

Present: Cllrs Baker, Bromley, Gent, Jackson, Massey, Pepper, Vaughan.

In attendance: Clerk

Also present: Andy Wood, EDDC Growth Point.



19, New Buildings

Broadclyst

Exeter

EX5 3EX

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Broadclyst Parish Council Annual meeting

Press and Public were welcome to attend.

The Annual Council meeting of Broadclyst Parish Council was held on **Tuesday 3rd May 2016** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** when the following business was transacted:

MINUTES (Ratified on 6 June 2016)

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There were no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month

16/73 ELECTION OF CHAIRMAN

- i. Cllr Pepper, outgoing Chairman opened the meeting and stood down. The Vice Chair, Cllr Massey invited nominations for Chairman. resolve to elect a Chairman for 2016/17
RESOLUTION: t was nominated by Cllr Jackson that Cllr Pepper be elected as Chairman for 2016/17; the proposal was seconded Cllr Gent and Council was unanimous.
- ii. Cllr Pepper signed the Declaration of Acceptance of Office and took the Chair.

16/74 ELECTION OF VICE CHAIRMAN

Cllr Massey, outgoing Vice Chairman stood down. The Chairman invited nominations for Vice Chairman.

RESOLUTION: It was nominated by Cllr Gent that Cllr Pepper be elected as Chairman for 2016/17; the proposal was seconded Cllr Jackson and Council was unanimous.

16/75 APOLOGIES

- i. The Council resolved to accept apologies for absence from Cllr Staddon. It was noted that Cllr Wollacott has applied for a 6 month sabbatical, to which Council agreed.
- ii. The resignation of Cllr Martin Arthurs has been received; Council acknowledge his encyclopaedic local knowledge and it was agreed that a letter expressing thanks and gratitude be sent to Cllr Arthurs.
- iii. It was noted the vacancy will be published on the parish noticeboard (form CVP1) and the District Council notified.

16/76 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Interest not currently on Councillors' ROIs receive on items on the Agenda, nor receipt of requests for new Disclosable Pecuniary Interest (DPI) dispensations.. Cllrs Baker, Massey, and Pepper reiterated their pecuniary interest in agenda item 16/89iv, 16/0801/FUL – temporary classroom for Broadclyst Primary School .

16/77 MINUTES

The draft Minutes of the Parish Council meeting held on 4th April 2016 were circulated prior to the meeting.

RESOLVED. It was proposed by Cllr Gent, seconded by Cllr Vaughan, to accept the draft Minutes for the meeting as a correct record of the meetings; Council was unanimous in its agreement.

Standing Orders were suspended:

16/78 CRANBROOK MASTERPLAN UPDATE

An update from EDDC Cranbrook Masterplan Team was given to Broadclyst Parish Council (BPC) by Andy Wood (AW). The Masterplan process follows on from Strategy 12 of EDDC's Local Plan, which is to provide 8,0000 homes (to house circa 20,000) people by 2031; In addition to the 3,500 houses which already have the benefit of planning permission, the Local Plan allocates land to the east and west for a further 2,800 homes. 1,550 homes are currently unallocated.

The Masterplan process was launched to allocate land for the homes which are currently unallocated as well as all the other facilities that a town of that size will require. Local Plan policy anticipates there will be 18 hectares of employment land alongside additional sports pitches, allotments, the town centre etc. brought forward through the Masterplan process. There are currently live planning applications for c.4,000 homes.

The first formal stage in the production of the masterplan will be the 'Issues and Options' report. This will be considered by East Devon's Development Management Committee at the end of May. It will then be published for 6 weeks public consultation during June/July. It will be accompanied by a Sustainability Appraisal and Habitat Regulation Assessment.

A consultation programme is being put together – this will include events at the Younghayes Centre, sessions with parishes etc. as part of consultation process. Questions were invited from the floor and from Council.

Q: BPC: Why was there no Masterplan in place from the start?

AW: The Local Plan timeframe has extended from 2026 to 2031 which has increased the level of housing development anticipated at Cranbrook.

Q: BPC: Why was Broadclyst Parish Council's invitation to the Masterplan workshop withdrawn?

AW: The design code for the town centre is being produced by David Lock Associates; EDDC wanted to run a workshop in order to work towards finalising the design code. It became clear at a relatively late stage that the work that would be presented to the workshop was not as advanced as was hoped. The decision was made to use the time with David Lock Associates and the developers in a different manner with a slimmed down attendance at the workshop. The withdrawal of invitation was not well handled and this was a mistake for which an apology had been made to the Chairman and Clerk.

BPC: Broadclyst was initially invited to the meeting but due to a mistake on EDDC's part however was uninvited the evening before the workshop. This lack of representation at the workshop effectively rendered Broadclyst's view and opinion discounted, despite Rockbeare and Clyst Honiton Parish Council Chairmen being present to speak on behalf of their electors.

AW: Insofar of future opinions, Broadclyst's opinions will be heard and taken on board through the planning process; it is not clear yet if there is to be a second town centre / design code Masterplan workshop.

BPC: As a Parish Council we remain very interested in helping shape the future of Cranbrook and the rest of the Growth Point; the knowledge within the Parish Council can support the developers in delivering a sustainable development of the area.

BPC: Station Road junction where it joins the old A30 has become terribly congested over the last few years with traffic queuing back for up to quarter of a mile at peak times. Concerns were raised over access to the Eon building, with traffic congestion causing problems on the main road.

AW: The Consortium is working with DCC to remodel the Station Road junction to ease flow of traffic in and out as part of the western expansion zone.

BPC: Road signage both within and on peripheries of Cranbrook has been changed; however there is no signage to Broadclyst from the third roundabout (adjacent to the garage) along Crannaford Lane. This is causing continuing issues with deliveries to farms, businesses and private addresses north of Crannaford Crossing. It is formally requested by the Council that signage to Broadclyst via Crannaford Lane (on the new roundabout) be replaced as soon as possible.

BPC: What is the situation regarding transport infrastructure, including a potential second station?

AW: The physical road improvements are almost complete; the new Tithebarn Link road is now open on an interim basis using Science Park Drive pending completion of the final phase. DCC's preferred strategy is for a second station which would serve the town centre; the increased frequency would provide half-hourly service as part of Devon Metro service. The Masterplan process will consult on options for the second setting.

BPC: At a BPC/Network rail meeting on 24 November 2011 Broadclyst Parish Council was told that the distance from crossing of second station had to be at least 1,450 metres from crossing. This was the main reason that the first station was built where it is; how has that position changed in order to now allow a second station at Cranbrook? There is an issue at Crannaford crossing where drivers approaching from the north side cannot see obstructions on the south side of the crossing due to the bascule of the crossing; parked vehicles on the south side of the crossing cause an obstruction which means that large goods vehicles / long agricultural vehicles cannot get past parked cars before their trailers are clear of the tacks. School parking and school access in the lower area is too close to the track.

There was a move to close Crannaford Crossing at one point; there has been a rail study which looks at feasibility of the crossing. DCC/Network Rail have identified 2 possible locations for a second station.

16/79 DISTRICT COUNCIL REPORTS

A District Ward report was published by Ward Member Cllr Pepper; there was no report from Cllr Hale.

16/80 COUNTY REPORTS

There was no report from County Ward Member Cllr Bowden

16/81 NATIONAL TRUST REPORT

There was no report from the National Trust; Phillip Smart and Dan Fields both sent apologies.

16/82 POLICE REPORT

- i. The Police report for April 2016 was received.
- ii. **Smartwater.**
It was noted that when Smartwater was used on a trial basis in Exeter, allotment theft dropped by 96%, with a 100% conviction rate where stolen property has been recovered. PCSO Jack Stannard is to speak with the Broadclyst Allotment Association to promote allotment protection. It was also noted that EDDC has confirmed a Smartwater project would meet criteria for a Parish Together project.

16/83 PUBLIC QUESTIONS

There were no public questions on items on this Agenda

The meeting reconvened under Standing Orders**16/84 ACCEPTANCE OF REPORTS**

RESOLVED: It was proposed by Cllr Jackson that the reports received from stakeholders be accepted and to resolve to action any matters arising from any of the public/stakeholder reports received this evening accordingly.

It was agreed to summarise views regarding the Masterplan workshop in a letter to EDDC. Seconded by Cllr Gent, all Members were in agreement.

16/85 COUNCIL REPORTS**i. Clerks report**

The Clerks Report for April 2016 was presented to Council.

Smartwater rural crime project - it was proposed by Cllr Massey to delegate the Clerk to progress investigations with other parishes if they would like to consider trialling Smartwater in rural areas as a PT application. Council was in favour and so it was **RESOLVED**.

ii. Office update

A report regarding office provision, both immediate and longer term, was presented to Council, together with a breakdown of the costs. The report is appended to these Minutes.

RESOLVED: It was proposed by Cllr Jackson to instruct the solicitor to prepare a final invoice for the work in relation to the office, seconded by Cllr Baker – all in favour.

16/86 FINANCE

i. Payment Schedule for April 2016

RESOLUTION: It was proposed by Cllr Massey to approve the list of payments made for April 2016, including interim payments in relation to the Twinning visit. The proposal was seconded by Cllr Gent – unanimously supported.

ii. Finance Meeting Minutes

RESOLUTION: It was proposed by Cllr Gent that the Minutes of the Finance Meeting held on 21st April 2016 were an accurate record of the meeting. The proposal was seconded by Cllr Jackson and unanimously supported.

iii. Council's Reserves Account

It was noted that the total sum of £8,162.54 has been transferred to the Council's reserves account: £7,835.60 of which is ear-marked and £352.13 into general reserves, as resolved by the Finance Committee.

iv. Banking

The Council's banking arrangements and bank signatories for 2016/17 were reviewed. It was noted that as at 03/05/2016 the Council has accounts with Co-Op and Lloyds.

Bank signatories were confirmed as Cllr Chris Pepper, Henry Massey, Ian Wollacott and Martin Arthurs. As Cllr Arthurs had now resigned, Cllr Bromley agreed to be a signatory.

RESOLUTION: It was proposed Cllr Gent, seconded by Cllr Jackson that Cllr Bromley should be accepted as a new signatory. This was agreed unanimously.

v. Broadclyst Parish Council Community grant application

An application was received from the Girl Guides for an East Exe District disco to celebrate the Queen's 90th birthday; it will be held on 10th June 2016.

Detail:

The total project cost is £465; leaders and supervisors will be giving their time for free. This application meets Broadclyst Parish Council grant criteria and guidelines, is open to all Girlguides in the district to attend at a subsidised cost in order to be inclusive and will mark the first time all units in the East Exe District will come together for one big event.

RESOLUTION: It was proposed by Cllr Gent that the grant be approved. The proposal was seconded by Cllr Jackson and unanimously supported.

Council extended its thanks to the leaders of the Girl Guides for their hard work for the benefit of the young people of the parish.

16/87 AUDIT AND GOVERNANCE

- i. The end of year accounts for 2015/16 were presented to Council for approval, as recommended by the Finance Committee.

RESOLUTION: It was proposed by Cllr Jackson that the accounts be approved; the proposal was seconded by Cllr Gent and unanimously supported.

- ii. The end of year bank reconciliation to March 2016 was presented to Council for approval, as recommended by the Finance Committee.

RESOLUTION: It was proposed by Cllr Gent that the accounts be approved; the proposal was seconded by Cllr Jackson and unanimously supported.

- iii. The annual governance statement (Section 1 of the Annual Return for 2015/16) was read out by the Responsible Finance Officer.

RESOLUTION: It was proposed by Cllr Jackson that the annual governance statement be approved; the proposal was seconded by Cllr Gent and unanimously supported.

- iv. The Internal Auditor's report was presented to Council, along with a recommendation from the Finance Committee to put in place a system for ratifying actual bookings / hirings of Council facilities against monies raised from same.

RESOLUTION: It was proposed by Cllr Gent that the Internal Auditor's report be approved; the proposal was seconded by Cllr Massey and unanimously supported.

- v. Figures contained within Section 2 of the Annual Return, the Accounting Statement, for 2015/16 were presented to Council, in accordance with those approved in the annual accounts.

RESOLUTION: It was proposed by Cllr Massey that the figures in Section 2 of the Annual Return be approved as correct totals for Council receipts and payments; the proposal was seconded by Cllr Jackson and unanimously supported.

16/88 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION

- i. The Council confirmed Councillor Membership of each of its Committees.
- ii. The Council confirmed its representatives on external bodies for the forthcoming year. A summary of is appended to these Minutes (Appendix B)

16/89 PLANNING

i. Planning Decisions:

The following planning decisions made by the Local Planning Authority in April 16 were noted:

Application ref:	Location:	Proposal:	Link:
Ref. No: 16/0644/FUL	Land Adjacent Clyst Honiton Sewage Pumping Station Clyst Honiton	Variation of Condition 2 of planning permission 14/2520/FUL to amend the design of the approach ramps to the footbridge	Status: Approved
Ref. No: 16/0473/FUL	6 Woodbury View Broadclyst Exeter EX5 3HJ	Construction of single storey rear and side extension, enlargement of front porch and creation of parking area	Status: Approved
Ref. No: 16/0437/TRE	Village Green Town Hill Broadclyst	Horse Chestnut, Broadclyst green: Fell	Status: Approved
Ref. No: 16/0553/TCA	South View Broadclyst Exeter EX5 3ET	Sycamore: Fell.	Status: Approved
Ref. No: 15/1240/MRES	Land South of Moonhill Copse		Status: Approved

ii. Appeal decisions April 16:

It was noted there have been no appeal decisions announced in April 2016

iii. Planning Comment

It was noted that the Planning Committee submitted its comment to the Local Planning Authority following its public meeting on Tuesday 26th April.

iv. Validated applications:

To discuss the following validated planning applications

- a. Ref. No: 16/0818/FUL Broadclyst Community Primary School Broadclyst
EX5 3JG [Construction of temporary classroom and associated WC accommodation](#)
Cllrs Baker, Massey, and Pepper have a disclosed pecuniary interest in this application and took no part in the vote. Cllrs Bromley, Gent, Jackson, and Vaughan considered the application and voted to SUPPORT the application.
- b. Ref. No: 16/0788/FUL Higher Willyards Broadclyst
EX5 3DB [Retention of and amendments to existing replacement sun room extension](#)
No comment to make -SUPPORTED
- c. Ref. No: 16/0746/MRES Science Park Centre 6 Babbage Way Science Park Clyst Honiton EX5 2FN
[Approval of Reserved matters in respect of the siting, design and external appearance of a Research and Development \(Class B1b\) building, as described in the Outline Planning Application, with associated landscaping, access and parking, together with additional details as required by Conditions attached to the Outline Planning Permission.](#)
Solar panels over parking spaces. Opportunity to improve POS and historic parkland adjacent to the site Adequate litter management
- d. Ref. No: 16/0747/MRES Science Park Centre 6 Babbage Way Science Park Clyst Honiton EX5 2FN
[Approval of Reserved matters in respect of the siting, design and external appearance of a Research and Development \(Class B1b\) building, as described in the Outline Planning Application, with associated landscaping, access and parking, together with additional details as required by conditions attached to the Outline Planning Permission.](#)
Solar panels over parking spaces. Opportunity to improve POS and historic parkland adjacent to the site Adequate litter management
- e. 16/0263/MOUT Land Adjacent To Main Yard, Lodge Trading Estate Broadclyst
[Amended plans for consultation. These amendments relate to Additional Transport Statement received](#)
Council's existing comments regarding location and sustainability stand; it was not easy to identify amendments in this transport statement.

Footbridge:

2.5.3 clearly states that a footbridge will be provided to link the site to Cranbrook. There is no further indication as to how this will be achieved, given all the land is not under the control of the developer. Broadclyst Parish Council requests clarity be given that the site is contained within the area of search for Cranbrook

3.3.5 "In order to achieve...a pedestrian and cycle bridge will be provided over the railway line on the southern boundary of the site, connecting the south eastern corner of the proposed development with an area of POS within the Cranbrook development".

Sustainability

It would seem that the basis on which the sustainability of the development is pinned relies upon the use of Cranbrook's employment land, community infrastructure, SANGS etc. which is all dependant on access to Cranbrook via a bridge over the railway; the lack of detail in the application and the constraints of permissions which beyond the control of any one developer causes great concerns as to how such a bridge might ever be delivered.

16/90 CORRESPONDENCE

- i. Council received the April 2016 correspondence list
- ii. There were no matters arising for action from the correspondence list as appropriate. It was noted the enquiry into potential renaming of a road and cul-de-sac at Hillside Gardens has been stopped.

Cllr Bromley gave an update regarding the Blackhorse consultation to give the village recognition in its own right. There has been an excellent response to the consultation which was carried out in March/April; a total of 42 homes received a consultation document about the possibility of Blackhorse becoming a village in its own right. 36 completed survey replies were received in total, of which 32 were in favour of a separate village identity for Blackhorse and 2 were against. This has been mapped and passed to the Street Naming Dept. at the District Council which will liaise with the Royal Mail as to the next stage.

16/91 AGENDA 6 JUNE 2016

The following Agenda Items were noted for 6th June 2016.

Fun Day update.

Clyst Room - sale update

16/92 CLOSE OF MEETING

The meeting closed at 21:30hrs

Signed:.....

Print:

Dated:

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY
REQUEST**