



# Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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## PUBLIC NOTICE

You are hereby invited to attend a **Meeting of Crediton Town Council**, which will be held on **Tuesday, 21<sup>st</sup> March 2017**, at the **Council Chamber**, Market Street, Crediton, at **7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

**Clare Dalley (Mrs)**

**Town Clerk**

15<sup>th</sup> March 2017

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

## AGENDA

- 1. To receive and accept apologies** (Please make any apologies known to the Town Clerk)
- 2. Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
- 3. Public Question Time** - To receive questions from members of the public relevant to the work of the Council (*A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes*)
- 4. Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
- 5. Chairman's and Clerk's Announcements** - **To receive any announcements which the Chairman and Clerk may wish to make.** For information only.
- 6. Town Council Minutes** – To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 21<sup>st</sup> February 2017, as a correct record.
- 7. Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Meetings held on 21<sup>st</sup> February 2017, for information only.

8. To receive, and to ratify the decisions therein, the minutes of the
- Property & Allotments Committee meeting held on 21<sup>st</sup> February 2017
  - Policy & Forward Planning Committee meeting held on 7<sup>th</sup> March 2017
  - Property & Allotments Committee meeting held on 14<sup>th</sup> March 2017
  - Crediton Open Space Committee meeting held on 15<sup>th</sup> March 2017

(A copy of the minutes will be issued with the agenda or prior to the meeting.)

9. **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:

Reference: 17/00257/HOUSE  
Proposal: Formation of hardstanding for the parking of a vehicle following removal of existing wall, and erection of wall and fence  
Location: 8 Deep Lane, Crediton, EX17 2BX  
Applicant: Mr & Mrs D Fraiquin, 8 Deep Lane, Crediton, EX17 2BX

Reference: 17/00156/HOUSE  
Proposal: Retention of domestic workshop  
Location: 57 High Street, Crediton, EX17 3JX  
Applicant: Mr J Clark, 57 High Street, Crediton, EX17 3JX

Reference: 17/00281/CLU  
Proposal: Certificate of lawfulness for the existing use of a dwelling for a period in excess of 10 years  
Location: Arden House, Union Road, Crediton, EX17 3AL  
Applicant: Mrs L Jones, Arden House, Union Road, Crediton, EX17 3AL

Reference: 17/00258/LBC  
Proposal: Listed Building Consent for the replacement of the existing kitchen window on East elevation, replacement of glazing and repair to existing door and windows on the West elevation ground floor  
Location: 1 Mews Cottages, North Street, Crediton, EX17 2BT  
Applicant: Mr J Oats, 33 Dulings Meadow, Copplestone, Crediton, EX17 5PE

Reference: 17/00311/FULL  
Proposal: Erection of single storey rear extension and conversion of garage to ancillary accommodation  
Location: 30 Primrose Way, Crediton, EX17 1BZ  
Applicant: Mr & Mrs K Skinner, 30 Serendipity, Primrose Way, Crediton, EX17 1BZ

Reference: 17/00325/CAT  
Proposal: Notification of intention to reduce height of 1 Beech tree by 5m within the Conservation Area  
Location: 2 The Maltings, Penton Lane, Crediton, EX17 1HT  
Applicant: Mr P Crossman, 2 The Maltings, Penton Lane, Crediton, EX17 1HT

Reference: 17/00344/HOUSE  
Proposal: Re-grading of garden area to improve access and parking and landscaping improvements  
Location: Trenavin, George Hill, Crediton, EX17 2DS  
Applicant: Mr & Mrs J West, Trenavin, George Hill, Crediton, EX17 2DS

Reference: 17/00356/CAT  
Proposal: Notification of intention to remove 1 Ash tree within the Conservation Area  
Location: 6 Curtis Gardens, Crediton, EX17 3BQ  
Applicant: Mrs K Limon, Newcombes (Crediton) Housing Association Ltd, 5 Parr House, Lennard Road, Crediton, EX17 2AP

Reference: 17/00359/FULL  
Proposal: Formation of home delivery facility comprising a single storey link corridor from the store to a 4 van loading canopy, service yard, and associated modifications to car park layout  
Location: Tesco, Joseph Locke Way, Crediton, EX17 3FD  
Applicant: Tesco Stores Ltd, Tesco House, Shire Park, Kestral Way, Welwyn Garden City, AL7 1GA

Reference: 16/01898/MARM (REVISED DRAWINGS)  
Proposal: Reserved Matters in respect of appearance, landscaping, layout, and scale following Outline approval 14/00830/MOUT  
Location: Land at NGR 284242 99827 (Wellparks), Exeter Road, Crediton,  
Applicant: Mr K Stockwell, c/o Mr E Heynes, Jillings Heynes Planning Ltd, The Studio, Two Acres, Under Lane, Newmills, Launceston, PL15 8SN

Reference: 17/00348/MOUT  
Proposal: Residential development of up to 326 dwellings; 8.6 hectares of land made available to facilitate the relocation of Crediton Rugby Club; up to 1.1 hectares of land safeguarded for the delivery of a primary school; access arrangements from A3072 (Exhibition Way); pedestrian and cycle access on to Pounds Hill/Stonewall Cross junction, Old Tiverton Road and Pedlerspool Lane; landscaping and area of public open space; and other associated infrastructure and engineering operations  
Location: Land at NGR 284185 101165 (Creedy Bridge), Crediton,  
Applicant: Messrs T Turner, S Turner, R. Turner, B Stamp & O Taylor, Gleeson Developments Ltd, C/o Mrs Jane Terry, Vail Williams LLP, CarriageHouse, Walnut Tree Close, Guildford, GU1 4TX

Reference: 17/00290/FULL  
Proposal: Erection of extension to existing workshop and cover over loading bay  
Location: Keith Hoskins, Marsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1ES  
Applicant: Mr J Hoskins, Keith Hoskins, Marsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1ES

## 10. Mid Devon District Council – Planning Decisions

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

- Reference: 16/01945/ADVERT  
Proposal: Advertisement consent to display 2 externally illuminated fascia signs  
Location: 138 High Street, Crediton, EX17 3DX  
Applicant: Mr S Lee, Smarter Accounting, 86 High Street, Crediton, EX17 3LB
- Reference: 16/00611/FULL  
Proposal: Conversion and extension of existing reservoir building to dwelling and formation of new access to serve the existing utilities  
Location: Reservoir at NGR 282480 100906, George Hill, Crediton, EX17 2DT  
Applicant: Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR
- Reference: 17/00059/CAT  
Proposal: Notification of intention to crown reduce by approximately 4.5m 1 Magnolia, 1 Beech, and 1 Eucalyptus within the Conservation Area  
Location: Garth, Searle Street, Crediton, EX17 2DB  
Applicant: Mrs J Stewart, Garth, Searle Street, Crediton, EX17 2DB
- Reference: 16/01856/ADVERT  
Proposal: Advertisement Consent to display 1 painted fascia sign  
Location: Offices 1, 2 & 3, 55 - 56 High Street, Crediton, EX17 3JX  
Applicant: Ms S Howe, The Natural Therapy Centre, 2 Braggs Cottages, Penstone, Crediton, EX17 5JW
- Reference: 16/01853/FULL  
Proposal: Change of use of Offices (B1) to Complementary  
Location: Offices 1, 2 & 3, 55 - 56 High Street, Crediton, EX17 3JX  
Applicant: Ms S Howe, The Natural Therapy Centre, 2 Braggs Cottages, Penstone, Crediton, EX17 5JW
- Reference: 17/00023/HOUSE  
Proposal: Erection of an extension  
Location: 31 Winswood, Crediton, EX17 3EY  
Applicant: Mr Nigel Scrivens, 31 Winswood, Crediton, EX17 3EY
- Reference: 16/01857/LBC  
Proposal: Listed Building Consent for display of 1 painted fascia sign on front elevation  
Location: Offices 1, 2 & 3, 55 - 56 High Street, Crediton, EX17 3JX  
Applicant: Ms S Howe, The Natural Therapy Centre, 2 Braggs Cottages, Penstone, Crediton, EX17 5JW
- Reference: 17/00039/CAT  
Proposal: Notification of intention to fell 2 Cypress and 1 Leylandii tree and reduce 1 Holly tree within the Conservation Area  
Location: Glebeside, Union Road, Crediton, EX17 3AW  
Applicant: Mrs Porter, Glebeside, Union Road, Crediton, EX17 3AW

Reference: 17/00019/HOUSE  
Proposal: Erection of two-storey extension and enlargement of existing rear dormer window  
Location: 1 Wynfrith Mews, Landscore, Crediton, EX17 3FB  
Applicant: Mr & Mrs C Law, 1 Wynfrith Mews, Landscore, Crediton, EX17 3FB

The following application has been WITHDRAWN:

Reference: 16/01428/FULL  
Proposal: Erection of a dwelling (Revised scheme)  
Location: Parliament House, Parliament Street, Crediton  
Applicant: Mr C Reed, Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

11. **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment, receipts, and bank transfers for the period 22<sup>nd</sup> February 2017 to 21<sup>st</sup> March 2017 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)
12. **To receive a list of outstanding debts owed to Crediton Town Council.** (The documentation relating to this item will be issued prior to the meeting.)
13. **Budget Review – To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
14. **To receive a report from the Council’s internal control checkers, following the monthly random inspection and agree any actions.** (A copy of the report will be issued prior to the meeting.)
15. **To review the Council’s risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect.** (A copy of the risk assessments and action plans will be issued with the agenda.)
16. **To review and approve the Council’s Statement of Internal Control for the Financial Year 2016-2017.** (A copy of the statement will be issued with the agenda)
17. **To receive a recommendation from the Property & Allotments Committee to allocate £5,000 from the Council’s general fund towards the installation of an access path at Exhibition Road allotments.** (Councillors’ attention is drawn to the minutes of the Property & Allotments Committee meeting held on Tuesday 14<sup>th</sup> March 2017.)
18. **To review the Town Council’s Investment Strategy.** (A copy of the strategy will be issued with the agenda.)
19. **To review the Town Council’s Volunteer Policy.** (A copy of the policy will be issued with the agenda.)
20. **To review and amend the Town Council’s Anti-Fraud & Corruption Policy.** (A copy of the amended policy will be issued with the agenda.)

21. **To review and amend the Town Council's CCTV Policy.** (A copy of the amended policy will be issued with the agenda.)
22. **To review the Town Council's Discretion's Policy.** (A copy of the policy will be issued with the agenda.)
23. **To review the Town Council's Policy on membership of the Local Government Pension Scheme.**
24. **To receive a recommendation from the Administration & Personnel Committee to approve the following Town Council statements:**
  - **Value For Money Statement**
  - **Crime & Disorder Statement**
  - **Biodiversity Statement**
  - **Performance Management Statement**
  - **Leadership in Planning for the Future Statement**(Documentation relating to this item will be issued with the agenda.)
25. **To consider and amend/approve a new Crediton Town Council Cyber Security Policy.** (A copy of the Policy will be issued with the agenda.)
26. **To consider supporting the following TAP Fund application:**
  - **Crediton Youth Theatre**
  - **Journey Counselling**
  - **3<sup>rd</sup> Crediton Guides**
  - **Crediton Area History Museum Society**
27. **To consider and comment on the Charter Between Mid Devon District Council and The Town and Parish Councils in Mid Devon** (Supporting documentation including a copy of the Charter will be issued with the agenda.)
28. **To consider supporting the "I'm a School Safe Parker" Scheme and agree a course action.** (Further information relating to this item will be issued with the agenda.)
29. **To consider hosting and sponsoring a Moor Otter sculpture in Crediton for £500+VAT.** (Further information relating to this item will be issued with the agenda.)
30. **To discuss the shortage of car parking spaces in Crediton and agree a course of action.** (This item has been requested by Cllr Szabo.)
31. **Councillor Reports - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.**
32. **Correspondence and Matters To Note – To receive Council correspondence and matters to note as detailed below** (Copies of the correspondence and matters to note will be issued with the agenda.)

## **Correspondence**

1. *Devon County Council - road closure Marsh Lane - 15 May for 5 days*
2. *Devon County Council - promoting independence - discussion events*
3. *Member of the public - Penton Lane Crediton*
4. *CTC training - training session details*
5. *Barratt Homes - exhibition 23 Feb. Crediton Methodist Church Hall - Chapel Downs Farm*
6. *MDDC - Agenda - Planning Committee 1st March 2017*
7. *DCC - Temporary road closure A3072 Stockleigh Pomeroy 10-15 March 2017*
8. *T.D.C.T.A. - Crediton Town Council Grant*
9. *DPD - Greater Exeter Strategic Plan Consultation – Issues*
10. *MDDC - Environment Policy Development Group Agenda*
11. *Member of Public - Naming of road - new development*
12. *Devon Acute Services Review - ASR Stakeholder Update Issue 1 February 2017*
13. *Devon Communities - Promoting Independence - online survey and event reminder*
14. *Meeting the Productivity Challenge in HotSW - Green Paper - JANUARY FIN...*
15. *MDDC - Presentation Chapel Down Farm - 21.03.2017 Exe Room Phoenix House*
16. *DCC - temporary road closure - Marsh Lane 15-19 May 2017*
17. *DCC - temporary road closure - Deep Lane 3 - 7 April 2017*
18. *Crediton Community Woodlands - Meeting Wednesday 15th March 2017*
19. *Grant Thornton - Limited Assurance 2016/17 - Bulletin 1*
20. *Member of the public – St Lawrence Green toilets*
21. *MDDC – rent increase garage*
22. *Sandford Parish Council - Creedy Bridge Outline Plans*

## **Matters To Note**

1. *Devon Countryside Access Forum - deadline for applications to join Forum*
2. *Drink wise age well - training leaflets*
3. *Police & Crime Commissioner - Monthly Report February 2017*
4. *NALC - Chief Executive's Bulletin 6 - 17 February 2017*
5. *Highway Services Manager - on line reports - completion e-mails*
6. *MDDC - Slaughterhouse conviction*
7. *MDDC - Shared Building Control Service*
8. *MDDC - Greater Exeter Strategic Plan Consultation*
9. *MDDC - February 2017 Town & Parish Newsletter*
10. *Forestry Commission - Sweet Chestnut Blight 23 February 2017*
11. *DALC - Your latest e-bulletin*
12. *NALC - Chief Executive's Bulletin - 24 February 2017*
13. *DCC - Win a composter in 'Binanza' free prize draw*
14. *NHS - Healthy People - 27 February 2017*
15. *Devon Senior Voice – Issue 32 Spring 2017 [copy held in office]*
16. *Sustainable Crediton - Newsletter Issue 80*
17. *Healthwatch Devon - Your monthly e-bulletin*
18. *Plantlife - National Plant Monitoring Scheme*
19. *NHS - Healthy People - Special Edition*
20. *MDDC - vandalism to Market Street toilets.*
21. *Heart of the South West Growth Hub - RDPE Grants now open to applicants*
22. *Citizens Advice - Press Release - potential changes to Crediton Citizens Advice*
23. *Crediton Courier - MDDC to consult on Local Enforcement Plan*

24. *MDDC - NMD Building Control logo*
25. *Citizens Advice - Latest Newsletter*
26. *DCC - Connect Me Travel and Transport*
27. *MDDC - Fly-tippers fined £300*
28. *NALC - DIS 903*
29. *DCC – Elections are on the horizon, Ursula learns to read, communities are protected from floods*
30. *Devon Communities Together – renewal of membership*
31. *Children's Centre - Summary*

**33. Business brought forward**

At the direction of the Chairman, to report on matters not on the agenda and for information only.

**PART TWO**

34. **It is recommended 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.**
35. **To receive an update on the purchase of the Council Office building and agree any further actions.**
36. **Close**