

To:

The Chairman and Members  
of Cranbrook Town Council  
20 April 2021

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## 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, 26 April 2021 at 7:00pm  
**Venue:** Zoom. Please email [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk) for the link to the meeting and the password if you would like to attend.

Janine Gardner  
Town Clerk

### VIRTUAL COUNCIL MEETINGS

In response to the outbreak of Covid-19 and the resulting period of emergency measures, the Government introduced the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which enables local authorities to meet virtually and make lawful decisions remotely.

### PUBLIC PARTICIPATION

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

# **A G E N D A**

## **1. APOLOGIES FOR ABSENCE**

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

## **2. DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

## **3. MINUTES**

To accept as a true record the minutes of the meeting held on 22 March 2021.

## **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**

Due to purdah the District and County Councillors will not be raising reports this month, however, they will be able to answer specific questions.

## **6. GRANT APPLICATION – CRANBROOK FESTIVAL**

To consider the attached grant application by the Cranbrook Festival Committee for £2,000.00 towards the cost of providing the Cranbrook Festival.

## **7. LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE**

To consider the draft response to a call for evidence by the Ministry of Housing, Communities and Local Government relating to remote meetings (<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence>).

## **8. YOUNGHAYES PLACE CAR PARK MANAGEMENT AND MAINTENANCE**

To consider the attached report.

## **9. ASSET DELIVERY REPORT**

To consider the attached report.

## **10. UNAUTHORISED ENCAMPMENTS REASSURANCE SCHEME**

To consider the attached report.

## **11. REPURPOSING THE LIBRARY BOOKS**

To consider the attached report – *to follow*.

## **12. COMMITTEE MINUTES**

To adopt the minutes of the

- a) Planning Committee on 29 March 2021 and the
- b) Amenities Committee on 29 March 2021.

## **13. SCHEDULE OF PAYMENTS**

To approve the attached schedule of payments.

## **14. 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.

## **15. EXPANSION OF THE CRANBROOK MEDICAL CENTRE – TENDER EVALUATION**

To consider the attached report on the outcome of the recent tender exercise. On 15 February 2021, the Council agreed the tender documents relating to the expansion of the Cranbrook Medical Centre for publication in accordance with the Council's Financial Regulations and public procurement legislation (minute ref 21/35).

## **16. ACTION EAST DEVON DEED OF SURRENDER**

To agree the attached document.

## **17. HIGH CLEANING OF THE YOUNGHAYES CENTRE**

To consider the attached report.

## **18. REPLACEMENT DISHWASHER IN THE YOUNGHAYES CENTRE**

To consider the attached report – *to follow*.