

MINUTES

Meeting: Town Council
Date: Monday, 18 June 2018
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Leslie Bayliss
Cllr Kevin Blakey (in the Chair)
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sarah Gunn
Cllr Sam Hawkins
Cllr Nick Partridge
Cllr Barry Rogers

In attendance

1 member of the public
Mrs Sarah Jenkins, Town Clerk, Cranbrook Town Council

18/154 APOLOGIES FOR ABSENCE

Cllr Derek Atkinson, Cranbrook Town Council
Cllr Phil Norgate, Cranbrook Town Council
Cllr Matt Osborn, Cranbrook Town Council

18/155 DECLARATIONS OF INTEREST

No declarations were received.

18/156 MINUTES

The minutes of the meeting held on 21 May 2018 were accepted as a correct record.

18/157 PUBLIC PARTICIPATION

The member of the public raised the matter of the increased Council Tax for the current financial year. The Chairman advised that, as this was not an item on the agenda, the matter could not be considered at the meeting.

Signed:

23 July 2018

18/158 DISTRICT AND COUNTY COUNCIL ISSUES

East Devon District Council

No District Council report was available.

Devon County Council

Cllr Ray Bloxham reported on the following matters:

Train Station area

- Remedial work had been completed to tarmac around entrance and exit posts and also surface repair in car park two.
- Dropped kerb and access to Network Rail Parking area had been installed and signed.

To be completed:

- Repair to the vandalised cycle shelter - this would be reinstated on this occasion, but if damaged again, alternative measures would be taken.
- Mud from the Network Rail / SW Water track – Cllr Ray Bloxham had asked Officers to follow this up with the planning authority ahead of adoption.
- Maintenance of landscaping – a quote would be submitted to DCC Officers for consideration.
- Litter picking of car park areas – a quote is awaited from EDDC Streetscene.
- Broken tactile paving to be replaced – there was some question about location and vulnerability to damage by traffic.

Bus No 4 link to station

Cllr Ray Bloxham had pursued this but to date Stagecoach would not agree. This would be followed up when the S.106 funding expired in 2019.

Vehicle access to shared foot and cycle ways

Cllr Ray Bloxham had asked Officers to look at issues around vehicles driving along the foot / cycle way at Mead Cross / Meadow Lane following concerns of residents.

Cllr Bloxham had also asked Officers to look at vans parking on foot / cycle paths in the area of Russet Loop. Both issues may require additional bollards to prevent vehicle access by inconsiderate and irresponsible drivers.

Cranbrook Youth Football

Cllr Bloxham was working with the team manager regarding the possibility of providing changing facilities on the sports pitches at St Martin's Primary School.

Other matters

Devon County Council Scrutiny had set up a task group of four councillors to look at speeding on Devon's roads. Cllr Ray Bloxham had been appointed to that group.

Cllr Bloxham was continuing work with the Broadband and Mobile Phone task group focussing now on mobile coverage.

Cllr Bloxham now chairs the Devon Investment and Pension Fund Committee with responsibility for all public-sector pensions in Devon including the two Unitary Authorities of Torbay and Plymouth and also including other groups such as Fire, Police and Ambulance.

Regarding the Tour of Britain on 3 September, Cllr Bloxham and the Town Clerk attend the meetings of the Technical Planning Group which deals with logistical matters such as road closures. The Events Planning meetings consider activities organised by local groups. The Town Council was hosting a web page and social media to publicise community events.

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23 July 2018

18/159 REPORTED CRIME FIGURES

The reported crime figures to April 2018 had been circulated in advance and were noted as follows:

- Anti-social behaviour – 5
- Criminal damage & arson – 1
- Other – 1
- Violence & sexual offences - 1

18/160 COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 4 June 2018 and the minutes of the Amenities Committee meeting held on 4 June 2018 were adopted.

18/161 TOWN EVENTS WORKING GROUP

The draft Terms of Reference for the Town Events Working Group had been circulated in advance. **It was resolved** to approve the Terms of Reference.

18/162 CRANBROOK DAY (7 JULY)

A report from the Town Events Working Group was tabled at the meeting and the following points were noted:

- The organisation of the event, which would be hosted by the Cranberry Farm, was almost complete
- Activities taking place within the boundary of the Cranberry Farm would be covered by their insurance
- Badger Way would be closed between 12 noon and 7.00pm to accommodate stalls
- The estimated cost of £525 for the event would be covered by an application to the Devon County Council Locality fund, with other sponsorship being sought. This would ensure that there would be no cost to Cranbrook residents.

18/163 EAST AND MID DEVON COMMUNITY SAFETY PARTNERSHIP

The minutes of the meeting held on 16 May 2018 and the scanned crime statistics for the period 1 May 2017 to 30 April 2018 had been circulated in advance and were noted. It was further noted that the crime figures reported to the LAG were recorded differently as all crimes which were reported are now recorded. Due to this change in reporting, it was too soon to be able to compare figures to see any emerging patterns.

Cllr Kim Bloxham advised that speeding issues, including those at Clyst Honiton, would be considered at the next LAG meeting on 11 July, which would also be attended by Members of Clyst Honiton Parish Council.

18/164 YOUTH SERVICE PROVISION

A report by Cllr Nick Partridge had been circulated in advance of the meeting. Cllr Partridge advised that Youth Genesis were providing a good service and that the youth club was receiving more support from volunteers from Cranbrook. The Chairman thanked Cllr Partridge for his comprehensive report. It was agreed that the use of the library as an additional occasional space would be facilitated. It was also agreed to start discussions with neighbouring Parish Councils regarding working together to extend the youth service provision to a wider area.

18/165 PROPOSAL FOR THE EXTENSION OF THE YOUTH SERVICE PROVISION

A fully costed proposal from Youth Genesis to extend the youth service provision to an additional evening had been circulated prior to the meeting.

It was noted that Gerry Moore, the Community Safety and Anti-Social Behaviour Co-ordinator for East Devon, would fund the initial seven-week trial period. Following the trial period, the extended provision could be funded to the end of the current financial year by way of grant applications to the Office of the Police and Crime Commissioner (OPCC) and the Devon County Council Locality fund. The remaining period from April to August 2019 could be funded through the Town Council precept.

Signed:

23 July 2018

It was noted that the grant application to the OPCC would have to be made by Youth Genesis, with support from the Town Council by way of the appointment of a Lead Councillor.

It was resolved to accept the proposal to extend the youth service provision and to proceed with applications for grant funding. **It was also resolved** to appoint Cllr Kim Bloxham as the Lead Councillor to support the Youth Genesis grant application to the OPCC.

18/166 PLANNING APPLICATIONS

1 18/0582/MRES

The Town Council considered the amended reserved matters application 18/0582/MRES comprising landscaping, layout, scale, appearance and access for the construction of 180 dwellings and associated infrastructure (subsequent application in respect of permission 03/P1900 accompanied by review of the environment statement) on land adjoining Blackthorn Lane, Cranbrook.

The detail of the various amendments was noted.

The Town Council had previously considered the application in April and had agreed the following comments:

The current proposal includes a land ownership plan which proposes areas of public open space and planting under a maintenance company. This needs to be clarified in light of adoption by the Town Council of the principal areas of public open space.

There is potential for on verge parking leading to impact on streetscene.

The highway plan proposes verges for adoption - there is a need to clarify which body will adopt the verges.

The Town Council agreed to stand by its previous comments and noted that the matters raised had not been addressed.

It was resolved to **support** the amended application, subject to the following:

- Improved protection for green spaces to minimise the potential for on verge parking leading to impact on streetscene
- Clarification of the status of the previously proposed pedestrian footpath link to the Rockbeare Briar development, as the Town Council queries the fact that the link cannot be delivered

It was also agreed that there is a need to clarify the proposals for a management company in light of adoption by the Town Council of the principal areas of public open space. The Town Council agreed to seek further discussion of this matter with the developers.

2 18/1199/TRE

The Town Council considered planning application 18/1199/TRE for Oak Tree 1: Crown lift by removing two lowest branches (to be cut back to the trunk). Remove four sub-branches from the third lowest branch. Oak Tree 2: Crown lift by removing the lowest branch (to be cut back to the trunk). Remove two lowest sub-branches from second lowest branch at 18 Long Culvering, Cranbrook EX5 7ES. (Note: Tree Surgeon (Stuart Baker) has already been out and inspected the work requested to be carried out).

It was resolved to support this application.

18/167 EDDC REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Details of the review had been circulated in advance. The proposals for Cranbrook were noted and agreed.

Signed:

23 July 2018

18/168 CAVANNA HOMES / ROCKBEARE BRIAR DEVELOPMENT ESTATE RENT CHARGE

The Chairman outlined the background to the transfer to the Greenbelt Management Company of the small area of public open space on the Rockbeare Briar development. The management company contract required two thirds of residents to give approval for the responsibility for the public open space to be removed from Greenbelt to another party. One lead resident, with the support of another, was dealing directly with both Cavanna Homes and Greenbelt in order to discuss the potential transfer of the public open space from Greenbelt to the Town Council. The Chairman advised that the Town Council had not been involved in any of the current discussions. The Town Council had previously indicated its willingness to take on the responsibility for the maintenance of the public open space subject to further discussions.

18/169 MOVE MORE GROUP

As no report was available, it was agreed to defer this item to the next meeting.

18/170 COMMUNITY RESILIENCE EVENT

Cllr Les Bayliss had attended the Community Resilience Forum event on 14 June. The event had focussed on the role of the Local Resilience Forum which co-ordinated activity in the event of an emergency. Once adopted, the Town Council's emergency plan would be sent to the Local Resilience Forum to provide key emergency contacts. It was noted that the main requirements in an emergency are for shelter and safety. Feedback from other participants indicated that sufficient volunteers would come forward in an emergency.

Cllr Bayliss reported that the event had also included a presentation on the development of community landing sites for the Devon Air Ambulance. The Chairman thanked Cllr Bayliss for his report.

18/171 TRANSFER OF THE YOUNGHAYES CENTRE

The Chairman advised that the solicitors were currently drafting the transfer document and the Heads of Terms for re-negotiation of the current leases with tenants. It was confirmed that the Town Council would be negotiating any new terms of the leases.

18/172 WW1 COMMEMORATION

Details of the Royal British Legion commemorative silhouettes had been circulated in advance and were discussed. **It was resolved** to purchase one silhouette of a soldier and one silhouette of a nurse at a cost of £250.00 per silhouette, from the town events budget.

18/173 SCHEDULE OF PAYMENTS

The schedule of payments had been circulated in advance. The Town Council approved additional payments as follows:

MJ & GM Accountancy Services – June payroll services - £18.00
WPS Insurance – additional premium for insurance of the community shelter - £28.82
See the Light – broadband and telephony - £62.15
Brenda Masters – expenses claim for padlock - £16.98

The HMRC payment was confirmed as £905.80. The Town Council approved the schedule of payments appended to these minutes.

18/174 CLOSE OF MEETING

The meeting closed at 8.14pm.

Signed:

23 July 2018

SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
24/05/2018	EDDC 40049422	Room hire	£40.00
24/05/2018	EDDC 40049423	Room hire	£48.00
24/05/2018	EDDC 4004 9424	Room hire	£136.00
24/05/2018	EDDC 40049425	Room hire	£34.00
29/05/2018	Rialtas Business Solutions 26147	Purchase, set up, annual user license and training for the Omega finance system	£2,062.38
31/05/2018		Cllr Kim Bloxham – travel expenses to meetings at Sidmouth	£22.50
01/06/2018	Apollo IT	Email hosting June	£100.80
31/05/2018	Tony Bengier Landscaping 21609	Grounds maintenance June	£30,000.00
31/05/2018	Tony Bengier Landscaping 21608	Weekly Play Park inspections June	£948.00
12/06/2018	MJ & GM Accountancy 1282	Payroll services June	£18.00
13/06/2018	WPS Insurance 32232738	Additional insurance premium for Community Shelter	£28.82
15/06/2018	See the Light 11312031	Broadband and telephony	£62.15
18/06/2018		Brenda Masters expenses - padlock	£16.98
Staffing Costs			
	n/a	Salaries for June 2018 (<i>note: includes backdated national pay increase</i>)	£5,306.77
	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	£905.80
	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	£1,606.09

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23 July 2018