

MINUTES

Meeting: Town Council
Date: Monday, 23 October 2017
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Derek Atkinson
Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Phil Norgate
Cllr Matthew Osborn

In attendance

James Bond, Carving Community
Paul Strange, Reporter, Cranbrook Herald
Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/215 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Partridge
Apologies were also received from Cllr Chris Pepper and Cllr Eleanor Rylance, East Devon District Council and Mr Andy Wood, Exeter and East Devon Growth Point

17/216 DECLARATIONS OF INTEREST

No declarations were made.

17/217 MINUTES

The minutes of the meeting held on 18 September 2017 were accepted as a correct record.

17/218 PUBLIC PARTICIPATION

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

17/219 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports from District and County Councillors.

Signed:

Date: 20 November 2017

17/220 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

There was no report from the Exeter and East Devon Growth Point.

17/221 POLICE REPORT

The Council noted the Police report covering the period from 31 August until 30 September 2017 and noted the number of crimes – theft 5; criminal damage 3; assault 3; attempted burglary 1; drink drive 1.

The Town Council was very concerned to note that several crimes involved youth on youth assaults. It was reported that a multi-agency meeting was being arranged to raise these concerns.

It was also noted that the cost of cleaning graffiti is £450.00 per day.

17/222 PLANNING APPLICATIONS

A. 17/2372/RES

The Town Council considered planning application 17/2372/RES proposing layout, scale, appearance and access for allotments associated with phase 3 & 4 of Cranbrook New Community on land to the west of Southbrook Lane and land to the south of the Education Campus playing fields, Cranbrook.

It was noted that this is an application for two allotment sites in the town. One is correctly described as south of the Education Campus playing fields but the second is wrongly described as west of Southbrook Lane. On the plans submitted, the site is to the east of Southbrook Lane.

Both sites are welcome and much needed additions to the available facilities in Cranbrook. There is a waiting list of those who have expressed an interest in an allotment.

The Town Council **supports** this application.

B. 17/2354/FUL

The Town Council considered planning application 17/2354/FUL seeking approval for the construction of a detached dwelling and garage at Clooneen, Southbrook Lane, Cranbrook EX5 2PG thus splitting the site into two separate dwellings with shared access off Southbrook Lane.

The principle of Development

The site is within the hamlet of Southbrook and whilst this part of Cranbrook Parish will eventually be surrounded by the new town, the site is - strictly speaking within the terms of the Local Plan - in the countryside and subject therefore to Strategy 7 of the East Devon Local Plan which states:

Strategy 7 - Development in the Countryside

The countryside is defined as all those parts of the plan area that are outside the Built-up Area Boundaries and outside of site specific allocations shown on the Proposals Map. Development in the countryside will only be permitted where it is in accordance with a specific Local or Neighbourhood Plan policy that explicitly permits such development and where it would not harm the distinctive landscape, amenity and environmental qualities within which it is located, including:

1. Land form and patterns of settlement.
2. Important natural and manmade features which contribute to the local landscape character, including topography, traditional field boundaries, areas of importance for nature conservation and rural buildings.
3. The adverse disruption of a view from a public place which forms part of the distinctive character of the area or otherwise causes significant visual intrusions.

Signed:

Date: 20 November 2017

Sustainability of the site

Given its location within the developing new town it is considered that the location is sustainable in all respects with proximity to facilities, jobs and transport.

Planning Considerations and assessment

Notwithstanding that the site falls within the terms of strategy 7 of the Local Plan it is considered that development as proposed is acceptable and that there are insufficient grounds on which a refusal could be justified given the fact that the site will ultimately be wholly within the newly developed town of Cranbrook.

The proposed development is in keeping with its immediate surroundings, makes good use of the existing land available - it is a large site with currently a single dwelling in its most north-eastern corner - and the design, scale and massing as proposed is appropriate.

There are no discernible issues with overlooking or loss of amenity.

The site is sustainable with access to amenities, jobs and transport.

The Town Council **supports** this application.

17/223 COMMUNITY DEVELOPMENT WORKER

A report from the Community Development Worker had been circulated in advance and was considered by the Town Council. It was noted that the report referred to a meeting in August and resulting proposals for a "Vision Partnership Group". Those proposals had not been universally agreed and subsequently a second meeting had been held in October from which Mr Andy Wood had been tasked with forming a proposal for setting up a "Cranbrook Delivery Team".

It was further noted that there had been a very low level of support from members of the public for some activities.

As part of its budgeting process the Town Council would consider whether to take on responsibility for certain aspects of the Community Development Worker's role and the funding which would be required.

It was agreed that Cllr Norgate would attend the first meeting to discuss possible summer 2018 activities on 24 January at 1.30pm at the Cranbrook Education Campus.

Mr James Bond reported on the work and benefits of the Carving Community project in the Country Park. It was not possible for the project to continue in the current location due to the weather and wet ground but members could continue in the proposed location by the dog walking area if they could gain access. Access had now been made difficult due to the installation of bollards. It is intended to continue working on a fortnightly basis through the winter with the aim of finishing the project in January. It was noted that the issue of access to the Country Park is under consideration and a meeting had been arranged to discuss this further.

The Chairman thanked Mr Bond for attending.

Mr Bond left the meeting

17/224 COMMITTEE MEMBERSHIP APPOINTMENTS

The Town Council **resolved** to appoint Members to Committees as follows:

Amenities Committee – Cllr Les Bayliss, Cllr Matt Osborn

Finance & Personnel Committee – Cllr Colin Buchan

Signed:

Date: 20 November 2017

17/225 PARISHES ONLINE MAPPING SYSTEM

A report on the system had been circulated in advance. The Town Council **resolved** to subscribe to the Parishes Online Mapping System at a cost of £124.80 (including VAT) for the first year. It was noted that the annual subscription would increase as it is linked to population size.

17/226 EMERGENCY PLAN

It was **resolved** that the Safety Working Group would take on the responsibility for the Emergency Plan. The draft plan is almost complete and once adopted would require an annual review.

It was **resolved** to appoint Cllr Kim Bloxham and Cllr Ray Bloxham, in addition to Cllr Blakey and Cllr Bayliss, as members of the Town Emergency Response Group (TERG).

17/227 RISK MANAGEMENT STRATEGY AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

It was resolved to appoint the Safety Working Group to consider the Town Council's risk management strategy and to undertake the associated review of the risk management arrangements.

17/228 SPORT, HEALTH AND WELL-BEING

Cllr Osborn reported that he had attended the second meeting with Sport England held at the Cranbrook Education Campus. It was agreed that obtaining Sport England funding would accelerate the delivery of facilities and that there was a need to encourage access to different types of sport. It was considered vital that Cranbrook does not become a subsidiary of Exeter in the bid process.

17/229 LIAISON WITH YOUTH GENESIS

A report had been circulated in advance. The Town Council noted the need for continuity of attendance at Youth Club sessions in order to build trust and provide good two-way feedback. The Town Council **resolved** to appoint Cllr Partridge to liaise with Youth Genesis and to attend sessions on a bi-monthly basis. It was **resolved** to appoint Cllr Osborn to attend when Cllr Partridge was unavailable.

17/230 OFFICE OF THE POLICE AND CRIME COMMISSIONER

Information from the Office of the Police and Crime Commissioner had been circulated in advance. It was agreed to defer any decision until the details of how the Councillor Advocate scheme would work had been finalised.

17/231 COMMITTEE MINUTES

It was resolved to adopt the minutes of the Finance and Personnel Committee meeting held on 16 October 2017.

17/232 SOUTH WESTERN RAILWAY CONSULTATION

The Town Council considered the consultation and agreed its response as follows:

The Town Council broadly welcomes the majority of the proposals except the proposal to reduce stopping at Woking and / or Clapham Junction. The Town Council would prefer to see the preservation of both stops on all Exeter - Waterloo services. However, should that not be possible because of the increase in suburban services, the preference would be that the Exeter - Waterloo services stop at Clapham Junction because that station is a principal interchange station.

The Town Council takes the view that Clapham Junction is a well-used station and reduction in stopping there would necessitate many passengers changing trains at Woking with the consequential transfer of luggage, pushchairs etc. Equally an alternate two-hourly stopping arrangement would lead to greater

crowding on certain trains particularly those stopping at Clapham Junction. The line is particularly busy now and that should not be artificially increased as a result of these proposals.

Whilst not part of the consultation, the Town Council would welcome the introduction of more frequent local commuter services to and from Exeter and the introduction of additional rolling stock on the line to ease congestion and overcrowding.

The Town Council notes that no change to the times of Sunday services is proposed and requests that consideration be given to introducing an earlier service for commuters working in Exeter on Sundays.

17/233 SCHEDULE OF PAYMENTS

The Council approved the schedule of payments appended to these minutes.

17/234 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The member of the press left the meeting

17/235 ESTATE RENT CHARGE

Work continues towards subsuming the estate rent charge into the council tax with effect from 1 April 2018.

17/236 TRANSFER OF THE YOUNGHAYES CENTRE TO THE TOWN COUNCIL

The Town Council is awaiting a response from East Devon District Council with regard to the terms for the potential transfer of the Younghayes Centre to the Town Council.

17/237 COMMERCIAL MODULAR SPACE

A proposal to provide commercial modular space in the town centre had been circulated in advance.

An amendment to the proposed notice period was considered. It was agreed to send the amended proposal to the Consortium for consideration.

17/238 CLOSE OF MEETING

The meeting closed at 8.37pm.

APPENDIX – SCHEDULE OF PAYMENTS

CRANBROOK TOWN COUNCIL
23 OCTOBER 2017

AGENDA ITEM NO. 19

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
19/09/2017	Skyguard Ltd	Provision of Skyguard MYSOS device service	£206.40
02/10/2017	Wall Art	Business cards for Sarah Jenkins	£45.00
29/09/2017	EDDC	Room hire invoice number 40047242	£77.00
29/09/2017	EDDC	Room hire invoice number 40047252 – Youth Genesis Sept 2017	£102.00
05/10/2017	Concorde	Printing costs	£6.72
11/09/2017			£8.62
09/10/2017	DCC	Room hire invoice for September Council meeting at St Martin's Primary School	£15.00
10/10/2017	Ladds of Crediton	Quarterly IT support	£139.68
09/10/2017	DALC	Conference attendance for Cllr Kim Bloxham and Sarah Jenkins 10 October	£50.00
10/10/2017	MJ & GM Accountancy Services	Monthly payroll services October 2017	£18.00
13/10/2017	EDDC	YHC service recharges for Q2 1 July – 30 Sept 2017	£382.62
16/10/2017	See the Light	Telephony & broadband	£60.43
20/10/2017		Cllr Kevin Blakey expenses; mileage to Sidmouth - £10.40, cash prizes for Mystery Litter Letter Hunt competition - £25.00	£35.40
Staffing Costs			
	n/a	Salaries for October 2017	£5,842.53
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	NIL
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,919.38

Signed:

Date: 20 November 2017