



Crediton Town Council Strategic Plan

2017 - 2022

Prepared by Clare Dalley, Town Clerk
on behalf of Crediton Town Council

Draft Version: 4



Introducing the Action Plan

This action plan has been developed by Crediton Town Council and details its aims and objectives for the next 5 years. It is a working document that will be reviewed annually by the Council.

What's happened so far...

Crediton already has a Town Plan, which was developed through consultations in 2009, 2010 and 2012.

The existing Town Plan deals with:

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| Economy | ————> | car parking; High Street/town centre |
| Building | ————> | protection of green spaces and rural town setting |
| Environment | ————> | encouraging use of parks and open spaces |
| Transport | ————> | sustainable transport; visitor parking |
| Social provision | ————> | young people and enabling independent living |

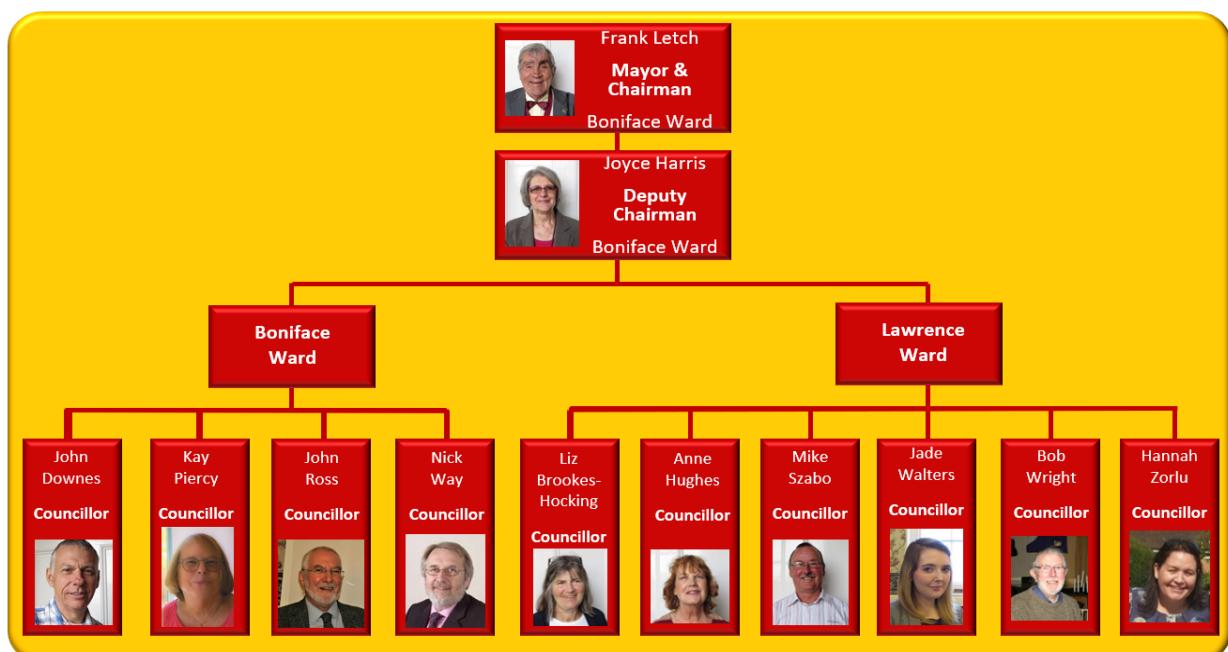
Unfortunately, town plans have no legal status and can be ignored by the planning authority (Mid Devon District Council). In 2011, the government introduced new legislation that enables communities to create their own Neighbourhood Plan, which has legal status and becomes part of the planning documents for an area. A Neighbourhood Plan, however, cannot address all the issues in the town, as it must be compatible with the National Planning Policy Framework and the Local Development Framework.

In 2014, Crediton Town Council made the decision to lead the process of drawing up a Neighbourhood Plan and started by hand delivering a household survey to every home in Crediton. This was followed by a business survey, which was sent to every business in Crediton. The response rate to the surveys was fantastic and it soon became clear that the Town Council needed a way to tackle the issues that couldn't be addressed in the Neighbourhood Plan.

This is the Town Council's action plan to address all the other issues that are important to residents, businesses and visitors to Crediton, that are not planning related and cannot be tackled via the Neighbourhood Plan.

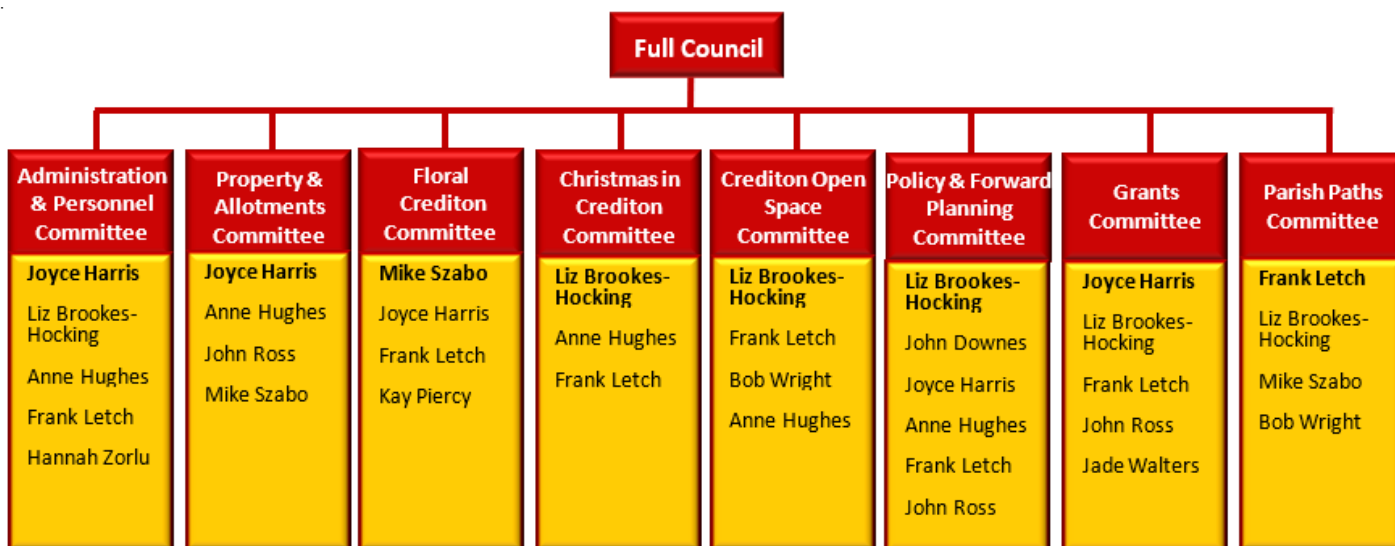
What does the Council look like?

Crediton Town Council has 12 councillors: 6 for Lawrence ward and 6 for Boniface ward, these are as follows:



The Council has appointed eight Committees to oversee certain functions, responsibilities and projects of the Council. The decisions made by these Committees are ratified by the full Council at its monthly meetings. Committee budgets are detailed in the Town Council’s annual budget, which is prepared in November.

The chart below details which Councillors serve on which Committees.



Council Aims

- **Managed Development within Crediton**
- **Protecting and preserving public services, facilities and open spaces and ensuring they are provided in a smarter more sustainable way.**
- **Building and maintaining relations with statutory agencies, local community organisations and groups**
- **Encouraging economic development and tourism opportunities**
- **Better serving the community by increasing services offered and ensuring those offered meet the community’s needs**
- **Helping to build, strengthen & grow the community**

The pages that follow detail the aims and objectives of each Committee in order for the Council to achieve its aims.

Administration & Personnel

The purpose of this Committee is to determine & manage the resource requirements of the Council effectively: to manage staff, employees and contracts to professional standards.

| Aims | Objectives | Action | Responsibility | Timescale |
|---------------------------------------|--|--|------------------------------|--|
| To be a more effective council | To hold an annual Councillor training event on a relevant topic. | Choose training topic and identify who will deliver the training. | Council & Town Clerk | December 2016, 2017, 2018, 2019, 2020 & 2021 |
| | | Establish training date and time (preferably in February) that all Councillors can attend. | Councillors & Town Clerk | January 2017, 2018, 2019, 2020, 2021 & 2022 |
| | | Confirm training event details to all Councillors. | Town Clerk | January 2017, 2018, 2019, 2020, 2021 & 2022 |
| | To hold an annual brainstorming event. | Establish a date and time preferably in February/March that all Councillors can attend. | Town Clerk & Councillors | January 2017, 2018, 2019, 2020, 2021 & 2022 |
| | To encourage staff and councillors to attend conferences and presentations. | Circulate and promote conference and presentation dates to Councillors and staff members. | Town Clerk & Councillors | January 2017 - December 2022 |
| | All new councillors to attend a 'Being a Good Councillor' course or similar. | Circulate dates of training to new Councillors and book attendance. | Town Clerk | January 2017 - December 2022 |
| | | Check after the first 3 & 6 months of election/co-option what training has been undertaken to ensure compliance. | Town Clerk | January 2017 - December 2022 |
| Take action to remedy any short-fall | | Town Clerk | January 2017 - December 2022 | |

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| | | identified to ensure compliance within the first 12 months. | | |
| | To ensure all Councillors have up to date training logs and are participating in a Councillor development programme. | Circulate the details of Councillor training available. | Town Clerk | January 2017 - December 2022 |
| | | Remind all councillors every six months to review their training logs. | Town Clerk | March & Sept 2017, 2018, 2019, 2020, 2021, 2022. |
| | | Check Councillor training logs every six months to ensure Councillors are undertaking regular development/training. | Town Clerk | April & Oct 2017, 2018, 2019, 2020, 2021, 2022. |
| | Take action to remedy any short-fall identified to ensure compliance with the Councillor development programme. | Town Clerk | January 2017 - December 2022 | |
| To evaluate performance of Town Council against aims annually. | Each Committee to review and evaluate its aims and objectives on an annual basis against the Council's Strategic Plan. | Schedule annual reviews for each Committee. | Town Clerk | April & May 2018, 2019, 2020, 2021, 2022 |
| | | Present conclusions of review to Council for consideration | Town Clerk | June 2018, 2019, 2020, 2021, 2022 |
| | Evaluate feedback received from the community throughout the year on the work of the Council. | Maintain a log of feedback received. | Town Clerk | Jan 2017 – Dec 2022 |
| | | Present feedback to Council for consideration. | Town Clerk | June 2018, 2019, 2020, 2021, 2022 |

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| | <p>Create a focus group comprising a diverse range of the community to enable qualitative research on the communities perceptions, opinions, beliefs and attitudes about the work of the Council.</p> | <p>Identify focus group participants</p> <p>Arrange a meeting</p> <p>Gain feedback on work and direction of the Council at focus group meeting</p> <p>Present feedback to Council for consideration</p> | <p>Town Clerk & Committee</p> <p>Town Clerk</p> <p>Town Clerk & Committee</p> <p>Town Clerk & Committee</p> | <p>March 2018, 2019, 2020, 2021, 2022</p> <p>March 2018, 2019, 2020, 2021, 2022</p> <p>April/May 2018, 2019, 2020, 2021, 2022</p> <p>June 2018, 2019, 2020, 2021, 2022</p> |
| | <p>Modify the Town Council's Strategic Plan, focus, policies and procedures as deemed necessary to improve performance.</p> | <p>Amend Strategic Plan, policies and procedures.</p> | <p>Town Clerk & Council</p> | <p>July 2018, 2019, 2020, 2021, 2022</p> |
| <p>To increase staff professional skills and Council procedures</p> | <p>To agree at least 2 staff training opportunities per year.</p> | <p>Identify staff training opportunities and book attendance.</p> <p>Encourage Clerk and Assistant to attend industry led conferences and training courses.</p> <p>Review staff training logs every six months to ensure staff are undertaking regular development/training.</p> | <p>Town Clerk/ Committee</p> <p>Town Clerk/ Committee</p> <p>Town Clerk/ Committee</p> | <p>Jan 2017 - December 2022</p> <p>Jan 2017 - December 2022</p> <p>March 2018, 2019 2020 & 2021</p> |

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| | | Take action to remedy any short-fall identified. | Town Clerk/ Committee | Sept 2018, 2019 2020 & 2021 |
| | To appraise staff performance and evaluate development. | Arrange date for appraisal for each member of staff on an annual basis. | Town Clerk, Mayor & Staff | March 2018, 2019 2020 & 2021 |
| | | Report back to Committee and agree any further actions. | Town Clerk | June 2018, 2019 2020 & 2021 |
| | To review the role of the Town Crier annually. | Arrange meeting with Town Crier to discuss role. | Town Clerk & Mayor | November 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Report back to Committee and agree any further actions. | Town Clerk & Mayor | January 2018, 2019, 2020, 2021, 2022 |
| | Increase Cyber Security for the Town Council and the Town. | Review the Town Council's Cyber Security Policy & Budget on an annual basis, as a minimum. | Town Clerk | November 2017 & February 2018 |
| | | Complete a Cyber Security Risk Assessment and review. | Town Clerk | October 2017 |
| | | Apply classifications to Council documents. | Town Clerk | October 2017 |
| | | Host a Cyber Security Awareness Event for the Crediton community. | Town Clerk | January 2018 |

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| | To upgrade the Town's CCTV system. | <p>Obtain quotations for upgrading and expanding CCTV system.</p> <p>Identify grant funding sources.</p> <p>Report findings to Committee for further consideration.</p> <p>Apply for grant funding.</p> <p>Upgrade CCTV system.</p> | <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> | <p>June 2017</p> <p>July - Sept 2017</p> <p>October 2017</p> <p>November 2017</p> <p>March 2018</p> |
| To reach the standard of the Local Council Award Scheme Gold Award by November 2017 | To prepare evidence for the Gold award. | <p>Finalise the 5 Year Strategic Action Plan including a financial forecast linked to revenue and capital plans for the council and the community.</p> <p>Prepare and approve the following statements</p> <ul style="list-style-type: none"> • Value for money. • Biodiversity • Crime & Disorder. • Leadership in planning for the future. • Performance management. <p>Register Council's interest in scheme with NALC.</p> <p>Pass a resolution confirming Council meets all requirements and submit.</p> | <p>Town Clerk</p> <p>Town Clerk & Council</p> <p>Town Clerk</p> <p>Council</p> | <p>Jan - June 2017</p> <p>Jan - March 2017</p> <p>June 2017</p> <p>July 2017</p> |

Property & Allotments

The purpose of this Committee is to manage and maintain all Council owned property.

| Aims | Objective | Action | Responsibility | Timescale | |
|---|---|---|---|------------------|------------------|
| To improve/replace existing key assets | Restore the inscription on the St Boniface Statue. | Investigate stonemasons capable of carrying out the work and obtain quotations. | Town Clerk | Jan - March 2018 | |
| | | Present quotations to Committee. | Town Clerk | March 2018 | |
| | | Instruct contractor. | Town Clerk | April 2018 | |
| | Improve/replace the three High Street bus shelters. | Investigate possible improvements and/or replacement of current shelters. | Liaise with Devon County Council regarding permissions required for working on the highway. | Town Clerk | June - Sept 2020 |
| | | | Present findings to Committee. | Town Clerk | September 2020 |
| | | | | Town Clerk | June - Sept 2020 |
| | For all street furniture, owned by other authorities in the Town, to be maintained. | Liaise with Mid Devon District Council and Devon County Council to establish ownership of street furniture in the Town. | Carry out an audit of all town street furniture. | Town Clerk | Jan - Dec 2017 |
| | | | Compile inventory to be included in Council asset register. | Town Clerk | Jan - Dec 2017 |
| | | | | Town Clerk | Jan - Dec 2017 |

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| | | Inspect all town street furniture. | Town Clerk | March - July 2018 |
| | | Prepare schedule of maintenance for all Town Council owned street furniture based on priority. | Town Clerk | August - Sept 2018 |
| | | Provide Committee with full inventory and schedule of maintenance for approval. | Town Clerk | November 2018 |
| | | Liaise with District and County Council's to encourage maintenance of street furniture they own. | Town Clerk | Sept 2018 – Dec 2011 |
| To devise management & maintenance schedule for new assets | To devise maintenance schedule and costs for Council Office. | Devise maintenance schedule. | Town Clerk | Sept 2017 - Jan 2018 |
| | | Obtain quotations to establish associated costs. | Town Clerk | Sept 2017- Jan 2018 |
| | | Present findings to Committee and agree any further actions required. | Town Clerk | Feb 2018 |
| | To devise maintenance schedule and costs for three play areas. | Review three year maintenance schedule on an annual basis. | Town Clerk | April 2018 & 2019 |
| | | Present findings to Committee and agree any further actions required. | Town Clerk | May 2018 & 2019 |
| | | Review maintenance contract prior to date contract ceases (31 st March 2020). | Town Clerk | January 2020 |
| Obtain quotations for maintenance schedule. | | Town Clerk | January - February 2020 | |

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| | | Present findings to Committee and agree any further actions required. | Town Clerk | February 2020 |
| | To devise maintenance schedule and costs for Newcombes Meadow toilets. | Prepare maintenance schedule. | Town Clerk | Sept 2017 - Jan 2018 |
| | | Obtain quotations to establish associated costs. | Town Clerk | Sept 2017- Jan 2018 |
| Present findings to Committee and agree any further actions required. | | Town Clerk | Feb 2018 | |
| To engage with allotment holders and improve allotments | To improve access for disabled people at the Exhibition Road Allotment site. | Await to hear from 'Awards For All' re grant funding application. | Town Clerk | By August 2017 |
| | | Instruct contractors to install a DDA compliant access path. | Town Clerk | August 2017 |
| To work with the Boniface Allotment Association to increase the width of the footpaths that lead from the DDA compliant access path as allotment holders relinquish tenancies. | | Town Clerk | August 2017 - Dec 2022 | |
| | To maintain a strong relationship with Boniface Allotments Association. | Ensure regular contact is maintained with Chair of the Boniface Allotment Association to enable open two-way communication. | Town Clerk | Monthly Jan 2017 - Dec 2022 |
| | | To carry out monthly allotment inspections during the growing season. | Town Clerk & Chair of Boniface Allotment Association | Jan 2017 - Dec 2022 |

Floral Crediton

The purpose of this Committee is to co-ordinate town floral displays, organise the Floral Crediton Competition and enter the Britain in Bloom Competition.

| Aims | Objective | Action | Responsibility | Timescale |
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| To improve the look of the town especially using floral displays and environmental enhancement | To increase the number of floral displays in the town. | Obtain quotations for additional planters. | Town Clerk | July 2017 - Nov 2017 |
| | | Present to Committee for consideration and approval. | Town Clerk & Committee | Jan 2018 |
| | | Obtain the necessary consents from landowners for the installation of the planters. | Town Clerk | Nov 2017 - April 2018 |
| To keep the Town looking its best | To keep the Town free of weeds. | Appoint contractor to carry out weed spraying in the Town. | Town Clerk | January 2017, 2018, 2019, 2010, 2021 & 2022 |
| | | Contractor to carry out weed spraying in the Town. | Contractor | March-April 2017, 2018, 2019, 2020, 2021 & 2022 (weather dependent) |
| | | Review effectiveness of weed spraying. | Town Clerk & Contractor | August 2017, 2018, 2019, 2020, 2021 & 2022 |
| | | Report back to Committee and agree any further actions. | Town Clerk | September 2017, 2018, 2019, 2020, 2021 & 2022 |

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| | To maintain a clean and tidy high street by tackling fly posting, littering and dog fouling. | Update the Keep Crediton Clean Campaign posters, leaflets and stickers. | Town Clerk & Committee | Jan - July 2018 |
| | | Issue press releases re-advertising the Campaign. | Town Clerk | Jan - July 2018 |
| | | Promote the campaign to the local schools, groups and organisations. | Town Clerk & Committee | Jan - Dec 2018 |
| | | Update the Keep Crediton Clean webpage. | Town Clerk | August 2018 |
| | | Provide regular updates via local paper, Town Council newsletter and website on what the community is doing. | Town Clerk | Jan 2017 - Dec 2021 |
| | | Liaise and encourage organisations with highway infrastructure (lights, bins, telephone exchanges etc) to keep them clean and free from flyposting. | Town Clerk | Jan 2017 - Dec 2021 |
| To increase the number of entrants to the Floral Crediton Competition | To promote the Floral Crediton Competition to residents. | E-mail all community groups and organisations asking them to publicise the competitions to their members and in their publications. | Town Clerk | March 2017, 2018, 2019, 2020 & 2021 |
| | | Issue press releases and advertise competition via the Crediton Courier, Council newsletter/website/notice boards/social media/Mayor's surgery etc. | Town Clerk | March – July 2017, 2018, 2019, 2020 & 2021 |
| | | Ask local businesses to advertise the | Town Clerk | March – July 2017, 2018, |

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| | | competitions and hold a supply of entry forms. Ask local schools to promote the competitions by placing entry forms in the children's bookbags. | Town Clerk | 2019, 2020 & 2021 May 2017, 2018, 2019, 2020 & 2021 |
| | To engage with the Chamber of Commerce to encourage greater business involvement in the Floral Crediton competition. | Arrange meeting with Chamber of Commerce representatives to explore options of how it, and its members, can be more involved. Report back to Committee. | Town Clerk Town Clerk | February 2018, 2019, 2020 & 2021 March 2018, 2019, 2020 & 2021 |
| To achieve a high standard entry to Britain in Bloom | To understand the requirements of Britain in Bloom and create a schedule for achieving. | Attend Britain in Bloom event. | Committee | Jan-March 2018, 2019, 2020, 2021, 2022 |
| | | Establish entry level. | Committee | January 2018, 2019, 2020 & 2021 |
| | | Create schedule for achieving standard. | Town Clerk | April 2018, 2019, 2020 & 2021 |
| To increase the number of It's Your Neighbourhood entries | To better engage with groups and the local community to encourage more community participation in IYN. | Use email, posters, social media and press releases to advertise the IYN competition and how to get involved. | Town Clerk | February - July 2018, 2019 2020 & 2021 |
| | | Liaise with local community groups and organisations to explain competition and encourage them to take part. | Committee/ Town Clerk | February - April 2018, 2019 2020 & 2021 |

Christmas in Crediton

The purpose of this committee is to organise the Christmas lights for Crediton and devise a Switch-on Event.

| Aims | Objective | Action | Responsibility | Timescale |
|---|---|--|------------------------|---|
| To maintain community participation in the event | To better engage with groups and the local community to encourage more community participation. | Use email, posters, social media, press releases and the Mayor's Surgery to advertise the event including how to get involved. | Town Clerk & Committee | Jan - Dec 2017, 2018, 2019, 2020, 2021, 2022 |
| | | To expand the Fancy Dress competition to all age groups and members of the family. | Committee | November 2017, 2018, 2019, 2020, 2021, 2022 |
| | | To gain feedback from the wider community on how the event can be improved by using social media, Council website and e-mail questionnaires. | Town Clerk & Committee | December & January 2017, 2018, 2019, 2020, 2021, 2022 |
| To develop the event without closing the A377 | To create a safe family friendly event. | Concentrate the main event on Crediton Town Square. | Town Clerk & Committee | Jan - Dec 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Suspend the parking and close the roads around the Town Square to create a safe environment away from traffic. | Town Clerk & Committee | Nov 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Hold the event on a Saturday afternoon. | Town Clerk & Committee | Nov 2017, 2018, 2019, 2020, 2021, 2022 |

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| To involve more businesses in the illuminations | To better engage with local businesses to encourage more participation in and support for the Christmas lights and the event. | Speak to businesses, which are not members of the Crediton Chamber of Commerce, to promote the lights and the event and explain how they can become involved. | Town Clerk & Committee | Jan - Sept 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Promote the Christmas window dressing competition and encourage all businesses to get involved. | Town Clerk & Committee | Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Gain feedback on the lights and event to help shape the following year. | Town Clerk & Committee | Jan 2017, 2018, 2019, 2020, 2021, 2022 |
| To bring more people into Crediton for the event | To promote Crediton Town, its businesses and its shops. | Widely advertise the event through use of social media, Town Council website, posters, banners etc. | Town Clerk & Committee | Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Promote the event to local media e.g. Spotlight, BBC Radio Devon, Exe FM etc. | Town Clerk & Committee | Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022 |
| | | Distribute promotional bookmarks via school bookbags to all children at Landscore, Haywards and Sandford Primary Schools. | Town Clerk | Sept - Nov 2017, 2018, 2019, 2020, 2021, 2022 |

Crediton Open Space

The purpose of this Committee is to improve public open spaces and privately owned open spaces in the public realm.

| Aims | Objective | Action | Responsibility | Timescale |
|---|--|--|------------------------|---------------------------|
| To protect existing open spaces in the town | To carry out an audit of open spaces. | Investigate and visit all open spaces in Crediton. | Town Clerk | Jan 2017 - December 2017 |
| | | Create inventory of all open spaces. | Town Clerk | Jan 2017 - December 2017 |
| | | Establish ownership of open spaces. | Town Clerk | July 2017 - December 2017 |
| | | Present findings to Committee for further actions. | Town Clerk | Jan 2018 |
| To identify unkept and unloved areas within the town and encourage improvement | To build a list of areas that have a negative impact on the townscape. | Identify areas that have a negative impact on the townscape. | Committee | Jan 2017 - Dec 2022 |
| | | Ascertain who owns the land. | Town Clerk & Committee | Jan 2017 - Dec 2022 |
| | | Contact the owners to discuss the land. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Consider ways to improve the areas identified. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Create scheme design for each area. | Committee | Jan 2017 - Dec 2022 |
| | | Assess who will carry out the scheme. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Implement scheme design. | Owner/Committee | Jan 2017 - Dec 2022 |

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| To increase planting in Crediton | To identify opportunities for planting and landscaping schemes in public and private open spaces. | Identify opportunities using inventory of all open spaces. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Ascertain who owns the land. | Town Clerk & Committee | Jan 2017 - Dec 2022 |
| | | Contact the owners to discuss the land. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Consider ways to improve the areas identified. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Create scheme design for each area. | Committee | Jan 2017 - Dec 2022 |
| | | Assess who will carry out the scheme. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Implement scheme design. | Owner/Committee | Jan 2017 - Dec 2022 |
| To be pro-active in encouraging the community to get involved in open spaces | To promote the need for volunteer helpers. | Issue press releases and advertise the need for volunteers via the Crediton Courier, Town Council newsletter/website/ notice boards/social media/Mayor's surgery. | Town Clerk | Jan 2017 - Dec 2022 |
| | | Arrange volunteer days to enhance open spaces. | Town Clerk & Committee | Jan 2017 - Dec 2022 |
| | | Liaise with community groups, organisations and schools to discuss how they can become involved. | Town Clerk & Committee | Jan 2017 - Dec 2022 |

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|---|--|--|------------------------|-----------------|
| To give residents better information about open spaces in the town | To produce a book detailing the open spaces within the town. | Using the inventory of open spaces take photos and map spaces. | Town Clerk | Jan - Sept 2018 |
| | | Design and create book detailing the open spaces. | Town Clerk | Jan - Dec 2018 |
| | | Review draft and suggest amendment/further actions. | Committee | Spring 2019 |
| | Update the leaflet promoting the Peoples Park Wildlife Area. | Update the leaflet detailing the project | Town Clerk & Committee | July 2018 |
| | | Promote and distribute the leaflet | Town Clerk | September 2018 |

Policy & Forward Planning

The Committee considers future plans for development within Crediton. To identify policies for positive change in the Town, work with key stakeholders, consult with local organisations, groups and the whole community.

| Aims | Objective | Action | Responsibility | Timescale |
|--|--|---|------------------------|----------------------|
| To develop strategies and options for future service delivery | To conduct services audit. | Chase all organisations that have not completed the 'Service Proforma'. | Town Clerk | July 2017 |
| | | Compile a spreadsheet of all information collected from 'Service Proforma'. | Town Clerk | Jan 2017 - Sept 2017 |
| | To provide & maintain the Council Offices as a one-stop shop for high quality public services. | To negotiate with Mid Devon District Council to transfer the ownership of the Crediton Council Office building to the Town Council. | Town Clerk & Committee | Jan - Dec 2017 |
| | | Encourage public service providers, community organisations & charities to offer services and facilities within the building. | Town Clerk | Jan 2018 - Dec 2018 |
| | | Create a business plan for the management of the building with full costings and projections. | Town Clerk & Committee | July - Feb 2018 |
| | To develop a strong independent Youth Service in Crediton. | Review how the current service is being provided and funded. | Town Clerk /Committee | July - Dec 2017 |
| | | Research how youth provision is provided in other towns. | Town Clerk & Committee | July - Dec 2017 |

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| | | Consult with young people in the town to inform and shape service provision. | Town Clerk & Committee | Sept - Dec 2017 | |
| | | Seek advice and guidance from VOYC Devon. | Committee/Youth Workers | July - Dec 2017 | |
| | | Create plan for future service provision and implement. | Town Clerk & Committee | Jan - Mar 2018 | |
| | To expand detached youth work in a secular space and identify funding. | | Obtain updates from Youth Workers in the Town. | Town Clerk | July - Dec 2017 |
| | | | Research secular spaces within Town that could be utilised as a youth centre, as and when they are identified/become available. | Town Clerk | Sept 2017 - Dec 2018 |
| | | | Investigate possible funding opportunities. | Town Clerk | July 2017 - Dec 2018 |
| | | | Prepare report for consideration by Committee. | Town Clerk | July 2017 - Dec 2018 |
| | Consider report and agree an action plan based on findings. | Town Clerk | July 2017 - Dec 2018 | | |
| | Arrange for implementation of action plan. | Town Clerk | July 2017 - Dec 2018 | | |

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| To secure the future of valuable community assets | To conduct asset audit. | Identify all assets within Crediton Town including, bins, benches etc. | Town Clerk | Jan 2017 - Dec 2017 |
| | | Establish ownership of all assets. | Town Clerk | Jan 2017 - Dec 2017 |
| | | Create and maintain detailed records of all town assets. | Town Clerk | Jan 2017 - Dec 2017 |
| | To consider and agree the future of the land at Stonypark. | To regain possession of the land at Stonypark. | Town Clerk | March 2017 |
| | | Obtain quotations for the installation of stock-proof fencing. | Town Clerk | April - June 2017 |
| | | Install stock-proof fencing as considered necessary. | Committee | July - Sept 2017 |
| | | Investigate and implement maintenance of the land. | Town Clerk & Committee | March - July 2017 |
| | | Consider and agree future usage of the land. | Committee | March - July 2018 |
| | Lease Fulda Crescent, Spinningpath Gardens and Greenway play areas from Mid Devon District Council. | Agree lease paperwork between all parties. | Committee & Council | February 2017 |
| | | Inspect all sites prior to completion to assess condition and report to Committee. | Town Clerk | March 2017 |
| Carry out a consultation with the community asking how they would | | Committee & Town Clerk | July - Sept 2017 | |

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| | <p>like the areas to be developed/maintained in the future.</p> <p>Work up and implement development/maintenance plan for each area in line with community feedback.</p> | Committee & Town Clerk | Jan 2018 - Dec 2021 |
| To transfer the ownership of Newcombes Meadow toilets from MDDC. | <p>To negotiate with Mid Devon District Council to transfer the ownership of the toilets to the Town Council.</p> <p>Inspect the facilities and prepare a report for consideration by Committee.</p> <p>Investigate the costs of maintaining the facilities at a local level.</p> | <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> | <p>July 2017 - Dec 2017</p> <p>Sept & Oct 2017</p> <p>Sept - Dec 2017</p> |
| To secure the future of the Town Square. | <p>To establish if the Homes & Communities Agency (original grant funders SWRDA) will allow the transfer of ownership of the Town Square.</p> <p>To negotiate with Mid Devon District Council regarding transfer of ownership now or in May 2029.</p> <p>To negotiate with Mid Devon District Council regarding the lease of Crediton Town Square to the Town</p> | <p>Town Clerk</p> <p>Town Clerk & Committee</p> <p>Town Clerk & Committee</p> | <p>Sept 2017 - March 2018</p> <p>March - June 2018 (alternative Jan - May 2029)</p> <p>March - June 2018</p> |

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| | | Council if ownership cannot be transferred until May 2029. | | |
| To be well informed about regional and district forward planning proposals & major development and respond as necessary | <p>To keep current plans and proposals for reference and attend consultation events including:</p> <ul style="list-style-type: none"> • The Greater Exeter Strategic Plan • Heart of the South West Local Enterprise Partnership • Devon County Council devolution/localisation of services | <p>Ensure District and County plans are circulated to members.</p> <p>Attend relevant consultation events as and when they are arranged.</p> <p>Liaise with District and County Officers.</p> | <p>Town Clerk</p> <p>Committee & Town Clerk</p> <p>Committee & Town Clerk</p> | <p>Jan 2017 - Dec 2022</p> <p>Jan 2017 - Dec 2022</p> <p>Jan 2017 - Dec 2022</p> |
| To help shape planning and development in Crediton | To complete a Neighbourhood Plan. | <p>To complete the draft Neighbourhood Plan.</p> <p>Hold consultations on the completed plan.</p> <p>Consider whether any amendments need to be made to the plan and action where necessary.</p> <p>Submit the plan to Mid Devon District Council as the local authority for publicising, independent examination and arranging for the referendum.</p> | <p>Neighbourhood Plan Steering Group</p> <p>Neighbourhood Plan Steering Group</p> <p>Neighbourhood Plan Steering Group</p> <p>Committee & Town Clerk</p> | <p>Sept 2017</p> <p>Oct - Nov 2017</p> <p>Dec 2017 - Jan 2018</p> <p>Feb 2018</p> |

| | | | | | |
|---|---|--|---|------------------------|------------------|
| | To carry out a Highway Feasibility Study encompassing the High Street and Union Road. | Develop a briefing document | Town Clerk & Committee | Oct- Dec 2017 | |
| | | Obtain quotations from Highway consultants. | Town Clerk | Jan- Feb 2018 | |
| | | Appoint a consultant. | Committee & Town Clerk | March 2018 | |
| | | Circulate findings of report to Devon County Council and commence talks on what improvements can be achieved in CREDITON. | Town Clerk & Committee | June 2018 | |
| To be well informed about and contribute to the development of health & social care plans & policies | Investigate integrated care services in CREDITON | Liaise with RD&E, ND Healthcare Trust and local Doctors surgeries to establish how integrated care services in CREDITON can be successfully implemented. | Town Clerk & Committee | June - Sept 2018 | |
| | | To investigate what the Town Council can do legally e.g. Community Interest Companies | Research other communities that have re-shaped their health and wellbeing provision | Town Clerk | Jan - March 2018 |
| | | | Research what tools and legislation are available to the Council. | Town Clerk & Committee | Jan - March 2018 |
| | To hold a health and wellbeing consultation in Spring 2018 | Set date in April 2018 and book Boniface Centre | Town Clerk | July - Dec 2017 | |
| | | Create list of all health & social care organisations and groups in CREDITON | Town Clerk | Nov 2017 | |

| | | | | |
|---|--|---|--------------------------|-------------------|
| | | Invite exhibitors & guest speakers | Town Clerk/ Committee | June - Dec 2017 |
| | | Invite attendees and promote event via website, social media and posters around town | Town Clerk | Jan 2018 |
| | | Evaluate the consultation and its findings | Town Clerk | April 2018 |
| To be a more resilient community | To identify key traffic routes in the event of A377 closure/incident | Liaise with Devon County Council's Highway Officer to identify key routes | Town Clerk | Oct 2017 |
| | | Assess routes for viability | Committee | February 2018 |
| | | Agree with Devon County Council the routes to be used | Committee & Clerk | March 2018 |
| | To devise a Crediton Emergency Plan | Arrange an open public meeting regarding the need for a Community Emergency Plan and recruit volunteers | Town Clerk | Jan 2017 |
| | | Establish the process and what's involved in preparing a plan | Town Clerk | June – Dec 2017 |
| | | Draft an Emergency Plan | Town Clerk & Committee | April - Sept 2018 |
| Publicise the Plan | | Town Clerk | Oct 2018 | |

Parish Paths

The purpose of the committee is to inspect, maintain and enhance all public footpaths within the Town.

| Aims | Objective | Action | Responsibility | Timescale |
|---|---|---|---|---|
| To promote footpaths and walking routes as opportunities for leisure and exercise | To hold an annual event raising awareness of the footpaths and walking routes. | Discuss possible events and agree and implement actions. | Committee | Spring 2017, 2018, 2019, 2020, 2021, 2022 |
| | To improve the distribution of the 'Redvers Ramble & other walks' leaflets to reach a wider audience. | Use website, social media, press releases and the Mayor's Surgery to advertise the leaflet. | Town Clerk & Committee | August 2017 - Dec 2022 |
| | | E-mail local community groups and organisations with an electronic copy of the leaflet. | Town Clerk | August 2017 - Dec 2022 |
| Take stocks of leaflets to public service providers, doctors & dentists surgeries, local cafés, shops and businesses. | Town Clerk | August 2017 - Dec 2022 | | |
| To increase the accessibility of Crediton's footpaths network | To obtain advice from Crediton & District Access Group and the Turning Tides project. | Arrange a meeting to consider accessibility issues. | Town Clerk & Representatives of Committee | March - Dec 2018 |
| | | Take findings to Committee and agree an action plan Identify funding opportunities for any | Town Clerk & Committee Town Clerk | Jan - April 2019 June 2019 |

| | | | | |
|---|--|--|------------------------|------------------------------|
| | | necessary works | | |
| | | Arrange implementation of action plan. | Committee & Town Clerk | June - Dec 2019 |
| | To improve the accessibility of the footpaths surrounding Tinpot | Carry out a site visit during the Winter | Committee | November - January 2017/2018 |
| | | Discuss possible options to improve access | Committee | March 2018 |
| | | Obtain quotations for possible options | Town Clerk | March - May 2018 |
| Present findings to committee and agree any further actions | | Town Clerk | June 2018 | |

Strategic Plan Forward Budget

| | Actual Budget 2016-2017 | Actual Budget 2017-2018 | Projected Budget 2018-2019 | Projected Budget 2019-2020 | Projected Budget 2020-2021 | Projected Budget 2021-2022 |
|-----------------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| EXPENDITURE | | | | | | |
| Salaries & IR | 70,529 | 76,725 | 85,533 | 87,830 | 90,094 | 92,173 |
| Administration | 11,108 | 10,224 | 10,735 | 11,271 | 11,834 | 12,426 |
| Council & Councillors | 9,260 | 10,144 | 10,651 | 11,184 | 11,743 | 12,330 |
| Property & Parks | 28,140 | 39,685 | 86,459 | 92,307 | 101,322 | 96,513 |
| Amenities | 23,100 | 23,200 | 25,360 | 26,578 | 27,857 | 28,199 |
| Insurance | 2,500 | 2,500 | 2,200 | 2,200 | 2,200 | 2,200 |
| Election Costs | 0 | 0 | 0 | 4,500 | 0 | 0 |
| Parish Paths (P3) | 0 | 750 | 2,000 | 2,000 | 500 | 500 |
| TC Grants | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Localism Projects | 24,324 | 24,552 | 26,700 | 28,000 | 29,500 | 31,000 |
| Sub Total | 188,961 | 207,780 | 269,639 | 285,869 | 295,051 | 295,341 |
| | | | | | | |
| EAR MARKED RESERVES BUDGET | | | | | | |
| Christmas Lights Renewals/Repairs | 1,500 | 500 | 500 | 500 | 500 | 500 |
| Floral Crediton | 1,000 | 0 | 0 | 0 | 0 | 0 |
| CCTV Renewals/Repairs | 500 | 0 | 0 | 0 | 0 | 0 |
| Street Furniture & Small Works | 0 | 1,000 | 0 | 0 | 0 | 0 |
| War Memorial Maintenance/Repair | 1,000 | 0 | 0 | 0 | 0 | 0 |
| Localism Projects | 5,000 | 5,000 | 0 | 0 | 0 | 0 |
| MDDC Building | 15,000 | 25,000 | 0 | 0 | 0 | 0 |
| Allotments | 1,000 | 0 | 0 | 0 | 0 | 0 |
| IT Equipment/Support | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Legal/Professional Fees | 0 | 1,500 | 0 | 0 | 0 | 0 |
| Sub Total | 25,000 | 34,000 | 1,500 | 1,500 | 1,500 | 1,500 |
| TOTAL EXPENDITURE | 213,961 | 241,780 | 271,139 | 287,369 | 296,551 | 296,841 |
| | | | | | | |
| INCOME | | | | | | |
| Administration | 60 | 801 | 801 | 801 | 801 | 801 |
| Property & Parks | 4,481 | 5,549 | 14,265 | 14,765 | 15,290 | 15,841 |
| Parish Paths (P3) | 0 | 250 | 0 | 0 | 0 | 0 |
| Amenities | 3,200 | 3,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| VAT Repayments | 6,500 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| MDDC (DCLG) Grant | 6,236 | 5,407 | 4,055 | 3,041 | 2,281 | 1,711 |
| Sub Total | 20,477 | 25,207 | 30,321 | 29,807 | 29,572 | 29,553 |
| | | | | | | |
| Precept Required | 193,234 | 216,573 | 240,818 | 257,562 | 266,979 | 267,288 |
| | | | | | | |
| TOTAL INCOME | 213,711 | 241,780 | 271,139 | 287,369 | 296,551 | 296,841 |

Please note, these figures are a financial forecast and may be subject to change in line with the needs of the community, legislation and increased devolution.