



Minutes of Credition Town Council's Policy & Forward Planning Committee, held on Tuesday, 7th June 2016, at 6.00 pm, at the Council Offices, Market Street, Credition

Present: Cllrs Mr A Wyer (Committee Chairman), Mr F Letch, Mrs L Brookes-Hocking, Mr W Dixon, Mrs H Sansom

In Attendance: Mrs Clare Dalley, Town Clerk
1 member of the press

Absent: Cllr Mr D Webb

1 To elect a Committee Chairman for 2016-2017.

It was resolved for Cllr Wyer to be Committee Chairman for 2016-2017. (Proposed by Cllr Letch)

2 To elect a Committee Deputy Chairman for 2016-2017.

It was resolved for Cllr Letch to be Committee Deputy Chairman for 2016-2017. (Proposed by Cllr Letch)

3 To receive and accept apologies

There were no apologies.

4 Declarations of Interest

Cllr Letch declared that as a member of more than one authority 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.

5 To receive a presentation from Mr Toby Russell, Community Helipads Development Officer at Devon Air Ambulance Trust. Further information had been issued with the agenda a copy of which is attached as Appendix One. Cllr Wyer welcomed Mr Russell to the meeting. Mr Russell explained the Devon Air Ambulance Trust's 'community helipads' initiative, its move to night flying and the wish to identify potential night landing sites in the town. During this Councillors had the opportunity to ask questions.

Mr Russell had recently been contacted by Credition Rugby Club offering several potential sites in the town as a night landing site. These sites included their rugby ground (riverside), the practice pitch and also Lords Meadow (which they lease). Mr Russell has inspected the suggested sites and met with representatives of Credition Rugby Club and the Governors of the Lords Meadow ground. He has also looked at other sites in Credition including Landscore, Peoples Park and Newcombes Meadow and will shortly be looking at Credition Football Club, although from looking on google maps vehicular access may be an issue at the site. Presently, the preferred site is Lords Meadow and there will be logistical issues that need to be worked through due to there being no existing lights or infrastructure. A 'typical' lighting system would consist of a 10m high column secured to a concrete base with a set of 2 LED panel lights. This could be powered by mains electricity supply (240v standard home wiring) or solar power (using two panels and a set of batteries). The cost of installing new lighting will vary from around £1,000, to adapt existing lighting to around £10,000, for a solar powered system. These infrastructure works may require planning permission. The costs of the required infrastructure and the monitoring of the site will be the community's responsibility. Once a site has been identified it would be Devon Air Ambulance Trusts intention to move the project along as quickly as possible.

6 Public Question Time

No members of the public were present.

Initials..... *AW*

7 Order of Business

There were no changes to the order of business.

8 Chairman's and Clerk's Announcements

There were no announcements.

9 Policy & Forward Planning Committee Minutes – To approve and sign the minutes of the Policy & Forward Planning Committee Meeting held on 3rd May 2016. It was resolved to approve the minutes, of the Policy & Forward Planning Committee Meeting held on 3rd May 2016, as a correct record and they were duly signed by Cllr Brookes-Hocking. (Proposed by Cllr Letch)

10 Matters Arising

Page 32 minute number 141 – Cllr Brookes-Hocking asked if the letter had been sent to Devon County Council. The Clerk advised this was still to be done.

11 To receive an update on the progress of Crediton Neighbourhood Plan.

Cllr Brookes-Hocking advised that she will not be in Crediton during the autumn and that the Steering Group is trying to keep the Neighbourhood Plan marching alongside the District Council Local Plan. The Steering Group will be meeting with Mid Devon District Council's Forward Planning Officers at the end of June to discuss numerous issues including where the Local Plan falls short of Crediton's aspirations, as found through the various surveys, and how the Neighbourhood Plan will be looking to write specific policies for those areas.

12 To discuss this Committee's aims and objectives for the next six years in order for them to be considered in the development of Crediton Town Council's Strategic Plan.

The Clerk circulated a draft working document of the Town Council's Strategic Plan and explained that the next step is for each Committee's objectives to be broken down into specific actions with timeframes and review dates. She welcomed feedback from Councillors.

Cllr Letch apologised and left the meeting at 6.45 pm

13 To receive an update from the Clerk on the following and to agree any further actions required:

- **The purchase of two dog bins to be sited in the area south of Tesco**
The Clerk advised that she was still in the process of trying to find a waste contractor able to empty dog bins in the area.
- **Marsh Lane road widening scheme**
No further information had been received from Devon County Council or Mid Devon District Council. The Clerk confirmed she is chasing the officers from both Councils.
- **Purchase of a defibrillator to be located in the vicinity of Crediton Town Square**
Quotations are being obtained and further information should be forthcoming shortly. Tesco has confirmed it will continue to raise funds to meet the costs. Mr Steve Densham, Development Services Manager at Mid Devon District Council, has approved the siting of a defibrillator on the outside of the Council building.
- **Youth provision in Crediton**
Lauren Strand, Youth Worker at Crediton Methodist Church, and a colleague are working towards a detached programme starting after half term. They hope to be out at least once a week for an hour meeting young people in the town. The Clerk is arranging to meet with Lauren for a more detailed catch-up.

Initials

AW
~~AW~~
AW

- **Town asset and service audit**
This has started with a service pro-forma being sent to all clubs, groups and organisations in Crediton that the Town Council holds records for. The Clerk asked Councillors to forward any/all information they may have regarding clubs, groups and organisations in the town to ensure no-one is missed. The audit will take a long time to complete as it will require every road in Crediton to be examined in order to identify all/every asset.
- **Purchase of Town Council display boards**
These have been purchased. They did cost £8 more than originally anticipated, which the Clerk authorised, this was to ensure the boards were in the corporate colour of red.
- **Registration of the land situated at the bottom of Red Hill Cross**
The Council's Solicitors have been instructed. An e-mail was received today requesting the Council forwards all evidence that it has to substantiate that the land belongs to it. This will take some time for the Office to search for and collate.
- **Local Council Award Scheme**
The Clerk advised that she has been reviewing the requirements. Several Council policies and procedures will be presented to the Council's Administration & Personnel Committee next week for adoption and review. Currently, the main item outstanding in order to apply for the Quality Award is an action plan and related budget responding to community engagement and setting out a timetable for action and review. Ideally this would be the Town Council's 5 year Strategic Plan however, as this will not be complete for some time, she recommended devising a one/two year action plan which addresses the short term objectives of the Council. She hopes to have a draft working document of this ready for the Council's Administration & Personnel Committee to consider at its meeting next week.

14 To consider the draft action plan for the public/community consultation event, regarding health and social care, at the Boniface Centre in October 2016.

The Clerk had issued an Event Management checklist with the agenda for Councillors information. This confirmed the date had been set as 26th October 2016, at the Boniface Centre and what was required to make the event happen. Cllr Brookes-Hocking advised it was important to obtain feedback from the local community.

Cllr Brookes-Hocking advised that a brief for the event was needed and she was happy to help with this. The Clerk confirmed a great deal of work needed to be undertaken to ensure the event was successful and welcomed all help.

15 To consider creating a leaflet to be distributed to all households in Crediton promoting the Keep Crediton Clean Campaign including a warning regarding the ill-effects on humans of toxocariasis carried in dog faeces. This item had been requested by Cllr Sansom. The Clerk confirmed this could be done and a draft could be prepared for the July Committee meeting for Councillors consideration.

The need for the leaflet to be distributed to every household in Crediton was discussed and the Clerk expressed concern regarding the logistics of doing this as well as the costs involved. After further discussion it was agreed that the leaflets could be distributed through the local schools.

The Clerk suggested the Council consider purchasing dog poo bags that could be given out freely (with donations invited) thus encouraging people to pick up after their dogs. This scheme had worked very well at her previous Council.

It was resolved for the Clerk to obtain quotations for the following:

- Crediton Town Council dog poo bags

Initials:

AW

- Professional printing of the leaflet
- 'Keep Crediton Clean Campaign' stickers which can be distributed to children to wear, as well as used elsewhere.

(Proposed by Cllr Wyer)

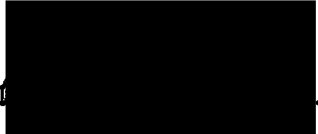
Cllr Wyer advised members that Mid Devon District Council has removed some of the fencing around the play equipment in Newcombes Meadow despite the Newcombes Meadow Community Group's objections and the evidence that the community wishes for play equipment to remain fenced off for children's safety. He reported that Mr Steve Densham, Development Services Manager at Mid Devon District Council, had advised that the District Council's policy is to remove fencing situated around play areas.

This means that dogs can now access the children's play areas and although there are signs telling people to keep their dogs on leads this does not happen. Concern was expressed that MDDC do not have the staff to enforce the rules in the park and larger signage is required to make people aware of the rules.

It was resolved for the Clerk to contact Stephen Walford, CEO at MDDC, objecting to the removal of the fencing around the children's play equipment and for not consulting the Town Council on such a significant change. These changes have made the whole of Newcombes Meadow a play area and it must be treated as such, which means MDDC must take action to ensure that dogs are kept on leads at all times and that owners clean up after their dogs. (Proposed by Cllr Brookes-Hocking)

Cllr Sansom advised that she had spoken to Sally Gabriel, Member Services Manager at Mid Devon District Council, and she had confirmed that the Town Council could erect its own signage in the park and in town regarding dog fouling. It was resolved for the Clerk to draft a poster. (Proposed by Cllr Wyer)

- 16 To consider and comment on Mid Devon District Council's revised Statement of Community Involvement. Further information had been issued with the agenda. It was resolved to defer this item until the July Committee meeting. (Proposed by Cllr Wyer)
- 17 To consider and comment on Mid Devon District Council's new Supplementary Planning Document on refuse storage for new residential properties. Further information had been issued with the agenda. It was resolved to defer this item until the July Committee meeting. (Proposed by Cllr Wyer)
- 18 To consider the draft final report on the Mid Devon District Council building feasibility study prepared by Devon Communities Together and agree any further actions required. The report had not been received and the Clerk requested this item be deferred until the July meeting. It was resolved to defer this item to the July meeting. (Proposed by Cllr Wyer)
- 19 Close
The meeting closed at 7.45 pm.

Signed.....

Date: 05/7/16.....(Chairman)

Initials

