



**CRANLEIGH PARISH COUNCIL**

Tel: 01483 272311  
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Village Way  
Cranleigh  
Surrey  
GU6 8AF

09 July 2020

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

Councillors are respectfully summoned to attend an online meeting of the Parish Council to be held at **7.00 pm** on **THURSDAY 16 July 2020**

To join the meeting:

Parish Council Meeting  
Thu, Jul 16, 2020 7:00 PM - 8:00 PM (BST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/603660829>

You can also dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.)

United Kingdom: +44 330 221 0088  
- One-touch: <tel:+443302210088,,603660829#>

Access Code: 603-660-829

Beverley Bell FSLCC  
**Parish Clerk**

To all Members

## AGENDA FOR THE ONLINE PARISH COUNCIL MEETING

### 1. APOLOGIES FOR ABSENCE.

#### **Recommendation:**

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

### 2. PUBLIC SESSION

#### **Recommendation:**

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

### 3. 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.**

### 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 18 June 2020.**

### 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

Personnel Committee Minutes 14 May 2020

Planning Committee Minutes 01 and 22 June 2020

#### **Recommendation:**

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

### 9. COUNCIL STRUCTURE

#### **Recommendation:**

- **To remove Cllr S Jeacock as deputy BID representative.**

### 10. FINANCIAL MATTERS

1. The expenditure list for 16 July 2020 to follow.
2. Bank Reconciliation for 30 June 2020 to follow.
3. Cashbook Reconciliation for 30 June 2020 to follow.
4. Fixed Term investment maturity 22 July 2020.

#### **Recommendations:**

1. **To agree the expenditure list to 16 July 2020.**
2. **To approve the bank reconciliation to 30 June 2020.**
3. **To approve the cashbook reconciliation to 30 June 2020.**
4. **To agree the Fixed Term investment.**

11. S106/CIL - Update from the Clerk  
**Recommendation:**
- **To note the update from the Clerk**
12. CORONAVIRUS COVID 19
- Report by the Chairman and Clerk on the work on the Recovery Task Group
  - Report by the Clerk on the re-opening of Council facilities.
- Recommendation:**
- **To note the report.**
  - **To discuss re-opening of community buildings.**
13. BT KIOSK SMITHWOOD COMMON  
**Recommendation:**
- **To agree adoption of Smithwood Common kiosk, maintenance and insurance.**
14. LOCAL GOVERNMENT ASSOCIATION CONSULTATION ON NEW MODEL CODE OF CONDUCT  
Closing date 17 August 2020  
**Recommendation:**
- **To submit a response.**
15. COMMUNITY ORCHARD PROJECT SOUTH EAST  
**Recommendation:**
- **To discuss the provision of a community orchard in Cranleigh and complete the survey.**
16. WAVERLEY BOROUGH COUNCIL SUSTAINABILITY STRATEGY AND CLIMATE EMERGENCY ACTION PLAN  
**Recommendation:**
- **To provide details on the Parish Council's climate emergency action plan and/or strategies to reduce our carbon footprint.**
17. HIGH STREET FOOTFALL COUNTER  
Request from WBC to install a footfall counter in the High Street  
**Recommendation:**
- **To consider request, possible location and cost of electricity supply.**
18. URGENT TREATMENT CENTRE CAMPAIGN  
**Recommendation:**
- **To consider supporting the campaign for an urgent treatment centre based at Cranleigh Village Hospital**
19. CRANLEIGH VILLAGE HEALTH TRUST  
Planning application WA/2020/0965  
Erection of a building to provide a 64 bed care home with 16 community beds together with a building to provide 14 health worker accommodation units with access from Knowle Lane, associated parking and ancillary work (revision of WA/2018/1966)  
**Recommendation:**
- **To discuss and consider submitting a response as a local authority having regard to the public interest of its parishioners.**
  - **To discuss and consider submitting a response as an adjacent landowner.**

20. CRANLEIGH VILLAGE HALL

Update from the clerk on the structural work projects for:

- Rear wall project
- Main hall ceiling lights
- Stage replacement
- Insurance claim for water ingress

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

**Recommendation:**

- **To note the report.**

21. SNOXHALL FIELDS RECREATION GROUND

Felling of oak tree T0077 on the advice of the Council's arboriculturalist

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

**Recommendation:**

- **To seek the advice of Surrey Wildlife Trust ecologist before appointing a contractor to fell the tree.**
- **To appoint a contractor to fell the tree.**

22. TRACTOR TYRES

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

**Recommendation:**

- **To appoint a contractor to replace the tractor tyres.**

23. LUX LIGHTING LEVELS

To receive a report from the Clerk on the LUX lighting levels survey and the replacement light fittings needed to improve LUX lighting levels in Council buildings, and to consider a quotation for the work.

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

**Recommendation:**

- **To note the report from the Clerk and to appoint a contractor to undertake the replacement of light fittings identified as inadequate in the report, to be funded from the Forward Maintenance Plan EMR.**

24. LEGIONELLA RISK ASSESSMENT

To receive a report from the Clerk on remedial actions needed as detailed in the Legionella Risk Assessment and to consider a quotation for the work.

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

- **To note the report from the Clerk and to appoint a contractor to undertake the remedial actions identified in Council buildings, to be funded from the Forward Maintenance Plan EMR.**

25. PROPERTY INSPECTIONS

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

**Recommendation:**

- **To appoint the cleaner contractor to undertake a weekly inspection of the Public Conveniences, Village Hall, Snoxhall Pavilion and Youth Centre and weekly tap flushing to be funded from the temporary worker revenue budget.**
- **To appoint a contractor to undertake the monthly temperature monitoring for Legionella checks to be funded from the temporary worker revenue budget.**
- **To appoint a contractor to undertake weekly inspections of the Snoxhall play park to be funded from the temporary worker revenue budget.**

26. INSURANCE RENEWAL AUGUST 2020  
To consider quotations for the Council's insurance.  
*(This item may be held in private and confidential session – reason: commercial in confidence)*  
**Recommendation:**
- **To select an insurance provider for the Council's insurance.**
27. DEWLANDS LANE CEMETERY DRAINAGE  
To consider quotations for the installation of drainage for the new section of the cemetery  
*(This item may be held in private and confidential session – reason: commercial in confidence)*  
**Recommendation:**
- **To consider professional support to analyse the quotations and to appoint a contractor to install a drainage system in the new section of the cemetery to be funded from the General Reserve.**
28. SNOXHALL FIELDS ADULT PITCH IMPROVEMENTS  
*(This item may be held in private and confidential session – reason: commercial in confidence)*  
**Recommendation:**
- **To consider quotations for the adult pitch improvements, to consider available funding and decide next step.**
29. SNOXHALL FIELDS CCTV SYSTEM  
*(This item may be held in private and confidential session – reason: commercial in confidence)*  
**Recommendation:**
- **To consider a quotation to extend the coverage of the CCTV system to be funded from the Forward Maintenance Plan reserve.**
30. SNOXHALL FIELDS PITCH FEES  
*(This item may be held in private and confidential session – reason: commercial in confidence)*  
**Recommendation:**
- **To review pitch and training fees.**
31. STAFF MATTERS  
*(This item may be held in private and confidential session – reason: staff in confidence)*  
**Recommendation:**
- **To consider the recommendation of the Personnel Committee.**
32. DATE OF NEXT MEETING:

**Parish Council Meeting Thursday 24 September 2020.**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)  
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.