

MINUTES

Meeting: Town Council
Date: Monday, 20 November 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
Cllr Nick Partridge

In attendance

Ed Freeman, East Devon District Council, Service Lead for Planning
Andy Wood, Exeter and East Devon Growth Point
Sam Hawkins
2 members of the public
Sarah Jenkins, Town Clerk, Cranbrook Town Council

17/239 APOLOGIES FOR ABSENCE

No apologies were received.

17/240 DECLARATIONS OF INTEREST

No declarations were made.

17/241 MINUTES

The minutes of the meeting held on 23 October 2017 were accepted as a correct record.

17/242 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.

17/243 CRANBROOK MASTERPLAN

Mr Ed Freeman attended the meeting to answer questions on the proposed Cranbrook Masterplan.

Mr Freeman introduced the Masterplan and in response to questions from Councillors, made the following points:

- The conflict between the proposed Masterplan and the existing Local Plan is acknowledged, however, there is a need to accommodate the required levels of growth and development which will include both sides of the B3174
- Creating a new community is a key part of the Masterplan
- A south-western expansion area would have had a much greater landscape impact and been more harmful to visual separation from existing settlements than are the current proposals
- With regard to the size of Gypsy and Traveller sites, EDDC adopted guidelines on the density of pitches in 2016. Up to 15 pitches could be accommodated at each of the two proposed sites
- The mix of occupants on the proposed sites will need to be discussed with the Gypsy and Traveller community through Devon County Council to ascertain what will be suitable for the distinct groups within the community and to avoid conflicts between them
- Regarding the undergrounding of powerlines, there is evidence that the cost of achieving this will be viable due to the additional land made available for development. It was noted that there is local precedent for the undergrounding of powerlines
- The Local Plan has some flexibility regarding housing numbers
- It was noted that mixed business and residential use is unpopular with residents, however, there is a need to develop a functional town. Certain business uses (use class B1) such as local services, small start-ups and hi-tech businesses are considered to sit well with residential areas and mixed-use areas will be designed to integrate properly. EDDC would like to hear the views of the community on mixed-use development
- The delivery of infrastructure through CIL funding is not considered to be effective and restrictions on the pooling of S.106 agreements are also hampering the funding of infrastructure. EDDC needs to consider how best to deliver infrastructure for Cranbrook bearing in mind the constraints with both CIL and S.106 funding

It was agreed that Cllr Ray Bloxham will draft a formal response to the Masterplan consultation for approval by the Town Council.

The Chairman thanked Mr Freeman for attending.

Mr Freeman left the meeting at 7.37pm

17/244 VOTING PROCEDURE

It was resolved that the voting procedure for agenda item 7 should be by signed ballot under the provisions of Standing Order 8.

17/245 CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL

The Council considered written and verbal representations in support of one application to fill a casual vacancy by co-option onto the Council. Following the subsequent ballot, Mr Sam Hawkins was co-opted onto the Council having gained a unanimous vote.

17/246 DISTRICT AND COUNTY COUNCIL ISSUES

There were no reports from East Devon District Councillors.

Cllr Ray Bloxham reported on on-going Devon County Council issues:

- The order has been submitted for the work on the station car park barriers
- Recruitment of staff for the Healthy New Towns project is underway
- Remedial work on the old road bridge on the B3174 is being followed up with DCC Highways

Signed:

Date: 20 November 2017

17/247 REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL

Mr Andy Wood advised that the delivery of modular space for the town centre is progressing in partnership with the Science Park. Proposals will be put to the next meeting of the Enterprise Zone Board on 11 December. Other Growth Point projects are progressing.

In response to a question from a Town Councillor, Mr Wood agreed to assist with obtaining a temporary aerial on the Younghayes Centre to enhance the mobile phone signal.

The Chairman thanked Mr Wood for attending.

Mr Wood left the meeting at 7.55pm

17/248 POLICE REPORT

The Council noted the Police report covering the period from 30 September until 31 October 2017 and noted the number of crimes reported: criminal damage 2; drink drive 1; assault ABH 3; shoplifting 1; common assault 1; theft 1; misuse of communications 1; vehicle interference 1; public order 1.

17/249 FINANCE AND PERSONNEL COMMITTEE MINUTES

It was resolved to adopt the minutes of the Finance and Personnel Committee meeting held on 13 November 2017.

17/250 PLANNING COMMITTEE MINUTES

It was resolved to adopt the minutes of the Planning Committee held on 13 November 2017. Further to a recommendation from the Planning Committee, **it was resolved that**, subject to the proposed wooden shelter receiving planning permission, the Town Council accepts responsibility for the ownership and maintenance of the shelter at the same time as accepting responsibility for ownership and maintenance of the land.

17/251 SAFETY WORKING GROUP MINUTES

It was resolved to adopt the minutes of the Safety Working Group held on 6 November 2018. Following recommendations from the Safety Working Group, **it was resolved**

1. To appoint the Finance and Personnel Committee to write a five-year plan with work to start in the new financial year 2018, and
2. To confirm the procedures as set out in the Health and Safety Policy and to approve the Policy which shall be reviewed twice yearly.

The Emergency Plan and the Risk Management Strategy were referred back to the Safety Working Group for amendment.

17/252 FIRE AND RESCUE SERVICE CONSULTATION

It was resolved to approve the response to the Fire and Rescue Service Integrated Risk Management Plan 2018-2022.

17/253 YOUNG CITIZEN OF THE YEAR AWARD

It was resolved to agree the criteria for the Young Citizen of the Year Award in partnership with the Cranbrook Herald and that the Town Council would provide the £100.00 cash prize.

Signed:

Date: 20 November 2017

17/254 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

Cllr Derek Atkinson reported that he had attended the recent meeting of the Local Action Group (LAG) held at Ottery St Mary.

Cllr Atkinson further reported that discussions are underway to form a Local Action Group for Cranbrook from the current Cranbrook Community Partnership. This would receive further consideration at the next meeting of the Cranbrook Community Partnership.

17/255 SPORT ENGLAND

Cllr Matt Osborn reported on progress with the Sport England bid for Exeter and Cranbrook and advised that the decision is imminent.

17/256 COUNCILLOR APPOINTMENTS TO OUTSIDE ORGANISATIONS

It was resolved to appoint Cllr Matt Osborn as the Town Council's representative on the Move More Group to replace Cllr Kim Bloxham.

17/257 YOUTH SERVICE PROVISION

Cllr Nick Partridge advised that it had been agreed that he and Cllr Osborn would attend Youth Genesis sessions on Tuesdays 21 November, 16 January and 20 March. Cllr Partridge would also monitor the Service Level Agreement for the youth provision.

17/258 OFFICE OF THE POLICE AND CRIME COMMISSIONER

Cllr Ray Bloxham advised that it is still unclear how the Councillor Advocate Scheme will operate. This item will be deferred until information is available.

17/259 SCHEDULE OF PAYMENTS

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

17/260 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 members of the public left the meeting

17/262 ESTATE RENT CHARGE

Work continues towards subsuming the estate rent charge into the council tax with effect from 1 April 2018. It was reported that a letter of intent dated 17 November 2017 had been received confirming that the Consortium members wished to proceed pending the finalisation of the legal documentation.

Members of the Town Council had met with a representative of Cavanna Homes to discuss the estate rent charge which applies to their development.

17/263 TRANSFER OF THE YOUNGHAYES CENTRE TO THE TOWN COUNCIL

A response had been received from East Devon District Council advising the terms for the potential transfer of the Younghayes Centre to the Town Council. It was agreed that the Asset Delivery Working Group would consider the implications of the EDDC response and report back to the Town Council.

Signed:

Date: 20 November 2017

17/264 FUTURE USE OF THE COUNTRY PARK

A proposal for the future use of the Country Park had been circulated in advance. It was agreed that Cllr Ray Bloxham will re-work the proposal to incorporate comments from Members.

17/265 CLOSE OF MEETING

The meeting closed at 8.54pm.

APPENDIX – SCHEDULE OF PAYMENTS

**CRANBROOK TOWN COUNCIL
20 NOVEMBER 2017**

AGENDA ITEM NO. 21

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
31/10/2017		Cllr Kim Bloxham expenses for October 2017	£9.90
31/10/2017		Cllr Ray Bloxham expenses for October 2017	£19.05
31/10/2017	EDDC	Room hire 40047550	£88.00
31/10/2017	EDDC	Room hire Youth Genesis 40047551	£68.00
01/11/2017	Parish Online Get Mapping	POL-2017-18sub901 – Parish Online subscription to 1 Nov 2018	£124.80
03/11/2017	Concorde	Printing costs 446009	£7.88
07/11/2017	MJ & GM Accountancy Services	Payroll services November 2017 1079	£18.00
07/11/2017		Cllr Derek Atkinson expenses for November 2017	£6.30
08/11/2017	EDDC	Room hire 40047594 – to rectify error on invoice 40047550	£12.00
09/11/2017		Sarah Jenkins expenses for October 2017	£11.25
11/11/2017		Brenda Masters expenses for October 2017	£23.78
13/11/2017		Cllr Kevin Blakey expenses for October 2017	£35.75
15/11/2017	A G Signs & Print	Christmas banner SP15846	£97.18
15/11/2017	Parish Notice Board Company	Younghayes Centre external noticeboard 7180 – 50% deposit required	£870.00
15/11/2017	See the Light	Telephony and broadband	£67.40
Staffing Costs			
	n/a	Salaries for November 2017	£5,562.06
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£505.02
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,791.19

Signed:

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