



**CRANLEIGH PARISH COUNCIL**

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Village Way  
Cranleigh  
Surrey  
GU6 8AF

16 September 2021

**NOTICE OF A MEETING OF THE PARISH COUNCIL**

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00 pm** on **THURSDAY 23 September 2021** at **Cranleigh Village Hall**

Members of the public and press are entitled to attend this meeting in person but are encouraged to join the meeting via zoom using this link:

To Join the Meeting:

Topic: Parish Council Meeting  
Time: Sep 23, 2021 07:00 PM Greenwich Mean Time

Join Zoom Meeting  
<https://us06web.zoom.us/j/89329310129?pwd=OE1QR2tYUUNXT3dzbEpBK25DT0JHdz09>

Meeting ID: 893 2931 0129  
Passcode: 980442  
One tap mobile  
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Dial by your location  
+44 208 080 6591 United Kingdom  
+44 208 080 6592 United Kingdom  
+44 330 088 5830 United Kingdom  
+44 131 460 1196 United Kingdom  
+44 203 481 5237 United Kingdom  
+44 203 481 5240 United Kingdom  
+44 203 901 7895 United Kingdom

Meeting ID: 893 2931 0129  
Passcode: 980442

**Beverley Bell FSLCC**  
**Parish Clerk**

To all Members

## AGENDA FOR THE PARISH COUNCIL MEETING

1. APOLOGIES FOR ABSENCE.

**Recommendation:**

- **To receive apologies and reasons for absence.**

2. ELECTION OF CHAIRMAN

**Recommendation:**

- **To elect a Chairman.**

3. PUBLIC SESSION

**Recommendation:**

- **To note any comments from parishioners.**

4. DECLARATIONS OF INTEREST

**Recommendation:**

- **To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**

5. CO-OPTION OF PARISH COUNCILLOR TO THE CRANLEIGH EAST WARD

**Recommendation:**

- **To receive application letters from prospective new members and to decide on the co-option to fill the Parish Councillor vacancy for the Cranleigh East ward.**

6. PARISH COUNCIL MINUTES

Distributed separately.

**Recommendation:**

- **The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 04 May 2021 and Minutes of the Extraordinary Parish Council Meeting held on 10 August 2021.**

7. CHAIRMAN'S REPORT

**Recommendation:**

- **To note the report.**

8. CLERK'S REPORT

**Recommendation:**

- **To note the report.**

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

**Recommendation:**

- **To note the reports.**

10. MINUTES OF COMMITTEES

- To receive and approve as a correct record the Finance Committee Minutes of 29 April 2021.
- To receive and approve as a correct record the Personnel Committee Minutes of 29 April 2021.
- To receive and approve as a correct record the Planning Committee Minutes of 19 April 2021, 10 May 2021, 01 June 2021, 23 June 2021, 23 July 2021, 23 August 2021.
- To receive and approve as a correct record the Property & Asset Committee Minutes of 25 March 2021.

**Recommendation:**

- **To receive the minutes listed above.**

11. COUNCIL STRUCTURE

- To nominate new Parish Councillor to Committees and Outside Bodies.
- To appoint two Councillor representatives and the Clerk to the High Street Working Party.
- Resignation of Mr P Townsend from the Neighbourhood Plan Committee.

**Recommendation:**

- **To nominate new Parish Councillor to Committees and Outside Bodies.**
- **To appoint two Councillor representatives and the Clerk to the High Street Working Party.**
- **Remove Mr P Townsend from the Neighbourhood Plan Committee.**

12. SCHEME OF DELEGATION

To review the Scheme of Delegation.

**Recommendation:**

- **To review and amend the Scheme of Delegation.**

13. FINANCIAL MATTERS

1. The expenditure list for May 2021, June 2021, July 2021, August 2021 attached and to 23 September 2021 to follow.
2. Bank Reconciliation for 30 April 2021, 31 May 2021, 30 June 2021, 31 July 2021, 31 August 2021 attached.
3. Cashbook Reconciliation for 30 April 2021, 31 May 2021, 30 June 2021, 31 July 2021, 31 August 2021 attached.
4. Conclusion of External Audit 01/04/20 – 31/03/21, as attached document.
5. Earmarked Reserves movements:  
Transfer Business Support Grant of £16,000 to Snoxhall Fields Charity EMR.  
Release £2,000 from Snoxhall Fields Charity EMR to fund new CCTV cameras at play park.  
Release £1,775 from AED EMR to fund new AED at the Common Public Conveniences.  
Release £2,862.92 from Youth Council EMR to fund musical instruments.  
Release £1,145 from the Snoxhall Fields Charity EMR to fund re-decoration of the Youth Centre  
Release £468.75 from the Snoxhall Fields Charity EMR to fund the play train safety inspection.  
Release funds from the Snoxhall Fields Charity EMR to fund the tractor flail and four new bins  
Release £1,424.32 from the Business Plan EMR to fund gates for the composting bays  
Release £1588.80 from the Neighbourhood Plan EMR and £146.20 from the General Reserve for the Neighbourhood Plan consultancy fees

**Recommendations:**

1. **To agree the expenditure list to May 2021, June 2021, July 2021, August 2021 and to 23 September 2021.**
2. **To approve the bank reconciliation to 30 April 2021, 31 May 2021, 30 June 2021, 31 July 2021, 31 August 2021.**
3. **To approve the cashbook reconciliation to 30 April 2021, 31 May 2021, 30 June 2021, 31 July 2021, 31 August 2021.**
4. **To note the conclusion of the audit 01/04/20 – 31/03/21.**
5. **To approve earmarked reserve movements.**

14. S106/CIL

- Update from the Clerk on s106 applications, Neighbourhood and Strategic CIL.
- To consider the submission of an application for strategic CIL for the play park railings.

**Recommendation:**

- **To note the update from the Clerk.**
- **To submit an application for strategic CIL for the play park railings**

15. CRANLEIGH VILLAGE HEALTH TRUST (CVHT)

To receive an update from the meeting with CVHT and WBC to discuss the One Public Estate project.

**Recommendation:**

- **To note the report.**

16. CRANLEIGH NEIGHBOURHOOD PLAN

**Recommendation:**

- **To note the advice of Waverley Borough Council and approve the revision to number of dwellings for individual sites without increasing the total number of allocated dwellings**

17. TRANSPORT PLAN CONSULTATIONS

Surrey closing date: 24 October 2021

<https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/consultations>

West Sussex closing date: 08 October 2021

<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/roads-and-travel-policy-and-reports/west-sussex-transport-plan-review/>

**Recommendation:**

- **To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare and submit responses to the consultations.**

18. WBC CONSULTATIONS

- Gambling Act 2005 Statement of Policy
- Sex establishment policy

Closing date 11 October 2021

<https://www.waverley.gov.uk/Services/Council-information/Consultations-and-getting-involved/Licensing-consultations>

**Recommendation:**

- **To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare and submit responses to the consultations.**

19. YOUTH MUSIC CLUB

To receive a report from Cllr N Sanctuary on the Youth Music Club Taster Sessions

**Recommendation:**

- **To approve the setup of the Youth Music Club.**

20. STREET WATCH

**Recommendation:**

- **To consider setting up a volunteer scheme to provide street patrols and to DELEGATE AUTHORITY to nominated Councillors and the Clerk to research the scheme and bring a report back to Council**

21. CENTENARY GARDEN

The Listening Project

**Recommendation:**

- **To consider supporting the Listening Project in principle and the installation of an armoured cable from the pavilion to the Centenary Garden.**
- **To consider formal support for the Your Fund Surrey application.**

22. PLATINUM JUBILEE

Queen's Green Canopy <https://queensgreencanopy.org/>

Beacon Lighting <https://www.queensjubileebeacons.com/>

**Recommendation:**

- **To DELEGATE AUTHORITY to nominated Councillors and the Clerk to organize participating in the Queen's Green Canopy and Beacon lighting event.**

23. YOUR FUND SURREY

- Update on Parish Council applications for MUGA and Tennis Courts
- Request to support Hoppa application  
<https://yourfundsurreymap.commonplace.is/comments/604251d35cd870b6bb52ead6>

**Recommendation:**

- **To note the update from Cllr N Sanctuary**
- **To consider writing a formal letter in support of the Hoppa application**

24. CEMETERY

To consider a request for the purchase of three burial plots for one family.

**Recommendation:**

- **To consider the request.**

25. RECOMMENDATIONS FROM THE PROPERTY & ASSET COMMITTEE

*(This item may be held in private and confidential session – reason: commercial in confidence)*

- To approve the purchasing 4 number of litter bins to be funded from the Snoxhall Fields Charity EMR
- To agree the specification and consider appointing a contractor to lay a new surface under the shade shelter
- To approve the purchase of a flail for the tractor to be funded from the Snoxhall Fields Charity EMR
- To nominate Councillors to form a Working Party with the Clerk to investigate accessible play equipment and sensory area
- To nominate Councillors to form a Working Party with the Clerk to investigate the re-surfacing the footpaths, car park and section of the Downs Link between the car park entrance and exit
- To appoint a contractor to enclose the composting bays with gates and fencing to be funded from the Business Plan EMR
- To waive the administration fee for change of ownership details for Exclusive Right of Burial statutory declarations
- To decide whether to stake and band or lay flat failed memorials and to appoint a contractor to carry out the Council's instruction
- To instruct a contractor to undertake further tree surgery
- To consider a quotation for re-inspection work required after further tree surgery
- To consider the ongoing costs for tree maintenance and to consider the request to plant 8 trees in the conservation field
- To appoint the contractors to undertake the ceiling lights project at the Village Hall.
- To appoint the same contractor to repair the water ingress damage to the stage at the same time as the ceiling lights project.
- To consider the request from the Chamber of Commerce for Christmas lighting at the Village Hall and how it could be funded.
- To consider re-location of the Council Office to the Village Hall and feasibility study in consultation with the Council Staff
- To consider the Forward Maintenance Plan 01/04/2022 – 31/03/2023

**Recommendation:**

- **To approve the purchasing 4 number of litter bins to be funded from the Snoxhall Fields Charity EMR**
- **To agree the specification and to appoint a contractor to lay a new surface under the shade shelter**
- **To approve the purchase of a flail for the tractor to be funded from the Snoxhall Fields Charity EMR**

- To waive the administration fee for change of ownership details for Exclusive Right of Burial statutory declarations
- To decide whether to stake and band or lay flat failed memorials and to appoint a contractor to carry out the Council's instruction
- To instruct a contractor to undertake tree surgery
- To instruct a contractor for re-inspection work required after further tree surgery
- To consider the ongoing costs for tree maintenance and to consider the request to plant 8 trees in the conservation field
- To appoint contractors to undertake the ceiling lights project at the Village Hall.
- To appoint the same contractor to repair the water ingress damage to the stage at the same time as the ceiling lights project.
- To consider the request from the Chamber of Commerce for Christmas lighting at the Village Hall and how it could be funded.
- To DELEGATE AUTHORITY to a Working Party of Councillors and the Clerk to consult with staff and make a recommendation to full Council on the re-location of the Council Office.
- To recommend the draft Forward Maintenance Plan 01/04/22 – 31/03/23 to the Finance Committee for setting the 01/04/22 – 31/03/23 budget

26. STAFF MATTERS

*(This item may be held in private and confidential session – reason: staff in confidence)*

To consider the recommendation from the Personnel Committee

**Recommendation:**

**To consider the recommendation from the Personnel Committee for:**

- **Re-location of the Council Office to the Village Hall.**
- **Hybrid working request by the Parish Clerk.**
- **Staff performance awards.**

27. DATE OF NEXT MEETING: Thursday 21 October 2021

Please note that the agenda and all associated papers can be found on the Parish Council website. Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.