



MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 20 OCTOBER 2022  
AT THE COUNCIL CHAMBER

Councillors

Cllr E Townsend\*  
Cllr N Sanctuary\* (Vice 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\* (Chairman of the Council)  
Cllr R Tyler  
Cllr C Walker  
Cllr G Worthington\*  
PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC. Two members of the public in person and one via zoom.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs R Burbridge, D Nicholas and C Walker were AGREED.

2. DECLARATIONS OF INTEREST

- Cllr N Sanctuary declared he is the Chairman of the Glebelands School Governors and his wife is a Trustee of Cranleigh Arts Centre.
- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr P Chapman declared he is a member of the Cricket Club.
- Cllr S Jeacock declared he has several relatives in the cemetery.

3. PUBLIC SESSION

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

4. MINUTES

The draft minutes of the Parish Council meeting held on 15 September 2022 and extraordinary Parish Council meeting on 29 September 2022, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman had no report.

6. CLERK'S REPORT

The Council NOTED the following report:

- Thank you to Scancad for the free renovation of the cemetery entrance noticeboard.
- The F3 fitness volunteers are going to litter pick and remove weeds around the War Memorial for Remembrance Sunday.

- The WI held a fundraising event pre-pandemic and raised £120. They contacted the Clerk with ideas for bulb planting. The Clerk suggested planting the Platinum Jubilee flowerbed outside of the Council Office by our horticulture apprentice. The WI liked this suggestion and are going to devise a planting scheme and provide the plants.  
Cllr g Worthington arrived.
- Scancad have infilled the trip hazards in the paving at the War Memorial, but they have been damaged by persons unknown and need repeating.
- The Council's application for online banking has been approved, so the Clerk can now organize online access for signatories to approve payments.
- The High Street improvements public consultation is pencilled in for week commencing 31 October. The plan is for SCC to have two public consultation events at Cranleigh library:
  - Tuesday 01 November – Face to face event with Surrey colleagues and residents – 11:00– 16:00
  - Thursday 03 November – Face to face event with Surrey colleagues and residents – 15:00 – 18:45
- The total Neighbourhood CIL for Cranleigh Parish collected between the 01 April 2022 and 30 September 2022 was £12,031.40.
- The Chairman, Vice Chairman and Clerk met with the Royal British Legion to plan Remembrance Sunday.
- The Vice Chairman and Clerk met with the Cranleigh BID representative for an update on the progress of the BID. They are in the progress of contacting all businesses to keep them informed about the project.
- The Chairman, Vice Chairman and Clerk met with Little Hearts Nursery to see what improvements can be made to the pavilion building.
- The Christmas lights switch on event is on Saturday 19 November. Councillors C Gould, N Sanctuary, M Scully, E Townsend and G Worthington volunteered to help with the climate change stand.
- The Village Hall stage lighting is having its annual safety inspection next month.
- The Project Initiation Document tender has been issued on Contracts Finder and on the Clerk's linked in, closing date 30 November 2022.
- The cemetery oak tree is being felled tomorrow under the supervision of the Surrey Wildlife Trust.
- The remaining tree surgery works from the 2020 survey are being done on 01 November 2022.
- The 3 and 6 month tree surgery works from the 2022 survey are being done on 15 November 2022.
- Our apprentice has passed his City and Guilds ride on mower training.
- The Internal Audit is Wednesday 26 October 2022 at 1.00pm, Cllrs P Chapman and N Sanctuary are observing.

#### 7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- WBC adopted the Sustainability and Climate Change SPD which includes a checklist to use when considering planning applications.
- Thames Water have agreed to attend a public meeting in Cranleigh, provisional date Monday 28 November 2022 at 7.00pm in Cranleigh Village Hall.
- There is a third date for the High Street improvements public consultation on Saturday 05 November 10.00am – 12.30pm.
- The Elmbridge bridge has moved again, but work is still scheduled for January 2023.
- She has requested details of the Lashmere play park improvements.

**8. MINUTES OF COMMITTEES**

- The minutes of the Planning Committee Minutes of 26 September 2022 were RECEIVED.
- The minutes of the Property & Asset Committee Minutes of 07 July 2022 were RECEIVED.

**9. FINANCIAL MATTERS**

1. The expenditure list to 20 October 2022 was circulated earlier and AGREED by the Council. Cllrs M Scully and E Townsend signed the cheques.
2. The bank reconciliation to 30 September 2022 was AGREED and signed by Cllr S Jeacock.
3. The cashbook reconciliation to 30 September 2022 was AGREED.
4. It was AGREED to invest the sum of £100,000 with Lloyds Treasury Reserve for 3 months on 27 October 2022. The Council asked the Finance Committee to develop an investment plan at their next meeting for recommendation to the November Council meeting.
5. The Council AGREED the following grant awards: Hoppa £500, Jigsaw £500, the Secret World War II Learning Network £200 and Safe Drive Stay Alive £500.

**10. POLICIES REVIEW**

The Clerk had reviewed the majority of the policies, checking for new model policies on the NALC website. The Council AGREED for the Clerk to share the draft policies on One Drive for Councillors to bring their comments to the November Council meeting for adoption of the policies in readiness for the new Council.

**11. TOWN TWINNING**

The Council DEFERRED this item to the next meeting.

**12. CORONATION OF KING CHARLES III**

- The Clerk explained that although the coronation is after the May 2023 Parish Council elections, this current Council will still be in office to organise the coronation celebrations.
- The Council AGREED to create a budget from the General Reserve of £5,000.
- The Council AGREED to form a Working Party to plan the celebrations including Cllrs M Scully and G Worthington and to invite representatives from the local community and local organisations including Lions, Rotary, Arts Centre, Royal British Legion, Scouts and Guides to join the Working Party.

**13. CODE OF CONDUCT AND CIVILITY AND RESPECT PLEDGE**

- The Council watched the NALC, SLCC and One Voice Wales video on the Civility and Respect Pledge.
- The Council AGREED that all Councillors should read the LGA Model Code of Conduct and be asked to sign next meeting to confirm they have read the LGA Model Code of Conduct before adoption by the Council.

**14. THAMES WATER LETTER**

A response by email was received today to the Council's letter, which said that Thames Water would not attend a public meeting in the village. The Council AGREED to leave Cllr E Townsend to organise the public meeting with Thames Water through her contact.

**15. HIGH STREET IMPROVEMENTS**

The Clerk advised that the public consultation on the High Street improvements is before the next Council meeting. Cllr E Townsend asked the Council to formally contact her and request an extension to the consultation deadline to enable the Parish Council to discuss their response at the November Council meeting.

16. CRANLEIGH NEIGHBOURHOOD PLAN

Cllr E Townsend had spoken with the Council's planning consultant and gave the following update:

- Planning permissions in Cranleigh have met the WBC housing number requirements.
- The Neighbourhood Plan has a brownfield site first policy. Allocating the Manns site for 38 dwellings, A2Dominion uplift of 36 dwellings and 4 dwellings at Bloggs Way would provide a housing number buffer for the Neighbourhood Plan. As the Neighbourhood Plan is allocating sites, it would reduce our housing land supply requirement from five years to three years.
- Only the changes to the Neighbourhood Plan need Regulation 14 consultation.
- Navigus will update the SEA and advise if the HRA requires review.
- Cllr E Townsend will contact SCC to find out their plans for Longfield which has been empty for a number of years, but it will not be included in the Neighbourhood Plan.
- The green spaces maps have been updated.

The Council AGREED:

- To allocate the following sites in the Neighbourhood Plan:
  - Land off Bloggs Way (N40) 4 dwellings (not 6 due to highway constraints)
  - WA/2022/00657 Land at Rear of Manns 38 dwellings
  - WA/2022/00195 Land at West Cranleigh Nurseries 36 dwellings
- To appoint Navigus to update the SEA and to fund the consultancy fees from the General Reserve.
- For the Clerk to write to the rejected sites to notify them of the Council's decision.
- To update the HRA if required.
- The draft Neighbourhood Plan amendments and green spaces maps will be presented to Council next month for approval for Regulation 14 consultation.

17. WBC INTERIM POLLING DISTRICT AND POLLING PLACE REVIEW 2022

The Council AGREED to ask WBC to consider using the Village Hall and Youth Centre as these venues are easier for drop off and collection, and the Youth Centre has parking.

18. SCC ALLEGED PUBLIC FOOTPATH FROM PUBLIC BRIDLEWAY 566 BRAMLEY/DOWNS LINK TO PUBLIC BRIDLEWAY 330 WONERSH

The Council support the application for a public footpath from public bridleway 566 Bramley/Downs Link to public bridleway 330 Wonersh.

19. WBC AUTUMN/WINTER HIGH STREET FUNDING

WBC are providing £1,500 to support ideas to increase footfall in Cranleigh High Street this autumn/winter. The Chamber of Commerce had suggested snow window decoration, Cranleigh Christmas tote bags or acquiring the animal band from Manns. The Council AGREED to support the snow window decoration and to ask the Chamber of Commerce to identify shops to participate in the scheme.

20. FREE FIRST AID TRAINING

Cllr E Townsend had been approached by a member of the public with a request for free first aid training. The Council AGREED to fund a two hour basic first aid training and defibrillator training course for staff, Councillors and long term hirers at £295 + VAT as a trial and if successful the Council will consider making a number of spaces available for members of the public.

21. CRANLEIGH FOOTBALL CLUB REQUESTS

The Council AGREED for the Football Club to install a noticeboard on the external wall backing on to the Snoxhall public toilet.

The Council AGREED for a trial period for the 2022/2023 season for the Football Club to install advertising banners on the main pitch perimeter fencing on the following conditions:

- It must not damage the fencing.
- The banners must be put up before matches and taken down immediately after the match.
- The banners will face inwards.
- The Clerk will approve advertisers before banners are displayed.
- The Council must approve the fixing method for the banners; cable ties must not be used to attach the banners to the fencing.
- The Football Club must organise storage of the banners between matches.
- The banners can be displayed free of charge provided that the funds raised are for general football club funds and not linked to fundraising for items that would require planning permission such as a new stand.

22. WAVERLEY CITIZENS ADVICE BUREAU

This item was considered in private and confidential session: reason – commercial in confidence.

- The Chairman, Vice Chairman and Clerk had met with Waverley CAB and gave a brief overview of their discussion.
- It was AGREED to invite Waverley CAB to attend the next Parish Council meeting as guest speaker.
- It was AGREED to contact WBC to find out about the reduction in grant funding to CAB.

23. CRANLEIGH VILLAGE HEALTH TRUST

This item was considered in private and confidential session: reason – commercial in confidence.

The Parish Council AGREED to meet with representatives of CVHT in private for a commercial in confidence discussion, provided that the discussion does not relate to any planning matter as the Parish Council has a Discussion with Develop Policy.

24. SNOXHALL PAVILION

This item was considered in private and confidential session: reason – commercial in confidence.

- The Council made a number of decisions relating to the licence agreements for the hire of the pavilion.
- The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to review the Licensing Committee report and prepare the speech for Cllr M Scully to deliver at the Licensing Committee Hearing.

25. DATE OF NEXT MEETING

Thursday 17 November 2022 at 7.00pm. The meeting closed at 10.20pm

Signature.....

Date.....