

## Agenda for Cranbrook Placemaking Group Monday, 9th June, 2025, 9.30 am

### Members of Cranbrook Placemaking Group

Councillors: L Bayliss, K Blakey, K Bloxham, H Gent, S Hawkins,  
T Olive, N Vanstone

**Venue:** Conference Room, Younghayes Centre, Cranbrook

**Contact:** Wendy Harris, Democratic Services Officer;

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(or group number 01395 517546)

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- 1 Minutes of the previous meeting held on 17 March 2025 (Pages 3 - 8)
- 2 Apologies
- 3 Declarations of Interest  
Guidance is available online to councillors and co-opted members on making [declarations of interest](#).
- 4 Public speaking  
Information on [public speaking is available online](#).
- 5 Matters of urgency
- 6 Confidential/exempt items  
To agree any items to be dealt with after the public (including the Press) have been excluded.
- 7 Discussion with the Cranbrook New Community Partners  
Verbal update.
- 8 Community Governance Review  
Verbal update.
- 9 Stewardship of Public Amenities in New Developments  
Verbal presentation of [draft Cabinet report](#)
- 10 Cranbrook Place Partnership (Pages 9 - 18)
- 11 Implementation Plan (Pages 19 - 31)

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[Decision making and equalities](#)

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Cranbrook Placemaking Group held at Conference Room, Younghayes Centre, Cranbrook on 17 March 2025**

#### **Attendance list at end of document**

The meeting started at 9.33 am and ended at 11.34 am

#### **44 Minutes of the previous meeting held on 20 January 2025**

The minutes of the previous meeting of the Cranbrook Placemaking Group held on 20 January 2025 were agreed as a true record.

#### **45 Declarations of Interest**

There were no declarations of interest.

#### **46 Public speaking**

Aynsley Jones, Community Hub Manager from EX5-Alive referred to the Wellbeing Cranbrook item – Minute 56. She advised this needed the Group's urgent attention in considering the continued delivery of the Live and Move programme which was part of the Exeter and Cranbrook Sport England pilot which had been granted an extension until 2028.

The Community Hub Manager raised concerns about the lack of information that had been provided about what would happen to the existing Cranbrook community groups and services from 1 April 2025 when the existing posts cease to exist.

The Chair, in response, acknowledged these concerns and confirmed that discussions would take place today but due to its confidentiality a response would be provided after the meeting.

#### **47 Matters of urgency**

There were no matters of urgency.

#### **48 Confidential/exempt items**

There were three matters dealt with in this way recorded at Minute 56 – 58.

#### **49 Cranbrook Public Transport Briefing Note**

The Group received the response from Stagecoach to the request made by the Group for Devon County Council to explore with Stagecoach to extend the bus service to the railway station.

The Group expressed disappointment that at present Stagecoach were not prepared to consider the diversion for the reasons given in the report until a through route was available.

**RESOLVED:**

1. That the response be noted.
2. That the Cranbrook New Community Manager confirm the housing occupation trigger when the through route would be available.

## 50 **PAS Report - update on actions**

The Group received a verbal update on the PAS report which had been commissioned in 2023 to assist the delivery of any future new communities.

During consideration the Group noted the following headlines had been achieved:

- Establish a permanent chair to the Cranbrook Placemaking Group
- The implementation of a Terms of Reference
- To Group to focus only on strategic issues
- Prioritise the progression of the Local Plan
- Establish a wider project management consisting of a two-tier officer group for more engagement with senior officers
- Establish a wider engagement with stakeholders through workshops

The following were still in progress:

- Terms of Reference for the higher level officer group
- Review the processes to establish a more efficient way of decision making
- Town & Parish Councils Forum – improve communication

It was noted that a more detailed written report would be brought to the next meeting in June.

The Group expressed frustration about the limited powers of the monthly Cranbrook meetings which dealt with operational and snagging issues which had been ongoing for many years as the Consortium were reluctant to spend money sorting these issues out.

The Chair also highlighted that he had not seen a response from the Associate Director of Brookbanks on the actions given at the previous meeting in January. In response the Cranbrook New Community Manager advised that the Managing Directors of the Consortium have been invited to attend the next meeting but in the meantime she would chase a response.

### **RESOLVED:**

1. That the update was noted.
2. The Cranbrook New Community Manager to invite Hallam to the next meeting.
3. A detailed report to be brought to the next meeting in June.

## 51 **Community Governance Review**

The Group received a verbal update on the Community Governance Review and noted that on 26 February 2025 Full Council resolved to proceed with the review to establish whether to include the expansion areas which would start in March 2025.

### **RESOLVED:**

1. That the update was noted.
2. That the Director of Place confirm the start date of the consultation.

## 52 **Leisure Centre**

The Group received a verbal update on the leisure centre and during consideration noted the following:

- To be located on site TC4, adjacent to the proposed location to the health and wellbeing facility.
- A Senior Leisure Officer is now in post who has established a Cranbrook Leisure Centre Working Group made up of:
  - Senior Leisure Officer
  - Tim Child
  - Naomi Harnett
  - Andy Wood
  - Thea Billeter
- Terms of Reference and Governance Project are in progress and will be shared with the Group at a later date.
- A paper to go to the Leisure Forum on 8 April.
- Soft market testing completed which included questions specifically related to Cranbrook and what the community wanted to see for a leisure facility. The responses received showed a high interest from building and managing operators.
- Further revenue funding would be required once the OPE monies have been exhausted. The Cranbrook New Community Manager advised that she was establishing contact with Sport England for additional support.

### **RESOLVED:**

1. That the update be noted.
2. That the Cranbrook New Community Manager to contact the Senior Leisure Officer to consider including Ward Members in the Leisure Centre Working Group.

## 53 **Implementation Plan**

The Group received the Implementation Plan which set out the progress on a number of key issues. A request was received from the Town Clerk to include the remaining town centre parcels that EDDC had purchased. In response the Cranbrook New Community Manager advised this would be challenging. An update was provided on the following parcels of land which were being explored to help bring these forward:

- TC2 – ongoing issues relating to the ground conditions.
- TC4b – DCC are still waiting for this land to be offered for transfer.
- TC4c – In accordance with the Town Centre MOU, this parcel is not yet due for offer to transfer to the Council.

A discussion took place on the condition of land at TC2 which although it was established not to be toxic it was the cost of the clean-up and the additional cost of the foundations for a stable base which was the reasons for the delay to any building on the site.

### **RESOLVED:**

That the Implementation Plan was noted.

## 54 **Forward Plan**

The Cranbrook New Community Manager sought guidance from the Group about whether to change the Forward Plan to a six-monthly period to allow for a more realistic

timetable. In response the Group highlighted that in doing so could cause a delay to the Forward Plan or perhaps remove its focus. The Chair suggested that a sensible approach would be to align the Forward Plan to what was coming up for each meeting.

The Group considered the Forward Plan covering the period up to September 2025. The Town Clerk queried why the management of SANGs had been on the Forward Plan since 2023 and sought clarification for a realistic timescale as the town council had been approached by a number of developers about the long-term maintenance of SANGs. The Director of Place advised there had been a lot of discussions on this which included:

- the different management options for SANGs, including the endowment model and whether the council managed it in-house
- to consider a future district wide model of stewardship
- Community Governance Review – how SANGs were managed in the expansion areas

The Director of Place advised he would speak to the Cranbrook New Community Manager to confirm whether it could move forward to Quarter 2 – April to June 2025.

**RESOLVED:**

1. That the Forward Plan was noted.
2. That the Forward Plan be aligned to each meeting.
3. To consider moving 'Management of Suitable Alternative Natural Greenspace – preferred approach' to Quarter 2 – April to June 2025.

**55 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

The Group agreed that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).

**56 Health and Wellbeing Provision**

The Group received a report on the Cranbrook Health Provision that NHS Devon were progressing to provide a new health and wellbeing hub in Cranbrook to support the town as it grows. It was noted that the project was time critical and intended to be completed by the end of June 2025 to coincide with the Government's comprehensive spending review.

The report sought endorsement to the Steering Group governance structure for the Short Form Business case and asked the Group to note for the potential for an extraordinary meeting between 16 June and 7 July should the project experience an element of delay.

**RESOLVED:**

1. That the Steering Group governance structure as amended be endorsed for the Integrated Neighbourhood Health and Wellbeing Short Form Business Case.
2. That the project timescale of the Short Form Business Case be noted with the potential for an extraordinary meeting of the Group between 16 June and 7 July should the project experience an element of delay.

**57 Wellbeing Cranbrook**

The Cranbrook New Community Manager reminded the Group about the concerns raised by Aynsley Jones and sought guidance about the future of the Place Partnership Programme, including Wellbeing Cranbrook. In the event that the continuation of the Programme was supported members views were sought on preferred management arrangements for the future of East Devon's Place Partnership.

The Group were given three potential options:

1. EDDC to re-institute the programme and to host in-house
2. EDDC to re-institute the programme and EX5 Alive to host
3. EDDC to re-institute the programme and LED to host

During discussions it was highlighted that it would be difficult to make decisions as there was a lack of information about the programme and evidence should be gathered to find out about the number of groups held, their attendance, how often they meet etc.

**RESOLVED:**

To request a further urgent report, in consultation with relevant stakeholders, setting out:

- The options for future governance of the Cranbrook Place Partnership programme.
- The options for the format of the Wellbeing Cranbrook programme.

58 **Cranbox - discussion following East Devon Cabinet Item**

The Group received an updated report on an alternative approach to secure the funding for the Cranbox project to deliver new commercial floorspace within Cranbrook Town Centre.

**RESOLVED:**

That the Group note the update on the progress to secure the funding.

**Attendance List**

**Councillors present:**

Kevin Blakey (EDDC)  
Kim Bloxham (EDDC)  
Todd Olive (EDDC)  
Lesley Bayliss (CTC)

**Also present (for some or all the meeting)**

Ian Barlow (EDDC)  
Justin Cunningham (NHS Devon)

**Officers in attendance:**

Thea Billeter, Cranbrook New Community Manager (EDDC)  
Andrew Wood, Director of Place (EDDC)  
Wendy Harris, Democratic Services Officer (EDDC)  
Frances Wadley, Enterprise Zone Project Manager (EDDC)  
Nicola Wilson Principal Planning Officer (DCC)  
Janine Gardner, Clerk to Cranbrook Town Council (CTC)  
Alexandra Robinson Deputy Clerk, Cranbrook Town Council (CTC)

**Councillor apologies:**  
Sam Hawkins  
Henry Gent  
Sara Randall Johnson

Chair .....

Date: .....



Report to: Cranbrook Placemaking Group

Date of Meeting 9 June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Cranbrook Place Partnership

### Report summary:

Together with Exeter, the town of Cranbrook is part of the Sport England Place Partnership programme, running until 2028. East Devon's role in the programme and the Sport England Local Delivery Pilot as its predecessor has historically been fairly hands-off, with governance and administration led by Exeter City Council. Moving forward it is recommended that the council take a greater role in the Cranbrook programme and overarching governance.

Wellbeing Cranbrook ran from 2021 – 2025 focussing on community building and social prescribing. There is a desire amongst organisations working with the community to see the programme re-instigated but with changes made to make it more practical in its operation and delivery. There are options for the hosting of the programme that need to be considered and the re-establishment of the programme is dependent upon funding being secured for a minimum of 3 years.

### Is the proposed decision in accordance with:

Budget Yes ☐ No ☒

Policy Framework Yes ☒ No ☐

### Recommendation:

That members of the Cranbrook Placemaking Group:

1. Endorse the re-establishment of the Wellbeing Cranbrook programme for a period of 3 years and the creation of 1 x Community Wellbeing and Activity Organiser for 4 days/wk and 1 x Community Connector for 4 days/wk, and following this that;
2. Discuss the options for the hosting and day-to-day management of proposed Wellbeing Cranbrook roles, together with associated funding implications and express their recommendation on these matters that will be reported to East Devon District Council's Cabinet.
3. Recognise the need to strengthen representation on the overarching Place Partnership governance and structure so that Cranbrook's interests are adequately represented.

### Reason for recommendation:

Wellbeing Cranbrook was an important programme for the residents of the town between 2021 and the end March 2025, providing asset-based community development through social prescribing and support and encouragement for the community to grow and be active. With the town continuing to grow and the importance of community and activity to wellbeing, the reinstatement of the programme, in an updated manner, is considered to be a necessary for community support and intervention.

The Placemaking Group is not a decision making body and so the views of the Group will be reported to East Devon District Council's Cabinet for a resolution to be made and recommended to full Council.

Officer: Andy Wood, Director of Place, [andy.wood@eastdevon.gov.uk](mailto:andy.wood@eastdevon.gov.uk)

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Portfolio(s) (check which apply):

- ☐ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☒ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☐ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☒ Sustainable Homes and Communities

### **Equalities impact** Medium Impact

An equalities impact assessment will be completed to accompany any report to East Devon District Council's Cabinet where funding is being sought.

### **Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information** Budget for Community Builder and Connector posts for 2024/25 (as part of Agenda item 9); [Agenda for Cabinet on Wednesday, 27 March 2024, 5.00pm – East Devon](#); Cabinet endorsement of Place Partner bid: [Agenda for Cabinet on Wednesday, 5 June 2024, 6.00pm – East Devon](#); Update on Place Partnership: [Agenda for Cranbrook Placemaking Group on Monday, 20 January 2025, 9.30am – East Devon](#)

### **Link to [Council Plan](#)**

Priorities (check which apply)

- ☒ A supported and engaged community
  - ☐ Carbon neutrality and ecological recovery
  - ☐ Resilient economy that supports local business
  - ☐ Financially secure and improving quality of services
- 

## **Background**

### **Place Partnership governance**

1. The Place Partnership is hosted by Exeter City Council who hold the funding agreement with Sport England; East Devon District Council do not have any direct contractual obligations. This was also the case with the earlier Local Delivery Pilot.
2. At a system level, the Liveable Exeter Place Board provides the overarching governance, however that Board is solely interested in operations within the City Council boundaries and the interests of Cranbrook are not represented.

3. The bid for Place Partner status set out an intent to establish a new governance for the Cranbrook element of the Partnership, shifting to a local model, working alongside the Cranbrook Placemaking Group. This shift in governance is yet to be designed and formally implemented but it is important this is taken forward in order to better embed the programme at a local level.
4. Embedding at a local level will also help to cement corporate and political buy-in for the programme. The council's engagement in the governance of the former Local Delivery Pilot was not as active as would have been optimal, such that our status has not been as high as it is arguably deserving of. Going forward it is important to reset this position and for the council interests to be appropriately represented within the system governance. With appropriate representation at a system level, it will make local ownership and governance stronger and help to ensure that the Cranbrook strand of the Partnership acts in harmony with that in Exeter as there is learning and potential sharing of programme strands to be made the most of.
5. In order to move forward and put the council in a good position to take corporate ownership of the Cranbrook element of the Place Partnership, it is recommended that members endorse a review of the system governance both to reset council representation but also to review Cranbrook specific governance and facilitate the shift to a local model.

## **Wellbeing Cranbrook**

6. Wellbeing Cranbrook was established in 2021 and operated as part of the wider Wellbeing Exeter programme, to promote and improve the wellbeing of people individually and as part of their wider communities and for the most part had been funded by the Local Delivery Pilot and Devon County Council. For Cranbrook there were two posts employed, a Community Builder (18.5hrs/wk) and Community Connector (28hrs/wk). The key functions of these posts can be found at paragraphs 3.7 and 3.8 of a report to East Devon's Cabinet in March 2024  
(<https://democracy.eastdevon.gov.uk/documents/s23363/Delivering%20leisure%20and%20sports%20playing%20pitch%20requirements.pdf>)
7. At the end of March 2025, the Wellbeing Cranbrook programme came to an end with the fixed term contracts for the Community Builder and Community Connector posts coming to an end and Exeter Community Initiatives also handing back the hosting of these two posts to Co-Lab, with whom Exeter City Council have a contract to host the wider Wellbeing Exeter programme. Wellbeing Exeter continues to run as a programme, financially sustained for 2025 onward from a combination of Place Partnership funding and following Devon County Council's withdrawal of funding from the end of the 2023 financial year, Neighbourhood CIL funding. As the city does not have parishes the Neighbourhood CIL is retained by the city council for spend; this is not the case in East Devon. Furthermore, Cranbrook is zero rated for CIL and so very limited CIL payments have been made within the parish.
8. With the ending of the Wellbeing Cranbrook programme it has become apparent to those working in community facing roles in the town that it's cessation has left a void and there is inadequate support for individuals and community groups alike. Members of the Cranbrook Steering Group are supportive of the principle of re-establishing the Wellbeing Cranbrook programme, recognising the positive impact that programme can have for the town's community. However, to re-establish the programme additional funding is required, together with appropriate programme hosting and governance. It should also be noted that Cranbrook Town Council is not supportive of the re-starting of the programme in its previous format, mainly due to them feeling that it lacked measurable outcomes and demonstration of value for money.
9. Of the indicative Cranbrook elements of the Place Partnership funding, £60,000 is budgeted across the three years for Wellbeing Cranbrook, split as £30,000 for 2025/26, £20,000 for

2026/27 and £10,000 for 2027/28. The premise of this tapered funding is to stimulate the establishment of a long-term financially sustainable model but it should be noted that the funding available in any given year is inadequate in itself to operate the programme on the terms of its previous existence. Therefore the Place Partnership funding is anticipated as a contribution to match funding from the host local authority (East Devon District Council) and/or other funding opportunities.

10. In March 2024 East Devon District Council agreed to a budget of £76,974 for the 2024/25 financial year to close the funding gap for Wellbeing Cranbrook and additionally for a Project Manager post for the East Devon element of the former Local Delivery Pilot programme. Of this money, £32,278 is nominally allocated as spent during that year (subject to final sign off), leaving £44,696 that has been carried over to the current financial year. It should be noted that no Project Manager post has been recruited to, which accounts for much of the underspend. Should Wellbeing Cranbrook be reestablished then the underspend could be allocated to staff funding costs.
11. The Wellbeing Exeter programme includes an additional job role called Community Physical Activity Coordinator. These roles are different to the Community Builder post in that they focus on working with people who aren't currently inactive to find opportunities to move more as part of their daily lives. This can include helping to set up and facilitate new activities and groups. The Steering Group advocates for the previous Community Builder post job description to be amended so that it includes elements of the Community Physical Activity Coordinator role. These changes will also better reflect the work that was being undertaken by the previous Community Builder post holder who was actively helping to facilitate community groups. Appendix 1 shows a draft job description for this recommended new post. The job description picks up the changes suggested by the Steering Group and changes the job title to Community Wellbeing and Activity Organiser.
12. The previous Community Builder post was for 18.5hrs/wk (2.5 days/wk) but having regard to the proposed wider job remit and the continued growth of the town in coming years, officers consider this to be sub-optimal going forward and recommend that a new post is for 4 days per week (up to 29.6hrs). As this is a new post, it will likely need to go through job evaluation of the host organisation to establish a salary. For benchmarking, in Exeter the Community Physical Activity Organiser and Community Builder posts have a salary of £26,265 FTE (excluding on-costs). It would be reasonable to assume that the proposed new Cranbrook post would have a similar salary.
13. The previous Community Connector post was employed for 28hrs/wk. As with the post to replace the Community Builder, any reestablished Community Connector post will likely need to go through job evaluation of the host organisation to establish a salary. For benchmarking, in Exeter the Community Connector posts have a salary of £27,053 (excluding on-costs).
14. Officers recommend that if the Wellbeing Cranbrook programme is reestablished that it is done so with a commitment to funding to allow it to operate for 3 years; this would be co-terminus with the end of the Place Partnership funding. However, funding decisions need to be made at Cabinet and Council level and so this paper seeks only the endorsement of the Placemaking Group to the principal of the programme, such endorsement if forthcoming will be reported onward to Cabinet.
15. For the purpose of estimating costs to the council the salaries mentioned above fall roughly at SCP9 and SCP10, both within grade 1 of its pay structure. The tables below set out three year costs at the top of grade 1, including NI and pension costs, both for full time and part-time hours. They are also based on council salaries and on-costs, which may differ from those of the final host organisation, should they directly employ the posts.

	Community Wellbeing & Activity Organiser (SCP13) Full-time (37hrs)	Community Connector (SCP13) Full-time (37hrs)	Total salary costs
Year 1	£38,550	£38,550	£77,100
Year 2	£39,707	£39,707	£79,413
Year 3	£40,898	£40,898	£81,795
			£238,308

	Community Wellbeing & Activity Organiser (SCP13) 29.6hrs/wks	Community Connector (SCP13) 29.6hrs/wk	Total salary costs
Year 1	£30,840	£30,840	£61,680
Year 2	£31,765	£31,765	£63,530
Year 3	£32,718	£32,718	£65,436
			£190,647

16. Nominally, £60,000 is available across the three years from the Place Partnership programme. £44,696 is also remaining from the previous council budget and could be available if not spent on a Programme Manager post. Therefore, across the three years, a budget of circa £133,600 would be required if both posts were full-time (37hrs/wk) or circa £86,000 if both posts were employed for 4 days per week (29.6hrs).

### **Hosting of Wellbeing Cranbrook**

17. There are deemed to be three options for the hosting of the programme: a) East Devon District Council direct host, b) Ted Wragg Trust host, c) Another organisation host

#### **a. East Devon District Council host**

The council employs staff in its housing service who undertake community engagement roles, aimed at supporting its own tenants rather than the wider community. However, the council has a minimal housing stock within Cranbrook Parish and therefore the housing service does not currently facilitate any community based activities. Historically there have been some community based events organised by the council at Cranbrook but these have been ad hoc and as part of wider programmes, such as those associated with the Clyst Valley Regional Park. If the council were to host Wellbeing Cranbrook then further discussion will be needed as to where in the organisational structure the roles would sit and more practically, where they would be based in locational terms and how they would integrate themselves into the existing community network.

#### **b. Ted Wragg Trust host**

Cranbrook Education Campus are part of the Ted Wragg Trust and play a vital role in fostering the community both from their work with pupils and their families but also in being the base of the EX5 Alive community hub. The hub now operates as part of a CIC (see c) below) but with integral links and synergies with the Education Campus. In addition, the council, together with Devon County Council, is currently funding an English as an Additional Language (EAL) Refugee Coordinator post that is hosted by the Ted Wragg Trust/Cranbrook Education Campus. This existing hosting arrangement is understood to be working successfully for all parties involved and the Executive Team at Ted Wragg Trust

are content with the principle of hosting Wellbeing Cranbrook posts also, subject to the agreement of detail and procurement mechanisms.

c. Cranbrook Town Council

The Town Council have requested that consideration be given to them line managing the posts and potentially hosting one or both. They previously employed a Community Builder which was part funded by s106 monies and part funded from the Sport England Local Delivery Pilot but this ended some years ago. The Town Council's request for consideration is subject to a number of considerations:

- i. A preference for a youth-related post;
- ii. Confirmation of line-management arrangements;
- iii. Agreement of job descriptions;
- iv. The Town Council will need to increase its spatial capacity for additional work stations;
- v. Funding for the role(s) as the original intention was for the host organisation to match-fund.

The Town Council play a vitally important role in the future of the town and are well placed with information about what is happening locally on the ground. There are practical issues

d. Other local host

Other options for hosting could include by charity or non-profit organisations operating in the locality. The EX5 Alive community hub is managed by a Community Interest Company called Inspiring Connections. They have expressed an interest in hosting Wellbeing Cranbrook, however the EX5 Alive community hub is not presently financially sustainable in its own right, being dependent upon securing further grant funding for its ongoing operations and at some point in the coming years, the space it is occupying will be required to be converted to part of the secondary school. This places the hub at risk in the short to medium term. Officers are not aware of any other similar organisations operating at Cranbrook who may be suitable for hosting the programme.

18. Each of the four options has its own benefits, however East Devon officers are of the strong belief that the Wellbeing Cranbrook programme is best hosted and based within the town itself, rather than at East Devon District Council; this discounts option a).
19. Options b) and d) are similar in that as long as EX5 Alive is based at Cranbrook Education Campus, the Wellbeing Cranbrook posts would most likely be physically based within it; the difference is in the organisation hosting the posts. The Ted Wragg Trust are a well-established educational trust who have the organisational stability needed to host the programme for the next three years as a minimum. Inspiring Connections are a relatively new CIC and only became involved in EX5 Alive within the past 12 months. The uncertainty over the future of EX5 Alive increases the risk of placing the hosting of Wellbeing Cranbrook with the CIC.
20. The Town Council are well established and have some history of hosting posts that have a community focus. However, they are lacking the physical space to host posts and it is unclear what opportunity for additional desks there is within their offices. Further discussion on this point is necessary. As long as EX5 Alive remains active, it is extremely likely that most of the work of the new posts would take place within that setting, rather than at one of the Town Council assets, although any outdoor exercise groups would potentially use the country park and facilities within.
21. Cranbrook Town Council have expressed a preference for a youth focussed post due to what is described as a well evidenced need. The town's age profile is extremely young and there is an increasing number of teenagers resident within it. This undoubtably brings about a demand for support for youths, particularly as there are limited evening establishments

open within Cranbrook where they can go to be safe; the recent provision of the stakepark and pump track provide physical activities but these are outside and have no shelter adjacent, making them less attractive in cold months or when it is wet. The desire of the Town Council to see dedicated youth support is endorsed but officers are concerned that this should be considered separately to the re-establishment of Wellbeing Cranbrook, which by its very nature is designed to support the community as a whole. That is not to say that the programme could not have a youth strand to its work.

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**Financial implications:**

This is an ask for additional budget of £133k which Councillors need to consider carefully, the Council is facing a significant deficit in future budgets, and this would add to the savings the Council would have to find from other areas.

**Legal implications:**

The full governance considerations arising from the options outlined in this report will need to be fully considered in the report to Cabinet.

## **Community Wellbeing and Activity Organiser**

**The Community Wellbeing and Activity Organiser role will focus on supporting individuals and the community of Cranbrook to make physical activity part of their daily lives and to build community-led, welcoming and long-lasting opportunities in the local neighbourhood. They are hosted by ##### as part of the Sport England funded Move More Cranbrook network [alongside partners]**

### **Terms:**

- Salary: TBC
- Hours: TBC funding dependant
- Based in Cranbrook
- The role will be hosted and line managed by #####
- Flexible working arrangements will be considered. Some evening and weekend work will be required to fulfil the role.

### **Role functions:**

- Discover, map and understand the current community opportunities and assets in Cranbrook, with a particular focus on physical activity and wellbeing and how these are experienced by those who are currently inactive or experiencing poor personal wellbeing.
- Work alongside other Community roles and other stakeholders to gather information on local community, sport and physical activity opportunities
- Work alongside and engage with residents, groups and networks to support their physical activity and wellbeing related ideas and help to develop and embed them. This will include working closely with Move More Cranbrook colleagues and the wider Live and Move team to provide support with advice, guidance and writing funding applications
- Working alongside residents, groups and networks to coordinate, provide or link with practical support for activities - including for example, one-off events, promotional activities, taster days
- Work with individuals who are looking to become more active or improve their wellbeing in ways that work for them, including by providing information, linking them to opportunities, and providing support/accompaniment etc. when required.
- Work alongside existing individuals/groups/networks who want to add physical activity or other interventions aimed at improving wellbeing to their group/activity.



- Engage and listen to residents to help address barriers to being active and improving wellbeing
- Act as a “champion” of physical activity and good wellbeing within Cranbrook, providing information and resources to colleagues and promoting physical activity as a key element of wellbeing.
- Capture and share community stories, successes and challenges that can inform and support learning and evaluation across Cranbrook, East Devon, Sport England networks and the wider region
- Develop and share learning from the role with Move More Cranbrook, Live and Move and wider Sport England colleagues; supporting the growing understanding of what does and doesn't work when working with inactive people and communities, how challenges can be overcome.
- Maintain awareness of regional and national policies, campaigns, resources etc that may be relevant to role and of benefit to the aims of the programme.
- Keep up-to-date with external funding opportunities relevant to the role and the aims of the programme and support the completion of funding bids.

## **Person specification**

### **Essential:**

- A passion and commitment to supporting individuals and communities to transform their health and wellbeing.
- Excellent written and verbal communication and interpersonal skills.
- Excellent listening skills.
- Experience of working directly with communities, in a paid or voluntary capacity.
- Ability to work with people as individuals, be understanding, non-judgemental and empathetic of the issues they face and see them as equal to you.
- Ability to think creatively about community engagement and how to engage people who are physically inactive or experiencing poor wellbeing with different types of community and physical activity.
- Ability to build and maintain trusting and positive relations with colleagues, individuals, groups and communities.
- Understanding of the social context of physical activity and how perceptions and barriers affect engagement.

- Understanding of the approach, aims and roles within Wellbeing Cranbrook and a commitment to working collaboratively within this team and with other provider organisations within the programme.
- Ability to be flexible and adaptable to the different working environments required in community work.
- Ability to work flexibly and independently and available for evening and weekend work.
- Commitment to working with people who are currently physically inactive or experiencing poor wellbeing to start on a journey towards being more active and/or improving their wellbeing in a way that works for them and fits in with their daily lives.
- Understanding of professional boundaries and safeguarding and able to apply these to own work.
- IT literate with good knowledge and experience of different types of social media.
- Ability to reflect on own work, learn from it and share with others.
- Satisfactory Enhanced DBS check.

**Desirable:**

- Knowledge of and/or experience of working with the community of Cranbrook and existing networks.
- Understanding of and experience of using behavioural change, mentoring and motivational techniques with individuals and/or groups.
- Understanding of the principles of Asset-Based Community Development.
- Basic knowledge of long-term conditions / disability and how these impact on individuals' day to day lives.
- Understanding and experience of monitoring and evaluation.
- Lived or previous experience relevant to role and ability to use this to inspire others where appropriate.

# Cranbrook Placemaking Group

## Implementation Plan

March 2025

### Background and Context

The Terms of Reference for the Placemaking Group include a specific objective as follows;

*To develop an Implementation Plan for the delivery of key assets and services in the town and ensure that the Implementation Plan includes a clear understanding of the following in relation to individual assets;*

- *the strategic business case;*
- *who the client is;*
- *the business plan;*
- *the brief and specification;*
- *the budget and funding package, including sources of funding;*
- *procurement strategy;*
- *project management and delivery;*
- *ownership and management of facilities;*
- *the ongoing service delivery model and associated costs.*

### Framework

Looking forward the following are considered to be some of the key events during 2025;

- A final investment decision being taken in relation to the district heating interconnector project
- Completion of a delivery plan for the town centre and the establishment of project teams for key town centre projects
- Delivery of Cranbox

These are significant events in themselves and collectively are of seminal importance in terms of how the town will develop and be governed going forward. It therefore stands to reason that the Placemaking Group will need to be sighted on and input to key decisions, for example through input to draft reports or responses to planning applications.

## Topics

Alongside specific events there are also recurring topics which are sufficiently strategic as to demand the attention of the Placemaking Group. The provisional list of items for the next year is outlined below;

- Management of greenspace including suitable alternative natural greenspaces
- Health and wellbeing provision – the links to potential availability of funding from the One Public Estate programme and other to progress the Health & Wellbeing Hub concept
- Town centre – including the delivery of Cranbox, the Tillhouse building, leisure centre and wider masterplan
- Devon County Council related infrastructure – this includes the proposed community facilities, transport and education improvements
- Sport England Place Partner status

It is anticipated that reports on specific topics will be scheduled into specific Placemaking Group meetings.

## Local Infrastructure Fund

There is a long history of revolving infrastructure funds being utilised in Cranbrook to accelerate the delivery of critical infrastructure. This is an important cash flow tool and one which is likely to become ever more essential for coordinating infrastructure delivery for the expansion areas of Cranbrook.

East Devon District Council's Cabinet considered a series of reports focused solely on Cranbrook in July 2022. This included proposals to establish a £40m Local Infrastructure Fund. It is essential that this Fund is now operationalised in the form of bringing forward specific investment proposals. This is an intensive process as it will require an understanding of the detailed delivery of large-scale capital projects and the mechanism through which funds will subsequently be recouped.

At present the following projects are considered to be strong candidates in terms of being essential infrastructure which, with the benefit of forward funding, will help to unlock development and achieve wider place making objectives;



- Upgrading of London Road – to facilitate 30mph along its length
- Delivery of a health and wellbeing hub
- Delivery of a leisure centre
- Delivery of the next primary school


These are complex projects which will require dedicated time and effort to develop. There are other projects which could also be forward funded. The oversight of the Board will be required to guide the operation of the Local Infrastructure Fund.

## Implementation Plan

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
<b>Town Centre</b>						
Cranbox	Modular space proposals including food and beverage uses. Funding awarded through the Devon & Torbay Net Zero Capital Programme, with EDDC procuring the project	TBC/Enterprise Zone	Cranbrook Town Council – subject to final agreement.	Business Case: Funding Construction	<p><b>A</b></p> <p>Funding confirmed subject to legal agreement. Planning application submitted but invalid. Some concerns about ability to meet funding deadline for delivery.</p>	Janine Gardner CTC Frances Wadsley Naomi Harnett EDDC
Masterplanning of TC2 and other public sector acquired land	Masterplanning of TC2 and TC4b, c, d & e needed to ensure suitable distribution of uses, good urban design, place making and to facilitate exploration of funding and delivery partners. Linked exercise to the Tillhouse (CTC office, mini square and parking) and Health, Wellbeing and Leisure hub.	TBC	EDDC/CTC/DCC	Autumn 2024	<p><b>G</b></p> <p>Masterplan endorsed by EDDC's SPC October 2024.</p>	Thea Billeter EDDC
Town Centre Delivery Plan	Production of a delivery plan to identify specific projects, leads for these and a strategy for the delivery of the	TBC	DCC/EDDC/CTC	TBC	<p><b>R</b></p>	Naomi Harnett EDDC



Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
	remaining town centre land and facilities				Production not yet begun but see comments below re. The Tillhouse, Health and Wellbeing and Leisure projects	
Tillhouse building	Town Council town centre building. Link with wider masterplanning exercise (above). Challenge to close the anticipated budget gap.	Budget TBC  \$106 of £592,500	Cranbrook Town Council	TBC	<b>A</b>  Anticipated budget gap requires quantifying before the source(s) of the balance of funding can be identified.	Janine Gardner CTC
DCC Community Building	Multi use building providing flexible space for the delivery of County Council services including children's, library and youth, and other social and community services as required, to be provided on Parcel TC4b	Budget s.106 contributions + shortfall from external funding	DCC	TBC	<b>A</b>  Outline planning permission granted 22.7.20 but now lapsed. Town Centre DCC Deed of Variation signed 11.12.23. Now awaiting transfer of land and payment of first contribution (both now late) EDNCP (consortium) have said they will provide a clean site and have provided a ground contamination survey which confirms no contamination. Exploring	Sarah Ratnage / Nicola Wilson DCC

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
					co-location with health and leisure provision.	
Extra Care Housing	Housing with on-site care for older people with 55 self-contained homes. DCC places adults eligible for care with funding assistance into the homes. To be delivered on TC1 to be transferred.	Developer capital funded with Homes England funding / s.106 contributions	LiveWest under an initial Development Agreement and long-term Nominations Agreement with DCC	Completion March 2028	 <p>Planning application submitted and pending consideration. Amended transfer received from the EDNCP's (Consortium's) solicitor.</p>	Nicola Wilson / Carly Trego DCC
Health, Wellbeing and Leisure Hub	Feasibility study to determine specification for future Health & Wellbeing Hub. Work to be commissioned in conjunction with the NHS Devon. Will draw on previous studies/evidence.	£90k from One Public Estate programme Match funding from EZ programme	EDDC/CCG	TBC	 <p>Feasibility study for health planning and service requirements completed late Summer 2023.</p> <p>Leisure centre in EDDC Leisure Strategy. Potential for funding and support from Sport England as part of Place Partner status.</p> <p>Strategic Outline Case in production for Health and Wellbeing facility, led by NHS Devon.</p>	Mike O'Mahony Thea Billeter EDDC NHS Devon

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
					Leisure Centre Working Group established by East Devon District Council, project established and architects employed to undertake feasibility design of leisure centre and wider wellbeing campus.	
Town Centre planning applications	Determination of applications relating to: Supermarket and town square Parade of shops Nursery Highway infrastructure plans x 2	N/A	New Community Partners/HDD Cranbrook Town Council for square	Planning Permission issued May 2022  Construction completion summer 2024	 <p>Supermarket opened December 2024. Nursery lease taken up but fit out not yet begun, operator saying it will open in 2026. DCC Children's Services trying to engage with operator to better understand situation. Only phase 1 of high street constructed, with most units now open. Temporary planning permission granted for TW sales centre until 22 August 2025. Enforcement notice remains on land to ensure removal at end of temporary period. NCp have commissioned</p>	Thea Billeter EDDC



Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
					marketing of the Phase 2 land.	
Town Centre highway uplift works	Completion of uplift works on Tillhouse Road and Court Royal. Amongst other works, includes removal of central island on Tillhouse Road, widening of pavement, provision of pedestrian crossings and tree planting.	EDNCp (consortium)	EDNCp (consortium)	Summer/Autumn 2025	<b>R</b>  Planning permission was issued for the works in March 2023 but they have not yet begun. Existing permission and legal agreements don't obligate delivery in a set time scale. TC1/2 bellmouth works due for completion in September 2025.	EDNCp (consortium) EDDC for discussions over timetable of works
Phase 2 retail acquisition	EDDC commercial acquisition of the HDDL Phase 2 ground floor retail/commercial units	Prudential borrowing?	EDDC	Summer 2023	<b>R</b>  Financial offer to purchase has been rejected by the New Community Partners.  Land being marketed by New Community Partners with no set asking price, it is open to offers.	Andy Wood EDDC
Land transfers	Transfer to EDDC of TC2 Transfer to DCC of TC4b	EDNCp (consortium)	EDDC and DCC	TC2 – Spring 2025 TC4b – Not yet determined	<b>A</b>	Andy Champion EDDC

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
					TC2 transfer underway and form of transfer received. New Community partners want to transfer simultaneously with TC1.  TC4b offer to transfer not yet received.	Sarah Ratnage/Nicola Wilson DCC
<b>Community governance</b>						
Community governance review	Completion of community governance review to determine future extent of the Cranbrook parish in conjunction with the Cranbrook Plan.	N/A	EDDC lead the process of completing the review.	TBC	  EDDC full Council agreed to undertake the CGR on 26 Feb 2025. Stage one consultation is delayed from original expectation of Spring 2025.	Melanie Wellman EDDC
<b>Expansion areas</b>						
Bluehayes – main site	Up to 870 homes, primary school (or at Treasbeare), mixed use area, open space, allotments, SANGS	N/A	Taylor Wimpey and Hallam Land Management		  Planning application now subject to a resolution to approve. Negotiations underway regarding the s106 agreement	Thea Billeter/Liam Fisher EDDC

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
Bluehayes - SANGs	Change of use of agricultural land at Elbury Meadows to SANGS.	N/A	Taylor Wimpey and Hallam Land Management		<p><b>G</b></p> <p>Planning application now subject to a resolution to approve. Negotiations underway regarding the s106 agreement.</p>	Thea Billeter/ Liam Fisher EDDC
Treasbeare	Up to 915 homes, primary school (or at Bluehayes), neighbourhood centre, 5ha employment land, sports hub and pavilion, 5 G&T pitches, land for energy centre expansion, open space, allotments, SANGS	N/A	Carden Group/Redrow Homes		Planning application approved June 2024. Conditions 10 (flood resilient design and layout) and 24 (archaeology) discharged. Construction of the ground running enclosure at the airport underway to secure noise mitigation required to facilitate housing.	James Brown EDDC
Cobdens – main site	Up to 1435 homes, primary school, SEN school, part of neighbourhood centre, 10 G&T pitches, place of worship, cemetery, open space, allotments, SANGS	N/A	Persimmon Homes		Planning application approved April 2024. Land acquisitions now completed. Initial discharge of condition requests submitted. Discussions taking place re. first phase of delivery and schools land transfer but will miss SEND transfer trigger in s106 (April 2025).	James Brown EDDC

[illegible]

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
Ingrams Sports Pavilion	Provision of a pavilion at the Ingrams sports pitches.	S.106	Cranbrook Town Council	December 2022	<b>G</b>  Services connected and final works scheduled to be completed early June 2025.	Janine Gardner CTC
Phase 3 Country Park NEAP	Neighbourhood Equipped Area of Play in Phase 3 of the Country Park (renamed Stone Meadow)	s.106	Cranbrook Town Council	TBC	<b>G</b>  Delivery will depend on final basin 2c/town centre drainage scheme / possible relocation to town centre/edge of town centre.	Janine Gardner CTC
<b>Local Infrastructure Fund</b> Mobilisation of £40m revolving infrastructure fund to accelerate the delivery of critical infrastructure.						
Electricity capacity	Bringing forward a new Bulk Supply Point to ensure that there is available electricity capacity/supply to support ongoing development. Link also to installation of charging points for EVs.	£14m	EDDC/DCC/NGED	2025	<b>A</b>  National Grid have now devised an alternative strategy to release capacity. Land for a new primary sub-station yet to be secured but National Grid actively exploring options. Final reinforcement / upgrade solution will be	Andy Wood EDDC

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
					dependent upon total demand, which is predicated on method of heating for the expansion areas.	
London Road	Comprehensive package of works to reduce design speed to 20/30 mph and prioritise active travel.	Total cost not ascertained  £2.253m (indexed to Q1 2020) from expansion areas S106	DCC as highway authority		<p><b>R</b></p> <p>Brookbanks commission from DCC complete. DCC in house project completed to deliver a concept design. No further budget identified to progress to detailed design – DCC exploring opportunities, including CIL money.</p> <p>Developers have put forward schemes across their own frontages - DCC will work with these designs as part of the overall concept design. Report considered by the former Cranbrook Strategic Delivery Board in February 2024.</p>	Chris Burridge Barney –DCC Kenji Shermer - EDDC
Primary school	Accelerated delivery of first primary school in the expansion areas, either at Treasbeare or Cobdens, to	£8m - £12m depending upon which school	DCC as education authority		<p><b>A</b></p>	Simon Niles DCC

Subject	Summary	Budget/ Source	Ongoing ownership/ management	Target completion date	RAG/Status	Lead
	ensure school places are available to meet the growing population.				Devon County Council now confirmed strong preference for next school to be delivered at Cobdens. Confirmation of Free School funding for SEN school and DCC working with DfE to deliver this. All parties looking to collaborate for early delivery.	
<b>District heating</b>						
Roll out of district heating network	Decarbonising the existing district heat network and ensuring that it rolls out to the expansion areas will support the large scale delivery of low and zero carbon development. The preferred solution is to utilise recoverable heat from heat sources at Hill Barton.	Circa £31m, with £10.076m funding from HNIP programme	EDDC	2024	<p><b>A</b></p> <p>£6.95m GHNF funding now confirmed for project. Project Manager employed to take forward and regular meetings with developers scheduled.</p>	Andy Wood Naomi Harnett EDDC

**Cranbrook Placemaking Group****9 June 2025****Forward Plan of reports to the Group**

<b>Meeting date</b>	<b>Report</b>
4 August 2025	<ul style="list-style-type: none"> <li>• Health and Wellbeing project update</li> <li>• Leisure Centre project update</li> <li>• Education provision – update on new schools and discussion on pupil yields</li> <li>• Youth support provision</li> <li>• London Road upgrade</li> </ul>
6 October 2025	<ul style="list-style-type: none"> <li>• ESCo for expansion areas</li> <li>• Decarbonisation of district heating</li> <li>• Town Centre delivery plan and programme governance</li> <li>• Mechanism for allocation and spend of Category 4 infrastructure contributions</li> <li>• New Community partners discussion</li> </ul>
8 December 2025	<ul style="list-style-type: none"> <li>• Interim management of assets outside Cranbrook Parish boundaries</li> <li>• Management of Suitable Alternative Natural Greenspace – preferred approach</li> </ul>

Standing item – Community Governance Review

Andy Wood

Director of Place

June 2025