



**Minutes of the Meeting of Cranbrook Town Council held at the Cranbrook Education Campus, Cranbrook, on Monday 28th September at 7 pm**

**Present**

Cllr Kevin Blakey - Chairman  
Cllr Kim Bloxham  
Cllr Lina Ficken  
Cllr Sarah Gunn  
Cllr Nigel Grimshire  
Cllr Maria Hale  
Cllr Karen Jennings  
Cllr Phil Norgate  
Cllr Nick Partridge  
Cllr Phil Tucker

**Also Present**

Nick Randle OBE Town Clerk  
Andrew Wood- EDDC  
Darren Summerfield- EDDC

**15/60 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Banks, and West who were on Holiday. Their apologies were accepted.

**15/61 DECLARATIONS OF INTEREST**

No interests were declared

**15/62 MINUTES**

The Minutes of the Town Council Meeting held on Wednesday 17th August 2015 were accepted as a true record.

**15/63 STANDING ORDERS AND FINANCIAL REGULATIONS**

Members considered the draft Standing Orders and Financial Regulations. Following discussion some amendments and corrections were made and **it was resolved** to adopt the new Standing Orders and Financial Regulations with immediate effect.

**15/64 TO CONFIRM THE MAKEUP OF COMMITTEES AND THEIR TERMS OF REFERENCE.**

Members considered the terms of reference for committees now that these had been fully established and membership and Chairmanship identified. Following discussion, some amendments and corrections were made and **it was resolved** to adopt the new the Committee Terms of reference. The memberships of committees

were reviewed and Cllr Nigel Grimshire stepped down from the Finance and Personnel Committee. Membership of Committees was confirmed as follows;

**Finance and Personnel Committee**

- Nick Partridge (Chair)
- Kevin Blakey
- Sarah Gunn
- Maria Hale
- Phil Tucker
- Shaun West

**Planning Committee**

- Alistair Banks (Chair)
- Lina Ficken
- Sarah, Gunn
- Phil Norgate
- Nick Partridge
- Shaun West

**Amenities Committee**

- Kim Bloxham ( Chair)
- Kevin Blakey
- Nigel Grimshire
- Maria Hale
- Karen Jennings
- Phil Tucker

**15/65 TO CONSIDER A PROPOSAL TO HOLD TWO TOWN COUNCIL MEETINGS PER MONTH-** Cllr. N Partridge

Cllr Partridge said that he felt the Town Council had reached the point where it needed two Town Council meetings a month to ensure that Council decisions could be made on all matters that were coming before the Council at present. The informal meetings were useful but not everyone could attend so members were at different points in their understanding of issues and decisions could not be taken at them. The issue of resource was discussed and it was felt that the additional formal meetings could be scheduled to coincide with the permanent Town Clerk and the new Administrative Assistant starting work. One member felt that this initiative should be kept under regular review to ensure that its objectives were being met. **It was resolved** that the Town Council would meet twice a month as soon as resources permitted.

**15/66 TO DISCUSS THE FUTURE LOCATION OF THE TOWN COUNCIL OFFICE AND MEETING ROOM-** Cllr. N Partridge/ Cllr. K Bloxham

Cllrs Partridge and Bloxham raised the matter of the Town Council office and meeting space following the decision by the school that the Town Council could not use school premises during the day. It was felt that the room at the school could be used for Council meetings in the evening but that a permanent office for at least two members of staff was still required. The premises currently occupied by the Pharmacy had originally been designated as the Town Clerks' Office and given that the Pharmacy was shortly due to vacate the premises a move into that accommodation seemed like the best option. **It was resolved** to seek to negotiate with EDDC a lease on the current Pharmacy premises and to work with the pharmacy to negotiate the earliest possible access to the premises. **It was further resolved** that Cllrs Blakey, Partridge and Bloxham, together with the Town Clerk, would form a Town Council working group to take this matter forward. It was agreed that Cllr Partridge would lead this group.

**15/67 TO CONSIDER A PROPOSAL TO ESTABLISH A CHAIRS WORKING GROUP TO CONSIDER S106 ALLOCATIONS AND ASSETS THAT THE COUNCIL MAY WISH TO SEEK OWNERSHIP OF- Cllr N.Partridge**

Cllr Partridge proposed that the Chairman of Council and the Chairs of Committees should form a Town Council working group to take a strategic view on S106 allocations and assets that the Council may wish to seek ownership of. The purpose of the group would be to take a proactive look at upcoming allocations which here accelerating given the earlier achievement of housing number thresholds. Two areas of concern were raised and discussed. Members felt that different groups of members would have an interest in different projects and that councillors who were not members might be excluded from being involved. It was also suggested that the Amenities Committee might have a role. Cllr Partridge explained that the purpose of the group would be to be a strategic spearhead for the Council's effort but that all councillors would be kept informed and involved in specific projects as required. **It was resolved** to establish a working group to maintain a strategic overview of upcoming projects. The working group would report regularly to the Town Council, and specific project work groups would be subsequently formed, as necessary, to focus on specific project implementation. **It was further resolved** that the working group membership would consist of the Cllrs Blakey, Bloxham, Partridge and Banks and a representative of the District and County Council would be invited to meet regularly with it.

**15/68 TO CONSIDER A PROPOSAL THAT THE TOWN COUNCIL INVITE A SPEAKER TO ADDRESS THEM ABOUT THE COMMUNITY ENGAGEMENT POLICIES OF WYCHAVON COUNCIL. – Cllr. K Bloxham**

Cllr Bloxham had previously circulated an email describing the community engagement policies of Wychavon Council and a proposal to have a speaker address the Council at a future meeting.

**It was resolved** that Cllr Bloxham would ascertain the cost of inviting a speaker from Wychavon to address a future Town Council Meeting and if appropriate to arrange such a speaker.

**15/69 REPORT OF THE FINANCE AND PERSONNEL COMMITTEE HELD ON 10TH SEPTEMBER 2015**

**It was resolved** to accept the report of the Finance and Personnel Committee and specifically its recommendation that the contract for the Interim Town Clerk be extended from the end of September 2015 to the Town Council meeting following the arrival in post of Janine Gardner, the Permanent Town Clerk. *(Nb this is now confirmed as the 7th December 2015)*

**15/70 AMENITIES REPORT**

The updated Amenities report was tabled following a meeting earlier in the day. The Town Council was asked to agree the provisions in respect of Hayes Square, which would be in place until the area was formally adopted, and bylaws could be applied to the area.

**It was resolved** to receive the report and to agree the provisions to ban dogs, ball games and bicycles in of Hayes Square.

**15/ 71 PLANNING.**

**It was resolved** to adopt the decisions of the planning committee as follows

<b>Date</b>	<b>Application Number</b>	<b>Description</b>	<b>Town Council Comments</b>
<b>17 September 2015</b>	15/2037/ADV Cranbrook Pharmacy 151 Younghayes Road (Unit S3) Cranbrook Exeter Devon EX5 7DR	Installation of front fascia and side panel & one internally illuminated projecting green cross.	<b>The Town Council has no objections to this application</b>
<b>13th August 2015</b>	15/0371/MOUT  Land South Of London Road Rockbeare	Outline application (all matters except access reserved) for demolition of existing agricultural buildings and development of up to 250 dwellings, a local centre providing commercial floorspace of up to 600 sqm (use classes A1, A3, A4, B1 and D1), public open space/green infrastructure and associated works (Resubmission of application 15/0371/MOUT)	<b>Cranbrook Town Council object to this application. We believe that all the reasons for refusal given by EDDC on 13th February still apply and believe strongly that there should be no coalescence of Cranbrook with neighboring villages.</b>

**15/72 REPORT FROM THE CRANBROOK TEAM OF THE EAST DEVON GROWTH POINT.**

Andrew Wood and Darren Summerfield of the Grown Point Team addressed the Council on a number of issues including;-

- The Masterplan Exercise. Savilles the appointed consultants would attend a future informal meeting of the Council.
- Bid for an Enterprise zone
- High profile visitors in relation to infrastructure fund bids.
- Expected Planning applications
- New Officers in Cranbrook
- Fire Service seeking a future meeting
- Younghayes Centre discussions of the potential transfer to the Town Council. Darren will report to the Town Council in November.

**15/72 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS AND REPRESENTATIVES ON OUTSIDE BODIES.**

Cllrs. Pepper and Bowden were absent from the meeting. Cllr Maria Hale gave a short report on current activity in the District Council.

Cllr Bloxham had been sent a copy of a report from the police which she read out to the Council.

**15/73 FINANCE**

It was resolved to approve payments as set out in the Schedule of Payments as follows:-

Date	Invoice From	Description	Total Including VAT
27 /09/15	LGRC Associates Ltd	Professional Services - Locum Town Clerk Reimbursement of Expenditures made on behalf of the Town Council	£1708.79
11/09/15	NALC	Town Clerk Advertisements	£198.00
07/08/15	SLCC	Town Clerk Advertisements	£318.00
19/09/15	Bon Gout Delicatessen	Catering Town Clerk Interviews	£74.40

The meeting closed at 20:43.

Signed- Chairman .....

Date .....