

To:

The Chairman and Members
of Cranbrook Town Council

18 March 2025

NOTICE OF TOWN COUNCIL MEETING

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

Meeting: Cranbrook Town Council
Date and time: Monday, 24 March 2025 at 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Janine Gardner
Town Clerk

PUBLIC PARTICIPATION

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

A G E N D A

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

3. MINUTES

To accept as a true record the minutes of the meeting held on 24 February 2025.

4. PUBLIC PARTICIPATION

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

5. DISTRICT AND COUNTY COUNCIL MATTERS

To discuss East Devon District and Devon County matters.

6. BOOKINGS POLICY AND CONDITIONS OF HIRE

To consider the attached report.

7. FUTURE OF GROUNDS MAINTENANCE

To consider the attached report.

8. DEVON ASSOCIATION OF LOCAL COUNCILS MEMBERSHIP

To consider the attached report.

9. COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES

To receive the attached updates from:

Cllr Les Bayliss: Cranbrook Placemaking Group, E.ON Stakeholder Forum, Sport England Local Delivery Pilot Cranbrook Steering Group, Risk management, emergency planning and health and safety

Cllr Kevin Blakey: Exeter Airport Consultative Committee (no update)

Cllr Kim Bloxham: Cranbrook Community Safety Group, Police and Crime Commissioner Councillor Advocate, E.ON district heating liaison

Cllr Ray Bloxham: Clyst Valley Regional Park Delivery Board

Cllr Colin Buchan: East Devon Arts and Culture Forum, Gypsy and traveller liaison, Street naming suggestions (no update)

10. COMMUNICATIONS REPORTS

- a) Communications report February 2025
- b) Social media report February 2025

11. ASSETS DELIVERY REPORT

To consider the asset delivery report dated 18 March 2025.

12. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

13. EXCLUSION OF PRESS AND PUBLIC

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

14. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

To consider the Council's insurance renewal schedule for the 2025-26 financial year as well as the Council's asset register dated 31 March 2025.

15. TOWN CENTRE BUILDING – OPTIONS

At its meeting on 23 September 2024, the Council commissioned a concept design for a town centre building which includes both Town Council and County Council uses, following an earlier meeting of the full Council on 24 June 2024 when the Council had agreed to its assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse (ref. minutes 24/97 and 24/150). On 24 February 2025, the Council deferred consideration of this item to this meeting and to request confirmation from Devon County Council whether it wishes to contribute towards The Tillhouse, and to enter into conversations with the East Devon New Community Partners in parallel regarding their offer towards the building (ref. minute 25/29).

Under this item, the Council is invited to consider the options in relation to the delivery of the Town Council's town centre building.

16. COUNCIL PREMISES WASTE COLLECTION SERVICE

To consider a report recommending the appointment of a waste collection service provider from the Younghayes Centre and the Ingrams sports pitches.

17. YOUNGHAYES CENTRE ENTRANCE DOOR

To consider a report recommending the appointment of a contractor to install automatic door opening and closing of the front main entrance door of the Younghayes Centre.