



To:

The Chairman and Members  
of Cranbrook Town Council

17 September 2024

## 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, 23 September 2024 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 21 August 2023.

### **4. APPLICATION FOR CO-OPTION**

To consider the attached.

### **5. 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.

### **6. DISTRICT AND COUNTY COUNCIL MATTERS**

To discuss East Devon District and Devon County matters.

### **7. NOTICE OF CONCLUSION OF AUDIT**

To consider the attached documents from the Council's external auditor PKF Littlejohn.

### **8. RISK ASSESSMENT – REMOVAL OF GRAFFITI**

To approve the attached risk assessment.

### **9. SOCIAL MEDIA REPORT**

To consider the attached report.

### **10. COMMITTEE MINUTES**

To receive the minutes of the meetings of the:

- a) Amenities Committee on 2 September 2024

N.B. By adopting the above minutes, the Council approves the expenditure recommended by the Amenities Committee of £5,368 to instruct the Council's grounds maintenance contractor to replace the existing perimeter path with grass at the Crannaford play area in accordance with minute ref. A/24/58.

- b) Planning Committee on 2 September 2024

## **11. ASSET DELIVERY REPORT**

To consider the asset delivery report dated 17 September 2024.

## **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. STONE MEADOW COUNTRY PARK – DELIVERY OF A TRIM TRAIL**

On 24 June 2024, the Council approved the tender documents for advertising the procurement of a trim trail in the Stone Meadow area of the County Park on the Contracts Finder platform (ref. minute 24/87).

The Council is now invited to consider the results of the tender process and to appoint a preferred supplier for the design and build of the wheeled sports pump track as specified in the tender documents and to work with the supplier to enable delivery within budget.

## **15. INGRAMS SPORTS PITCHES – DELIVERY OF A MULTI-USE GAMES AREA (MUGA)**

On 18 March 2024, the Council approved tender documents for the delivery of a multi-use games area (MUGA) at the Ingrams sports pitches including fencing, floodlights and an access control system to safeguard the facility against unauthorised use. Subsequently, the tender documents were published on the Council's website and the government's Find a Tender platform (ref. minute 24/35) but only one tender was received by a supplier who was unable to deliver a scheme within the Council's budget of £170,000 plus VAT.

On 24 June 2024, the Council considered a report by its tender evaluation panel explaining as much and the Council resolved to not award the contract at this stage and to re-tender the opportunity on the government's Find a Tender as well as the Contracts Finder platforms (ref. minute 24/96(a)).

The Council is now invited to consider the results of the latest tender process and to appoint a preferred supplier for the design and build of the wheeled sports pump track as specified in the tender documents and to work with the supplier to enable delivery within budget.

## **16. FUTURE OF GROUNDS MAINTENANCE**

To consider a report discussing options for the future provision of grounds maintenance in Cranbrook.

## **17. TOWN CENTRE BUILDING**

On 24 June 2024, the Council considered a report regarding the delivery of the Town Council's town centre building and agreed to the Council's 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. The Council also requested that Devon County Council's land allocation is transferred to the Town Council in order to enable an as-large-as-possible northern counterpart to the town square and a direct link between The Tillhouse and the Country Park on parcel TC2 (ref. minute 24/97).

The Council is now invited to consider the next steps in this process.

## **18. ALL-TERRAIN MOBILITY VEHICLE / COUNCIL VAN**

To consider a report detailing the future of a currently leased van in conjunction with the Council's new all-terrain mobility vehicle.

## **19. YOUNGHAYES CENTRE HEATING SERVICING AND MAINTENANCE**

To consider a report recommending the appointment of a maintenance contractor in accordance with the Council's Financial Regulations.