



To All Crediton Town Councillors

You are hereby summoned to attend a **Full Council meeting**, which will be held on **Tuesday, 3 February 2026, at 19:00, at Crediton Library, Belle Parade, Crediton, 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, 29 January 2026**

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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), Crediton Town Council is unable to make any decision on matters not listed within the agenda.
- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

## AGENDA

### **2026/400 - Welcome and Introduction**

Opening of meeting by the Chair and member introductions

### **2026/401 - 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)

### **2026/402 - Apologies**

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

### **2026/403 - Declarations of Interest and Requests for Dispensations**

#### **2026/403.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

#### **2026/403.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2026/404 - 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

### **2026/405 - Chair's and Clerk's Announcements**

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

### **2026/406 - Town Council Minutes**

To approve and sign the minutes of the following meetings, as a correct record (minutes will be issued prior to the meeting):

Full Council, Tuesday 06 January 2026

Extra Ordinary Full Council, Tuesday 13 January 2026

Full Council, Tuesday 20 January 2026

### **2026/407 - 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:

[26/00044/HOUSE | Conversion of garage to utility with pitched roof above | 14 Fairfield Road Crediton Devon EX17 2EQ](#)

### **2026/408 - Mid Devon District Council Planning Decisions**

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

Ref: 25/01426/HOUSE

Proposal: Erection of a single storey extension

Location: 4 Downes Close, Crediton, Devon, EX17 3FP

Ref: 25/01635/ADVERT

Proposal: Advertisement Consent to display 3 non-illuminated sponsorship signs

Location: Roundabout at NGR 284388 101056 Exhibition Road/Tiverton Road,

Crediton, Devon

Ref: 25/01636/ADVERT

Proposal: Advertisement Consent to display 4 non-illuminated sponsorship signs

Location: Roundabout at NGR 284544 99564 Wellparks/Joseph Locke Way, Crediton, Devon

Ref: 25/01651/PNCOU

Proposal: Prior Approval for the change of use from commercial, business and service (Class E) to a dwelling (Class C3) under Class MA

Location: Church View, Union Road, Crediton Devon

Ref: 25/01285/FULL

Proposal: Erection of an industrial shed, covered area and store building

Location: Crediton Milling Company, Marsh Road, Lords Meadow Industrial Estate, Crediton

Ref: 25/00671/PNCOU

Proposal: Prior notification for the change of use of an agricultural building to 2 dwellings under Class Q

Location: Land and Buildings at NGR 283090 99304 Great Parks Farm, Crediton, Devon

### **2026/409 - Grants 2026-2027**

To receive the Town Clerk's report regarding allocation of grants for the financial year 2026/27 and to ratify the decisions therein

### **2026/410 - Grounds Maintenance Contract 2026-2029**

**2026/410.1 - To consider and approve the creation of a Task and Finish Group to consider tenders and recommend a preferred contractor to Full Council on 17 February 2026**

**2026/410.2 - To approve the draft Terms of Reference for the Task and Finish Group**

**2026/410.3 - To approve membership of the Task and Finish Group**

**2026/410.4 - To agree a date for the Task and Finish Group meeting**

### **2026/411 - Summer Festival**

To receive the report by the Events and Town Centre Officer and approve the recommendations therein

### **2026/412 - Forward Planning and Community Engagement**

To receive the report from Cllr Brookes-Hocking and consider the recommendations therein

**2026/413 - Microsoft Windows Upgrade**

To receive the report and approve the recommendations therein

**2026/414 - Railfuture**

**2026/414.1 - To consider joining the North Devon Railway Development Alliance, at no cost to Crediton Town Council**

**2026/414.2 - To agree representatives to attend meetings, including the AGM on 06 March 2026**

**2026/415 - Newcombes Meadow toilet repairs**

To receive the report regarding spending from General Reserves to allow for necessary repairs, and to approve the recommendations therein

**2026/416 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 17 February 2026

**2026/417 - Reports Pack**

**Attachments – for internal use only**

[AI 406 - 2026-01-06 - Full Council - Minutes.docx](#)  
[AI 406 - 2026-01-13 - Budget meeting - Minutes.pdf](#)  
[AI 406 - 2026-01-20 - Full Council - Minutes.pdf](#)  
[AI 409 - Grants 2026-27 Report.docx](#)  
[AI 410.1 - GMC Task Finish Group Report.docx](#)  
[AI 410.2 - Terms of Reference GMCT F proposed.docx](#)  
[AI 411 - Summer Festival Report.docx](#)  
[AI 412 - Forward Planning and Community Engagement.docx](#)  
[AI 412 - PJA Proposal Crediton Barnfield Transport.pdf](#)  
[AI 413 - Microsoft Windows Upgrade Report.docx](#)  
[AI 414 - Newcombes Toilet repairs Report.docx](#)



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## Minutes of the Full Council meeting held on Tuesday, 6 January 2026 at 19.00 at Crediton Library, Belle Parade, Crediton

**Present:** Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Jim Cairney, John Downes, Joyce Harris, Rachel Backhouse, Vix Frisby and Liz Brookes-Hocking

**Apologies:** Cllrs Natalia Letch, Paul Perriman and Tim Stanford

**In Attendance:** 1 member of the public

**Minute Taker:** Emma Anderson

## MINUTES

### 2026/358 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

### 2026/359 PUBLIC QUESTION TIME

The following questions were asked:

- Did the Council write to Tesco expressing its disappointment relating to the lack of progress on the bus shelter at Redlands? Cllr Downes confirmed that the Council received responses from both Tesco and Devon County Council (DCC). DCC advised they would not undertake the work until the road was adopted and Tesco confirmed the hard standing and dropped kerb are not included in their plans. However, the bus team has confirmed that the bus shelter is in their plan and have agreed they will contribute to the work. A letter has been sent this week asking whether Tesco can give permission for this work to take place whilst the road is being upgraded. A response has not yet been received.
- Is the plan for Old Lanscore School on schedule? When can the community expect building works to start? Cllr Huxtable explained the town council is looking into contractors to put together a feasibility study. Once the feasibility study has been completed, the timeline will be reviewed and refreshed if needed.
- Does the Town Council have any regrets that, by handing over responsibility of the bus shelters, school children and young people are subjected to McDonalds advertising on the High Street? The Chair confirmed a written response would be provided.
- A grant for £1,500 was approved for an event being held at the Leisure Centre, which expects to see 450 people attend and make a profit of £12,500. How do you think this money is protected? What is the basis on

giving a grant to a profit-making event? Cllr Huxtable confirmed the grants would be discussed at the next full council meeting.

- Regarding the community noticeboard and purchasing a replacement, is the Town Council this evening going to vote the money for it, or not? The Chair confirmed this would not be agreed at this meeting as it is not on the agenda.

## 2026/360 APOLOGIES

**Decision:** It was **resolved** to receive and accept apologies from Cllrs Perriman (illness), Stanford (illness) and Letch (holiday). (Proposed by Cllr Huxtable)

## 2026/361 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

### 2026/361.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No declarations of personal interest or disclosable pecuniary interests were received.

### 2026/361.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests were received prior to the meeting.

## 2026/362 ORDER OF BUSINESS

There were no changes to the order of business.

## 2026/363 CHAIR'S AND CLERK'S ANNOUNCEMENTS

No announcements were made by the Chair or the Town Clerk.

## 2026/364 TOWN COUNCIL MINUTES

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday, 2 December 2025, as a correct record. (Proposed by Cllr Backhouse).

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday, 16 December 2025, as a correct record. (Proposed by Cllr Harris).

## 2026/365 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS

The following planning applications were discussed:

25/01484/HOUSE | Erection of single storey rear extension and installation of rear flat roof dormer | 13 Greenway Crediton Devon EX17 3LP (extension requested)

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

25/01285/FULL | Erection of an industrial shed, covered area and store building | Crediton Milling Company Marsh Road Lords Meadow Industrial Estate Crediton Devon EX17 1EU (extension requested)

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

25/01686/FULL | Replacement of wastewater treatment works to include two-storey building and two silos | Crediton Dairy Ltd Church Lane Crediton Devon EX17 2AH (extension requested)

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

**Task:** Submit planning comments to MDDC. @*Emily Armitage*

**2026/366 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS**

**Decision:** The council **noted** the approval of several planning applications by Mid Devon District Council.

**2026/367 PREMISES LICENCE**

The Council considered a premises licence application for Crediton Rugby Club. Cllr Backhouse raised concerns about the early start time, Cllr Downes and Cairney confirmed this is standard practice of obtaining maximum flexibility in licences.

**Decision:** The council **noted** the application.

**2026/368 CREDITON URBAN TASKFORCE [CUT!]**

**Decision:** The report from [CUT!] was received and **noted**. Volunteers and Cllrs were encouraged to come along to the next action day on Saturday, 10 January on George Hill.

**2026/369 GRANTS 2025-26**

**2026/369.1 TO RATIFY A GRANT OF £3,000.00 TO SIGNIFICANT SEAMS AS RECOMMENDED BY THE GRANTS COMMITTEE AT THE MEETING HELD ON 11 DECEMBER**

**Decision:** It was **resolved** to ratify the grant of £3,000 to Significant Seams, as recommended by the Grants Committee. (Proposed by Cllr Huxtable)

**2026/369.2 TO CONSIDER AND APPROVE A VIREMENT OF £3,211.00 FROM THE REMAINING 2025-26 GRANTS BUDGET TO EARMARKED RESERVES**

**Decision:** It was **resolved** to defer the virement from the 25-26 grants budget to Earmarked Reserves until the end of the financial year. (Proposed by Cllr Huxtable)

**Decision:** It was further **resolved** to approve the transfer of any unspent money in the 25-26 grants budget to Earmarked Reserves at the end of the financial year. (Proposed by Cllr Brookes-Hocking)

## 2026/370 CCTV MONITORING TRANSFER TO EXETER CITY COUNCIL

The Council reviewed the Service Level Agreement (SLA) with Exeter City Council for CCTV monitoring. Cllr Brookes-Hocking raised a query about the insurance clause, seeking clarification on the indemnity terms. The Deputy Clerk confirmed that the insurers had been contacted for further information.

Cllr Backhouse expressed concerns regarding typographical and grammatical errors within the document.

**Decision:** It was **resolved** to approve the SLA in principle, subject to resolving insurance queries and minor document tweaks. (Proposed by Cllr Huxtable)

**Task:** Review the CCTV SLA, clarifying insurance requirements, addressing typographical/formatting issues and forwarding to solicitors for review. @Rachel Avery

## 2026/371 DOCUMENT RETENTION

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

## 2026/372 POLICY REVIEW

The Council reviewed and approved several policies:

**Decision:** It was **resolved** to approve the Risk Management Policy. (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Disciplinary Policy, subject to a small amendment to ensure consistent wording alongside the Grievance Policy with regards to referencing the Appeals Committee (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Grievance Policy, subject to a small amendment to ensure consistent wording alongside the Disciplinary Policy with regards to referencing the Appeals Committee (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Training and Development Policy. (Proposed by Cllr Huxtable)

Discussion took place regarding specific training courses for councillors which led to the decision to create an appendix outlining recommended courses. It was agreed that the Town Clerk would create the appendix to cover relevant DALC courses available to councillors and present to HR Committee for approval.

**Decision:** It was **resolved** to approve the Dignity at Work Policy. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved** to approve the Health and Safety Policy. (Proposed by Cllr Backhouse)

**Decision:** It was **resolved** to approve the Equal Opportunities Policy. (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Appraisal Policy. (Proposed by Cllr Harris)

**Decision:** It was **resolved** to approve the Biodiversity Statement. (Proposed by Cllr Fawssett, Cllr Backhouse voted against)

**Task:** Upload approved policies to website. *@Emily Armitage*

**Task:** Amend Disciplinary Policy and Grievance Policy to ensure consistent wording with regards to referencing the Appeals Committee. *@Rachel Avery*

**Task:** Create an appendix for the Training & Development Policy to cover relevant DALC courses available to councillors and present to HR Committee for approval *@Rachel Avery*

#### 2026/373 GRASS CUTTING CONSULTATION

**Decision:** The Council received and **noted** the grass cutting consultation results. It was **resolved** to amend future grounds maintenance contracts to reflect reduced grass cutting in Peoples Park. (Proposed by Cllr Huxtable)

**Task:** Revise the grounds maintenance contract to reflect leaving 1/3 of grass uncut in Peoples Park. *@Emma Anderson*

#### 2026/374 REMEMBRANCE MAROON

**Decision:** It was **resolved** to approve the proposal from Crediton's Royal British Legion members to reinstate a maroon for Remembrance Day. (Proposed by Cllr Huxtable)

**Task:** Liaise with Mid Devon District Council (MDDC) to reinstate the maroon for Remembrance. *@Tim Bland*

**Task:** Publicise the intended use of a Maroon in advance to ensure public awareness (children/animals) *@Tim Bland*

#### 2026/375 WAR MEMORIAL

**Decision:** It was **resolved** to approve the quote received from Contractor A to carry out the repointing around the War Memorial and bus shelter, with funds allocated from Earmarked Reserves as outlined in the report. (Proposed by Cllr Harris)

**Task:** Instruct Contractor A to undertake repointing works around the War Memorial and bus shelter. *@Emma Anderson*

#### 2026/376 WEEDKILLER

Councillors considered the report on weedkiller use and the recommendations therein. A proposal was made to lobby Tesco and other retailers to reconsider the prominent placement of weedkiller products in their stores. Councillors agreed that these products should not be displayed in high-traffic areas where customers might purchase them impulsively. Instead, they should be located in the gardening section for those who specifically need them.

**Decision:** It was **resolved** to send a letter to local retailers, including Tesco, to reconsider the prominent placement of weed killer products in store entrances, aligning with the council's biodiversity policy. (Proposed by Cllr Backhouse)

**Task:** Draft a letter to retailers, referencing the council's biodiversity policy and urging them to be mindful of product placement. *@Rachel Backhouse, Emma Anderson*

**2026/377 DATE OF NEXT MEETING**

It was **noted** that the date of the next meeting would be Tuesday, 20 January 2026. Meeting closed at 20.17.

**2026/378 REPORTS PACK**

Signed .....

Dated.....



## Minutes of the Full Council meeting held on Tuesday, January 13, 2026 at 19:00 in the Crediton Library, Belle Parade, Crediton

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

## MINUTES

### 2026/379 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

### 2026/380 PUBLIC QUESTION TIME

The session began with a member of the public expressing concerns about the budget and precept increases, questioning the transparency and legitimacy of the recent community survey. The Chair responded that the survey results were statistically insignificant due to the low response rate.

A member of the public expressed concerns about budget control and realism, specifically referencing the overspend on the Crediton Food Festival and the handling of unspent balances. The Chair clarified that underspends are transferred to the General Reserve at year-end.

Further questions addressed the value for money and staffing, particularly the necessity of a new Communications Officer. The Chair indicated that this would be discussed later in the meeting.

Another public question raised concerns about the BT phone box on Saint Lawrence Green, suggesting it be repurposed as a lost property store for gloves.

The Chair promised to follow up on its current use, but it had been used as a propagation area for the St Lawrence Green Group.

A member of the public asked whether councillors were expected to read the budget report before voting, to which the Chair confirmed that they were.

The session concluded with questions about the urgency of raising the precept and the timeline for public responses, with the Chair committing to respond by the following Friday.

### 2026/381 APOLOGIES

**Decision:** It was **resolved** to receive and accept apologies from Cllrs Perriman (illness), Stanford (illness) and Letch (holiday). (Proposed by Cllr Huxtable)

### 2026/382 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

**2026/382.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

No declarations of personal interest or disclosable pecuniary interests were received.

**2026/382.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

No dispensation requests were received prior to the meeting.

**2026/383 ORDER OF BUSINESS**

**Decision:** It was **resolved** to adjust the order of business by moving forward item 386 to 384 (Earmarked Reserve Virement), to ensure it was addressed in case of time constraints. (Proposed by Cllr Huxtable)

**2026/384 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

The Chair and Clerk had no announcements to make.

**2026/385 BUDGET 2026/27**

**2026/385.1 TO RECEIVE AND REVIEW THE DRAFT 2026/27 BUDGET, PRECEPT REQUIREMENT, AND ASSOCIATED REPORT**

The Chair introduced the draft budget for 2026/27, including the precept requirement and associated report. The following budget lines were discussed in depth:

- proposal to increase the CCTV budget from £6,000 to £9,000 to cover monitoring and repairs
- the small works budget was proposed to increase from £3,000 to £5,000 based on this year's experience
- the paddling pool budget, with considerations about funding from earmarked reserves alongside community consultation
- the employment of a Communications Officer was considered as proposed by Cllr Brookes-Hocking. It was argued that improved communication was necessary based on recent surveys and the need for a strategic approach. However, the Chair and other members felt that this should be discussed in a separate meeting rather than as part of the budget setting, with Cllr Frisby highlighting that she was on the HR Committee where this had not been discussed and that she had reviewed all staff job descriptions which included communications.

**2026/385.2 TO APPROVE THE 2026/27 BUDGET**

**Decision:** It was **resolved** to approve the proposed budget, recognising the need for financial prudence and strategic planning. (Proposed by Cllr Huxtable. Cllrs voting for were Cllrs Fawssett, Frisby and Backhouse voted against).

**2026/385.3 TO APPROVE THE 2026/27 PRECEPT, FOR SUBMISSION TO MDDC**

Consideration was given to the 2026/27, with the presented draft of £545,000.00 representing a 5% increase on a Band D property. This decision was based on the need to cover the budget deficit with general reserves and ensure the council's financial health.

The approval was made with the understanding that the precept increase is necessary for maintaining services and supporting future developments.

Cllr Backhouse proposed a 3.74% increase to the precept, which was ultimately not carried. Those voting for were Cllrs Backhouse and Fawssett, with Cllr Frisby abstaining.

**Decision:** It was **resolved to approve** the 2026/27 precept for submission to Mid Devon District Council (MDDC), setting the figure at £545,000.00. (Proposed by Cllr Huxtable. Cllrs Backhouse, Fawssett and Frisby voted against)

**2026/386 EARMARKED RESERVE VIREMENT**

A transfer of £500.00 from earmarked reserves to address the notice board issue promptly was reviewed.

**Decision:** It was **resolved to approve** the transfer of £500.00 from earmarked reserves. (Proposed by Cllr Backhouse)

**2026/387 DATE OF NEXT MEETING**

The date of the next meeting was noted as being on Tuesday, 20 January 2026, at 19.30.

**2026/388 REPORTS PACK**

Signed .....

Dated.....



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## Minutes of the Full Council meeting held on Tuesday, January 20, 2026 at 19:30 at Crediton Library, Belle Parade, Crediton, EX17 2AA

**Present:** Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Joyce Harris, Liz Brookes-Hocking, Rachel Backhouse, Tim Stanford and Vix Frisby

**Apologies:** Cllrs John Downes, Jim Cairney, Natalia Letch and Paul Perriman

**In Attendance:** Tim Steer and Roger Blake (Railfuture)  
Two members of the public  
One member of the press

**Minute Taker:** Rachel Avery, Town Clerk

## MINUTES

### 2026/389 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

### 2026/390 CHAIR'S AND CLERK'S ANNOUNCEMENTS

Cllr Huxtable reminded those in attendance that this was a council meeting with members of the public present who are entitled to speak during the meeting. He requested that if any member of the public wished to speak, they should notify him as soon as the discussion begins rather than waiting until later. This was aimed at facilitating smoother communication and ensuring public participation was managed effectively.

The Town Clerk advised that she had spoken to M Group regarding the gateway sign, who had advised that they were yet to be ordered. She intended to contact DCC as a matter of urgency, as she had been informed that they had been.

### 2026/391 RAIL FUTURE

Tim Steer, representing Railfuture, presented an update on the North Devon Rail Line Alliance. Railfuture is an independent organisation focused on improving rail services. Tim highlighted CTC's previous support for reconnecting Bideford to the rail network and provided updates on the campaign's progress. He discussed the challenges faced by the North Devon line, including capacity issues, the need for modernisation, and the importance of improving service frequency to two trains per hour. The presentation included detailed plans for upgrading the line's resilience and extending services to Bideford. Tim also mentioned the formal recognition of these plans in strategic transport documents and the upcoming publication of two complementary business cases. He requested a motion of support from CTC to join the Northern Devon Railway Development Alliance, emphasising the broader stakeholder involvement and the benefits of improved rail connectivity. Councillors

raised questions about infrastructure, car parking, new stations, and government support, which were addressed.

Roger Blake from Railfuture also spoke, underscoring the importance of joining the alliance and participating in wider discussions to address rail service improvements.

**Task:** Motion of support to join the Northern Devon Railway Development Alliance at the next meeting of Full Council.

## **2026/392 PUBLIC QUESTION TIME**

The following comments and questions were raised:

- Dissatisfaction with the response received from a staff member regarding the replacement of a notice board
- Concerns around the significant staff and admin budget
- Queried the need for feasibility study expenditure for Old Lanscore School
- The proposed precept increase and the high percentage of precept spent on staff costs, questioning the efficiency and necessity of clerical staff duties.

Questions were noted, and the Chair assured that responses would be provided and made available on the Council's website.

## **2026/393 APOLOGIES**

**Decision:** It was **resolved** to receive and accept apologies from Cllrs Perriman (illness), Cairney (attending another meeting), Downes (attending another meeting) and Letch (holiday). (Proposed by Cllr Cochran)

## **2026/394 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

### **2026/394.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

No declarations of personal interest or disclosable pecuniary interests were received.

### **2026/394.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

No dispensation requests were received prior to the meeting.

## **2026/395 ORDER OF BUSINESS**

There were no changes to the order of business.

## **2026/396 TOWN COUNCIL MINUTES**

Councillor Backhouse highlighted that she had raised queries regarding the minutes of the meeting held on 6 January 2026, specifically about the page numbering, date, and overall competence of the CCTV agreement. After discussion, it was agreed that the minutes would be amended to address these concerns before approval.

**Task:** Amend the minutes of the meeting held on 6 January 2026 to address concerns about page numbering, date, and overall competence. *@Rachel Avery*

**2026/397 REPORTS FROM OUTSIDE BODIES**

**DALC:** Cllr Brookes-Hocking highlighted councillor training from DALC.

**Crediton Twinning Association:** Cllr Huxtable advised that a visit to Avranches is likely this year.

**Chamber of Commerce:** Cllr Cochran stated that no further meetings have been arranged.

**2026/398 DISTRICT AND COUNTY COUNCILLOR REPORTS**

Councillor Downes had provided a written report detailing updates on gritting at Joseph Locke Way, the bus shelter at Joseph Locke Way, and financial support for Redlands surgery. Councillors discussed the need for modern access facilities for the bus shelter and agreed to keep the matter on the agenda for further updates.

**2026/399 FINANCES**

The Council received and approved transactions between 01 December and 31 December 2025. Councillor Rachel Buckhouse raised concerns about the publication of personal data in the transaction list and the expenditure on services from Breakthrough Communications. The Clerk clarified the services provided by Breakthrough Communications and confirmed their usefulness. The bank reconciliation as of 31 December 2025 was approved, and the bank balances were noted. The year-to-date spend and earmarked reserves balances were also noted.

**2026/399.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 DECEMBER AND 31 DECEMBER 2025**

Cllr Backhouse raised concerns about the publication of personal data, with the Town Clerk confirming that the data provided was in line with legislation.

Cllr Backhouse queried the payment of services to Breakthrough Communications. The Clerk clarified the services provided by Breakthrough Communications and confirmed their usefulness.

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

**2026/399.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 DECEMBER 2025**

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

**2026/399.3 TO NOTE BANK BALANCES TO 31 DECEMBER 2025**

**Decision:** The bank balances as of 31 December 2025 were **noted**.

**2026/399.4 TO NOTE YEAR TO DATE SPEND**

**Decision:** The year-to-date spend was **noted**.

**2026/399.5 TO NOTE EARMARKED RESERVES BALANCES**

**Decision:** The Earmarked Reserves balances were **noted**.

**2026/400 VIREMENTS REPORT**

**Decision:** It was **resolved to approve** all recommendations in the Virements Report. (Proposed by Cllr Backhouse)

**2026/401 STANDING ORDERS**

**Decision:** It was **resolved to approve** the Standing Orders with proposed amendments made by the Standing Orders Task and Finish Group. (Proposed by Cllr Cochran)

**2026/402 MANOR OFFICE**

The Town Clerk provided a report on the progression of discharge of planning conditions at Manor Office. The council discussed the challenges faced in meeting the conservation requirements and the additional costs involved, acknowledging the importance of completing the planning conditions to bring the building back into use.

**Decision:** It was **resolved to approve** the expenditure of £3,450.00 from earmarked reserves to cover the necessary work for the progression of discharge of planning conditions at Manor Office. (Proposed by Cllr Brookes-Hocking)

**2026/403 OLD LANDSCORE SCHOOL**

**2026/403.1 TO RECEIVE THE PROPOSALS FROM DEVON COMMUNITIES TOGETHER**

The council received and reviewed the proposals from Devon Communities Together. The discussion highlighted the need to assess existing feasibility documents and consult with the community.

**2026/403.2 TO APPROVE ANY SPENDING FROM EMR 344 (OLS PROJECT) IN RELATION TO AGENDA ITEM 2026/402.1**

**Decision:** It was **resolved to approve** the initial feasibility review at a cost of £1,800.00 using earmarked reserves. (Proposed by Cllr Brookes-Hocking. Cllrs Fawssett and Backhouse voted against)

**2026/403.3 TO RECEIVE THE OLS INSURANCE VALUATION REPORT BY THE DEPUTY TOWN CLERK AND TO APPROVE THE RECOMMENDATION THEREIN**

**Decision:** It was **resolved to approve** the reduction in the building insurance from £850,000 to £650,000 based on the updated valuation. (Proposed by Cllr Brookes-Hocking)

**2026/404 DATA RETENTION POLICY**

The council discussed the data retention policy, specifically the timescale for retaining live-streamed meetings.

**Decision:** It was **resolved to approve** a retention period of 30 days for live-streamed meetings in line with Meta's policy, with additional internal checks. (Proposed by Cllr Huxtable. Cllr Fawssett voted against, Cllr Backhouse abstained)

**2026/405 NEWCOMBES MEADOW PADDLING POOL**

The council noted the email from Mid Devon District Council regarding the Newcombes Meadow Paddling Pool. The email outlined the next steps for upgrading the paddling pool and toilet block, including obtaining updated quotes and discussing project specifications. Members expressed concern about potential delays and emphasised the need to keep this item on the agenda to ensure timely progress.

**2026/406 DATE OF NEXT MEETING**

**Decision:** The date of the next meeting was confirmed as Tuesday, 3 February 2026.

**2026/407 REPORTS PACK**

Signed .....

Dated.....



## Grants Budget Report

**Report by:** **Town Clerk**  
**To:** **Full Council**  
**Date:** **For consideration on 03 February 2026**

### **Recommendation**

Full Council is requested to approve recommendations made by the Grants Committee, as detailed in this report.

#### **1. Background**

- 1.1 The Grants Committee have reviewed all large and small grants allocations for the 2026/27 financial year.
- 1.2 Full Council is required to ratify grant allocations, for payment.
- 1.3 Due to an increase in requests, Full Council is required to approve the committee's recommendations to allocate funds from the 2025/26 financial year (underspend up to January 2026) and earmarked reserves.

#### **2. Proposals**

- 2.1 That Full Council notes the Small Grants allocations, as shown in Appendix A, totalling £5,200.00.
- 2.2 That Full Council ratifies the Large Grant allocations, as shown in Appendix A, totalling £52,665.00.
- 2.3 To note that the full allocation total is £57,865.00.
- 2.4 That Full Council approves the following recommendations:
  - To use the remaining underspend from Grants 2025-2026 budget (totalling £2,011.00)
  - To use Earmarked Reserves 346 (Grants) totalling £1,354.00 (leaving £4,489.30) to finance the grants for 2026-2027.

#### **3. Financial Implications**

- 3.1 The financial implications are clearly stated in the above proposal.
- 3.2 All spending from earmarked reserves requires Full Council approval.
- 3.3 All grants require Full Council ratification.

#### **4. Climate Implications**

- 4.1 There are no climate implications.

#### **5. Conclusion**

- 5.1 The Grants Committee is responsible for undertaking a thorough review of grant applications, for ratification by Full Council.
- 5.2 Any spending from earmarked reserves must be approved by Full Council.

- 5.3 The Grants Committee will be considering future allocations and monitoring from March 2026, to ensure that appropriate processes are developed to ensure sustainability and transparency.



**Small Grant Allocations for FC Ratification**

Applicant	Amount	Additional Information
Crediton Arts Centre	£700.00	
Crediton Arts Centre	£500.00	The Spring Awakening Festival is due to take place in FY 2025/26
Crediton Bowling Club	£700.00	
Crediton BSL	£700.00	
Crediton Heart Project	£700.00	
North Creedy Choral Society	£700.00	
St Boniface Concert Society	£650.00	
Crediton Talking Newspaper	£350.00	
Crediton Netball League	£700.00	
The Bookery	£700.00	Work to be completed by March 2026 in FY 2025/26
	£6,400.00	
Minus 2 grants from 2025/26 budget	£5,200.00	

**Large Grant Allocations for FC Ratification**

Applicant	Amount	Additional Information
Arts Centre	£1,000.00	Core funding
Crediton Youth Theatre	£1,000.00	Weekly activities and public show
Crediton & District Swimming Club	£1,500.00	Electronic starting system
CAHMS	£1,500.00	Running costs
Town Band	£1,500.00	Ongoing annual running costs
Journey Counselling	£1,500.00	To provide free service
CODS	£2,000.00	Spring production
Heart Project	£2,000.00	Open air cinema
QE School	£2,200.00	Rewilding and outdoor learning
Involve	£2,550.00	Community builder role
Sustainable Crediton	£2,915.00	Various annual projects and promotional material
Congregational Church	£3,000.00	Secular kids projects
Folklore Library	£3,000.00	Heritage collection
Park Run	£3,000.00	Licence and kit
EPIC Family CIC	£3,000.00	Start up funding
Bang Bang Boxing	£3,000.00	Evening boxing event at LMLC
Youth Orchestra	£3,000.00	Supporting flagship orchestra and projects
Holy Cross Junior Choir	£3,000.00	Singing at Truro cathedral and school (hard copy)
CHAT	£3,000.00	Crediton Outreach service
Animating Devon CIC	£3,000.00	Start up funding
Significant Seams	£3,000.00	Mental health volunteering programme and employment scheme
Turning Tides Project	£3,000.00	Facilitate commissioned work and support for artists
	£3,000.00	Pallet upcycling activity
	£52,665.00	



## Grounds Maintenance Contract T&F Group Report

**Report by:** Deputy Clerk  
**To:** Community Committee  
**Date:** For consideration on 03 February 2026

### **Recommendation**

Full Council is recommended to approve the creation of a Task and Finish Group to consider tenders and recommend a preferred contractor to Full Council on 17 February 2026.

#### **1. Purpose**

1.1 This report sets out a proposal to create a Task and Finish group for the Grounds Maintenance Contract 2026-29 with associated terms of reference.

#### **2. Background**

2.1. The current Grounds Maintenance Contract ends on 31 March 2026. Another 3-year contract will be entered into.  
2.2. 12 tender applications were received.  
2.3. The tender conditions state that tender applications will be evaluated by Full Council, against a pre-approved Evaluation Criteria.  
2.4. Due to the number of applications received and depth of information to evaluate, the setting up of a task and finish group would be a more effective use of time and allow for more detailed and considered scoring.

#### **3. Proposals**

3.1 To create a Task and Finish Group to consider tenders and recommend a preferred contractor to Full Council on 17 February 2026.

#### **4. Financial Implications**

4.1 None.

#### **5. Conclusion**

5.1. The setting up of a task and finish group allows tenders to be considered in depth with Full Council considering the recommendation proposed.



## **Grounds Maintenance Contract Task and Finish (T&F) Group**

### **Terms of Reference**

#### **Grounds Maintenance Contract T&F Group**

- The T&F Group will meet to review and score all tender applications for the 2026-2029 Grounds Maintenance contract, and make a recommendation to Full Council for a proposed contractor.
- The T&F Group will comprise 5 Members.
- The quorum of the T&F Group shall be 3 Members.
- The T&F Group will undertake the following role and functions:
  - To review and undertake scoring of all tender applications
  - To agree a recommendation for Full Council to consider at its meeting on 17 February 2026
- Agendas and relevant documentation for meetings will be made available three clear days before the meeting.
- Notes of meetings will be submitted to Full Council, alongside any recommendations made for approval.
- The T&F Group will be dissolved by Full Council, following approval of the Grounds Maintenance Contract 2026-2029.



## Summer Festival Report

**Report by:** Events and Town Centre Officer  
**To:** Full Council  
**Date:** For consideration on 03 February 2026

### **Recommendation**

Full Council is recommended to consider the contents of the report, relating to plans for the Summer Festival.

#### **1. Purpose**

1.1 This report sets out draft proposals relating to the budget contribution of £12,000.00 (already approved following the Full Council meeting on 13 January 2026) for the Crediton Town Council (CTC) Summer Programme 2026.

#### **2. Background**

2.1. As per the report presented to CTC on 7 October 2025, it was recommended that CTC run its existing Summer Programme and supports a wider summer cultural programme in Crediton run by other stakeholders and cultural organisations.

#### **3. Proposals**

3.1 Full Council is requested to approve the creation of a combined marketing offer that showcases Summer in Crediton as a cohesive and town wide programme, which includes:

- The delivery of Crediton Food Festival 2026 and associated activities
- Support for at least 12 other cultural organisations and stakeholders to run Summer events, creating new partnership opportunities and aiming to create resilience in existing organisations including a young-person led youth fringe festival.

3.2 The expectation of further fundraising through grants and sponsorship opportunities with the approved £12,000.00 acting as matched funding for grant applications, as well as associated event incomes.

3.1 In summary, it is proposed that the budget will enable CTC to enact the proposal of 7 October by retaining the Food Festival as a CTC event, to strengthen Crediton's cultural identity, maximise audience engagement, and unlock external funding opportunities by presenting the town's summer programme as a cohesive 'Crediton Summer Festival', while retaining the distinctiveness of individual events (Food Festival, Boniface Bash) and including new partner-led strands such as literary, visual arts, heritage.

3.2 Next steps will be to formalise partnership agreements with partner organisations, seek to confirm a summer calendar (circa 12 strands including all prospective partners) and begin grant writing and fundraising activities.

#### **4. Financial Implications**

4.1 CTC has already allocated a total of £12,000.00 within the 2026/27 budget.  
4.2 An outline draft budget is set out below:

Event Expenditure		Estimated Event Income	
Food Festival 2026	£1,000	Food Festival Sponsorship / Stall Holder Income	£5,000
Boniface Bash 2026	£6,000	Boniface Bash Income	£1,000
Marketing budget	£4,000	Sponsorship / Fundraising / Grant Income*	£10,000
Youth Fringe Festival	£2,000	(*minimum expectation - will aim for more)	
Literary / Heritage / Arts Strands (partner-led)	£3,000		

#### **5. Conclusion**

5.1. CTC is requested to approve next steps to ensure the timeline for a Summer Festival remains on schedule.



## Forward Planning and Community Engagement Report

**Report by:** Cllr Brookes-Hocking  
**To:** Full Council  
**Date:** For consideration on 03 February 2026

### **Recommendation**

Full Council is requested to consider and approve the recommendations made in this report.

#### **1. Purpose**

1.1 This report provides background information on the Community Conversations held by Sustainable Crediton and Crediton Town Council (CTC) and next steps.

#### **2. Background**

2.1 There have been three Community Conversations organised by Sustainable Crediton and Crediton Town Council in 2021, 2024 and 2025.

2.2 **November 2021** - Presentations on:

- Food security, land use and economy
- Transport
- Agriculture and biodiversity

2.3 **March 2024** - Focus on land use principles applied to the land south of Barnfield with a presentation on the Multifunctional Land Use Framework with three perspectives:

- Place - Land-led, resilient and adaptive
- People - Locally Responsive, Outward & Future-focussed
- Public Value – Multifunctional, Contributing Prosperity

2.4 **March 2025** - Presentation and discussion of the [Old Deer Park Vision](#) worked up to include community aspirations collated from the previous Conversations '21 and '24

2.5 **Current situation:**  
**DCC-owned Barnfield land**, i.e. the county farm, is being put forward to the Housing and Economic Land Availability Assessment (HELAA) process, Feb '26. (This is an early stage in creating the new Local Plan.)  
DCC Cabinet is due to approve the sale of this land on 17 February '26, but it is unknown when the sale may happen nor to whom.

**MDDC is aiming for new Local Plan completion by December '27.** Time is short given the amount of work and consultation to be done between now and then for the whole district. Crediton has the opportunity to engage in early thinking for this plan now.

**A Crediton Barnfield Transport proposal** was requested from PJA consultancy to address local concerns on increased traffic on Barnfield and area which were raised at the Crediton Conversation in March '25. This work needs to be done to get a better understanding of traffic impact and so that any potential mitigation can be considered early on.

**New housing strategy:** The government is requiring a higher number of housing units than the district council, the Local Planning Authority (LPA) had anticipated. There is therefore pressure to build in suitable locations. LPAs that do not allocate sufficient land to accommodate the required numbers are vulnerable to speculative planning applications from developers (with the presumption of permission being granted). Areas close to stations are favoured as the government intends to invest in sustainable transport in preference to road infrastructure. This potentially puts pressure on the Barnfield site to take the maximum possible number of housing units and new vehicle access routes.

**Community Land Trusts** are increasingly being favoured by government, county and district councils as a vehicle for giving some local control over, and therefore faster community consent for, local housing provision.

### **Crediton Issues**

Over the course of 3 Conversations, a consensus on a multi-functional use for the land at Barnfield has emerged:

- Housing
- Multi-use open space
- Leisure
- Economic opportunities
- Education opportunities
- Sustainable transport links

**NB** It has been acknowledged that part of the site might be required for a new single-site secondary school.

To progress the community's aspirations for development of the site, these uses need to be presented as a viable proposal backed by evidence.

In addition, the community should consider where future development, required because of higher housing numbers, could best be located for sustainability and connectivity.

Following that, consideration needs to be given to:

- the kind of High Street a larger community needs for a sustainable future
- whether there is a viable through-route as an alternative to the A377

All these issues could be discussed locally in another Community Conversation.

**Sustainable Crediton Climate Action Team (CAT)** has been discussing these issues over the past year and has made the decision to set up a Community Land Trust.

CAT has also been preparing for the 4<sup>th</sup> Community Conversation – 14<sup>th</sup> March 2026.

The group is willing to assist in updating the Crediton Neighbourhood Plan

### **3. Proposals**

- 3.1 That CTC commissions the Barnfield Area Traffic Survey.
- 3.2 To note that CTC will be organising a 4<sup>th</sup> Community Conversation in collaboration with Sustainable Crediton.

#### **4. Financial Implications**

- 4.1 That the Barnfield Area Traffic Survey expenditure comes from EMR 366 (Localism Projects) (currently £30,100.00).  
The original quotation received for this work was £10,250.00 + VAT + travel expenses. It has been confirmed that an additional 2.5% would be added to the quote received in July 2025 and would cost a total of £10,506.25 + VAT + travel expenses.
- 4.2 To note that the cost of the Community Conversation expenditure be taken from Community Consultations, committing support to the ongoing work that has been undertaken through Sustainable Crediton and the three previous conversations (current budget at £500.00).

#### **5. Conclusion**

- 5.1 Full Council is required to approve payments from Earmarked Reserves.
- 5.2 Full Council is requested to consider supporting the progression of a traffic survey to inform future planning for the Crediton area.

Rachel Avery  
Crediton Town Council Clerk  
By email only

29/07/2025

Our Ref: 08514

Dear Rachel,

## **PJA Proposal – Outline Transport Assessment for Land at Barnfield**

### **Introduction**

This proposal outlines PJA's recommended approach for preparing an Outline Transport Assessment (OTA) for development at Land South of Barnfield, for Crediton Town Council. The purpose of the assessment is to provide an early-stage appraisal of potential transportation impacts and opportunities associated with development on the site. This will inform decisions on site viability, access strategy, and integration with local movement networks, and support ongoing stakeholder engagement, including with the Highway Authority.

### **About PJA**

PJA is a multidisciplinary consultancy specialising in transport planning, placemaking, civil engineering and environmental assessment. With over 170 professionals across the UK and internationally, our integrated teams bring forward-thinking and practical expertise in mobility, active travel, and sustainable transport design. Our client work spans both public and private sectors, with extensive experience in market town and semi-rural locations like Crediton.

We pride ourselves on helping clients unlock challenging sites through creative yet robust transport solutions grounded in policy compliance and community understanding. Our work is shaped by key policy frameworks, including the National Planning Policy Framework (NPPF), the Mid Devon Local Plan (2013–2033), the Crediton Neighbourhood Plan, and Mid Devon's Design Guides.

### **Appreciation of the Brief**

The proposed OTA will assess the likely transport implications of residential-led development at Land South of Barnfield. We understand that access and movement issues are already prominent in this area due to the relationship with the QE Upper School campus, and the constrained nature of local roads such as Park Road, Barnfield, and Station Road.

## Development Impacts: Key Local Issues

### a) Barnfield / Park Road Corridor

This route is already highly constrained during school peak times. It accommodates school coaches, local traffic, and pedestrians in a narrow carriageway with limited footway provision. Frequent congestion and safety concerns are well documented, and during network disruptions (e.g. emergency closures), detours become unviable for large vehicles. Any additional traffic from new housing would risk compounding these issues unless mitigated through access design and mode shift interventions.

### b) Station Road / Four Mills Lane / A377 Junction

This node is a critical pinch-point with delays linked to the level crossing and poor junction geometry with the A377. The baseline condition includes long waits during crossing closures and limited capacity to absorb peak surges. Additional development-generated traffic—particularly if accessing the town centre or rail station—will intensify demand at this constrained location.

## Method – Approach to the Transport Assessment

Our proposed methodology is structured in three phases:

### Baseline Review

- **Policy & Context Audit:** Review relevant planning policies (e.g., NPPF, Local Plan, Neighbourhood Plan, Town Centre Masterplan).
- **GIS Mapping & Spatial Data:** Assemble base mapping including topography, access routes, key destinations, PROWs, schools, and existing constraints.
- **Multi-Modal Context Plans:** Produce audit maps showing walking, cycling, public transport, and vehicle access in relation to the site.
- **Traffic Data and Safety:**
  - Review of any existing traffic counts or school travel surveys.
  - Appraisal of recorded traffic collisions (e.g., via CrashMap).
  - Initial review of speeds, delays, and visibility issues on key links (e.g., Park Road, Four Mills Lane).

- **Active Travel Audits:**
  - Review of footway conditions, gradients, lighting, and natural surveillance.
  - Appraisal of links to the National Cycle Network and potential to improve connections (e.g. Tin Pot Lane).
- **Highway Boundary & Land Ownership Checks:** Review adopted highway plans and land ownership to identify constraints on access improvements.

## Option Testing

- **Access Strategy Options:**
  - High-level feasibility of potential vehicular access points (e.g., via Park Road, potential alternative routes).
  - Review of emergency access needs and turning movements.
- **Mitigation & Treatments:**
  - Scope potential traffic management measures to reduce school peak conflicts.
  - Identify scope for footway widening, verge adjustments, crossing upgrades or new walking/cycling links.
- **Public Rights of Way & Green Corridors:**
  - Explore options to formalise and enhance routes such as Tin Pot Lane to facilitate active travel and reduce vehicular pressure.

## Forward Strategy

- Prepare a high-level movement and access strategy.
- Highlight likely infrastructure mitigation required.
- Outline sustainable transport measures and opportunities for Travel Plan integration.
- Define further work needed at later planning stages (e.g., detailed access design, junction modelling).

## Optional Extra Section: Traffic Modelling

Should the project proceed to a more advanced stage or require evidence for Local Plan allocation or Outline application, we can also deliver:

<b>LOCATION</b>	Brew House Jacob Street Tower Hill Bristol BS2 0EQ UK	<b>TELEPHONE</b> 0117 929 8856	<b>EMAIL</b> bristol@pja.co.uk	<b>WEBSITE</b> <a href="http://pja.co.uk">pja.co.uk</a>
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- **Traffic Surveys:**

- Manual Classified Counts and Queue Length surveys at Park Road/Barnfield junction, Station Road/A377 junction, and any new site access.
- ATC (Automatic Traffic Count) data for speed and volume profiles.

- **Junction Modelling:**

- LINSIG for signalised junctions (e.g. pedestrian crossings).
- ARCADY/PICADY for priority and roundabout junctions (e.g. Park Road junctions, Four Mills Lane).

- **Trip Generation and Assignment:**

- Use TRICS data to establish development trip rates.
- Prepare peak hour junction models to test development impact with and without mitigation.

## Programme and Resources

For this commission, we offer an interdisciplinary team that includes the following professionals (CVs are provided in the annex):

- Jon Tricker: Transport, engineering, and placemaking inputs
- Paul Ojeil: Urban & Street designer
- Tom Pointing: Consultant Transport Planning

Our lump sum fee for undertaking the project, based on the method and client brief, is £10,250 exclusive of VAT and travel costs. This fee is based on discounted rates typically offered for public sector commissions.

Staff	Grade	Rate, £/hr	Hours
Jon Tricker	Director	140	16
Paul Ojeil	Senior Consultant	90	24
Tom Pointing	Consultant	80	72

### *Assumptions & Exclusions*

- 1 We offer our standard Terms and Conditions as a form of contract.
- 2 The fee offer is made on the basis that all items are commissioned.

- 3 The fee excludes the optional work on traffic modelling.
- 4 It is assumed that appropriate digital OS mapping and any data held by the client would be provided to PJA at no cost. The client will provide a site boundary. Any further data costs are excluded.
- 5 The programme has been assumed to be a maximum duration of 8 weeks from commencement to completion of the study, any extension in programme may result in additional fees.

We trust this proposal meets with your expectations, but should you wish to discuss any aspect please get in touch.

Yours sincerely,



**Jon Tricker**  
Director



## Windows 11 Pro Upgrade Report

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 03 February 2026

### **Recommendation**

Full Council is requested to consider upgrading 5 staff laptops to Windows 11 Pro, with the funds being allocated from Earmarked Reserves.

#### **1. Background**

- 1.1 Staff laptops are currently running on Microsoft Windows 10 Business and require upgrading to Microsoft Windows 11 Business.
- 1.2 Windows 10 is no longer supported by Microsoft.

#### **2. Proposal**

- 2.1 To approve the upgrade to Windows 11, with funds being allocated from EMR 339 (IT support/equipment).

#### **3. Financial Implications**

- 3.1 Cost to upgrade: £858.60 + VAT
- 3.2 EMR 339 (IT support/equipment) currently has a balance of £6,000.

#### **4. Climate Implications**

- 4.1 There are no climate implications.

#### **5. Conclusion**

- 5.1 Any spending from earmarked reserves must be approved by Full Council.



## Newcombes Toilet Repairs Report

**Report by:** Deputy Clerk  
**To:** Full Council  
**Date:** For consideration on 03 February 2026

### **Recommendation**

Full Council is requested to consider spending from General Reserves to repair the door mechanism at Newcombes toilet, following recent vandalism.

#### **1. Background**

1.1 The toilet block was vandalised on Sat, 24 January. The internal door mechanisms were damaged/removed and the toilet cistern lid was smashed.

#### **2. Proposal**

2.1 To repair the door mechanisms as per the quote below, with funds being allocated from General Reserves:

Callout fee: £150.00

Internal green break glass: £33.10

Internal exit button: £41.25 (assessment to be carried out on site – may not need to be replaced)

Salto external reader £289.00 (assessment to be carried out on site due to visible damage – may not need to be replaced)

#### **3. Financial Implications**

3.1 Total cost of repairs: £513.35  
3.2 There are insufficient funds in the Newcombes toilet supplies/repairs budget.

#### **4. Climate Implications**

4.1 There are no climate implications.

#### **5. Conclusion**

5.1 Any spending from general reserves must be approved by Full Council.