



**Minutes of the Meeting of Cranbrook Town Council Amenities Committee held on  
Monday 12 October 2015 at the Cranbrook Education Campus**

**Present**

Cllr Kim Bloxham (Chair)

Cllr Kevin Blakey

Cllr Nigel Grimshire

Cllr Maria Hale

Cllr Karen Jennings

Cllr Phil Tucker

**Also Present**

Nick Randle OBE, Town Clerk

Darren Summerfield, New Communities Projects Officer, Exeter & East Devon Growth Point

Stuart Langer, Planning Officer, Devon County Council

Nicola Wilson, Planning Officer, Devon County Council

**A/12/10/1 APOLOGIES FOR ABSENCE**

No apologies were given.

**A/12/10/2 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**A/12/10/3 URGENT BUSINESS**

The Committee agreed to consider two items of urgent business falling within the Committee's remit, these being to approve the Tender Process for Play equipment and to decide the Colour of Bus Shelters in Cranbrook.

**A/12/10/4 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE**

It was unanimously resolved to elect Karen Jennings as Vice Chair of the Committee

**A/12/10/5 TO RECEIVE A PRESENTATION BY STUART LANGER AND NICOLA WILSON- DCC STRATEGIC PLANNING TEAM.**

Darren Summerfield introduced the discussion. The meeting had occurred at the point where Stuart was leaving the Strategic Planning Team and Nicola was taking over his role. Stuart explained that due to increased housing allocations in Cranbrook certain planned S106 developments were being brought forward. A £20 million loan was being negotiated by developers to include funding development of S106 commitments including a Leisure Centre/Youth centre and Town Hall/Library. Developers were keen to establish the specifications of these provisions in the near future. The Town Council had recently established a working group to look at its policy on asset requirements and on ownership and operation of these.

During discussion it was felt that the Town Council should look at specific provision for Young People and the elderly. It was also felt that Councillors should visit other places to see how assets are managed in best practice conditions. Potential additional funding from organisations such as the Arts council might also be considered.

**A/12/10/6 TO CONSIDER THE COMMITTEE'S TERMS OF REFERENCE AND AREAS FOR FUTURE WORKING.**

The committee considered that it would need to define its policies on a range of issues in the coming months. The Town Council role in management of public spaces was dependent on the outcome of the discussions on the Service Charge being levied by the Consortium, which effectively overlapped with the traditional Council Role. Ownership and management of other assets was dependent on the approach the Town Council took to its role. It was felt that the Town Council should attempt to own and manage assets which provided an opportunity to generate additional funds and that the proceeds from these should be used to subsidise community assets which were needed but did not have any direct income generation potential.

**It was resolved** to keep the Committee's terms of reference under review to ensure that the full scope was addressed over time.

**A12/10/7 TO CONSIDER THE COMMITTEE'S BUDGET REQUIREMENTS FOR 2016/2017.**

Members felt it would be difficult to identify solid budget headings at this stage, as there were a number of dependencies for asset ownership and environmental management which had already been discussed. However it was felt that the budget should reflect some contingencies against the possible unfolding of amenities programmes during the coming year. In particular it was felt that provision should be made for taking on the operation of the Younghayes Centre, and for procuring expert advice in connection with developing business cases for operating car parks, letting venues, markets and other commercial assets.

Councillor Grimshire proposed that the Council should consider purchasing and managing property in Cranbrook, for use in connection with specific social needs. The property could be let at a profit. He undertook to write a short report on his proposals for use by the assets working party.

**The committee resolved** to communicate its views on the budget to the Finance and Personnel Committee.

#### **A12/10/8 TO ADOPT A PROCESS FOR MAINTAINING AND AGREEING THE MONTHLY AMENITIES REPORT**

Members considered the development of the detailed Amenities report which was presented to the Town Council on a monthly basis. The report is a management tool to ensure that amenities issues are tracked and addressed. Ultimately when resources permitted officers would manage this report.

**It was resolved** to adopt the report and the process as an Amenities Committee tool for managing issues within the Town.

#### **A12/10/8 TO CONSIDER A PROPOSAL THAT THE TOWN COUNCIL ASSUME MANAGEMENT OF THE STATION CAR PARK**

It was proposed that the Town Council seek to take over and run the Station Car Park in Cranbrook. **It was resolved** to work towards this end. Cllr Grimshire working in conjunction with Cllrs Blakey and Jennings would investigate options for taking this forward.

#### **A12/10/9 TO RECEIVE A REPORT FROM CLLR. PHIL TUCKER ON COMMUNICATION ISSUES WITHIN THE TOWN**

Cllr Tucker described a range of problems arising from the fact that there is a single supplier for Broadband in phase 1 and that no other supplier could get access to the cabling ducts which had been laid in the town. He also discussed a problem with having multiple routers located in a dense area and the need for residents to apply a technological upgrade to avoid this problem.

Councillor Tucker agreed and **it was resolved** that he would invite the provider to come and undertake a survey and sponsor an advisory brochure for residents to help them avoid common problems. He would also generate a report detailing the problems which had arisen and this would be taken to OFGEM to ensure that the problems were not replicated in Phase 2.

#### **A12/10/10 COLOUR OF BUS SHELTERS**

Members considered the colour chart provided and **by a majority resolved** to recommend Signal Green as the preferred colour. Councillor Blakey would communicate this decision along with a number of other technical issues.

#### **A10/10/11 TENDER PROCESS FOR PLAY EQUIPMENT**

Following discussion **it was resolved** to support the proposed tender process for play equipment in Hayes Square. It was also agreed to recommend that measures be taken to protect the pathways and grass areas, and that the contractors site be located on the corner of the square. Cllr. Bloxham undertook to communicate the Committee decision.

The meeting closed at 8.57pm.



# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 8 February 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kim Bloxham (in the Chair)  
Cllr Karen Jennings  
Cllr Nigel Grimshire  
Cllr Kevin Blakey

## **Also Present**

Cllr Nick Partridge  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/16/1 APOLOGIES FOR ABSENCE**

No apologies were received.

## **A/16/2 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/16/3 MINUTES**

The minutes of the meeting on 12 October 2015 were accepted as a correct record.

## **A/16/4 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.

## **A/16/5 AMENITIES REPORT**

The Committee considered the latest version of the Amenities Report.

The Chair provided a verbal update on matters relating to E.ON and reported that a meeting would be held with E.ON and a number of partner organisations on 16 February 2016 at 3:00pm.

Members further reported that rubber protective covers were missing off sharp metal adjacent to the right-hand set of steps going into the train station. The Chair agreed to follow this up with Network Rail.

Members further commented on the specification, design, equipment and location of bus shelters in the town and the Chair reported that the Exeter & East Devon's Growth Point Team's New Community Projects Officer would provide an update to the next full Council meeting on 15 February 2016.

## **A/16/6 MEMBER PARTICIPATE IN AMENITIES REPORT**

The Chair proposed to members of the Amenities Committee to become involved in the information gathering to inform items on the Amenities Report because Cranbrook was continually growing in size and the Chair was the only member currently to update the Report.

Following discussions **it was resolved**

- a) to add an item to the full Council agenda on 29 February 2015 to invite all members of the Council to participate.
- b) the Chair and the Town Clerk to prepare a proposal before 29 February 2016 of how the town could be organised into manageable sections which could be assigned to individual members.

## **A/16/7 INFORMATION TECHNOLOGY IN PHASE 1**

The Chair reported that a meeting had been arranged with representatives from See the Light, the information communications provider in Phase 1, the Consortium, the Exeter & East Devon's Growth Point Team and members on 24 February 2016 at 2:00pm in order to address some of the concerns in relation to the provision of information technology in Phase 1, most notably the absence of an N3 secure connection which had implications for the delayed opening of the Post Office, the efficient operation of the GP surgery, the availability of an online prescription service at the pharmacy as well as residents' TV packages. The Chair also understood that business calls were more expensive than with other provider.

A further concern related to future investments in information technology, especially if future Phases had different providers.

The Chair invited all members of the Council to advise her before 24 February of any other issues in relation to information technology.

## **A/16/8 FUTURE BUSINESS**

The Chair reported that she had arranged for a site visit with representatives from East Devon District Council's property services team and the South Western Ambulance Service NHS Foundation Trust on 12 February 2016 at 3:30pm to discuss the future location of the community defibrillator on the front of the Younghayes Centre. Full Council had agreed to its lease on 18 January 2016. She further confirmed that all equipment, including batteries, as well as training were included in the lease. It was understood that the ambulance trust also provided education on the defibrillator in the local schools.

The Asset Delivery Working Group was meeting on 12 February 2016 and would report back to the Amenities Committee in due course.

Members further noted that the Chairman of the Council was in negotiations with Blenheim about the litter picking contract and that a completion certificate for the St Martin's play park was still outstanding.

The meeting closed at 7:40pm.

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 21 March 2016  
**Time:** 7:00pm  
**Venue:** Younghayes Centre

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Nigel Grimshire  
Cllr Karen Jennings  
Cllr Rob Valkass

## **Also Present**

Cllr Phil Norgate  
Janine Gardner, Town Clerk, Cranbrook Town Council  
Cathy Hill, Administrative Assistant, Cranbrook Town Council (minuting)

## **A/16/9 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Phil Tucker.

## **A/16/10 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/16/11 MINUTES**

The minutes of the meeting on 8 February 2016 were accepted as a correct record.

## **A/16/12 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.

## **A/16/13 AMENITIES REPORT**

The latest version of the Amenities Report had been circulated and viewed by members. It was mentioned that two streetlights on Burrough Fields are incorrectly aligned and require adjustment and **it was resolved** to add this item to the Amenities Report.

## **A/16/14 HAYES SQUARE ANGLED KERBS**

Cllrs Bloxham, Gunn and West had visited the site and feedback had also been received from the Devon & Somerset Fire & Rescue Service. Although the original design had been checked and not found to be at fault, the Fire & Rescue Service had expressed that they would be unable to manoeuvre a fire engine around the Square due to parking of cars in the corners. Members noted that the Cranbrook Consortium & Infrastructure Project Manager had agreed to request a redesign and all members of the Committee were in agreement with this course of action. The Town Council would not re-consult with residents of Hayes Square as this was an ongoing response to their original concern.

## **A/16/15 MEAD CROSS**

### a) Area previously used by Westbury Show Home as a car park

Cllrs Grimshire and Norgate had viewed the original plans and confirmed the area had originally been designated as landscaping. It had been changed to car parking whilst the Westbury show home had been in operation, so should now be reinstated. The Chair believed that the landowner would therefore need to request planning permission for change of use to parking. The Council had been liaising with Persimmon because of inappropriate parking being a problem in that area. **It was resolved** to support any potential future change of use.

### b) Public open space area previously used by Westbury Site Office

Cllrs Bloxham and Jennings felt this area had been left in an unsatisfactory condition so the Amenities Committee had requested that a layby be created. East Devon District Council had opposed this due to possible damage to tree roots and were not welcoming of an application for a path whilst one for a layby was being considered. The Chair proposed that a path should be requested if the request for a layby was refused and the Committee was in agreement.

## **A/16/16 MEADOW LANE**

Members felt that dropped kerb(s) would benefit those using pushchairs and wheelchairs although some consideration was given to whether a bollard(s) might be needed in order to prevent small children on scooters inadvertently sliding into the road. The Highways team at Devon County Council were in support and the Committee agreed to progress the installation of dropped kerb(s) and to further consider the provision of bollards.

## **A/16/17 URGENT ITEM – RECENT ISSUES WITH HEDGEROW MANAGEMENT**

The Chair introduced this urgent item relating to the recent issues with hedgerow management. There was concern about the way recent works had been carried out, in particular about health & safety issues and the lack of notice provided. The Chair advised she had been told the flailing had now ended, that a different method would be used next time and that rutted verges would be reinstated.

It was felt that tractors with flailing gear, whilst suitable in rural roads, were unsuitable in a residential area. There was discussion about the importance of compaction to verges being properly remediated, rather than dips being simply filled and reseeded. Although the contractor had declined to share a copy of their risk assessment as Cranbrook Town Council had not commissioned the work, in view of concerns for the safety of residents exposed to flailing arms, large tractors and splintering branches, **it was resolved** that the Council write to the Consortium requesting robust answers to the aforementioned concerns and a clear summary of what had been learned from the recent works.

The meeting closed at 7.30pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 16 May 2016 at 7:00pm  
**Venue:** Younghayes Centre

**Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Nigel Grimshire  
Cllr Phil Tucker

**Also Present**

Janine Gardner, Town Clerk, Cranbrook Town Council

**A/16/18 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Nick Partridge and Rob Valkass.

**A/16/19 DECLARATIONS OF INTEREST**

No declarations were made.

**A/16/20 MINUTES**

The minutes of the meeting on 21 March 2016 were accepted as a correct record.

**A/16/21 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.

**A/16/22 AMENITIES REPORT**

The latest version of the Amenities Report had been circulated and the Chair reiterated the process whereby individual members had been assigned an area in the town which they would check against the Amenities Report and feed back any information through her.

Following the recent resignation of a town councillor, it was agreed that Cllr Phil Tucker would cover the Country Park and train station area together with Cllr Kevin Blakey. Cllr Phil Tucker raised an issue relating to the ticket machine at the train station which did not print pre-purchased tickets and did not accept railcards. The Chair would follow this up.

The Chair also advised that she would meet with the Devon & Cornwall Rail Partnership on 20 May when she would discuss the possible display of artwork at the station, the request for which had been communicated to Network Rail and the Station Manager previously, possible community/resident management of the station as well as the possibility of operating additional trains through Cranbrook in the future. The Committee noted that approximately 4,000 journeys had been made each month from Cranbrook station in April 2016.

Cllr Kevin Blakey raised an issue in relation to the unsatisfactory condition of the communal area at St Michael's Way. The Chair advised that she had received assurances that grass cutting would commence imminently and that the developer Bovis was unlikely to replace any trees as they had already been replaced twice and the current specimen were alive. The residents who lived in the houses adjacent to the area appeared not willing to maintain it. It was agreed to keep the situation under review and scope any business sponsorship in the future, e.g. of trees, if practicable.

Cllr Kevin Blakey also highlighted that four granite-style paving slabs outside the Younghayes Centre were cracked and the Chair agreed to investigate this as part of the Amenities Report.

The Chair updated the Committee on the following items on the Amenities Report:

- One corner of the bridge between Younghayes and Tillhouse Roads had been completed and approved by Devon County Council. The remainder of the bridge could now be rebuilt.
- The Chair was going to highlight the level of East Devon District Council's checking and enforcement activities in the town at the next CABA meeting in June 2016.
- It was apparent that East Devon District Council would not support additional car parking at Mead Cross because of the impact this would have on tree roots. A planning application was currently being determined relating to the creation of an additional car parking space opposite 7 Copse Close Lane. If the latter received approval, the Amenities Committee would request that the Planning Committee considers a possible car parking solution at Mead Cross and lead the liaison with appropriate parties.
- The Town Council had previously raised concerns in relation to a traffic calming area in Higher Meadow which, unusually, belonged to a home owner. The road was narrow and this situation was exacerbated by cars being parked on pavements. The developer had placed boulders on top of the rutting around the traffic calming area. Devon County Council had confirmed that the area conforms to the planned design. The situation remained unsatisfactory and unsightly but it was agreed that the Town Council had exhausted its avenues and the situation might be addressed as part of the adoption process.

The Committee noted the Amenities Report.

#### **A/16/23 E.ON UPDATE**

The Chair advised that she was liaising with E.ON on a number of issues (ref. items on the Amenities Report) and that E.ON had recently agreed to conduct a review of the wording relating to energy service charges within the customer heat supply agreements. This review was underway and further information would be communicated to residents in due course. E.ON had also ordered SIGFOX Automatic Meter Readers and aimed to achieve 100% rollout within four months.

#### **A/16/24 IFNL UPDATE**

The Chair had met with Metropolitan, IFNL, the Exeter and East Devon Growth Point and the Consortium on 23 February 2016. Since then See the Light had held a customer information session and individual customer surgeries but events had been poorly attended. See the Light had also written to all residents and responded to various concerns, e.g. by changing routers.

Three telephone and broadband providers were currently operating in Cranbrook, with a fourth provider yet to launch and negotiations had commenced to sign a fifth provider.

Businesses in the town were still lacking an N3 connection and IFNL were in negotiations with BT. This issue needed to be solved in order to prevent any problems in future phases. The Committee noted that mobile post offices used the same technology as static post offices.

The Chair would meet again with IFNL on 24 May 2106.

The meeting closed at 8.03pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 27 June 2016 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 2LZ

## **Present**

Cllr Kevin Blakey  
Cllr Nigel Grimshire (in the Chair)  
Cllr Rob Valkass

## **Also Present**

Cllr Shaun West  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/16/25 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Kim Bloxham, Nick Partridge and Phil Tucker.

## **A/16/26 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/16/27 MINUTES**

The minutes of the meeting on 16 May 2016 were accepted as a correct record.

## **A/16/28 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.

## **A/16/29 AMENITIES REPORT**

The Committee considered the latest version of the Amenities Report dated 12 June 2016.

The Committee understood that the appointment of a new landscaping contractor was imminent following the departure of the previous contractor. All involved parties recognised that urgent remedial action was required in and around the town.

The Committee also noted that a number of impromptu pathways which had been created in different areas across the town, e.g. across the green space adjacent to Mead Cross. The Committee noted that the Town Council had agreed on 20 June to apply for grant funding for the Public Open Space in Mead Cross and to generate ideas for the improvement of the area.

Members highlighted that the fenced-off areas at St Martin's Play Park lacked signage and children were still accessing fenced-off equipment. **It was resolved** to draw this to the Cranbrook Consortium Manager's attention.

Members also highlighted concerns relating to the condition of the Country Park, especially relating to a seeming lack of weed control and soil removal and lack of replacement. The Committee noted that there was no large public open space of high quality which could be used all year round. The Country Park was a flood plain and potentially not available during some parts of the year. **It was resolved** to

- a) assess the extent of public parks provision in other Devon towns of comparable (final) size.
- b) to express concerns about the general condition of the Country Park and possible improvements at the next informal Amenities meeting.
- c) to highlight to East Devon District Council's planning team and the Consortium that there was currently no permanently useable large public park planned for Cranbrook.

#### **A/16/30 COMMUNITY WI-FI**

Cllr Rob Valkass suggested to the Committee the possible investment in the provision of town-owned and managed Wi-Fi to make calls and use the internet. This would be made possible by installing solar or mains -powered transmitters at buildings or street furniture which had a radius of 300-400 feet each and could be networked together. Each transmitter cost in the region of £150.

This would immediately remedy the lack of mobile signal and might generate revenue if the access points were sponsored or if the usage was limited and/or chargeable. Information, e.g. about the Town Council, could also be displayed on the login page. The Committee suggested a possible trial for an initial period in order to gather usage data which could then also form the basis for selling advertising.

**It was resolved** that Cllr Rob Valkass would research the capital and revenue costs and report back to the full Council with a view to possibly inform the budget setting process for the 2017-18 financial year which would commence in September 2016.

The meeting closed at 7:38pm.



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 8 August 2016 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 2LZ

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Nigel Grimshire  
Cllr Nick Partridge

## **Also Present**

Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/16/31 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Vicky Keating and Phil Tucker.

## **A/16/32 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/16/33 MINUTES**

The minutes of the meeting on 27 June 2016 were accepted as a correct record.

## **A/16/34 PUBLIC PARTICIPATION**

A member of the public attended the meeting and highlighted his concerns in relation to the use of the St Martin's Play Park. He had witnessed older children riding their bicycles at speed through the Park. The Chairman advised that although the signage stated that cycling was strictly prohibited in the park, this was difficult to enforce as the arrangement was essentially self-policing. However, new fencing was due to be installed at the beginning of September 2016 which should help to alleviate the problem.

## **A/16/35 AMENITIES REPORT**

The Committee considered the latest version of the Amenities Report dated 25 July 2016.

The Chairman reported that the number of items on the Report was decreasing and fewer items were being added. She also brought the following items to the Committee's attention and suggested to remove those from the Amenities Report for the following reasons:

- Persimmon needed to regularise the use of the former Westbury Show Home as a car park with the local planning authority but had not done so to date. As and when the parcel of land in question would transfer to a permanent owner it would be the responsibility of that recipient to ensure that the usage of the parcel of land was in compliance with relevant legislation and regulations.

- The proposed dropped kerb at Mead Cross would be incorporated in the planned application for grant funding covering the improvement of the Public Open Space in Mead Cross adjacent to the junction with Younghayes Road.
- The Chairman had attended a meeting on 4 August 2016 when the future location of the Country Park Resource Centre was discussed. Monthly meetings had now been set up in order to progress any proposals in a timely manner.

The Committee noted the latest version of the Amenities Report.

#### **A/16/36 HEDGEROW MANAGEMENT**

The Committee considered the Country Park Specification and Management Plan and the Hedgebank Management Plan for Phase 1 which were now in operation and enforceable.

The Committee noted the Country Park Specification and Management Plan and the Hedgebank Management Plan for Phase 1.

#### **A/16/37 E.ON ISOLATION TAPS**

The Chairman reported that she had been in discussions with E.ON regarding the isolation taps in Phase 1. Isolation taps enabled individual householders to turn off the hot water supplies to their homes and a large number of homes in Phase 1 were constructed with no or inaccessible taps, the majority of which were situated in Bovis and Persimmon parcels.

The Devon & Somerset Fire & Rescue Service had responded to an incident where they had been unable to readily access an isolation tap. The Town Council subsequently facilitated consultation between the Fire & Rescue Service and E.ON in order to identify a solution to the problem, e.g. the production of colour-coded plans showing the isolation taps for groups of dwellings where individual taps were missing.

**It was resolved** to formally write to E.ON and request the company to advise in writing about their plans to address the situation and how the concerns are being pursued. **It was further resolved** to write to East Devon District Council to request that the provision of individual isolation taps be stipulated as a planning condition for the grant of future planning applications and highlight this to the Town Council's Planning Committee.

#### **A/16/38 ST MARTIN'S PLAY PARK MUGA FENCING**

The Community Development Worker had previously requested to increase the height of the multi-use games area (MUGA) fencing because he was concerned about an injury to a child/person when the ball is kicked over the current fencing. There was also an issue about a ball hitting cars in the adjacent car park. The Consortium and East Devon District Council had confirmed that they would not replace the fencing as its current height was in accordance with the design which had been approved during the planning process, it met the originally stipulated criteria and as it had been in existence for a couple of years with no issues being reported.

Estimates to alter the height of the fencing had been received from East Devon District Council as follows:

- Cost for increasing the height of the end sections to 3.1m: £8,083.00 + VAT
- Cost for increasing the height of all perimeter fencing to 3.1m: £22,580.00 + VAT

It was the District Council's view that the fencing did not require modification. There was a risk of parents/children being hit by a stray ball, however, this risk was perceivable as the facility and its use was clear for everyone to see. The District Council would only advocate an increase in the height of the fencing if the MUGA was blocked from view, e.g. by a brick wall or thick vegetation as this would make the risk almost impossible to identify.

**It was resolved** to agree with East Devon District Council's appraisal, to write to the Community Development Worker to advise him of the Councils' view and to erect a sign at the adjacent car park stating that cars were parked at the owners' risk when the Town Council took possession of it.

#### **A/16/39 PROVISION OF PUBLIC FOOTPATHS**

Following a "Cranbrook active travel, moving more" meeting on 20 July 2016, East Devon District Council's Green Infrastructure Project Manager had advised that he was responsible to address the lack of public footpaths locally and that he had been exploring many route options with surrounding landowners but that progress was slow due to a lack of funding. He also suggested to deliver a presentation at the next meeting of the Amenities Committee on 3 October 2016 and requested that the Council or Committee appoint a councillor who could help champion the Green Infrastructure Project Manager's work.

**It was resolved** to appoint Cllr Nigel Grimshire as the member champion for the provision of public footpaths and to attend the next "Cranbrook active travel, moving more" meeting on 14 September 2016 at 6.30pm. The Committee was also looking forward to the Green Infrastructure Project Manager's presentation at its next meeting on 3 October 2016.

#### **A/16/40 PUBLIC NOTICEBOARDS**

A representative of the Community Association had presented to the Town Council on 23 May 2016 requesting that additional noticeboards were provided across the town.

The Chairman was due to meet the representative on 10 August 2016 and **it was resolved** to not provide a noticeboard outside St Martin's Primary School on the basis that this was situated approximately 100 meters away from the existing noticeboard outside the Younghayes Centre and that the provision of noticeboards in Phase 1 was considered sufficient.

The Committee further recommended the provision of additional noticeboards in subsequent phases of the town and the Town Clerk would prepare a proposal for the Council's consideration, including quotes and planning considerations. The Committee identified as one potential location the end of Court Royal in Phase 2.

#### **A/16/41 COMMUNITY WI-FI**

At the Town Council on 18 July 2016, Cllr Gareth White had offered to work on a community Wi-Fi solution, a project which had previously been progressed by Rob Valkass who subsequently resigned. Cllr White had previous experience of delivering a community Wi-Fi solution in another Devon town.

**It was resolved** to appoint Cllr Gareth White to progress a community Wi-Fi solution for Cranbrook and to request that he report back to the Amenities Committee.

#### **A/16/42 2017-18 BUDGET SETTING PROCESS**

The Chairman reported that the negotiations relating to the transfer of the Younghayes Centre from East Devon District Council to the Town Council were progressing well and that the Council would have to consider the budget implications for the management and maintenance of that building once it took possession of it.

The other additional item of potential expenditure was the delivery of the bin emptying and litter picking contract which the Council was looking to extract from the estate rent charge and deliver from 2017-18 onwards.

**It was resolved** that Cllr Nigel Grimshire in his capacity as the Vice-Chairman of the Amenities Committee would attend the Finance & Personnel Committee meeting on 12 September 2016 in order to inform the initial deliberations for the 2017-18 budget.

The meeting closed at 8:06pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 3 October 2016 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 2LZ

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Nigel Grimshire  
Cllr Vicky Keating

## **Also Present**

Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/16/43 APOLOGIES FOR ABSENCE**

No apologies were received.

## **A/16/44 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/16/45 MINUTES**

The minutes of the meeting on 8 August 2016 were accepted as a correct record.

## **A/16/46 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.

## **A/16/47 AMENITIES REPORT**

The Committee considered the latest version of the Amenities Report dated 26 September 2016.

In response to a question by a Committee member regarding the paving of footpaths in the Country Park, the Chairman advised that the Consortium considered the cost and the ongoing maintenance cost of a proposed solution as prohibitive. The Committee also noted that the finishing of the Country Park included bollards at the entrances to the Country Park which had not been installed to date. The Chairman would add this item to the Amenities Report.

The Committee noted the latest version of the Amenities Report.

## **A/16/48 YOUNGHAYES CENTRE BUSINESS PLAN**

The Committee considered a report by Cllr Vicky Keating and noted it for all future discussions regarding the Younghayes Centre. **It was resolved** to recommend to the Town Council to commission a business plan for the Younghayes Centre before it transfers to the Town Council.

The meeting closed at 7:13pm.

Signed: Chairman .....

Date: 28 November 2016

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 28 November 2016 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 2LZ

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Nigel Grimshire  
Cllr Vicky Keating

## **Also Present**

Cllr Shaun West, Vice-Chairman of Cranbrook Town Council  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/16/49 APOLOGIES FOR ABSENCE**

No apologies were received.

## **A/16/50 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/16/51 MINUTES**

The minutes of the meeting on 3 October 2016 were accepted as a correct record.

## **A/16/52 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.

## **A/16/53 AMENITIES REPORT**

The Committee considered the latest version of the Amenities Report dated 31 October 2016 and the Chairman advised that the report was now out of date and the next informal Amenities meeting was scheduled on Monday, 5 December 2016.

The Committee noted the latest version of the Amenities Report.

## **A/16/54 AMENITIES COMMITTEE MEMBER RESPONSIBILITIES**

Members of the Town Council had been allocated specific areas of the town in February 2016 in order to help inform the Amenities Report and information gathering. The Chairman advised that this arrangement was not working and she proposed a number of projects which were awaiting councillor leads:

- Younghayes Centre business plan, management of leases and the potential expansion of the Cranbrook Medical Centre
- Organisation of green waste collections and education on fly-tipping
- Involvement in consultation on locally equipped play area (LEAP) from January 2017 onwards

Signed: ..... Chairman

Date: 6 February 2017

- Cllr Nigel Grimshire advised that additional funding was anticipated in 2017 for cycling infrastructure

**It was resolved** to allocate individual projects following the round of co-options in December 2016 and to appoint Cllr Kevin Blakey as the lead on the Younghayes Centre business plan, management of leases and the potential expansion of the Cranbrook Medical Centre.

#### **A/16/55 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.

#### **A/16/56 COMMUNITY WI-FI**

The Committee considered a quote by a community Wi-Fi provider. It was felt that the cost of a community Wi-Fi scheme currently outweighed the potential benefits of it and might be better utilised once the town centre was operational, more businesses were trading in the town and more people were visiting the town. Sponsorship by individual businesses should also be explored in the future.

**It was resolved** to obtain further quotes and to commission a community Wi-Fi scheme at an appropriate time in the future but not in the 2017-18 financial year.

The meeting closed at 7:45pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 6 February 2017 at 7:00pm  
**Venue:** Younghayes Centre, Younghayes Road EX5 7DR

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Nigel Grimshire  
Cllr Louisa Joslin

## **Also Present**

Cllr Ray Bloxham, Chairman of the Finance & Personnel and Planning Committees  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/17/1 APOLOGIES FOR ABSENCE**

Apologies were received Cllr Derek Atkinson.

## **A/17/2 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/17/3 MINUTES**

The minutes of the meeting on 28 November 2016 were accepted as a correct record.

## **A/17/4 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.

## **A/17/5 AMENITIES REPORT**

The Committee noted the latest version of the Amenities Report dated 30 January 2017.

## **A/17/6 GREEN WASTE COLLECTION**

Cllr Colin Buchan presented his report scoping different possible providers of green waste collections in Cranbrook. The Committee noted that East Devon District Council's Recycling and Waste Partnership Board on 7 December 2016 had recommended that a district-wide garden waste collection service would be reviewed following completion of a new contract roll-out, but still wanted to identify an interim solution if possible.

The Committee suggested possible solutions including subsidised compost bins from local authorities, community compost solutions, commissioning private local pickups or utilising a possible Incredible Edible site at the Cranbrook Education Campus. Cllr Colin Buchan would report back.

Signed: ..... Chairman

Date: 20 March 2017

## **A/17/7 CRANBROOK COMMUNITY PARTNERSHIP**

Cllr Derek Atkinson had circulated a report and the Committee thanked him for the progress he had been making towards various projects, most notably the train station artwork competition and the "Love your Cranbrook" campaign.

## **A/17/8 PLAY AREA DELIVERY**

The Committee considered a report by the Chairman and **it was resolved** to propose to East Devon District Council changes to the process which currently dictated how future play areas were delivered. There were three areas in which the process could be improved:

- The trigger point for the start of the consultation process;
- The process and timescale of consultation; and
- The manner in which the children are consulted and especially the options available to consider.

Cllr Louisa Joslin discussed the King George V playing fields in Exeter which featured accessible play equipment.

## **A/17/9 PROVISION OF COVERED SPACE IN THE COUNTRY PARK**

The Chairman reported that a few residents had commented about the lack of covered space in the Country Park which could be utilised as a shelter during periods of hot weather.

Cllr Kevin Blakey volunteered to scope possibilities and report back to the Committee about possible options, costings and potential ways of funding. The Committee suggested live willow structures which would feature will in the Country Park as a flood plain.

The meeting closed at 7:27pm.



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 20 March 2017 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 7DT

## **Present**

Cllr Derek Atkinson  
Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Nigel Grimshire  
Cllr Louisa Joslin

## **Also Present**

Cllr Ray Bloxham, Chairman of the Finance & Personnel and Planning Committees  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/17/10 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Kevin Blakey.

## **A/17/11 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/17/12 MINUTES**

The minutes of the meeting on 6 February 2017 were accepted as a correct record.

## **A/17/13 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.

## **A/17/14 AMENITIES REPORT**

The Committee noted the latest version of the Amenities Report dated 27 February 2017.

## **A/17/15 GREEN WASTE COLLECTIONS**

Cllr Colin Buchan presented his report scoping different possible providers of green waste collections in Cranbrook. The Committee agreed to support in principle a community composter in the absence of a collection service at present and noted that East Devon District Council were currently scoping the roll-out of a sustainable long-term district-wide green waste collection solution.

The Committee further noted that Exeter City Council operated a subscription-based green waste collection service and commented that a household collections would be necessary locally due to the lack of car ownership.

The report further suggested a poster competition to raise awareness of fly-tipping and in light of the recent station artwork competition it was suggested to approach the schools to invite them to identify any suitable project form(s).

Signed: ..... Chairman

Date: 20 March 2017

It was further agreed to include information in the next Town Council article for the April *Cranbrook Herald* about East Devon District Council's collection service for household goods and Cllr Nigel Grimshire agreed to circulate details of a new waste-mapping application to the councillors.

The Committee noted the report and Cllr Colin Buchan would report back.

#### **A/17/16 DELIVERY OF PLAY PARKS**

The Chairman reported that Cranbrook Town Council representatives had met with East Devon District Council representatives discussing the process for the delivery of play parks.

The Committee established a working group to accompany the delivery process for the installation of the next play park consisting of Cllrs Kim Bloxham, Nigel Grimshire and Louisa Joslin.

The Committee noted that the District Council were in negotiations with their suppliers over the holding of prices and agreed that the working party would keep trying to improve the delivery process of play parks.

#### **A/17/17 PROVISION OF COVERED SPACE IN THE COUNTRY PARK**

The Committee considered a report by Cllr Kevin Blakey scoping the installation of permanent covered space in the Country Park in form of an arch of willow plants and suggested as a possible location the picnic benches opposite Oakbeer Orchard.

A cautiously positive response from the Environment Agency had been obtained which advised that there were in principle no objections to modest "water compatible" structures being located in Flood Zones 2/3.

The Committee noted that the landowners' permission would need to be obtained and that there was a risk of vandalism while the structure was establishing. The long-term maintenance arrangements would also need to be confirmed. It was suggested to approach the Country Park Ranger and the Minister for Cranbrook to scope a possible future (volunteering) involvement in the structure's maintenance. It was further suggested to set up a Facebook poll to gauge community support.

**It was resolved** to proceed with the project with a budget of £500.00, subject to the landowners' permission, community support, pre-planning advice and confirmation of the structure's long-term maintenance.

The meeting closed at 7:32pm.

Signed: ..... Chairman

Date: 20 March 2017

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 15 May 2017 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 7DT

## **Present**

Cllr Derek Atkinson  
Cllr Kevin Blakey (V-Ch)  
Cllr Kim Bloxham (Ch)  
Cllr Colin Buchan  
Cllr Nigel Grimshire  
Cllr Louisa Joslin

## **Also Present**

Cllr Ray Bloxham, Chairman of the Planning Committee  
Janine Gardner, Town Clerk, Cranbrook Town Council  
Two members of the public

## **A/17/18 APOLOGIES FOR ABSENCE**

No apologies were received.

## **A/17/19 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/17/20 MINUTES**

The minutes of the meeting on 20 March 2017 were accepted as a correct record.

## **A/17/21 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.

## **A/17/22 AMENITIES REPORT**

The Committee noted the latest version of the Amenities Report dated 24 April 2017.

## **A/17/23 PHASE 2 PLAY AREA**

The Committee noted Cllr Lou Joslin's progress report regarding the delivery of the next play area in Phase 2 which was anticipated to be completed by October 2017.

## **A/17/24 SIGNALISED CROSSINGS**

The Committee considered the Chairman's report proposing support for a future signalised crossing in the town and the future Community Development Steering Group's involvement to help evidence the need for it. During the discussion it was added that evidence would also need to include road safety appraisals, including traffic flows and the speed of traffic, and modelled on a large town.

**It was resolved** to task the newly formed Community Development Steering Group to ascertain if residents support that Cranbrook Town Council lobby Devon County Council after the adoption of the

Signed: ..... Chairman

Date: 26 June 2017

highways in Phase 1, to consider installing a signalised crossing in Phase 1 and pursue the inclusion, where appropriate, in later phases of the town.

#### **A/17/25 PROVISION OF COVERED SPACE IN THE COUNTRY PARK**

The Committee considered an update report by Cllr Kevin Blakey following the previous consideration of this matter at the Amenities Committee on (minutes A/17/9 and A/17/17 refer).

Cllr Kevin Blakey reported that the permission from the landowners, the Consortium, had been obtained and the local planning authority East Devon District Council had advised that no planning permission was required for the project. A response regarding the ongoing cost of maintenance remained outstanding from FPCR.

**It was resolved** to proceed with the installation of a willow structure to provide covered space in the Country Park:

- within the previously agreed budget of £500.00;
- covering a seating area;
- subject to written confirmation from the Environment Agency, liaison with the Country Park Ranger, the landowners' final permission following identification of a suitable location and confirmation that the project required no planning permission in its final location;
- Cllr Nigel Grimshire planting the saplings;
- FPCR confirming the ongoing maintenance costs and the maintenance of the structure being added to their maintenance schedule.

**It was further resolved** that the project could be implemented without the need to report back to Committee or Council as long as the above conditions remained met.

The meeting closed at 7:20pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 26 June 2017 at 7:00pm  
**Venue:** St Martin's Primary School, Younghayes Road EX5 7DT

## **Present**

Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Nigel Grimshire  
Cllr Louisa Joslin

## **Also Present**

Cllr Leslie Bayliss, Cranbrook Town Council  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/17/26 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Derek Atkinson and Kevin Blakey.

## **A/17/27 DECLARATIONS OF INTEREST**

No declarations were made.

## **A/17/28 MINUTES**

The minutes of the meeting on 15 May 2017 were accepted as a correct record.

## **A/17/29 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.

## **A/17/30 AMENITIES REPORT**

The Committee noted the latest version of the Amenities Report dated 20 June 2017.

The Chairman reported that the Amenities Report now featured substantially fewer items than had previously been recorded. As a result of this, the Chairman had suspended the informal amenities meetings with partners which used to inform the report and instead proposed to keep the Report as a track record of individual items and liaise with relevant partners on a topic-by-topic basis. The Chairman appealed to councillors to keep reporting items which could be added to the Amenities Report.

The Chairman further reported that discussions with E.ON and the Consortium were ongoing following the outages so far in 2017 and that E.ON were planning a follow-up with residents.

The Committee raised concerns about the condition of some of the trees in the Country Park which were not due to be maintained until the autumn planting season.

## **A/17/31 PROPOSED CYCLE HUB AT THE CRANBROOK EDUCATION CAMPUS**

Cllr Nigel Grimshire reported that he had been a member of the Cranbrook Move More group which had been established to support the aims and objectives of Cranbrook as a Healthy New Town at a practitioner level with representation from cycling and green transport groups. At that level the delivery of a facility had been discussed which could be used as a cycle hub for the community for e.g. cycle proficiency training or cycle health checks.

The Cranbrook Education Campus had previously agreed that a unit could be placed on their site.

It was anticipated that the Consortium would provide a unit and cover the purchase cost associated with it.

The Committee noted that the delivery of this kind of facility had been discussed at the Cranbrook Delivery Partners by Devon County Council and Devon & Cornwall Housing. Interested/involved parties also included the Cranbrook Cycle Club, Active Mums and SusTrans.

Cllr Nigel Grimshire proposed that the Town Council would take freehold ownership of the asset until a community group or other potential owner came forward to assume ownership and responsibility. The Committee agreed that further information was required regarding:

- confirmation of who is leading on the delivery of the facility
- confirmation of the exact purpose of the facility, e.g. cycle store or a venue for activities
- what size the proposed unit would be
- confirmation of fitout e.g. solar panels, interior fittings
- what power connections and/or other utilities were required, if any
- the nature of the agreement with the Cranbrook Education Campus, including the length of time the facility could be located at their site
- the level of the financial liability to the Town Council, e.g. insurance and maintenance
- cost and frequency of maintenance
- access management in terms of access to the site, including out-of-hours, and by whom

**It was resolved** that Cllr Nigel Grimshire would establish who was leading on the delivery of the facility in order to avoid duplication and collectively with interested parties find answers to the queries above in order to price the facility which could form the basis for a formal proposal to the Consortium and report back to the Council.

The meeting closed at 7:49pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 7 August 2017 at 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (in the Chair)  
Cllr Derek Atkinson  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Louisa Joslin

## **Also Present**

Cllr Leslie Bayliss, Cranbrook Town Council  
Cathy Hill, Executive Assistant to the Town Clerk, Cranbrook Town Council  
Sarah Jenkins

*The Chair gave notice she wished to introduce an Urgent Item to the Agenda, as Item 7.*

## **A/17/32 APOLOGIES FOR ABSENCE**

There were no apologies.

## **A/17/33 DECLARATIONS OF INTEREST**

Cllr Atkinson declared a personal interest as one item on the Amenities Report related to his property.

## **A/17/34 MINUTES**

The minutes of the meeting on 26 June 2017 were accepted as a correct record.

## **A/17/35 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.

## **A/17/36 AMENITIES REPORT**

The Committee noted the latest version of the Amenities Report dated 31 July 2017.

Further to this, the Chair explained cracked block paving at the station had been reported and when Gypsy & Traveller related works have been completed this will be addressed, along with other issues including an abandoned bike and broken door to the cycle shed. The gouged area of damage would also be remediated. Devon County Council would then progress the issues for which they were responsible.

There was a discussion regarding weeds developing on blocked paving areas at the station and in other parts of the town.

Signed: ..... Chairman

Date: 7 August 2017

The Section 106 agreement delivers changing rooms at the location of the sports pitches. There are insufficient funds within the S106 agreement to deliver a pavilion. The Town Council had identified a possible solution and will follow this up.

The Chair confirmed quotes were being obtained regarding bin sanitisation.

#### **A/17/37 GUMDROP BIN PROVISION**

The Committee liked various features of the Gumdrop concept but noted it was an expensive option. It was unclear how much benefit would be seen for what was a considerable investment. The cost and means of affixing the bins was also a consideration, especially as the current problem with gum deposits was still relatively small. Members wondered whether it would be more cost-effective, post adoption, simply to pay the cost of cleaning up. Preliminary indications were that for the Town Council to purchase a machine itself the cost would be in the region of £7000 but it might be possible to outsource the cleansing for a more cost-effective amount. After serious consideration, **it was resolved not to take this project further** at the current time.

#### **A/17/38 URGENT ITEM - NORTHWOOD ACRES PLAY PARK**

The Chair explained when the play equipment option chosen by the children had been ratified she had raised concerns regarding the positioning of a fence and no dog signs, relative to the position of the play equipment. A path had been created which was likely to be used as a cut through by residents with dogs, so a separation needed to be introduced between that and the play equipment. (Experience gained from retrospective work required at St Martin's play park and design implemented at Hayes Square indicated this would be necessary to prevent dog fouling in play areas.)

The Chair proposed the two sides currently shown open in the plan should be fenced. It would also be necessary to re-site the picnic bench. She would be attending a site meeting on 17 August, with representatives from East Devon District Council and the Consortium and therefore requested the Committee authorise her to i) propose suitable adjustments at that meeting to achieve the best outcome in terms of the positioning of gates and fences ii) offer, in view of a likely shortfall between Section 106 monies and the actual cost, that the Town Council helps to fund the shortfall (from its contingency fund) iii) hold a mandate for the above of up to £2000. The Chair would then report back to Council at the meeting of Full Town Council on 21 August, confirming any decisions made and seeking approval where necessary. **It was agreed** to give the Chair authorisation as above.

Cllr Joslin explained that, whatever amendments were made, it would be important to be mindful of feedback from dog-owning parents who had expressed a wish to be able to use the picnic bench to monitor their children playing inside the park whilst keeping their dogs outside, rather than having to take their dogs home or curtail their visit.

The meeting closed at 7:35pm.



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 27 November 2017 at 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Derek Atkinson  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan

## **Also Present**

Cllr Ray Bloxham, Cranbrook Town Council (for part of the meeting)  
Sarah Jenkins, Town Clerk, Cranbrook Town Council

## **A/17/39 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **A/17/40 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **A/17/41 MINUTES**

The minutes of the meeting on 7 August 2017 were accepted as a correct record.

## **A/17/42 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.

## **A/17/43 AMENITIES REPORT**

The Committee noted the latest version of the Amenities Report dated 20 November 2017.

## **A/17/44 RECYCLING COLLECTIONS**

A report from Cllr Colin Buchan had been circulated in advance. Cllr Buchan advised that EDDC would consider collecting waste from the rear of properties rather than the front to address the issue of bins being left out on pavements and causing obstruction.

EDDC would be promoting recycling in Cranbrook and it was agreed that, if possible, Cllr Buchan would accompany EDDC when they visited the town. It was noted that EDDC would also be considering the process for sorting recycling at the kerbside and that a recycling service for garden waste was due to start next summer. Cllr Buchan would follow up these matters and report back to the next meeting of the Committee.

Signed: .....

Dated:

#### **A/17/45 INSPECTION OF PLAY PARK EQUIPMENT**

**It was resolved** to appoint Cllr Derek Atkinson as lead Councillor to regularly inspect play park equipment and to report any concerns to the Chairman of the Amenities Committee. Cllr Atkinson would provide a written report to each meeting of the Amenities Committee.

It was agreed that Cllr Kevin Blakey would deputise in Cllr Atkinson's absence.

#### **A/17/46 INSPECTION OF STREET FURNITURE AND BUS SHELTERS**

**It was resolved** to appoint Cllr Colin Buchan to regularly inspect street furniture and bus shelters and to report any concerns to the Chairman of the Amenities Committee. Cllr Buchan would provide a written report to each meeting of the Amenities Committee.

#### **A/17/47 SHARED PEDESTRIAN / CYCLE PROPOSAL**

A proposal regarding shared pedestrian / cycle signage and location of signs had been circulated in advance. It was agreed that there is a need to extend the trial and that permission to put up signage had been received from Devon County Council and from the Consortium.

*Cllr Ray Bloxham joined the meeting*

**It was resolved** to purchase eight signs (four in each direction) and that Cllr Atkinson would contact Liz Holloway at Devon County Council to request funding. Dependant on the funding available from DCC, it was also agreed to recommend to the Town Council that the balance of the cost be met from the Amenities budget.

#### **A/17/48 BUS SHELTER ADVERTISING**

Cllr Blakey reported that a quotation had been received to install advertising on bus shelters with the potential for this to generate income. The acting Town Clerk would research whether other local councils received income from bus shelter advertising.

The meeting closed at 7.30pm.

Signed: .....

Dated:

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 5 February 2018 at 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Matt Osborn

## **Also Present**

Cllr Barry Rogers, Cranbrook Town Council  
Sarah Jenkins, Town Clerk, Cranbrook Town Council

## **A/18/01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Derek Atkinson and Cllr Ray Bloxham.

## **A/18/02 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **A/18/03 MINUTES**

The minutes of the meeting held on 27 November 2017 were accepted as a correct record.

## **A/18/04 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.

## **A/18/05 AMENITIES REPORT**

The Amenities Report dated 24 January 2018 had been circulated in advance and was noted.

It was reported that an alternative location for the Carving Community Shelter was being considered due to the ground conditions in the Country Park currently being unsuitable for installation within the required timescale. If the Shelter was installed in an alternative location, repairs to the verge in Burrough Fields could proceed.

## **A/18/06 INSPECTION OF PLAY PARK EQUIPMENT**

The play park inspection log dated 8 January 2018 had been circulated in advance and was noted.

The Chairman advised that a report on the issues being monitored was expected prior to April when the Town Council would take on responsibility for the play parks.

## **A/18/07 INSPECTION OF STREET FURNITURE AND BUS SHELTERS**

Cllr Buchan reported that there were no structural issues.

Signed: .....

19 March 2018

#### **A/18/08 LIGHTING AND INCREASED FENCING FOR THE CURRENT MUGA**

Cllr Osborn advised that quotations for a bespoke solution for the timer were still awaited. It was agreed that Cllr Osborn would provide a report for the next meeting setting out the options for lighting with a timer and camera as follows:

- Mains electricity
- Solar panel
- Wifi

It was agreed that the report would also address the increased fencing required.

#### **A/18/09 BUS SHELTER ADVERTISING**

Cllr Blakey reported that Fernbank Advertising would provide a service for weekly inspection and cleaning, with routine maintenance as required at no cost to the Town Council. It was agreed that a written proposal would be requested for the next meeting to include details of the likely type of advertising.

It was noted that an amendment to the EDDC Street Furniture and Design Guide would be required.

#### **A/18/10 RECYCLING COLLECTIONS**

Cllr Buchan had met with EDDC to discuss the possible change of route to address issues on Tillhouse Road and a response was still awaited. Cllr Buchan would follow this up with EDDC and report back to the next meeting.

It was reported that it would not be possible for Councillors to accompany EDDC when promoting the recycling service to individual residents.

It was noted that EDDC would take on responsibility for visiting schools and community groups to promote recycling.

Residents can now register for the new green waste collection service and it was agreed to invite EDDC to attend the Annual Town Meeting to promote recycling services.

#### **A/18/11 CARVING COMMUNITY SHELTER**

**It was resolved** to appoint Cllr Les Bayliss to oversee the Carving Community Shelter should it be installed in the Country Park.

#### **A/18/12 TRAIL CAMERA**

A proposal to purchase a mid-range trail camera at a cost of no more than £300 had been circulated in advance. **It was resolved** (with one objection) to purchase a trail camera and to recommend that the Town Council applies for locality funding in order to facilitate this.

The meeting closed at 7.48pm.



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 19th March 2018  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

**Present**

Cllr Les Bayliss  
Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Matt Osborn

**Also Present**

Cllr Barry Rogers

**A/18/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Kevin Blakey and Cllr Derek Atkinson.

**A/18/14 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**A/18/15 MINUTES**

The minutes of the meeting held on 5th February 2018 were accepted as a correct record.

**A/18/16 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.

**A/18/17 AMENITIES REPORT**

The amenities report dated 11th March 2018 had been circulated in advance and was noted.

**A/18/18 INSPECTION OF PLAY PARK EQUIPMENT**

The play park inspection log dated 12th March 2018 had been circulated in advance and was noted.

Due to adverse weather the meeting with the Consortium representative to review the issues being monitored had been postponed and will now take place on 20th March.

The Clerk and Chairman of The Finance and Personnel Committee had met with contractors to explore a future regime of inspection and repair. Further details, including a quotation for inspection, are awaited.

Signed: .....

30 April 2018

## **A/18/19 INSPECTION OF STREET FURNITURE AND BUS SHELTERS**

Cllr Buchan reported that there were no structural issues. It was noted that there had been a recent proliferation of fly posting on bus shelters and agreed that this would be monitored.

## **A/18/20 LIGHTING AND INCREASED FENCING FOR THE CURRENT MUGA**

A quotation for additional fencing, including fixings but excluding installation, had been circulated in advance and was noted. The Clerk would obtain advice as to whether planning permission would be required for the additional fencing.

Cllr Osborn would obtain two further quotations for the fencing to include the cost of installation.

With regard to the lighting, Cllr Osborn had sourced floodlights which were surplus to the requirements of a sports club elsewhere and could be donated to the town. It was noted that four floodlights would be sufficient and would not be required until the darker evenings in the autumn.

Cllr Osborn would speak to the Cranbrook Minister regarding the installation of an electricity supply to the Worship Land with a view to this also supplying power to the floodlights. Cllr Osborn would obtain three quotations for timers and for the installation of the floodlights.

## **A/18/21 BUS SHELTER ADVERTISING**

An update had been circulated in advance and was noted. Clarification was still awaited from EDDC as to whether the Street Furniture Design Guide could be changed to provide for bus shelter advertising.

**It was resolved** to have further discussions with Fernbank after the bus shelters had been adopted by the Council and the roads had been adopted by Devon County Council.

## **A/18/22 RECYCLING COLLECTIONS**

Cllr Buchan advised that EDDC would attend the Annual Town Meeting to promote the new green waste recycling service.

Regarding the possible re-routing of the recycling collections in Tillhouse Road, Cllr Buchan reported that the EDDC contractors would check whether this would be possible and consider any potential issues. If it proved possible to re-route the collection points, EDDC would notify residents of the change. Cllr Buchan would keep the Committee informed of any developments.

## **A/18/23 CRANBROOK STATION ARTWORK**

It was agreed to carry this item forward to the next meeting when more information would be available.

The meeting closed at 7.30pm.

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 30 April 2018 at 7.00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Matt Osborn

## **Also Present**

Cllr Ray Bloxham, Cranbrook Town Council  
Cllr Phil Norgate, Cranbrook Town Council  
Sarah Jenkins, Town Clerk, Cranbrook Town Council

## **A/18/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Derek Atkinson.

## **A/18/25 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **A/18/26 MINUTES**

Cllr Les Bayliss proposed that the minutes of the meeting held on 19 March 2018 be accepted as a correct record. This was seconded by Cllr Colin Buchan and **was resolved**.

## **A/18/27 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.

## **A/18/28 AMENITIES REPORT**

The Amenities Report dated 11 April 2018 had been circulated in advance and was noted.

The Chairman advised that the Consortium site manager and the Town Council continued regularly to press developers to resolve various issues, including street lighting defects. The Chairman had also taken up these matters at a higher level with developers, but not received a response. This would be raised by the Chairman at the informal meeting with partners on 4 May.

The Chairman also advised that there had been no progress with Devon County Council issues. This would also be raised at the informal meeting on 4 May.

Signed: .....

4 June 2018

## **A/18/29 INSPECTION OF PLAY PARK EQUIPMENT**

Play parks inspection reports dated 5 April and 23 April 2018 had been circulated in advance and were noted.

The Committee further noted the various outstanding repairs which existed prior to the Town Council taking on responsibility for the play parks and which the Consortium was working to resolve.

The inspection and maintenance procedures from 1 April 2018 were discussed. The Chairman and the Town Clerk had arranged to meet representatives from Bengers on 4 May to agree a procedure for identifying priorities for repairs.

Information regarding training courses for routine (daily/weekly) inspection of play areas was tabled at the meeting. Cllr Kevin Blakey proposed that a member of staff attend the training course in Exeter in November at a cost of £260 (excluding examination fee). This was seconded by Cllr Les Bayliss and **was resolved**.

## **A/18/30 CRANBROOK STATION ARTWORK**

The Town Clerk reported that the new artwork had been delivered and a date was currently being agreed for installation. Further discussion on the arrangements for the next phase of artwork would be needed.

## **A/18/31 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.

Reason for exclusion: the quotations under consideration contain contractual information relating to third parties.

Quotations for new information signs for the play parks had been circulated in advance. Cllr Matt Osborn proposed that the contractor who offered best value be appointed and that authority be delegated to the Chairman and the Town Clerk to progress the preparation and installation of the signage with the contractor. This was seconded by Cllr Kevin Blakey and **was resolved**.

The meeting closed at 7.23pm.



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 4 June 2018 at 7.00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

**Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Barry Rogers (in the Chair)

**Also Present**

Cathy Hill, Executive Assistant, Cranbrook Town Council  
Sarah Jenkins, Town Clerk, Cranbrook Town Council

**A/18/32 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Matt Osborn.

**A/18/33 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**A/18/34 MINUTES**

The minutes of the meeting held on 30 April 2018 were accepted as a correct record.

**A/18/35 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.

**A/18/36 REVISED TERMS OF REFERENCE**

The revised Terms of Reference, as agreed by the Town Council on 14 May 2018, had been circulated in advance. The Committee noted the separation of the responsibility for assets which had now been transferred to the Town Council and would come under the remit of the Committee, and those assets to be delivered at a future date which are under the remit of the Asset Delivery Working Group. Cllr Kim Bloxham proposed that the Terms of Reference be accepted. This was seconded by Cllr Kevin Blakey and **was resolved.**

#### **A/18/37 INSPECTION OF PLAY PARK EQUIPMENT**

Play parks inspection reports dated 29 May 2018 had been circulated in advance and were noted. It was agreed that there was a need for consistency of wording in the reports so that issues could be identified easily. This would be discussed with the contractors.

A site meeting with the contractors would be held on 11 June to inspect play park equipment, to discuss how best to handle small ongoing repairs and to agree a rolling programme for budgeting and repairs during the year.

It was noted that there would be a need for signs to be available in the Town Council office in the event that a piece of equipment had to be taken out of operation.

The Committee further noted the various outstanding repairs which existed prior to the Town Council taking on responsibility for the play parks and which the Consortium was working to resolve. Cllr Kim Bloxham had inspected the outstanding items with the Consortium's Site Manager and advised that the appropriate contractor had a deadline of 8 June to complete the works.

#### **A/18/38 UNAUTHORISED INSTALLATIONS IN THE COUNTRY PARK**

The Town Clerk read out the advice received from the Town Council's insurers regarding an unauthorised installation in the Country Park. Cllr Kim Bloxham proposed that the advice from the insurers be noted and that the Town Council would monitor any future issues. This was seconded by Cllr Les Bayliss and **was resolved**.

#### **A/18/39 ENHANCED FENCING AND LIGHTING FOR THE MUGA**

The Committee noted the need to progress this project. Cllr Kim Bloxham proposed that the office be instructed to obtain the necessary quotes and to liaise with Cllr Matt Osborn on progress to date so that all information could be available before the next meeting to enable the Committee to make a decision.

#### **A/18/40 COMMUNITY SHELTER**

Cllr Barry Rogers reported on the opening of the Community Shelter which had been a very positive event.

Regarding the possible need for a path, it was agreed that the situation be monitored and re-assessed at a future date. It was also agreed that the proposal to use bark as a base under the shelter should be put on hold whilst other options, including the path, were under consideration.

It was noted that various documentation regarding the Shelter had been received. This would be retained and considered as appropriate. It was further noted that the cost of insuring the shelter was still awaited.

#### **A/18/41 LAND REGISTRY – OWNER IDENTIFICATION OF SMALL AREAS OF LAND**

The Committee discussed the need to identify the owners of very small areas of land in order to determine responsibility for maintenance of those areas. It was agreed to defer this item to the next meeting when details of the main areas of land transferred to the Town Council would be available.

#### **A/18/42 CRANBROOK STATION ARTWORK**

It was reported that the new artwork had been installed and that Taylor Wimpey had agreed to continue to fund the printing of the posters. It was agreed to appoint Cllr Kevin Blakey to liaise with the schools and the Youth Club to progress the next round of the project.

The meeting closed at 7.58pm.

Signed: .....

6 August 2018

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Wednesday, 22<sup>nd</sup> August 2018, 7pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

**Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Barry Rogers (in the Chair)

**Also Present**

Cllr Ray Bloxham  
Cathy Hill, Executive Assistant, Cranbrook Town Council

**A/18/43 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Colin Buchan.

**A/18/44 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**A/18/45 MINUTES**

The minutes of the meeting held on 04 June 2018 were accepted as a correct record.

**A/18/46 PUBLIC PARTICIPATION**

No requests were made by members of the public (none present) to answer questions or give evidence in respect of the business on the agenda.

**A/18/47 PLAY PARKS - UPDATE ON WORKS**

It was noted repairs which pre-dated the Town Council taking on responsibility for the play parks have now been completed, with the exception of the new entrance gate at St Martin's Play Park. This was due for completion early to mid-September and would be monitored.

**A/18/48 FUTURE MANAGEMENT OF PLAY PARKS**

The Acting Town Clerk's report on the future management of play parks was received and considered. It was noted that legal liability for the play parks rested ultimately with the Town Council. The following points were discussed:

1. The means of funding both the Current Transitional Arrangements and the Inspection and Maintenance from April 2019.
2. The potential savings on the cost of weekly inspections once in-house staff are trained.
3. The need for appropriate PPE (Personal Protective Equipment) for employees undertaking inspections and implications for lone working requirements, especially during winter months.

Signed: .....

24 September 2018

4. Whether there would be sufficient funding to employ a Handyperson (mentioned in Inspection and Maintenance from April 2019), though it was noted stipulating an existing inspection qualification could help offset initial costs.
5. Possible additional costs e.g. vehicle and tools.
6. Possible benefit of considering a self-employed model.

It was suggested these aspects could be considered at budget setting in November.

**The Committee agreed the following two sets of recommendations to the Town Council:**

**Recommendations regarding Current Transitional Arrangements:**

1. That the Town Council delegates responsibility for determining the course of action arising from the weekly inspection reports to the Town Clerk working with the Executive Assistant.
2. That the Town Clerk and Executive Assistant will keep the Chairman of the Amenities Committee informed of actions taken as a result of 1. above.
3. That, where it is considered appropriate, Councillors will be requested to undertake minor repairs to equipment and the play parks generally.
4. That, where appropriate, the Town Clerk and the Executive Assistant will seek and act on advice from external bodies including, but not limited to, insurers, RoSPA, the Health and Safety Executive and the Police.
5. Due to current year budget restraints, where repairs to a piece of play equipment or other associated item exceed £500.00, the repairs shall be agreed with the Chairmen of the Finance & Personnel Committee, the Amenities Committee and the Safety Working Group.
6. That the Town Council considers implementing an in-house routine weekly inspection, a quarterly routine inspection and a maintenance system from April 2019 and commences discussions with the Town Clerk, the Executive Assistant and the Administrative Assistant with regard to staff training to undertake inspections.

**Recommendations regarding Inspection and Maintenance from April 2019:**

1. That the Town Council delegates responsibility for determining the course of action arising from the weekly inspection reports to the Town Clerk working with the Executive Assistant.
2. That the Town Clerk and Executive Assistant will keep the Chairman of the Amenities Committee informed of actions taken as a result of 1. above.
3. That, where appropriate, the Town Clerk and the Executive Assistant will seek and act on advice from external bodies including, but not limited to, insurers, RoSPA, the Health and Safety Executive and the Police.
4. That the Town Council delegates responsibility to the Town Clerk working with the Executive Assistant to agree any approved budgeted expenditure on repairs to play park equipment or other associated item up to the levels set out in Standing Orders and Financial Regulations.
5. That all Town Council staff be trained to carry out inspections up to Routine or Operational level prior to April 2019.
6. That the Town Council moves to the mobile asset management system provided by PSS Ltd on a PAYG basis from April 2019.
7. That the Town Council employs a handyman on 10 -15 hours per week from April 2019, the terms to be considered and recommended by the Finance & Personnel Committee.

**A/18/49 PLAY PARK POLICY**

The draft Play Park Policy and associated Risk Assessment were received and considered.

**The Committee resolved to agree the Play Park policy be recommended to the Town Council.**

Three minor amendments were requested to the wording of the Risk Assessment:

1. Item 4: Change from 'entrance gates' to 'at the entrance' (to encompass differing arrangements at different locations) and mention that Public Space Protection Orders are in place at both St Martin's and Hayes Square play parks.
2. Item 5: Add that litter bins are provided.
3. Item 6: Add that play parks have been designed with dual exit points to facilitate quick escape.

**It was agreed these amendments would be made and the revised Risk Assessment be recommended to the Town Council.**

Signed: .....

24 September 2018

**Recommendation: That the Town Council approves the Play Park Policy and the Risk Assessment as amended.**

#### **A/18/50 POSSIBLE PROVISION OF PERMANENT BBQ SITE(S)**

The Committee considered whether the Town Council should consider a permanent BBQ site on the Country Park. The following points were discussed:

1. A formalised site would focus use in a specific area which could be selected for its suitability and those provided in other towns (such as Exmouth) appeared to work well.
2. This should be a permanent, preferably brick, structure and, other than providing a well-designed area, the management of risk whilst in use would devolve to the user.
3. Separate, additional, metal tables (leaving existing wooden ones available to other users) and an ash bin would be desirable.
4. A set of guidelines could be provided and in drought conditions, use could be temporarily suspended.
5. It was noted a number of aspects would need to be in place beforehand, including land ownership, availability of information boards to carry guidance, a decision on whether to charge for use and/or a safety deposit, and available funding.

**Recommendation: That the Town Council agrees the proposal in principle and sets up a working group to draw up a detailed, costed proposal for the provision of permanent BBQ site(s) in the Country Park.**

#### **A/18/51 POSSIBLE PROVISION OF ADDITIONAL BENCH AT NORTHWOOD ACRES**

The Committee received a report regarding the provision of additional benches at Northwood Acres play area. **The Committee resolved to:**

1. Provide two fixed benches within the fenced play area of Northwood Acres play park. That these are of a recycled and durable material which can be easily cleaned.
2. Seek funding for the above from the remaining section 106 capital funds.
3. If 2. fails, to seek alternative funding from other sources – e.g. Locality funding.
4. To delegate 1 - 3 above to the Clerk and Asset Delivery Working Party.

#### **A/18/52 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.

### **PART B**

#### **A/18/53 MUGA LIGHTING AND FENCING**

Quotes and indicative costings provided were reviewed. It was observed the cost to extend the fencing was prohibitive and there were concerns over the security of solar lighting panels at this location. In addition to the cost and technical difficulties which had been identified, planning was likely to be required for what would be suggestive of a change from original use. It was also felt higher fencing and the introduction of lighting was unlikely to be welcomed by residents already experiencing disturbance in this location.

**It was therefore resolved** not to progress this further.

**Recommendation: That the Town Council should discuss with the Consortium the provision of higher fencing and lighting in any future MUGA delivery where appropriate.**

The meeting closed at 7.54pm.

Signed: .....

24 September 2018

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 24th September 2018, 7pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

**Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Barry Rogers (in the Chair)

**Also Present**

Cathy Hill, Executive Assistant, Cranbrook Town Council

**A/18/54 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Matt Osborn.

**A/18/55 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**A/18/56 MINUTES**

The minutes of the meeting held on 22 August 2018 were accepted as a correct record.

**A/18/57 PUBLIC PARTICIPATION**

No requests were made by members of the public (none present) to answer questions or give evidence in respect of the business on the agenda.

**A/18/58 LAND REGISTRY - OWNER IDENTIFICATION OF SMALL AREAS OF LAND**

Since the agenda had been prepared, 'as built' plans had been received from the four developers for properties in Phase 1. It was suggested the Town Council sought to obtain these for subsequent phases. The information these provided was helpful, so further action under this agenda item was not necessary at present.

**It was resolved to ensure 'as built' plans were requested for subsequent building phases.**

**A/18/59 DAISY SWINGS IN ST MARTIN'S PLAY PARK**

The quotation received for possible full reinstatement of this equipment (part of which had been removed for safety) was reviewed and felt to be prohibitively expensive. This piece of equipment was now approximately 6 years old, so it seemed likely large sums would need to be set aside in future years to respond to similar equipment failures caused by age and wear. The remaining part of the Daisy Swing was safe and could be

Signed: .....

TBC as POSS CHANGE 26 November 2018

left in place for the present. Replacement (with more durable designs) was likely to prove cheaper than repair and re-instatement so, in future, quotes for replacement should also be considered.

**It was resolved a) not to accept the quotation for full reinstatement of the Daisy Swings.**

**It was resolved b) to ask the Town Council office to source quotes for a double swing similar to the more robust design in Hayes Square, for consideration at the next meeting.**

#### **A/18/60 SUGGESTED ITEMS FOR BUDGET SETTING**

The list of play park equipment maintenance items was reviewed, along with the anticipated costs of the actions recently agreed in the Future Management of Playparks report and discussion followed regarding other potential amenities costs likely to arise in the financial year 2019-20. A number of additional items were highlighted, and it was decided to delegate the Chair and Vice Chairman of the Committee to work on a detailed version of the list, with anticipated costings. This list would be brought back to the Amenities Committee for agreement before being taken to Full Town Council.

**It was resolved that the Chair and Vice Chair would meet to prepare the list as above.**

The meeting closed at 8.02pm.

Signed: .....

TBC as POSS CHANGE 26 November 2018

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 26th November 2018, 7pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

**Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Matt Osborn  
Cllr Barry Rogers (in the Chair)

**Also Present**

Cathy Hill, Executive Assistant, Cranbrook Town Council

**A/18/61 APOLOGIES FOR ABSENCE**

No apologies had been received.

**A/18/62 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**A/18/63 MINUTES**

The minutes of the meeting held on 24 September were accepted as a correct record.

**A/18/64 PUBLIC PARTICIPATION**

No requests were made by members of the public (none present) to answer questions or give evidence in respect of the business on the agenda.

**A/18/65 DAISY SWINGS IN ST MARTIN'S PLAY PARK**

The Chair explained and the Committee noted that, since the previous meeting, there had been a seasonal improvement in ground conditions such that the removed swing could simply be rehung at no cost to the Council. This meant neither a costly reinstatement involving groundwork, nor a new replacement swing unit were now needed. The equipment would, however, continue to be monitored via weekly inspections.

**A/18/66 BUDGET SETTING**

The Chair drew the Committee's attention to the Draft Budget for 2019-20 and the Budget Proposals 2019-20 documents which had been circulated before the meeting and requested its response regarding Amenities related items. The Committee noted the provision for a Handyperson had been taken out of the budget but was content that budget planning was appropriate and on track.

Signed: .....

4 February 2019



## **A/18/67 PROGRESS TOWARDS IMPLEMENTING PLAY PARK MANAGEMENT REPORT**

The Committee received and accepted the update regarding progress towards implementing the Play Park Management Report and Policy.

## **A/18/68 CRANBROOK STATION ARTWORK**

The Committee received a verbal report from Cllr Blakey. Over 40 pieces of attractive and varied artwork had been submitted by pupils from the Cranbrook Education Campus (none from Youth Genesis or St Martin's, the latter due to staff constraints). These had been shortlisted to 16 entries and the winning 12 had been selected from these. The names of the winning entrants had been communicated to the Cranbrook Education Campus and the artwork sent to Taylor Wimpey for the production of the posters. The Chair expressed the view that all the entrants should be congratulated. It is planned to display the first set of 6 posters next month and it would be important to mark the occasion with a photoshoot to provide recognition both of the winners and of the collaboration. It was suggested one of the 12 winning entries could be displayed on the Town Council's website each month, to provide additional visibility.

**It was agreed office staff would provide assistance with the photoshoot if required and would upload images to the website in due course.**

## **A/18/69 BBQ WORKING GROUP**

The Committee received a verbal report from Cllr Blakey regarding work to progress the provision of BBQs for the town. Cllr Blakey explained the Working Group had wanted to source a local provider, though that had proved difficult. A quote had, however, subsequently been forthcoming from a Devon based company for the provision and installation of two BBQ units at £1825.00 + VAT. The Committee was supportive of the Working Group's recommendation to proceed on this basis and noted this would now be considered by Full Town Council, which would make the decision about whether to proceed. The Committee noted a location or locations would need to be determined (location of the two barbeques by the two veteran trees in the Country Park was suggested) and expressed a wish to see the BBQs ordered in time to be installed by April 2019.

The meeting closed at 7.25pm.

Signed: .....

4 February 2019

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 4 February 2019, 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

**Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan (in the Chair)  
Cllr Matt Osborn

**Also Present**

Janine Gardner, Cranbrook Town Council

**A/19/1 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Barry Rogers.

**A/19/2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**A/19/3 MINUTES**

The minutes of the meeting held on 26 November 2018 were accepted as a correct record.

**A/19/4 PUBLIC PARTICIPATION**

No requests were made by members of the public (none present) to answer questions or give evidence in respect of the business on the agenda.

**A/19/5 COUNCIL'S APPROACH TO SELF-BUILT PLAY STRUCTURES**

The Committee considered a report detailing the Council's recommended policy approach to self-built play structures, such as unauthorised rope swings in the Country Park.

The Committee noted that the Council's grounds maintenance contractor already undertook annual walk-around tree surveys with a qualified surveyor to survey trees on Council land.

A response from the Council's insurers had also been received ahead of the meeting as follows:

"Whilst the situation is not ideal, it seems the Council are trying to respond to it proactively by inspecting and managing any self-build play areas on your land. Presuming you do this in accord with the Forestry Commission guidelines then Insurers can confirm they will accept this situation.

Signed: .....

25 March 2019

They would like to think that most individuals who use these items would recognise they do so at their own risk and that no one would expect these to operate to the same standards as professionally designed and installed equipment in designated play areas. However, they recommend the Council do not promote their actions externally so as to avoid giving the impression that they are accepting responsibility for any injuries [which] occur when people choose to use these items.”

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and **resolved** to recommend to the Town Council:

- a) to adopt a general policy of permitting self-built play structures in order to facilitate the benefits associated with those.
- b) to follow the guidance published by the Forestry Commission (2006): *Rope Swings, Dens, Treehouses and Fires. A Risk Based Approach for Managers Facilitating Self-Built Play Structures and Activities in Woodland Settings* and to subject any self-built play structures to the Council's in-house regime of play area inspections, i.e. weekly (routine) and quarterly (operational) inspections in order to ensure that they remain safe and fit for purpose.
- c) to carry out individual risk assessments in relation to each self-built play structure.
- d) to separately list trees with self-built play structures attached to them in the tree surveyor's findings in future together with any detailed recommendations, e.g. more in-depth surveys.
- e) to not tolerate any swings over open water.

#### **A/19/6 PLAY EQUIPMENT IN HAYES SQUARE**

At its meeting on 17 December 2018, the Town Council had resolved to remove the trampoline in the Hayes Square play area because of continued vandalism, health and safety concerns and the need for recurring significant repair costs (ref. Council minute 18/313).

The Committee was asked to consider options for replacing the trampoline with a different piece of play equipment and to formulate a recommendation to that effect, including regarding community engagement about the proposal(s) and/or the decision(s).

The Committee recommended that any replacement piece of equipment would need to fit the environment, be compatible with the design of the area, fit the space and provide variety over and above the existing play equipment, be durable and low-maintenance with as few moving parts as possible.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to invite the manufacturer of the current play equipment in Hayes Square to submit proposals for the replacement piece of play equipment which would be selected by the Council for a community vote and installed utilising the in-year contingency budget.

#### **A/19/7 PLAY AREA INSPECTIONS**

The Committee noted that following completion of the RPII Operational Playground Inspection Course in December 2018, the Council had commenced its in-house routine and operational play area inspections on 1 January 2019.

The meeting closed at 7.24pm.

Signed: .....

25 March 2019

# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 3 June 2019, 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (in the chair)  
Cllr Peter Healey  
Cllr Colin Buchan  
Cllr Kim Bloxham  
Cllr Les Bayliss  
Cllr Matthew Osborn

## **Also Present**

Tracy Simmons, Cranbrook Town Council  
Cllr Kevin Blakey

## **A/19/8 APOLOGIES FOR ABSENCE**

No Apologies for absence have been received.

## **A/19/9 DECLARATIONS OF INTEREST**

Cllr Barry Rogers declared a pecuniary interest in relation to agenda item 8 by virtue of being an allotment holder and the Committee's vice-chairman would chair that item.

## **A/19/10 MINUTES**

The minutes of the meeting held on 4 February 2019 were accepted as a correct record.

## **A/19/11 PUBLIC PARTICIPATION**

No requests were made by members of the public (none present) to answer questions or give evidence in respect of the business on the agenda.

## **A/19/12 PROVISION OF LITTER BIN(S) IN THE COUNTRY PARK SOUTH OF THE B3174**

The Committee considered the provision of additional litter bins in the Country Park and discussed the issue of an accumulation of litter and dog fouling being left in the area south of the B3174. It was considered that there were three gates into this area and that the provision of a bin in each of these three locations was required.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matthew Osborn and **resolved** to

- a) install three bins at the gate locations in the part of the Country Park south of the B3174.
- b) obtain a quote for installation.

Signed: .....

25 March 2019

c) delegate the final approval of the quote and installation to the Clerk and the Chair of the Finance & Personnel Committee.

#### **A/19/13 PROVISION OF HOT ASH BIN(S) FOR THE NEWLY INSTALLED BARBEQUES**

At the Council meeting on 3 December 2018, the Council had resolved to install fixed barbeques in the Country Park, which had happened (ref. Council minute 18/300). The Committee perceived a need to have signage at the barbeques with rules and an explanation of expected behaviour. Cllr Kim Bloxham highlighted that the noticeboards would soon be installed, and that these could display relevant information.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matthew Osborn and **resolved** to

a) not install any hot ash bins at this time, until any future need would be ascertained.

b) install signage at the barbeque area, including a safety warning that the barbeques may be hot, and an explanation of expected behaviour following a liaison with East Devon District Council's Streetscene service enabling the wording be consistent with other signage possibly in place.

#### **A/19/14 OUT-OF-HOURS EMERGENCY RESPONSE PROTOCOL**

The Committee considered the out-of-hours emergency response protocol for damage and vandalism and the need to have a policy with clear direction in these situations. It was suggested that there should be two key holders with access to the Town Council office. Cllr Kim Bloxham was already a key holder and had access to the building and the office and Cllr Les Bayliss, Chairman of the Council, would be provided with a set of keys and would act as the first point of contact and Cllr Kim Bloxham would act as the second point of contact in an out-of-hours situation.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to adopt out-of-hours emergency response protocol, with the amendments above.

#### **A/19/15 ALLOTMENTS**

*Cllr Colin Buchan in the chair. Cllr Barry Rogers left the room during this item.*

The Committee considered the recent developments relating to the Crannaford Allotments, including water supply, maintenance, establishment of an inspection regime and the formation of an allotment association.

The Committee noted that the allotment holders were in discussion about forming an allotment association which the Council was in favour of. It was noted that regular inspections were already carried out as part of the conditions of rental.

The meeting closed at 7:39pm.

Signed: .....

25 March 2019



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 12 August 2019, 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (in the chair)  
Cllr Colin Buchan  
Cllr Kim Bloxham  
Cllr Les Bayliss  
Cllr Matthew Osborn

## **Also Present**

Cllr Ray Bloxham, Cranbrook Town Council  
Cllr Sam Hawkins, Cranbrook Town council  
One member of the public  
Tracy Simmons, Cranbrook Town Council

## **A/19/16 APOLOGIES FOR ABSENCE**

No Apologies for absence have been received.

## **A/19/17 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **A/19/18 MINUTES**

The minutes of the meeting held on 3 June 2019 were accepted as a correct record.

## **A/19/19 PUBLIC PARTICIPATION**

The member of the public discussed an email sent to the Council, regarding tree planting at a specific location, along the B3174. This email was in relation to a visual and sound barrier as well as to combat pollution.

Following this discussion, the Committee agreed to move agenda item 6. tree planting initiative to before agenda item 5. blue hearts introduction of wildflower verges.

## **A/19/20 TREE PLANTING INITIATIVE**

The Committee considered the report on tree planting. The committee discussed the benefits of planting trees in the country park and discussed working collaboratively with the schools on this project where possible.

The Committee considered ash dieback and noted that one or two areas within Cranbrook show evidence of the disease that will need ongoing management.

It was discussed that future planning and development of Cranbrook needs to be taken into consideration regarding road links, pavements and cycle paths; any planting that is undertaken requires careful

Signed: .....

25 March 2019

consideration, so no trees planted need to be removed later. It was perceived that the suggestion from the member of the public regarding tree planting for noise and visual barriers was a valuable insight and should be taken into consideration when choosing locations for tree planting.

The committee discussed replanting Christmas trees, but felt these trees would most likely not survive due to being kept indoors for several weeks.

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Baylis and **resolved** to support the tree planting initiative with the following suggestions;

- further research regarding location and benefits of planting
- this initiative would not be limited to the Country Park but all areas of Cranbrook
- engagement with all stakeholders and residents regarding location

#### **A/19/20 BLUE HEARTS INTRODUCTION OF WILDFLOWER VERGES**

The Committee considered the report from Cllr Barry Rogers, regarding where it would be appropriate to use the Blue Hearts to allow rewilding within Cranbrook and progressing alternative means which would allow wildlife to flourish.

The Committee discussed that the management of green spaces in and around Cranbrook was already comprehensive regarding species and cutting regime. It was discussed that the blue hearts may help identify areas that are left wild, so that it was clear to residents and visitors that these areas were purposeful. The Committee also discussed that notice boards would be installed in the country park, these could contain information regarding the maintenance of the areas including wilding and the Blue Hearts.

It was discussed that the involvement of school children in the development of the signs would be beneficial as this may instill a sense of ownership and pride, and hopefully prevent vandalism of these signs.

It was proposed by Cllr Les Baylis, seconded by Cllr Colin Buchan and **resolved** to use blue hearts as a way to inform Cranbrook residents of the management scheme already in place in the Country Park and other green areas around Cranbrook.

#### **A/19/22 MANAGEMENT OF BALES OF GRASS**

The Committee considered the report on the future management of bales of grass in the Country Park.

The Committee discussed the Country Park Management plan, which stipulates that the grass needs to be baled, but not what to do with these bales. The committee commented that the bales may not be commercially viable, due to the mix of grasses in the bales and possible contamination from dog faeces.

One bale can take 2 years or more to decompose, while acting as a hibernaculum increasing insect populations, and consequently benefiting birds and small mammals. As the bales take time to degrade, it was discussed a sensible viable solution needs to be found, so that there is not an excessive number of bales in the Country Park.

It was discussed that a possible means to dispose of the bales would be biomass fuel. It was delegated to Cllr Les Baylis to explore this option and to report back to the Committee.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Baylis and **resolved** to find a solution to the management of grass bales, which is to be taken to full Council for consideration, before next year's grass is due to be cut and baled.

The meeting closed at 8.00 pm.

Signed: .....

25 March 2019



# MINUTES

**Committee:** Amenities Committee  
**Date and Time:** Monday, 30 September, 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (in the chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Robin Eagle  
Cllr Matthew Osborn

## **Also Present**

Cllr Ray Bloxham, Cranbrook Town Council  
Tracy Simmons, Cranbrook Town Council

## **A/19/23 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **A/19/24 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **A/19/25 MINUTES**

The minutes of the meeting held on 12 August 2019 were accepted as a correct record.

## **A/19/26 PUBLIC PARTICIPATION**

No members of the public were in attendance.

## **A/19/27 REPORT ON BALES AS BIOMASS FUEL**

The Committee heard a verbal report from Cllr Les Bayliss on the grass bales from the Country Park being used as biomass fuel. The Exeter Energy Recovery Facility would be unable to burn the bales as it was only set up to bio-digest maize.

## **A/19/28 APPLICATION FOR WOODLAND CREATION PLANNING GRANT**

The Committee heard a verbal report from Cllr Barry Rogers, following the Amenities Committee on 12 August 2019 (ref. minute A/19/20), where the Committee agreed to apply for a grant fund to help with the design of a new woodland in the Country Park, the Woodland Research and Development Grant (RDG). The report included the application process and the progress made so far.

Signed: .....

30 September 2019



One of the grant application conditions included the planting of 70% of trees to be grown for commercial purposes. The Committee was concerned that this condition was not the best course of action and goes against the Town Council's plans for tree planting.

The Committee discussed that the Country Park was an asset to the town for leisure, flood control and ecological diversity. They commented that any tree planting should benefit and enhance these features.

It was noted that this was a report on the progress so far and that this grant funding needed to be researched further, before any decision(s) could be made.

#### **A/19/29 APPROVAL OF TREE PLANTING IN PHASE 1 OF THE COUNTRY PARK**

The Committee reviewed an application from East Devon District Council requesting consent for trees to be planted in Phase 1 of the Country Park south of the B3174. The proposal was to plant around 800 trees in the nature reserve, on just over a hectare of land. A delivery team had been set up for this project which Cllr Barry Rogers would form part of as well as officers from East Devon District Council.

The Committee voiced concerns regarding the cost of the project. It was noted that this project would be fully funded by the Woodland Trust and an application to the National Lottery Heritage Fund.

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

- a) support the principle of tree planting in the nature reserve in the Country Park.
- b) support, in principle, the bid for funding from the National Lottery Heritage Fund.
- c) request confirmation that there would be no cost to the Town Council.
- d) request a report from the delivery team in due course.

#### **A/19/30 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following items it was proposed by Cllr Les Bayliss, seconded by Cllr Matt Osborn 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.

#### **A/19/31 ST MARTINS PLAY PARK ROTATOR BASKET**

The Committee reviewed the options relating to the unusable rotator basket in the St Martin's play area.

The Committee discussed that the products offered may cause similar issues in the future.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to

- a) make the area safe.
- b) defer the decision on a replacement item and combine any play park items which needed replacement to consolidate costs.

## **A/19/32 INSTALLATION OF A BENCH IN THE ORCHARD SOUTH OF THE B3174**

The Committee considered the installation of benches in Phase 1 of the Country Park south of the B3174.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Robin Eagle and **resolved** to

- a) relocate the bench from Phase 2 of the Country Park to halfway along the path in the orchard Phase 1 of the Country Park.
- b) investigate procuring a bench made of recycled materials with a backrest, to be located at the head of the path.
- c) delegate to the Chairman of the Committee and the Deputy Clerk to decide on the specification of a new bench for which the Council may be able to apply for grant funding.

The meeting closed at 8:11pm.

Signed: .....

30 September 2019

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 4 November 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Robin Eagle  
Cllr Matt Osborn

## **Also Present**

Cllr Steve Prime, Cranbrook Town Council  
Cllr Phil Norgate, Cranbrook Town Council  
Cllr Kevin Blakey, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## **A/19/33 APOLOGIES FOR ABSENCE**

No apologies for absence were received

## **A/19/34 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/19/35 MINUTES**

It was proposed by Cllr Matt Osborn, seconded by Cllr Colin Buchan and resolved to accept and sign the minutes of the meeting held on 30 September 2019 as a correct record.

## **A/19/36 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/19/37 URBAN TREE PLANTING DELIVERY TEAM MEETING**

The Committee received a verbal report from Cllr Barry Rogers regarding the first meeting of the Urban Tree Planting Delivery Team. At the Amenities Committee meeting 30 September 2019 minute reference A/19/29 the Committee requested reports from the delivery team.

Cllr Barry Rogers remarked that this project is for Urban Tree Planting, with an emphasis on engaging the community. The Committee commented that the Council wants to support the planting of locally sourced trees.

It was confirmed at the delivery team meeting that this project would be at no cost to the Town Council.

Signed

5 November 2019

-----

It was noted that the Country Park Ranger was also a part of the Urban Tree Planting delivery team.

The Committee commented on the wicker archer sculpture that features as a part of the Urban Tree Planting project. It was discussed that the Urban Tree Planting delivery team would need to consider the location of this sculpture further, and that a prominent location would be preferable to the Town Council.

The next meeting is the 6 November and the working group will report back any relevant information to the Amenities Committee.

#### **A/19/38 REPORT ON THE BENCH FOR PHASE 1 COUNTRY PARK**

The Committee received a verbal report from Cllr Barry Rogers on the progress of the installation of a bench in the Orchard, Phase 1 of the Country Park.

At the last Amenities Committee meeting 30 September 2019 minute reference A/19/32 the Committee delegated authority to investigate procuring a bench made of recycled materials with a backrest, to be located at the head of the path to the Chairman of the Committee and the Deputy Clerk for which the Council may be able to apply for grant funding.

It was reported that the Devon County Council Locality funding bid was applied for and was successful. The funding had been transferred to the Town Council and the bench had been ordered, delivery would be around two weeks with installation hopefully at the end of the month.

#### **A/19/39 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 Matt Osborn 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.

#### **A/19/40 ST MARTIN'S PLAY PARK EARTH BANK**

The Committee considered the options available to counter the continued erosion of the earth bank in the St Martin's play area.

The Committee discussed fencing off the area but were concerned that fencing had not been successful in other areas. The Committee also discussed using Covermat but were concerned, on the advice of Tony Berger Landscapers, that this may not be successful in this location.

The Committee commented that the earth bank was being used as a slide and therefore the proposal to turn it into a purpose-built piece of play equipment would be preferable. The Committee noted that funding would need to be identified.

Four options were presented to the Committee and option D was preferred; a floor-based climbing structure following the shape of the slope.

The Committee commented that included in all quotes was a willow tunnel connecting the play equipment to the rest of the play park and the removal of this item from the quote, would possibly reduce the costs.

It was proposed by Cllr Matt Osborn, seconded by Cllr Les Baylis and resolved to provide clarity on the options and costings presented, to be reported back to the next Amenities Committee meeting.

The meeting closed at 7.30 pm

Signed

5 November 2019

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 23 December 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan

## **Also Present**

Cllr Ray Bloxham, Cranbrook Town Council  
Cllr Steve Prime, Cranbrook Town Council  
Cllr Kevin Blakey, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## **A/19/41 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Matt Osborn.

## **A/19/42 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/19/43 MINUTES**

It was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and resolved to accept and sign the minutes of the meeting held on 4 November 2019 as a correct record.

## **A/19/44 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/19/45 QUANTIFIED TREE RISK ASSESSMENT**

The Committee considered the Quantified Tree Risk Assessment (OTRA) report provided by Tony Bengier Landscaping as a part of the annual maintenance regime of the Country Park.

The Committee discussed that the risks highlighted are all relatively low, apart from one tree in phase 3 of the country park. The recommendation was for that tree to be topped reducing the risk, within a 6-month period.

**It was proposed by Cllr Barry Rogers, seconded by Cllr Les Baylis and resolved to** accept the report and proposed to bring the cost of works recommended to the next Amenities Committee to discuss the options available.

Signed .....

5 November 2019

#### **A/19/46 TREE PLANTING PROPOSAL IN THE COUNTRY PARK**

The Committee considered the proposal from the Country Park Ranger to plant Trees in the Country Park.

It was clarified that the 420 trees in this proposal was in addition to the 500 trees already supported to be planted by the Amenities Committee minute ref (**A/19/29**).

The areas of planting suggested were discussed, it was highlighted that the preferred planting areas were areas 1 & 2 in the report and these sites were supported by the landscape management company.

The committee discussed that they would prefer the planting to be a community event, however they would be willing to pay for the planting if necessary.

**It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and resolved to** support the proposal for planting in sites 1 & 2 as a community event in the first instance but will recommend to Council to support the cost of planting if a community event is not sufficient.

#### **A/19/47 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham 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.

#### **A/19/48 ST MARTIN'S PLAY PARK EARTH BANK**

The Committee considered the options for a piece of play equipment to counter the continued erosion of the earth bank in the St Martin's play area following minute ref (**A/19/40**).

The committee discussed the options available, including all additional extras available. The committee considered the availability of funds within the play park budget 2019/20.

**It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and resolved to** support the purchase of option D without any additional extras and recommend to the Council to pay for the equipment from the play park budget 2019/20.

**Meeting closed at 7.19 pm**

# RECORD OF DECISION

**Committee:** Amenities Committee  
**Deadline for Comments:** 09/04/2020

## **Committee Members who Commented and Voted**

Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan (Chair)  
Cllr Steve Prime

## **Other Councillors who Commented but Did Not Vote**

Cllr Kevin Blakey  
Cllr Ray Bloxham

## **A/COVID/01 DECLARATION OF INTERESTS**

Cllr Barry Rogers, Chairman of the Amenities Committee, declared a disclosable pecuniary interest by virtue of being an allotment holder and therefore did not participate in the discussion or vote.

## **A/COVID/02 PUBLIC PARTICIPATION**

A public consultation period ran from 03/04/2020 to 09/04/2020.

Due to the period of emergency measures in response to the Covid-19 outbreak, Cranbrook Town Council took the decision to postpone all public meetings and delegated authority to take urgent decisions to the Clerk in consultation with the Chairman of the Council or a Committee chairman (ref. minute 20/50 of the full Council on 23 March 2020).

The Council remained under a statutory duty to conduct its business in a transparent and accountable manner. Hence we published information regarding current topics under discussion on our website at <https://www.cranbrooktowncouncil.gov.uk/meetings>. We also kept the public updated on our Facebook page at <https://www.facebook.com/cranbrooktowncouncil> regarding anything new we published on our website.

Anyone who wished to comment on the reports regarding the paths and/or water supply at the Crannafoed Allotments, was invited to email [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk) by **Thursday, 9 April 2020** so that their submissions could be taken into consideration.

One email was received from an allotment holder. That person raised a preference for troughs to be installed at the allotments site however felt the recommended water trough was not large enough. The allotment holder also declared their preference for constructed paths in the same materials as in Phase 3 of the Country Park.

## **A/COVID/03 ALLOTMENT PATHS AND WATER SUPPLY**

The Committee discussed, via email, the proposal entitled 'conditions of path and water supply'.

Signed \_\_\_\_\_

Date:

It was suggested that the Council should set the annual rents for the allotments in light of actual expenditure incurred so that the wider community would not subsidise the allotment site through the Town Council's element of the council tax (precept).

The Committee discussed the paths and noted that they were in accordance with the planning consent.

The Committee discussed, via email, a second proposal entitled 'water supply'.

The Committee noted that the recommended water trough in the report was not large enough for a watering can to be dipped into it. The Committee suggested the installation of four water troughs due to concerns that two troughs would be insufficient. The Committee commented that the costs for purchasing and installing four water troughs was approximately the annual income received by the allotment holders.

As a result of the above discussions, a delegated decision was made by the Vice-Chairman of the Amenities Committee and the Clerk (ref. minute 20/50 of the full Council on 23 March 2020) it was **resolved** to;

- a) Review the Council's risk register in light of the concerns about the condition of the site during inclement weather to ensure the risks are properly recorded and mitigated
- b) Take no action on the paths at this stage and allow the existing grass paths time to recover during the spring and summer months and review the situation in the autumn
- c) Encourage the plot holders to form an allotment association as a matter of urgency and assist the association with fundraising opportunities in the future
- d) Install four 'JFC DT40 Plastic Double Drinking Trough Black – 180L (40 gallon)' water supply systems
- e) Write to the planning authority setting out the issues experienced with both paths and taps at the Crannaford Allotment Site, with regard to the future delivery of the Southbrook Allotment Site (which has planning consent) and any other future sites, with a view to avoiding the same issues experienced
- f) Look at any costs the allotments have incurred to ensure that the annual rent is appropriate to cover all expenses

Signed \_\_\_\_\_

Date:



# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 01 June 2020  
**Time:** 7:16pm  
**Venue:** Zoom

## **Present**

Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan (Chair)  
Cllr Matt Osborn  
Cllr Steve Prime

## **Also Present**

Cllr Kevin Blakey, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## **A/20/9 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Barry Rogers in response to his disclosable pecuniary interest in both agenda items by virtue of him being an allotment holder.

## **A/20/10 DECLARATION OF INTERESTS**

No Declarations of interest were made.

## **A/20/11 MINUTES**

It was proposed by Cllr Matt Osborn, seconded by Cllr Kim Bloxham and resolved to accept and sign the minutes of the meeting held on 20 February 2020 as a correct record.

## **A/20/12 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/20/13 CRANNAFORD ALLOTMENTS CONDITIONS OF RENTAL**

The Committee considered the report to alter the Crannaford Allotments Conditions of Rental.

It was noted that specific points relating to the Conditions of Rental were not being considered but rather the principle of whether the Amenities Committee was willing to consider a change in the Conditions of Rental and on what basis.

It was suggested that the allotment holders form an Association. Cranbrook Town Council could lease the site to the association at a peppercorn rent and the association would then be able to form their own rental terms.

Signed .....

6 July 2020

The Committee discussed that the Section 106 agreement would not be affected by leasing the site to an Allotment Association, as the land would remain the property of the Town Council and that it would remain an allotment site.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to ask the allotment holders to form an Allotment Association, by doing that Cranbrook Town Council would lease the site to the Allotment Association at a peppercorn rent and the Allotment Association would be able to form their own rental terms. The Allotment Association would also be responsible for all decisions and the costs associated with the allotment site including water and site maintenance costs. If the allotment holders did not form an Allotment Association then the existing Conditions of Rental would continue to remain.

#### **A/20/14 CRANNAFORD ALLOTMENTS PLOT CULTIVATION**

The Committee considered the report on the Crannaford Allotments regarding a number of plots not being cultivated in accordance with the Conditions of Rental.

The temporary assignment of the lease under exceptional circumstances was discussed by the Committee, it was deemed to be problematic, untenable and probably unnecessary. The idea of a temporary assignment of the lease was therefore dismissed by the Committee.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Osborn and **resolved** that all tenants should be treated in accordance with the Tenancy Agreement and, subject to the period of notice and communication with the holder, uncultivated plots should be re-allocated in accordance with the Tenancy Agreement.

**The meeting closed at 7.32 pm.**

Signed .....

6 July 2020

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 6 July 2020  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan

## Also Present

Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/20/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Steve Prime

## A/20/16 DECLARATION OF INTERESTS

No declarations of interest were made.

## A/20/17 MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 01 June 2020 as a correct record.

## A/20/18 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/20/20 CRANBROOK COUNTRY PARK NATURE RESERVE: PUBLIC ACCESS

The Committee considered the report from Cllr Barry Rogers regarding public access to the Nature Reserve in Cranbrook Country Park Phase 1.

The Committee was informed that the Environment Agency ( EA ) had been contacted for advice on installing steppingstones into a stream. Government guidelines exist which, if certain conditions are complied with, allow for exemption from seeking an EA permit. The advice is that local stone or wood should be used. The Environment Agency will also perform an onsite visit to help plan the steppingstones to prevent stream flow interruption. There is a record of the contact with the environment agency held in the office.

The need for a risk assessment was discussed and it was considered that a risk assessment prior to installation would be needed. The Committee also discussed any possible public liability and if any insurance provision may be needed.

Signed .....

Date .....

The Committee discussed the need for signage as the area is subject to a PSPO (Public Space Protection Order) preventing access for dogs. The Council noted that they already had signage regarding no access for dogs so there would be no additional cost for this provision.

Access to the area via a gate or stile was considered. It was noted that there were closed access gates in Phase 1 of the Country Park which may be possible to relocate.

It was discussed that there should be no cost to the Council for acquiring stone or wood as there is wood available in the Country Park and stone could be provided from the Consortium of Developers. However, the movement of the stone or the cutting and placement of the wood might incur a cost to the Council.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to task the Country Park Ranger with providing a method statement, risk assessment and formulate any costs, including any insurance provision needed, associated with installing steppingstones and to report back to the next Amenities Committee Meeting with a costed proposal for the project.

#### **A/20/20 COUNTRY PARK TREE PLANTING PERMISSION**

The Committee considered the report from the Country Park Ranger regarding tree planting in Cranbrook Country Park.

The Committee clarified that the request was for landowner permission for the trees to be planted. It was discussed that the Committee would only be able to grant permission to plant trees for the land that the Council currently owned.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to delegate authority to Chair of the Committee to write and sign a letter stating that the Country Park Ranger has permission to plant trees in the Country Park.

**The meeting closed at 19.36 pm.**

Signed .....

Date .....

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 17 August 2020  
**Time:** 7:00pm  
**Venue:** Zoom

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Colin Buchan

## Also Present

Cllr Ray Bloxham, Cranbrook Town Council  
Cllr Kevin Blakey, Cranbrook Town Council  
Alice Lloyd, Country Park Ranger, Cranbrook Town Council  
Sarah Jenkins, Locum Clerk, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/20/21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## A/20/22 DECLARATION OF INTERESTS

No declarations of interest were made.

## A/20/23 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 6 July 2020 as a correct record.

## A/20/24 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/20/25 KNEE RAIL REPLACEMENT

The Committee considered the report on knee rail repair or removal in the Country Park.

The Committee discussed whether the fixing description used in the report was the currently used method in the Country Park. It was clarified that the recommendation from Tony Bengers Landscaping was for bird's mouth fixing to replace the current knee rails. This method prevents people from being able to walk on top of the posts and would be easier and more cost effective to install.

Signed

-----

28 September 2020

The Committee questioned why the proposed budget was so low and why it was proposed to only replace around 10m of knee rail a year. The Country Park Ranger clarified that it would be difficult to predict how much of the knee rail would fail in the year and how much of that would require replacement, as not all of the knee rail would need replacement as it fails.

The Committee questioned whether there was already a budget to repair fencing in the county park. It was discussed that there was not a specific budget code for this, but there is leeway in some of the current budgets for maintenance and repairs this financial year.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to:

1. remove the knee-rail as it fails, where decorative.
2. repair the knee-rail as it fails, where needed from a health and safety perspective with bird's mouth fencing.
3. delegate authorisation of works to the Chair of Finance & Personnel and the Clerk for any knee rails which need to be repaired in this financial year from the current budgets for maintenance and repairs.
4. recommend that the Amenities Committee provides Finance & Personnel Committee a budget figure for country park/public open space general maintenance for the 2021/2022.

#### **A/20/26 ACCESS TO NATURE RESERVE**

The Committee considered the report on access to the nature reserve in Phase 1 of the Country Park. The Country Park Ranger commented that a makeshift crossing had been installed by the public, and the fencing is showing wear, where people are gaining access to the nature reserve.

The Committee questioned whether the Council already had the curb stones for the crossing, and if any of these would need to be cut down to size. The Country Park Ranger confirmed that the curb stones were in Tony Bengers Landscaping's courtyard for use and there should be sufficient number of smaller pieces for use. However, the Country Park Ranger suggested a small budget be recommended to cut any stones in case any do need to be cut down to size.

It was questioned as to how the stones would be transported to the nature reserve, it was confirmed that the Council has a van, which could be used for this purpose and then a wheelbarrow to the river. A risk assessment was in place for the manual handling of the steppingstones.

The Committee commented on whether any provision had been considered for the removal of the steppingstones in the future and the replacement of these. It was discussed that the makeshift crossing had been in place for a number of years and had not been removed, so any crossing the Council installed should remain in place.

The Committee discussed the fencing and access to the site. It was confirmed that whether a gate or stile was installed, the barbwire and fencing would need to be cut and made safe for access.

It was questioned if the volunteer as mentioned in the report had already been arranged. It was confirmed that a volunteer was already available for this task.

Cllr Ray Bloxham reminded members that there was Devon County Council locality funding available for projects of this type.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to

1. delegate to the Country Park Ranger to finalise the proposal, including any costs
2. secure funding where needed
3. approve the installation of kerbstone steppingstones, with a stile to allow access to the nature reserve at no cost to the Council.

## **A/20/27 OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF SERVICE STRIPS IN CRANBROOK**

The Committee noted the report regarding the ownership and maintenance responsibility of service strips in Cranbrook and that the report was to be used to inform any response to requests made to the Town Council to undertake maintenance of service strips.

## **A/20/28 PROVISION OF ADDITIONAL PUBLIC BARBECUE FACILITIES**

The Committee considered the report on the provision of additional public barbecue facilities and bins in the Country Park.

The Committee commented that the areas proposed are all near Phases 1 & 2 of the development and questioned if areas closer to phases 3 and 4, near Stone Barton, had been considered. It was clarified that the proposed play equipment due to be installed in that area would be better placed before discussions on installing barbeques, so as to not to disrupt the play area or trim trail. However, the proposal can return to Amenities in the future for provision of barbeques in the Stone Barton area.

The Committee questioned the cost of waste collection, it was clarified that the Council is charged £5 per bin, per collection. These collections happen twice a week but increase to three times a week during busy times.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved**

1. That two further barbecue sites be provided in the country park, including the provision of additional waste bins as indicated in appendix 1 and 2
2. That an additional metal waste bin be provided at the existing barbecue site
3. That funding opportunities be explored towards capital costs
4. That following the decision by Council about extending the country park policies to all areas of open space, that further guidance be issued to the community on the use of barbecues in areas of public open space.

**The meeting closed at 19.37 pm.**

Signed

-----

28 September 2020

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 28 September 2020  
**Time:** 7:06 pm  
**Venue:** Zoom

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Colin Buchan  
Cllr Matt Osborn

## Also Present

Alice Lloyd, Country Park Ranger, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/20/28 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kim Bloxham and Cllr Ray Bloxham.

## A/20/29 DECLARATION OF INTERESTS

Cllr Matt Osborn declared a personal interest in agenda item 6 the proposal to split the dog exercise area.

## A/20/30 MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Matt Osborn and resolved to accept and sign the minutes of the meeting held on 17 August 2020 as a correct record.

## A/20/31 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/20/32 UPDATED FLOOD RISK MANAGEMENT STRATEGY

The Committee considered the drafted response to Devon Country Councils Updated Flood Risk Management Strategy. The Committee clarified that within the response, only principles that were relevant to Town Councils were commented on.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to submit the response to Devon County Council.

## A/20/33 PROPOSAL TO SPLIT THE DOG EXERCISE AREA

The Committee considered the proposal to split the dog exercise area into two separate areas.

Signed .....

9 November 2020



The Committee discussed that it would be disproportionate for the Council to spend large amounts of money on a small proportion of residents, however it was noted that there may be community led support for funding the project.

The Committee clarified that the dog walking area was a temporary feature, it was originally created to create a safe space to walk animals, while building works were being carried out.

It was proposed by Cllr Barry Rogers, seconded by Cllr Matt Osborn and **resolved** to

- (a) take no action at this time other than place signage on both access gates to remind users to close the gate and to be mindful that other animals may be in the area,
- (b) note that if a community led project was presented including all expenses fully costed with funding options the Committee would consider the proposal again at a later date.

#### **A/20/34 PUBLIC OPEN SPACE PLANTING**

The Committee considered the report on planting in public open spaces.

The committee noted that any proposals regarding the specifics of planning on verges would need to be complicit with any road safety and traffic visibility measures.

It was clarified that the proposals benefits were

1. Preventing these areas being driven over or used to park vehicles.
2. Make the area more attractive and nature friendly by offering urban habitat.
3. Ultimately potentially reduce the maintenance cost to the Council as once the shrubs are established, they would require less maintenance than the grass verges.

It was proposed by Cllr Barry Rogers, seconded by Cllr Les Bayliss and **resolved** to support the principle of planting in public open spaces, and that any proposals are submitted to the Asset Delivery Group for approval.

#### **A/20/35 RESIDENT REQUEST TO MAINTAIN PUBLIC OPEN SPACE**

The Committee considered the request from a resident to maintain an area of public open space.

The Committee commented that the area concerned is currently a Taylor Wimpy parcel.

It was proposed by Cllr Les Bayliss, seconded by Cllr Matt Osborn and **resolved** to advise the resident to seek permission from Taylor Wimpey and to have a discussion with the resident whether or not they wish to continue maintaining the area when the land transfers to the Council.

#### **A/20/36 GEOCACHING IN THE COUNTRY PARK**

The Committee considered the proposal for expanding geocaching in the Country Park.

The Committee noted that there is no cost to the Council for this proposal. It was observed that encouraging people to walk in the Country Park is a positive outcome.

It was proposed by Cllr Les Bayliss, seconded by Cllr Barry Rogers and **resolved** to note that permission had already been granted for the geocaches to be placed in the Country Park.

#### **A/20/37 PUBLIC ACCESS TO NATURE RESERVE IN THE COUNTRY PARK**

The Committee noted that following a site visit by the Environment Agency, the steppingstones to facilitate public access to the nature reserve will be put in place by the Country Park Ranger with the aid of volunteers.

**The meeting closed at 7.37 pm.**

Signed .....

9 November 2020

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 9 November 2020  
**Time:** 7:00pm  
**Venue:** Zoom

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Matt Osborn

## **Also Present**

Cllr Kevin Blakey, Cranbrook Town Council  
Alice Lloyd, Country Park Ranger, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## **A/20/38 APOLOGIES FOR ABSENCE**

No apologies for absence were received

## **A/20/39 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/20/40 MINUTES**

It was proposed by Cllr Les Baylis, seconded by Cllr Colin Buchan and resolved to accept and sign the minutes of the meeting held on 28 September 2020 as a correct record.

## **A/20/41 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/20/42 COUNTRY PARK TREE PLANTING**

The Committee Considered the report on tree planting locations. The Country Park Ranger clarified that there is already a line of trees between the proposed planting area and the railway line. The Committee discussed that due to the height of the trees along the railway line, these may be removed in the future for safety. Planting trees before this would allow the new trees to mature, before any future removal happened.

The Committee discussed that railway line safety must be taken into consideration and any planting must be an appropriate distance from the track. The Committee questioned which side of the mown path the trees were planned to be planted, the Country Park Ranger clarified it was the railway line side of the path.

Signed .....

5 November 2020

It was noted that the proposed planting location near the dog walking area already had trees on one side of the path and the proposed planting was on the other side of the path forming an avenue of trees. The Committee discussed that tree avenues were beneficial not only aesthetically, but also provide shade for the path.

It was proposed by Cllr Barry Rogers, seconded by Cllr Matt Osborn and **resolved** to approve the tree planting at the sites suggested with the following comments;

1. planting distances must be adhered to so as not cause any future hazard to the railway line
2. to plant the trees on both sides of the path by the railway line and on one side of the path by the dog walking area to create an avenue of trees in both areas.

#### **A/20/43 TRAMPOLINE AT NORTHWOOD ACRES**

The Committee considered the report on the trampoline at Northwood Acres Play Park. The Committee discussed the continued repair costs to the trampolines. The Committee commented that similar issues had been experienced in Hayes Square play park and that piece of play equipment had not been replaced.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to remove the trampoline at Northwood Acres on the grounds of continued vandalism, safety concerns and the need for recurring significant repair costs, but to actively research equipment to replace this piece of equipment and the equipment in Hayes Square which had previously been removed.

Cllr Barry Rogers voted against the recommendation for removal of the trampoline in Northwood acres.

#### **A/20/44 COUNTRY PARK PHASE 1 GATE**

The Committee Considered the report on securing the closed gate in Country Park Phase 1. It was commented by the Committee that dog owners should take responsibility for their own animals while walking, and the Council does not advertise that area of the Country Park as dog secure.

The Committee discussed that planting in the space between the old gate would be preferable to blocking the bottom of the old gate with planks. This would extend the hedge improving the wildlife corridor. Furthermore, this would reduce the risk of people crossing the road at this point and climbing over the gate if the gap was effectively removed

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to plant the area between the old gate extending the hedge.

#### **A20/45 WILLOW SCULPTURE**

The Committee **noted** the report on the willow sculpture and the Cranbrook Canopy Project.

#### **A/20/46 EXCLUSION OF PRESS AND PUBLIC**

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

#### **A/20/47 TREE SURGERY**

The Committee Considered the report on tree surgery in the Country Park.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to instruct Apex Trees to remove the damaged limb from tree 1 and monolith tree 2 for the environmental benefits of leaving standing deadwood in situ.

**The meeting closed at 7.28 pm.**

Signed .....

5 November 2020

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 08 February 2021  
**Time:** 7:00pm  
**Venue:** Zoom

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Matt Osborn

## Also Present

Cllr Kevin Blakey, Cranbrook Town Council  
Alice Lloyd, Country Park Ranger, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/21/1 APOLOGIES FOR ABSENCE

No apologies for absence were received

## A/21/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## A/21/3 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and resolved to accept and sign the minutes of the meeting held on 09 November 2020 as a correct record.

## A/21/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/21/5 LANDSCAPE PHOTOGRAPHY KITS

The Committee considered the report on installing landscape photography kits in the Country Park. The Committee questioned if there were any cost implications to the Council, it was clarified that there were not. The Committee questioned how the kits would be fixed as there were no fixing points in the locations suggested. The Country Park Ranger clarified that she had wooden posts that could be used for fixing the kits.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to agree to Cranbrook participating in this project and for the Country Park Ranger to set up the photography kits.

Signed .....

## **A/21/6 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following items it was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn 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.

## **A/21/7 PROVISION OF ADDITIONAL PUBLIC BARBECUE FACILITIES**

The Committee considered the report on the provision of additional public barbecue facilities in the Country Park. The Committee questioned if it would be more cost effective to purchase bins direct from the manufacturer. The Committee questioned the costs to empty the bins; this was being clarified with East Devon District Council.

The Committee discussed the proposed site options and considered the orchard, site 1, to be the preferred option as that location already had picnic benches.

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

1. agree in principle to provide two new barbecues in Phase 2 of the Country Park and two new bins one at the new site, one at the current barbecue site
2. apply for the Devon County Council locality budget to help fund the barbecues
3. further research purchasing options for the bins to obtain the best value for money
4. recommend to Council to delegate to the Chair of Finance and Personnel and the Town Clerk to authorize the payment difference of up to £1000; to return to Amenities Committee if the total quote is higher than this amount
5. continue to research grant funding and to return to Amenities Committee with a proposal to deliver additional barbecue sites at a later date

## **A/2/8 SHELTER IN THE COUNTRY PARK**

The Committee considered the report on the provision of a willow shelter in the Country Park. The Committee questioned the cost of the structure as the report mentioned two **prices**. The Committee discussed the proposed locations and considered site two, the orchard to be the preferred location as it already had benches in place.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to commission Windrush Willow to plant a living willow dome up to the cost of £380 (to be clarified) at the preferred location of the orchard, site two.

## **A/21/9 TABLE TENNIS TABLES**

The Committee considered the report on the provision of table tennis tables in the Country Park. The Committee mentioned other table tennis table options were available online that were not made of concrete and may be more cost effective. The Committee commented that utilising other local Councils experience of installing table tennis tables may be beneficial, in particular Exeter City Council.

The Committee deemed more research into locations was required as the preferred location was a wet area that floods during the winter months. The Committee noted that St Martins play area, inside the maintenance gate, that was level, close to a road and didn't suffer the same flooding issues may be a more suitable location.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Osborn and **resolved** to

1. agree in principle to provide one or more table tennis tables around the town – locations to be determined

Signed .....

2. apply for the Devon County Council locality budget to help fund table tennis tables
3. carry out more investigation of prices and options for alternatives to concrete tables
4. continue to research other sources of grant funding to help fund table tennis tables
5. return to Amenities Committee with a complete proposal to deliver table tennis tables

**The meeting closed at 7.42 pm.**

Signed .....

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 29 March 2021  
**Time:** 7:02 pm  
**Venue:** Zoom

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## Also Present

Cllr Kevin Blakey, Cranbrook Town Council  
Joanna Stephenson, Property Administrator, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/21/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Matt Osborn.

## A/21/11 DECLARATION OF INTERESTS

Cllr Barry Rogers declared a disclosable pecuniary interest with regards to Agenda Items 9, 10 and 11 by virtue of being an allotment holder. Cllr Barry Rogers would leave the meeting for these items.

## A/21/12 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan, and **resolved** to accept and sign the minutes of the meeting held on 8 February 2021 as a correct record.

## A/21/13 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/21/14 BARBECUE UPDATE

The Committee received a verbal update on the installation of the Barbecues in the Country Park. It was confirmed that the barbecues had been ordered from the supplier and were currently being manufactured. A site visit had been arranged for the 1 April 2021 to assess ground conditions and to arrange installation of the barbecues.

The bins had also been ordered from the supplier and were delivered on the 25 March 2021; installation had been arranged by Tony Bengel Landscaping for the week commencing 6 April 2021. East Devon District Councils Street Scene had been informed of the new bin's locations and were awaiting confirmation of their installation before starting to collect waste from these bins.

Signed .....



## **A/21/15 CCTV UPDATE**

The Committee received a verbal update on the installation of CCTV at the Younghayes Centre. The CCTV installation was completed on the 16 February 2021. Office staff received their training on operating the system on the 1 March 2021 and were given access to review the CCTV data.

Since then, two incidents had already occurred that the CCTV was able to capture and the Council had been able to provide the Police with copies of footage, to aid in their enquiries.

The Committee questioned if further training would be required to operate the CCTV system. It was clarified that any training would only need to be ad-hoc as the system was quite intuitive and simple to use.

The Committee questioned whether a person needed to be appointed as a Data Controller for the CCTV and gain any additional training for this. It was clarified that the system installed did not need to be monitored 24 hour a day as it had the ability to self-monitor and search for data. It was further questioned whether the Town Clerk is a Data Controller and if so any certification relating to this would be checked and displayed where necessary.

## **A/21/16 FISHING IN THE COUNTRY PARK**

The Committee considered the report on fishing in the Country Park SuDS, drainage basins and the Cranny Brook.

A member of the Exeter & District Angling Association had sent through some information prior to the meeting; the Exeter & District Angling Association had visited the site along with a member of the Environment Agency.

The advice given was that there should not be fish in the drainage system so it would appear they had either been put in by someone or via spawn on birds' feet. As a drainage system can be dry during the summer months the system could dry out leaving a problem of fish in distress. With this in mind fishing in the Cranbrook Country Park was not something the Exeter & District Angling Association wanted to be involved with.

The Committee noted that this agenda item had been raised due to people fishing in the Country park and driving on the paths to gain access to the areas. It was clarified that a large stone had put into place on the 29 March 2021 to prevent vehicular access to the country park.

It was noted that the primary functions of the Country Park were:

- As a nature reserve to support and enhance the local biodiversity through landscaping and habitat creation;
- As an open space to provide a safe recreational and leisure resource for residents and visitors;
- As a flood defence for the town to assimilate the Sustainable Drainage System (SuDS) and flood compensation requirement for the development.

As the Country Park is an open space to provide a safe recreational and leisure resource for residents and visitors it would be contradictory to make certain aspects restrictive and exclusive. Furthermore, fishing would remove a food source for wildlife and one of the primary functions is to promote biodiversity, not promote an activity which would remove a food source.

It was noted that individuals can only fish if they have a valid fishing licence and the landowner's permission.

The Committee questioned if signage should be provided informing the community that fishing is not allowed in the Country Park if that was the decision made, or should social media and the website be utilised. The Committee discussed that signage should be avoided if possible and the Council should make use of the noticeboards in the Country park as well as social media and the website.

Signed .....

It was noted that the Country Park Ranger was in the process of updating the Use of The Country Park and Public Open Spaces document and that if fishing is not allowed it should be include this into this.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to not allow fishing in the Country Park.

### **A/21/17 RESOURCE AND WASTE STRATEGY FOR DEVON AND TORBAY PROPOSED RESPONSE**

The Committee considered the proposed response to the Resource and Waste Strategy for Devon And Torbay.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to submit the proposed response as written.

Cllr Barry Rogers left the room for the next three agenda items, Cllr Colin Buchan acted as the Chair for the next three items.

### **A/21/18 ALLOTMENT PLOT SIZE**

The Committee considered the report on plot sizes at the Crannaford allotment site.

The Property Administrator clarified that this report was raised following a training session with the Ottery St Mary Allotment management team and how they manage their allotments. Ottery St Mary find some people struggle to maintain a half plot size, but still want the benefits of an allotment.

The Committee discussed how the plots would be divided, it was noted that consideration would be needed to ensure all plots were accessible without walking over another tenant's plot. The Committee noted it would be good to see if quarter plots work moving forward to help alleviate the waiting list.

The Committee established that this must be on a voluntary basis and that there was no pressure on any tenant to take up this offer. However, any tenant could take up this offer on a voluntary basis.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to allow tenants to reduce the plot size at Crannaford Allotments for tenants who were agreeable to quarter plots.

### **A/21/119 ALLOTMENT CULTIVATION**

The Committee considered the report on cultivation at the Crannaford allotment site. The report included an update of the current Conditions of Rental to include the reduction of the cultivation expectation and to include agenda item 9 if approved.

The Committee questioned the alterations in the Conditions of Rental related to dwarf [or step-over] fruit trees. The current Conditions of Rental only stated dwarf stock [or step-over] fruit trees were permitted but no height limit was provided. The alteration set a height limit to be put onto all trees of 2.5 meters. Tenants who have fruit trees that have grown above 2.5 meters will be served a notice instructing them to prune the trees to an acceptable height.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kim Bloxham and **resolved** to

- a) reduce the cultivation levels to 75% and approve section 5. Cultivation and Weed Control
- b) update the current Conditions of Rental
- c) approve the standard letter for inspection shortfalls
- d) approve the standard letter for initiating the termination process
- e) approve the quarter plots alterations to the Conditions or Rental as per Minute Ref. A/21/118

### **A/21/20 CRANNAFORD COMMUNITY ALLOTMENT**

The Committee considered the report regarding a Crannaford Community Allotment.

Signed .....

It was clarified that two plots became free at the end of this year, one had already been allocated, but the other was vacant. The vacant plots' location was clarified as the second plot in, plot number 15.

The Committee noted that there were a number of issues relating to the planning conditions for the allotment site. Firstly, it was noted that planning permission had only been granted for a communal shed on a specific plot, which was not the plot currently vacant. If a communal shed was to be erected on a different plot, a planning application may need to be submitted. Secondly, the planning condition only granted permission for a communal shed if demand came from the tenants, not from the Council.

The Committee discussed that there was a long waiting list for an allotment and felt it would be inappropriate to remove a plot from someone on the waiting list for Council use.

The Committee discussed the costs for a shed of the size proposed and felt it was of high cost compared to benefit. The security of a shed was also questioned as the area was not currently well supervised, and the security of the equipment stored inside was doubted. Furthermore, large sheds can attract and act as a nesting space for rats which would not be appropriate at an allotment site.

The Committee agreed that the Country Park Ranger required additional storage for her equipment, as well as an area to serve as a community facility for a tree nursery, for later planting projects in the country park and greater Cranbrook. The Committee agreed with the principle of the idea for a community garden to provide a vegetable garden for those in the community who would benefit from outdoor activity, learning how to grow and tend to plants, but did not feel the allotment site was appropriate for this.

Concerns were also raised that if the Country Park Ranger was based at the allotment site, she may face complaints from tenants while on the site. Any complaints should be dealt with through the Office in a formal manner and it would not be appropriate to put the Country Park Ranger in that position.

The Committee commented that if a community garden is brought forward then the disabilities act would need to be taken into consideration to ensure any community garden was fully accessible.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** that

- a) the proposal for a community garden at Crannafoord allotments site was not supported
- b) the principle of creating a community garden elsewhere in the town was supported
- c) further proposals are brought forward to create a community garden in Cranbrook
- d) further proposals are brought forward to provide sufficient storage for the Country Park Rangers equipment at the Younghayes Centre

## **A/21/21 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss 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.

Cllr Barry Rogers re-joined the meeting. (due to a technical issue Cllr Barry Rogers was unable to re-join for agenda item 12)

## **A/21/22 NORTHWOOD ACRES SWINGS - GROUND SURFACE**

The Committee considered the report on the ground conditions under Northwood Acres Swings.

The Committee discussed that the surfacing at Northwood acres had received numerous complaints from residents. The Committee noted that the surfacing in place was not sufficient and needed a more suitable surfacing material which would be more robust and effective.

Signed .....

The Committee questioned why full quotations had not been sought but only guide prices provided. It was clarified that this was due to time constraints and a specialist team needed to carry out a survey in order to accurately quote for resurfacing the area.

The Committee questioned the guarantees and life span of the surfacing and requested this be included in any quotations.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **recommended** that

- a) the area under the swings at Northwood Acres Play area be resurfaced
- b) the Council budget up to £7,000.00 for these resurfacing works
- c) the Council obtain full quotations for these works including guarantees and the life span of the surfacing for consideration at the next Full Council meeting.

**The meeting closed at 8.08 pm.**

Signed .....

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 7 June 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## Also Present

Cllr Kevin Blakey, Cranbrook Town Council  
Cllr Sam Hawkins, Cranbrook Town Council  
Alice Lloyd, Country Park Ranger, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/21/23 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## A/21/24 DECLARATION OF INTERESTS

Cllr Barry Rogers declared a personal interest in agenda item 10 by virtue of being an allotment holder.

## A/21/25 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 29 March 2021 as a correct record.

## A/21/26 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/21/27 TERMS OF REFERENCE

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to accept the Amenities Committee terms of reference with no changes to the original published draft.

## A/21/28 HEDGE PLANTING

The Committee considered the report on a resident planting a hedge in the Country Park. It was discussed that the varieties planted should be those of the native planting mix already used throughout the Country Park.

It was noted that Tony Benger Landscaping would include the maintenance of this hedgerow in their cutting schedule and had confirmed that there would be no maintenance implications.

Signed .....

5 November 2020

The Committee questioned who would own the hedge and if damage were to be caused to the residents' fence who would be responsible. It was clarified that as the hedge would be on Council land, the hedgerow would be Council responsibility.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to grant permission for this stretch of Country Park to be planted as additional hedgerow and for the Country Park Ranger to supervise the resident in planting the hedge to take place winter 2021/22.

#### **A/21/29 METAL DETECTING IN THE COUNTRY PARK**

The Committee considered the proposal on metal detecting in the Country Park. The Country Park was likely to be severely disturbed in certain areas by the FAB Link - France Alderney Britain an electrical interconnector underwater and underground cable between France and Great Britain.

It was clarified that the land in phases 1 & 2 of the Country Park was owned by Cranbrook Town Council and phase 3 was planned to be owned by the town Council by the 9<sup>th</sup> July 2021.

Currently metal detecting has happened in the Country Park without permission, this activity may result in substantial finds not being recorded and monitored correctly. Metal detecting club participants sign up to a code of conduct which ensures that finds are correctly logged.

The Committee questioned whether any costs to the Council were involved, it was clarified that a metal detecting club would pay the landowner for the rights to perform a survey and split any profits made from the activity.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to:

1. agree in principle to the granting of search agreements for metal detection in the country park owned by the Town Council.
2. delegate to the Clerk and Chairman of the Amenities Committee authority to grant permission in individual cases.

#### **A/21/30 DOG RESTRICTION ZONE**

The Committee considered the report on a dog restriction zone in the public open space at St Martins play park. It was clarified that there is no Public Space Protection Order for dogs on leads in the area, so the sign was not enforceable. There are signs at two of the three entrances, and this was causing confusion for some residents.

It was clarified that the whole of the East Devon District is covered by a Public Space Protection Order for dogs however specific areas then have additional orders on top of this, no dogs, dogs on leads etc.

It was suggested that the Council's website be updated to ensure that the information for dog walkers was up to date.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Baylis and **resolved** to remove the signs on the lower entrances to the public open space at St Martins play park to avoid confusion.

#### **A/21/31 COUNTRY PARK MANAGEMENT PLAN REVIEW**

The Committee considered the Country Park Management Plan review and report.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to note the draft Country Park Management Plan and agree to a cost of up to £200 from the amenities budget to update the park plans.

#### **A/21/32 WASTE BIN AT THE CRANNAFORD ALLOTMENTS**

The Committee considered the report to install a bin at the Crannaford Allotment site.

Signed .....

5 November 2020

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Baylis and **resolved** to not install a bin at the allotment site, in accordance with East Devon District Council's litter bin policy and to advise allotment holders to take all general waste home.

#### **A/21/33 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following items it was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss 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.

#### **A/21/34 REMOVAL OF BALES FROM CRANBROOK COUNTRY PARK**

The Committee considered the report on the removal of bales from Cranbrook Country Park.

It was questioned whether Exeter Livestock Centre charge for the auction if the bales were not sold, it was clarified that if the bales are not sold there would be no cost to the Council.

The Committee commented that there was a need to reduce the amount of baling that happens, and the baling regime needed to be altered. There were areas in the Country Park that should not be getting cut every year and areas where the grass cutting could be left.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** that the Country Park Management Plan working party will assess the cutting regime looking at areas to reduce cutting frequency, areas to leave cuttings on the ground and reduce the number of bales created and return to amenities with another report.

#### **A/21/35 FLAGPOLE AT THE YOUNGHAYES CENTRE**

The Committee considered the report on the installation of a flagpole at the Younghayes Centre.

The Committee questioned if a wall mounted flagpole would be preferable as it would be less likely to be misused. It was commented that if the Council were to have a flagpole it would be better placed at the Tillhouse where the Council would be based moving forward.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to not install a flagpole at the Younghayes Centre but to incorporate a flagpole in the Tillhouse design.

#### **A/21/36 CHRISTMAS TREE ELECTRICS AT THE YOUNGHAYES CENTRE**

The Committee considered the report on the Christmas tree electrics at the Younghayes Centre.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to instruct Infinity Electrics to replace the electrics for the Christmas tree at the Younghayes Centre as it was a watertight solution to the issue.

#### **A/21/37 TABLE TENNIS TABLES**

The Committee considered the report on table tennis tables. It was clarified that although the report recommendation showed total costs of £1967.12 this was not accurate, the total cost would be £1957.12.

The Committee commented that the recommended table tennis table was the most suitable, as it had an anti-graffiti surface and could be securely anchored at the proposed location in St Martins Play Area.

Signed .....

5 November 2020

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to

1. purchase a Cornilleau Park Outdoor Table Tennis Table from Table Tennis England; Tony Bengers Landscaping to install the table in St Martins play area using the ground anchors, for a total cost of £1,957.12 inc VAT.
2. not install a sign.

**The meeting closed at 8.09 pm.**

Signed .....

5 November 2020



# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 12 July 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## Also Present

Cllr Kevin Blakey, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## A/21/38 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## A/21/39 DECLARATION OF INTERESTS

Cllr Kim Bloxham and Cllr Ray Bloxham each declared a personal interest in Agenda item 8 as their neighbour quoted for the works.

## A/21/40 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 7 June 2021 as a correct record.

## A/21/41 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/21/42 TREE SURVEY

The Committee considered the tree survey performed by Tony Benger Landscaping. The Committee commented that it may be more helpful to have the report state 'urgent', and 'review annually' rather than the format used.

It was clarified that the trees indicated for works within a year were considered safe for that time scale; all trees which were believed to be dangerous were dealt with as emergency works. It was suggested that the works be prioritised according to risk once quotations for the works had been obtained.

Signed .....

Date .....

It was noted that resident's permission may be required in some cases to ensure safe access and operational safety.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to:

1. continue to monitor the trees highlighted green.
2. agree to obtain quotes for the works proposed to the trees highlighted yellow that are in poor condition and return to Amenities Committee.
3. agree to monitor the trees highlighted yellow that are in normal condition range for the species and/or age.
4. note the trees highlighted blue, and to recommend to Council to increase the budget for tree works in the financial year 2022-23 in light of the advice given that many ash trees in the Country Park have now started to decline.

#### **A/21/43 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss 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.

#### **A/21/44 YOUNGHAYES CENTRE DISTRICT HEAT COSTS**

The Committee considered the Younghayes Centre district heat costs report. The Committee noted that it would be prudent to monitor units used and costings, so that the any unusual activity could be queried with E-On.

It was commented that the future usage of the Younghayes Centre may alter, therefore monitoring the energy usage of the Younghayes Centre would be useful moving forwards.

It was questioned how often the underfloor heating system is tested and whether this formed a part of the annual service from Canings.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to monitor the heating costs of the Younghayes Centre on a regular basis by a quarterly report to the amenities committee to:

1. build up historical data against which consumption can be monitored;
2. ensure that the settings properly reflect seasonal heating needs; and
3. return to Amenities Committee with clarification on what the annual service from Canings entailed.

#### **A/21/45 YOUNGHAYES CENTRE FENCING**

The Committee considered the Younghayes Centre fencing report.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to instruct Tony Bengel Landscaping to repair the fencing to the rear of the Younghayes Centre, around the GP practice car park.

#### **A/21/46 YOUNGHAYES CENTRE PLANTING**

The Committee considered the Younghayes Centre planting report.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved**:

1. for the Country Park Ranger to plant the area outside of the Younghayes Centre in the autumn with assistance of volunteers, costs to be agreed by the Clerk and Chairman of the Finance and Personnel Committee in accordance with the Council's Financial Regulations.

Signed .....

Date .....

2. to instruct Tony Benger Landscaping to lay gravel in the edging strips around the GP practice car park.
3. that at the appropriate time during the monthly walkabout, appropriate planting be explored to deter people from walking over the planting area.

#### **A/21/47 WATER SUPPLY AT THE DOG WALKING AREA**

The Committee considered the water supply at the dog walking area report. It was noted that dog owners should be responsible for providing water for their own animals.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to not take any further action regarding this matter.

**The meeting closed at 7.37pm.**

Signed .....

Date .....

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 16 August 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham

## **Also Present**

Cllr Kevin Blakey, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## **A/21/48 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Colin Buchan.

## **A/21/49 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/21/50 MINUTES**

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and resolved to accept and sign the minutes of the meeting held on 12 July 2021 as a correct record.

## **A/21/51 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/21/52 WHAT THE ANNUAL SERVICE FROM CANNINGS ENTAILED**

The Committee stated that it wanted to ensure the next annual inspection, which was due in November 2021, would include a service of the underfloor heating system including checks to all of the valves, and also to raise at that point any other concerns regarding the heating system.

The Committee commented that the thermostats of the building were set at 20 degrees which was reasonable for the type of building.

## **A/21/53 COUNTRY PARK MANAGEMENT PLAN REVIEW**

The Committee considered the Country Park Management Plan review. The Committee discussed hedgerows in close proximity to properties, and issues encountered in Cranbrook, and questioned if the Council should be looking at a specific height that hedges should be cut to. Within the documents of the report, Appendix A dealt with the management of each hedgerow in turn, some to be cut annually and others every other year.

Signed .....

5 November 2020

It was noted that the hedgerows cut by residents was inappropriate and although the Council should take residents views into consideration the hedgerows were a part of the country park not private properties, and it was not for the residents to cut Council maintained hedges.

It was commented that hedgerows in the Countryside were assessed on height, width, and variety of species. By its nature a hedge should vary in height as different varieties of plants grow at different rates. The width of the hedge is important, particularly for birds as it forms protection from predators.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss, to

- a) recommended the revised Country Park Management Plan to Council for adoption.
- b) return Appendix A to the working party to include more specific guidance on hedgerow management regarding hedge height and to return to full council for approval.

#### **A/21/54 PLAY PARK REPORT**

The Committee considered the play park report. The Committee commented that it was helpful to have a report as an update on the play park issues. The Committee noted the recommendations and that the report did not need a resolution.

#### **A/21/55 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham 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.

#### **A/21/56 TREE WORKS**

The Committee considered the tree works report. The Committee noted that only one quote mentioned tree protection orders and gaining permissions to carry out works where required. It was noted that there may be an additional cost involved if there was a tree protection order in place as planning permission may be required to carry out works.

It was proposed by Cllr Barry Rogers, seconded by Cllr Les Bayliss recommend to full council

- a) to accept the Tony Bengers quote
- b) to clarify the line in the Tony Bengers quote 'the legal status of all trees must be confirmed prior to carrying out works and any relevant permissions in place' as to who was responsible for this and if the quote included these checks, prior to commencement of works
- c) that the works to be paid for from the tree budget and the remaining amount from the contingency budget.

#### **A/21/57 REPLACEMENT PLAY EQUIPMENT**

The Committee considered the replacement play equipment report for Hayes Square and Northwood Acres.

It was proposed by Cllr Barry Rogers, seconded by Cllr Les Bayliss to recommend to the Full Council to instruct Wicksteed to install a 4Saw with Wet Pour surfacing at both Hayes Square and Northwood Acres play areas to coincide with the delivery of the LEAP, to reduce installation costs.

**The meeting closed at 7.49pm.**

Signed .....

5 November 2020

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 4 October 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## **Also Present**

Janine Gardner, Town Clerk, Cranbrook Town Council

## **A/21/58 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **A/21/59 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/21/60 MINUTES**

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 16 August 2021 as a correct record.

## **A/21/61 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/21/62 AMENITIES PROGRESS REPORT**

The Committee noted the amenities progress report.

## **A/21/63 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan 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.

Signed: .....

Date: 15 November 2021

#### **A/21/64 PROVISION OF ADDITIONAL BARBEQUE FACILITIES**

The Committee considered the report on the provision of additional barbeque facilities in Phase 3 of the Country Park in Cranbrook.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

- a) agree in principle to deliver two new barbeques for installation in Phase 3 of the Country Park in Cranbrook.
- b) delegate responsibility to the Council's asset delivery working group for the delivery of the barbeque site, to ensure installation is in the correct position which would not interfere with the new play area or trim trail in the Country Park and that the collection of the new bin could occur.
- c) apply for Devon County Council's locality budget funding for the full amount of £2,566.96 to purchase the barbeques and signage.

#### **A/21/65 INSTALLATION OF A BENCH IN NORTHWOOD ACRES PLAY AREA**

The Committee considered the report regarding the proposed installation of a bench in the Northwood Acres play area.

Committee members commented that public support for the installation might have decreased and it was proposed by Cllr Colin Buchan and seconded by Cllr Barry Rogers to not install a bench inside the fenced area at Northwood acres play area. The motion was not carried.

Other Committee members responded by explaining that a number of residents in the area were in support of the installation of a bench in the play area. It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to install a Moulded Coloured seat from KBS Depot, with installation from Tony Bengel Landscaping for £841.30 plus VAT.

#### **A/21/66 CABLEWAY IN ST MARTIN'S PLAY AREA**

The Committee considered the report regarding the cableway in the St Martin's play area.

The Committee noted that in accordance with the Council's Financial Regulations, the Chairman of the Council's Finance & Personnel Committee and the Clerk had previously approved repair works to the cableway at a cost of £1,413.35 plus VAT.

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to

- a) approve the annual service of the cableway in the St Martin's play area.
- b) recommend to Council to approve an annual service of the cableway in the St Martin's play area as part of the Council's annual budget.
- c) award the first annual service to Eibe who would conduct a thorough inspection at no additional cost and to instruct subsequent annual services at a later date.
- d) obtain the manufacturers' recommendations relating to the servicing and maintenance of all the pieces of play equipment across all the play areas in Cranbrook.

**The meeting closed at 7:39pm.**

Signed: .....

Date: 15 November 2021

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 15 November 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## Also Present

Cllr Kevin Blakey, Cranbrook Town Council  
Janine Gardner, Clerk, Cranbrook Town Council  
Alice Lloyd, Country Park Ranger, Cranbrook Town Council

## A/21/67 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## A/21/68 DECLARATION OF INTERESTS

No declarations of interest were made.

## A/21/69 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 4 October 2021 as a correct record.

## A/21/70 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## A/21/71 PROVISION OF ADDITIONAL BARBEQUE FACILITIES

On 4 October 2021, the Amenities Committee had decided to deliver two new barbeques for installation in Phase 3 of the Country Park in Cranbrook and to delegate responsibility to the Council's asset delivery working group for the delivery of the barbeque site, to ensure installation would take place in a suitable location which would not interfere with the new play area or trim trail in the Country Park and that the collection of the new bin could occur (ref. minute A/21/64).

An application to the Devon County Councillors' locality budget for the full amount of £2,566.96 to purchase the barbeques and signage had been successful and the Committee noted that the Council's asset delivery working group would now proceed as per the recommendation from the Committee's previous meeting on 4 October 2021.

Signed .....

31 January 2022



### **A/21/72 ELM TREE PLANTING**

The Committee considered a report regarding the reintroduction of elm trees into the Cranbrook Country Park.

Funding from the Tree Council of £1,500 had already been obtained and an application to the Devon County Councillors' locality budgets of £2,000 to purchase 35 trees which were resistant to Dutch Elm Disease had also been successful.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to

- a) purchase trees resistant to Dutch Elm Disease with the external funding which had been secured.
- b) use some of the trees to commemorate those residents in East Devon who had passed away because of Covid-19.
- c) delegate to the Chairman of the Amenities Committee and the Country Park Ranger to finalise the location of the trees.
- d) protect the trees from vandalism as much as possible.

### **A/21/73 ARBORICULTURAL ASSESSMENTS**

The Committee considered a report regarding the Council's options relating to arboricultural assessments of trees on Town Council land.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to

- a) adopt a method of zoning for Cranbrook's trees (option 3 in the report accompanying the agenda).
- b) adopt a method of passive assessment in addition to zoning and to approve the expenditure for the tree assessment course in the region of £300 to be undertaken by the Country Park Ranger.

### **A/21/74 PLANTING SCHEME AT SHAREFORD WAY**

The Committee considered a report following a suggestion by a resident that a parcel of public open space could be planted in Shareford Way as urban habitat.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to agree to

- a) plant an area of public open space in Shareford Way with appropriate plants, potentially including trees, up to a value of £2,000.
- b) delegate to the Country Park Ranger to finalise the planting scheme.
- c) use this scheme as an example to demonstrate how parcels of public open space could be utilised to improve the urban environment during the continuing discourse with the planning authority East Devon District Council regarding the design of future pieces of public open spaces in Cranbrook.

### **A/21/75 COUNTRY PARK PATH EXTENSION**

The Committee considered a report following a request by the Cranbrook Running Club that a surfaced path be extended around the drainage basin adjacent to Stone Barton.

The Council's grounds maintenance contractor had advised that due to the area being narrow and sloping to the water, any scheme would require significant levelling/terracing of the ground before any path could be installed.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to not install the surfaced path as per advice received by the Council's grounds maintenance contractor.

Signed .....

31 January 2022

#### **A/21/76 METAL DETECTING**

The Committee considered a report regarding the East Devon Metal Detecting Club's metal detecting activities in the Country Park in Cranbrook.

The Committee agreed with the suggestion to purchase a display cabinet to hold the collection for posterity and display them in a publicly accessible location.

It was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to agree in principle to the purchase of a display cabinet and to report to a future meeting of the Amenities Committee with details of possible designs and potential costs.

#### **A/21/77 AMENITIES MONITORING REPORT**

The Council noted the amenities monitoring report.

**The meeting closed at 7:51pm.**

Signed .....

31 January 2022

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 31 January 2022  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## **Also Present**

Cllr Kevin Blakey, Cranbrook Town Council  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council  
Alice Lloyd, Country Park Ranger

## **A/22/01 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **A/22/02 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/22/03 MINUTES**

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 15 November 2021 as a correct record.

## **A/22/04 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/22/05 AMENITIES MONITORING REPORT**

The Council noted the amenities monitoring report

## **A/22/06 PATH REMEDIATION**

The Committee considered a report regarding the Sections of path in St. Martin's Park and phase 3 Country Park which are regularly damaged by heavy rainfall and/or flooding. The Committee considered a longer-term solution to the problem as opposed to the current programme of remediation. Following a lengthy discussion about the possible long-term solutions for the path remediation, it was:

Signed .....

31 January 2022

a) proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to delegate responsibility to the Chair and Vice Chair of the Amenities Committee in conjunction with the Town Clerk to seek clarification from the Council's preferred contractor prior to commissioning the works to replace the entire pathway leading to St. Martin's Play Park with new pathing and to report any significant modifications to a future meeting of the Amenities Committee;

b) proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to replace the section of path marked A (Phase 3 Country Park) to include a honeycomb sub layer at a cost of £5,267.00;

c) proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to repair the section of path marked B (Phase 3 Country Park) with the new specification pathing at a cost of £1,940.00 and;

d) proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to adjust the corner of the path marked C (where three paths meet in Phase 3, Country Park) at a cost of £784.00.

#### **A/22/07 ST MARTIN'S PLAY AREA – PLAY PARK**

The Chairman noted that the Committee regularly reviewed the Play Areas and that they were subject to rigorous inspection on a regular basis. The Committee considered a report regarding the St. Martin's Play Area and commented that it was helpful to have a report as an update on the play park issues. Following consideration, it was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to:

a) conduct the first Eibe annual play park inspection and the Health and Safety Check following the annual play park report conducted by RoSPA Play Safety and

b) decided **NOT** to repaint the toddler play equipment and to leave to blend naturally with the rest of the equipment.

#### **A/22/08 ST MARTIN'S PLAY AREA – SEE-SAW**

The Committee considered a report regarding the See-saw that is currently broken and out of use and considered options regarding the future of this item of play equipment.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to remove the see-saw without replacement and monitor the use of the two new '4Saw' to be installed at Hayes Square and Northwood Acres before taking further action.

#### **A/22/09 ELM TREE – COMPENSATION PLANTING**

The Committee considered a report regarding proposing the additional planting of six 'New Horizon' elm trees in Cranbrook Country Park. As a result of the eighteen monthly tree survey carried out in the Country Park 6 trees, namely ash, were identified as either requiring felling or monolithing.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** that 6 more trees be planted in order to compensate for this loss as stipulated by the TPO decision notice at a total cost of £600 to include 6 trees, stakes, ties and labour. To be funded from the Network Rail Compensation Fund.

#### **A/22/010 CAR PARK - BOLLARDS**

The Committee noted that some of the bollards in the Younghayes Place car park are failing following a relatively short life span, e.g. the bollard at the entrance into the car park. They also seem not fit for purpose because they are failing to provide adequate protection for pedestrians or the buildings which they front. This report proposes a longer-term solution to the problems as opposed to an ad-hoc repair and reinstallation programme.

The existing bollards are made of timber and are set in a shallow hole in the ground. The posts are not secured into a deep enough foundation or secured by a concrete fixing.

Signed .....

31 January 2022

One bollard by the entrance into the car park has failed and the Council had obtained a quote for reinstatement at £220 plus VAT per bollard.

Another bollard failed to serve its purpose of protecting the footway and buildings surrounding the car park in December 2021 when a vehicle drove over it and into a building leaving the latter damaged and evidencing that the bollards are currently not sufficiently substantially installed

It was proposed by Cllr Kim Bloxham, seconded by Cllr Collin Buchan and **resolved** that

- a) the bollard outside the Co-op shop to be reinstated and the costs to be met from insurance
- b) the bollards be retained at the entrance to the Younghayes Car Park.
- c) bollards or an alternative structure be retained around the perimeter of the car park to denote the areas for pedestrian and cars and
- d) to request a further report to a future meeting of the Amenities Committee, outlining the cost of replacing the existing bollards with details of alternative products, which are more durable and robust.

**The meeting closed at 7.51 pm.**

Signed .....

31 January 2022

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 14 March 2022  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr David Foster

## **Also Present**

Cllr Kevin Blakey, Cranbrook Town Council  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/22/11 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **A/22/12 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/22/13 MINUTES**

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 31 January 2022 as a correct record.

## **A/22/14 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/22/15 AMENITIES MONITORING REPORT**

The Chairman invited Cllr. Kim Bloxham to update on item (23) of the report and the Committee noted that the works to Shareford Way had now been completed.

The Council noted the amenities monitoring report.

## **A/22/16 RE-NAMING AREAS OF COUNTRY PARK**

The Committee considered a report regarding the re-naming of the three areas of the Country Park. Since the development of the Country Park, the areas have been referred to as Phase 1, 2 and 3. However, now that it is established it is appropriate to re-name them. The Country Park Ranger sought views from the Community as to potential names for each of the three areas. Following a discussion about the selection of names, it was proposed by Cllr. Kim Bloxham, seconded by Cllr. Colin Buchan and **resolved** to

a) To rename the areas of the Country Park currently referred to as Phase 1, 2 and 3 with the following names, as taken from Tithe Maps:

Signed .....

14 March 2022

Phase 1 – Great Meadow

Phase 2 – Long Meadow

Phase 3 – Stone Meadow and

b) Make use of existing Country Park Noticeboards (five) with updated site location maps to identify the named areas of the Country Park.

#### **A/22/17 REPLACEMENT OF 'VETERAN' OAK TREE**

The Committee considered the replacement planting of a tree following the loss of a 'Veteran' Oak in Phase 3 Country Park, following the recent storm. Whilst the Council's maintenance contractors have assessed the site and made the area safe the large majority of the fallen tree remains in situ as natural habitat. However, given its presence in the Country Park the Committee welcomed a replacement. Following the advice of the arboricultural specialist on the most appropriate replacement it was reported to be an Elm tree. It was noted that the planting of other disease resistant elm trees was already taking place in the Country Park and this could coincide with the planting of the remainder of these trees. It was proposed by Cllr. Les Bayliss, seconded by Cllr. Ray Bloxham and **resolved** to agree to the replacement planting of the Veteran Oak with an Elm tree.

#### **A/22/18 CONSULTATION RESPONSE – KILLERTON DESTINATION ESTATE**

The Committee noted the report regarding the submission made in response to consultation on the Vision document for Killerton Estate. The Chairman recorded the local connection between Killerton Estate and Cranbrook and welcomed the involvement in the vision document. It was proposed by Cllr. Les Bayliss, seconded by Cllr. Colin Buchan and **resolved** to note the report as prepared by Cllr Ray Bloxham and approve the submission made in response to the consultation in respect of Killerton Destination Estate.

#### **A/22/19 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. Colin Buchan 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.

#### **A/22/20 WEED CONTROL**

The Committee considered the 2022 Annual Weed Control Programme to the kerbs and pavements in Cranbrook. Total Weed Control have provided services to Cranbrook Town Council over the past couple of years and base their quotation on experience of the site. The service is based on individual treatments; therefore, the Council is not required to subscribe to more than one treatment at a time.

The Committee gave careful consideration to the type of weed control to be provided, the necessity for the service and the longer term programme to be reviewed as Cranbrook continued to expand. Following a lengthy discussion it was proposed by Cllr. Barry Rogers, seconded by Cllr. Kim Bloxham and **resolved** to

a) Instruct Total Weed Control as the Council's preferred provider to manage the weeds along the adopted kerbs and pavements within the route as specified in the map annexed to the report;

b) The Committee to review Weed Control in Cranbrook and seek alternative methods for future management and control.

c) To apply to Devon County Council's Community Enhancement Fund to seek proportionate funding towards the cost of weed control in Cranbrook.

Signed .....

14 March 2022

**The meeting closed at 7.31 pm.**

Signed .....

14 March 2022



# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 9 May 2022  
**Time:** 7:05pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Kim Bloxham  
Cllr Les Bayliss  
Cllr Ray Bloxham  
Cllr Colin Buchan

## **Also Present**

Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/22/21 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **A/22/22 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **A/22/23 MINUTES**

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 14 March 2022 as a correct record.

## **A/22/24 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/22/25 AMENITIES MONITORING REPORT**

The Chairman referred to the updated report, in particular item 18, following a brief discussion the Committee noted the amenities monitoring report.

## **A/22/26 DRINKING WATER REFILL STATION – YOUNGHAYES CENTRE**

The Committee considered a report regarding the proposed installation of a drinking water refilling station to the exterior of the Younghayes Centre, for the benefit of those wishing to refill drinking bottles without charge. Members considered the public amenity which would encourage the use of reusable vessels and would avoid the necessity to purchase single use plastic bottles. This accords with the Councils Climate Action Plan where single use plastic is positively discouraged and would also indirectly assist in the occurrence of littering in and around the Younghayes Centre.

Members agreed that the facility would be of benefit to the community but requested further information from other town and parishes where installations had been made to make a full assessment.

Signed .....

9 May 2022

Following a discussion, it was proposed by Cllr. Ray Bloxham , seconded by Cllr. Colin Buchan and **resolved** to defer the decision on the installation of a Drinking Water Refill Station at the Younghayes Centre until further information had been obtained for consideration.

#### **A/22/27 VERGE REMEDIATION – MEAD CROSS**

The Committee considered the report outlining areas of the public open space in Mead Cross which has been subjected to damage from vehicles parking on the verge. The report looked to deter access by vehicles with preventative planting. Members have consulted the Rangers and the Council's Ground Maintenance contractor on ways in which these areas can be managed to deter such activity.

Members discussed a variety of methods to discourage vehicles parking on the verges to avoid further damage and reviewed the success of other areas within Cranbrook. The Committee expressed their concern at the proposed costs for remediation works. Cllr Ray Bloxham noted that it was important to design out the verge parking in such areas as Mead Cross and thereby reduce the cost of ongoing remediation.

Following discussion, it was proposed by Cllr. Ray Bloxham, seconded by Cllr. Les Bayliss and **resolved** to agree to delegate responsibility to the Open Space Ranger in consultation with the Chairman and Vice Chairman of Amenities Committee to consider further alternatives to attempt to design out the verge parking.

#### **A/22/28 EVENT SPACE - UPDATE**

The Committee referred to the report regarding the works to instal an event space in the Country Park. The works are due to be carried out mid-May 2022 with completion in advance of the Jubilee Weekend to allow its inaugural use to be for the Jubilee 'Picnic in the Park' on Saturday 4<sup>th</sup> June 2022. Members were pleased to note that works to the site had commenced.

The Committee noted the update report.

#### **A/22/29 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. Colin Buchan 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.

#### **A/22/30 CCTV ST MARTIN'S PLAY AREA - UPDATE**

The Committee considered the report updating Members on the proposed CCTV installation at St Martin's Play Area.

The Chairman reminded Members of the background to the report and following a discussion, it was proposed by Cllr. Kim Bloxham seconded by Cllr. Les Bayliss and **resolved** that;

- a) the provision of CCTV at St. Martins is supported in accordance with the quotes submitted in the report;
- b) delegated authority is given to the Deputy Clerk in conjunction with the CCTV Working Group to progress delivery of the project;
- c) the timescale for delivery by the preferred contractors is noted by the Committee.

**The meeting closed at 7.40 pm.**

Signed .....

9 May 2022

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 6 June 2022  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## **Also Present**

Alexandra Robinson, Deputy Clerk, Cranbrook Town Council  
Tara Jones, Education Ranger, Cranbrook Town Council

## **A/22/31 APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor Kevin Blakey.

## **A/22/32 DECLARATION OF INTERESTS**

Cllr. Barry Rogers gave notice of his intention to declare a personal interest in Minute A/22/38 below.

## **A/22/33 MINUTES**

It was proposed by Cllr. Kim Bloxham, seconded by Cllr. Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 9 May 2022 as a correct record.

## **A/22/34 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/22/35 TERMS OF REFERENCE**

The Committee noted the Terms of Reference for the Amenities Committee.

It was proposed by Cllr. Kim Bloxham, seconded by Cllr. Colin Buchan and **resolved** to adopt the Terms of Reference for 2022-23 as set out.

## **A/22/36 AMENITIES MONITORING REPORT**

The Chairman referred to the updated report, and Members noted that some items could now be updated. Following a brief discussion, the Committee noted the amenities monitoring report and agreed that the Chairman and Deputy Clerk would review the Monitoring Report in advance of the next meeting of the Committee.

## **A/22/37 ANNUAL RoSPA PLAY PARK INSPECTIONS**

The Chairman referred to the recent Annual Play Park Inspections undertaken on behalf of the Town Councils by a RoSPA Play Park Inspector. The purpose of the inspections being to establish the overall level of safety of the equipment, foundations and surfaces and including an assessment of

Signed .....

6 June 2022

compliance to required standards EN 1176. Members were assured that the Town Council's weekly and Quarterly Inspections had raised findings to be monitored and therefore there were no new findings raised by the Annual Inspections and these reports served to provide a sound record of the management of the play parks in the town.

Following consideration of the Inspection reports it was proposed by Cllr Ray Bloxham , seconded by Cllr Colin Buchan and **resolved** to

- a) Note the Annual Play Park Inspection Reports for:  
Hayes Square  
Northwood Acres  
St Martins
- b) Note the recommendations contained in the three reports, which have been previously picked up through the regular weekly and quarterly inspections and are already being monitored or actioned as required.

#### **A/22/38 CRANNAFORD ALLOTMENTS – WATER TROUGHS**

The Committee noted that as part of the annual inspection at Crannaford Allotments, the uncovered water troughs had been highlighted as needing attention. Members recalled the previous works to the site and noted that the reason for the issues with the standing water being the inadvertent contamination from compost.

Following discussion, it was proposed by Cllr. Ray Bloxham, seconded by Cllr. Colin Buchan and **resolved** to

- a) Include an annual drain, flush, clean and refill of all water troughs,
- b) Review payment of water bills to the site to provide clarification on current expenditure, and
- c) At a future meeting of the committee to review the overall costs associated with the allotments to ensure current income meets the running costs and management of the site.

*The Chairman, Cllr Barry Rogers declared a personal interest due to him being a current allotment plot holder and therefore abstained from the discussion and voting thereon.*

#### **A/22/39 EDUCATION RANGER – ANNUAL PROGRAMME**

The Chairman welcomed the recently appointed Education Ranger to the Meeting and invited Miss Jones to outline the proposed activities for 2022-23. The Education Ranger gave a verbal presentation to Members highlighting key activities during the forthcoming year.

The Committee thanked the Education Ranger for the summary presentation and commended her on the programme as outlined. Members suggested that additional sessions may be welcomed in the lead up to Christmas and complimented the Education Ranger on the variety and consideration given to the activities in the programme.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to adopt the Annual Programme of Activities.

#### **A/22/40 VEHICLE ACTIVATED SIGNS (VAS) - CRANBROOK**

The Committee considered the report outlining the proposed installation of a Mobile Vehicle Activated Sign (VAS) for use at two sites within Cranbrook.

Following discussion, it was proposed by Cllr. Kim Bloxham, seconded by Cllr. Colin Buchan and **resolved** to

- a) proceed with the purchase of one Vehicle Activated Sign (VAS) Unit supplied with two batteries and two supporting posts and fixings for installation at Site 1 and Site 2
- b) apply to Devon County Council for Locality Funding
- c) if necessary to seek other forms of funding as required to meet the costs of installation.

#### **A/22/41 EXCLUSION OF PRESS AND PUBLIC**

Signed .....

6 June 2022

Due to the sensitive or confidential nature of the following item it was proposed by Cllr. Colin Buchan, seconded by Cllr. Ray Bloxham 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.

#### **A/22/42 YOUNGHAYES CENTRE HALL – ACOUSTIC MEASURES**

The Committee considered the report outlining potential acoustic measures for the main hall in the Younghayes Centre. It was noted that there were often issues of audibility during meetings given the design and size of the hall.

Members considered the variety of options as contained within the report and discussed alternative measures used in other venues. Following a lengthy discussion, it was proposed by Cllr. Kim Bloxham, seconded by Cllr. Barry Rogers and **resolved** to defer a decision on acoustic measures for the hall at the Younghayes Centre until additional information had been obtained from West Hill Village Hall Committee.

**The meeting closed at 7.55 pm.**

Signed .....

6 June 2022

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 18 July 2022  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Kevin Blakey

## **Also Present**

One member of the public  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/22/43 APOLOGIES FOR ABSENCE**

No apologies were received. All were present.

## **A/22/44 DECLARATION OF INTERESTS**

None declared

## **A/22/45 MINUTES**

It was proposed by Cllr. Colin Buchan, seconded by Cllr. Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 6 June 2022 as a correct record.

## **A/22/46 PUBLIC PARTICIPATION**

There were no requests from members of the public to make representations, ask questions or give evidence.

## **A/22/47 AMENITIES MONITORING REPORT**

The Chairman invited Cllr Kim Bloxham to update members and noted that the item in relation to Bollards in Younghayes Place Car Park had been omitted from the report.

The Committee noted the amenities monitoring report, subject to amendment.

## **A/22/48 VERGE REMEDIATION – MEAD CROSS**

The Chairman referred to the updated report on Mead Cross area of public open space. The Committee had previously considered the matter on 9<sup>th</sup> May 2022 (ref Minute A/22/27). The area had become unsightly due to inconsiderate parking and the verge being driven over. The Committee considered the potential solutions of either planting or bollards to solve the continued disruption of this area. Members discussed the alternative measures and their associated costs.

Following consideration, it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to request a further officer report to provide clarification on suitable bollards and their efficacy to a future meeting of the Amenities Committee.

Signed .....

12 September 2022

## **A/22/49 COUNTRY PARK - WILLOW HURDLE TRIAL**

The Committee considered a report on the areas of the hedge boundary within the country park, that have suffered from residents using gaps in the hedgerow as a shortcut to the country park. The Open Space Ranger had installed temporary barriers while the hedge recovered but this has not been sufficient and therefore the report proposed the use of Willow Hurdles to give a preventative barrier and allow the hedge to regrow.

Following discussion, it was proposed by Cllr. Colin Buchan, seconded by Cllr. Kevin Blakey and **resolved** that the Country Park Rangers would create willow hurdles in the worst affected gaps as a trial, with the support and engagement of the community in their construction and use.

## **A/22/50 INSTALLATION OF 'HAPPY TO CHAT' BENCH**

The Chairman introduced the report which made reference to a recent a newspaper article showing how some councils are combating loneliness in their communities using 'Happy to Chat' benches, a concept started in Cardiff. The idea was raised to have a 'Happy to Chat' bench in Cranbrook. Three locations were proposed based on footfall and residents' feedback to the Open Space Ranger.

Following discussion, it was proposed by Cllr Barry Rogers, seconded by Cllr Les Bayliss and **resolved** that the item be deferred subject to

- a) further report from the officer finalising costs of proposed bench, together with costs associated with a secure base and ground fixings;
- b) details of funding opportunities and
- c) details of alternative locations, the existing proposed sites having been discounted.

## **A/22/51 COMMUNITY GARDEN**

The Committee considered the report outlining the proposed Community Garden. Members raised concern at the recommendation to defer the project on the basis of lack of community interest and time. Members provided examples of local groups who had indicated their willingness to support the facility. In addition a local community interest company had expressed an interest in assisting in the construction development and ongoing management of the garden for the benefit of the community in Cranbrook. The Committee would welcome further details on the potential development of the project.

Following discussion, it was proposed by Cllr. Ray Bloxham, seconded by Cllr. Les Bayliss and **resolved** to defer the decision on the community garden subject to a further more detailed report from the two country park rangers outlining the involvement of the community interest company.

## **A/22/52 BALING OF MEADOW GRASS IN THE COUNTRY PARK**

The Chairman invited Cllr Ray Bloxham to update Members on the report which considered the management of bales left in the Country Park following the annual cut of meadow grass. Members recalled that the Country Park Management Plan (CPMP) dictated that all meadow grass be cut annually and the arisings baled and removed. In noting the recent four incidents of fire in the Country Park members agreed the importance and urgency in addressing the baling of meadow grass.

Following discussion it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved to recommend** to Council that the Country Park Working Group be re-formed with terms of reference to specifically look at the issues and consequences of baling and to report back with recommendations. The review to consider financial implications, impacts on biodiversity and issues associated with risk.

**The meeting closed at 7.55 pm.**

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 10 October 2022  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan

## **Also Present**

Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/22/53 APOLOGIES FOR ABSENCE**

An apology was received on behalf of Cllr Kevin Blakey.

## **A/22/54 DECLARATION OF INTERESTS**

Cllr Barry Rogers declared a pecuniary interest in Agenda Item 10. by virtue of being an allotment plot holder therefore Cllr Rogers would leave the meeting for this item.

## **A/22/55 MINUTES**

It was proposed by Cllr. Ray Bloxham, seconded by Cllr. Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 18 July 2022 as a correct record.

## **A/22/56 PUBLIC PARTICIPATION**

There were no requests from members of the public to make representations, ask questions or give evidence.

## **A/22/57 AMENITIES MONITORING REPORT**

The Chairman referred to the monitoring report and members sought clarification on items in relation to the Water Troughs, Vehicle Activated Signs and Acoustic Measures for the Younghayes Centre. The Committee noted the amenities monitoring report.

## **A/22/58 VERGE REMEDIATION – MEAD CROSS**

The Chairman referred to the updated report on Mead Cross area of public open space. The Committee had previously considered the matter on 9<sup>th</sup> May and 18<sup>th</sup> July 2022 (Minutes A/22/27 and A/22/48 refer). The area had become unsightly due to inconsiderate parking and the verge being driven over. The Committee considered the potential solutions to resolve the continued disruption of this area and their associated costs.

Following consideration, it was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** that given the significant cost to remediate Mead Cross and potentially other areas within the growing town to recommend the creation of a Working Party to look at wider issue of parking on

Signed .....

5 December 2022



verges and for the Working Group to comprise of Cllrs Ray Bloxham and Les Bayliss and the Education Ranger.

#### **A/22/59 COUNTRY PARK – IRRIGATION WATER BAGS**

The Chairman advised that following the prolonged drought conditions experienced during the summer period the plants and trees needed additional irrigation which had a significant impact on the resources of the grounds maintenance contractor to the Council. An additional consideration has been the protection of young saplings and newly established trees in the Country Park which are more susceptible to drought. The Committee considered the extent and scale of the Country Park.

Following a lengthy discussion, it was proposed by Cllr. Ray Bloxham, seconded by Cllr. Colin Buchan and **resolved** not to proceed with the purchase of Irrigation Water Bags at this time.

#### **A/22/60 TREE SURVEY**

The Chairman advised that the Council's Landscaping contractor had completed the annual Tree Survey and identified the arboricultural works needed. Councillors considered the schedule of works and noted that no significant issues had been identified beyond the general maintenance works required.

Following discussion, it was proposed by Cllr Ray Bloxham , seconded by Cllr Colin Buchan and **resolved** that the Council's Landscaping contractor be instructed to carry out the works as per the schedule.

#### **A/22/61 REMEDIATION OF BOLLARDS YOUNGHAYES CENTRE CAR PARK**

The Committee considered the updated report on replacement or reinstatement of the bollards in the Younghayes Place car park

The committee agreed that bollards should be retained around the perimeter of the car park to denote the areas for pedestrians and cars but that they needed to be more durable and robust. The Committee considered reusing the existing bollards which would be more economical for them to be reinstated subject to better fixings into the ground.

Following discussion, it was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved to** reinstate the existing timber bollards in concrete setting to improve durability and effective use. The cost to be met from the Younghayes Centre Car Park Budget offset by the reimbursed sum from the insurance claim following vehicle damage to one of the bollards.

*The Chairman having declared a pecuniary interest in the following item, left the meeting.*

#### **A/22/62 CRANNAFORD ALLOTMENTS – PATH REMEDIATION**

The Vice Chairman referred to the report outlining the proposal to lay matting on the communal pathways within Crannaford Allotments, which are currently laid to grass. During inclement weather they can become extremely wet and boggy underfoot. This can reduce the capability of wheeled vehicles and limit the accessibility to individual plots. Members considered the installation of grass-protecta matting as used in the Event Space and evaluated its performance and the improved risk assessment based on its use as a safer surface.

Following discussion, it was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved**

1. To review the effectiveness of the Grass Protecta Matting at the Events Space during the autumn winter 2022 and evaluate the installation for elsewhere in Cranbrook.
2. Subject to the effectiveness of the matting in the Events Space, to recommend to Council to consider the installation of Grass Protecta Matting at other locations in the town which include the current risk assessment pertinent to that location.
3. To recommend to Council the additional budget provision in 2023-24 for installation of Grass Protecta Matting at other locations in the town.

Signed .....

5 December 2022

*The Chairman returned to the Meeting.*

#### **A/22/63 EDUCATION RANGER REPORT**

The Committee reflected on the summer activities as outlined in the report from the Education Ranger and noted the forthcoming programme of events planned for the autumn winter.

Members conveyed appreciation to the recently appointed Education Ranger for the excellent report and would welcome additional details on the number of attendees and the opportunity to highlight the successful events through the Council's social media channels.

The Committee noted the report.

#### **A/22/64 COMMUNITY GARDEN**

The Committee previously considered a proposal for a Community Garden in Cranbrook, Minutes A/21/20 and A/22/51 refer. At the latter meeting, 18<sup>th</sup> July 2022, it was proposed to defer the decision on the Community Garden subject to a further, more detailed report from the two country park rangers outlining the involvement and support of a community interest company. (ref. minute A/22/51).

A recent meeting with Clive Chilvers from YouGrow Community Interest Company (CIC) considered the possibility of a garden in Cranbrook. The intention would be to start the garden as a small area next to the dog enclosure with 5 beds and then as demand grows to expand the garden through pockets of land across Cranbrook when the town is further developed. The garden would be funded through grants from YouGrow CIC and Cranbrook Town Council would provide the funds for water to the garden which could then be shared with the dog enclosure.

Following discussion it was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to delegate authority to the Educational Ranger in consultation with the Chairman and Vice Chairman of the Amenities Committee to work with the Council's Landscaping contractor (and any other interested Councillors) to provide a fully costed proposal for the development and management of the Community Garden outlining its purpose and function for the town to be reported to a future meeting of the Amenities Committee.

#### **A/22/65 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr. Kim Bloxham 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.

#### **A/22/66 COUNTRY PARK – BIODIVERSITY SURVEY**

The Chairman's report outlined the value of habitat and wildlife surveys to measure the area's biodiversity as Cranbrook and its country park continue to grow. In order to better monitor the net effect of the town's development overall, and its impact on the natural habitat, it may be appropriate to consider baseline biodiversity surveys. Members considered the options available to the Council through external consultants, the Council's Landscaping contractor or the Council's Rangers to conduct appropriate surveys.

Following consideration, it was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and resolved to delegate responsibility to the Education Ranger in consultation with the Chairman and Vice Chairman of the Amenities Committee to review a suitable programme of surveys for the Country Park; and to report back to the Committee with a fully costed proposal for surveys and training together with expected outcomes over a 3-5year period and to recommend to Council the additional budget provision for 2023-24.

**The meeting closed at 7.57 pm.**

Signed .....

5 December 2022

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 5 December 2022  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Kevin Blakey  
Cllr Colin Buchan

## Also Present

Cllr Matt Bayliss  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## A/22/67 APOLOGIES FOR ABSENCE

No apologies were received all were present.

## A/22/68 DECLARATION OF INTERESTS

Cllr Barry Rogers declared a pecuniary interest in Agenda Item 8. by virtue of being an allotment plot holder therefore Cllr Rogers would leave the meeting for this item.

## A/22/69 MINUTES

It was proposed by Cllr. Kevin Blakey, seconded by Cllr Les Bayliss. and **resolved** to accept and sign the minutes of the meeting held on 10 October 2022 as a correct record.

## A/22/70 PUBLIC PARTICIPATION

None present.

## A/22/71 AMENITIES MONITORING REPORT

The Committee noted the amenities monitoring report.

## A/22/72 VERGE MANAGEMENT – UPDATE FROM WORKING PARTY

The Committee had previously considered the remediation of the grass verge at Mead Cross which had been damaged and become unsightly due to vehicle parking. Following which the committee resolved to create a working party to review verge management at a number of areas within the town together with the wider issue of parking on grass verges and public open space (POS) and to report back their findings with recommendations as reflected in (Minute A/22/58).

The Chairman referred to the report from the Working Party

Following a discussion and consideration, it was proposed by Cllr Colin Buchan , seconded by Cllr Les Bayliss and **resolved** to note the report of the Working Party and endorse the recommendations as set out:

1. The Council will continue to pursue the identification of registered keepers of vehicles who park on POS and grass verges and will write to them requesting that they desist.

Signed .....

30 January 2023

2. Where registered keepers continue to park on POS and grass verges after the letter at 2 has been sent, the Council will levy a charge for the cost of remediation and protection.
3. Where Public Open Space and areas of grass verge require protection at the Council's cost, this will be by suitable planting coordinated by the Ranger utilising the services of community volunteers.
4. The Ranger will identify suitable species of planting for the purposes at item 3 and will source these direct from suppliers.
5. The Planning Committee will continue to consider POS (public open space) and grass verge protection as part of the planning consultation process.
6. The Asset Delivery Working Group will seek to identify vulnerable areas as part of the adoption and land transfer process.

#### **A/22/73 MEMORIAL BENCHES**

The Chairman referred to the report by the Education Ranger on a proposed project to introduce Memorial Benches in the Country Park. It was suggested that the scheme would operate by similar arrangement to other schemes operating elsewhere in East Devon and the benefits allowed an opportunity for residents to commemorate loved ones. It was further proposed that the Council's landscaping contractor could assist in sourcing and installing the benches in the Country Park, whilst it would be the responsibility of the Ranger to administer the scheme.

Following discussion, it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to proceed with a scheme for commemorative Memorial Benches in the Country Park subject to a Ranger being in post to manage the service.

*The Chairman having declared a pecuniary interest in the following item, left the meeting.*

#### **A/22/74 CRANNAFORD ALLOTMENT - ANNUAL RUNNING COSTS**

*In noting the Council decision at its meeting of 12<sup>th</sup> December 2022 to NOT adopt Minute A/22/74 it is duly removed and Crannaford Allotment will be further considered at the meeting of the Amenities Committee on 30<sup>th</sup> January 2023.*

~~The Vice Chairman advised that the Crannaford Allotment had been running for sufficient time to assess the ongoing costs in relation to the site and referred members to a summary report. The Committee considered the costs associated with the site and whether the expenditure would impact the fees paid by the plotheolders.~~

~~Following consideration, it was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to~~

- ~~1. Note the annual income and expenditure in relation to Crannaford Allotment.~~
- ~~2. To maintain the charges at £60.00 for the year 2023-24.~~
- ~~3. To bring back a further report prior to end March 2023 to assess future plot holder fees.~~
- ~~4. To give current plot holders notice that there would be a fee increase from April 2024.~~

*The Chairman returned to the meeting.*

#### **A/22/75 EDUCATION RANGER REPORT**

The Committee reflected on the recent activities as outlined in the report from the Education Ranger and noted the forthcoming programme of events planned in the lead up to Christmas and conveyed their appreciation for the excellent report.

The Committee noted the report.

#### **A/22/76 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham 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.

Signed .....

30 January 2023

## **A/22/77 CCTV – INGRAMS SPORTS PAVILION**

The Chairman reminded Members that following the successful installation of CCTV at the Younghayes Centre in 2021 the Council sought to install a 'satellite' CCTV operation for the area adjacent to St Martin's Play Area to provide monitoring of the play park and its equipment, Minute A/22/30 refers. Following its delivery, the Council needs to consider security arrangements for the next key asset, being Ingrams Sports Pavilion.

Construction is underway at the Ingrams site for the Town Council to deliver a new purpose-built pavilion to support the use of the Sports Pitches together with a Multi-Use Games Area (MUGA) and local play area with car parking facility off the London Road. The Project proposes the inclusion of CCTV for security of the site. Whilst the current preferred supplier of CCTV has been able to provide a small scale operation for the Town Council this operative may not meet the needs of the wider delivery of assets as the town grows and develops.

Officers sourced alternative suppliers who were requested to provide costings for the supply, installation and maintenance of CCTV equipment to provide adequate security and surveillance of the Pavilion, sports pitches, car park and grounds with the intentional exclusion of any dwellings or property in close proximity to the sports grounds.

Following consideration, it was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and resolved to

- a) to appoint Tamar Security as the preferred supplier for the design and installation of CCTV at the Ingrams site.
- b) Recommend Tamar to Council as the preferred supplier in accordance with the Council's Financial Regulations.

**The meeting closed at 7.40 pm.**

Signed .....

30 January 2023

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 30 January 2023  
**Time:** 7:40 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Kevin Blakey  
Cllr Colin Buchan

## **Also Present**

Cllr Matt Bayliss  
Cllr Sam Hawkins  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/23/01 APOLOGIES FOR ABSENCE**

No apologies were received all were present.

## **A/23/02 DECLARATION OF INTERESTS**

Cllr Barry Rogers declared a pecuniary interest in Agenda Item 10. by virtue of being an allotment plot holder therefore Cllr Rogers would leave the meeting for this item.

## **A/23/03 MINUTES**

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 5 December 2022 as a correct record, subject to agreed amendment.

## **A/23/04 PUBLIC PARTICIPATION**

There were no members of the public present at the meeting.

## **A/23/05 AMENITIES MONITORING REPORT**

The Chairman noted that an update on the Community Garden had been brought forward under Item 7 (below) for further consideration.

The Committee noted the amenities monitoring report.

## **A/23/06 WATER REFILL STATION**

The Chairman referred to the report which updated Members on the possible installation of a drinking water refilling station to the exterior of the Younghayes Centre, (Minute A/22/26 refers) which had recommended further investigation with neighbouring towns as to the costs and durability of products available for use in the community. Members discussed the costs associated with the purchase and rental of the unit but required the cost of installation to determine the viability of the project.

Signed .....

13 March 2023

Following a discussion among members it was proposed by Cllr Barry Rogers, seconded by Cllr Les Bayliss and **resolved** to defer a decision on the purchase or rental of a Water Refilling Station until all the costs associated were available for consideration, which would be provided in a further report to the Amenities Committee.

### **A/23/07 COMMUNITY GARDEN**

The Chairman referred to the comprehensive update report on progress in developing a community garden scheme in the town. The proposal to take forward a community garden was previously considered in March 2021 (Minute A/21/20) and again July 2022 which explored a number of potential locations but the recommendation was **not** to proceed with the project and to look again at the idea in five years' time. This recommendation was rejected by the Committee and the matter was deferred until further information including the potential interest of a local Community Interest Company (CIC) could be explored further. (Minute A22/51)

Following a visit to the town and a site meeting with Clive Chilvers of YouGrow CIC in October 2022 a further report came to the Committee on 10th October 2022. The proposal included the potential creation of a community garden in the country park adjacent to the dog walking area, led by YouGrow. The Committee supported this proposal and delegated to the Rangers in consultation with the Chair and Vice-chair of the Committee to provide a fully costed proposal. (Minute A/22/64).

The Committee noted the reasons why the project had not proceeded by the Rangers as originally proposed, however recent informal discussions have taken place with Clive Chilvers of YouGrow CIC to ensure that the project remained on track. The Committee referred to an update report which outlined the proposed provision and development of the garden, cultivated by the community groups with the support of the Community Interest Company and set out a realistic way forward and provide the growing environment that would properly support a community garden project in the town, including the proposal to create a steering group to have oversight on the Cranbrook Project. When the role of Country Park Ranger has been fully re-established the Ranger could potentially take on the Town Council representation on the steering group.

A further report will come forward to update the Committee as well as reporting costings for the provision of water when known.

Following discussion among members it was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to

- a) To note the report
- b) To support the principle of the project as explained in the report
- c) To appoint Cllr Ray Bloxham to take forward the project in conjunction with Clive Chilvers
- d) To provide a further report on the progress of the project and specifically on the costs for the provision of water to the proposed site.

### **A/23/08 CONFERENCE ROOM**

The Chairman referred Members to the report which made recommendation to enhance the recently refurbished first floor office space, which now served both as a conference and meeting space and as the Council's meeting room. The report brought forward proposals for how the wall space can best be utilised including proposals for artwork obtained from member photographs of the country park.

Following discussion among members it was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to

- a) To support the principle of developing the conference and meeting space as set out in the report.
- b) To support the acquisition of seven canvas prints of photographs taken in the Cranbrook Country Park as outlined in the report.
- c) To delegate to the Clerk in conjunction with the Property Administrator to progress the proposals.

### **A/23/09 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray 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

Signed .....

13 March 2023

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 Chairman having declared a pecuniary interest in the following item, left the meeting.*

#### **A/23/10 CRANNAFORD ALLOTMENT - ANNUAL RUNNING COSTS**

The Vice Chairman advised that the Crannaford Allotment had been running for sufficient time to assess the ongoing costs in relation to the site and referred members to an update report. The Committee considered the costs associated with the site and whether the expenditure would impact the fees paid by the ploholders.

Following lengthy consideration, it was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved** to

- a) To recommend to Full Council an increase of rental charges to £75.00 per half-plot (or pro rata for quarter plots) from 1<sup>st</sup> April 2023 for 2023-24.
- b) To remind plot holders that they are welcome to form an association and provide information about the National Allotment Association where the benefits are explained.

**The meeting closed at 8.10 pm.**

Signed .....

13 March 2023



# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 13 March 2023  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Kim Bloxham  
Cllr Les Bayliss  
Cllr Ray Bloxham  
Cllr Kevin Blakey  
Cllr Colin Buchan

## **Also Present**

One member of the public  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/23/11 APOLOGIES FOR ABSENCE**

No apologies were received all were present.

## **A/23/12 DECLARATION OF INTERESTS**

Cllr Barry Rogers declared a pecuniary interest in Agenda Item 11 by virtue of being an allotment plot holder therefore Cllr Rogers would leave the meeting for this item.

## **A/23/13 MINUTES**

It was proposed by Cllr Kevin Blakey seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 30 January 2023 as a correct record.

## **A/23/14 PUBLIC PARTICIPATION**

No members of the public requested to comment on any matters under public participation.

## **A/23/15 AMENITIES MONITORING REPORT**

The Chairman invited Cllr Ray Bloxham to update Members on the Community Garden. It was reported that there would be a Water Survey on 14<sup>th</sup> March and a report would be brought to the Council Meeting on 20<sup>th</sup> March.

The Committee noted the amenities monitoring report.

## **A/23/16 WATER REFILL STATION**

At the previous meeting, members deferred a decision on the installation of a water refilling station until all costs were available, Minute A/23/06 refers. The committee noted the quotation from the Council's preferred plumbing services for the installation costs and the advice regarding the location of the unit.

Following a discussion among members it was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to not install a drinking water refill station to the exterior of the Younghayes Centre, Cranbrook on the basis of the cost of the unit and its vulnerability to misuse as set against likely usage.

Signed .....

22 May 2023

Cllr Colin Buchan abstained from voting thereon.

#### **A/23/17 SOUTH WEST WATER – CONSULTATION**

Following consideration of the draft Management Plan, it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to note the Draft Water Resource Management Plan.

#### **A/23/18 COMMUNITY SPEED WATCH**

The Chairman provided Members with an update on the Community Speed Watch Group in Cranbrook and the management of the associated VAS (Vehicle Activated Sign) equipment. The Chairman reiterated that the local Community Speed Watch group would welcome additional volunteers and members suggested the Community Speed Watch Annual Report be included on the Council's website.

Following a considered discussion among members it was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved**

- a) To Note the report.
- b) To recommend quarterly updates to the Amenities Committee (or in line with the Meetings calendar) with a summary of the data readings.
- c) To delegate to the Deputy Clerk and the Chairman to provide a full review of the HSE legal requirements and the cost implications of the various options of maintaining the VAS equipment.

#### **A/23/19 VETERAN OAK – TILLHOUSE ROAD – STATIC LOAD TEST**

The Chairman referred Members to the report following the recent Static Load Test of the Veteran Oak Tree in Tillhouse Road. The test is carried out at intervals to monitor the health of the mature oak tree. The report included the findings and recommendations for additional works as a result of the survey which were summarised as follows:

- A further static load test to be carried out within 3 years.
- Retrenchment pruning. Whilst the works are not required immediately it may be advisable to carry out the works in 2023-24 to avoid price increases.
- Soil improvement works, to create large bark mulch circle out to the perimeter of the canopy and advised as a high priority, strongly recommended doing as soon as able.

The costs for the works were quoted as £4,467.95 +VAT.

The Committee considered the expenditure in relation to this particular tree and the likely future management. Members noted that the tree was covered by a TPO (Tree Preservation Order) and suggested seeking advice on the future management of the tree from the Council's Ground Maintenance and Landscaping Contractor.

Following a lengthy discussion among members it was proposed by Cllr Colin Buchan, seconded by Cllr Ray Bloxham and **resolved**

- a) To note the attached report.
- b) **To not** recommend to Council to accept the quotation of £4,467.95 +VAT and schedule of works based upon the arboricultural report.
- c) To bring back a further report to the Amenities Committee, following consultation with the Council's Ground Maintenance and Landscaping Contractor on the future management of the Veteran Oak Tree.

#### **A/23/20 TREE RISK STRATEGY**

The Chairman referred Members to the draft Tree Risk Strategy, highlighting the benefits that the trees provide as an amenity in the town and the balance of proactive safety management. Members noted that the strategy would be a working document to be managed and implemented by the Ranger once the position was fulfilled.

Signed .....

22 May 2023

Following a discussion among members it was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved**

- a) To adopt the Tree Risk Strategy.
- b) To implement the Tree Risk Strategy, subject to any necessary amendment once the position of Ranger is fulfilled.

*The Chairman having declared a pecuniary interest in the following item, left the meeting.*

#### **A/23/21 CRANNAFORD ALLOTMENT**

The Vice Chairman referred Members to the updated documents in relation to Crannaford Allotment, namely the Tenancy Agreement and Conditions of Rental.

Following a discussion among members it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to note and adopt the revised Tenancy Agreement and Conditions of Rental documents in relation to Crannaford Allotments effective from 1<sup>st</sup> April 2023, subject to minor amendment.

*The Chairman returned to the Meeting.*

#### **A/23/22 HEDGEHOG HIGHWAY PROJECT**

The Chairman referred Members to the letter circulated to all town and parish councils from Hedgehogs R Us seeking support for the installation of Hedgehog Highways between neighbouring gardens in Cranbrook. Members were advised that the Local Planning Authority already requires Developers in Cranbrook to install Hedgehog Friendly boundary treatments.

Following a discussion among members it was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** that no further action was required.

#### **A/23/23 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.

#### **A/23/24 YOUNGHAYES CENTRE – ELECTRICAL WORKS**

The Chairman referred Members to the report which outlined the electrical works required at the Younghayes Centre as part of regular maintenance and an enhancement to the facilities provided in the Conference Room.

Following a discussion among members it was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved**

- a) To recommend to Council to accept the quotations and instruct Outsource Engineering Services Ltd to carry out the replacement of all the external lights using the Kingfisher Lighting Alfresco Urban, install the PIR override switch in the Conference Room and investigate the community hall ceiling lights.
- b) To delegate to the Property Administrator to coordinate the high ceiling clean and the community hall light repairs at the same time to reduce scaffolding expenditure and limit the time the hall is out of action.

Signed .....

22 May 2023

**The meeting closed at 8.30pm.**

Signed .....

22 May 2023

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 22 May 2023  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Kim Bloxham  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Lisa Goudie  
Cllr Vincent Wilton

## **Also Present**

One member of the public  
George Trott, Tony Benger Ground Maintenance and Landscaping  
Cllr Ray Bloxham  
Cllr Matt Bayliss  
Alexandra Robinson, Deputy Clerk, Cranbrook Town Council

## **A/23/25 APOLOGIES FOR ABSENCE**

An apology was received on behalf of Cllr James Gill.

## **A/23/26 DECLARATION OF INTEREST AND DISPENSATION**

Cllr Barry Rogers declared a personal interest in Agenda Items 14 and 15 by virtue of being an allotment plot holder therefore Cllr Rogers would abstain from Chairing and voting thereon.

## **A/23/27 MINUTES**

It was proposed by Cllr Colin Buchan seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 13 March 2023 as a correct record.

## **A/23/28 PUBLIC PARTICIPATION**

No members of the public requested to comment on any matters under public participation.

## **A/23/29 TERMS OF REFERENCE**

The Committee noted the Terms of Reference for the Amenities Committee.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the Terms of Reference for 2023-24 subject to minor amendment to item 6 to include the Chairman and Vice Chairman of the Council as ex-officio members of the Committee. The Chair and Vice Chair of the full Council would have voting rights and form part of the quorum. The Terms of Reference would be recommended to the Full Council for approval.

## **A/23/30 AMENITIES MONITORING REPORT**

The Committee noted the amenities monitoring report.

Signed .....

17 July 2023

## **A/23/31 VETERAN OAK, TILLHOUSE ROAD – TREE MANAGEMENT**

The Committee noted that the Static Load Test was carried out on the Veteran Oak Tree, Tillhouse Road by specialist arboriculturist in January 2023 and the report and findings were considered by the Committee at its meeting of 13<sup>th</sup> March 2023 ( Minute A/23/19 refers). Given the specialist nature of the particular tree the Committee sought advice from the Council's arboricultural adviser in respect of ongoing tree management. Mr Trott, raised the following key points:

1. To consider the tree as an individual rather than one of many within Cranbrook.
2. Retrenchment pruning is intended to achieve crown reduction, carried out very gradually over 15-20 years. The aim is to stimulate epicormic growth at the centre of the canopy whilst reducing the overall crown. If too much of the canopy is removed in relation to growth, the tree will suffer from reduced energy levels and is at risk of failing.  
Annex 1 provides additional background information on Retrenchment Pruning.
3. Retrenchment pruning is ideally carried out during the height of summer or mid-winter and can be scheduled accordingly.
4. Improve the nutrients in the soil to the area surrounding the base of the tree by either;
  - a) applying mulch, topping up every three years;
  - b) planting wildflower meadow which helps to reduce compacted soil and could improve the aesthetics given the large area around the base of the tree; and/or
  - c) apply nutrient injections directly into the soil;
5. Whilst the costs of managing this individual tree are substantial it is anticipated that they would reduce over time.

Following a lengthy discussion among members it was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to accept the quotation of £4,067.95 +VAT and instruct the Council's Landscaping and Grounds Maintenance contractor to carry out the initial works during 2023-24 and for the Committee to make appropriate annual budget provision for long term management of the Veteran Oak.

Cllr Colin Buchan voted against the resolution.

## **MEETING SUSPENDED AT 7.45PM**

## **MEETING RESUMED AT 7.48PM**

## **A/23/32 ANNUAL RoSPA PLAY PARK INSPECTIONS**

The Chairman referred to the recent Annual Play Park Inspections undertaken on behalf of the Town Councils by a RoSPA Play Park Inspector. The purpose of the inspections being to establish the overall level of safety of the equipment, foundations and surfaces and including an assessment of compliance to required standards EN 1176 and are carried out in addition to the Council's Weekly routine and Quarterly operational inspections. Members noted the recently opened Platinum Play Park would be subject to an annual inspection from next year.

The Committee noted the Annual Play Park Inspection Reports for the following Play Areas;  
Crannaford,  
Hayes Square,  
Northwood Acres and  
St Martin's.

## **A/23/33 ST MARTIN'S PLAY AREA – PATH REMEDIATION**

The Chairman referred to previous path remediation in St Martin's Play area which were replaced in spring 2022 and had so far been resilient to pedestrian traffic and inclement weather.

The Committee noted that further sections of the play park, not subject to the previous remediation were brought forward for consideration in light of poor drainage and increased wear and tear. The path is a hoggin material, which has poor drainage (leading to pooling of water) and is easily eroded by fast flowing water. The steeper sections of the path are prone to water run off, making it not only unsightly, but potentially unsafe for users particularly those with pushchairs, wheelchairs and bicycles.

Signed .....

17 July 2023

The worse affected area is just inside the pedestrian access gate (located between the primary school entrance and the carpark).

Following a discussion among members it was proposed by Cllr Colin Buchan seconded by Cllr Les Bayliss and **resolved** to recommend to Council to accept the quotation for £8,674.00 plus VAT and to instruct the Council's Landscaping and Grounds Maintenance Contractor to carry out works to replace the entire pathway, through the centre of the play area. The works to be scheduled outside of school holidays to reduce the impact of the temporary loss of amenity.

#### **A/23/34 ST MARTIN'S PLAY AREA – MAINTENANCE & REPAIRS**

The Committee noted that the Cableway supplier recommended that it should be serviced annually as it is a well-used piece of play equipment. The Committee previously resolved to approve this as set out in Minute A/21/66. The Council's preferred play park maintenance contractor would carry out the service and any repairs. In addition, two swings required attention and the Committee noted that the Council's Handyman contractor had carried out a number of key areas of repair within the play areas.

Following a discussion among members it was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

- a) approve the service and repair of the cableway at cost of £360.00 (Excl VAT)
- b) approve the replacement of the flat swings at a total cost of £310.60 (Excl VAT)
- c) note the repair works completed by House 2 Home, Handyman.
- d) in noting the age of the play area equipment, to consider preparation of a budget for a replacement programme which would be referred to the Finance and Personnel Committee.

#### **A/23/35 CRANNAFORD PLAY AREA – PATH REMEDIATION**

The Committee considered whether the path at Crannaford Play Park required remediation. Gravel is migrating from the perimeter footpath onto the Wet Pour Safer Surface, a rubber based surface specifically used in play area design. As part of the Annual Inspection, the RoSPA Play Safety Inspector reported that over time it is likely to cause premature deterioration of the safer surface as the gravel becomes imbedded in the wet pour. This could potentially reduce the overall standard and performance of the play area surface.

The Council's Ground Maintenance and Landscaping Contractor has been consulted on the options for remediation and recommend that the play area is swept to remove loose gravel. The Committee expressed concern that this may not fully remediate the issue with the loose gravel migrating to the play area and also requested that a meeting be arranged with the Play Park supplier to seek further information on the issue.

Following a discussion among members it was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to defer a decision on the remediation of the paths at Crannaford Play Area until further discussion had been held with the Play Park contractor.

#### **A/23/36 VEHICLE ACTIVATED SIGN MANAGEMENT**

Following its meeting of 13<sup>th</sup> March, the Committee sought additional information regarding the ongoing maintenance and management of the Vehicle Activate Sign VAS in Cranbrook (minute A/23/18 refers).

The Town Council has a duty to take all appropriate steps to minimise the risk to its operatives, pedestrians and other road users when carrying out tasks associated with the VAS. The Committee noted that the VAS sign and battery are heavy and the deployment requires the operator to work at height in close proximity to the highway. Despite the challenges to operate and deploy safely, the signs are recognised as a worthy deterrent to excessive speeding and a reminder to passing motorists to remain within the speed limit.

In noting the complexity of managing the VAS signs, Members considered solar charged units and alternative and additional products that may benefit the community as part of road safety in the town.

Signed .....

17 July 2023

Members suggested the existing products which had been provided through Devon County Council Locality Budget grant funding be tested for a trial period to ascertain the most effective long term plan.

Following a lengthy discussion among members it was proposed by Cllr Kim Bloxham, seconded by Cllr Vince Wilton and **resolved** to

- a) note the report
- b) recommend to Council the approval and adoption of the Risk Assessments:
  - i) VAS Risk Assessment
  - ii) VAS Battery Check
- c) delegate to the Clerk and the Chairman of Amenities to explore the potential for sharing a qualified contractor for deployment and maintenance of the VAS equipment with a neighbouring parish for a six month trial period, up to a cost of £700, to evaluate the suitability of the equipment and to report the findings to the Committee later in the year.

#### **A/23/37 WEED CONTROL**

The Committee considered the 2023 Annual Weed Control Programme to the kerbs and pavements in Cranbrook. Total Weed Control have provided services to Cranbrook Town Council over the past couple of years and base their quotation on experience of the site. The service is based on individual treatments; therefore, the Council is not required to subscribe to more than one treatment at a time.

The Committee gave careful consideration to the type of weed control to be provided, the necessity for the service and the longer term programme to be reviewed as Cranbrook continued to expand.

Following a discussion, it was proposed by Cllr Barry Rogers seconded by Cllr Les Bayliss and **resolved** to

- a) instruct Total Weed Control as the Council's preferred provider to manage the weeds along the adopted kerbs and pavements within the route as specified in the map annexed to the report;
- b) apply to Devon County Council's Community Enhancement Fund to seek proportionate funding (25%) towards the cost of weed control in Cranbrook.

Cllr Lisa Goudie abstained from the vote.

*The Chairman having declared a personal interest in the following two items passed to the Vice Chairman, Cllr Kim Bloxham and abstained from voting thereon.*

#### **A/23/38 CRANNAFORD ALLOTMENT – PATH REMEDIATION**

The Vice Chair reminded members that the communal pathways are all laid to grass and during inclement weather they can become extremely wet and boggy underfoot. This can reduce the capability of wheeled vehicles and limit the accessibility to individual plots. The Committee considered options for remediation of paths on the site, which included, installation of protective matting, topping with tarmac and installing additional localised drainage to the site to remediate the most affected paths. Advice was sought from the Council's Ground Maintenance and Landscaping Contractor who provided a number of alternatives but recommended installing additional drainage to the rear path and then covering with stone and hard core and seeded upon completion.

In considering the cost of the various proposals for remediation, in terms of the number of residents who might benefit from the works, Members were concerned that the expenditure may be disproportionate and impact on the Amenities Budget. However, Members noted that there are greater funding opportunities available for Allotment Associations that preclude applications from Town and Parish Councils. Members would strongly urge current plot holders to consider the benefits of forming an Association and pursuing grant funding and the wider opportunities that self-management of the site would bring.

Following a lengthy discussion among members it was proposed by Cllr Vince Wilton, seconded by Cllr Les Bayliss and **resolved** to

Signed .....

17 July 2023



a) **Not approve** the remediation of the communal footpath along the western boundary at Crannaford Allotments and

b) to delegate to the Clerk and the Property Administrator to support plot holders in forming an Allotment Association, with the necessary advice and guidance. The Clerk and the Property Administrator to include this advice on the website as a reference for plot holders should this question be raised at a later stage. In forming an Association, it was hoped that it would allow the plot holders the opportunity to access Grant Funding.

Cllr Barry Rogers abstained from the vote.

#### **A/23/39 CRANNAFORD ALLOTMENT - MAINTENANCE**

The Committee noted that as part of the annual inspection at Crannaford Allotments, the uncovered water troughs required the annual drain flush and clean as previous minute A/22/38, refers. Members recalled the previous works to the site and noted that the regular clean was necessary to minimise the potential for contaminants in the water.

Following discussion, it was proposed by Cllr Colin Buchan, seconded by Cllr Vince Wilton and **resolved** to

a) carry out the annual drain, flush clean and refill of all water troughs.

b) instruct GJ Waller and Co Plumbing and Heating to conduct the annual drain, flush clean and refill of all water troughs at a cost of £128.85.

Cllr Barry Rogers abstained from the vote.

**The meeting closed at 9.08pm**

Signed .....

17 July 2023

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 17 July 2023  
**Time:** 6:50 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Barry Rogers (Chair)  
Cllr Kim Bloxham  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr James Gill  
Cllr Lisa Goudie  
Cllr Vincent Wilton

## **Also Present**

Two members of the public (from 7pm)  
Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/23/40 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **A/23/41 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/23/42 MINUTES**

It was proposed by Cllr Kevin Blakey seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 22 May 2023 as a correct record.

## **A/23/43 AMENITIES MONITORING REPORT**

The installation of the water facility had commenced for the community garden.

The Committee noted the amenities monitoring report.

## **A/23/44 RANGER REPORT**

The Chairman welcomed Mr Andrew Chapman-New, recently appointed as Ranger to his first meeting of the Amenities Committee and invited him to outline the proposed activities as summarised in the accompanying report.

The Ranger provided an introduction and invited questions from Members on the proposed activities. Members raised comments in relation to the following points:

Great Meadow - E.on Pipe Bridge Works  
Education Campus - Ranger activities as part of Campus Week Eco-Week  
'Doodle Day' for Dog Owners and Poodle or Poodle-mix varieties of dog.  
Ranger Activities with groups throughout the wider community, including Guides and Scouts.

The Committee thanked the Ranger for his efforts on the updated activity plan and noted the report.

Signed .....

09 October 2023

Given the arrival by two members of the public at 7pm the Chairman invited them to make representations in relation to Item 10 on the Agenda.

#### **A/23/45 PUBLIC PARTICIPATION**

One member of the public enquired about the proposal to remove fencing in Great Meadow Country Park raising safety concerns as a dog walker and further commented on the use of Great Meadow by dog walkers and the wider community. The Chairman advised that her comments had been noted and the matter would be considered later in the Agenda.

Another member of the public enquired about the proposal to remove fencing in Great Meadow and reported on comments made via social media on the practical use of the fencing and the wider use of the area. It was noted that dog owners tended to congregate in Great Meadow. The Chairman noted the comments in relation to social media and advised that the matter would be considered later in the Agenda.

The Chairman thanked both members of the public for their contribution and proposed to bring forward the item relating to Great Meadow Fencing.

#### **A/23/46 COUNTRY PARK – GREAT MEADOW - FENCING**

The Chairman referred to the report on Great Meadow Country Park and invited the Committee to consider the proposal to remove the fencing. Members discussed aspects relating to movement through that area of the Country Park, comments raised by dog-walkers and future maintenance of the fence. The committee considered the practicality of access parts of Great Meadow during inclement weather and alternative measures that could alleviate pressure on single access points. Members raised concern about livestock accessing the area from across the river and it was noted that on rare occasions when that had occurred, the farmer had been alerted and the matter resolved. Members noted that dog owners needed to retain control of their dogs at all times.

The committee considered the options for retaining the fencing, its partial removal or entire removal and aspects of safety and potential hazards associated with each. It was noted that former Ranger's in conjunction with the Council's Landscaping contractor had not been able to provide a suitable solution.

Following a detailed discussion, it was proposed by Cllr Barry Rogers, seconded by Cllr Vincent Wilton and **resolved** to carry out the following:

- a) for the Ranger to invite members to accompany him and the Council's Landscaping Contractor to inspect the fencing and the wider area of Great Meadow Country Park and
- b) to bring back a report outlining the options for Great Meadow with costings for further consideration and
- c) to delegate authority to the Ranger in conjunction with the Council's handyman to install mesh to the lower half of the pedestrian gate accessed via the London Road (B3174).

#### **A/23/47 COMMUNITY SPEEDWATCH**

The Chairman provided an update report to Members on the Community Speed Watch Group in Cranbrook.

The Cranbrook Community Speed Watch Group had received approval for additional sites, one being on the B3174 but noted that the hedge parallel to the main road currently obscured full view. Members agreed that the Town Council could assist in ascertaining ownership of the hedge and requesting its remediation to allow the location to continue to be used by to the Community Speed Watch Group.

Cllr Kim Bloxham updated members on a recent engagement with the local policing team and informed members that support for Community Speed Watch Groups had increased in Devon to include 209 schemes, supported by 1271 volunteers. Members welcomed this increase in support and requested further updates from the Cranbrook Group. The Chairman agreed to share future updates with all members of the Council for their information.

Following the discussion, it was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to note the Cranbrook Community SpeedWatch Update report and to circulate all future reports to all members of the Town Council.

#### **A/23/48 CRANNAFORD PLAY AREA – PATH REMEDIATION**

The Chairman noted that the Committee had previously considered the remediation of paths at Crannaford Play Area at its Meeting 22 May 2023 however it had agreed to defer a decision pending a more substantive solution to the continued issue of gravel migrating from the perimeter footpath onto the Wet Pour Safer Surface.

The Council's Ground Maintenance and Landscaping Contractor had been further consulted on the options for remediation. The result of which was that in addition to sweeping the play area to remove loose gravel, further works were suggested to infill with finer material and to compact the paths to prevent further migration.

The additional works were subject to a revised quotation of £1,057.00. The contractor advised that once complete it would be best to maintain the play area as part of their weekly schedule to avoid any further accumulation of gravel or dust.

It was further noted that the Council, at its meeting on 26<sup>th</sup> June 2023 it had resolved to place a hold on the works to remediate the paths at St Martin's Play Area until the works at Crannaford Play Area could be evaluated, as referred to under Minute 23/117.

Following a detailed discussion among members it was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to instruct the Council's Ground Maintenance and Landscaping contractor to remediate the paths at Crannaford Play Area as per the revised proposal for the quoted sum of £1,057.00 and to review and evaluate the success of the works before proceeding with the remediation of the paths at St Martin's Play area.

#### **A/23/49 COUNTRY PARK – BALING OF MEADOW GRASS**

The Committee considered the annual cut of meadow grass following the Country Park Management Plan and noted that this promoted local habitat management and encouraged new growth in the meadows. However, in 2022 following incidents of arson, the Council suspended baling of meadow grass for a period of one year (2022) to reflect the advice of the Fire Service. As referred to in Minutes A/22/52 and 22/156.

Members reviewed the arrangements for 2023 in relation to the natural diversity of the Country Park considering the consequences for cutting and retaining the haybales to decompose naturally or their removal from site.

Cllr Ray Bloxham reminded members of the three types of grass and the importance of adhering to the recommended cutting regime to retain the natural development of the Country Park. The Ranger added the necessity to manage the grass and noted that the variations in weather did not always present the best conditions for cutting and baling. Members raised questions about the quality of the haybales and the likely commercial value for use with livestock compared to alternative uses. The Ranger agreed to investigate further.

The Committee considered the arrangements for 2023, taking into account the natural development of the Country Park and the potential risk of the recurrence of arson. Following a lengthy discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Kim Bloxham and **resolved** to cut the Meadow Grass but suspend the baling for 2023 and review the opportunities for baling in 2024.

Cllr Lisa Goudie abstained from the vote.

**The meeting closed at 8.21 pm**

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 9 October 2023  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Roger Collier  
Cllr Lisa Goudie  
Cllr Vincent Wilton

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/23/50 APPOINTMENT VICE CHAIRMAN OF COMMITTEE**

Cllr Kim Bloxham proposed that Cllr Roger Collier be elected Vice-Chair of the Amenities Committee for 2023-24. This was seconded by Cllr Les Bayliss and **resolved**.

## **A/23/51 APOLOGIES FOR ABSENCE**

An apology was received on behalf of Cllr Colin Buchan.

## **A/23/52 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/23/53 MINUTES**

It was proposed by Cllr Les Bayliss seconded by Cllr Vincent Wilton and **resolved** to accept and sign the minutes of the meeting held on 17 July 2023 as a correct record.

## **A/23/54 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **A/23/55 AMENITIES MONITORING REPORT**

The Chairman advised that the works to the paths at Crannaford Play Park had been completed, and invited members to evaluate their suitability with a view to instructing the Council's Ground Maintenance and Landscaping contractor to proceed with similar works to the paths within St Martin's Play Park.

Following consideration of suitable materials for use in the play parks, it was proposed by Cllr Les Bayliss, seconded by Cllr Vincent Wilton and resolved to recommend to Council that the Council's Ground Maintenance and Landscaping Contractor be instructed to carry out path remediation at St Martin's Play Park for the quoted sum of £8,674.00 and further that officers monitor the paths weekly and seek confirmation that they will be regularly maintained by the Council's contractor.

The Committee noted the amenities monitoring report.

## **A/23/56 RANGER REPORT**

Signed .....

4 December 2023

The Chairman referred members to the Ranger Report outlining the activities carried out over the summer months and proposals for forthcoming activities. The Ranger invited questions from Members on the proposed activities. Members raised comments in relation to the following points:

Great Meadow – additional E.ON site visit to be arranged.  
Education Campus - Ranger activities as part of Campus Week Eco-Week

The Committee thanked the Ranger for his efforts on the updated activity plan and noted the report.

#### **A/23/57 COUNTRY PARK – GREAT MEADOW - FENCING**

The Chairman noted the Minute of the last meeting A/23/46 where it was agreed to a further assessment of Great Meadow to determine the most appropriate action in respect of the fencing. The Chairman advised that a site review had taken place and had been attended by some members of the Committee, with officers and a representative from the Council's Ground Maintenance and Landscaping Contractor.

The Committee considered a number of options and noted the Ranger's assessment of the works. Following the discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and resolved to;

1. Remove sections of the stock fence to control footfall and divert pedestrian traffic through multiple routes in Great Meadow Country Park.
2. Delegate to the Ranger in consultation with the Chairman of Amenities Committee, the works to remove the stock fencing whilst retaining the existing posts to be repurposed.
3. For the Ranger to provide updates to the works within the Ranger Report.

#### **A/23/58 COUNTRY PARK – NATURE RESERVE**

The Chairman referred to the report on the Nature Reserve and noted the area had received less attention in the last couple of years. The area had become overgrown and did not meet the current standards for a Nature Reserve as determined by the Wildlife Trust. The Chairman invited the Ranger to outline suggestions for remediation of the area.

Following a lengthy discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Vincent Wilton and **resolved** to delegate to the Ranger in consultation with Cllr Les Bayliss to seek more information about the options for the area as either an extension of the Country Park or as a Nature Reserve together with the associated costs and to report back to the Committee.

#### **A/23/59 COUNTRY PARK – TREE PLANTING**

The Chairman advised that the Council had been successful in its application for Grant Funding from the Woodland Trust Grant and the outcome of other grant applications were awaited. The Committee considered the locations for planting the trees awarded within the Grant and additional grant funding.

Following discussion it was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to

1. Delegate authority to the Ranger to apply for Grant Funding from Branching Out Fund, managed by the Tree Council and
2. Approve planting of trees in locations identified as areas 1 – 6 as set out in the report.

#### **A/23/60 COUNTRY PARK – SUSTAINABLE URBAN DRAINAGE SYSTEM (SUDS) MAINTENANCE**

The Committee reviewed the maintenance options for the Sustainable Urban Drainage System (SUDS) Basins known as '1a, 1b and 1c' which have transferred to the Town Council and are now within its responsibility for ongoing maintenance. Members requested clarification on whether drainage ditches and leats would be included in the works and requested that the Ranger obtain further details.

Following a discussion, it was proposed by Cllr Les Bayliss, seconded by Cllr Vincent Wilton and **resolved** to delegate to the Ranger to confirm the existing contractual arrangements for grass cutting around the Sustainable Urban Drainage System basins and to provide clarification on who will clear the leats and ditches in a further report.

#### **A/23/61 ST MARTIN'S PLAY PARK – REMEDIATION**

The Chairman introduced the report on St Martin's Play Park and advised that it had been brought forward to review the financial implications of the recent vandalism, graffiti and damage as a result of anti-social behaviour in the play area.

The Committee noted the financial implications of frequent and repeated damage to equipment amounted to £4,310.25 of which £1,667.77 was as a direct result of vandalism in addition to officer time to carry out and support in the repairs.

The Committee further noted the age of the play park and the assessment on the durability of the remaining equipment and play area surface. Whilst these currently met the RoSPA Play Safety Standards the areas would continue to be monitored. Following discussion, it was:

a) proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to note the financial expenditure with regards to vandalism and increase the annual budget proportionally to cover expenditure relating to anti-social behaviour subject to consideration at the forthcoming Finance and Personnel Committee meeting.

b) proposed by Cllr Vincent Wilton, seconded by Cllr Les Bayliss and **resolved** to defer a decision to install new equipment such as an embankment slide and seek a wider project plan for St Martin's Play Park.

c) proposed by Cllr Les Bayliss, seconded by Cllr Vincent Wilton and **resolved** to note the professional advice of the Council's preferred Play Park Contractor and to continue to monitor the bonded mulch surface in the areas identified using the Council's Monitoring Software and to obtain quotes for the installation of wetpour under the basket swing from preferred suppliers.

#### **A/23/62 NOTICEBOARDS**

On 21 August 2023, the full Council noted that its Noticeboard Working Group was planning to produce a report within two months, the contents of which would have been able to inform the Council's budget-setting process (Minute ref. 23/146).

The Chairman invited Councillors Vincent Wilton and Lisa Goudie to provide an update to the committee.

Following the verbal report, it was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to dissolve the working group and delegate to officers to bring back a report to Council.

#### **A/23/63 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Vince Wilton 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

#### **A/23/64 YOUNGHAYES CENTRE – HALL LIGHTING**

The Chairman referred to the report on Hall Lighting at the Younghayes Centre and advised that the Council's preferred lighting contractor had been instructed to carry out an inspection in the main hall of the Younghayes Centre, Minute A/23/24. Following which it was assessed that the audible tone was caused by five emergency lighting battery backup units that had failed.

Following a discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to Recommend to Council to approve the works and instruct the Council's preferred contractor Outsource Engineering to carry out the replacement ceiling lights in the community hall using LED Tam-lite Lighting at a cost of £5,124.00 including VAT.

#### **A/23/65 YOUNGHAYES CENTRE – ANNUAL SERVICING OF HEATING HOT WATER AND VENTILATION SYSTEMS**

The Item was withdrawn due to insufficient information.

**The meeting closed at 8.45 pm**

Signed .....

4 December 2023

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 4 December 2023  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Lisa Goudie  
Cllr Vincent Wilton

## **Also Present**

One member of the public  
Cllr Ray Bloxham  
Alexandra Robinson, Cranbrook Town Council

## **A/23/66 APPOINTMENT VICE CHAIRMAN OF COMMITTEE**

No nominations received for Vice Chairman of the Committee.

## **A/23/67 APOLOGIES FOR ABSENCE**

An apology was received on behalf of Cllr James Gill.

## **A/23/68 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/23/69 MINUTES**

It was proposed by Cllr Kevin Blakey seconded by Cllr Vincent Wilton and **resolved** to accept and sign the minutes of the meeting held on 9 October 2023 as a correct record.

## **A/23/70 PUBLIC PARTICIPATION**

One member of the public asked about the statistics obtained from the Vehicle Activated Sign and was pleased to note that regular updates would be published.

In connection with a supplementary question about line painting; Cllr Kim Bloxham advised that whilst the pre-work had been done, no timescales have been provided for the line painting. The member of the public further enquired about the planned opening of the Morrison Supermarket, Members confirmed that an opening date had not yet been published.

## **A/23/71 AMENITIES MONITORING REPORT**

The Committee noted the amenities monitoring report.

## **A/23/72 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities. Members commented on the Community Tree Event, where trees supplied by Devon Wildlife Trust were made available for residents to plant in their gardens.

The Committee conveyed their appreciation to the Ranger and noted the report.

Signed .....

4 December 2023



### **A/23/73 VEHICLE ACTIVATED SIGN**

At its meeting on 22<sup>nd</sup> May 2023 the Committee raised queries about the suitability of the Vehicle Activated Sign supplied for use in Cranbrook and requested an evaluation of its deployment and management over a period of six months. The Chairman referred to the report and invited members to consider the findings, Minute A/23/36 refers.

Members noted that overall, the Vehicle Activated Sign was working better than initially anticipated. There had been no concerns raised by the contractor about battery life or deployment in the town and the equipment continues to provide an appropriate visual deterrent and a reminder to motorists driving through Cranbrook to remain within the speed limit. The data downloaded gave assurance that there are no emerging speeding issues in Cranbrook and it was anticipated that as further data was captured so it would be possible to allow for further analysis to identify trends and patterns over time.

Following a discussion, it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to

1. Note the report.
2. Conclude that the Vehicle Activated Sign as provided, works well and is approved for use in Cranbrook.
3. Continue with the current arrangements for the deployment and management of the Vehicle Activated Sign in Cranbrook, including PLG services as the appointed contractor.
4. Receive regular updates on the data captured by the Vehicle Activated Sign.

### **A/23/74 COMMUNITY CLOTHING BANKS**

The Chairman referred to the report on Community Clothing Banks and noted that these had been installed in Cranbrook during October, without consent. Whilst these have since been removed members were invited to consider whether there was a need in Cranbrook alongside the existing kerbside recycling service provided by East Devon District Council household waste collection.

Following a discussion, it was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to

1. Note that residents have the facility to recycle clean dry textiles as part of the household waste collection service provided by East Devon District Council and
2. Defer a decision to seek a local clothing bank provider to install bins at approved locations within the town, until it is possible to engage with local partners in determining the level of requirement for the town.

Cllr Vincent Wilton abstained from the vote.

### **A/23/75 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan seconded by Cllr Vince Wilton 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

### **A/23/76 ST MARTIN'S – PLAY AREA – SAFER SURFACE REPAIR**

The Committee noted that the main protective surfacing in St Martin's Play Area was rubber bonded mulch and although it was still an effective surface, it was considered appropriate to repair areas which had eroded through general wear and high footfall.

Following a discussion, it was proposed by Cllr Les Bayliss seconded by Cllr Vincent Wilton and **resolved** to instruct the Council's preferred contractor SNC SW to supply and install the wet pour under the basket swing at St Martin's Play Area at a total cost of £2,925.00 excluding VAT.

### **A/23/77 ST MARTIN'S - PLAY AREA – REMEDIATION**

The Committee noted that whilst the play equipment was in good condition there had been a noticeable deterioration in the appearance of some of the painted play units including the large and small toddler multi play units.

Following discussion, it was proposed by Cllr Kevin Blakey seconded by Cllr Vincent Wilton and **resolved** to approve the Council's preferred handyman to supply suitable paint and carry out the redecoration of the large and small toddler units at a total price of £635.00.

#### **A/23/78 HAYES SQUARE – PLAY AREA – ROTA WEB**

The Committee were advised that regular maintenance had revealed a deterioration in the exposed wire rope on the Rota Web play equipment. Whilst no concerns had been raised by the Annual Play Park Inspection it was considered good practice to replace the horizontal ropes in advance of any significant exposure.

Following the discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to install the four horizontal ropes at a total cost of £414.82, based on the quote to supply from Proludic and the installation using the Council's preferred handyman.

**The meeting closed at 7.26 pm**

Signed .....

4 December 2023

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 29 January 2024  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Kevin Blakey  
Cllr Lisa Goudie  
Cllr Vincent Wilton

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/24/1 APOLOGIES FOR ABSENCE**

Apologies were received on behalf of Cllrs Les Bayliss, James Gill and Colin Buchan.

## **A/24/2 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/24/3 MINUTES**

It was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 4 December 2023 as a correct record.

## **A/24/4 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/24/5 AMENITIES MONITORING REPORT**

The Committee noted the amenities monitoring report.

## **A/24/6 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the Ranger Events: 'Waggie' Walks; Orchard Pruning; Green Flag application; Tree Planting and Great Meadow Path remediation.

The Committee thanked the Ranger for his efforts and noted the report.

## **A/24/7 BIODIVERSITY REPORT**

At its meeting on 10<sup>th</sup> October 2022, the Committee acknowledged the importance of habitat and wildlife surveys to collect data to help identify the biodiversity in the Country Park and noted that Ecological surveys would help to identify the impact of the town as it expanded within its natural environments. The Ranger advised how a Habitat Management Plan could be compiled to create detailed prescriptions and schedules regarding the current and proposed habitats and ecological features within the site. The Chairman queried the cost of application and that the Council met the qualification criteria.

Following a discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to

Signed .....

11 March 2024

1. To note the update report
2. To delegate to the Chairman and the Deputy Clerk to apply for the BALI award providing that the cost of the Town Council's share (50%) does not exceed £500; beyond which, a report would be brought back to the next meeting of the Amenities Committee for further consideration.
3. To agree to allow the Council's Landscaping Contractor to fund half of the biodiversity survey cost.
4. To employ Devon Wildlife Consultants to complete option c) site visit & Habitat Management Plan. Which will provide the Town Council with a document to work towards, follow and use as a future template.

#### **A/24/8 PROVISION OF TRAMPER MOBILITY SCOOTER**

The Chairman referred to the report seeking views from the Committee on the possibility of providing a Trumper Mobility Scooter for the town. A Trumper Mobility Scooter is a robust electric all terrain high specification vehicle that would allow disabled users to access areas that standard disability vehicles could not. The committee noted the wider areas for consideration, including;

- Secure storage with an electricity supply for re-charging;
- Logistics of hiring the scooter, particularly as the most popular times are during the weekend and evenings.
- Whether a trailer is required for transportation or retrieval from the Country Park.
- Staff equipped to maintain the vehicle as per the lease agreement.

Following a discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to

1. To note the informative report.
2. To support the provision of a four-wheeled Trumper Mobility Scooter for Cranbrook in principle,
3. To establish a Council working party to investigate the wider considerations and suggested model of operation for the project and to report back. The working party to include Cllrs Ray Bloxham and Vincent Wilton, the Deputy Clerk and Ranger.

#### **A/24/9 COMMUNITY SPEED WATCH - UPDATE**

The Committee noted the report.

#### **A/24/10 VEHICLE ACTIVATED SIGN - UPDATE**

The Committee noted the report.

Cllr Lisa Goudie left the meeting.

#### **A/24/11 PLAY PARK - GATES**

The Chairman referred to the report and reminded members that Self-Closing Gates were installed at all the designated play areas in Cranbrook, however, some were failing due to age, wear and tear and extensive use. The Committee noted the individual aspects of the play areas and considered the requirements for each play area together with suggested remediation and maintenance for the access gates at each site.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to

1. To note the report and the preceding 12-month monitoring period.
2. To provide support for the Deputy Clerk and Property Administrator to obtain confirmed quotations for
  - a. Hayes Square, gates to be serviced with new buffers as needed and one to be adjusted to allow free movement across the path,
  - b. St Martins, to install replacement pro-safe mechanism to gates and service with new buffers as needed and to investigate whether surplus gates could be repurposed to fulfil this role.
  - c. Northwood Acres, to service the self-closing mechanism, remove ground tubes to allow the gates to close and general service of all gates to the site and lock the two maintenance gates.
  - d. To continue to monitor the gates at both Crannaford and Platinum which are all currently in good working order.
3. To provide the Committee with an updated cost summary of the required works to service and repair all the gates included in 2a-c above.

**The meeting closed at 8.00 pm**

Signed .....

11 March 2024

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 11 March 2024  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Vincent Wilton

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/24/12 APOLOGIES FOR ABSENCE**

Apologies were received on behalf of Cllrs James Gill and Lisa Goudie.

## **A/24/13 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/24/14 MINUTES**

It was proposed by Cllr Vincent Wilton seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 29 January 2024 as a correct record.

## **A/24/15 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/24/16 AMENITIES MONITORING REPORT**

The Committee noted the amenities monitoring report.

## **A/24/17 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the following points:

- A secure shed for the Community Garden;
- East Devon District Council Arts and Culture Fund;
- Tree re-planting with Primary School

The Committee noted the Ranger report.

## **A/24/18 TREE RISK MANAGEMENT STRATEGY**

The Tree Risk Management Strategy document had been produced in collaboration between the Ranger and the Head of the Arboriculture Department of the Council's Landscaping Contractor. The Ranger advised the Committee that the strategy prioritised the usage of the land in which the tree was found and based the assessment of risk depending on the likely targets around them.

Signed \_\_\_\_\_

8 April 2024

Following a discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to

1. Note the update report.
2. Adopt the 2024 Tree Management Strategy for use by the Town Council.
3. The Ranger to review the Tree Management Strategy annually in consultation with the Council's Arboricultural Contractor.
4. Delegate to the Ranger in consultation with the Chairman to review the management strategies required for trees in residential parcels.

#### **A/24/19 COUNTRY PARK BASIN - MANAGEMENT**

At its meeting on 9<sup>th</sup> October 2023, the committee sought clarification on the management of the Basins, Minute A/23/60 refers. The Ranger advised that the management of adopted basins that hold and transfer water as part of the Sustainable Urban Drainage System (SUDS) within the Country Park and their leats has been discussed with the Town Council's Ground Maintenance Contractor. The agreed arrangements are that the contractor will manage the verges of the basins whilst the Ranger will manage the insides of the basins and their leats.

Following a discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** that

1. The Ranger would monitor the verge bank and manage the site.
2. The Ranger would request the contractor to quote for maintenance to verge bank when required.
3. To include the management of the Country Park Basins and their leats in future tender contract documents.

#### **A/24/20 TERRORISM (PROTECTION OF PREMISES) DRAFT BILL**

The Terrorism (Protection of Premises) Bill will help keep people safe and enhance national security by ensuring preparedness for, and protection from, terrorist attacks. Proportional new security requirements will be introduced for certain public venues and locations and is applicable to those premises within the responsibility of the Town Council. The Bill has come forward as a direct result of the Manchester Arena Bombing and is known as Martyn's Law. Whilst there are two tiers of premises, the Town Council's premises will fall into the Standard Tier where capacity is between 100 and 799.

Following a discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to

1. Note the report;
2. Delegate to the Clerk in conjunction with the Chairman to respond to the Government consultation;
3. Delegate to the Clerk and Chairman in conjunction with the Safety Working Group to bring forward proposals as to how the Council may best respond to the demands of the Bill including any budgetary impacts.

#### **A/24/21 VEHICLE ACTIVATED SIGN - UPDATE**

Following a discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to note the report and the summary data from the Vehicle Activated Sign.

#### **A/23/22 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton , seconded by Cllr Les Bayliss 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.

## **A/24/23 PROVISION OF ALL-TERRAIN MOBILITY SCOOTER**

At its meeting on 29<sup>th</sup> January 2024, the Committee resolved to appoint a working group to investigate the wider considerations and suggested model of operation for the delivery of an all-terrain Mobility Scooter and to report back. The Working Group, comprising Cllrs Ray Bloxham and Vincent Wilton with the support of Council officers have met on three occasions and provided a summary report of their findings for further consideration. Cllr Ray Bloxham provided a verbal update to advise that a commitment had been received from LiveWest to contribute £1,000 to the project.

The Committee noted the extensive investigation that had been undertaken and expressed their appreciation for potential financial support from external partners. Following discussion it was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to

1. Note the update report from the Working Group.
2. Support the delivery of an initial All Terrain Disability Scooter in Cranbrook and to recommend to Council that it supports the purchase of a new vehicle (either a TGA Breeze S4 or Adventurer X8), suitable secure storage including an electrical connection to an integral charging point and other capital items listed in the budget accompanying the report.
3. Subject to Council approval at 2. above, to delegate to the Clerk to arrange insurance cover for both the vehicle, storage and public liability.
4. Support the principle of a limited free hire scheme and to task the working group to finalise arrangements for hire including appropriate administrative arrangements, including a "fair use" free hire scheme, in liaison with the Clerk and Property Administrator.
5. Further task the working group to continue to secure partner support for the scheme including both capital and revenue contributions and sponsorship opportunities with the aim of securing the future expansion of the project within the Town.

## **A/22/24 WEED CONTROL**

The Committee considered the 2024 Annual Weed Control Programme to the kerbs and pavements in Cranbrook. Total Weed Control have provided services to Cranbrook Town Council over the past few years and base their quotation on experience of the site. The service is based on individual treatments; therefore, the Council is not required to subscribe to more than one treatment at a time.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Colin Buchan and **resolved** to

1. Instruct Total Weed Control as the Council's preferred provider to manage the weeds along the adopted kerbs and pavements within the route as specified in the map annexed to the report;
2. To apply to Devon County Council's Highway Community Enhancement Fund (HMCEF) to seek proportionate funding towards the cost of weed control in Cranbrook.

**The meeting closed at 19:50**

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 08 April 2024  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Lisa Goudie  
Cllr Vincent Wilton

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/24/25 APOLOGIES FOR ABSENCE**

No apologies were received.

## **A/24/26 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/24/27 MINUTES**

It was proposed by Cllr Kevin Blakey seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 11 March 2024 as a correct record.

## **A/24/28 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/24/29 AMENITIES MONITORING REPORT**

The Committee noted the Amenities Monitoring Report.

## **A/24/30 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the following points:

- Tree Planting
- Activities had continued despite the inclement weather particularly with local community groups
- Remediation of Great Meadow following works undertaken by EON

The Committee noted the Ranger report.

## **A/24/31 UNESCO BIOSPHERE – NORTH DEVON**

The Chairman invited the Ranger to update Members on the proposed Woodland Creation project and how it might be implemented in the Country Park. The Ranger confirmed the recently updated Advisory Report and

Signed .....

2 July 2024



the grant process which was intended to meet the costs of the project in full and leave a small surplus for the purchase of additional materials such as wooden stakes or posts.

Members noted that the Grant Fund was provided through Department of Environment, Food and Rural Affairs (DEFRA) and Rural Fund Agency and support would be provided over a period of 15 years. It was further noted that the project would be incorporated into updated versions of the Country Park Management Plan and Hedgerow Management Plan.

Following discussion, it was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to

- 1) Approve the application of the Devon Woods Project subject to there being no additional financial contribution needed.
- 2) Delegate to the Ranger to plant and install any required protection with the help of volunteers to mitigate additional costs to the Town Council and
- 3) Delegate to the Ranger in consultation with the Country Park Working Group to review the Country Park Management Plan and the Hedgerow Management Plan and report back.

#### **A/24/32 VEHICLE ACTIVATED SIGN - UPDATE**

The Committee noted the report and the summary data from the Vehicle Activated Sign.

#### **A/23/33 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton seconded by Cllr Les Bayliss 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.

*Cllr Lisa Goudie abstained.*

#### **A/24/34 PLAY AREAS - GATES**

At its meeting on 29<sup>th</sup> January 2024, the Committee considered the requirement for gates at each of its play areas and concluded it was good practice to retain Self-closing Gates. It was noted that gates at three of the play areas were failing and the Committee reviewed the works required to remediate across those areas and the associated costs.

Whilst the previous recommendation was to service the gates without replacement the Council's Play Park Maintenance contractor had made a further inspection and advised that it would not be economically viable to repair the gates in Hayes Square Play area and his recommendation would be that they were replaced. Similarly, the Committee had enquired whether some of the gates at St. Martin's Play Area could be repurposed elsewhere, but these would require repair and it would be costly to install replacement fencing. The Committee noted the ongoing costs associated with the management of the Play Areas.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to defer consideration and to

1. Delegate to Officers to seek advice from the RoSPA Play Safety Training, in April 2024 and
2. Establish a Council Working Party to investigate and review the wider Play Park Maintenance and to report back. The Working Party to include Cllrs Kim Bloxham, Vincent Wilton and Les Bayliss and the Deputy Clerk.

#### **A/22/35 PLAY AREAS – SAFER SURFACE – NORTHWOOD ACRES**

The Committee referred to the report regarding Northwood Acres, Play Area to consider the installation of wet pour safer surfacing beneath two pieces of equipment to improve ground conditions and access to the

Signed .....

2 July 2024

equipment during periods of inclement weather. Members noted the budget constraints and the need to prioritise remediation in the Play Areas.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Colin Buchan and **resolved** to defer to the Play Park Working Group and to report back to the Amenities Committee.

**The meeting closed at 20:02**

Signed .....

2 July 2024

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 01 July 2024  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Lisa Goudie  
Cllr Vincent Wilton (Vice Chair)

## **Also Present**

Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/24/36 APOLOGIES FOR ABSENCE**

An apology was received on behalf of Cllr Colin Buchan.

## **A/24/37 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/24/38 MINUTES**

It was proposed by Cllr Kevin Blakey seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 8 April 2024 as a correct record.

## **A/24/39 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/24/40 AMENITIES MONITORING REPORT**

Members requested that the report be updated and that reports be brought to the September Committee regarding, Happy to Chat Bench, Memorial Benches and the Nature Reserve.

The Committee noted the Amenities Monitoring Report.

## **A/24/41 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the following points:

- River Quality Water Sampling showed no quality issues
- Photography Walk

The Committee noted the Ranger report.

## **A/24/42 TREE PLANTING UPDATE**

Signed .....

2 September 2024

The Chairman reminded members that the Committee had recently approved the proposed Tree Planting projects and invited the Ranger to update on progress. The Ranger reported that an additional funding opportunity had been sought to plant in Great Meadow along the former fence line to allow improved movement through the lower section of the field but providing a visual barrier. Further planting schemes would include a

riparian buffer along the Cranny Brook near the Education Campus and in the vicinity of Basin 2c. The Ranger reiterated his invitation for volunteers to be involved and support the planting projects.

The Committee noted the update report.

#### **A/24/43 PUBLIC SPACE PROTECTION ORDERS**

The Chairman referred to the report outlining the current Public Space Protection Orders (PSPOs) and invited members to consider whether areas needed to be extended or additional areas identified and included in the annual review to be carried out by Environmental Health at East Devon District Council in September 2024. Members considered the existing Dog Exclusion Zones and Dog on Leads Areas in Cranbrook and whether there needed to be additional areas in keeping with the growth of the town.

Members discussed the requirements for areas within the Country Park and suggested that it would be pragmatic to form a working group to review the public space protection orders and specify any additional areas to East Devon District Council.

Following discussion, it was proposed by Cllr Ray Bloxham seconded by Cllr Les Bayliss and **resolved** to establish a working group to review the Public Space Protection Orders in Cranbrook and submit details of any proposed additional locations with plans to East Devon District Council in advance of the submission deadline, to include Cllrs Ray Bloxham, Les Bayliss and the Deputy Clerk.

#### **A/24/44 NO MOW MAY**

The Chairman invited the Ranger to report on the outcome of 'No Mow May' in which the usual grass cutting regime was altered to leave some areas to continue to grow whilst managing amenity areas with fewer but sufficient cuts to allow access to areas of the Country Park. The Ranger reminded members of the notable balance ensuring that biodiversity could be maintained as well as the varied demands on the Country Park and the implications of not cutting at all. If No Mow May were to be extended into 2024 and future years that the management of the different areas would be adjusted accordingly. The Committee suggested a cutting scheme that was in line with the existing management plan and compatible with the aims of 'No Mow May.'

Following discussion, it was proposed by Cllr Ray Bloxham seconded by Cllr Vince Wilton and **resolved**

- 1) to review the Public Open Space owned by Cranbrook Town Council to designate clear areas of tussock grass which is not cut at all, meadow grass cut once a year (between late July and August) and amenity grass having 16 cuts per year.
- 2) for verges to be left long with a border cut around the outside to maintain tidiness and visibility, to provide an overall annual mowing scheme and
- 3) for the Ranger in consultation with the Communications Officer to provide visual information to explain the cutting regime on the Council's website.

#### **A/24/45 COUNTRY PARK - BALING**

The Chairman invited the Ranger to update Members on the management of meadow grass, its cutting, baling and removal from the Country Park for the forthcoming season. The Ranger reminded members of the practices in recent years; most notably the suspension of baling in 2022 upon the advice of the Fire Service and in 2023 where the Meadow grass was cut but not baled and left in situ. To repeat this, it would have negative implications for the biodiversity of the Country Park and the Committee considered the options for the management of Meadow Grass for 2024 season and future years.

Following discussion, it was proposed by Cllr Ray Bloxham seconded by Cllr Vince Wilton and **resolved** to

- 1) subject to agreeing a scheme of remediation should any damage occur to approve the quotation from the external contractor to cut, bale and remove from site at a cost of £2,280 (plus VAT) for 2024 and
- 2) to delegate to the Clerk and the Chair of the Committee to negotiate the appropriate fee reduction with the Council's Ground Maintenance and Landscaping Contractor.

#### **A/24/46 COMMUNITY SPEED WATCH UPDATE**

The Committee expressed its thanks to the Community Speed Watch Volunteers for their efforts and involvement in the scheme and noted the report.

#### **A/24/47 VEHICLE ACTIVATED SIGN UPDATE**

The Committee noted the report and the summary data from the Vehicle Activated Sign.

#### **A/24/48 ALLTERRAIN MOBILITY SCOOTER UPDATE**

The Committee noted the update report and the progress on the delivery of the all-terrain mobility scooter.

#### **A/24/49 CRANNAFORD ALLOTMENTS – REQUEST TO ALLOW DOGS**

The Chairman reported to Members that the Council had received a request from an allotment plot holder to allow dogs onto the allotments which would be a change from the current position to only allow guide dogs on Council property. The Committee considered the implications and views of current plotholders.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to not allow dogs onto the allotment site as per the existing tenancy agreement and would again encourage the plot holders to form an allotment association.

**The meeting closed at 20:40**

Signed .....

2 September 2024

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 02 September 2024  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Vincent Wilton (Vice Chair)

## **Also Present**

Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/24/50 APOLOGIES FOR ABSENCE**

Apologies were received on behalf of Cllrs Colin Buchan and Lisa Goudie.

## **A/24/51 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/24/52 MINUTES**

It was proposed by Cllr Les Bayliss seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 1 July 2024 as a correct record.

## **A/24/53 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/24/54 AMENITIES MONITORING REPORT**

The Committee reviewed the Amenities Monitoring Report and requested that the Ranger provided an update on the development of the Nature Reserve to the next meeting of the Committee. Cllr Ray Bloxham noted the receipt of the Habitat Management Plan from Devon Wildlife Consultants and suggested that it be considered in conjunction with the Country Park and Hedgerow Management Plans.

Following discussion, it was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and resolved that

1. the Amenities Monitoring Report be noted and
2. the Country Park Management Plan Working Group bring forward an update report to the next Committee meeting.

## **A/24/55 ANNUAL RoSPA PLAY PARK INSPECTIONS**

The Committee noted the Annual RoSPA Play Park Inspection Reports for:  
Crannaford, Hayes Square, Northwood Acres, Platinum and St Martin's Play Areas.

The Chairman requested that an update be provided to the Committee, to confirm that all items raised within the Annual Inspection Reports had been remediated and actioned.

## **A//24/56 PLAY STRATEGY WORKING GROUP**

The Chairman reminded Members that the Committee had appointed a Play Strategy Working Group to investigate the wider considerations of play park maintenance at its meeting on 8<sup>th</sup> April 2024. The working group had met and brought forward its covering report and draft strategy following its investigations.

The Working Group considered the framework by which the Council could manage the maintenance of its Play Parks and early on it was determined that it was necessary to develop a Strategy that would cover the aims and objectives for play area provision in the town together with a Risk Strategy that aligned with the Council's existing Risk Management incorporating the maintenance requirements. Together these elements would enable the Council to manage existing play parks and those brought forward under future development.

The Committee discussed two aspects raised by the working group seeking a steer from the Members on the maintenance of gates and management of graffiti. Members considered the costly maintenance of self-closing gates and welcomed the introduction of gravity hinged gates as and when gates failed and needed replacement. Members expressed concern at the increase in graffiti and considered where and when it should be cleaned or over-sprayed. Members of the working group welcomed the suggestions from the Committee and would take into consideration at the next meeting of the Play Strategy Working Group.

Following a lengthy discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Ray Bloxham and **resolved** to

1. Note the update report from the Working Group.
2. Agree in principle to the Council's Proposed Play Strategy and Risk Assessment.
3. Inform East Devon District Council that the Town Council would welcome the District Authority's capital funding support for the refurbishment of St Martin's Play Park as part of the 'flagship' provision in each town in East Devon, on the understanding that the Town Council will manage the procurement, installation and delivery. Once installed the Town Council would be responsible for ownership and future maintenance.
4. Agree the Working Group's recommendation for the treatment of access gates in the Council's play parks.
5. Recommend an increase in budget for Play Park Maintenance for year 2025-26 subject to consideration of wider financial constraints for the Council as part of the Council's annual review in the autumn 2024.
6. Approve the continuation of the Play Strategy Working Group as needed.

## **A//24/57 PUBLIC OPEN SPACE – ANTISOCIAL BEHAVIOUR REPORT**

The Chairman referred to the report which highlighted the increased antisocial behaviour and consequential damage to equipment in the town's play areas and wider public open space. The report reflected the impact on the Council's resources and deployment of its staff to remediate and repair damage. Members expressed concern on the increasing demand for limited resources and the impact such behaviour had on the town.

Following discussion, it was proposed by Cllr Ray Bloxham seconded by Cllr Vincent Wilton and **resolved** to

1. To note the report.
2. Uphold a zero tolerance to all acts of vandalism, ensure all incidents are reported to the police, seek compensation/consequences if offenders are identified.
3. Raise progress of Skatepark Ambassadors with representatives from the Education Campus at the next meeting of the Community Safety Group.
4. Monitor staff capacity to react to incidents of vandalism and antisocial behaviour.

## **A//24/58 CRANNAFORD PLAY AREA – PATH REMEDIATION**

The Chairman reminded members that the Committee had previously considered path remediation at Crannaford Play Area in July 2023, approving the removal of the loose gravel and replacement of finer compacted gravel to prevent migration onto the wet pour safer surface. The Committee noted that following Officer training earlier in 2024 and a comment in the Annual RoSPA Inspection Report an issue with the boundary edge of the wet pour had been highlighted for remediation. The Committee considered the options for remediation of the boundary of the play area to the edge of the path.

Following discussion it was, it was proposed by Cllr Kevin Blakey seconded by Cllr Les Bayliss and **resolved** to

1. Approve the remediation of the interior section of perimeter footpath at Crannaforde Play Park and
2. Recommend to Council to instruct the Council's Ground Maintenance and Landscaping Contractor to replace the existing perimeter path to with grass as per quotation for £5,368.00

#### **A/24/59 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members requested confirmation that the grass cutting of Great Meadow had now been completed.

The Committee noted the Ranger report.

#### **A/24/60 HAPPY TO CHAT BENCHES**

The Chairman reminded members that the Committee had previously considered Happy to Chat Benches and welcomed the update from the Ranger. The Ranger advised that the scheme was intended to assist with loneliness within a community as a support mechanism for mental and physical health.

The Committee considered the project and whether existing benches could be incorporated into the scheme or whether to designate new benches for the purpose.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to

1. Agree in principle to the installation or designation of Happy to Chat Bench(es) in Cranbrook to help reduce loneliness and support resident mental health.
2. Agree to designate some existing benches as Happy to Chat Benches and install plaques to identify the bench as part of the scheme.
3. Agree to the installation of additional Happy to Chat Benches and for these to be benches made of a recycled composite, and complementary colour to provide a long-lasting product which promotes visual awareness of the scheme. The colour to be in keeping with the concept of the Country Park and in agreement with the Chairman, Deputy Clerk and Ranger.

#### **A/24/61 MEMORIAL BENCHES**

The Chairman noted that the Ranger had reviewed the Memorial Benches project for the town and had prepared a booking form for applicants. Members reviewed the scheme and following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to

1. Note the report and
2. Defer a decision on the item to enable the Ranger to review the proposed form and bench specification and to report back.

#### **A/24/62 VETERAN OAK**

The Chairman invited the Ranger to update members on the work carried out to the Veteran Oak Tree, Tillhouse Road, Cranbrook. The Ranger advised that a future Static Load test would be advisable during the winter of 2026-27 and this may require additional works following the results of the test inspection. Members discussed the complexity of managing such a tree and the cost implications to manage it correctly.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Kevin Blakey and **resolved** to

1. Note the report
2. Agree in principle to perform another Static Load Test in 2026/27 as per the advice of the Principal Arboricultural Consultants.
3. Make provision in the 2026/27 Council Budget for the Static Load Test to be carried out with sufficient provision for any additional works to be undertaken in the following financial year 2027/28.



**The meeting closed at 20:40**

Signed .....

2 December 2024

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 02 December 2024  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Lisa Goudie  
Cllr Kevin Kendall (from Item No.06)  
Cllr Barry Rogers  
Cllr Vincent Wilton (Vice Chair)

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/24/63 APOLOGIES FOR ABSENCE**

No apologies were received, all members were present.

## **A/24/64 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/24/65 MINUTES**

It was proposed by Cllr Vincent Wilton seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 2 September 2024 as a correct record.

## **A/24/66 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/24/67 AMENITIES MONITORING REPORT**

The Committee noted the Amenities Monitoring Report.

## **A/24/68 PLAY STRATEGY WORKING GROUP - UPDATE**

The Chairman referred to the updated report from the Play Strategy Working Group which incorporated the Committee's feedback from the last meeting. The Working Group had reviewed these matters and brought forward an updated draft Play Strategy and a draft Graffiti Policy for consideration. Members raised the following points as part of the Committee's consideration;

- An explanation of the 'Play Along the Way' approach to play park design to be included in the Strategy document.
- Proposed 'Keep Cranbrook Beautiful Campaign'
- The treatment of graffiti and what might appropriately be considered as 'Street Art' and to redefine the strategy to specify between commissioned artwork and non-offensive graffiti.

- Where graffiti is deemed to be of artistic value or some amenity value, a decision to be taken by the Chair and the Clerk in consultation with members of the Amenities Committee as to whether to be retained or not.

Following discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Colin Buchan and **resolved**

1. Note the update report from the Working Group.
2. Recommend to Council the approval of the updated Play Strategy subject to agreed amendment as follows:
  - a. An explanation of the 'Play Along the Way' approach to play park design to be included in the Strategy document.
  - b. Pursue development of 'Keep Cranbrook Beautiful' Campaign with Communications Officer
  - c. The treatment of graffiti to be contained within the Graffiti Policy and the Play Strategy to remove graffiti management and instead make reference to the specific policy.
3. Where graffiti is deemed to be of artistic value or some amenity value a decision on its retention would be taken by the Chair and the Clerk in consultation with members of the Amenities Committee.
4. Recommend to Council the approval of the draft Graffiti Policy subject to any agreed amendments.

### **A//24/69 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the following points:

- Ranger Educational sessions at the Education Campus
- Cranbrook Country Park Habitat Management Plan

The Committee noted the Ranger report.

### **A//24/70 COUNTRY PARK MANAGEMENT PLAN WORKING GROUP - UPDATE**

Cllr Ray Bloxham reported that the Working Group had discussed the requirements needed for the updated Hedgerow Management Plan as a combined document with the Country Park Management Plan. Both documents had been progressed with a view to ascertain future management of the Country Park.

Following discussion, it was proposed by Cllr Kim Bloxham and **resolved** to

1. Note the report
2. The Working Group to bring a further report to the next meeting and for the matter to be retained as a regular standing item to the Committee

### **A//24/71 COUNTRY PARK – GREAT MEADOW - UPDATE**

The Committee considered an updated report on the future of the designated Nature Reserve, located in the south western area of Great Meadow, Country Park. The Chairman updated members on the proposed development in neighbouring parcels and how this might impact the development of the Nature Reserve. The area was now part of the England Woodland Creation Offer (EWCO) Tree Planting project.

Following discussion, it was proposed by Cllr Kim Bloxham and **resolved** to

1. Note the report
2. Manage the land in accordance with successful natural colonisation by:
  - a. Controlling dense vegetation and weed growth
  - b. Supplementary planting without cost
  - c. Collecting seeds from nearby trees and shrubs and dispersing them.
3. Manage the land in accordance with the implementation of Habitat Management Plan.
4. The Ranger to obtain relevant information, topics and installation quotations for appropriate signage in the Nature Reserve.
5. Review the success of the Nature Reserve by monitoring its biodiversity.

### **A//24/72 COUNTRY PARK – GROUND MAINTENANCE WORKS**

During the November Walkabout meeting with the Council's Grounds Maintenance Contractor the Ranger identified two areas for improvement and brought forward for the Committee to consider. The first was to widen the ditch outlet near the area known as the Event Space in Long Meadow. This would require the installation of a larger pipe and raise the surface level, to improve drainage and ground quality as the current arrangements are not working efficiently. It was noted that this should also improve the ground quality at the location which is a popular walking area and a route used by the Park Run. The second suggestion was to clear the access to a compost site in Stone Meadow. Members noted that the designation of a compost site is supported by the Habitat Management Plan. Following discussion, it was proposed by Cllr Barry Rogers seconded by Cllr Colin Buchan and **resolved** to

1. Note the report.
2. Approve the attached quotation and instruct the Council's Grounds Maintenance Contractor to carry out the two areas of improvement to the locations specified within Long Meadow and Stone Meadow as identified by the Ranger at a cost of £1,001.00 plus VAT.

#### **A/24/73 MEMORIAL BENCHES - UPDATE**

The Chairman referred to the updated report on the arrangements for the Memorial Bench Scheme. The Ranger reported that the application form and specification of suitable street furniture had been reviewed. Members raised points to be clarified, which included the terms and conditions of repairs and replacement, the options for payment and the number of words on a memorial plaque. Following discussion, it was proposed by Cllr Barry Rogers seconded by Cllr Vincent Wilton and **resolved** to

1. Note the report and attachments.
2. Delegate to the Clerk in consultation with the Chairman to finalise the document incorporating the points raised and to circulate a revised document to members of the Committee for agreement.

#### **A/24/74 COMMUNITY SPEED WATCH UPDATE**

The Committee expressed its thanks to the Community Speed Watch Volunteers for their efforts and involvement in the scheme and noted the report.

Following discussion, it was proposed by Cllr Barry Rogers seconded by Cllr Vincent Wilton and **resolved** to

1. Note the report
2. The Deputy Clerk to work with the Communications Officer to advertise the position of Community Speed Watch Co-ordinator.

#### **A/23/75 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey seconded by Cllr Barry Rogers 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.

*Cllr Lisa Goudie recorded a vote against.*

#### **A/24/76 CRANNAFORD ALLOTMENTS – CONDITIONS OF RENTAL**

The Committee reviewed the Conditions of Rental for plot holders at Crannaford Allotments. The report was brought forward to improve and streamline the guidance document. Members noted some typographical errors to be corrected and discussed the appropriate use of power tools on the allotment sites.

Following discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Les Bayliss and **resolved** to:

1. Update the layout of the conditions of hire and clearly set out rules and guidance in one place, in particular Section 5 "Behaviour on Site" to ensure that the information was contained in one section of the document
2. Amend the document to incorporate corrections raised by members.
3. Agree to the use of power tools, to be permitted only during the hours of 09:00-18:00 Monday – Sunday.

4. Defer the purchase of the noticeboard and to delegate to the Property Administrator in consultation with the Clerk and the Chairman to bring forward the most cost effective way to proceed.

#### **A/24/77 CRANNAFORD ALLOTMENTS – ALLOTMENT MANAGEMENT**

The Committee reviewed the fees and charges for the Crannaford Allotments for 2025/26 and beyond. Following discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Kevin Kendall and resolved to:

Implement an increase of 4% to the plot rental charges in April 2025/26; charges would be £78.00 and £39.00 respectively from 1<sup>st</sup> April 2025.

#### **A/24/78 COUNTRY PARK – MEADOW GRASS – EVALUATION**

The Chairman reminded Members of the decision to instruct a contractor to cut, bale and remove the Meadow grass during the Summer 2024. Since the works had been completed for the season, the Committee were in a position to evaluate the project. On the basis of the evaluation, it was proposed by Cllr Kim Bloxham and **resolved** to:

1. Note the report.
2. The Ranger to bring back details of the proposal from Lee Farm Services for 2025, together with a quotation to the next meeting of the Committee.
3. The quotation to include two cuts of the meadow grass in the year (Spring and late Summer) to prevent the ground becoming over nutritious, as this would not promote biodiversity.

Cllr Lisa Goudie abstained from the vote.

**The meeting closed at 21:01**

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 03 February 2025  
**Time:** 7:00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Lisa Goudie  
Cllr Kevin Kendall  
Cllr Barry Rogers  
Cllr Vincent Wilton (Vice Chair)

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/25/1 APOLOGIES FOR ABSENCE**

No apologies were received, all members were present.

## **A/25/2 DECLARATION OF INTEREST AND DISPENSATION**

Cllr Kevin Kendall declared a personal interest in Agenda Item 7, as a regular hirer of the Younghayes Centre.

## **A/25/3 MINUTES**

It was proposed by Cllr Barry Rogers, seconded by Cllr Vincent Wilton and **resolved** to accept and sign the minutes of the meeting held on 2 December 2024 as a correct record.

## **A/25/4 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/25/5 AMENITIES MONITORING REPORT**

The Committee commented on the development of the Community Garden and arrangements for a meeting with the Crannaford Allotment ploholders.

The Committee noted the Monitoring Report.

## **A/25/6 PLAY STRATEGY WORKING GROUP - UPDATE**

The Chairman reminded members that following the installation of the Skatepark a group of students from both Cranbrook local schools were invited to form the Skatepark Ambassadors group, to promote positive etiquette of the park. The Working Group have sought ways in which to support the Ambassadors and a report outlining a community event was brought forward for members to consider.

Following discussion, it was proposed by Cllr Colin Buchan seconded by Cllr Barry Rogers and **resolved** to

1. Note the updated report from the Working Group.
2. Agree to instruct Team Rubicon to provide a Skate Jam Event, preceded by a coaching event specifically for the Skatepark Ambassadors at the Skatepark at a cost of £1,740 plus VAT.

Signed .....

7 April 2025

3. To delegate to the Clerk and the Communications Officer in consultation with the Chair and Vice Chair to publicise the event package.

### **A/25/7 BOOKINGS POLICY**

The Chairman introduced a new Bookings Policy and invited members to consider it as a supporting document intended to assist the hire of Council assets. Members reviewed the document and suggested that it would be helpful if considered by both the Policy and Safety Working Groups before being recommended for adoption by the Council.

Following a lengthy discussion, it was proposed by Cllr Vincent Wilton seconded by Cllr Colin Buchan and **resolved** to

1. Note the report.
2. Delegate to the Clerk and the Property Administrator to review the suite of documents for use in the hire of all the Council's Assets through the Policy and Safety Working Groups and bring revised documents back to the Amenities Committee.

*Cllr Kevin Kendall having declared an interest did not take part in the debate or vote thereon.*

### **A/25/8 COVID-19 DAY OF REFLECTION 2025**

The Chairman advised that the Secretary of State for Culture, Media and Sport had announced a UK wide Covid-19 Day of Reflection to be held on 9<sup>th</sup> March 2025 and had encouraged Local Councils to mark the occasion of the fifth anniversary of the Pandemic. Members noted a Memorial bench and three Elm trees were planted in 2022 in St. Martin's Public Open Space and considered a proposal to plant an ornamental spring flowering tree in the vicinity of the bench to allow residents to commemorate the 5<sup>th</sup> anniversary and reflect on those affected by the Pandemic.

Following discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to

1. Purchase a suitable ornamental tree, selected as option B from within the report up to a maximum cost of £100 to mark the COVID-19 Day of Reflection 2025.
2. The specific location of the commemorative tree to be delegated to the Ranger in consultation with the Chair and Vice Chair of the Committee.
3. The tree to be planted and maintained by the Council Ranger supported by the Council Handy Person.
4. To delegate to the Clerk and the Communications Officer in consultation with the Chair and Vice Chair to publicise the event.

### **A/25/9 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the following points:

- St Martin's Tree Planting Update
- Council Tree Planting Event
- Ranger suggestion for a revised document format

The Committee noted the Ranger report.

### **A/25/10 COUNTRY PARK MANAGEMENT PLAN WORKING GROUP - UPDATE**

Cllr Ray Bloxham reported that the Working Group had discussed the requirements needed for the updated Country Park and Hedgerow Management Plans and outlined the key elements. The Country Park Management Plan and Hedgerow Management Plan were currently lengthy and less practical as a working document. The revised format would combine the two into an Open Space Management Plan and would incorporate all aspects including the country park, hedgerows, verges, trees, in parcel green spaces and future areas yet to be transferred to the Town Council. The revised format would allow for the addition of newly transferred areas and include a management specification for each type of open space.

Signed .....

7 April 2025

Members welcomed the comprehensive review of the documents and supported the proposed approach and content, particularly that it would incorporate future areas transferred to the Town Council as they arose. The Committee thanked the Working Group for their efforts on the formation of the revised documents.

Following discussion, it was proposed by Cllr Barry Rogers, seconded by Cllr Colin Buchan and **resolved** to

1. Note the Working Group update report.
2. Agree to the proposed approach for the new digital Open Space Management Plan and its content.

#### **A/25/11 ENGLAND WOODLAND CREATION OFFER**

The Chairman invited the Ranger to update members on the progression of the England Woodland Creation Offer Grant and the associated works. Members noted the update report and proposed governance arrangements to ensure the process was duly regularised.

Following discussion, it was proposed by Cllr Colin Buchan, seconded by Cllr Barry Rogers and **resolved** to

1. Note the report
2. Recommend to the full Council to delegate authority to the chairs of the Council's Finance & Personnel and the Amenities Committees to have oversight of the project governance and the financial claims.
3. Provide six-monthly update reports to the Committee.
4. Note the creation of new expense and income nominal in relation to the project in the Council's financial accounts which will document the expenditure and reimbursement and that the net position will be nil.
5. The Committee to approve the first tranche of spending at a total of £3,286.50 from the list of standard cost items.

#### **A/25/12 EXCLUSION OF PUBLIC AND PRESS**

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

*Cllr Lisa Goudie recorded a vote against.*

#### **A/25/13 COUNTRY PARK – MEADOW GRASS MANAGEMENT**

The Chairman reminded Members of the decision to instruct a contractor to cut, bale and remove the Meadow grass during the Summer 2024. At its last meeting the Committee sought an update report and proposal on works for the 2025 cutting season.

Following discussion, it was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to:

1. Note the report.
2. Recommend to Council to instruct Lee Farm Services to complete two cuts of Meadow Grass, baling and removal from the Country Park up to a total spend of £7,700.

**The meeting closed at 20:25**



# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 07 April 2025  
**Time:** 6.55 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Colin Buchan  
Cllr Kevin Kendall  
Cllr Barry Rogers  
Cllr Vincent Wilton (Vice Chair)

## **Also Present**

Cllr Ray Bloxham  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/25/14 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Kevin Blakey and Lisa Goudie.

## **A/25/15 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/25/16 MINUTES**

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Kendall and **resolved** to accept and sign the minutes of the meeting held on 3 February 2025 as a correct record.

## **A/25/17 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/25/18 AMENITIES MONITORING REPORT**

The Committee were advised that the Terrorism (Protection of Premises) Act also known as Martyn's Law became law on 3<sup>rd</sup> April 2025 and would require premises where 200 or more may be present to have plans in place to keep people safe in the event of an attack.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to

1. Note the Monitoring Report and
2. Establish a Council Working Party to investigate the requirements relating to Council Assets and to report back. The Working Party to include Cllrs Les Bayliss and Ray Bloxham and the Deputy Clerk.

## **A/25/19 PLAY STRATEGY WORKING GROUP - UPDATE**

The Chairman referred to the update report from the Play Strategy Working Group. An application was made to East Devon District Council for Cranbrook to be considered for capital investment as part of the District Authority's Flagship Play Provision. Following East Devon District Council's review of its annual capital programme approval was given to award the Town Council £150,000 capital investment in the refurbishment of St Martin's Play Area in 2025/26. This award would be on the basis that future management and maintenance would be undertaken by the Town Council.

Signed .....

14 July 2025

The Committee expressed their appreciation to East Devon District Council for the investment in the refurbishment of the play area which would be of great benefit to the community of Cranbrook.

Following discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to

1. Note the updated report from the Working Group.
2. Delegate to the Clerk in consultation with the Chair and Vice Chair to obtain the capital funding from East Devon District Council for the refurbishment of St Martin's Play Area
3. The Play Strategy Working Group to bring forward an update report to the Committee.

#### **A/25/20 COMMUNITY GARDEN**

The Chairman referred members to the update report outlining the development of the Community Garden. Members commented on the following points:

- The Community Garden has shown great improvement.
- The site would benefit from signage, subject to Planning constraints.
- Costs associated with the development of the Community Garden should be met from the Grant Funding.
- Encouraged the involvement of the local schools to develop engagement and participation.

The Committee noted the update report.

#### **A/25/21 RANGER REPORT**

The Chairman referred members to the Ranger Report outlining the activities carried out since the last meeting and proposals for forthcoming activities.

Members commented on the following points:

- The achievements of the Ranger
- Tree Planting Update
- If future reports were to be presented as a newsletter they would benefit from photographs to demonstrate the good work.
- The document would be developed further with the assistance of the Communications Officer.

The Committee noted the Ranger report.

#### **A/25/22 COUNTRY PARK MANAGEMENT PLAN WORKING GROUP - UPDATE**

Cllr Ray Bloxham reported that the Working Group had discussed the requirements needed for the updated Country Park and Hedgerow Management Plans and brought forward the first draft of the Open Space Management Plan for consideration. Members recalled that at its March Meeting, the Council had considered options for future grounds maintenance in Cranbrook and resolved that the Clerk in conjunction with the Working Group would bring forward the detailed service specifications in advance of procurement.

Members welcomed the approach and approved the first draft of the Open Space Management Plan and noted that further updates would be brought forward to subsequent meetings.

Following discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Barry Rogers and **resolved** to

1. Note the Working Group update report.
2. Support the first draft of the Open Space Management Plan and to delegate to the Clerk and Working Group to adjust the document in light of Committee comments.

#### **A/25/23 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton **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

Signed .....

14 July 2025

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.

#### **A/25/24 – TOWN MAP**

The Chairman referred to the report outlining the necessity to review and update the Town Map. The committee considered the services and associated costs and noted that the Maps would be available for users of the Town, Country Park and accessible routes for the Community Mobility Scooter. Members considered the scope of the map, the appropriate level of detail and that it would be accessible for users.

Following discussion, it was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to

1. Note the report.
2. Delegate to the Ranger and Communications Officer in consultation with the Chair and Vice Chair to seek clarity with Colour Heroes Ltd on the scope, design and accessibility of the map.
3. Subject to an agreed design to approve £3,150.00 Colour Heroes Ltd to design and create new maps for the town and Country Park inclusive of assets and walking/mobility scooter routes.

#### **A/25/25 – FENCE REMEDIATION**

The Chairman referred to the report outlining the options for remediation of knee rail fencing when needed. The Committee considered products made of wood and composite as alternative means to repair failing fencing.

Following discussion, it was proposed by Cllr Barry Rogers, seconded by Cllr Vincent Wilton and **resolved** to

1. Note that the fence posts at Russett Loop have been repaired.
2. To retain wood as the favoured material for future repairs and replacement where necessary.

**The meeting closed at 19:56**

# MINUTES

**Committee:** Amenities Committee  
**Date:** Monday, 14 July 2025  
**Time:** 7.00 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kim Bloxham (Chair)  
Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Lisa Goudie  
Cllr Kevin Kendall  
Cllr Vikki Wright (Vice Chair)

## **Also Present**

Member of Public (from item No. 05)  
Cllr Colin Buchan  
Andrew Chapman-New, Cranbrook Town Council  
Alexandra Robinson, Cranbrook Town Council

## **A/25/26 APOLOGIES FOR ABSENCE**

No apologies were received all were present.

## **A/25/27 DECLARATION OF INTEREST AND DISPENSATION**

No interests were declared or dispensations granted.

## **A/25/28 MINUTES**

It was proposed by Cllr Vikki Wright, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 7 April 2025 as a correct record.

## **A/25/29 PUBLIC PARTICIPATION**

No Members of the public were in attendance.

## **A/25/30 AMENITIES MONITORING REPORT**

The Committee considered the updated Monitoring report.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** that the Ranger would bring reports on Biodiversity and the Development of the Nature Reserve to the next meeting.

The Committee noted the Monitoring Report.

## **A/25/31 TOWN SQUARE – GENERAL MAINTENANCE AND CLEANING**

The Chairman referred to the report on the general maintenance and cleaning of the Town Square and lift. Members considered regular cleaning and reactive specialist cleaning that may be required for these areas. The Chairman informed members that East Devon District Council (EDDC) Street Scene were working to capacity at this time, but the Town Council should submit a comprehensive brief to EDDC Street Scene to ascertain their ability to support.

Following discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Vikki Wright and **resolved** to

1. Defer a decision on the purchase and installation of a wall mounted stainless steel ash bin until the situation with the replacement waste bins to the Town Square had been resolved.
2. Delegate to the Clerk and the Property Administrator to prepare a comprehensive brief inviting quotations from prospective cleaning contractors.
3. The brief to include scope and requirements of assets to be cleaned and maintained, incorporating proposals for assess to water and cigarette disposal and to bring a report to a future meeting for further consideration.

#### **A/25/32 RANGER REPORT**

The Chairman referred members to the Ranger Newsletter outlining the activities carried out since the last meeting. Members complimented the Ranger on the new Newsletter and suggested publishing editions as required. The Ranger would work with the Communications Officer on final editing and distribution. The Committee noted the Ranger report.

#### **A/25/33 MEMORIAL TREE REPORT**

The Chairman referred to the Memorial Scheme which permitted the installation of a Memorial Bench and the proposal to expand the service to include Memorial Trees. The Committee considered aspects of the service including selection of tree species, the cost of replacement trees and the onward care and responsibility.

Following a lengthy discussion, it was proposed by Cllr Vikki Wright, seconded by Cllr Les Bayliss and **resolved** to

1. Note the report
2. Approve an extension to the Memorial service to allow applications to plant a tree through the Town Council.
3. Update and amend the associated application form and terms of the service to cover both Memorial Benches and Trees and make available for public use subject to the applicant being responsible for the cost of replacement trees and or the plaque in full throughout the life of the service.
4. Review and amend the fees for the service and consider fees annually thereafter.

#### **A/25/34 COUNTRY PARK MANAGEMENT PLAN WORKING GROUP - UPDATE**

The Chairman reported that since the last meeting of the Amenities Committee the Ranger had prepared the supporting service specifications to operate within the Open Space Management Plan. The Committee noted that the papers formed part of the current Ground Maintenance Procurement exercise.

Following discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to

1. Note the update report and the progress made on drafting the service specifications and
2. Amend the service specifications be amended in light of member comments and that a final draft of both the Open Space Management Plan together with the Service Specifications be brought to the next meeting of the Committee.

*Cllr Lisa Goudie abstained.*

#### **A/25/35 SOUTHBROOK ALLOTMENT – SITE BOUNDARY**

The Chairman was pleased to report that the Town Council welcomed its first plot holder on 17<sup>th</sup> June and since then most of the plots have been let with evidence of cultivation underway. Sadly, there had been incidents of vandalism and antisocial behaviour to the site and these had been investigated by the Police. The Committee considered the security of the site including the installation of an entrance gate including alternatives such as a chain across the access. The Chairman advised members that the entrance to the allotment site was not fully in the Town Council's ownership and Cllr Bloxham would be meeting with Developers to determine a practical boundary between the site and the road.

Following discussion, it was proposed by Cllr Les Bayliss seconded by Cllr Kevin Blakey and **resolved** to defer installing a gate at this time and continue to monitor use of the site.

#### **A/25/36 VEHICLE ACTIVATED SIGN - UPDATE**

The Committee reviewed the data obtained from the two existing sites in Cranbrook. Given the growth and expansion of the town members suggested alternative sites for the Vehicle Activated Sign which could be

Signed .....

29 September 2025

considered by Devon and Cornwall Community Speed Watch. The Chairman suggested that now the Council had increased its number of staff that a further review into bringing the operation of deployment in-house might be possible. Members requested a report to consider the opportunity in full.

Following a discussion, regarding vehicle movements and noting the incidents of excessive speed recorded at the site in Tillhouse Road, it was proposed by Cllr Kim Bloxham, seconded by Cllr Vikki Wright and **resolved** to

1. Note the report.
2. Note the summary data from the Vehicle Activated Sign, annexed to the report.
3. Continue to monitor vehicle movements particularly in relation to site of Tillhouse Road
4. Review the locations of the Vehicle Activated Sign
5. A report reviewing the deployment service to be brought back to the Committee at the next meeting.

#### **A/25/37 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following items it was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey **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.

*Cllr Lisa Goudie recorded a vote against.*

#### **A/25/38 – GROUNDS MAINTENANCE COMPOUND**

The Chairman referred to the report outlining the development of a Compound to facilitate the many maintenance tasks that the Town Council would be able to complete in-house as part of the Handy Person role. The Committee considered the options for locating the compound and how the project might be funded. The Committee reviewed a project proposal and were delighted to note that the Council had been successful in being awarded a grant from the National Lottery Community Fund which would support the delivery of the compound.

Following discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Les Bayliss and **resolved** to

1. Note the report
2. Agree in principle with the proposed Great Meadow location for a compound site along with the delivery of two 20ft containers and the required foundations, fixtures and utility services until a permanent location becomes available.
3. The Ranger in conjunction with the Clerk and Chair to proceed with the National Lottery Community Grant to fund the proposed grounds maintenance site and
4. Make a recommendation to the Full Council to consider the balance required as part of the annual budget review for 2025-26.

#### **A/25/39 – COUNCIL VEHICLE**

The Committee noted that with the increase in town Council staff it had become increasingly difficult for those staff to carry out day-to-day tasks efficiently with access to one vehicle. The main disruption being to the Ranger and Handy Person roles, who both have highly reactive roles, but other staff were also affected. The Committee considered the current arrangements and the options for a second Council vehicle including vehicle type, modifications to the interior together with options to Lease or Purchase and suitable parking arrangements. The Committee would make recommendation to the next meeting of the Council.

Following discussion, it was proposed by Cllr Kim Bloxham, seconded by Cllr Vikki Wright and **resolved** to

Agree in principle to the leasing or purchase of a second vehicle, including ply-lining, and make a recommendation to the next meeting of the Full Council on 28<sup>th</sup> July 2025 to lease or purchase a second larger vehicle and to note the overspend budget for Council Vehicle.

**The meeting closed at 20:50**

Signed .....

29 September 2025