



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 24 MARCH 2022
AT THE COUNCIL CHAMBER

Councillors

Cllr E Townsend*
Cllr N Sanctuary* (Chairman of the Council)
Cllr R Burbridge*
Cllr P Chapman*
Cllr R Denton*
Cllr C Gould*
Cllr S Jeacock
Cllr D Nicholas*
Cllr M Scully
Cllr R Tyler*
Cllr C Walker
Cllr G Worthington*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, three members of public in person plus two members of the public via zoom.

1. APOLOGIES FOR ABSENCE

The apologies of Cllr S Jeacock (prior commitment), M Scully (prior commitment) and C Walker (prior commitment) were AGREED.

2. GUEST SPEAKER: MS ALICE BREEVELD, CRANLEIGH CLIMATE ACTION GROUP TO DISCUSS SOLAR STREETS

Ms Breeveld said she is a member of the Cranleigh Climate Change and Ewhurst Leap groups. They have a project to introduce solar panels to properties to reduce the use of fossil fuels to fight climate change. The Solar Streets project was founded in 2018 offering a discounted solar panel scheme and has now expanded to 20 areas. The principle is that the more properties that work together will bring economies of scale and reduce the cost of solar panels. Each property contracts individually to the supplier to buy their solar panels but benefits from the reduced cost through the overall scheme. Typical payback for solar panels is 12 years but with the rising prices due to the energy crisis this could be sooner. Ms Breeveld asked the Parish Council to write a statement in support of the scheme and have their logo applied to the literature. The Council indicated that they are supportive of measures to tackle climate change and will include the request on the agenda for the April Council meeting.

3. GUEST SPEAKER: MR JOHN DENNISON TO DISCUSS SNOXHALL PAVILION BAR

Mr Dennison gave a powerpoint presentation on his plans to open the Snoxhall Pavilion bar for community use from May 2022 as a not-for-profit club. Any profits would be donated to local good causes. He hopes to open in the summer holidays: Mon – Sat 9.00am – 11.00pm, Sun 9.00am – 10.00pm and the rest of the year: Fri 6.00pm – 11.00pm, Sat 9.00am – 11.00pm, Sun 9.00am – 10.00pm. He would also be licensed for off sales for beer tents, tournaments. He would offer tea/coffee, alcohol and bar snacks. He hopes to open in May 2022. He would need an area of the club room for the club and nursery storage of 1.2 x 5.4m.

He would like to move the railings further out to encompass a patio area next to the nursery outdoor play area and will obtain planning permission if required. He has suggested reversible pin boards for nursery and football club artwork to remove artwork from the pavilion walls. He said the Cranleigh Cycling Club and Junior Cricket Club are interested in using the pavilion bar, and he would like to introduce six-a-side football tournaments this summer. Mr Dennison said he would like to rent the pavilion.

The Council were receptive to his project and asked him to provide a Business Plan for the Property & Asset Committee to consider. The Snoxhall Pavilion Working Party offered to assist Mr Dennison with the Business Plan.

4. PUBLIC SESSION

There were no members of the public who wished to speak.

5. DECLARATIONS OF INTEREST

- Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr D Nicholas declared he is a member of the Football Club.
- Cllr P Chapman declared he is a member of the Cricket Club.
- Cllr R Denton declared he is a member of the Cricket Club.
- Cllr R Burbridge declared she is a Trustee of Rowleys.

6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 17 February 2022 having previously been circulated, were AGREED and signed by the Chairman as a true record.

7. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Chairman attended the Arts Centre Board. There is interest in a collaborative meeting to discuss uses of the Village Hall. Discussions around potential Parish Council investment in Council buildings and how to and potential collaboration on ideas. The Council agreed for the Property and Asset Committee to discuss future uses in line with Arts Centre and Parish Council goals.
- Jenkyn's Barn: Have been contacted by Historic England, the designated body responsible for assessing and recommending Grade 2 listing status. They are processing and are contacting the owners and preparing an assessment.
- Damage to the Playpark is persistent and consistent with a single group: Police are involved but this and other incidents have connected the individuals concerned with Glebelands School. They are also engaged in identifying and dealing with the culprits. The Chairman met with the Headmaster and told him that the Council will seek stronger options for action against this group whose behaviour is completely unacceptable.
- The Chairman has been in touch with Mr David Carden over the grade review for Council administration staff as agreed at the last Personnel Committee and Full Council meetings. This is almost complete and he will review the draft report and recommendations. However, the Personal committee will need to appoint a working party to carry out our own review of grading for grounds staff, as there is no requirement to consult independently on this.
- The Chairman met a resident who expressed concern that the Parish Council had installed a fence on his land at Snoxhall Fields without his permission.
- The Chairman met with a resident who wants the Council to consider nominating a special strategic concept design group for the High Street. This would be a subset to the Chamber of Commerce as he feels the Parish Council should be more at the centre. He also wishes to discuss what happened to some funding that was allocated for improvements to the South

Side of the High Street to improve it versus the North side. In addition, he wanted the Council to consider other practical measures to improve usage of the High Street. He wanted the Council to consider the matter of becoming a town as opposed to remaining a village as it would raise the profile of Cranleigh as a community at Waverley, in his opinion. The Council discussed the work of the High Street Working Party which is at the design stage for the High Street improvements. The Chairman will ask the Chamber of Commerce to provide an update on the High Street improvements to all their members.

- Another resident and Lion contacted the Chairman to discuss support for Ukrainian refugees from a group of likeminded people. He was seeking auditable collection and processing of financial payments from crowd funding to pay for rented accommodation for refugees who we may attract to the village. The Clerk advised that in order for the Council to provide any assistance of this nature to the group, they would need to be a registered charity. This was communicated to the resident and he will consider affiliating the group to the Lions.
- The Clerk has received a request from a resident to consider lowering the Ukrainian flag and ending its official support of Ukraine, due to this being overly partisan in a conflict that is too complex for the Council to be able to make such a decision on support. He has sent his letter to us to the Surrey Advertiser.
- A resident emailed the Chairman to request that Surrey County Council remove vegetation cuttings and waste from recent Path 378 construction and the storm. The Chairman advised that he had happened to be present when the contractor was being briefed by the county officer and it had been made clear that the vegetation was to be left on site to rot naturally. This could be due to natural decay supporting biodiversity.
- The Chairman has received an invitation from the Mayor of Semur-en-Auxois to the 384 anniversary of their fete. The Chairman or Cllr R Denton will attend the fete.

8. CLERK'S REPORT

The Council NOTED the following report:

- The Surrey Association of Local Councils notified the Parish Council about webinars being run by Natural England on the next steps of the Surrey Hills AONB Boundary Review. Unfortunately, some sessions had already taken place and the remainder were unavailable to book. The Clerk contacted the Surrey Hills Board and has expressed disappointment that we were not contacted directly about these sessions as the Parish Council had submitted evidence to the review. The Board have now included the Parish Council in future updates.
- The Electoral Services Manager at WBC spoke with the Clerk to discuss the Community Governance Review. The Parish Council's proposal to reduce the number of parish wards from 5 to 2 will be put forward in the review. Bramley Parish Council have also responded to the review and suggested that the area around Smithbrook Kilns is moved to Cranleigh parish. This would also need a small adjustment to the borough boundary for Cranleigh west to encompass the Smithbrook properties. The Council would like to invite Bramley Parish Council to attend their next meeting and explain their proposal with a map of the proposed new boundary.
- There are rural speed limit proposals for the area from the A24 in the east up to Hound House Road and Cranleigh in the west. SCC are proposing that the B2128 south of the junction (and including the junction with Somersbury Lane) is reduced to a 40 mph speed limit. There would be a 50 mph speed limit on the B2128 Horsham Road from a point just to the west of the junction with Somersbury Lane up to point just to the west of the bridge over Thornhurst Brook. Then the rest of the B2128 leading into Cranleigh would have a 40 mph speed limit up to the point where there is an existing 30 mph speed. The Council indicated their support for the rural speed limit proposals.
- NALC Smaller Councils Committee would like to know what services the Parish Council would like NALC to provide to meet the needs of smaller Councils. The Council would like NALC to provide assistance with legal, financial and HR services as these services is an additional cost to the Parish Council.

- Following the criminal damage to the play train in the play park, the Grounds Manager has worked with our CCTV provider and adjusted the preset tour of the play park cameras to focus on the picnic benches and play train. Further damage was sustained to the dugouts, the table tennis table and a bin fire. The Clerk has requested a quotation for remote monitoring of the CCTV on a Friday and Saturday night and has discussed the issues with Surrey Police. Surrey Police will attend when they are able and will contact Glebelands School to work with the school.
- The Tree Officer at WBC has contacted the Parish Council to apologise for the lack of notice before the tree planting at Lashmere. WBC had displayed notices at the site, but these had been removed by others. All borough Councillors were also notified about the planting last year.
- The Clerk followed up on a link in a WBC Business newsletter about a grant for organisations that take on an apprentice. WBC checked and confirmed that the Parish Council is eligible for a grant of £5,000, so the Clerk has submitted an application. WBC also advised that the Parish Council should receive an age related grant through the apprenticeship provider of £1,000 for taking on an apprentice aged 16 – 18. The grant should have been paid 50% at 90 days after the apprenticeship started and 50% at the end. The Clerk has contacted the apprenticeship provider and awaits a response. The Council has also received the first installment of £1,500 of the £3,000 government grant for taking on an apprentice. Our apprentice has recently benefited from training through the ICCM on Sexton's duties and Garden of Remembrance funded by the grant provision.
- The Clerk has reported the repeated flooding on the Horsham Road at the junction with Somersbury Lane to SCC. They advise that there are no drainage assets (gullies) at this location, the road surface should run off into the adjacent ditches. When the 2022-23 budget is released, SCC will arrange for the drainage grips to be cleared.
- Hockley and Dawson are carrying out a structural survey of the Cranleigh War Memorial pro bono.
- In mid to late May, WBC will be installing a metal blue bike shelter in the Village Way car park at the site of the recycling containers. The shelter takes up approximately 3 car parking spaces.
- The Clerk advised that the government response to the ethical standards review can be read here: [Government response to the Committee on Standards in Public Life review of local government ethical standards \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/ethics/government-ethical-standards-review)
- SCC are consulting on a 20mph speed limit for Cranleigh High Street: – (1) High Street (B2128) from the roundabout at its junction with Horseshoe Lane to its junction with Ewhurst Road (B2127); (2) St. James's Place (D918) the entire length; (3) Bank Buildings Road (D190) the entire length; (4) Rowland Road (D664) from its junction with High Street to its junction with Bank Buildings Road; (5) Post Office Service Road (D902) the entire length; (6) Village Way (D685) from its junction with High Street to the southernmost edge of the car park entrance; (7) Church Lane (D655) the entire length of the public highway between High Street and the southern building line of Bunbury House. Comments need to be submitted by 15 April 2022, so this has been added to the Planning Committee agenda.
- The 20 is Plenty Group are inviting the Parish Council to attend a webinar on Wednesday 06 April 2022 at 8.00pm to view the presentation on speed management policy. The Group says that SCC have a cumbersome policy which makes it needlessly expensive to implement 20mph speed limits.
- WBC have advised that unfortunately the application for strategic CIL for the replacement play park railings did not satisfy the mandatory criteria required by the Strategic CIL Scoring Criteria, and as such the submitted bid is ineligible for Strategic CIL funding. The reason is that the project will not support development and the project aims to remedy a pre-existing deficiency which will not be made more severe by new development.

- WBC have notified the Parish Council that the ERDF funding applications for the hand sanitiser dispensers and Wallgate hand wash units for the Village Way public conveniences have been approved and the grant will be paid shortly. The Council has already agreed to purchase new Wallgate hand wash units for the Common public conveniences on receipt of the grant. The Clerk will place the order as soon as the grant is received.
- The Village Hall ceiling lights project is complete and the Village Hall has re-opened. The project had a 15% contingency budget of £9,424 of which £3,746 was spent on additional scaffolding, asbestos removal and ceiling replacement. The project went very smoothly, the Clerk will thank the architect and contractors for their assistance in such a complicated project.
- Barclays Bank are hiring the Village Hall from 07 April every Thursday for one year 9.45am – 3.15pm.
- There is a meeting of the Personnel Committee on Monday 11 April 2022 at 6.00pm.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the report of Cllr E Townsend from WBC and SCC:

- The Waverley Local Committee has approved the High Street 20mph speed limit for public consultation.
- The Ewhurst brickworks approval may lead to additional heavy goods vehicle traffic accessing the village from Furzen Lane.
- SCC has started paying out funding from the Your Fund scheme.
- Consultants are working on the High Street improvements discussed by the High Street Working Party.
- The planning application for the former Manns store has been submitted.
- It was the 40th birthday of the Nationwide building society in Cranleigh.
- The Chamber of Commerce is investigating a High Street WIFI system.
- The Sustainability and Climate Change SPD is being considered by WBC's ONS Committee.
- Work to the bridge on Elmbridge Road has been put back from 2022/23 to 2023/24 but it continues to be monitored.
- Thames Water have been notified about the leak on Bookhurst Road from the reservoir.
- There was a vigil today at the flagpole attended by 50 people to acknowledge one month since the war in Ukraine commenced.

10. MINUTES OF COMMITTEES

The minutes of the Planning Committee on 21 February 2022 were RECEIVED.

11. FINANCIAL MATTERS

1. The expenditure list for March 2022 was circulated earlier and AGREED by the Council. Cllrs C Gould and D Nicholas will sign the cheques.
2. The bank reconciliation to 28 February 2022 was AGREED and signed by Cllr R Burbridge.
3. The cashbook reconciliation to 28 February 2022 was AGREED.
4. The Council AGREED to place the BID shortfall funding of £4,331 in an Earmarked Reserve (EMR).
5. The Council AGREED to create an EMR for the Storage Compound as follows:
 - Forward Maintenance Plan 22/23 £20,135.01
 - Forward Maintenance Plan 21/22 £1,656
 - Cemetery EMR £8,309
 - Business Plan 21/22 EMR £232.16
 - Business Plan 22/23 EMR £1,600

The Clerk has sought a quotation for a planning consultant to produce the planning application for the storage compound. D & M Planning advise that the Council has permitted development rights and requires a certificate of lawfulness of proposed use and development (CLOPUD). The Council AGREED a budget of £1,600 + VAT for the CLOPUD to be funded from the Storage Compound EMR.

6. The Clerk advised that the government has repealed the non-domestic rates for public conveniences this year leaving £5,725 unspent in the revenue budget. The Council AGREED to transfer this fund to an EMR for new Village Hall boilers.

12. UPDATE FROM THE ANNUAL PARISH MEETING OF 10 MARCH 2022

The Council NOTED the update.

13. UKRAINE REFUGEE SUPPORT

The Council had received a complaint from a member of the public that the Council is flying the Ukraine flag. At the request of the member of the public, their complaint was circulated to all Councillors. The Council AGREED for the Chairman to respond to the complaint that this is a symbolic gesture in accordance with our own government's support for Ukraine.

Cllr E Townsend declared an interest as she personally purchased the flag, there was no cost to the Council.

The Clerk advised that the first Ukrainian refugees have arrived in Cranleigh and made contact with the Parish Council. The Clerk has provided a page on the Council's website as a source for local advice for refugees, to which she will add the Red Cross Road Map.

The Chairman will provide an article on local support for refugees for local publications.

14. DIVERSION OF FOOTPATH 70

Cllr E Townsend declared an interest as she is a member of the Waverley Local Committee.

The Clerk advised that a public path diversion order has been made under section 119 of the Highways Act 1980 to divert Public Footpath No. 70 (Ewhurst) as shown on Drawing No. 3/1/. Objections should be submitted to the Secretary of State for the Environment, Food and Rural Affairs for determination.

The Clerk referred to a recent case [Open Spaces Society v Secretary of State for Environment, Food and Rural Affairs \[2021\] EWCA Civ 241](#), the Court of Appeal confirmed that when considering a public path diversion order, decision-makers are permitted to take into account considerations beyond those specified in section 119(6) of the Highways Act 1980 ('HA 1980').

The Council felt that the landowner had brought the security issues on themselves by making their land more vulnerable through their actions. The Council AGREED to write to the Secretary of State to object to the making of the diversion order. Cllr E Townsend abstained from the vote.

15. CRANLEIGH NEIGHBOURHOOD PLAN

The Clerk provided the following update from the Council's planning consultant,

*'As you are aware, the Loxwood Road planning inquiry has had implications for the emerging Neighbourhood Plan. An error in Waverley BC's figures resulted in the outstanding housing requirement for Cranleigh increasing by 17 to **76 dwellings**. Also, the relevant formula for calculating the net increase in dwellings as a result of the redevelopment of a care home facility had not been applied, a matter that the appeal inspector ruled in favour of the appellant. Waverley BC is therefore now focused on ensuring that this formula is applied correctly in all circumstances where a care home is to be redeveloped.*

This is relevant for Policy CRAN1A (Land at Longfield) in the Reg 14 version of the Neighbourhood Plan. This proposes to allocate a former care home facility for approximately 25 dwellings.

Waverley BC has informed us that, even though the care home use on this site ceased in 2015 and was being wound down in 2012, the Neighbourhood Plan Examiner may consider that the loss of care home beds should be taken into account. With the care home previously having 50 beds, reduced to 38 beds in 2012, this could mean that the allocation of the site for 25 dwellings would result in a net loss of either 25 or 13 dwellings. Given that the purpose of allocating sites for development is to meet Cranleigh's Local Plan housing requirement of 76 dwellings, this would mean that other site allocations would have to deliver either 89 or 101 dwellings.

The decision to retain the land at Longfield site allocation would be predicated on successfully arguing at the Neighbourhood Plan examination that the former care home use was not fit for purpose and has not been in a care home use for 7 years, therefore there is no net loss of beds. There is no guarantee that this argument would be accepted by the Examiner. If they didn't accept this argument then the resultant net loss of dwellings would mean that the Neighbourhood Plan allocations would not provide sufficient dwellings to meet the 76-dwelling requirement. It is for this reason that I recommend the allocation of the land at Longfield (Policy CRAN1A) is deleted from the Neighbourhood Plan that is taken forward to Regulation 16.'

The Council considered the advice of its planning consultant and AGREED to delete site allocation N29 Land at Longfield from the Cranleigh Neighbourhood Plan.

Cllr E Townsend said that she had explained the planning consultant's advice to the Summerlands Estate Residents Association at their recent AGM. She added that Surrey County Council can still bring forward a planning application for this site.

The Clerk advised that the current site allocation in the Neighbourhood Plan is:

South of Amlets Lane (N25)	12 dwellings
East of Longfields (N26)	12 dwellings
Land off Amlets Place (N36)	13 dwellings
Land off Bloggs Way (N40)	6 dwellings
Total	43 dwellings

The Clerk advised that Cranleigh's housing requirement is 76 dwellings and there are two current planning applications in the system. The Council did not wish to pre-determine the outcome of these planning applications and will await the determination from Waverley Borough Council:

WA/2022/00657 Land at Rear of Manns 38 dwellings Determination Date: 19/05/22

WA/2022/00195 Land at West Cranleigh Nurseries 36 dwellings Determination Date: 12/04/22

Waverley Borough Council have advised that the Parish Council should consider a further Regulation 14 public consultation on the Neighbourhood Plan which could be focussed on the changes to the Neighbourhood Plan. The Council AGREED to update the SEA and HRA for the removal of the Longfield site allocation and proceed to a focussed Regulation 14 consultation once the outcome of the above planning applications is known.

The Council AGREED to fund the planning consultancy fees from the General Reserve.

16. WBC STREET TRADING LICENCE APPLICATION

The Council SUPPORTS this application.

17. DEFRA CONSULTATION ON THE GOVERNMENT RESPONSE TO THE LANDSCAPES REVIEW

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to submit a response to the review.

18. SCC CONSULTATION ON DETERMINATION OF SURREY'S ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS – 2023

The Chairman advised that the changes do not affect Cranleigh. The Council AGREED not to submit a response.

19. QUEEN'S PLATINUM JUBILEE

The Clerk reported on the Beacon Lighting on Thursday 02 June 2022:

- Bunting – Lions
- Beacon lighting – Lions
- Fencing – Lions
- First Aid – SJA booked
- Union Flag Displays – Scouts and Guides making tissue paper flags to display in Council Office windows.
- Bugler - Lions
- Piper - Lions
- Choir – Cllr N Sanctuary
- Ice Cream – Mooh booked
- Roundabout – Bensons booked Thursday to Sunday outside the Scout and Guide Hall
- Coffee – The Coffee Can Company booked
- Pizza – Surrey Hills Wood Fired Pizza booked from 8.45pm

Cllr G Worthington reported on the Picnic in the Park on Sunday 05 June 2022:

- Venue – either Snoxhall Fields or the Common
- Lions car park marshalls
- Surrey Yeomanry Band booked
- Youth Music Club booked
- Scouts and Guides to help with clear up for a donation
- Lamp post signs have arrived
- Pimms tent
- Cake stand
- Mooh booked
- Coffee – The Coffee Can Company booked
- First Aid – SJA requested

Cllr N Sanctuary reported on the Dinner Dance on Friday 03 June 2022:

- Four quotations for catering received, one includes providing the bar
- 120 tickets, of which six complimentary for good causes.
- Duplicate receipt book to be used for ticket sales through the Council Office.
- Four volunteers to help decorate the hall
- Council to cover shortfall if necessary

20. CRANLEIGH WATER SUPPLY ISSUES

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to write to Thames Water about Cranleigh water issues including interruptions in supply, bursts, Elmbridge road and Bookhurst reservoir.

21. COUNCIL POLICIES REVIEW

Cllr R Denton left the meeting.

The Clerk had provided an update on which Council policies require a review and the Council AGREED for the following policies to be reviewed for the next meeting:

- Health and Safety Policy, Equality Policy – CG
- Code of Conduct, Dispensation Scheme, Data Protection Policy and Redaction Policy – PC
- Child Protection Policy – ET
- Complaints Procedure, CCTV Policy – NS
- Communication and Engagement Strategy – RT
- Flag Flying – RB
- Transparency Code, Reporting at Council Meetings, Representatives on Outside Bodies, Committee Terms of Reference – the Clerk

22. COMPUTER WORKSTATIONS

This item was considered in private and confidential session: reason – commercial in confidence. The Clerk provided advice from the SLCC GDPR Personal Devices webinar. The Council AGREED to purchase a new i5 laptop for the Grounds Manager and three desktop computers for the Clerks to be funded from General Reserve.

23. RURAL COMMUNITY ENERGY FUND GRANT

This item was considered in private and confidential session: reason – commercial in confidence. Cllr E Townsend declared an interest as the WBC Portfolio Holder for the Leisure Centre. The Council had invited the eight companies who had submitted a tender to revise their quotations separating the renewable consultancy fees and community engagement fees. The Council AGREED to appoint a consultancy on receipt of a satisfactory reference and adequate insurance.

24. COMMUNITY BUILDINGS

This item was considered in private and confidential session: reason – commercial in confidence. Cllrs P Chapman and N Sanctuary and the Clerk had met with one of the Council’s clients. They made a third request for a copy of the client’s Business Plan and this has still not been received. The Council AGREED to write to the client stating that they have made three requests for a copy of their Business Plan and it has still not been received. The letter will state that the Council is still awaiting their cost proposals and timescales.

25. STAFF MATTERS

This item was considered in private and confidential session: reason – staff in confidence. The Council AGREED the National Salary Award for the Clerks backdated to 01 April 2021.

26. DATE OF NEXT MEETING

Thursday 28 April 2022 at 7.00pm. The meeting closed at 10.00pm

Signature.....

Date.....