



To:

The Chairman and Members  
of Cranbrook Town Council

22 April 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, 28 April 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 March 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. GRANT APPLICATION – CRANBROOK ACTION GROUP**

To consider a grant application from the Cranbrook Action Group for £340.00 to cover printing and distribution costs of an A5 leaflet detailing a list of all local community groups operating and serving Cranbrook to highlight the extensive offering of community groups to residents and help groups grow awareness.

### **6. STANDING ORDERS**

On 31 March 2025, the National Association of Local Councils announced that they had updated their [Model Standing Order \(England\) 18](#) to comply with the Procurement Act 2023 and ensure consistency with their [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. They've also updated [Model Standing Order \(England \) 14](#) to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. To adopt the updated model Standing Orders.

### **7. FINANCIAL REGULATIONS**

On 3 March 2025, the National Association of Local Councils announced that they had updated model financial regulations 5.4, 5.7 and 5.11 in light of the Procurement Act 2023 and the Procurement Regulations 2024. To adopt the updated model Financial Regulations.

### **8. GROUNDS MAINTENANCE TENDER DOCUMENTS**

On 24 March 2025, the Council considered a report regarding the future of grounds maintenance after its current contract will expire on 31 March 2026.

To consider an approve the invitation to tender documents and the service specifications relating to the following two services

- a) Grounds maintenance
- b) Hedge cutting

for publication on the Government's Find a Tender platform in accordance with the tender timetables contained in the invitation to tender documents, and to delegate authority to the Clerk to finalise both documents.

## **9. TOWN SQUARE – BARRIERS TO VEHICULAR ACCESS**

To consider a report regarding the installation of barriers at the entrance onto the Town Square to prevent vehicular access to the Square.

## **10. COMMUNICATIONS REPORTS**

To consider the following:

- a) Communications Report March 2025
- b) Facebook Report March 2025
- c) Instagram Report March 2025

## **11. COMMITTEE MINUTES**

To receive the minutes of the meeting of the Amenities Committee on 7 April 2025.

## **12. ASSETS DELIVERY REPORT**

To consider the asset delivery report dated 11 April 2025.

## **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. AGREEMENT UNDER SECTION 104 OF THE WATER INDUSTRY ACT 1991**

The Council received an engrossed agreement under Section 104 of the Water Industry Act 104 between developers and water companies for the adoption of newly constructed sewers and pumping stations, ensuring they meet required standards and become the responsibility of the water company for maintenance. The Town Council is party to the agreement governing Stone Barton as an adjoining landowner on whose land some of the apparatus was constructed.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the agreement in accordance with Standing Order 23.

## **16. CRANBROOK MEDICAL CENTRE EXPANSION**

To consider a report regarding a further potential expansion of the Cranbrook Medical Centre within the Younghayes Centre in response to the growing population locally.

## **17. INGRAMS SPORTS PITCHES**

To consider reports recommending the procurement of:

- a) An electricity provider
- b) A provider to carry out a survey of the sports pitches

## **18. PRINTER/SCANNER PHOTOCOPIER**

To consider a report recommending the procurement of a printer/scanner/photocopier in the Council office.

## **19. FIRE EXTINGUISHERS SERVICING AND COMMISSIONING**

To consider a report recommending the procurement of a contractor for the servicing and commissioning of fire extinguishers for both the Younghayes and Ingrams Pavilion.