

MINUTES

Meeting: Town Council
Date: Monday, 19 August 2019
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss (in the Chair)
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins
Cllr Matt Osborn
Cllr Barry Rogers

In attendance

Three members of the public
Tracy Simmons, Cranbrook Town Council

19/156 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

19/157 DECLARATIONS OF INTEREST

No declarations of interests were made.

19/158 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the minutes of the Council meeting held on 22 July 2019 as a correct record.

19/159 PUBLIC PARTICIPATION

One of the members of the public stated that she did not feel the minutes of the last planning meeting, dated 5 August 2019, were accurate. It was agreed by the Council to discuss this issue at the appropriate agenda item.

19/160 DISTRICT AND COUNTY COUNCIL TOPICS

The Council reviewed reports from Devon County Councillor Ray Bloxham and District Councillors Kim Bloxham, Kevin Blakey and Sam Hawkins.

Cllr Ray Bloxham representing Devon County Council reported on the following:

- A review of various funding streams and raising their profile including:
 1. Crowdfunding - which to date was £4300 pledged by Devon County Council and £25,181 from the Crowdfunding Scheme;

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2. Doing what matters - grants from £5k to £20K – there had been 64 enquiries, 39 formal expressions of interest and 16 projects totalling £264,387 including match funding of £95,526 and grants sought of £173,190;
 3. Making the Connection – small grants up to £300 - helping communities to do things that matter to them – there had been 36 projects totalling £10,800.
 4. Our locality budget - £166,855.04 had already been deployed by members across Devon. Cllr Sara Randall-Johnson, Devon County Council, and Cllr Ray Bloxham had to date funded £5998 of which £1500 was to Cranbrook;
- Cllr Ray Bloxham provided details to Cranbrook Town Council regarding the Community Enhancement Fund which assists Parishes to perform local highway maintenance - it was intended to seek funding to deal with weed growth in pavements in the Town.
 - There are workshops available, run by Devon County Council, with information on Crowd Funding and help to apply for Crowd Funding.
 - TV programme - Call the Cops - on Channel 4 features Devon and Cornwall Police.
 - Cllr Ray Bloxham has also written to Highways England on behalf of the Partners in the Skypark liaison group about the lack of strategic signage for Cranbrook from the A30.

Cllr Kim Bloxham raised District Matters regarding

- Concern regarding the use of parking courts in planning applications had been raised with the Local Planning Authority. The wording in the current Development Plan Document is “Parking to the rear of a dwelling or in parking courts will only be considered once options to provide on or off-street parking to the front or side of a dwelling have been exhausted.”
- The Main Local Route upgrade from the end of Younghayes Road to the beginning of Court Royal. Discussions continue with Local Planning Authority and Devon County Council regarding the use of different materials to those in phase 1. Red tarmac is being proposed rather than block pavers. The Local Planning Authority are awaiting advice on locations to see where Red tarmac has been used to assess colour and wear ability.
- Southbrook Lane future access - Local Planning Authority and Devon County Council Highways would be meeting to discuss this, as planning applications were now being received the future access for this lane should be finalised.
- Bridge from Phase 2 Country Park to Phase 3 Country Park has been delivered and works were to commence for it to be in situ. prior to the fun run on 7 September 2019.
- Lighting issues were complete by Persimmon. One column at the gate to Northwood Acres Play Area still not working due to a faulty cable. Taylor Wimpy to remediate by end August. Two columns outstanding on Tillhouse/Court Royal - Consortium to remediate when next call off of columns is actioned.
- Residents at Westdown Court asked for the Persimmon advertising flags to be removed due to noise of the chains. These have been removed.
- Additional bollards have been installed by Persimmon on phase 1. Taylor Wimpey still had outstanding bollards to install on phase 2.
- Tillhouse Track works had commenced.

Cllr Kevin Blakey raised District Matters regarding

- CCTV in Exmouth was previously monitored by volunteers, it was suggested that Cranbrook Town Council should talk with the Exmouth Town Clerk to possibly have a joint Hub for CCTV operation within Cranbrook and Exmouth.
- East Devon District Council and the Local Planning Authority had taken onboard suggestions to add more variety to the finishing materials of future developments.
- Several people who live in Cranbrook work in Science park, there were plans for 14,000 jobs in development – depending on planning permission.
- There would be a review on all commercial activities run by East Devon District Council within all towns in East Devon. That report would need to be started for Cranbrook by the end this year and submitted mid next year. The purpose of the review is to assess economy and what support is needed, 93% of East Devon business had less than 10 employees – promote and push forward small business.
- Propeller group is a company which promotes and helps to set up digital and data systems and getting businesses up and running. Propeller group would be organising a program in Cranbrook in the near future.

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Cllr Sam Hawkins raised District Matters regarding

- The East Devon app had been updated and had now reached 20k downloaded.
- Recycling in East Devon had now reached 62% across the whole district although it was noted that Cranbrook was not as good as other areas.

19/161 COMMITTEE MINUTES

It was proposed to bring the adoption of the Committee Meeting minutes forward from agenda Item 15, to answer the questions presented by the member of public.

The Council explained that only items that are on the agenda can be discussed during a meeting. Personal details are not included in the public record, only the number of members of public present. There are issues relating to GDPR. The minutes had therefore been recorded in accordance with procedures.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to adopt the minutes of the

- A. Panning Committee meeting minutes 29 July 2019
- B. Panning Committee meeting minutes 5 August 2019
- C. Amenities Committee meeting minutes 12 August 2019.

19/162 EDDC SUPPORT

The Council considered a drafted letter, to be sent to East Devon District Council. Cllr Kim Bloxham explained that Cranbrook Town Council needs to raise the subjects in the letter to gain East Devon District Council support. Members expressed the obligation to keep Cranbrook Council as the driving force regarding the Town's needs, and not to rely on the representatives that sit on both Councils.

It was questioned whether or not the Council needs to raise similar issues with Devon County Council. It was noted that Devon County Council has a different relationship with Cranbrook Town Council, and therefore a similar letter was not needed.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to send the letter as drafted. A copy of the final draft will be sent to all members for approval before being sent to East Devon District Council.

19/163 GYPSY AND TRAVELLER LIAISON

The Council considered appointing Cllr Colin Buchan as the Town Council's lead councillor for gypsy and traveller liaison.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to appoint Cllr Colin Buchan.

19/164 COUNTRY PARK USE POLICY

The Council considered the updated Use of the Country Park Policy, including overnight camping.

Commenting on the draft, members proposed using the terminology '**The Country Park must not be used for overnight camping unless authorised by Cranbrook Town Council. Authorised camping events will be published in advance on the council's website.**

Residents are asked to call 101 if any antisocial behaviour occurs, for example;

- **Shouting, screaming or the playing of loud music.**
- **Foul language or abusive behaviour towards other park users**
- **Causing damage to any aspects of the park and surrounding area.'**

The reference to reporting anti-social behaviour should include the website address for the police reporting portal and relate to all activities, not just camping.

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It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt the changes including the comments above.

19/165 BUS SHELTER REPLACEMENT

The Council considered the quote for replacing the damaged bus shelter on Younghayes/ Tillhouse Road. There were two quotes for consideration, one to replace the glass without the screen printing (option 1) and to replace the glass with the screen printing (option 2).

Members asked that the question of an insurance claim be clarified.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to support option 1 subject to clarification of the question of an insurance claim.

19/166 PLANNING APPLICATION 19/1422/MRES

The Council considered reserved matters planning application 19/1422/MRES, comprising layout, scale, appearance, landscaping and access for the construction of a foul water pumping station to include both underground and over ground infrastructure and secure boundary fence, two surface water basins, a shared footway and cycleway and connecting highway link and the removal and the construction of a new hedgerow in the Ecological Park, to the west of Southbrook Lane, Cranbrook.

The council noted that this is a reserved matters planning application, and that the principle of development is already established.

Members commented that the landscaping including trees should be sufficient to camouflage the building, once established, as it is in the Ecology Park.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osbourne and **resolved** to support the application with comments on suitable landscaping.

19/167 PLANNING APPLICATION 19/1692/FUL

The Council considered planning application 19/1692/FUL for the creation of a parking space in a front garden, Burrough Fields, Cranbrook.

The council considered the size of the plot and the presence of existing parking.

The proposed materials were referred to solely within the application form and not within the plans. The council was keen to highlight that any materials used would have to be permeable for flood protection and surface runoff.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to support the application subject to a condition that the materials used being permeable to prevent surface runoff and aid in flood defence.

19/168 CLYST VALLEY REGIONAL PARK TASK & FINISH GROUP

The Council considered appointing Cllr Barry Rogers to the Clyst Valley Regional Park Task & Finish Group.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** appoint Cllr Barry Rogers.

19/169 TRAIN STATION FUND

The Council considered the possibility of train station funding options. The council discussed the possible options

- A. Water harvesting to allow planting at the train station as there is no mains water supply.

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- B. Installation of CCTV covering the car park and bike shelter.
- C. Reinstate the bike shelter with a vandal proof shelter (covered by CCTV)
- D. A Community bus scheme.

In view of the fact that applications had to be submitted by the 6 September 2019 together with a full business plan to show funding sustainability for years three and four, the options of community transport and CCTV would need to wait for a future opportunity.

With regard to community transport, the County Councillor had arranged a meeting with the Head of Community Transport to discuss possible ideas, costs, licencing, employment and how would it work long term?.

It was commented that the stations aesthetic is bland, and planting would improve this. The water collection would involve collection of rain water runoff into butts with a pump to water the plants on a timer.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborne and **resolved** to

- A. apply for a water collection system for planting
- B. research a community bus for the next round of funding.

19/170 TOUR OF BRITAIN BIKE

The Council Considered taking on the ownership of the Tour of Britain Bike. It was discussed that it was already agreed in principle to take ownership of the bike after the Tour of Britain.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to formalise agreement already in place with Devon County Council.

19/171 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the schedule as follows:

19/172 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **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.

19/173 SPORT ENGLAND DELIVERY PILOT UPDATE

The Council considered the response letter from Sport England Delivery Pilot to the letter sent by the Chairman of Cranbrook Town Council on 15 July 2019. The Chairman stated that he had replied and thanked the Head of the Sport England Delivery Pilot and would be happy to have a meeting to discuss the letter further.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborne and **resolved**

- A. to continue to support the Sport England Pilot
- B. the Chairman and Clerk to attend a meeting with the Head of the Sport England Delivery Pilot to discuss the response to the letter sent.

19/174 UNAUTHORISED ENCAMPMENT PROTOCOLS

The Council considered the report regarding unauthorised encampment protocols. It was discussed that the Council needed a policy and procedure on how to deal with unauthorised encampments.

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Members considered three quotes that had been obtained from contractors with regard to the removal of unlawful occupations.

The Council noted that any Transit site would need to be established as a District resource and not by Cranbrook Town Council.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved:**

- A. That a policy and procedure be prepared in line with the recommendations in the report.
- B. That Devon Investigations be the Council preferred contractor.

The meeting closed at 8.35 pm.

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SCHEDULE OF PAYMENTS

Date	Invoice From	Description	Total Incl. VAT £
23/07/2019	Devon Association of Local Councils	Planning and Being a Good Councillor courses on 4 and 11 July 2019	114.00
25/07/2019	Tony Benger Landscaping	Supply and installation of litter bin in Phase 1 Country Park	724.08
29/07/2019	DL Clean Windows	Window cleaning Younghayes Centre	10.00
31/07/2019	Action East Devon	First Aid Training Course	252.00
02/08/2019	M J & G M Accountancy Services Ltd	Payroll August 2019	15.00
06/08/2019	Tony Benger Landscaping	Phase 1 & 2 Grounds Maintenance	30,000.00
Direct Debits			
08/07/2019	Concord	Printing Costs	3.29
21/07/2019	De Lage Landen Leasing	Leasing of printer/scanner/photocopier	170.36
n/a	Tesco Mobile	Office mobile monthly cost	7.50
n/a	Core Office IT	Monthly email hosting	165.24
n/a	Core Office IT	IT Support	241.20
Staffing Costs			
n/a	n/a	Salaries for August 2019	5,027.17
n/a	n/a	HMRC Income Tax and employer and employees' National Insurance Contributions	1,801.85
n/a	n/a	Employer and employees' contributions to Local Government Pension Scheme (Peninsula Pensions)	1,523.83

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