



**Minutes of Credition Town Council's Town Strategy Committee held on  
Tuesday, 2<sup>nd</sup> October 2018, at 6.00 pm, at the Council Offices, Market Street, Credition**

**Present:** Cllrs Mrs L Brookes-Hocking, Mr F Letch, Miss J Harris, Mr J Ross, Mr A Wyer and Mrs K Piercy (part meeting)

**In Attendance:** Mrs Clare Dalley, Town Clerk

**Absent:** Cllr Mr J Downes

**73 To receive and accept apologies**

It was **resolved** to receive and accept apologies from Cllr Mrs A Hughes (Proposed by Cllr Brookes-Hocking)

**74 Declarations of Interest**

Cllr Letch declared that as a member of more than one authority, that any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

Cllr Harris declared a personal interest in agenda item 9 'Mid Devon District Council - Planning Applications' and planning application 18/00742/MOUT as the applicant is a friend.

Cllr Brookes-Hocking declared a personal interest in agenda item 9 'Mid Devon District Council - Planning Applications' and planning application 18/00742/MOUT as she is an acquaintance of an objector.

**75 To receive a presentation from Mrs Chris Parsons, Credition Foodbank Coordinator, regarding the increased demand on Credition Foodbank.** Further information had been issued with the agenda. Cllr Brookes-Hocking welcomed Mrs Parsons to the meeting. Mrs Parsons provided an informative presentation on Credition Foodbank a copy of which is attached as Appendix One.

Cllr Piercy arrived at 6.22 pm.

**76 Public Question Time**

There were no questions.

**77 Order of Business**

There were no changes to the order of business.

**78 Chairman's and Clerk's Announcements**

Cllr Brookes-Hocking announced that she attended, on behalf of the Devon Association of Local Councils (DALC), a housing conference run by the Heart of the South West Local Enterprise Partnership. She advised it had been a real eye opener providing a different view of housing. She will be preparing a report and it will be circulated once complete.

**79 Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 4<sup>th</sup> September 2018, as a correct record.** It was **resolved** to approve the minutes of the Town Strategy Committee Meeting held on Tuesday 4<sup>th</sup> September 2018, as a correct record and they were duly signed by Cllr Brookes-Hocking. (Proposed by Cllr Letch)

**80 Matters Arising**

There were no matters arising

**81 Mid Devon District Council - Planning Applications**

Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 18/01193/LBC

Proposal: Listed Building Consent for the replacement of front elevation ground floor glass with sealed double-glazed units, the replacement of front and rear elevation single glazed windows with timber double glazed opening version, and the addition of one roof light on the east elevation

Location: 3 Mews Cottages, North Street, Crediton, EX17 2BT

Applicant: Mr George Clover, Westfield, Alexandra Road, Crediton, EX17 2DZ

It was **resolved** to recommend APPROVAL as it will improve the energy efficiency of the premises and is still in keeping with the historic nature of the building. (Proposed by Cllr Harris)

Reference: 18/00742/MOUT

Proposal: Outline for the erection of 8 industrial units, access road, with parking and recycling areas

Location: Land at NGR 284328 100184 Commonmarsh Lane, Lords Meadow Industrial Est.

Applicant: Mr Tristan Hamilton, Hamlyn, Station Road, Bow, Crediton, EX17 6JD

It was **resolved** to recommend NO OBJECTION as long as the planning officer is happy with the distances between the adjoining properties and the potential loss of light. The Town Council would urge the planning officer to consider sympathetic green landscaping as part of the application. (Proposed by Cllr Wyer)

Reference: 18/01271/TPO

Proposal: Application to reduce trim sides and reduce the height of 1 Horse Chestnut tree by 2.5m protected by Tree Preservation Order 82/00001/TPO

Location: Land at NGR 283744 100546 (Rear Of 10 Lamejohns Field), Penton Lane

Applicant: Mr Frost, 10 Lame John Field, Crediton, EX17 1EB

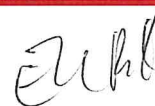
It was **resolved** to recommend NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Letch)

Reference: 18/01300/FULL

Proposal: Installation of a new roller shutter door and window

Location: 25 Marsh Road, Lords Meadow Industrial Estate, Crediton, EX17 1EU

Applicant: Mr D Warwick, 25 Marsh Rd, Lords Meadow Industrial Est, Crediton, EX17 1EU



It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Wyer)

Reference: 18/01442/HOUSE  
 Proposal: Erection of 2 extensions  
 Location: 2 Penton Close, Crediton, EX17 1BQ  
 Applicant: Mr Neil Weeks, 2 Penton Close, Crediton, Devon, EX17 1BQ

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Ross)

Reference: 18/01506/LBC  
 Proposal: Listed Building Consent to allow design changes to cover rear light well with decking, convert rear windows to doors and internal changes (Original Consent 18/00489/LBC)  
 Location: 6 Market Street, Crediton, EX17 2BH  
 Applicant: Mr & Mrs Onitiri, Lower Park Farm

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Brookes-Hocking)

## 82 Mid Devon District Council - Planning Decisions

It was **resolved** to note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed. (Proposed by Cllr Brookes-Hocking)

Reference: 18/01319/NMA  
 Proposal: Non-Material Amendment for 16/01898/MARM to allow additional window to front elevation of House Type DH32ES (Plot 46)  
 Location: Land at NGR 284242 99827 (Wellparks) Exeter Road Crediton  
 Applicant: Mr Jason Ledward, Devonshire House, Lowman Green, Tiverton, EX16 4LA

Reference: 18/01156/HOUSE  
 Proposal: Erection of a two-storey side and rear extension  
 Location: Brent House, Tolleys, Crediton, EX17 1HG  
 Applicant: Mr S Harder, Brent House, Tolleys, Crediton, EX17 1HG

Reference: 18/01143/CAT  
 Proposal: Notification of intention to fell one Holm Oak and one False Acacia tree within a Conservation Area  
 Location: The Rectory, Church Street, Crediton  
 Applicant: Exeter Diocese, The Old Deanery, The Cloisters, Exeter, EX1 1HS

Reference: 18/01032/HOUSE  
 Proposal: Erection of a 2 storey extension  
 Location: 11 Meadow Gardens, Crediton, Devon, EX17 1EJ  
 Applicant: Miss Karen Todd, 11 Meadow Gardens, Crediton, Devon, EX17 1EJ

## 83 To receive, and to ratify the decisions therein, the minutes of the Christmas in Crediton Sub-Committee meeting held on Tuesday, 11<sup>th</sup> September 2018. It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Sub-Committee meeting

held on Tuesday, 11<sup>th</sup> September 2018. (Proposed by Cllr Brookes-Hocking). A copy of the minutes had been issued with the agenda

- 84 To receive an update on Crediton Neighbourhood Plan including the public consultation taking place on Saturday, 20th October 2018 and agree any actions.** Cllr Brookes-Hocking circulated a leaflet summarising the Crediton Neighbourhood Plan. Cllr Ross complimented Cllr Brookes-Hocking on the leaflet. Cllr Brookes-Hocking advised that the leaflet is intended to remind residents that there is a Neighbourhood Plan being worked on and to let them know about the upcoming exhibition/consultation being held on the 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup> October 2018. It was **resolved** to approve the leaflet for publication. (Proposed by Cllr Ross). Cllr Brookes-Hocking advised that it is hoped the referendum on the plan will be held next Spring.
- 85 To consider the quotations received for the installation of trim trail equipment in Newcombes Meadow.** Further information had been issued with the agenda. The Clerk advised that whilst five quotations had been received, there has currently been no consultation with the community. This will need to be undertaken next to ensure that the equipment purchased is a) what is required and b) will be well used. All the equipment contained in the quotations is made from treated wood, is low maintenance and contains no moving parts. The surfacing is the same as that in the children's play area, which is rubber mulch. It is hoped this will ensure the area is in keeping with the aesthetic of the park. The Clerk advised that Cllr Letch and herself had been in e-mail communication with Mid Devon District Council (MDDC) regarding the installation and ongoing maintenance of the equipment, especially as there appears to be a similar project progressing at Amory Park in Tiverton. Mr Steve Densham, Development Services Manager at MDDC, e-mailed the Clerk on 30<sup>th</sup> August 2018 stating:

*"The District is supportive of the provision of a trim trail in Crediton (and in any Parish) and is happy to assist with the selection and review of equipment. The capital funding for this will be via s106 or other external grant. Ideally the equipment will be maintenance free. If equipment selected by the Town Council has any requirement for maintenance that cost will be met by the Town Council and this regularised with a lease or licence agreement as appropriate.*

*As for a project being progressed in Tiverton that results from a manifesto commitment to deliver a trim trail in the District. It is being delivered in Tiverton being the largest population centre. "*

Cllr Letch had also submitted a Freedom of Information Act request regarding Trim Trails in Mid Devon, the reply letter received from MDDC was read to Cllrs and is attached to these minutes as Appendix Two.

Cllr Wyer advised that Mr Densham may object to the location of the equipment, as he objected to children's play equipment being sited there as it would spoil the view of the park. The Clerk confirmed she would arrange a site visit with both Mr Densham and Mr Swift at MDDC to discuss the location.

It was **resolved** to start consulting with the community, in particular the youth of the town, regarding the equipment to be installed. (Proposed Cllr Letch)

*Fu 16/11*

**86 To discuss how the Town Council can actively pursue the installation, and ongoing maintenance, of a drinking fountain by the play area in Newcombes Meadow.** The Clerk advised that the Assistant Clerk had been researching installation and the ongoing maintenance of drinking fountains. The cost to purchase a basic drinking fountain ranges from £409 to £480 plus VAT. For a combined drinking fountain and bottle refill station the prices start from £480 plus VAT. Installation would be in addition to this and will be dependent on where the nearest mains water supply can be taken from and any permissions required. With regards to the maintenance the advice received so far is that the tap should be checked and cleaned regularly and a water temperature should be taken on a monthly basis with regards to legionella testing. The Assistant Clerk has also contacted the Devon & Cornwall Refill schemes and is waiting to hear from them. It is hoped further information will be available at the next meeting.

**87 To receive an update on the purchase of Newcombes Meadow toilets.** Further information had been issued prior to the meeting. The Clerk advised that the Town Council's Solicitor has requested amendments to the Transfer. Some of these were accepted and some were not. Those that were not accepted were: -

- the provision restricting the use of the property to public conveniences. This has been rejected on the basis that the only use permitted is as public conveniences.
- The covenant to redecorate the interior and exterior in materials of good quality has been reinstated.

The Town Council's Solicitor has advised that apart from these points the proposed Transfer is in a form which could be accepted. The Clerk has requested a copy of the new Transfer document so she can check it before presenting it to the Committee for final consideration.

**88 To receive an update from the Clerk on the Town Council office relocation, including the following, and agree any actions:**

- **consideration of the new lease**

The Clerk advised that the new lease has been prepared and the Council's Solicitor had provided a Leasehold Information Report regarding the terms of the lease. The general comments at the end of the report advised that the terms of the lease are similar to those found in commercial property of this nature. There are no provisions in the lease which are unusual or which impose a greater obligation upon the Town Council than would be normal in a lease of this nature.

The Council's Solicitor has advised that the use of the property is restricted to use as offices within Use Class A2, which is offices to which the public have access such as a Bank, Estate Agent or similar. It must be noted that there are no entries on the Planning Register to support this use. According to the Landlord "this use has been established". To this end the Town Council's Solicitor has checked with MDDC, as the local authority, who have no record of any planning application in respect of these premises and the Landlord states that the use has been established by long use which would be satisfactory. The premises were previously let in 2008, to Rush Construction Services Limited and their lease had the same use, namely A2. Without asking the Planning Authority for a Certificate of Lawful Use, which will require the cooperation of the Landlord, there is little more that the Council's Solicitor can do on the planning side. They are rated as shop and premises for business rate purposes.

*EWS*

It was **resolved** to recommend to full Council that the lease for the new Crediton Town Council Office premises be executed and for the Clerk to arrange an Extraordinary Council meeting for Tuesday, 9<sup>th</sup> October 2018. (Proposed by Cllr Letch)

- **costs accrued/involved in the move**

The Clerk advised that moving costs should hopefully be kept to a minimum due to the short distance involved and requested a budget of £500 to arrange the safe transportation of the office furniture and equipment to the new premises and for archive material to be transferred to the Town Council's storage facility. It was **resolved** to grant the Town Clerk a budget of £500 to be used for moving costs. (Proposed by Cllr Harris) A bank of seven hours' time had been purchased from Project Cosmic in readiness for the IT equipment to be relocated and installed in the new building at a cost of £345.00 plus VAT. Quotations had been received for telephone and broadband packages and a new contract with Concorde will start as soon as the office relocates. The remaining procurement of office equipment, kitchen essentials such as a kettle, microwave, fridge, crockery and cutlery etc. will be purchased on an as and when needed basis, which the Town Clerk already has delegated responsibility for the purchase of. Cllr Harris advised that she had plenty of kitchen equipment that she could let the Council have.

- **promotion of the new office**

The Clerk confirmed that as soon as the lease is completed, promotion of the new office will commence.

- **implications on the current CCTV system**

The Clerk advised there have been no changes to the information provided at the September Town Strategy Committee meeting.

**89 Close**

The meeting closed 7.27 pm.

Signed



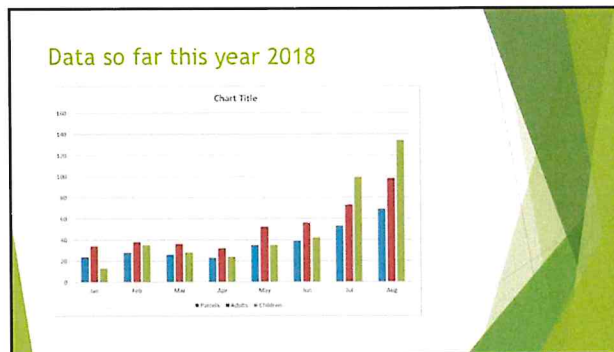
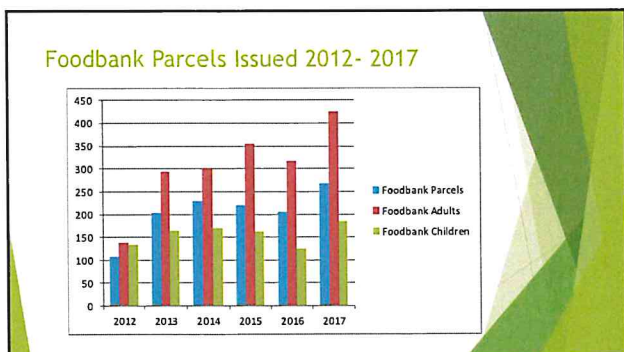
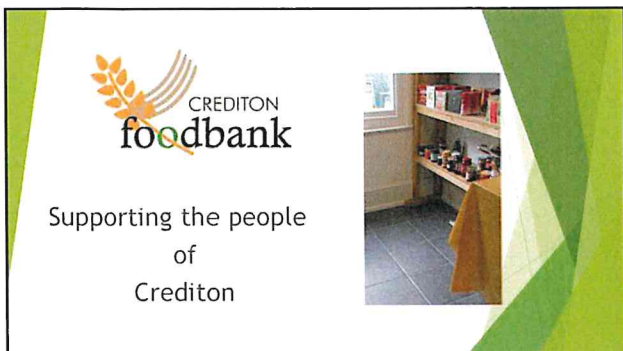
(Chairman)

Date:

06/10/18

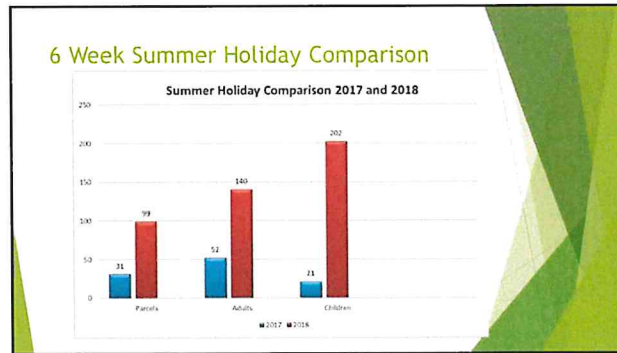
*EUBH*

Appendix One



### Repeat referrals Jan - Sept 2018

- ▶ 297 Foodbank parcels have been issued this year so far to 72 different families, made up of 100 adults and 76 children
- ▶ Nearly 50% have had more than 3 parcels
- ▶ A third of them for more than 5 parcels
- ▶ Reason: Low Income



*Elis H*

### 2017/2018 Comparison

	Parcels	Adults	Children
Jan – Aug 2018	297	419	410
Jan – Aug 2017	193	309	136

### How the FB is run:

- ▶ FB opens Tuesdays 10-12noon and Fridays 6.30-7.30pm
- ▶ People can get vouchers from CAB, Library, school nurses, CHAT, etc
- ▶ Approximately 20 volunteers either collect food in their locality, issue FB parcels during opening times, shop to buy fresh food and top up, date produce for stock rotation and stack shelves and more
- ▶ As Coordinator: input data, liaise with Tesco, write to paper, organise rotas, collections, liaise with agencies, expand support offered, etc
- ▶ 25-30 hours per week

### Two quotes from July 2018

More than 4 million children are growing up in poverty in the UK.  
Margaret Greenwood, shadow Work & Pensions Secretary

Benefit levels fall far below the actual cost of a decent standard of living in the UK, as determined by the general public and reflected in the Minimum Income Standard  
End Hunger UK Report

### How can we make an impact nationally

- ▶ Visit the website [www.endhungeruk.org](http://www.endhungeruk.org)
- ▶ Read the July 2018 report
- ▶ Fix Universal Credit to Prevent More People Going Hungry
- ▶ Sign the petition before mid November

### Action taken to date:

- ▶ Ongoing regular donations from churches and local communities
- ▶ Raised profile with regular editorials and photos in Courier
- ▶ Tesco Food Collection Day 
- ▶ Harvest festival collections in schools and churches



- ▶ Looking at standardisation of assessment and issuing of foodbank vouchers with referral agencies
- ▶ Delivering Managing the Money Maze courses with Wiser Money
- ▶ Offering monthly basic cookery sessions; eat well for less etc
- ▶ Application to Nick Way, Lib Dem Councillor for funding to cover free-school meal parcels
- ▶ Ensuring that you as local councillors know about the situation

*EWB*



To summarise:

- ▶ 297 Foodbank parcels have been issued this year, to 72 different families, made up of 100 adults and 76 children
- ▶ Nearly 50% have had more than 3 parcels
- ▶ A third of them for more than 5 parcels
- ▶ The number of parcels given out, Jan to Aug, has doubled from the same time frame last year and the number of children accessing the Foodbank has risen by 66%

Does the council have any ideas as to what more can be done locally, as at the present rate we will have run out of money by the new year and have to rely purely on weekly donations?



*EWB*



**FOI05656 Request**

**Date received:** 26 July 2018  
**Date response due:** 23 August 2018  
**Date response provided:** 24 August 2018

**Your request and our response**

I would like to submit the following FOI's concerning trim trails in Mid Devon.

1. How much has been budgeted for the trim trails in a) Tiverton b) Cullompton. c) Crediton?

**Only Tiverton has a budget which is £8,389.**

2. How is this budget funded? **Any scheme will need to be 100% funded by s106.**

**Maintenance can not be funded by s106 money.**

3. How much are the 3 town councils or other agencies expected to contribute? **This is subject to the specification of the equipment, the higher the specification, the more expensive it will be.**

4. As the Tiverton trim trail looks likely to go ahead what maintenance costs are envisaged and who will pay? **For the Tiverton trim trail at Amory Park we have chosen the 'basic' type of equipment that has no moving parts. This will require no maintenance just regular inspection whilst the officer is already in attendance inspecting the play equipment at Amory Park e.g. checking for faults, vandalism and cleaning if required.**

**If at some point the equipment fails it will be removed or if it is subject to the warranty it will be replaced. Inspections would be carried out as part of routine inspections carried out**

A handwritten signature in black ink, appearing to be 'C. White'.