



To:

The Chairman and Members
of Cranbrook Town Council

10 December 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, 16 December 2019 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.

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 18 November 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. STREET TRADING

To consider the following:

- a) Presentation from the Licensing Manager at East Devon District Council regarding the long-term licensing strategy for Cranbrook town and street trading.
- b) Street trading application:

Mr Richard Filby, Flippy Chippy Fish and Chip Catering Van
Location: Burrough Fields Pitch, Cranbrook – “New location”
Dates: Mondays from 4:30pm until 7:30pm
The application is for: One mobile fish and chip catering van

7. CRANBROOK PLAN EXAMINATION

The Secretary of State has now appointed Planning Inspector Janet Wilson BA (Hons) BTP MRTPI DMS to conduct an examination into the soundness and legal compliance of the Cranbrook Development Plan. Details of the examination process are published on:

<https://eastdevon.gov.uk/planning/planning-policy/cranbrook-plan/cranbrook-plan-examination/#article-content>

As a representor, the Council has three options available during the Examination:

- a) If the Council is content to rely on its original representations and does not intend to provide any further written comments or participate in the hearing discussions there is no need to do anything further. The Inspector will take all submitted comments into consideration when preparing her report in so far as they relate to soundness and legal compliance considerations.
- b) If, having considered the Inspectors' Matters, Issues and Questions, the Council feels it would like to submit further written comments but do not wish to participate in the hearing sessions, it may do so.
- c) Should the Council wish to participate within a specific hearing session, it needs to inform the Examiner.

Attached is also a copy of the Council's response to the Development Plan Document dated 15 April 2019.

8. PLANNING APPLICATION 19/2425/FUL

To consider planning application 19/2425/FUL proposing the creation of a heat substation to include the construction of a building and associated infrastructure at land to the north of Tillhouse Road and west of Rush Meadow Road, Cranbrook.

9. BUDGET 2020-21

a) Younghayes Centre Signage

To consider options for updating signage at the Younghayes Centre following the building transferring into the Town Council's ownership.

b) Programme of Events in 2020-21

To consider the joint proposal by the Council's Country Park Ranger and Community Development Worker.

c) Budget 2020-21

To consider the 2020-21 draft budget.

10. LONE WORKING POLICY AND RISK ASSESSMENT

To review the Council's Lone Working Policy following the arrival of the Country Park Ranger and Community Development Worker and to adopt the associated risk assessment.

11. ASSET DELIVERY REPORT

To consider the Council's Asset Delivery Report dated 8 December 2019.

12. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

13. EXCLUSION OF PRESS AND PUBLIC

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 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.

14. YOUNGHAYES CENTRE SECURITY SERVICE

To agree security arrangements at the Younghayes Centre.