

CRANLEIGH PARISH COUNCIL



120th ANNUAL PARISH MEETING Wednesday 27th May 2015



ANNUAL REPORT 2015

The Chairman of the Council Cllr. Gill introduced himself and the other 11 Parish Councillors that were elected on 7th May 2015 starting with Cllr. Brian Ellis who had led the Parish Council as Chairman over the last 14 years with great dedication and commitment. Cllr. Gill publicly thanked Brian for all of the work that he had done on behalf of Cranleigh. Those in attendance showed their appreciation through applause. Cllr. Gill then introduced Cllr. Rosemary Burbridge, Cllr. Patricia Ellis, Cllr. Gareth Emmett, Cllr. Mary Forszewski (Vice Chairman), Cllr. Dominique McAll, Cllr. Jeanette Stennett, Cllr. Stewart Stennett and Cllr. Elizabeth Townsend. Cllr. Howard Wagstaff and Cllr. Robert Wilson extended their apologies.

Cllr. Gill expressed public thanks to all out going Parish Councillors for their community service during the past 4 years. Special thanks and appreciation was extended to Brian Cheesman who did not stand for re election, but who had given 38 years of service to the community as a Parish Councillor. Special mention was made of Janet Somerville who died last year whilst a Parish Councillor. Janet had strongly supported Cranleigh and left fond memories.

Cllr Gill introduced the staff team who support the Council. The team is led by Parish Clerk Pauline Whitehead. Assistant Clerk is Vivien Edwards . Appreciation was expressed to Pauline and Vivien for their dedication and professional commitment to Councillors and to the people of Cranleigh. Their role is to give advice and guidance on legislation that governs the work of Parish Councils and to implement the decisions taken by the Parish Council. Louise Glazier and Jitendra Chudasama hold the posts of Administration / Planning Clerk and Finance Assistant respectively.

Grounds Manager Nick Barnett has worked at Snoxhall for over 25 years and together with Kane Barnett is responsible for the maintenance of all of the Council's physical assets along with Kevin Cave who is responsible as Sexton for the maintenance of the Cemetery. Appreciation was expressed to Nick, Kane and Kevin for all the work they do for Cranleigh. Jason Steadman runs the Youth Café located in the Youth Centre and he was thanked for enabling the Council to keep this really important community activity in place. There is a vacancy for an assistant to Jason and a replacement is actively being sought. Until quite recently, the Council has employed an events coordinator, Gemma Radford who did great work in pulling together some of the community events held each year. The Parish Council will be considering how to move this role forward in the next few months. The Parish Council works as a corporate body supported by the staff and there is no doubt that a council like Cranleigh that has been quality accredited works well because it works as a team.

The Parish Council owns and is responsible for several assets in Cranleigh.

Village Hall and Cemetery



The Village Hall. The Parish Council run the Village Hall as a community asset for the benefit of the people of Cranleigh. Whilst the design of the Hall may not be ideal for modern day use, it an iconic landmark within the Village and is well used and loved by very many people. There is a small committee of Councillors which meets in public three or four times a year to determine policy and each month the full council assesses in public how the Village Hall is performing against its actual and budgeted expenditure.

Cemetery The Cemetery is an area of some 4.25 acres. A small committee of Councillors meet in public three or four times a year to determine policy at the Cemetery and again costs and expenditure are reviewed each month at full Parish meetings.

Open spaces for recreational purposes.

Recreation

Snoxhall Fields
The Bruce McKenzie Memorial Field
Tennis Courts at the rear of the Leisure Centre
Play Park
Allotments at Beryl Harvey Field and Elmbridge Road
Beryl Harvey Conservation Area
Fitness Equipment



This comprises

- Snoxhall Fields behind the Leisure Centre and to the left of Knowle Lane as you head out of the Village.
- The Beryl Harvey Allotments and Conservation area
- The Bruce McKenzie Memorial Field.
- The tennis courts to the side of the Leisure Centre, Snoxhall Play Park and fitness equipment and the allotments in Elmbridge Road.

Recreation is the Parish Council's largest cost centre and in total it amounts to approximately 30 acres of land.

Other Buildings



Snoxhall Pavilion



Youth Centre



Public Conveniences

Snoxhall Pavilion and Youth Centre. Both of these buildings are available for hire as alternatives to the Village Hall. The Youth Centre has a sports hall and comfortable seating area and has been

one of the Parish Council's success stories as it has become a well used and popular venue for children's parties, exercise classes and health groups.

Public Conveniences. The Parish Council took over the ownership and responsibility for the public conveniences in Village Way and by the Cricket Green on the Common in 2012.

Additional activities of the Parish Council.

The Chairman felt that the over arching responsibility of the Parish Council is to be the elected ears and voice of the people of Cranleigh.

A high profile role is the responsibility to respond to Waverley Borough Council with a local view on planning applications. The Planning Committee meets in public every three weeks to consider a response to these applications. This planning committee is required to act in accordance with the 'Planning Code of Good Practice' adopted by the Planning Committee of the Parish Council on 16th February 2015 which is available on the web site. The Parish Council is not the planning authority and whilst local views are taken into account, the final decision rests with Waverley Borough Council.

The Parish Council ultimately has responsibility for the Neighbourhood Plan from commissioning right through to a final submission and adoption, but it is first and foremost a community plan drawn up and prepared by and for the community. In essence, the Neighbourhood Plan is an opportunity for our community to ensure that its voice and vision is placed before the planning authority whenever they are taking decisions that will affect our community for many years to come. Because it is underpinned by statute, it will have teeth. The Chairman of the Council totally believed in the Neighbourhood Plan process which is why he had championed it so vociferously over the previous twelve months. There are a lot of people working on the development of the Neighbourhood Plan, more than can be mentioned individually. The Chairman thanked the Chair of the Neighbourhood Plan, Jane O'Leary for all that she was doing individually and through her the Chairman asked that appreciation was given to all of those on the Steering Group and on the wider working groups for all of the work that they are doing.

Whilst Surrey County Council own the land on which the High Street flowerbeds from David Manns store to the Post Office stands, the Parish Council is responsible for maintaining the flower beds sited there. Also for the flowerbed outside the Village Hall. The Parish Council would like to thank all of those involved with Cranleigh in Bloom for their contribution to Cranleigh over the last twelve months. That includes those who have contributed practically by digging, planting, weeding, watering and collecting litter, those who have sponsored hanging baskets, plants and troughs and those who have provided administrative support behind the scenes to co-ordinate this valuable project. Special appreciation was given to local residents Gill and Mike Ford who led Cranleigh in

Bloom to such great success in Cranleigh's first entry into the South East England in Bloom competition.

As an aside the Chairman drew attention to the general problem of litter in Cranleigh and nationally which appears to be getting worse.

The Parish Council also has responsibility for promoting local events that showcase Cranleigh to new comers, visitors and more established residents. Last year the Event Co-ordinator brought a community feel to Spring into Cranleigh by focusing on local organisations and showcasing the Village Hall; worked with the Chamber of Trade on the Christmas Light Switch on, led a candlelit vigil at the War Memorial to commemorate 100 years since the start of World War 1 and promoted the Fly a Flag for the Commonwealth event in March. The Parish Council looks forward to working with community groups to see how this function can be developed in the future for the benefit of the whole community.

The Youth Cafe provides a service that many busy parents have come to rely on as they combine work and family pressures.

A Parish Council Office which is open to the public Monday to Friday 9.30am to 12.30pm is provided by the Council. The Office is the base and hub of activities from where the meetings are administered, correspondence received and sent, newsletters written, pay invoices and talk to members of staff about issues that are of concern.

In addition Councillors and key staff represent the Parish at various events including Civic Events and events that are held locally and nationally. Cranleigh Parish Council works on behalf of the community in all possible ways.

Under the Localism Act 2011, the responsibilities of Parish Councils are likely to increase. This is an opportunity but there is still concern regarding whether and how money to provide additional services locally will cascade down to this level of Local Government.

DEVELOPMENT/BUSINESS PLAN

The Parish Council has a development/ business plan which is regularly reviewed and looks at the part the Council plays as a whole in the community as well as services that are provided.

The Parish Council's vision is that –

CRANLEIGH IS, AND WILL CONTINUE TO BE, A VIBRANT PLACE IN WHICH TO LIVE WORK AND PLAY

The Neighbourhood planners are working on their own Vision statement which will sit alongside the Parish Council Vision Statement both being supportive of each other.

The Parish Council's mission statement to support the vision statement is :-

To aim to improve the quality of life for the residents of Cranleigh by ensuring that Cranleigh is a desirable, thriving and sustainable place in which to live.

It does this in a number of ways:-

- By being a democratic and representational voice for the community.
- Where services are provided directly, our aim is to manage them to a good quality standard, in an efficient, effective and responsive way, at an affordable cost.
- Where services are provided indirectly, the Parish Council endeavours to ensure that they are dealt with effectively and in accordance with the wishes of the community.
- By working with the community, local authorities and other service

As part of the development plan the Council has identified key objectives to help the Council play a full and proactive part in the community it serves.

- To strengthen partnerships
- To promote communication at all levels
- To manage the Council's resources wisely
- To promote a sustainable community.

The development plan also identifies the Parish Council's Core Values-

- Leadership
- Integrity
- Tenacity/Persistence
- Communication
- Strong financial management
- Working as a corporate body
- Training

FINANCE



INCOME	2014/15	2015/16
Surrey County Council	£ 1,195.83	£ 1,219.68
Surrey Police	£ 211.68	£ 215.89
Waverley	£ 161.91	£ 161.91
Parish Precept	£ 53.91	£ 54.58
Total at Band D	£ 1,623.33	£ 1,652.06
The annual contribution (at Council Tax Band D) to Cranleigh Parish Council.		
Total precept for 2014/15 £268,818		

The Parish Council applies for funding from Waverley Borough Council on an annual basis following the formulation of our budget. The amount awarded is known as the annual precept. The Parish Council received a total of £268,818 for 2014/15.

The annual amount that came to the Parish Council from those paying Council Tax at Band D level was £53.91. The equivalent figures for 2015/16 are £54.58 for Band D Council Tax payers and the precept will increase to £275,594.

The Parish Council also gets an income from hiring out our facilities, interest on investments and various grant awards including the Compensatory Grant which is an amount paid by Waverley Borough Council to go towards providing our own recreation services in Cranleigh. The Council Tax Support Grant is paid at the discretion of Waverley Borough Council and relates to a reduction in funding from Central Government that has a knock on effect at Parish level. Not all authorities pass this grant on to the Parishes.

The final cost for running our facilities in 2014/15 has been calculated by taking expenditure, less any income and/ or grant funding. Only our allotments have run at a profit this year, but they have made significant losses in previous years and will no doubt do so again in the future.



How much our facilities cost to run in 2014/15



FINANCE	£75,087
CIVIC	£919
YOUTH CAFE	£9,839
PUBLIC CONVENIENCES	£11,095
RECREATION	£58,023
YOUTH CENTRE	£6,634
ALLOTMENTS	(£1,420)
SNOXHALL PAVILION	£18,473
VILLAGE HALL	£6,975
CEMETERY	£23,478
PLANNING	£6,074
EVENTS	£15,763



Every year there are one off costs to contend with. In most instances these are predictable as part of planned preventative maintenance. In 2014/15 the main expenditure was the Village Hall roof for which we had some savings in Ear Marked Reserves. In the event the Parish Council took out a low interest Public Works Loan Body loan, so this work could be done without substantially depleting cash reserves.

One off costs in 2014/15

Grants to outside bodies	£620
Youth Centre roof	£6,159
Snoxhall Pavilion refurbishment of referee's room	£3,150
Snoxhall CCTV	£300
Village Hall roof	£68,196
Village Hall stage floor	£3,520
Path repairs at Snoxhall	£370
Office computers	£1,388
Neighbourhood Plan	£2,332



Grants were awarded to –

Cranfold Job Seekers _ £220

Cranleigh School £25 – award

Glenbelands School £25 – award

Crimestoppers - £50

Fair Trade Committee - £100 - sign

Glebelands -£200 – contribution to toilets.

Youth Centre roof – work ongoing- total cost £14,000, £6,159 in 2014/15.

Ref's room – health and safety improvements to facilities.

CCTV – camera repair

Stage floor – sanding and varnishing

Path repairs at Snoxhall

New office computers to improve capacity and efficiency

Neighbourhood Plan – grant funding has been received from Locality to supplement the £15,000 set aside by the Parish Council.

Members of the public had the opportunity to ask questions following the report.