



# Credition Town Council

## Action Plan

2016-17

Prepared by Clare Dalley, Town Clerk  
on behalf of Credition Town Council

Version: 3



## Introducing the Action Plan

This action plan has been developed by Crediton Town Council and details its aims and objectives for the next 1-2 years. It is a working document that will be reviewed by the Council on a quarterly basis.

## What's happened so far...

Crediton already has a Town Plan, which was developed through consultations in 2009, 2010 and 2012.

The existing Town Plan deals with:

Economy	————>	car parking; High Street/town centre
Building	————>	protection of green spaces and rural town setting
Environment	————>	encouraging use of parks and open spaces
Transport	————>	sustainable transport; visitor parking
Social provision	————>	young people and enabling independent living

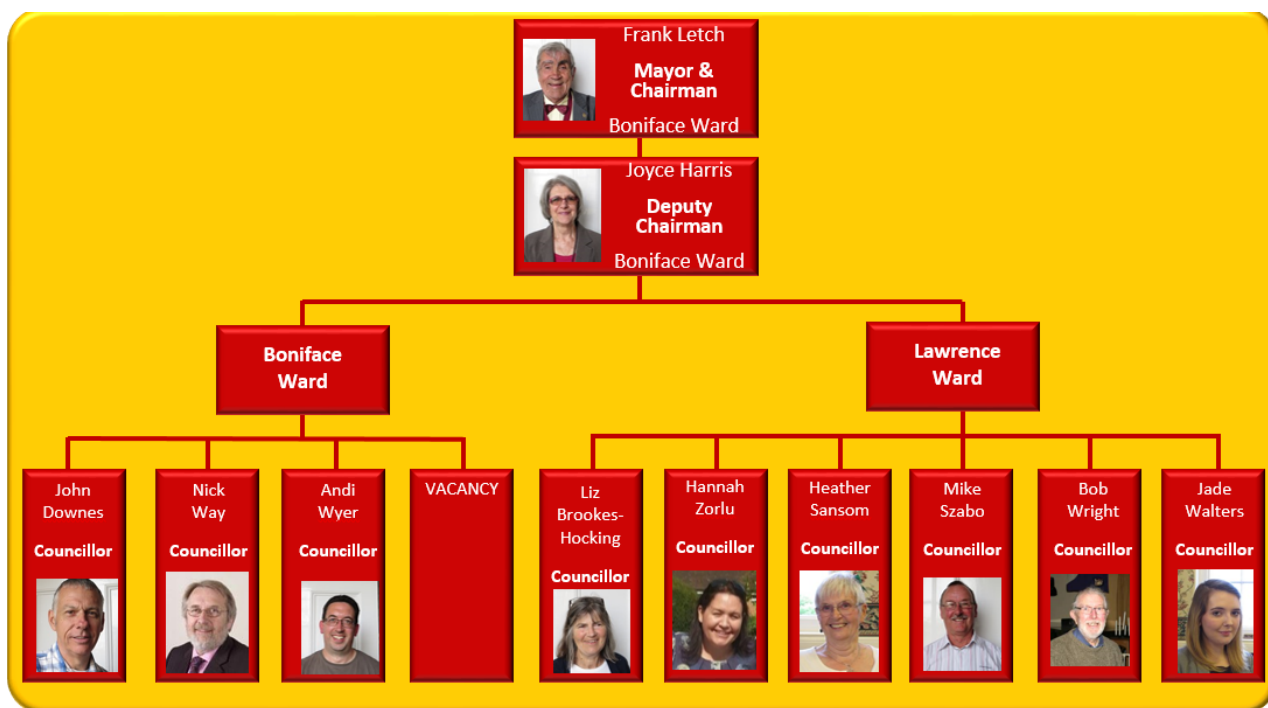
Unfortunately, town plans have no legal status and can be ignored by the planning authority (Mid Devon District Council). In 2011, the government introduced new legislation that enables communities to create their own Neighbourhood Plan, which has legal status and becomes part of the planning documents for an area. A Neighbourhood Plan, however, cannot address all the issues in the town, as it must be compatible with the National Planning Policy Framework and the Local Development Framework.

In 2014, Crediton Town Council made the decision to lead the process of drawing up a Neighbourhood Plan and started by hand delivering a household survey to every home in Crediton. This was followed by a business survey, which was sent to every business in Crediton. (If you would like to see copies of the Household & Business surveys please see Appendix One.) The response rate to the surveys was fantastic and it soon became clear that the Town Council needed a way to tackle the issues that couldn't be addressed in the Neighbourhood Plan.

This is the Town Council's action plan to address all the other issues that are important to residents, businesses and visitors to Crediton, that are not planning related and cannot be tackled via the Neighbourhood Plan.

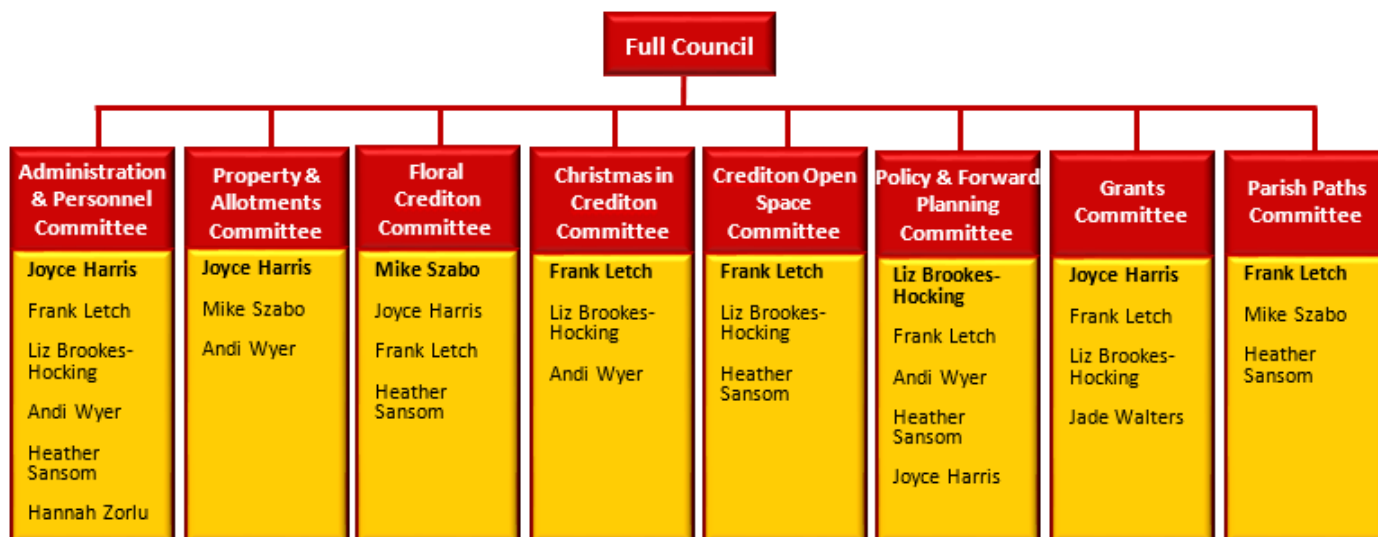
## What does the Council look like?

Crediton Town Council has 12 councillors: 6 for Lawrence ward and 6 for Boniface ward, these are as follows:



The Council has appointed eight Committees to oversee certain functions, responsibilities and projects of the Council. The decisions made by these Committees are ratified by the full Council at its monthly meetings. Committee budgets are detailed in the Town Council's annual budget, which is prepared in November. Copies of the Council's Scheme of Delegation and Terms of Reference are attached as Appendix Two.

The chart below details which Councillors serve on which Committees.



### Council Aims

- **Managed Development within Crediton**
- **Protecting and preserving public services, facilities and open spaces and ensuring they are provided in a smarter more sustainable way.**
- **Building and maintaining relations with statutory agencies, local community organisations and groups**
- **Encouraging economic development and tourism opportunities**
- **To better serve the community by increasing services offered and ensuring those offered meet the community's needs**
- **Helping to build, strengthen & grow the community**

The pages that follow detail the short term aims and objectives of each Committee in order for the Council to achieve its aims.

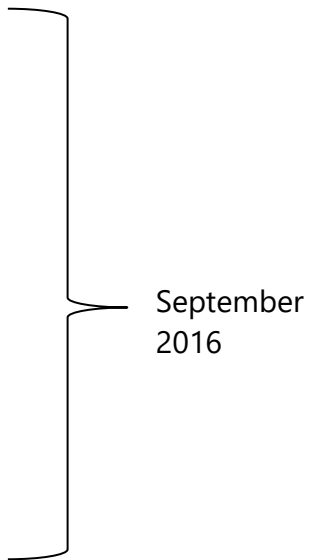
## Administration & Personnel

The purpose of this Committee is to determine the resource requirements of the Council and make recommendations to Council, including land and property, employees and contracts.

Aims	Objectives	Action	Responsibility	Timescale	Progress Reviews
<b>To be a more effective Council</b>	To be accredited with the Local Council Award Scheme Quality Award by December 2016.	Oversee completion of all requirements of the scheme	Committee	November 2016	} 11 <sup>th</sup> October 2016 & January 2017
		Register Council's interest in scheme with NALC	Town Clerk	July 2016	
		Pass a resolution confirming Council meets all requirements	Full Council	November 2016	
		Advise coordinator Council is ready to submit	Town Clerk	December 2016	
	To review the role of the Town Crier.	Arrange meeting with Town Crier to discuss role	Town Clerk & Mayor	November 2016	} January 2017
			Town Clerk & Mayor	January 2017	
<b>To create a safe and secure Town</b>	To carry out a review of the CCTV system and evaluate its effectiveness.	Review CCTV procedure to ensure compliance	Town Clerk	March 2016	} March 2016
		Contact Chamber of Commerce and Police to gain feedback on current system and any improvements	Town Clerk	January - February 2016	

## Property & Allotments

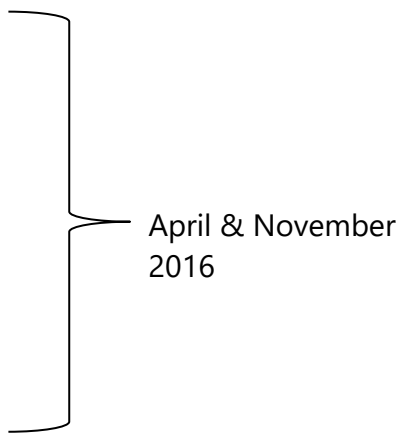
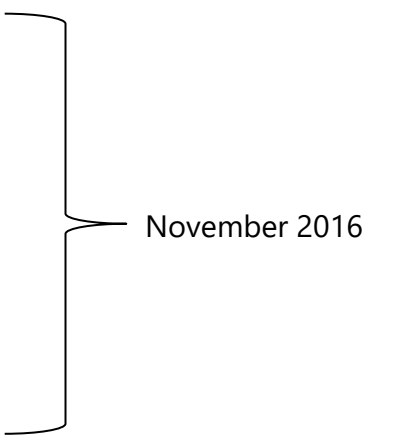
The purpose of this Committee is to oversee and manage all Council owned and maintained property.

Aims	Objective	Action	Responsibility	Timescale	Progress Review
<b>To keep the town looking its best</b>	To keep the Town free of weeds	Appoint contractor to carry out weed spraying in the Town	Town Clerk	January 2016	
		Contractor to carry out weed spraying in the Town	Contractor	March-April 2016 (weather dependent)	
		Review effectiveness of weed spraying and areas where it has been conducted to inform 2017 schedule	Town Clerk & Contractor	August 2016	
		Report back to Committee and agree any further actions	Town Clerk	September 2016	
	To maintain all street furniture in the Town	Liaise with Mid Devon District Council to establish ownership of street furniture in the Town	Town Clerk	Jan - Dec 2016	July 2016, Oct 2016 & Jan 2017
		Carry out an audit of all town street furniture	Town Clerk	Jan - Dec 2016	July 2016, Oct 2016 & Jan 2017
		Compile inventory to be included in Council asset register	Town Clerk	Jan - Dec 2016	July 2016, Oct 2016 & Jan 2017
		Inspect all town street furniture	Town Clerk	Jan - June 2017	March & June 2017

	Prepare schedule of maintenance based on priority	Town Clerk	Jan - June 2017	March & June 2017
	Provide Committee with full inventory and schedule of maintenance for approval	Town Clerk	Jan - June 2017	March & June 2017
	To rebuild the brick wishing well planters at the town entrances.	Town Clerk	Oct 2016 – March 2017	March 2017

## Floral Crediton

The purpose of this Committee is to co-ordinate the provision of floral displays within Crediton Town as well as organise the annual Floral Crediton Competition.

Aims	Objective	Action	Responsibility	Timescale	Progress Review
<b>To enhance the look of the Town</b>	To expand the Floral Crediton project by planting underneath the trees in the Town Square and adding new planting and hanging baskets at Redvers House	Instruct contractors and oversee planting of Town Square trees	Town Clerk	March - Oct 2016	 April & November 2016
		Instruct contractors and oversee erection of hanging baskets at Redvers House.	Town Clerk	June 2016	
		Instruct contractors and oversee planting of flower beds at Redvers House.	Town Clerk	May - June 2016	
<b>To promote the Floral Crediton and It's Your Neighbourhood competitions and encourage more residents and businesses to take part</b>	To combine the Floral Crediton and It's Your Neighbourhood Competition awards ceremonies.	Liaise with Councillors regarding a date for the awards ceremony	Town Clerk	July 2016	 November 2016
		Send out invitations to all participants	Town Clerk	3 weeks before	
		Prepare certificates and trophies	Town Clerk	2 weeks before	
		Purchase refreshments	Town Clerk	1 week before	
		Request staff attendance at event	Town Clerk	July 2016	

## Christmas in Crediton

The purpose of this committee is to co-ordinate and facilitate a Christmas Parade and Christmas Light Switch-on Event on an annual basis.

Aims	Objective	Action	Responsibility	Timescale	Progress Review
<b>To enhance the Town during the festive period by increasing the amount of decorative illuminations</b>	To erect a third cross street decoration, increase the lights at St Lawrence Green and at the Town Square	Obtain quotations from lighting contractors Select contractor Instruct contractor	Town Clerk Committee Town Clerk	by July 2016 July 2016 July 2016	} September 2016
<b>To increase financial support from local businesses</b>	To obtain additional sponsorship	Contact local businesses	Town Clerk	Jan - Aug 2016	September 2016



## Crediton Open Space

The purpose of this Committee is to transform open spaces within the town for the use of the whole community.

Aims	Objective	Action	Responsibility	Timescale	Progress Review
<b>To enhance and protect open spaces in the town</b>	Audit of open spaces	Investigate and visit all open spaces in Crediton	Town Clerk	July 2016 - December 2017	April 2017
		Create inventory of all open spaces	Town Clerk	July 2016 - December 2017	August 2017
		Establish ownership of open spaces	Town Clerk	July 2016 - December 2017	August 2017
		Present findings to Committee for further actions	Town Clerk	July 2016 - December 2017	November 2017
<b>To be pro-active in encouraging the community to get involved in looking after and enhancing its open spaces</b>	Create a leaflet promoting the Peoples Park Wildlife Area	Design a leaflet detailing the project	Town Clerk & Committee	March - August 2016	} October 2016
		Promote and distribute the leaflet	Town Clerk	March - August 2016	
	To promote the need for volunteer helpers	Issue press releases and advertise the need for volunteers via the Crediton Courier, Town Council newsletter/website/ notice boards/social media/Mayor's surgery	Town Clerk	May - October 2016	October 2016 & March 2017
		Arrange volunteer days to enhance open spaces	Town Clerk	October 2016	October 2016 & March 2017

<b>To give residents better information about the wildlife areas in the town</b>	To produce a book detailing the wildlife areas within the town	Create list of all wildlife areas	Town Clerk	Jan - Sept 2017	March, June & Sept 2017
		Map the areas and take photos	Town Clerk	Jan - Sept 2017	March, June & Sept 2017
		Design and create book detailing the wildlife areas	Town Clerk	Jan -Dec 2017	March, June & Sept 2017
		Review draft and suggest amendment/further actions.	Committee	Spring 2018	April 2018
<b>To improve areas of the town not in public ownership</b>	To encourage and work with land and property owners to raise their standards.	Identify areas of land that require attention	Committee & Town Clerk	March 2016 - Dec 2017	} May 2016, Sept 2016 Dec 2016, March 2017, June 2017, Sept 2017 7 Dec 2017
		Ascertain who owns the land	Town Clerk	March 2016 - Dec 2017	
		Contact the owner to discuss the land and offer assistance where possible	Town Clerk	March 2016 - Dec 2017	
<b>To enhance the look of the town</b>	To transform un-kept and unloved areas within the town	Identify un-kept and unloved areas	Committee	March 2016 - Dec 2017	} May 2016, Sept 2016 Dec 2016, March 2017, June 2017, Sept 2017 & Dec 2017
		Consider ways in which to improve the areas identified	Committee	March 2016 - Dec 2017	
		Create scheme design for each area	Town Clerk	March 2016 - Dec 2017	
		Assess who will carry out the scheme (volunteer/contractor)	Committee	March 2016 - Dec 2017	
		Implement scheme design	Town Clerk	March 2016 - Dec 2017	

## Policy & Forward Planning

The Committee considers policies and future plans relating to development within Crediton. It assesses the impact these will have and makes recommendations to the Council. It also identifies and facilitates positive change within the Town by working with key stakeholders, local organisations, groups and the whole community.

Aims	Objective	Action	Responsibility	Timescale	Progress Review
<b>To keep traffic moving smoothly through the town</b>	To identifying key routes through the Town in the event of road closures, accidents and incidents.	Liaise with Devon County Council's Highway Officer to identify key routes	Town Clerk	Jan 2017	} March 2017
		Assess routes for viability	Committee	February 2017	
		Agree with Devon County Council the routes to be used	Committee & Clerk	March 2017	
<b>To enhance the look of the town</b>	To maintain a clean and tidy high street by tackling fly posting, littering and dog fouling	Produce Keep Crediton Clean Campaign posters, leaflets and stickers	Town Clerk & Committee	Jan - July 2016	June & Sept 2016
		Issue press releases advertising the Campaign	Town Clerk	Jan - July 2016	June & Sept 2016
		Promote the campaign to the local schools, groups and organisations	Town Clerk & Committee	Jan - Dec 2016	December 2016
		Set up a Keep Crediton Clean webpage	Town Clerk	August 2016	September 2016

		Provide regular updates via local paper, Town Council newsletter and website on what the community is doing	Town Clerk	Jan 2016 - Dec 2017	June 2016, Sept 2016 & Dec 2016
		Apply to Devon County Council for the Town Council to act as its agent (with delegated powers under Section 132(2) powers of the Highway Authority) to enable the speedier removal of fly posting and unauthorised signs from the highway that can affect highway safety and detract from the amenity of the town.	Town Clerk	Sept 2016 – Nov 2016	Dec 2016
<b>For the Town Council to stay informed about assets and services so it is in a strong position to make decisions about service delivery in the future.</b>	To conduct a full audit of assets and services currently available in CREDITON and identifying solutions if they were to come under threat.	Create and circulate a 'Service Proforma' for completion by all groups and organisations providing a service in CREDITON	Town Clerk	April 2016	June 2016, Sept 2016, Dec 2016, March 2017, June 2017, Sept 2017 & Dec 2017
		Compile a spreadsheet of all information collected from 'Service Proforma'	Town Clerk	April 2016 - Dec 2016	
		Identify all assets within CREDITON Town including, bins, benches etc.	Town Clerk	June 2016 - Dec 2017	
		Establish ownership of all assets	Town Clerk	June 2016 - Dec 2017	
		Create and maintain detailed records of all town assets	Town Clerk	June 2016 - Dec 2017	June 2016, Sept 2016, Dec 2016,

					March 2017, June 2017, Sept 2017 & Dec 2017
<b>To develop strategies and options for future service delivery</b>	To investigate what the Council can do legally to secure assets and services e.g. Community Interest Company.	Investigate how other Councils have secured assets and services	Town Clerk	April 2017 - Dec 2017	} June 2017, Sept 2017 & Dec 2017
		Create a report on findings	Town Clerk	April 2017 - Dec 2017	
		Consider Report and agree a course of action.	Committee	April 2017 - Dec 2017	
<b>To develop a strong independent youth service in Crediton</b>	To expand detached youth work in a secular space and identify funding	Obtain updates from Youth Workers in the Town	Town Clerk	June - Sept 2016	} June 2016, Sept 2016, Dec 2016, March 2017, June 2017
		Research secular spaces within Town that could be utilised as a youth centre, as when they are identified/become available	Town Clerk	April 2016 - Dec 2017	
		Research how other towns are providing a youth service	Town Clerk	April - Dec 2016	
		Investigate costs of detached youth work	Town Clerk	June - Dec 2016	
		Investigate possible funding opportunities	Town Clerk	April 2016 - Dec 2017	
		Arrange for youth survey to be completed	Town Clerk	Sept - Oct 2016	

		Arrange for survey results to be evaluated	Town Clerk	Nov 2016 - Jan 2017	Sept 2016 Dec 2016, March 2017, June 2017
		Prepare report for consideration by Committee	Town Clerk	Feb - March 2017	
		Consider report and agree an action plan based on findings	Committee	April 2017	
		Arrange for implementation of action plan	Town Clerk	May - Dec 2017	
<b>To work with agencies and the public to achieve health provision that meets the needs of the community</b>	To hold a health and wellbeing consultation in Spring 2017	Research other communities that have re-shaped their health and wellbeing provision	Town Clerk	Sept - Dec 2016	} Dec 2016, Jan 2017 & Feb 2017
		Set date in March and Book Boniface Centre	Town Clerk	Nov 2017	
		Create list of all health & social care organisations and groups in Crediton	Town Clerk/Committee	June - Dec 2017	
		Invite exhibitors	Town Clerk	Jan 2017	
		Invite guest speakers	Town Clerk	Jan 2017	
		Invite attendees	Town Clerk	Feb 2017	
		Promote event via website, social media and posters around town	Town Clerk	Jan - March 2017	

<b>To ensure the community can utilise available resources to respond to, withstand, and recover from adverse situations</b>	To devise a Community Resilience Plan	Arrange an open public meeting regarding the need for a Community Resilience Plan and recruit volunteers	Town Clerk	May 2017	}	June 2017, Sept 2017,
		Establish a community response team	Town Clerk	June 2017		
		Establish the process and what's involved in preparing a plan	Town Clerk/Response Team	July 2017		
		Draft Community Resilience Plan	Town Clerk/Response Team	July - Dec 2017	}	Sept 2017, Dec 2017, March 2018
		Present findings to Committee for further actions	Town Clerk/Response Team	Jan 2018		

## Parish Paths

The purpose of the committee is to inspect, maintain and enhance all public footpaths within the Town.

Aims	Objective	Action	Responsibility	Timescale	Progress Review	
<b>To create opportunities for leisure, exercise and well-being for the town residents and visitors by improving and promoting the town's network of footpaths and walking routes</b>	To maintain 'Redvers Ramble' as an ongoing facility, with events being held each year.	Inspect and maintain the Redvers Ramble route	Path co-ordinators	July 2016 - ongoing	} June 2016, Sept 2016 Dec 2016, March 2017, June 2017, Sept 2017, Dec 2017	
		Maintain way markers along the route	Path co-ordinators	July 2016 - ongoing		
		Discuss possible yearly events and agree any actions	Committee	Oct 2016		
	To ensure all footpaths paths are clean, safe and attractive.	Carry out regular path inspections	Path co-ordinators	Sept 2016 & Feb 2017	} Oct 2016 & March 2017	
			Report inspection outcomes at Committee meetings and agree any further actions	Path co-ordinators & committee		Oct 2016 & March 2017
	To use the noticeboards within the Town to publicise Crediton's footpaths.	Design and create map of footpaths	Town Clerk	Sept - Dec 2016	} Oct 2016 & March 2017	
			Locate potential noticeboards that can be used to advertise footpaths	Town Clerk		Sept - Dec 2016
			Present findings to Committee for further actions	Town Clerk		March 2017



	To produce leaflets publicising Crediton's footpaths and possible routes, including things to look out for and the history of the area.	Design and create leaflet	Town Clerk	Sept - Dec 2016	} Oct 2016 & March 2017
		Present leaflet to Committee for approval	Town Clerk	March 2017	
		Circulate leaflet to local businesses/organisation	Town Clerk	April 2017	