



**Minutes of Credition Town Council Meeting, held on
Tuesday, 18th June 2013, at 7pm, at the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch (Chairman), Miss J Harris, Mrs L Conyngham, Mrs L Brookes-Hocking, Mr W Dixon, Mr M Szabo, Mr A Wyer, Mr P Vincent, Mr J Downes and Mr R Adams (part meeting)
Mrs C Dalley, Town Clerk

In Attendance: 1 Member of the Press

1306/38 **To receive and accept apologies**
It was **resolved** to receive and accept apologies from Cllrs N Way and Ms G Ford. (Proposed by Cllr Miss Harris, seconded by Cllr Dixon)

1306/39 **Declarations of Interest**
Cllr Downes declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

Cllr Mrs Brookes-Hocking declared a personal interest in planning application numbered 13/00755/ARM.

1306/40 **Public Question Time**
There were no questions.

1306/41 **Order of Business**
There were no changes to the order of business.

1306/42 **Chairman's and Clerk's Announcements**
The Clerk advised that the scheduled Floral Credition Meeting for Tuesday, 25th June 2013, had been cancelled as there were no items of business.

The Chairman announced the following:

- the French flag would be flown on Saturday, 22nd June 2013, for the visiting Twinning Association members from Avranches.
- he had the honour of opening the Credition Food Festival on Saturday 15th July 2013 and the event had been a total success.

Cllr Adams arrived 7.08 pm

1306/43 **Town Council Minutes – To approve and sign the minutes of the Annual Meeting of Credition Town Council held on 21st May 2013, as a correct record.**
Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Annual Meeting of Credition Town Council held on 21st May 2013, as a correct record. (Proposed by Cllr Miss Harris, seconded Cllr Mrs Brooke-Hocking).

1306/44 **Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 21st May 2013, for information only.**
Minute Number 1305/11 e – Cllr Mrs Brookes-Hocking and Cllr Mrs Conyngham asked when the next meeting of the Parish Paths Partnership Committee would be. The Clerk advised that the Assistant

Clerk will be arranging a meeting shortly, once he has liaised with the Council's volunteers who walk and provide reports on the paths.

1306/45 **To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**

- Finance and General Purposes Committee Meeting held on Tuesday, 4th June 2013
- Administration & Personnel Committee held on Tuesday, 11th June 2013

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Finance and General Purposes Committee Meeting held on Tuesday, 4th June 2013. (Proposed by Cllr Letch, seconded by Cllr Szabo)

It was **resolved** to receive and to ratify the decisions therein, the minutes of Administration & Personnel Committee held on Tuesday, 11th June 2013. (Proposed by Cllr Miss Harris, seconded by Cllr Dixon)

1306/46 **Planning**

Details of decisions and planning applications received had been circulated to Members prior to the meeting.

a) **To receive notification of decisions made by the Planning Authority**

It was **resolved** to note the decisions of Mid Devon District Council, the determining Authority, with conditions as filed, which are attached as Appendix One.

b) **To consider planning applications**

It was **resolved** to make comments in respect of planning applications considered at this meeting, which are attached as Appendix Two.

1306/47 **To consider 'A policy for empty retail premises in Crediton' a proposal prepared by Cllr Paul Vincent**

A copy of the proposal was issued with the agenda. Cllr Adams declared a personal interest. Cllr Vincent summarised his proposal, which is attached to these minutes as Appendix Three. It was **resolved** for Cllr Vincent to approach landlords of empty shop premises in the Town, and approach groups in the Town that would be interested in the arrangement of a short term shop lease, to establish the level of interest in such a scheme. (Proposed by Cllr Letch, seconded by Cllr Mrs Conyngham)

1306/48 **To discuss the lack of pavement at Jockey Hill and agree a course of action**

This item was brought to the attention of Cllr Mrs Brookes-Hocking when covering the Mayor's surgery in April. It was **resolved** to raise this with Devon County Council Highways Officers. (Proposed by Cllr Letch, seconded by Cllr Mrs Brookes-Hocking)

1306/49 **To consider devising a Town Council Communication Policy and agree a course of action.**

Cllr Mrs Brookes-Hocking advised that she needs to meet with the Clerk regarding this project. It was **resolved** to defer this item until further progress is made. (Proposed by Cllr Letch, seconded by Cllr Mrs Brookes-Hocking) Cllr Dixon expressed an interest in being involved in the project.

1306/50 **To consider turning the footpath on Exhibition Road to dual purpose (pedestrian and cyclists)**

It was **resolved** to request that Devon County Council Highways Department turn the footpath on Exhibition Road to dual purpose. (Proposed by Cllr Downes, seconded by Cllr Miss Harris)

1306/51 **To consider the Housing Strategy Consultation being carried out by Mid Devon District Council**

Correspondence regarding the consultation was issued with the agenda. It was **resolved** to note the consultation. (Proposed by Cllr Letch, seconded by Cllr Mrs Brookes-Hocking)

- 1306/52 **To consider whether a Councillor should attend the NALC Putting Communities First Conference, to be held in Bristol on Thursday, 19th September 2013.** Information regarding the conference was issued with the agenda. Cllr Mrs Brookes-Hocking advised that representatives of the Devon Association of Local Councils would be attending and feedback would be provided.
- 1306/53 **To consider a Town Council Greeting Card, which can be printed and used as and when required**
A copy of the suggested design devised by the Clerk had been issued with the agenda. The photograph on the front of the card was discussed. Cllr Downes advised he had sunnier photographs that could be used and he would forward these to the Clerk. It was **resolved** to adopt the use of the Greeting Card with immediate effect. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)
- 1306/54 **To consider three quotations for the Mayor's Consort/Vice Chairman's Badge of Office**
Copies of the quotations had been issued with the agenda. It was **resolved** for the Clerk to contact Vaughtons to request a more simplistic design using the die that has already been made for the Town Council. (Proposed by Cllr Letch, seconded by Cllr Miss Harris)
- 1306/55 **To consider three quotations for the maintenance of the St Boniface Statue**
Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation from F J Stevenson & Son due to their previous knowledge of the statue and them being a local company. (Proposed by Cllr Dixon, seconded by Cllr Mrs Conyngnam)
- 1306/56 **To discuss the Road Traffic Regulation Orders in Crediton Town and agree which areas require amendment, inclusion or removal in readiness for the meeting with Devon County Council Officers on Monday 24th June 2013.**
A list of issues was circulated by the Clerk and discussed by Councillors in detail.
- It was **resolved** for the following issues to be discussed with Devon County Council Officers on Monday 24th June 2013:
- What is meant by 'the forthcoming Traffic Management Plan which will be the perfect platform...?'
 - Cycle route in Belle Parade, can this be extended to the whole length of Belle Parade
 - Loading bay problems, causing confusion to motorists, it was noted that another letter would need to be sent to Mr Mel Stride regarding this issue
 - Relaxation of restrictions opposite the War Memorial
 - Ensuring the enforcement of the cycle lane up Jockey Hill which links the Sandford Cycle and Pedestrian route to Crediton
 - Extension of the double yellow lines on Searle Street to extend for a further 12 metres in order to abut the existing parking bay.
 - Create marked parking bays in the layby area to Churchill Drive and also at the very bottom in front of the bungalows, as well as double-yellow lines on the corner as the road turns right towards the police station but also drops to the lower area of Churchill Drive
 - The junction of Waresfoot Drive with Peoples Park Road.
 - The junction of Buller Road (Peoples Park Road) with Alexandra Road.
 - The junction of St Martins Lane with Alexandra Road.
 - St Martins Lane double yellow line the gap
 - East end of Peoples Park Road object to the proposal of double yellow lines

- The need for a dropped kerb on Exeter Road
- Turn the footpath on Exhibition Road to dual purpose (pedestrian and cyclists)
- Installation of a pavement at Jockey Hill and Upper Deck
(Proposed by Cllr Letch, seconded by Cllr Miss Harris)

1306/57 **To receive a recommendation from the Administration and Personnel Committee to adopt a Scheme of Delegation and Terms of Reference**

Copies of the documents had been issued with the agenda

It was **resolved** to adopt the Scheme of Delegation and Terms of Reference with immediate effect. (Proposed by Cllr Dixon, seconded by Cllr Miss Harris)

1306/58 **Councillor Reports**

Cllr Szabo reported:

- Friends of Crediton Railway Station had finished planting flowers at the station on Thursday, 6th June 2013. They had been advised that the signal box at the crossing is going to be closed down in a couple of years time and the Friends were looking to take over the ownership of it.

Cllr Vincent reported:

- The School Governors of Lanscore, Haywards and Sandford Primary Schools are consulting on the possible federation between the three Schools and are interested in the views of Stakeholders

Cllr Conyngham reported:

- It was disappointing to note that she was the only Councillor present at the Keep Trade Local Day
- The edible garden project was going well with all 3 schools involved
- Shobrooke Park is being revamped and access gates are being installed.

1306/59 **Matters To Note**

- Torrige, North Devon & Mid Devon CAB - Letter: Thank you for annual grant.
- Crediton Parish Church – Letter: Thank you for annual grant.
- MDDC – Letter: Armed Forces Day – Flying the Flag.
- MDDC – e-mail: Decision on Dog Waste Bin at Butt Parks Play Area.
- Age Concern Crediton & District – Letter: Thank you for annual grant.
- MDDC – Notification: “Changes to planning permitted development rights come into force on 30 May 2013”.
- CHAT – Letter: Thank you for annual grant.
- Tarka Rail Association – Letter: Thank you for annual grant.
- Wessex Reserve Forces & Cadet Association – Letter: Request for Mayor and Deputy Mayor update for current Municipal Year, *(Replied 10 June 2013)*.
- Crediton Arts Centre – Letter: Thank you for annual grant.
- Crediton Twinning Association – Letter: Thank you for annual grant.
- Mrs E.A. Brown – Card: Report of damaged public seat, Deep Lane, *(Replied and reported to MDDC 17th Jun. 2013)*
- Mrs A. Aggett - Card: Upper Deck proposed memorial plaque and planting for Mr Lionel Aggett, *(acknowledged 17th Jun. 2013, future agenda item)p*
- DCC – Request: Carsharedevon promotional leaflets for display, *(on display with MDDC material in reception)*.
- NALC – Newsletter: LCR – Summer 2013.

It was **resolved** to note the above matters and for a letter to be sent to the Crediton Courier explaining what has happened in relation to item d, the decision on a dog waste bin at Butt Parks Play Area. (Proposed by Cllr Letch, seconded by Cllr Miss Harris)

1306/60 **Business brought forward**

Cllr Szabo raised the following:

- He had received 6 entries for Floral Crediton

Cllr Wyer raised the following:

- The noise from Shobrooke at the weekend had been intolerable and carried on until 2.00am. As well as being affected personally, several complaints had been received. Officials present, including the Police, had confirmed that it was not officially too loud. This was discussed and it was agreed that the Council should be a consultee on future events licences at Shobrooke Park, as it is so close to Crediton Town and clearly affects residents

Cllr Downes raised the following:

- The kerb edge outside 42 Butt Parks, is being destroyed by lorries driving over it.
- MDDC do not appear to be progressing Crediton projects such as the path at Newcombes Meadow. The Clerk said she would investigate further and obtain an update.
- Local Organisations and Groups had been told by MDDC that they could not use the MDDC Crediton Offices, as done in previous years, during the Crediton Festival, putting the viability of some events at risk. It was agreed that the Clerk would take the matter up with the Chief Executive of MDDC the following morning, as a matter of urgency.

Cllr Vincent raised the following:

- There has been disquiet regarding the non-activity of the Chamber of Commerce

Cllr Brookes-Hocking raised the following:

- There have recently been changes to the planning permitted development rights meaning some changes of use can be carried out without planning permission.
- It may be advantageous for a meeting of the Policy and Forward Planning Working Group.

Cllr Letch raised the following:

- Concern has been raised regarding the structure of a 3 bedroomed house on Barnfield Road and the fact there is only one way in and out of the premises. It is understood that the property is owned by the District Council. The Clerk said she would investigate.

PART TWO ITEMS

- 1306/61 It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed Cllr Letch, seconded by Cllr Miss Harris).
- 1306/62 **To receive a recommendation from the Administration and Personnel Committee**
It was **resolved** to accept the recommendation of the Administration and Personnel Committee. (Proposed by Cllr Dixon, seconded by Cllr Miss Harris) Due to the confidential nature of this item no further information can be disclosed.
- 1306/63 **To receive and consider reports on staffing matters and agree any further action required.**
Due to the confidential nature of this item no further information can be disclosed.
- 1306/64 **Close**
The meeting closed at 8.56 pm

Signed.....(Chairman) Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE TOWN COUNCIL MEETING 18 JUNE 2013

Planning Decisions – as notified by the Planning Authority:

DECISION	Type – Decision
	Reference: 13/00527/FULL Full planning application, registered 15/04/2013
	Address: Pavilion Lords Meadow Leisure Centre Commercial Road Lords Meadow Industrial Estate Crediton Devon
	Description: Construction of car park and associated works following demolition of major part of existing redundant building, retained part of building to be altered to provide training facilities, and minor alterations to main and overflow car parks to provide additional parking spaces
	Decision: Grant Permission
	Web link: 13/00527/FULL
CTC Previous Comments: RECOMMEND APPROVAL	

DECISION	Type – Decision
	Reference: 13/00375/FULL Full planning application, registered 14/03/2013
	Address: 55 - 56 High Street Crediton Devon EX17 3JX
	Description: Change of Use from office (B1) to shop (A1)
	Decision: Grant Permission
	Web link: 13/00375/FULL
CTC Previous Comments: RECOMMEND APPROVAL	

Type – Decision

Reference: **13/00528/CAT** Works to Trees in a Conservation Area
Address: Grindelward 1 Searle Street Crediton Devon EX17 2AT
Description: Notification of intention to carry out works to 1 ornamental plum tree within a Conservation Area
Decision: **No Objection**

Web link: [13/00528/CAT](#)

CTC Previous Comments: N/A

Type – Details Pursuant

Reference: **12/00067/FULL** Works to Trees in a Conservation Area
Address: Land at NGR 282268 100872 (Between Nos. 88 & 90) Queen Elizabeth Drive Crediton Devon
Description: Erection of 1 dwelling with garage/driveway NON MATERIAL AMENDMENT GRANTED 29TH MAY 2013
Decision: **Conditions Applied**

Web link: [12/00067/FULL](#)

CTC Previous Comments: OBJECTION – Members fully supported the residents' of Queen Elizabeth Drive objections to the proposal as it represents overdevelopment of a small site with inadequate supporting road infrastructure.

Appendix 2

Crediton Town Council

COMMENTS ON NEW APPLICATIONS FOR THE TOWN COUNCIL MEETING 18 JUNE 2013

Planning Applications

APPLICATION	Type – Application
	Reference: 13/00696/FULL Full planning application, registered 30/05/2013
	Address: 1 George Hill Crediton Devon EX17 2DT
	Description: Erection of an extension and covered way
Web link: 13/00696/FULL	
CTC COMMENTS: It was resolved to RECOMMEND NO OBJECTION. (Proposed by Cllr Miss Harris, seconded by Cllr Szabo)	

APPLICATION	Type – Application
	Reference: 13/00755/ARM Approval of Reserved Matters, registered 07/06/2013
	Address: Land at NGR 283829 99476 Former Railway Land Crediton Devon
	Description: Reserved matters for the erection of one B1 industrial unit with access and parking together with construction of internal access and turning area
Web link: 13/00755/ARM	
CTC COMMENTS: : It was resolved to defer this application in order to gain further information regarding the true use of premises that the application relates to and gain residents opinion (Proposed by Cllr Mrs Brooke-Hocking , seconded by Cllr Dixon and agreed)	

A policy for empty retail premises in Crediton proposal by Paul Vincent for Crediton Town Council (16th April 2013)

INTRODUCTION

Empty retail premises in the town centre are often seen as a deterrent to customers of existing shops and visitors. 'Inactive retail frontage' affects business confidence in town centres, and may eventually contribute to anti-social behaviour and other problems.

Because of out-of-town shopping and, more recently, the rapid increase in on-line shops and services, we need to accept that there are fewer types of business competitive enough to sustain full occupancy of the High Street. The phenomenon of unoccupied premises having no commercial use is likely to remain for the foreseeable future.

The closure of several long-established businesses (Ivor Coram (shoes), Evans Travel, and Phillips (stationers and printers) indicate how difficult trading has become for traditional businesses, especially in the present economic climate, and adds an urgency for the local community to act.

It is not all bad news, though. Although the closure of old-established shops comes as a shock, we have seen the expansion of other types of business, for example, charity shops, convenience stores and cafes, as well as a variety of small entrepreneurial start-ups.

We have also seen new models of trading being explored. For example Once Read (second-hand bookshop) is a commercial venture but states, in return for book donations, that 10% of its takings go to charitable causes. The Crediton Bookshop is seeking to become a not-for-profit business run by shareholders. The Crediton Coffee Company operates a popular cafe, but also roasts coffee for trade customers. The PIANO project (run by myself) is an experimental (unmanned) venture offering a rehearsal and teaching facility for musicians.

We can also see the benefit of empty premises being used for community projects. One such shop (ex-Treloars delicatessen) is being used for a banner-making project run by Crediton Arts Centre for the Crediton Festival.

Local authorities play a role, particularly in Planning: one solution for empty premises is to permit change of use to office or residential use. Such changes are not taken without realising the likely effect on the High Street's traditional shop-front vibrancy. But, as we have seen (at a new solicitors' practice) where premises have remained empty for a long time, planners are reluctant to withhold change of use where no other use can be demonstrated.

A pro-active town council approach may help in stemming such pressures for change of use, by finding temporary occupants for empty premises, while creating a benefit for the community and the user themselves, without affecting the commercial interests of local landlords.

An intervention by the local authority (or other community body) is needed to enable not-for-profit activities to take place in premises where landlords and agents otherwise have no incentive to attract non-commercial tenants. For this to be successful, all parties involved must be persuaded that 1) the initiative is aimed at the common good and 2) that landlords and their agents will not suffer any financial or other costs.

PROPOSAL

In Crediton, where we have detailed local knowledge of the nature of the premises affected, of local landlords, and possible temporary occupants, I am proposing that Crediton Town Council sets up, endorses a working group, and provides some administrative funding, in order to:

consult with landlords or their agents, as to whether they will permit the use of empty premises, at a fixed nominal fee (eg: £50 to be paid by the occupant), in return for very short-notice (eg: 4 weeks) agreements and clear indication that such premises remain available for commercial rent.

draw up a hierarchy of potential short-term user types, whose occupancy may enhance the High Street experience, who may benefit from the promotion of their activity over a limited period of time. If necessary promote the scheme pro-actively to specific local users.

provide a standard agreement by which a nominal rent can be paid and a minimal period licence can be issued to temporary occupants.

investigate grants that would encourage non-profit-making activities to take place in such premises.

identify resources such as furniture, and materials that can be used for temporary displays.

recognise the contribution that owners of premises would make by participating in this initiative.

Suggested hierarchy of use might be: 1) good causes; 2) local/community benefit; 3) educational/cultural; 4) individual entrepreneur; local commercial enterprise. Possible uses might include (with possible co-ordinators):

Shop for Crediton-related merchandise – Crediton Museum/ Holy Cross Church

Information exchange for local attractions / events

Displays of school work – Landscore, Haywards, Sandford etc

Festival notice board – Crediton Arts centre

Venue for festival event – Crediton Festival

Music practice room – QECC, music teachers

Artist/craftsman in residence – local artists

Art or photography exhibition – local clubs

Holiday projects for children – eg: cartoon drawing workshop

Record fair – Will Whiteley/Analog Wax (formerly of The Creedy Centre)

Pop-up shop

Local businesses wanting to increase local profile – eg: Lowe Joinery, Lewis's (domestic appliances)