steps and slabs



Image 2: Weeds and loose pointing



Image 3: Loose pointing



Image 4: Weeds and loose pointing





Image 5: Sections of the statue itself need repointing



Image 6: Lectern is in good condition, small sections of flaking paint

# Bandstand

**Date Inspected: 22 August 2025**

## **Observations:**

Overall, the bandstand looks well maintained and attractive.

The external slabs are clean but the joints between the slabs need weeding.

The internal slabs are free of bird-poo and well cleaned. The cover for the electrics is in good condition but has a lot of graffiti on it and needs repainting. There are small amounts of graffiti on the metal uprights.

Roof in good condition - still two tiles missing.

The wall and coping stones are in good condition and pointing is intact. Railings are clean and in good repair.

Wooden plaque is in good condition.

## **Recommendations:**

1. Ask Turning Tides to weed between the slabs
2. Ask Turning Tides to paint the electrics cover and try to clean off graffiti





Image 1: Two missing roof tiles at the front



Image 2: Replaced slabs and weeds



Image 3: Existing bird nests

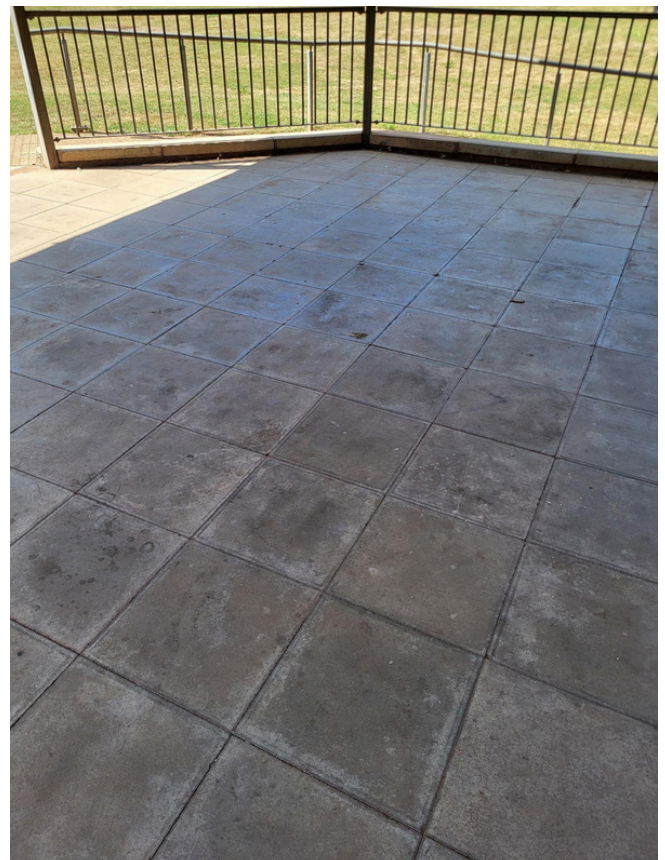


Image 4: Clean internal slabs





Image 5: Electric cover



Image 6: Plaque in good condition



Image 7: Steps are clean with no defects



Image 8: Wall and pointing in good clean condition





Image 9: Ramp is clean with no defects



Image 10: Railings are all clean

# Peoples Park Wildlife Area

**Date Inspected: 22 August 2025**

## **Observations:**

The vegetation surrounding the herb planters is overgrown and has impacted the condition of the planters. On initial inspection it appears the planters are beyond repair.

The picnic bench itself is in good condition but needs cleaning to remove graffiti.

## **Recommendations:**

1. Discuss the repair of the planters with the Wildlife Area volunteers.
2. Ask Turning Tides to try and remove the graffiti





Image 1: Herb planters in poor condition



Image 2: Herb planters in poor condition



Image 3: Bench requires cleaning



# Peoples Park Scout Memorial Garden

**Date Inspected: 22 July 2025**

## **Observations:**

The Scout Memorial Garden is well-presented and tidy overall, with lovely floral displays. The slabs are clean with a small amount of weeds present. However, a few slabs were rocking upon inspection and need securing. In the central slabbed area, movement and rocking is noticeable beneath the slabs. It would be beneficial for a professional to assess this.

The new bench is in great condition and very clean. Totem pole is also in great condition.

The handrails are in good condition, with slight wear and tear. The winding path is covered in debris from surrounding trees (which will be removed under the existing maintenance contract). It is in good condition overall, it does not need cleaning.

The coping stones are in good condition but one corner is broken and needs grinding down to make smooth.

The wooden bin, benches & noticeboard remain in good condition. A replacement plant for the wooden planter is still required as well as rubbish to be removed from the empty planter.

## **Recommendations:**

1. Obtain quotations for slabs to be made secure.
2. Obtain advice on rocking central slabs.
3. Obtain quotations for corner of slab to be grinded off and made safe.
4. Purchase a replacement plant that can sit in a pot within the planter to avoid contact with salt.





Image 1: Attractive and well-maintained area



Image 2: Clean slabs, some weeds



Image 3: Loose steps



Image 4: Loose step





Image 5: General movement and rocking to central slabbed area



Image 6: Bench in great condition



Image 7: Totem pole in great condition



Image 8: Clean handrails





Image 9: Winding path with debris but generally clean



Image 10: Coping stone with broken corner



Image 11: Benches clean and recently treated



Image 12: Bin is clean and recently treated





Image 13: Rubbish to remove and replacement plant to purchase



Image 14: Noticeboard is clean and in good condition

# Fulda Crescent

**Date Inspected: 24 August 2025**

## **Observations:**

There are large amounts of weeds around the boundary as well as throughout the tarmac - similar condition to last year.

The vegetation along the left boundary wall has grown back - again similar growth to last year.

There is ivy growing on the new fence - no significant change from last year.

## **Recommendations:**

1. Arrange a site visit with the grounds maintenance contractors to establish the most appropriate maintenance schedule for the weeds, since weed killer is not permitted.





Image 1: Weeds within tarmac



Image 2: Weeds on right-hand side



Image 3: Large amounts of vegetation on left-hand side



Image 4: Ivy growing on new fence



# Spinning Path Gardens Play Area

**Date Inspected: 24 August 2025**

## **Observations:**

The bench, fencing and tarmac are in good condition with no significant issues to report.

There appears to be paint and chalk markings on the ground, but not causing any issues.

Only one piece of rubbish noted, which is positive as the bin was previously vandalised and has not currently been replaced.

The bottom rail of the gate is loose and should be removed/replaced to prevent a safety hazard.

There are large brambles growing between the wire fence and neighbouring property. They appear to be within the play area boundary and require cutting back significantly.

## **Recommendations:**

1. Obtain quotes to remove/replace the bottom fence rail.
2. Obtain quotes to cut back the brambles (check deeds and boundary plan)





Image 1: Paint/chalk on ground



Image 2: Bench in good condition



Image 3: Fencing in good condition



Image 4: Exposed nail and loose wood on bottom rail of gate





Image 5: Significant amount of brambles, with some growing into play area.



Image 6: Brambles also starting to spill into neighbouring properties driveway

# Upper Deck

**Date Inspected: 24 July 2025**

## **Observations:**

The paint on the railings was due to be painted last year, this work was not carried out due to poor weather. Since the inspection, all railings have been painted. (Updated 22 August 2025)

The tarmac is clean, and the benches are well-presented. Both benches have green patches where moss/algae is growing and would benefit from being cleaned.

The external wall is in good condition and the grass recently cut.

The shrubs are large, overgrown and look unkept. The recent QTRA has recommended a lot of works including clearing the brambles and removing self-seeded Sycamore trees. It would be beneficial to discuss the condition of the shrubs/planting with the grounds maintenance contractor and agree actions to address the issues.

The plaques on the external and internal walls are all clean and in good condition.

There are a significant amount of stinging nettles next to the steps on the Higher Road entrance. These look untidy and do not appear very welcoming.

## **Recommendations:**

1. Arrange site meeting to discuss shrubs and planting and removal of stinging nettles.
2. Obtain quotations to clean the benches.





Image 1: Railings on 24/07/25



Image 2: Railing after paint on 24/08/25



Image 3: Benches need to be cleaned



Image 4: Benches need to be cleaned





Image 5: Tarmac in good condition



Image 6: Grass area maintained



Image 7: Shrubs are overgrown and untidy



Image 8: Shrubs growing outside of boundary railings





Image 9: External plaques in good condition



Image 10: Large stinging nettles on Higher Road entrance.



# Proposal: Installing a Local Weather Monitoring Station to Support Air Quality Monitoring in Crediton

Author: Gary Stanley

## Background

Crediton (through MDDC) currently has a permanent automatic air quality monitoring station on the High Street, reporting on key pollutants including **PM10, PM2.5, NO, and NO<sub>2</sub>**. This data is vital, especially as Crediton is currently declared an **Air Quality Management Area (AQMA)**. However, the value of this data is significantly **limited without accompanying local weather data**.

At present, unexplained spikes in air pollution readings—often occurring during early mornings, late evenings, or quiet traffic periods—lack proper context. Without local meteorological information, it can be impossible to determine at a later date, whether such spikes were/are caused by genuine pollution events or by natural atmospheric conditions such as temperature inversions, stagnant air, or humidity.

## The Case for Adding a Weather Station

### 1. Air Quality Data Is Incomplete Without Weather Context

Air quality monitors record pollutant concentrations but do not explain **why** levels rise or fall. Weather plays a fundamental role:

- **Temperature inversions** trap pollutants close to the ground, often at dawn and dusk.
- **Humidity** affects PM2.5 readings, as optical sensors can mistake water droplets for fine particulates.
- **Wind speed and direction** help identify whether pollution is **locally generated** or blown in from **distant sources** (e.g. wood smoke, agriculture, Saharan dust, etc.).
- **Barometric pressure** indicates whether the atmosphere is stable (leading to pollutant build-up) or unstable (encouraging dispersion).

Adding local weather data would allow MDDC to better interpret short-term fluctuations and identify trends with confidence—particularly where **monthly or annual air quality summaries** currently lack the context needed to support mitigation actions.

### 2. Enhances Legal Reporting and Supports MDDC's Duties

Under the **Environment Act 1995** and **Air Quality Standards Regulations 2010**, I believe Mid Devon District Council is currently supposed to:

- Monitor air quality across the district
- Declare AQMAs where national limits are exceeded (as was/is the case in Crediton)
- Submit **Annual Status Reports (ASRs)** to DEFRA
- Prepare and update **Air Quality Action Plans**

Weather data would:

- Improve the **explanatory power of DEFRA reports**
- Support **evidence-based adjustments** to Crediton's (and Mid Devon's) Air Quality Action Plan
- Help distinguish between local and regional pollution sources
- Reduce the risk of **misinterpretation** of legitimate spikes in data

### 3. Supports Climate Emergency and Integrated Environmental Strategy

MDDC has had an active **climate emergency** declaration in place since 2019, and while climate change and air pollution are distinct, they are increasingly linked:

- Pollutants like NO<sub>2</sub> and PM often accompany greenhouse gases
- Changing climate conditions (e.g. heatwaves, stagnant air) are worsening pollution episodes
- DEFRA and other agencies promote an **integrated approach** to local environmental monitoring

Installing a weather station would demonstrate MDDC's commitment to **joined-up environmental governance** and provides a local evidence base for climate resilience efforts.

### 4. Education and Community Engagement

A local weather station also opens up exciting **learning opportunities** for **local schools**, helping to:

- **Engage young people** with real-time, locally relevant environmental data
- **Support curriculum topics** in geography, science, and climate education
- Enable students to **track pollution and weather trends over time**
- Encourage **citizen science** and public participation in local climate action

The availability of this data online would also allow teachers to use real-world local figures in classroom activities and discussions—fostering both **environmental literacy** and **civic engagement** in the next generation.

### Technical Considerations: What Would Be Measured?

A mid-range weather station would include sensors for (at the very least):

- **Temperature** (to detect inversions and heat-related effects)
- **Humidity** (to interpret PM spikes more accurately)
- **Wind speed and direction** (to trace pollutant origins)
- **Barometric pressure** (to monitor atmospheric stability)
- **Rainfall** (to understand pollutant washout effects)



To ensure correlation with existing pollution data, any weather station should ideally be **installed near the current air quality monitor on Crediton High Street**. This proximity would allow both datasets to reflect the **same microclimatic conditions**, ensuring higher accuracy and more reliable interpretation.

## **Potential Funding Sources**

I understand that funding may be limited, however, the following **S106 funding allocations** already exist and appear highly suitable, especially the first, third & fourth (which states it is an unallocated fund relating to this topic) and I would like to query the availability of these funds in the first instance:

- **20/00015/PROJEC** – Roadside air quality monitoring and public web reporting
- **20/00019/PROJEC** – To monitor particulate matter in the Crediton area
- **20/00020/PROJEC** – The development costs of a low-emission strategy for Crediton
- **00/00030/PROJEC** – Unallocated funding to be spent within the AQMA of Crediton

If there is potential to utilise any of these existing pots, I would be happy to **provide detailed technical options and costings** for appropriate weather stations that meet DEFRA-compatible standards and can report data publicly online.

## **Conclusion**

This proposal offers an excellent opportunity to improve the interpretation, transparency, and utility of Crediton's existing air quality monitoring. By supplementing the current data with weather insights, MDDC can more accurately diagnose pollution problems, report better data, build public trust, support environmental education, and better meet its legal and climate-related commitments.

## INVOICE

Phoenix House  
Phoenix Lane  
Tiverton  
EX16 6PP  
Tel: 01884 255255

### DETAILS

Invoice Number: 20041052  
Invoice Date: 25-JUL-25  
Account No: 2227  
Reference:  
Payment Terms: 21 DAYS FROM INVOICE DATE  
Page No: 1

### TO

CREDITON TOWN COUNCIL  
MARKET STREET  
CREDITON  
DEVON  
EX17 2BN

### DELIVERY/PROPERTY ADDRESS

### PRODUCT

MISCELLANEOUS ITEM  
Recharge for Town Council elections on 27 March 2025 and 26 June 2025

### QTY

1.000

### UNIT PRICE

16702.13

### AMOUNT

16702.13

### VAT %

0.00



6335 5510 4220 0410 5200 0002

SUB TOTAL	£ 16702.13
VAT	£ 0.00
TOTAL DUE	£ 16702.13

MID DEVON DISTRICT COUNCIL

**bank giro credit**

155

205

24

Reference

20041052

Credit account number

257 2702

Amount due

16702.13

**National Westminster  
Bank PLC**  
H.O Collection Account

Credit  
Mid Devon District Council  
Debtors Account

CHEQUE ACCEPTABLE

Cashier's Stamp  
and Initials

Signature

Date

Sorting Code Number

57-27-02

Items

Fee

Cash

Cheques

Please do not write or mark below this line and do not fold this counterfoil

20041052 V7242572702 91 X



# METHODS OF PAYMENT



## BY BACS

Please quote invoice number **20041052** as your payment reference.

MDDC's Bank Details are as follows

Sort Code: 60-21-27

Account No: 72621192



## OVER THE PHONE

Call the automated line (01884) 233000 and pay using your Debit or Credit Card



## ON THE INTERNET

Log on to [www.middevon.gov.uk](http://www.middevon.gov.uk) and pay using your Debit or Credit Card or log on to your personal internet banking with your current bank and make payment from there.

Please do not forget to quote invoice number **20041052** as your payment reference.



## AT THE POST OFFICE

Take this invoice to any Post Office or Pay Zone outlet where the bar code on the front of the invoice can be scanned, enabling you to make payment.



## BANK GIRO CREDIT

Payment can be made at any Bank using the attached slip.



**Office Redecoration Report**

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 02 September 2025

**Recommendation**

Full Council is recommended to consider the quotations received to redecorate both the front office and Bungalow in preparation for vacation at the end of September.

**1. Purpose**

- 1.1 This report sets out three quotations to redecorate the two premises rented by CTC at 8A North Street.

**2. Background**

- 2.1. As per the lease, CTC are required to paint all internal walls and ceilings prior to vacating the rented buildings.

**3. Proposals**

- 3.1. To consider and agree a preferred contractor to undertake the redecoration.

**4. Financial Implications**

- 4.1. It is recommended that cost of redecoration is taken from EMR 328 (Premises).

Contractor A	Contractor B	Contractor C
Bungalow and Hub  Ceilings and walls – stop in all defects, seal in stains, touch up and paint one full coat of vinyl matt emulsion. Woodwork (painted) – prepare and paint one coat of eggshell.	Bungalow and Hub - Lay protective sheeting. - Prepare the ceilings, walls and woodwork. - Touch up filler and dirty mark. - Apply 1 full coats of emulsion to the ceilings. - Apply 1 full coats of emulsion to the walls. - Apply 1 full coats of paint to the woodwork. - Apply 1 coat of varnish to timber.	Bungalow The ceilings will be filled, have a coat of stain block and touched up where needed then receive one coat of white emulsion. The walls will be the same but with magnolia emulsion and where needed will have two coats of emulsion. The woodwork which is currently white will be rubbed down and receive one coat of white undercoat and one coat of white satinwood. Front building The ceilings and walls will be filled where needed then receive two coats of white emulsion.



		White woodwork will be rubbed down and receive one coat of undercoat and one coat of satinwood.
£6935.00	£7950.00	£6335.00

\*All prices exclude VAT



**Manor Office Broadband Report**

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 02 September 2025

**Recommendation**

Full Council is recommended to consider the quotations received for an upgraded lease line and associated telephone provision at Manor Office.

**1. Purpose**

- 1.1 This report sets out two quotations for an upgraded lease line and associated telephone provision at Manor Office.

**2. Background**

- 2.1. An upgraded line, with the intention of Exeter City Council undertaking the monitoring of CTC, is required at Manor Office.
- 2.2. Alongside this, quotes have been obtained for additional lines at Manor Office to ensure all staff have access to a dedicated telephone line at their desks.

**3. Proposals**

- 3.1. To consider and agree a preferred provider for the above-mentioned services.

**4. Financial Implications**

- 4.1. It is recommended that any overspend (approximately £600.00) is taken from EMR 328 (Premises).

Provider A	Provider B	Provider C
4 x handsets 1Gb Fibre which will have 500Mbit/s Bandwith  36-month term	5 x handsets Full Fibre 900 Mbps download speed  36-month term  NOTE: to move to this provider there would be exit charges. The company would be willing to pay half of this, and the cost below would increase by approximately £90.00 per month	
£319.00 per month	£159.95 per month	

\*All prices exclude VAT



# CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [reception@credition.gov.uk](mailto:reception@credition.gov.uk)

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Dated ..... 2025

## LICENCE TO OCCUPY

Relating to the building known as Manor Office, 6 North Street, Credition, EX17 2BT





# CREDITON TOWN COUNCIL

8 North Street

Crediton

Devon

EX17 2BT

Telephone: 01363 773717

Email: [reception@crediton.gov.uk](mailto:reception@crediton.gov.uk)

This LICENCE is dated ..... 2025

BETWEEN

(1) CREDITON TOWN COUNCIL (CTC) – the Licensor

(2) XXXXXXXXXX acting as trustees for Crediton Area History Museum Society (CAHMS) – the Licensee

## AGREED DEFINITIONS:

Ancillary Activities	Storage of museum artefacts and documentation, archiving and ad-hoc meetings
Building	Attic space in Manor Office (main room and side room)
Common Parts	Such roads, paths, entrance halls, corridors, lifts, staircases, landing and other means of access in or upon the Building the use of which is necessary for obtaining access to and egress from the Property as designated from time to time by the Licensor
Designated Hours	Within Crediton Town Council opening hours Or such other hours as the Licensor may in its absolute discretion agree with the Licensee from time to time (any such agreement to be recorded in writing)
Licence Fee	The sum of £900 per annum exclusive of any VAT that may be payable thereon subject to review as outlined in clause 3.
Licence Fee Review Date	The fourth anniversary of the date of this licence and every anniversary of that date during the remainder of the licence period.
Licence Period	The period of 5 years from and including the date of this licence, unless the licence is terminated in accordance with clause 5.
Permitted Use	Use as a modern information centre in accordance with the Licensee's objects
Plan	the plan annexed to this licence
Property	Manor Office, comprising the attic space of the Building as shown edged red on the Plan
Schedule of Items	The schedule contained at schedule 2 listing the Licensee's items to be situated at or in the Property.



# CREDITON TOWN COUNCIL

8 North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: [reception@crediton.gov.uk](mailto:reception@crediton.gov.uk)

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Service Media	all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data (if any) and all other services and utilities and all structures, machinery and equipment ancillary to those media.
Trustees	the persons named as Licencee in this licence and any person appointed as trustee of Credition Area History Museum Society from time to time
VAT	value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax



## 1. Licence to Occupy

The Licenser permits the Licensee to occupy the Property for the Permitted Use for the Licence Period during the Designated Hours in common with the Licenser and all others authorised by the Licenser (so far as is not inconsistent with the details of the Permitted Use) together with the rights mentioned in Schedule 1.

The Licensee acknowledges that:

- The Licensee shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the Licenser and the Licensee by this licence.
- The Licenser retains control, possession and management of the Property and the Licensee has no right to exclude the Licenser from the Property.
- The Licence to occupy granted by this agreement is personal to the Licensee and is not assignable and may only be exercised by the Licensee and its employees/volunteers.

The Licenser acknowledges that:

- The items listed in the Schedule of Items belong to the Licensee and do not form part of the Property.

## 2. Designated Hours

If the Licenser and the Licensee agree that the Designated Hours should be varied according to local need they shall record any such agreement in writing.

## 3. Licence Fee

The Licence Fee shall be £900 per annum.

The Licence Fee shall be paid in 12 monthly equal instalments in advance at 3 monthly intervals the first such payment being due on the date of this licence and shall be reviewed on each Licence Fee Review Date when the Licence Fee shall be increased to a sum equal to the greater of the Licence Fee plus RPI or the Licence Fee immediately preceding the Licence Fee Review Date subject to the limitation on the first Review Date as provided below.

If the Licenser installs solar panels on the roof of the Building which result in a reduction in the costs payable by the Licenser for the supply of electricity to the Building the benefit from the resulting reduction shall be shared between the Licenser and the other licensees/occupiers of the Building in such fair proportions as the Licenser shall determine acting reasonably.

The Licensee will be responsible for costs of public liability insurance, contents insurance, IT costs and related ancillary costs such as PAT testing plus any other costs of occupation deemed necessary by the Licensee.

The Licenser will be responsible for building related costs including business rates, maintenance and building insurance.

## 4. Licensees's Obligations

The Licensee agrees and undertakes:

- To pay the Licence Fee without any deduction as agreed by the Licenser
- Not to use the Property other than for the Permitted Use and during the Designated Hours provided that the Licensee may use the Property for activities ancillary to the Permitted Use outside the Designated Hours by prior written
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arrangement with the Licensor subject always to the Licensee complying with all security requirements of the Licensor during such use

- To maintain the items listed in the Schedule of Items in an order consistent with the Permitted Use
- To keep the Property clean, tidy and clear of rubbish
- To comply with all laws and/or recommendations of the relevant suppliers relating to the Service Media serving the Property
- Not to make any alterations/changes to the Property or to any part of the Building or to fixtures within it unless mutually agreed with the Licensor
- not to do or permit to be done on the Property anything which is illegal or which may be or become a nuisance, annoyance, inconvenience or disturbance to the Licensor or to other occupiers of the Building or any owner or occupier of neighbouring property
- Not to do anything which might constitute a breach of any necessary consents affecting the Property or might invalidate any insurance effected by the Licensor in respect of the Property
- Not to display any permanent signs on the outside of the Property without mutual agreement with the Licensor
- To leave the Property in a clean and tidy condition and to remove the items listed in the Schedule of Items from the Property at the end of the Licence Period.
- Not to obstruct the Common Parts, make them dirty or untidy or leave any rubbish on them
- To observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Property and the Common Parts
- To do all that the Licensee reasonably can to sort, separate, and recycle all refuse produced, collected or created at the Property
- To indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
  - (i) any breach of the Licensee's undertakings contained in this clause 4; and/or
  - (ii) the exercise of any rights given in clause 1.

## 5. Termination and Notice Period

This licence shall end on the earliest of:

- a) [insert date 2 years from date of licence]; and
- b) the date of the expiry of not less than 6 months' written notice given by the Licensor to the Licensee or by the Licensee to the Licensor at any time

Termination of this licence shall not affect the rights of either party in connection with any breach of any obligation under this licence which existed at or before the date of termination.



## 6. Limitation of Licensors' Liability

The Licensors are not liable for:

- The death of or injury to the Licensee, its employees, volunteers, customers or invitees to the Property
- The damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Property.
- Any losses, claims, actions, damages costs or expenses or other liability incurred by the Licensee or the Licensee's employees, volunteers, customers or other invitees to the Property in the exercise of the rights granted by clause 1.

Nothing in this clause shall limit or exclude the Licensors' liability for:

- death or personal injury or damage to property caused by negligence on the part of the Licensors or its employees, invitees or agents; or
- any matter in respect of which it would be unlawful for the Licensors to exclude or restrict liability.

## 7. Limitation of Trustees' Liability

Any liability of the Trustees arising out of this licence or matters connected with it shall be limited to the value of the assets of CAHMS in their possession from time to time.

## 8. Third party rights

A person who is not a party to this licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

## 9. Governing law

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

## 10. Jurisdiction

Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

This licence has been entered into on the date stated at the beginning of it.



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## SCHEDULE 1 – RIGHTS GRANTED TO LICENSEE

The right for the Licensee to use during the Designated Hours:

- 1.1 Such parts of the Common Parts for the purpose of access to and egress from the Property as shall from time to time be designated by the Licensor for such purpose.
- 1.2 The toilet and kitchen facilities and any other parts of the Building as shall from time to time be designated by the Licensor for shared use by the Licensee in common with other occupiers/users of the Building.
- 1.3 The Service Media serving the Property.

## SCHEDULE 2 – SCHEDULE OF ITEMS

1. Wooden shelving in situ at time of licence.

Signed by .....

Print Name .....

Date .....

Town Clerk – Credition Town Council

Signed by .....

Print Name .....

Date .....

(Enter Position of Signatory) for and on behalf of Credition Area History and Museum Society