



To:

The Chairman and Members  
of Cranbrook Town Council

12 November 2019

## **NOTICE OF TOWN COUNCIL MEETING**

The Chairman and Members of Cranbrook Town Council are hereby summoned to attend the following meeting:

**Meeting:** Cranbrook Town Council  
**Date and time:** Monday, 18 November at 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

Janine Gardner  
Town Clerk

### **PUBLIC PARTICIPATION**

The Town Councillors very much welcome members of the public to attend and take part in Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

### **ACCESS TO INFORMATION**

The Town Council does not routinely publish all the supporting reports and documents along with the agenda on its website due to resource constraints. If you would like to see any reports or supporting documents relating to the public part of the meeting please do get in touch with us and they will be made available:

Cranbrook Town Council  
Younghayes Centre  
169 Younghayes Road  
Cranbrook  
Devon EX5 7DR

Email: [office@cranbrooktowncouncil.gov.uk](mailto:office@cranbrooktowncouncil.gov.uk)  
Tel: 01404 514552

# **A G E N D A**

## **1. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

## **2. DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

## **3. MINUTES**

To accept as a true record the minutes of the meeting held on 21 October 2019.

## **4. PUBLIC PARTICIPATION**

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

## **5. DISTRICT AND COUNTY COUNCIL MATTERS**

To discuss East Devon District and Devon County matters.

## **6. COMMITTEE MEMBERSHIPS**

To appoint committee memberships following Cllr Steve Prime's co-option on 21 October 2019.

## **7. REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS**

To adopt the changes made to the Council's Financial Regulations made by the Finance & Personnel Committee on 21 October 2019.

## **8. REVIEW OF RISK MANAGEMENT ARRANGEMENTS**

The Council's Safety Working Group met on 5 November 2019 and recommends that the Council adopts the following reviewed and up-to-date documents:

- a) Health and Safety Policy
- b) Risk Management Strategy and Risk Register
- c) Risk Assessments:
  - i. Slips and Trips Generic
  - ii. Manual Handling Generic
  - iii. Office Safety
  - iv. Kitchen
  - v. Play Parks Safety

- vi. Councillor
- vii. Allotments Safety
- viii. Volunteer
- ix. Christmas Tree
- x. Country Park

The Council's approach to lone working is currently under review following the arrival of the Country Park Ranger and the Community Development Worker.

## **9. CIVIL ENFORCEMENT PROTOCOL**

## **10. STREET TRADING LICENCE APPLICATION**

East Devon District Council is currently consulting on a renewal application for the following existing street trading application for a street trading consent:

Applicant: Richard Filby, Flippy Chippy (mobile catering van selling fish and chips)  
Location: Younghayes Road, by the Country Park, Cranbrook  
Dates: RENEWAL – Annual consent  
Every Monday 16:30 - 19:30

## **11. THREE-YEAR REVIEW OF PUBLIC SPACES PROTECTION ORDERS (PSPO) – CONTROL OF DOGS**

To consider East Devon District Council's three-year review of their Public Spaces Protection Orders (PSPOs) relating to the control of dogs.

## **12. FEEDBACK TO TONY BENGER LANDSCAPING**

The Town Council's grounds maintenance contractor Tony Benger Landscaping has requested customer feedback and the Chairman of the Council's Amenities Committee has suggested the following wording:

Cranbrook Town Council engage Tony Benger Landscaping as the main contractor for maintenance of a great variety of public spaces within the town.

In accordance with the detailed works prescribed in a number of planning documents, in particular the Country Park management plans, which are quite specific with a range of habitats – hedges, trees, grassland, and aquatic – the company provides an excellent service.

With a flexible attitude appropriate to an ever-changing and growing community, and approachable management and employees, the working relationship benefits all who are involved – most importantly of all, perhaps, the community of Cranbrook.

## **13. ASSET DELIVERY REPORT**

To consider the asset delivery report dated 11 November 2019.

## **14. COMMITTEE MINUTES**

To adopt the following Committee minutes:

- a) Finance & Personnel Committee on 21 October 2019
- b) Planning Committee on 4 November 2019
- c) Amenities Committee on 4 November 2019
- d) Finance & Personnel Committee on 11 November 2019

## **15. SCHEDULE OF PAYMENTS**

To approve the attached schedule of payments.