



# Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

Telephone: 01363 773717

Email: [townclerk@crediton.gov.uk](mailto:townclerk@crediton.gov.uk)

## PUBLIC NOTICE

You are hereby invited to attend a **Meeting of Crediton Town Council**, which will be held on **Tuesday, 20<sup>th</sup> March 2018**, 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**

13<sup>th</sup> March 2018

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, 20<sup>th</sup> February 2018, 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 20<sup>th</sup> February 2018, for information only.
- 8. Police Report** - To receive the Police report.

9. To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:

- Floral Crediton Committee held on Tuesday, 27<sup>th</sup> February 2018
- Policy & Forward Planning Committee held on Tuesday, 6<sup>th</sup> March 2018
- Property & Allotment Committee held on Tuesday, 13<sup>th</sup> March 2018
- Crediton Open Space Committee held on Tuesday, 14<sup>th</sup> March 2018

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

10. 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: 18/00279/HOUSE

Proposal: Erection of a two storey rear extension

Location: 33 Barnfield, Crediton, EX17 3HU

Applicant: Mr Jeremy Whittiker, 33 Barnfield, Crediton, EX17 3HU

Reference: 17/01643/HOUSE

Proposal: Retention of 2 storage sheds, 1.6m high trellis and hardstanding on front boundary

Location: 30 Okefield Road, Crediton, EX17 2DL

Applicant: Ms L Burrow, 30 Okefield Road, Crediton, EX17 2DL

Reference: 18/00284/ADVERT

Proposal: Advertisement Consent to display 8 non-illuminated heritage trail information panels

Location: St Boniface Church, East Street Junction With Charlotte Street, Crediton Parish Church, Newcombes Meadow Park, Crediton Methodist Church, Town Square, Crediton Congregational Church, & St Lawrence Green, Crediton

Applicant: Mr R Brookes-Hocking, Crediton Town Team, Oliver House, 7 North Street, Crediton, EX17 2BT

Reference: 18/00317/CAT

Proposal: Notification of intention to remove the deadwood of 3 Lime trees and pollard 3 Lime trees within the Conservation Area

Location: Graveyard, Holy Cross Church, East Street, Crediton

Applicant: Crediton Church Corporation, Parish Office, Boniface Centre, Church Lane, Crediton, EX17 2AH

Reference: 18/00091/MFUL

Proposal: Conversion of former redundant care home to provide 22 residential units, and external landscaping

Location: St Lawrence Home, Churchill Drive, Crediton

Applicant: James Yorke, KHP (St Lawrence) Ltd, Elsinore Villa, Greenway Road, Torquay, TQ2 6JE

Reference: 18/00337/FULL

Proposal: Change of use of wool shop to hot food takeaway and installation of extract flue

Location: Crediton Wool Shop, 53 High Street, Crediton, EX17 3JX

Applicant: Mrs T Foster, 2 Primrose Way, Crediton, EX17 1BZ

Reference: 18/00243/FULL

Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence

Location: 5 Charles Symonds Court, Mill Street, Crediton, EX17 3EQ

Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High St, Crediton, EX17 3LF

Reference: 18/00358/LBC  
Proposal: Listed Building Consent for the removal of existing external branch signage and ATM and remove internal fixtures, fittings, furniture and equipment relating to the operation of the bank  
Location: National Westminster Bank Plc, 133 High Street, Crediton, EX17 3DT  
Applicant: The Royal Bank of Scotland Group, RBS Gogarburn, 1st Business House C, PO Box 1000, Edinburgh, United Kingdom, EH12 1HQ

Reference: 18/00357/FULL  
Proposal: Removal of existing branch signage and ATM  
Location: 133 High Street, Crediton, EX17 3DT  
Applicant: The Royal Bank of Scotland Group, RBS Gogarburn, 1st Business House C, PO Box 1000, Edinburgh, United Kingdom, EH12 1HQ

Reference: 18/00369/CAT  
Proposal: Notification of intention to remove 2 primary and 2 secondary branches from 1 Beech tree within the Conservation Area  
Location: Three Corners, Pounds Hill, Crediton, EX17 1DT  
Applicant: Mr K Jeram, Three Corners, Pounds Hill, Crediton, EX17 1DT

Reference: 18/00242/FULL  
Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence  
Location: 4 Charles Symonds, Court Mill, Street, Crediton, EX17 3FQ  
Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High St, Crediton, EX17 3LF

Reference: 18/00244/FULL  
Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence  
Location: 8 Charles Symonds, Court Mill, Street, Crediton, EX17 3FQ  
Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High St, Crediton, EX17 3LF

Reference: 18/00365/FULL  
Proposal: Change of use of land for the siting of 3 self-storage shipping containers (Class B8)  
Location: Land at NGR 284428 100189, Commonmarsh Lane, Lords Meadow Ind. Estate, EX17 1HJ  
Applicant: Mr I May, Fir Cottage, 23 Mill Street, Crediton, EX17 1EY

## **11. Mid Devon District Council - Planning Decisions**

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

Reference: 17/01174/LBC  
Proposal: Listed Building Consent for the installation of 12 new CCTV cameras and associated cabling and equipment cabinet  
Location: Crediton Railway Station, Station Approach, Crediton, Devon  
Applicant: Mr D Paige, Great Western Railway, Milford House, Milford Street, Swindon, SN1 1HL

Reference: 18/00024/CAT  
Proposal: Notification of intention to prune 3 Silver Birch trees, 2 Scot's Pine trees and 1 Holm Oak tree within a Conservation Area  
Location: Haywards County Primary School, East Street, Crediton, EX17 3AX  
Applicant: Mr Doug Pratt, Doug Pratt Tree Consultancy

Reference: 17/01268/FULL

Proposal: Erection of dwelling with vehicular access from existing residential driveway

Location: Corinth, Barnfield, Crediton, EX17 3HY

Applicant: Mr & Mrs Simpson, Corinth, Barnfield, Crediton, EX17 3HY

Reference: 17/01928/LBC

Proposal: Listed Building Consent for the renewal of roof coverings to College House including dormer refurbishments, lead replacement works and chimney refurbishment; replacement of windows to front elevations and remaining timber and Crittal single glazed windows; brick and stone repairs; replacement of rainwater goods, damp proofing works and fire doors upgrade

Location: QE Academy Trust, Western Road, Crediton, EX17 3LU

Applicant: Mr Ben Brook, Queen Elizabeth's School, Queen Elizabeth Community College, Western Road, Crediton, EX17 3LU

Reference: 17/02040/HOUSE

Proposal: Erection of single storey extension

Location: 1 Monks Close, Crediton, EX17 2EL

Applicant: Mr & Mrs Gilbert, 1 Monks Close, Crediton, EX17 2EL

Reference: 17/01922/FULL

Proposal: Erection of a temporary office building and re-arrangement of car parking spaces

Location: Ernest Jackson Land and Buildings at NGR 284714 100432, Marsh End, Lords Meadow, Industrial Estate, Crediton, EX17 1DN

Applicant: Mrs A Burrow, Ernest Jackson Ltd, High Street, Crediton, EX17 3AP

Reference: 17/01517/FULL

Proposal: Erection of a dwelling and alterations to existing vehicular access

Location: 27 Downeshead Lane, Crediton, EX17 1HH

Applicant: Mrs S Partridge, 27 Downeshead Lane, Crediton, EX17 1HH

Reference: 18/00049/LBC

Proposal: Listed Building Consent for installation of 3 portholes in garage doors

Location: 16 St Lawrence Green, Crediton, EX17 2BD

Applicant: Miss K Voysey, 16 St Lawrence Green, Crediton, EX17 2BD

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

Reference: 17/01939/FULL

Proposal: Erection of a dwelling

Location: East View, Buller Road, Crediton, EX17 2AX

Applicant: Ms S Wilder, East View, Buller Road, Crediton, EX17 2AX

12. **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 21<sup>st</sup> February 2018 to 20<sup>th</sup> March 2018 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)
13. **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.)

14. **Budget Review - To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
15. **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.)
16. **To review and approve the Council's Statement of Internal Control for the Financial Year 2017-2018.** (A copy of the statement will be issued with the agenda.)
17. **To review the Town Council's Investment Strategy, including amendments recommended by the Town Clerk.** (A copy of the strategy, including the Town Clerk's recommended amendments, will be issued with the agenda.)
18. **To receive a recommendation from the Town Council's Policy & Forward Planning Committee that the Council adopts the following policy regarding the sale of public amenity land:**

*"Crediton Town Council objects to the loss of any public open amenity space as it is imperative that amenity space is retained for use by the whole community."*
19. **To review the Town Council's Policy on membership of the Local Government Pension Scheme.**
20. **To review the Town Council's:**
  - **Volunteer Policy**
  - **Anti-Fraud & Corruption Policy**
  - **CCTV Policy**
  - **Cyber Security Policy**
  - **Discretions Policy**
  - **Value For Money Statement**
  - **Crime & Disorder Statement**
  - **Biodiversity Statement**
  - **Performance Management Statement**
  - **Leadership in Planning for the Future Statement**(A copy of each policy and statement will be issued with the agenda.)
21. **To consider supporting the following TAP Fund applications:**
  - **1st Bow Scout Group**
  - **Boniface Trail Association**(A copy of the application will be issued with the agenda.)
22. **To consider and comment on Great Western Railways consultation on Barnstaple Rail services.** (Further information will be issued with the agenda.)
23. **To consider and comment on Mid Devon District Council's Consultation on the Schedule of Amendments made to the Sustainability Appraisal Update 2017.** (Further information will be issued with the agenda.)
24. **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.
25. **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. *MDDC - Land at Chapel Downs*
2. *RD&E - NHS Foundation Trust*
3. *Member of the Public - Litter complaint*
4. *Devon Communities Together - March Training Course 2018*
5. *Grow Wild - Lets got more people growing wild*
6. *MDDC - Involve Training Programme*
7. *Member of the public - Peoples Park*
8. *Exeter City Council - Public consultation on air quality*
9. *DCH Group - Barn Park*
10. *MDDC - TAP fund application for phase 1*
11. *MDDC - Agenda for Cabinet*
12. *Raddon Hills - Agenda for Feb 27*
13. *MDDC - Agenda for Planning Committee*
14. *Town Clerk - Crediton Council Office Building*
15. *Town Clerk - Council Brainstorming Event*
16. *MDDC - Press Release Consultation of Mid Devon Local Plan Review*
17. *Last Resort Explorer Unit - Letter*
18. *DCC - Temporary prohibition of through traffic & parking (Marsh Lane)*
19. *MDDC - Economy Policy Development Group*
20. *MDDC - SA Update Consultation*
21. *DCC - Winter weather release*
22. *Town Clerk - Brainstorm Event Feb 2018*
23. *Assistant Clerk - Quote for Church hanging baskets poles*
24. *Member of the public - Email of concerns*
25. *Cllr Wright - Crediton Crime Update*
26. *MDDC - Land at Victoria Crescent Crediton*
27. *MDDC - Planning St Lawrence Care Home*
28. *Cllr Wright - Parking at Churchill Drive*
29. *MDDC - Parish Planning Training*
30. *MDDC - Homes Policy Development Group*
31. *MDDC - Rescheduled meeting*
32. *MDDC - Agenda Published*
33. *DCC - Traffic Sensitive Street Review*
34. *MDDC - Agenda Published Audit Committee*

## **Matters To Note**

1. *Devon Communities - February Newsletter*
2. *NALC - Chief Execs Bulletin 7-16 Feb 2018*
3. *Sustainable Crediton - Seed swap*
4. *DCC - Your invitation to explore a 'smart house'*
5. *DALC - Your General Data Protection Regulations Toolkit*
6. *NALC - Chief Executive's Bulletin 8 - 23 February 2018 v3*
7. *RD&E - Latest Edition of Community Briefing*
8. *DCC - Pensions Line*
9. *Healthwatch Devon*
10. *NALC - Chief Exec Bulletin 9-2 March 2018*
11. *DCC - Snow and Roads*
12. *Sustainable Crediton - Newsletter Issue 91*
13. *MDDC - Press Release Litterpickers*
14. *MDDC - Town & Parish Newsletter Feb 18*
15. *VOYC Devon - Newsletter March 2018*

16. *DALC - Newsletter 28.02.18*
17. *Devon Communities - BBC 2 Cookery Show*
18. *NALC - Chief Exec Bulletin 10-9 March 2018*
19. *MDDC - Press Release Commonwealth Day*

**26. Business brought forward**

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

**PART TWO**

27. **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.**
28. **To receive recommendations/nominations for individuals who will receive a Crediton Town plate at the Mayor's Reception 2018.** (Councillors are reminded that this is to recognise the efforts of those who demonstrate outstanding commitment to the well-being of Crediton and the community.)
29. **Close**