



**CRANLEIGH PARISH COUNCIL**

Tel: 01483 272311  
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Village Way  
Cranleigh  
Surrey  
GU6 8AF

09 March 2023.

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

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00pm on Thursday 16 March 2023 at the Council Chamber.**

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

To Join the Meeting:

Topic: Parish Council Meeting  
Time: Mar 16, 2023 07:00 PM Greenwich Mean Time

Join Zoom Meeting  
<https://us06web.zoom.us/j/88162674632?pwd=d2hjRGYk1JQmpKMW13cE5LQkdwUT09>

Meeting ID: 881 6267 4632  
Passcode: 681111  
One tap mobile  
+442039017895,,88162674632#,,,,\*681111# United Kingdom  
+442080806591,,88162674632#,,,,\*681111# United Kingdom

Dial by your location  
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+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  
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Meeting ID: 881 6267 4632  
Passcode: 681111

**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. 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.**

3. PUBLIC SESSION

**Recommendation:**

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

4. 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 16 February 2023.**

5. CHAIRMAN'S REPORT

**Recommendation: To note the report.**

6. CLERK'S REPORT

**Recommendation: To note the report.**

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

**Recommendation: To note the reports.**

8. MINUTES OF COMMITTEES

To receive and approve as a correct record the Planning Committee Minutes of 30 January and 20 February 2023.

To received and approve as a correct record the Property & Asset Committee minutes of 03 October 2022.

**Recommendation:**

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

9. FINANCIAL MATTERS

1. The expenditure list for 16 March 2023 to follow.
2. Bank Reconciliation for 28 February 2023 to follow.
3. Cashbook Reconciliation for 28 February 2023 to follow.
4. To approve the creation of an Elections EMR in April.
5. To approve an increase in allotment fees of 3% from 01 October 2024.

**Recommendations:**

1. **To agree the expenditure list to 16 March 2023.**
2. **To approve the bank reconciliation to 28 February 2023.**
3. **To approve the cashbook reconciliation to 28 February 2023.**
4. **To approve the creation of an Elections EMR in April.**
5. **To approve an increase in allotment fees of 3% from 01 October 2024.**

10. SNOXHALL FIELDS  
To review the boundary licence agreement  
**Recommendation:**
  - To issue the boundary licence agreement
11. CORONATION WORKING PARTY  
To provide feedback from the Working Party meeting.  
**Recommendation:**
  - **To note the feedback**
12. ANNUAL PARISH MEETING  
To receive an update from the Annual Parish Meeting.  
**Recommendation:**
  - **To note the update and consider any further action.**
13. PROJECT INITIATION DOCUMENT  
To receive the Project Initiation Document and update the Business Plan 2023 – 2027.  
**Recommendation:**
  - **To update the Business Plan 2023 – 2027.**
14. RCEF COMMUNITY ENERGY FUND  
Renewable Energy Feasibility Study  
**Recommendation:**
  - **To discuss the Feasibility Study and consider next steps.**
15. HORSESHOE LANE ROUNDABOUT ADOPTION  
To consider a request to enter into a licence agreement with Surrey County Council to enable a third party to adopt the Horseshoe Lane roundabout.  
**Recommendation:**
  - **To consider a request to enter into a licence agreement with Surrey County Council to enable a third party to adopt the Horseshoe Lane roundabout.**
16. SURREY HILLS AONB REVIEW  
To receive an update on the consultation from the Clerk.  
Closing date: 13 June 2023.  
**Recommendation:**
  - **To appoint a planning consultant to assist the Parish Council with its response.**
  - **To nominate Councillors to a Working Party to help inform the draft response for Council approval.**
17. WBC STREET TRADING APPLICATION  
Moooh Ice Cream. Closing Date 05 April 2023  
**Recommendation:**
  - **To submit a response.**
18. CRANLEIGH VILLAGE HALL  
To consider the recommendations of the Project Initiation Document  
**Recommendation:**
  - **To consider next steps.**
19. INVESTMENT MANAGEMENT SERVICES  
To consider quotations for investment management services.  
*(This item may be held in confidential session – reason: commercial in confidence)*  
**Recommendation:**  
**To appoint a company to provide investment management services.**

20. PROPERTY & ASSET COMMITTEE RECOMMENDATIONS

To receive the recommendations from the Property & Asset Committee:

- To issue an invitation to tender for the car park, Parish Council footpaths, play park footpaths and section of the Downs Link between the car park entrance and pavilion to be re-surfaced, subject to the outcome of the Clerk and Grounds Manager's meeting with the SCC Access Officer to discuss SCC's town path which runs parallel with the car park and is uneven due to root disturbance.
- To adopt the amended allotment licence agreement proposed by the Senior Admin Clerk with the amendment to replace 'under cultivation' with 'is tended'.
- To adopt the fowl and rabbit keeper agreements.
- To adopt the amended cemetery Rules and Regulations and updated master forms.
- To undertake no further action on trees T03442 and T03445
- To appoint Playdale to repair the basket swing next to the Centenary Garden to be funded from the Snoxhall Fields Charity Reserve.
- To review three quotations for the replacement of the other basket swing with a basket swing and two bay flat swing set to be funded from the Snoxhall Fields Charity Reserve.
- *(This item may be held in confidential session – reason: commercial in confidence)*
- To appoint specialist contractor SFabs to replace six gates and posts at the play park with ROSPA compliant self closing gates to be funded from the Snoxhall Fields Charity Reserve, subject to confirmation of maintenance requirement and guarantee.
- *(This item may be held in confidential session – reason: commercial in confidence)*
- To appoint Charterhouse Tree Care to undertake the tree surgery and to appoint Surrey Wildlife Trust Ecology Services to supervise the work to be funded from the General Reserve.
- *(This item may be held in confidential session – reason: commercial in confidence)*

**Recommendation:**

- **To issue an invitation to tender for the car park, Parish Council footpaths, play park footpaths and section of the Downs Link between the car park entrance and pavilion to be re-surfaced, subject to the outcome of the Clerk and Grounds Manager's meeting with the SCC Access Officer to discuss SCC's town path which runs parallel with the car park and is uneven due to root disturbance.**
- **To adopt the amended allotment licence agreement proposed by the Senior Admin Clerk with the amendment to replace 'under cultivation' with 'is tended'.**
- **To adopt the fowl and rabbit keeper agreements.**
- **To adopt the amended cemetery Rules and Regulations and updated master forms.**
- **To review the decision to take no further action on trees T03442 and T03445**
- **To appoint Playdale to repair the basket swing next to the Centenary Garden to be funded from the Snoxhall Fields Charity Reserve.**
- **To select a contractor for the replacement of the other basket swing with a basket swing and two bay flat swing set to be funded from the Snoxhall Fields Charity Reserve.**
- **To appoint specialist contractor SFabs to replace six gates and posts at the play park with ROSPA compliant self closing gates to be funded from the Snoxhall Fields Charity Reserve, subject to confirmation of maintenance requirement and guarantee.**
- **To appoint Charterhouse Tree Care to undertake the tree surgery and to appoint Surrey Wildlife Trust Ecology Services to supervise the work to be funded from the General Reserve.**

21. WAVERLEY CITIZENS ADVICE BUREAU

To consider a request to vary the lease.

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

**Recommendation: To consider the request to vary the lease.**

22. DATE OF NEXT MEETING: Thursday 20 April 2023.

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 non-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.