

MINUTES

Committee: Town Council
Date: Monday, 24 February 2025
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss (in the chair)
Cllr Matthew Bayliss
Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Lisa Goudie
Cllr Kevin Kendall
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

25/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Sam Hawkins.

25/17 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

25/18 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to accept and sign the minutes of the meeting held on 20 January 2025 as a correct record.

25/19 PUBLIC PARTICIPATION

There were no members of the public in attendance.

25/20 DISTRICT AND COUNTY COUNCIL MATTERS

The Council considered the report by Cllr Sara Randall Johnson, representing Devon County Council and queried the cost of support from the Mental Health Support Team in Schools (MHST).

The Council noted the report by the district councillors representing Cranbrook and, in particular, the update on local government reorganisation.

Signed

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25/21 INGRAMS SPORTS PITCHES

a) Ingrams Pavilion Financial Position

The Council considered a report regarding the financial position of the delivery of the Ingrams Pavilion.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to vire from the general reserve £20,000 to cover the anticipated shortfall of capital expenditure of currently £14,871.52 plus some contingency.

b) Delivery of Local Equipped Area of Play (LEAP)

The Council considered an update on the Procurement Act 2023 as well as tender documents for the procurement of a Local Equipped Area of Play (LEAP) at the Ingrams sports pitches in accordance with the Section 106 agreement dated 29 October 2010 and the open spaces deed of variation to that agreement dated 2021. The latter had transferred the responsibility for the delivery of the LEAP to the Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

a) note the attached procurement update.

b) approve the tender documents for the Local Equipped Area of Play (LEAP) at the Ingrams sports pitches for publication on the government's Contracts Finder platform.

25/22 YOUNGHAYES CENTRE DEFIBRILLATOR

The Council considered a report regarding the future of the automated external defibrillator at the Younghayes Centre.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Matt Bayliss and **resolved** to accept the gifting of the publicly accessible defibrillator at the Younghayes Centre and to agree to the conditions set out in the South Western Ambulance Service NHS Foundation Trust gifting letter dated 12 February 2025.

25/23 COMMITTEE MINUTES

The Council received the minutes of the meeting of the Amenities Committee on 3 February 2025. By accepting these minutes, the Council approved the recommended spend of up to £7,700 to complete two cuts of meadow grass, baling and removal from the Country Park (ref. minute A/25/13).

The Council received the minutes of the meetings of the Planning Committee on 3 February 2025 and on 17 February 2025.

25/24 ASSETS DELIVERY REPORT

The Council noted its assets delivery report dated 18 February 2025.

25/25 MEDIA REPORTS

a) Implementation of suggested communications strategies

The Council considered a report on the proposals by the Communications Officer in section F of the "Communications Report December 2024" which the Council had considered at its last meeting on 20 January 2025 and on how those could be implemented in view of the resources required (ref. minute 25/8).

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The Council suggested that automated reporting functions be used within Facebook and Instagram in order to reduce the manual reporting produced by the Communications Officer with reference to the monthly communications reports and social media analyses.

At the last Council meeting on 20 January 2025, the Council had adopted its Community Engagement Strategy and the Communications and PR Strategy (ref. minute 25/8) and noted that both documents may require review in light of the suggested feedback report on social media comments on 24 March 2025.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to

a) enable comments on the main Council Facebook page on a trial basis and to recognise that Council officers will at their discretion remove any content which is offensive and/or contravenes with the provisions contained within current legislation (e.g. Equality Act 2010).

b) agree to community guidelines which define acceptable commentary and the approach to responses to comments articulated in this report.

c) receive a further report to the full Council meeting on 24 March 2025 which details the impact of monitoring and responding to comments on social media on officer hours and capacity.

Cllr Lisa Goudie abstained from the vote.

b) Communications report January 2025

The Council noted its communications report dated January 2025.

c) Social media analysis January 2025

The Council noted its social media analysis dated January 2025.

25/26 COUNCIL APPOINTMENTS

The Council appointed Cllr Kevin Blakey to the Airport Consultative Committee.

25/27 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the schedule appended to these minutes.

25/28 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Matt 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 voted against.

25/29 TOWN CENTRE BUILDING – OPTIONS

At its meeting on 23 September 2024, the Council had commissioned a concept design for a town centre building which would include 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

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contributions towards the Town Council's town centre building The Tillhouse (ref. minutes 24/97 and 24/150).

Under this item, the Council was invited to consider the options in relation to the delivery of the Town Council's town centre building. The Council reiterated its desire for that building to contain elements which generated revenue so that the building would not present a drain on the taxpayer but was financially sustainable, while being a building of civic significance which defined the northern boundary of the northern town square.

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

a) defer consideration of this item to 24 March 2025 and to ask Devon County Council to confirm whether it wishes to contribute towards the Town Council's town centre building The Tillhouse.

b) enter into conversations with the East Devon New Community Partners in parallel regarding their offer towards the Town Council's town centre building The Tillhouse.

25/30 CRANBOX

On 18 November 2024, the Council had considered a report regarding the delivery of Cranbox and agreed in principle to the transfer of Devon County Council and Torbay Council's devolution deal funding to the Town Council for the purpose of the Town Council delivering Cranbox (ref. minute 24/183). Since then, events had been evolving and East Devon District Council was currently leading on delivering the project themselves and to transfer the finalised asset to the Town Council.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept the transfer of flexible modular commercial spaces in the town centre known as Cranbox in principle but on the following conditions:

a) The calculations by the quantity surveyor must be favourable to the delivery of a scheme which can be financially sustainable in perpetuity without creating a liability for the taxpayers of Cranbrook.

b) The Town Council will not accept liability for any costs associated with the delivery of Cranbox, known or unknown, and all associated fees will be paid for by the grant funding. This includes e.g. the planning application fee and an independent fire risk assessment.

c) The Town Council will manage and maintain Cranbox autonomously and at its sole discretion.

d) The District Council provides an undertaking that Cranbox will be delivered on both sides of the northern square as was articulated in the Cranbrook Town Centre Masterplan and agreed by all parties during the production thereof in the autumn of 2024.

e) The transfer of the underlying land forms part of the freehold asset transfer. For ease, the northern town square land, the land for the counterpart of the Cranbox development on the eastern side of the square and The Tillhouse site will be transferred at the same time.

Cllrs Kevin Blakey and Kim Bloxham abstained from the vote.

25/31 HR SERVICE PROVIDER

At its meetings on 21 October 2024, 18 November 2024, 16 December 2024 and 20 January 2025, the Council had considered reports detailing options relating to the appointment of a human resources (HR) service provider which may include the provision of an employee assistance programme (ref. minutes 24/166, 24/182, 24/199 and 25/15).

At its most recent meeting on 20 January 2025, the Council had resolved to arrange a meeting with the Council's preferred service provider, the Clerk and Deputy Clerk as well as the Chair and Vice Chair of the Council's Finance & Personnel Committee to which all councillors would be invited so that final questions could be answered. Those councillors who engaged with that process subsequently confirmed that they had no final questions, and the meeting was therefore cancelled.

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The January 2025 item is re-submitted for the Council to decide on the appointment of a human resources service provider.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to appoint Aventure on a 60-month contract at a monthly cost of £295.

Cllrs Colin Buchan and Vincent Wilton voted against.

Cllr Lisa Goudie abstained from the vote.

The meeting closed at 8:40pm.

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SCHEDULE OF PAYMENTS			
CRANBROOK TOWN COUNCIL		AGENDA ITEM NO. 12	
24 February 2025			
Town Council Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
14/01/2025	Studio Four Architects Ltd	Town Square attendance at completion for defects inspection	£ 342.00
22/01/2025	Allotment tenant	Refund	£ 12.50
23/01/2025	Tony Benger Landscaping	Grounds maintenance January 2025	£ 12,000.00
23/01/2025	Devon Car Keys Ltd	Van replacement key (PAID)	£ 165.00
26/01/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
23/01/2025	Wyevale Nurseries Limited	EWCO grants purchase (A/25/11)	£ 685.50
20/12/2024	The Great Outdoor Gym Company	Trim Trail balance payment (ref. minute 24/147)	£ 2,510.10
30/12/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
27/01/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
30/01/2025	Wicksteed Leisure Ltd	End caps for play areas	£ 12.66
23/01/2025	Tony Benger Landscaping	Country Park additional grounds maintenance	£ 1,086.00
30/01/2025	Quick Plant & Groundworks Ltd	Ingrams Pavilion additional groundworks	£ 6,870.00
31/01/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance January 2025	£ 2,140.00
03/02/2025	Jurassic Waste Ltd	Disposal of flytipped waste (code to remediation of vandalism)	£ 144.00
03/02/2025	SoVision IT Ltd	IT services February 2025	£ 774.67
04/02/2025	Aquarius Solutions	Community Clean Graffiti Removal Kit	£ 165.00
06/02/2025	SLCC	Annual membership for Deputy Clerk	£ 360.00
11/02/2025	Aubergine 262 Ltd	Annual website subscription (re. minute 23/185) (Pay on 1st April 2025)	£ 358.80
16/02/2025	Water Plus	Community Garden water charges	£ 45.58
16/02/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
13/02/2025	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 420.00
17/02/2025	See the light	Broadband and telephony	£ 54.71
13/02/2025	Maverick Industries	Skatepark 5% retention release (i.e. £13,853.14)	£ 16,623.76
18/02/2025	Members of the Public	Refund	£ 6.25
18/02/2025	Greentech Ltd.	EWCO grants purchase (A/25/11)	£ 2,601.00
Council Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
28/01/2025	British Gas	CCTV electricity St Martin's play area	£ 76.90
04/02/2025	Concorde	Printing costs	£ 5.63
31/01/2025	Unity Trust Bank	Bank charges	£ 9.75
Staffing Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
04/02/2025	East Devon District Council	Payroll recharge - January 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 25,208.61
Younghayes Centre Costs			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
13/01/2025	IWS	Legionella Testing Jan 2025	£ 113.50
21/01/2025	Safe Working Lifts Limited	Younghayes Centre lift remedial works (24/184)	£ 5,037.30
23/01/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance January 2025	£ 93.18
26/01/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 71.81
11/02/2025	IWS	Legionella testing February 2025	£ 113.50
14/02/2025	Energy Systems (SW) Ltd	Plant Room Services	£ 384.00
17/02/2025	See the light	Broadband	£ 16.80
Younghayes Centre Direct Debits			
DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/01/2025	Biffa	Waste collections	£ 147.13
03/02/2025	E.ON	Heat	£ 1,240.31
31/01/2025	Unity Trust Bank	Bank Charges	£ 11.55

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