



Credition Town Council



Minutes of the Extraordinary Meeting of the Town Council held on
4 September 2012

Present:	Councillors	Mr F Letch (Chairman) Miss J Harris Mr R Adams Mrs L Brookes-Hocking Mr M Szabo Mr W Dixon Mr N Way (Part Meeting) Mrs L Conyngham
Not In Attendance:	Councillors	Mr T Connell Mr A Leighton Plom
In Attendance:	Clerk	Mr M Ashley
	Public	Mr Peter Davis, Architect 1 Representative of the Boniface Allotments Association
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AGENDA ITEMS

72. To receive apologies

Apologies were received and accepted from Councillors Ford and Downes, (personal reasons), and Councillor Way, (Late arrival).

73. Declarations of Interest

Code of Conduct	Councillor Way	As a member of more than one authority, declared that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.
Prejudicial	Councillor Adams	Minute 83a: Finance; Cheq. 3543
Personal	Councillor Way	Minute 89: All Access Path, County Councillor

74. Presentation On the Scout Memorial Garden Restoration Project; Progress and Future Options

The contract architect for phases one and two of the Scout Memorial Gardens renovation project gave a presentation on the current stage of the project, plans and costings for the next proposed project phase as well as funding already secured and other possible grant sources, (presentation papers appended). Questions from Councillors and a member of the Credition Access Group were fielded.

75. Public Question Time

None

76. Meeting Management

The Chairman announced his recommendation that the meeting should go into Part 2 for at least part of the Administration and Personnel item. It was also agreed to bring the Allotments item forward to after Matters Arising.

77. Chairman's & Clerk's Announcements

The Clerk informed Councillors that copies of the new Code of Conduct were tabled for each Councillor.

The Chairman announced that he would be going to Avranches on Friday and that the Mayor's Chain was being refurbished.

78. Town Council Minutes

The minutes of the Town Council meeting held on 31 July 2012 were received and approved as a correct record, (Councillor Harris proposed, Councillor Brookes-Hocking seconded).

79. Matters Arising

Nil.

80. Allotments

a) *To consider issues for the new invoice year, (1 October 2012).*

There were no specific issues raised, however both Councillor Adams and the Boniface Allotments Association representative offered the Office assistance with the billing process.

b) *To consider matters raised by the Boniface Allotments Association.*

The Allotment Association representative re-iterated the invitation to Councillors to attend the association's Annual General Meeting and the Floral Crediton allotments competition presentation on 10 October at the Boniface Centre.

The Allotment Association Representative left the meeting.

81. Peoples Park and Scout Memorial Garden Renovation Project

a) *To consider issues raised by the presentation on the Scout Memorial Gardens Restoration Project.*

There were no issues raised.

b) *To consider the progression of the Scout Memorial Garden easy access project.*

Councillors considered that the easy access ramp would constitute phase three of the project and that landscaped planting, which would be phase four, was to be considered further on completion of phase three. It was emphasised though that sample planting of a section of the path should occur to show residents what could be achieved by the full project. The importance of local residents' engagement with the project was also noted and it was agreed to provide a large public display in a suitable town centre location and to leaflet residences local to Peoples Park. Councillors Brookes-Hocking and Conyngham agreed to undertake this with the help of Mr Davis, the Architect, and Councillor Letch agreed to try and find a suitable shop window in the centre of town for the display.

c) *To consider necessary works to Peoples Park.*

It was confirmed that spoil from the path works would be removed to the north east corner of the park for later use in the proposed wildlife area.

d) *To consider options for future developments and improvements to Peoples Park.*

Councillors agreed to progress the easy access ramp, phase 3, of the project and then to consider the landscaping and planting of the path, phase 4. All other non-essential work was to be deferred, (proposed by Councillor Letch, seconded by Councillor Szabo and approved).

Mr Davis left the meeting.

82. Planning

a) *Planning Decisions*

Noted. Decisions notified by the planning authority are appended.

b) *Planning Applications*

Comments made in respect of planning applications considered at this meeting are appended.

- c) *Planning Applications/Items for Determination week ending 4 September 2012*
None.

83. Finance

- a) *Schedule of Accounts*

Councillor Adams declared a prejudicial interest in cheque 3543 but did not leave the meeting as there was no debate on this item.

The Schedule of Accounts, numbers 3536 to 3548, totalling £6,937.79, was approved. (Proposed Councillor Harris, seconded Councillor Brookes-Hocking).

- b) *Notification of Completion of Audit*

The unqualified certificate of completion of audit was received and approval was given for the publication of the accounting statements and notice of completion of audit.

- c) *DCLG Draft Local Audit Bill*

The Draft Audit Bill was received and considered. Council made no further comment.

84. Mid Devon District Council's Consultation to Assess the Impact to Proposed Changes to Council Tax Benefits

The District Council's consultation on the impact of proposed changes to Council Tax Benefits was received and considered. Responses to the consultation questionnaire were discussed and agreed. The Clerk was requested to complete and return the questionnaire as agreed. It was noted that the changes would have an impact on peoples spending and would result in changes to spending habits. It was also emphasised that Councillors did not have sufficient information or experience to assess the impacts that these proposed changes would have on poorer families and the Council agreed that the District Council be recommended to consult closely with the Citizens' Advice Bureau, who do have the necessary experience.

85. Department for Communities and Local Government Consultation on Renegotiating Section 106 Planning Obligations

The consultation on renegotiating Section 106 obligations was received and considered. Councillor Brookes-Hocking reported that she had been in contact with the District Council's Forward Planning Department who had confirmed that there were no developments or proposed developments in the Crediton area that were affected by the issue. The Council, therefore, decided to make no comment.

86. Request for a Weblink to the Crediton "Yellow Book" Town Guide

The request of Tindle Newspapers Ltd to have a link for the online Crediton "Yellow Book" town guide on the Town Council's website was considered. Councillors agreed to the request, (proposed by Councillor Conyngham, seconded Councillor Letch).

87. Town Guide Update

Councillor Brookes-Hocking gave an update on the progress towards publication of the new edition of the town guide including Councillor suggestions received, the timetable of forthcoming deadlines and that the proof would be distributed to all Councillors for comment. It was also highlighted that the Council needs to consider the future nature of the guide strategically in the longer term publishing of it. The Chairman thanked the Councillor for her efforts and work.

88. Policy and Forward Planning Working Group Update (Item requested by Councillor Brookes Hocking)

Councillor Brookes-Hocking gave a brief update on issues being dealt with by the Working Group. It was noted that the difficulty of organising a meeting with representatives of the County Council on transport and highway issues was the main stumbling block on progress at the present.

Councillor Way entered the meeting.

89. Suggested All Access Path Between Lords Meadow and Shobrooke (*Item requested by Councillor Conyngham*)

Councillor Conyngham gave members an update on the progress of the suggested all access path across the Creedy valley from Lords Meadow towards Shobrooke, (tabled papers appended). The Crediton Access Group Representative strongly supported the proposals with many disabled residents as well as many with young children being very keen to see this style of footway installed. Councillor Way updated members on the overall progress of the Crediton to Exeter proposed cycle route and how this scheme may fit in with that project, although he re-iterated the crucial role of the Exe river crossing at Cowley and the rough scale of the cost of this.

90. Administration and Personnel

a) *Continuing Staff Absence, Sick Leave*

The Clerk briefly outlined the current steps taken to try to staff the office during the continued staff sickness absence and the proposed use of temporary resources to support the Council. It was agreed to support the Clerk's proposals, (proposed Councillor Harris, seconded Councillor Letch and approved). It was agreed that further discussion on the topic was deferred to Part 2.

b) *Individual Councillors' Circumstances.*

It was agreed to defer this item to Part 2.

91. Correspondence Received and Items of Information

1. Devon & Cornwall Rough Sleepers Partnership – Letter and poster: Details of new project to assist people sleeping rough (*poster displayed on notice board*).
2. Queen Elizabeths Academy – Invitation to Mayor: Celebration evening 19 September 2012
3. Mid Devon District Council - Letter: Confirmation of receipt of response to CIL consultation
4. Devon County Council – email: Scheduling some paring back work of vegetation along footway
5. Mrs F Moore – Letter: Thank you for placing our name on waiting list for allotment
6. Mayor of Weston-super-mare – Letter: Invitation to South West in Bloom 2012 Civic Reception on 19 September at the Royal Hotel, Weston-super-mare
7. South West in Bloom – Letter: Presentation event in Weston-super-mare on 20th September
8. Mid Devon District Council – Letter: Invitation to Town Mayor to attend Annual Church Service at Collegiate Church of Holy Cross, Crediton on Sunday 9 September
9. CHAT – email – Thank you for adding CHAT link to website
10. Shelter – Letter: Request for grant (*to grants and donations review, November*)
11. Vitalise – Letter: Request for grant (*to grants and donations review, November*)
12. North Dartmoor Search & Rescue Team – Letter: request for grant (*to grants and donations review, November*)
13. Mid Devon District Council – email: Response from Chief Executive with regard to issues affecting Lords Meadow Leisure Centre (*previously circulated by email*)
14. Mrs T Holmes – telephone: Has been visiting Crediton for last 8 years and very impressed with the facilities, especially town square
15. Sustainable Crediton – email: information now available on website with regard to Plough & Share's Crediton Access Point, still looking for volunteers for credit union project
16. Devon County Council – Letter: Peoples' Park Scout Memorial Garden project, receipt of £4,000 grant
17. Devon Association of Local Councils: AGM 6th October, invitation to attend
18. Department of Transport – Letter: Refusal of request for "Restricted" road markings in parking bays

19. Rotary Club of Crediton – Letter: Cheque for £40 towards Jubilee medallions
20. Big Lottery Fund – Letter: Confirmation of Awards for All conditional grant offer of £10,000 towards People’s Park Easy Access project
21. Crediton Arts Centre – Letter: Thank you for annual grant
22. Mrs S Chalton – Letter: notice of intention to relinquish part of her allotment
23. Mrs C Rimmer – Letter: Concern about allocation of Crediton Support Fund awards (*referred to Awards and Distribution panel*)
24. Vaughtons – Letter: Acknowledgement of order for light colouring of Mayor’s chain of office
25. Audit Commission – Letter: Confirmation of appointment of external auditor for 5 years from 2012/13

Information

1. Community-buying.com – email: Looking for people to join them in their quest to change the energy market for the better.
2. Macmillan Cancer Support: Letter: Looking for people to organise coffee mornings on 28 September to raise money for Macmillan Cancer Support
3. Mid Devon District Council – Letter: Minutes of Scrutiny Committee meeting held on 20 August 2012
4. Mid Devon District Council – Summons & Agenda for Council meeting 29 August
5. Devon Community Recycling & Community Composting Network News - Newsletter
6. Devon Playing Fields Ass - Newsletter
7. Circles of Friends for People with Dementia Project – email: Awareness event at the Arts Centre, East Street on 15th September 10am-1pm
8. Devon Association of Local Councils – Annual Report 2011/12
9. Age Concern – Invitation: AGM 19th September
10. Tarka Rail Association – Newsletter: Tarka Rail Association magazine
11. Devon Association of Local Councils – Newsletter
12. Devon Playing Fields Association – Letter: Annual Report, AGM 28th September at Haldon Racecourse
13. Devon County Council – Newsletter: Emergency Management

Business Brought Forward

92. Exeter Road Link Road

Councillor Way updated members on the progress of the construction of the new Link Road. It was anticipated that work could still commence in 2013.

93. Greenway Play Area

94. Councillor Harris reported that the play area to the South of Greenway was overgrown and that there was no working play equipment in it.

95. Hedge Overhanging Highway

Councillor Harris reported that a private property’s hedge was overhanging Bowden Hill, obstructing the footway.

96. Devon County Council Highways Hedge Cutting

The Clerk reported the new procedure for the County Council to get private hedges abutting the highway cut back where necessary.

97. Playground Roundabout in Newcombes Meadow

Councillor Letch reported the broken roundabout in Newcombes Meadow play area and also that a resident had queried the weeding undertaken by the County Council.

98. Alexandra Way Weeds

Councillor Szabo reported that the Alexandra Way weeds have now gone, apparently cleared by a concerned resident.

PART TWO ITEMS

In view of the sensitive and confidential nature of the business to be transacted relating to staffing matters, it was agreed, in the public interest, that the press and public be excluded and instructed to withdraw.

99. Administration & Personnel

a) *Individual Councillors' Circumstances.*

Letters of resignation were received and accepted from Councillors Connell and Ashley Leighton Plom. Councillors were reminded of the notification process for casual vacancies on the Council.

b) *Continuing Staff Absence, Sick Leave*

The situation with regard to the staffing of the Town Clerk's Office was considered. Councillors unanimously agreed the next course of action, (proposed by Councillor Letch, seconded by Councillor Dixon). The Chairman was approved to take the necessary agreed actions after taking further advice. The Clerk tabled agreements to be signed with temporary contractors to assist in the office and an agreement for Councillors to receive summons and agendas by e-mail in accordance with revised Standing Orders and Town Council Minute 83a of September 2011.

The meeting closed at approximately 21:14 pm

Signed:

(Chairman)

Date:

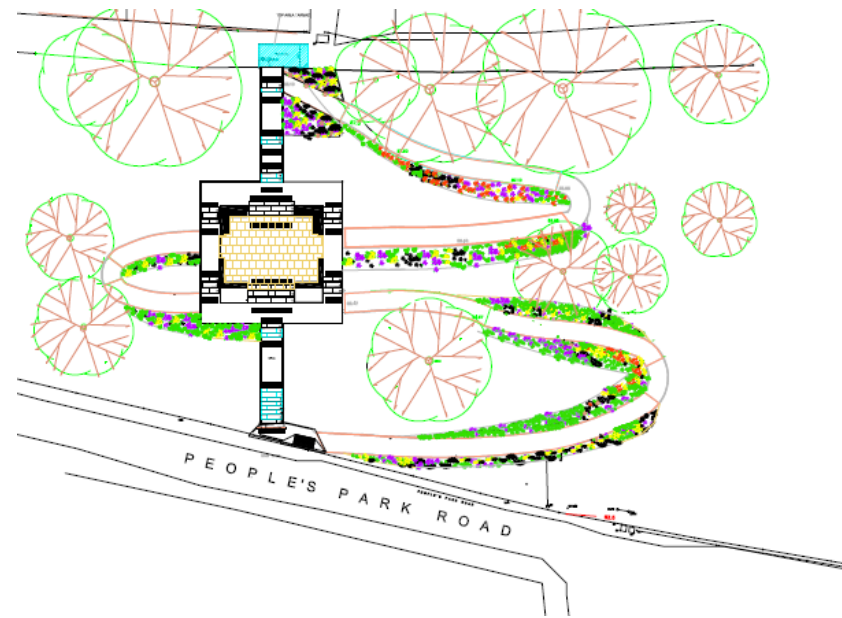
People's Park What we could do the vision

The vision is to have naturalistic planting alongside ramped paths



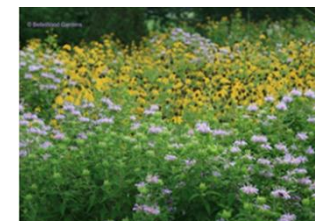
Ribbons of perennials will flow with the access paths and in many areas planting will be on both sides to walk through. The planting will hide and soften the paths. When viewed from road level, the impact of the up to 1 metre height planting will be accentuated, as that elevation gives overlap of the planting profile, so that less grass is seen in between, and the plants appear as a solid mass. The strong plants and grasses provide soft texture, long flowering season and movement.

Maintenance of perennials is relatively simple : weeding, mulching annually, strimming all growth to ground in February, and removal of arisings. The beds are not forked over but left to matt up and develop.



Ramped paths will:

- give access to the Scout Memorial Garden for wheelchair users and parents with push chairs;
- enhance the Scout Memorial Garden as the focal point of the park;
- lead to, and anchor the SMG in the park;
- make an enjoyable journey through the park.



People's Park Scout Memorial Garden

The story so far....



Original Scout Memorial Garden created in 1957.



Over the years the paving had become uneven and the stonework had deteriorated.



There was no choice, but to plan a renovation project, to address health and safety concerns.



Whilst doing so, there was an opportunity to enhance the Scout Memorial Garden within People's Park.

What we did in 2011:

- Rebuilt the stone walls
- Repaved the square
- Installed new seating
- Built new stone steps
- Installed new Scout and Guide plaques
- Fitted handrails
- A small section of naturalistic planting was carried out, to show what could be done.



Value and requirement for investing in Parks and Open spaces – Good Practice

PPG 17 suggests that local authorities should set local standards for open space provision which should be incorporated into development plans/strategies;

- Improving access to open spaces, e.g. improved disabled access;
- Improving access to nature conservation
- Enhancing signage and user information, e.g. improved site Interpretation;
- Improving landscape character;
- Encouraging all members of the community and visitors to use public open space
- Making more use of section 106 agreements to raise money for new provision, capital works to existing sites and improved management;
- Seeking to maximise alternative sources of funding e.g. Lottery Fund;
- Establishing a phased programme of quality improvements;
- Maximising the effectiveness of capital and revenue expenditure through the preparation of site management plans;

Source CABE space guidance and PPG 17

Easy Access Path achievements so far

- A centre piece created with the SMG
- Needs for easy access path assessed and evidenced
- Detailed planning and design advice resulting in drawings to include path and planting
- Tenders submitted and costs detailed and reviewed
- Funding sources identified, applied for and secured (£14000)
- Further sponsorship and trust funding identified and pending decision TAP funding and PP Trust fund approx £2400
- Scout group involved in the commitment to a long term planting and maintenance plan



Crediton Town Council

PLANNING DECISIONS AND APPLICATIONS FOR THE EXTRAORDINARY TOWN COUNCIL MEETING 4 SEPTEMBER 2012

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 11/00518/FULL/NMAA Non-Material Amendments Address: Three Corners Pounds Hill Crediton Devon EX17 1DT Description: Erection of dwelling, garage and associated works Decision: Grant permission</p> <p>Web link: 11/00518/FULL/NMAA</p> <p>CTC Comments: N/A</p>
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Planning Applications

APPLICATION	<p>Type – Application</p> <p>Reference: 12/01161/FULL Full planning application, registered 13/08/2012 Address: 7 Parliament House Parliament Street Crediton Devon EX17 2EY Description: Sub-division of existing ground floor dwelling into two separate flats</p> <p>Web link: 12/01161/FULL</p> <p>No Objections -</p>
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Type – Application

Reference: **12/01162/FULL** Full planning application, registered 14/08/2012

Address: Reed Construction & Development Ltd 6A Parliament House Parliament Street Crediton Devon EX17 2EY

Description: Change of use from ancillary meeting room to dwelling

Web link: [12/01162/FULL](#)

No Objections -

Credition Town Council

**SCHEDULE OF ACCOUNTS
SUBMITTED TO A MEETING OF THE EXTRAORDINARY TOWN COUNCIL
4 September 2012**

Cheque Number	Comment			Amount	Amount
3536	Credition Twinning Assoc.	N/A	Jubilee Event Donation	LGA 1972 S111	30.00
3537	MDDC	4518	Salary Recharge Jul.	LGA 1972 S111	4,792.58
3538	J D Ward Electricals	4519	Bandstand Socket Costs	OSA 1906 S10	174.35
3539	Hoopers Services	4520	Peoples Park 8th Cut	OSA 1906 S10	105.00
		4528	Peoples Park 9th Cut	OSA 1906 S10	105.00
		4530	Peoples Park 10th Cut & Clearing Work	OSA 1906 S10	140.00
					350.00
3540	Phillips Print & Stationery	4521	Laminating	LGA 1972 S111	5.40
3541	Concorde Copiers	4523	Printer Costs	LGA 1972 S111	24.56
3542	Cllr F.Letch	4524	Travel Expenses, Tiverton Meeting	LGA 1972 S111	11.70
3543	Adams Home Hardware	4525	Jubilee Costs	LGA 1972 S111	15.60
3544	John Gillard Cleaning	4526	Bus Shelter Cleaning	LGMPA 1953 S4	45.00
3545	Smith of Derby	4527	Old Town Hall Clock Repair	PCA 1957 S2	537.60
3546	J Macpherson	4529	Admin. Assitance to Office, Aug.	LGA 1972 S111	75.00
3547	Audit Commission	4531	Annual External Audit Fee	LGA 1972 S111	660.00
3548	MDDC	4522	IT Support Aug.	LGA 1972 S111	216.00
Total					6,937.79

Credition Town Council

**BANK BALANCES SUBMITTED TO A MEETING OF THE EXTRAORDINARY TOWN COUNCIL
4 September 2012
(As @ 29 August 2012)**

Lloyds Current	7,216.31
Precept Reserve	37,838.46
Reserves	42,561.98
Petty Cash	26.81
Income Petty Cash	6.15
Total	87,649.71

Credition Town Council

Credition Town Council

**ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE EXTRAORDINARY TOWN COUNCIL
4 September 2012
(As @ 29 August 2012)**

Bank & Cash Holdings	87,649.71
VAT	14,302.80
Creditors (Suppliers & Liabilities)	-6,937.79
Debtors (Customers)	1,512.13
Total	96,526.85

Report to Crediton Town Council 4.9.12 on Fact Finding for All Access Route from Lords Meadow Leisure Centre towards Shobrooke Park / Newton St Cyres.

May 23rd Town Clerk to all Councillors

Major footpath funding available here:

<http://www.devonnewscentre.info/community/would-your-community-benefit-from-a-new-footpath/>

Map shows

Path 7 existing Public Right of Way (PROW) which links Leisure Centre to bend on road to Shobrooke.

Green route approximate route of **Permissive path** favoured by Crediton Access Group, walkers and parents of children in buggies to Shobrooke Park.

Red recently mown path closer to river Creedy which links to **Pink Permissive path** to Westacott – a safe and encouraging start for route to Newton St Cyres and Exeter.

Green area. Part of a field currently dissected by the PROW. Purchase of this area could enable fuller access along this section of Path 7 to River Creedy.

Contact and consultation so far:-

Peter Grainger Area Manager for Devon & Torbay, Sustrans who is co-ordinating with DCC Public Rights of Way and eligibility for bridleway funding.

Yvonne Pope – Secretary Crediton Access. The group longs for better bridges and gates to enable access into Shobrooke Park. They would also welcome all access bridleway to Westacott.

Cllr Nick Way – Town, District and County Councillor

It is likely that DCC will be hoping to fund the Exeter Cycle route (a technically more involved and potentially more expensive project) from their capital programme and/ or from Cycle England funds.

Nick suggests a joint meeting with N StC Parish Council and their county councillor and that we take advice from Peter Grainger on this.

Highways and Traffic Orders Committee (HATOC) meeting 22 October in Tiverton will have more info re Jacobs report at Cowley Bridge.

John Wilkinson – Clerk to Shobrooke Parish Council

Cllr Nicola Raffan – Shobrooke PC. Councillors have received map and show interest.

Landowners on west side of Creedy are concerned about further public use along the PROW and would only agree if the southern (green) section of the field were purchased from them. No horses or motorbikes. Length of PROW here 167meters.

Landowner on east side of Creedy is willing, costs permitting, to enable cyclists and disabled users, but no horses or motorbikes, and has recently mown 2m wide on river side of fence to enable livestock to be separate from public. Landowner requires paths to remain Permissive with an agreed yearly fee of £1 per meter (Natural England's rate for Bridleways) towards continuing expense of public access. Length of path from Creedy to Westacott 1050m

Laura Conyngham 4.9.12

Where you can walk, ride and cycle in Devon

Layers Legend

Layers

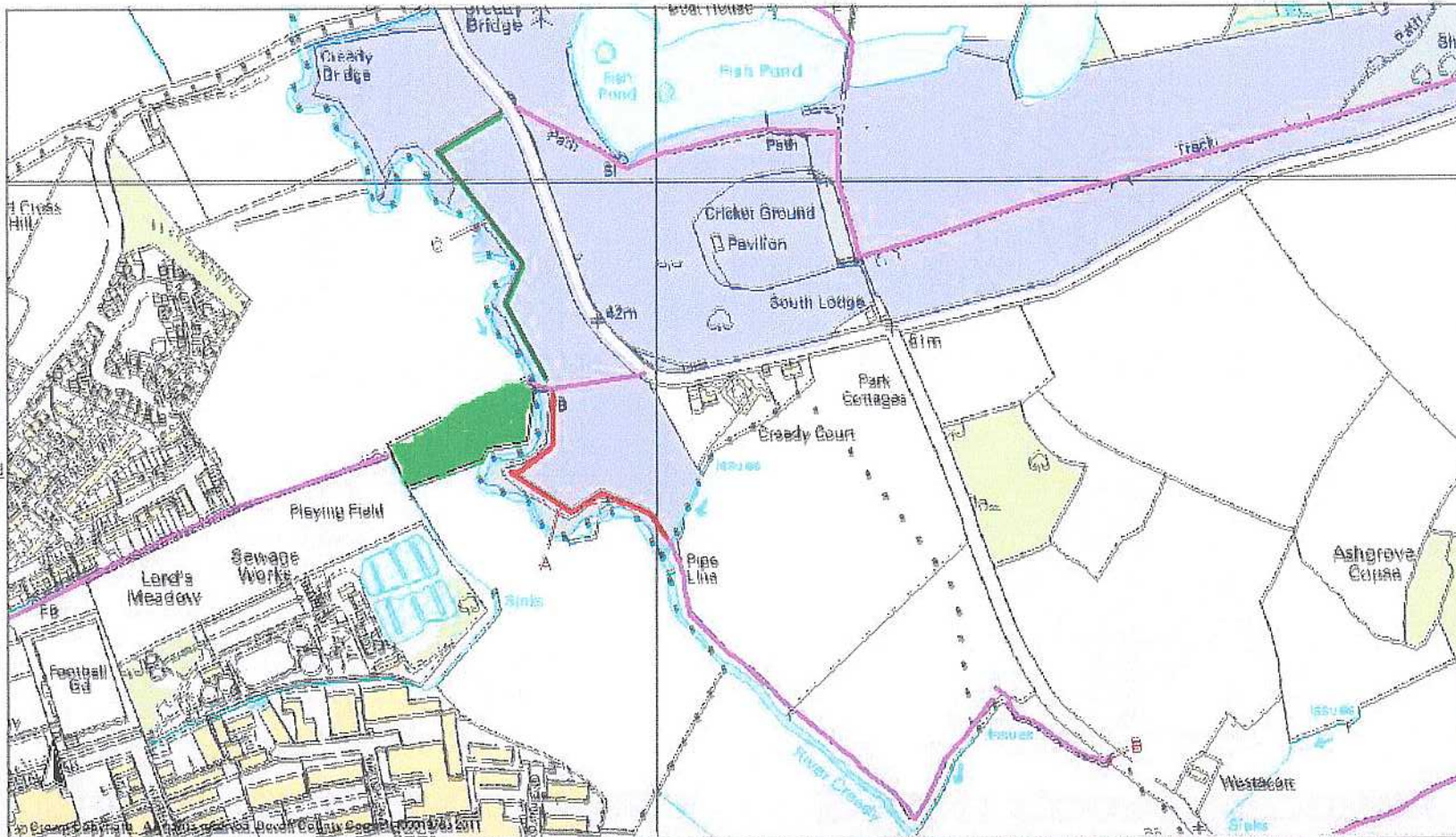
- Public Rights of Way
- Cycleways
- Permissive Paths
- Access Land & Barriers Commons
- DEFRA Stewardship Sites
- Public Rights of way Gradients
- Show public rights of way furniture

The PROW will only be visible between 1:250,000 and 1:2,500 scales.

Please note that stile/gate/bridge information is still being compiled for Exmoor National Park.



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To navigate around the map choose a map tool using the icons on the lefthand side of the screen. Map tools whose icons are highlighted by a red border when selected require you to click on a point on the map image.

Active map tool is Pan

Grid 10km 1km

Map scale 1:

Map navigation icons: Home, Back, Forward, Stop, Pan, Zoom In, Zoom Out, Full Screen, Print, Help

Download PROWs



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

Development Control
Mid Devon District Council
Phoenix House
Phoenix Lane
Tiverton
EX16 6PP

5 September 2012

PLANNING APPLICATIONS

I have enclosed an extract from the minutes of the Extraordinary Town Council meeting held on 4 September 2012 setting out the comments made in relation to planning applications considered at that meeting.

Yours sincerely,

Martin Ashley
Assistant Town Clerk
(Acting Town Clerk)