



MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 17 NOVEMBER 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. Fourteen members of the public in person and three via zoom.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs P Chapman, S Jeacock and N Sanctuary were AGREED.

2. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr R Burbridge declared she is a Trustee of Rowleys.

3. PUBLIC SESSION

A member of the public said that it is really important to keep the High Street parking to enable people to pop to the shops.

Another member of the public said Cranleigh is very lucky to have a wide range of shops, businesses and restaurants and agreed that improvements are needed to the High Street, but it must not lose parking for impromptu shopping. She said the LCWIP Feasibility Study could result in widening the pavement from Superdrug to Horseshoe Lane and this should be looked at in conjunction with the High Street improvements. She had asked businesses if they knew about the proposed improvements and many said they did not. She had asked the SCC Officer at the consultation event about business consultation and the Officer had said she had assumed the Chamber of Commerce had consulted with businesses.

Another member of the public raised concern about the removal of the bus laybys which will result in buses waiting in the High Street. Currently deliveries can block the High Street leading to 20 – 30 minutes to travel from one end to the other. A member of the public added that buses also wait in the High Street for rest stops and when they are ahead of schedule. Concerns were also raised about the ability of emergency vehicles to get through the High Street.

High Street access for the elderly and disabled persons is important for them to be able to park on the High Street and reduce the amount of walking to services. The Post Office is a lifeline for many with easy parking directly outside.

A question was asked about the timing of the improvements which will take 18 months and potential clash with the Leisure Centre building work, Cranleigh could become gridlocked.

The Chairman of the Civic Society said the comments on the SCC consultation website are not in favour of the improvements: concerns crossing the High Street with the removal of the pedestrian refuges and removal of the mini-roundabouts. He also asked who the volunteers are that would service the proposed planters.

County Councillor Liz Townsend said the High Street improvements are being funded from s106 contributions for the south side of the High Street from Boots to Knowle Lane and CIL. She said most of the High Street pavement is privately owned, but it needs to be improved and widened. A Working Party formed of SCC Officers, PC representatives, Chamber of Commerce representatives and residents have been looking at the High Street improvements. The consultation is ideas for improvements and will be subject to consultation with the Police and other agencies. SCC will review all responses to the consultation, re-visit the proposals with the High Street Working Party and then hold further consultation on amendments. She said in her role as Portfolio Holder for Economic Development at WBC, she will ensure that local businesses are on board with the improvements.

The Chairman of the Civic Society said there is a perception that the Parish Council are in agreement with the improvement proposals. The Parish Council Chairman clarified that it is supportive of the concept of improvements to the High Street, but has not commented on the current proposals yet. The Parish Council is listening to comments from members of the public this evening.

Mrs Dhall of Little Hearts Nursery School said she is unable to carry out a full pack away for mid-week third party hire of the pavilion as she does not have the staff or suitable equipment to store her nursery items. She would like to continue within the terms of her licence agreement to push equipment to the side of the room mid-week, but raised concern about other hirers not taking care or responsibility for damage to her equipment. She said this has become a burden for her business with stress and damage. She asked the Council to look into additional storage for nursery equipment at the pavilion for a permanent solution and to provide internal CCTV. She asked for permission to display Christmas decorations. Mrs Dhall asked the Council if they would consider a secure five year lease of the pavilion to the nursery.

4. GUEST SPEAKER: MS LYNN HANNAH, CHIEF EXECUTIVE OFFICER, WAVERLEY CITIZENS ADVICE BUREAU

Ms Hannah joined the meeting via zoom. She explained that the CAB has reduced income and is seeking to work with Town and Parish Councils under a service level agreement to discuss funding and service delivery. She has provided a draft three year service level agreement. The cost of the Cranleigh CAB office is approximately £40,000 per annum provided by one member of staff and volunteers. The Parish Council already provide the office space on a peppercorn rent which the CAB have valued as equivalent to £10,500 per year rental cost. CAB in Cranleigh have seen over 400 people so far this year seeking help with 1,300 individual issues. She said the CAB is looking for funding from the Parish Council of approximately £8,600 to continue to deliver this service. Ms Hannah said she would provide the data on service level agreements with the three towns in Waverley and premises costs. She suggested that Cranleigh Parish Council should engage with the smaller parishes around Cranleigh to look at seeking their support with funding the CAB office in Cranleigh.

5. LIONS FUNDING

Mr Trevor Dale President of Cranleigh Lions said the Lions are looking to deliver a project funded by Lions in Cranleigh next year and asked the Parish Council for ideas. He said the Lions had worked hard with their fundraising and wanted to deliver something long lasting. The Parish Council suggested consulting with the community for project ideas.

6. MINUTES

The draft minutes of the Parish Council meeting held on 20 October 2022, having previously been circulated, were AGREED and signed by the Chairman as a true record.

7. CHAIRMAN'S REPORT

The Chairman had no report.

8. CLERK'S REPORT

The Council NOTED the following report:

- Reminder for Cllrs C Gould, N Sanctuary, M Scully, E Townsend and G Worthington who offered to help with the Parish Council climate change stand this Saturday next to the Lego Brick Bus. Flyers have been printed. Councillor role is to collect names and email addresses to invite interested parties to stakeholder event on Saturday 03 December in the Village Hall. Members from the Cranleigh Climate Change Group will also be available to help.
- The Clerk reminded Councillors to book on the First Aid course reminder Monday 05 December 10.00am to 12 noon. The Council agreed for spare places to be offered to the member of public who suggested the idea, long term hirers and the Lions.
- The Clerk will give a presentation on the forthcoming elections at the Civic Society AGM.
- Three and six monthly tree surgery currently ongoing, but some surgery halted due to evidence of BAT roosting suitability by Surrey Wildlife Trust.
- Aerial inspections of trees takes place next week.
- Branches around the Snoxhall street lights are also being cut back this week as they are shading the lights.
- Request from a member of the public for a parking area at the Elmbridge allotments, but the Council currently has no budget for this work.
- There are warm hubs in Cranleigh at Rowleys, Methodist and Baptist Churches.
- Representatives from the Parish Council and Royal British Legion met the Council's electrician at the War Memorial to discuss lighting this week. He has again advised that the Council needs to appoint an architect to design the scheme and obtain the necessary planning permissions for listed building consent and conservation area consent. This will be added to the December agenda. The Council also suggested that this could be considered as part of the High Street improvements.
- The Clerk and Admin Clerk to Finance & Property carried out more Speedwatch volunteer training this week.
- The Finance Committee asked the Clerk and Grounds Manager to investigate biofuel use for the Council's tractor. There is the same restriction for biofuels as red diesel in that the Council is not permitted to use biofuels in a vehicle taken on the public highway. Hydrotreated vegetable oil, otherwise known as HVO, is the next-generation low-carbon diesel, but it is more expensive than regular diesel, so this will not help the Finance Committee reduce the fuel costs.
- Work to the play park railings commences next week.
- Surrey County Council have lots of questions about the ordinary watercourse consent for the culvert for the storage compound at Snoxhall Fields. The Parish Council may need to incur further costs through the planning consultant to prepare the necessary drawings of the culvert for the ordinary watercourse consent.
- The Council is in the process of applying to make online payments. Cllrs C Gould, D Nicholas and G Worthington need to complete their mandate change requests.
- The annual safety inspection of the Village Hall stage lighting was carried out by a new contractor, who condemned the mixing board, and it has been removed. None of the stage lights or wall sockets can be used until a new mixing board is installed.
- No example of banner fixing has been provided by the Football Club yet.

- The Clerk contacted the Football Club about the agreed location for the noticeboard to be mounted externally on the wall between the public toilet and changing rooms door. The Football Club representative has said the notice board is internal for the Football Club, they will purchase it but will hold off on fitting it in case it's to go elsewhere. The representative said they had made it clear where he and the Football Club required the noticeboard to be. He said it is to be used by a large number of people/coaches when the bar is open at weekends with lots of various information. If any other member of the Football Club Committee want to apply for another external noticeboard they can do this separately, but he does not think that is needed as it has not been in the years to date.
He said he will clarify that to the Council at the next meeting before fitting it and said it would be helpful if someone wants to change an application made by himself for and on the behalf of the Football Club that they are told to contact him direct as it is him making the request on behalf of the Football Club with the permissions to do so. He said in future if whoever wishes to interrupt a request from him to the Parish Council, whether for the bar or for the Football Club would the Council refer them back to him as then there is no confusion or delay in time to get things done.
- WBC advise that the Inspector has reported that only limited main modifications are required to Local Plan Part 2.
- The Parish Council has received the final apprenticeship grant instalments.
- Thank you to Cranleigh in Bloom and the F3 Fitness Group for tidying up the High Street for Remembrance Sunday.
- The Project Initiation Document tender closes on 30 November 2022.
- There will be free parking for Christmas shopping in Cranleigh on Thursday 01 December 2022 after 3.00pm.
- There will be an online Coronation Working Party meeting on Monday 05 December 2022 at 7.00pm.
- There will be an online Recreation Users Group meeting on Thursday 24 November 2022 at 7.00pm.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported that only limited modifications are required to WBC Local Plan Part 2.

10. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Minutes of 18 August 2022 were RECEIVED.
- The minutes of the Personnel Committee Minutes of 04 July 2022 were RECEIVED.
- The minutes of the Planning Committee Minutes of 10 October 2022 were RECEIVED.

11. FINANCIAL MATTERS

1. The expenditure list to 17 November 2022 was circulated earlier and AGREED by the Council. Cllrs C Gould and G Worthington signed the cheques.
2. The bank reconciliation to 31 October 2022 was AGREED and signed by Cllr R Tyler.
3. The cashbook reconciliation to 31 October 2022 was AGREED.
4. It was AGREED to invest the sum of £100,000 with Lloyds Treasury Reserve for 6 months on 30 November 2022 at an interest rate of 2.5%.
5. It was AGREED to issue the Request for Proposal tender on Contracts Finder and to ensure it contained details about security and liquidity of investments.
6. The recommendations of the mid year Internal Audit report for financial year 01/04/22 – 31/03/23 were NOTED and the Clerk reported that the Council is already in the process of moving over to making online payments, has asked customers to pay by BACS whether possible and review of the Fidelity Guarantee is on the agenda this evening.

7. The Council NOTED the report on the scope and effectiveness of the mid year Internal Audit for financial year 01/04/22 – 31/03/23 and comments by Cllrs P Chapman and N Sanctuary that the Internal Auditor did not mention the Financial Services Compensation Scheme limit of £85,000 per financial institution.
8. The Clerk gave a presentation on the draft budget for financial year 01/04/22 – 31/03/23. She said the pension actuarial valuation estimate should be known any day now, so the budgets can be updated. The Council AGREED to defer the budget and precept setting to the next meeting to await this figure.

12. POLICIES REVIEW
The Council DEFERRED this item to the next meeting.

13. TOWN TWINNING
The Council DEFERRED this item to the next meeting.

14. CODE OF CONDUCT AND CIVILITY AND RESPECT PLEDGE
The Council DEFERRED this item to the next meeting.

15. THAMES WATER MEETING
The Council AGREED to provide Cranleigh Village Hall for the public meeting and cover the public liability event insurance. The Lions have offered to help with meeting room setup to meet fire safety regulations.

16. HIGH STREET IMPROVEMENTS
The Parish Council had listened to the concerns of the members of the public at the meeting and AGREED not to submit comments to the public consultation but to request a zoom meeting with SCC Officers to discuss the High Street improvements and community concerns in more detail.

17. SCC EWHURST ROAD PEDESTRIAN CROSSING CONSULTATION
The Council AGREED to support the installation of a pedestrian crossing on Ewhurst Road.

18. FIDELITY GUARANTEE
The Finance Committee recommended to the Council to review the level of fidelity guarantee at the next insurance renewal, which was AGREED.

19. NEIGHBOURHOOD CIL APPLICATION
The Council has received an application from the Jigsaw Trust for funding of £29,626.32 for a scooter track from Neighbourhood CIL. The Council referred to its adopted CIL Protocol and reviewed the Neighbourhood CIL application against its Business Plan priorities. Unfortunately the project does not align with the Council's Business Plan priorities and the Neighbourhood CIL application was declined. The Council will suggest to the Jigsaw Trust to apply for Alfold and Dunsfold Neighbourhood CIL.

20. BUSINESS PLAN 2023 - 2027
The Clerk reported that there were around 500 responses to the online consultation to help prioritise the Business Plan projects. The Project Initiation Document is out to tender until 30 November 2022 so it was AGREED to defer this item to the next meeting.

21. WBC AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT
The Council AGREED to support this Supplementary Planning Document.

22. SNOXHALL FIELDS RIGHT OF WAY

The Council AGREED to submit a claim for a public right of way from the pavilion to the main football pitch as this footpath has been in regular use by members of the public walking from the Downs Link to the Beryl Harvey Field for at least 30 years. Cllrs R Burbridge and E Townsend offered to write statements confirming use.

23. FOOTBALL CLUB FEES

The Finance Committee recommended the following fees for the 2022 – 2023 season with an appeals process:

- Snoxhall Pavilion Football Storage Room fee £800 per annum.
- Changing room use fee £25 per session, a session is Saturday or Sunday morning or mid week evening.
- Floodlights £30 + VAT per game.
- Pitch fee per football club £1,500: youth, adults, vets, girls, womens. Total £7,500 per annum.

The Council AGREED to adopt the new fee structure for the 2022 – 2023 season.

The Council will also speak with the Football Club about unauthorised daytime access to the changing rooms.

24. ALFOLD ROAD TELEPHONE BOX

Cllr C Gould had met with a contractor who confirmed that the telephone box is beyond repair, and she has consulted with the local community about it's removal. The Council AGREED to appoint a contractor to remove the telephone box and will give the community two weeks advance notice of the work.

25. BERYL HARVEY FIELD

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

The Council AGREED to appoint Surrey Wildlife Trust to carry out an ecological study at the Beryl Harvey Field to be funded from the professional fees revenue budget.

The Council discussed a request from the Conservation Volunteers to replace the entire length of boundary fencing at the Beryl Harvey Field. Unfortunately the Council does not have the budget for the work currently and it would involve substantial disturbance of the natural hedgerow boundary. The actual boundary requires marking out again. The Council AGREED to appoint a surveyor to survey the boundary and install marker posts.

26. WAVERLEY CITIZENS ADVICE BUREAU

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

The Council DEFERRED this item to the next meeting.

27. CRANLEIGH VILLAGE HEALTH TRUST

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

The Parish Council had met in private with representatives of CVHT yesterday. The Parish Council AGREED to issue the following joint statement with CVHT:

Cranleigh Parish Council and Cranleigh Village Health Trust held a positive and constructive meeting to discuss the future of The Paddock site in Knowle Lane. Cranleigh Parish Council holds a covenant on the site, which Cranleigh Village Health Trust owns. Both parties are committed to involving the public in an open and transparent consultation process.

28. SNOXHALL PAVILION

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

- The Council rejected an application from Cranes Bar for a reduced hire fee.
- The Council rejected an application from Cranes Bar to vary the licence agreement and will review this request at the licence review on 01 March 2023.

- The Council permits private hire events for Cranes Bar subject to a member of Cranes Bar staff managing the event and being on site at all times and the Council is provided with a copy of the public liability insurance and risk assessment for any third party entertainer hired for private hire events.
- Cranes Bar will be asked to contact WBC Environmental Health for food hygiene registration.
- The Council AGREED for Cranes Bar to open on the following dates for the World Cup:
 - Tuesday 29th November 6pm - 11pm
 - Tuesday 13th December 6pm - 11pm
 - Wednesday 14th December 6pm - 11pm
- The Council AGREED for Cranes Bar to open mid week for Combined Counties League fixtures and DELEGATED AUTHORITY to Cllrs D Nicholas and M Scully and the Clerk to approve the dates.
- The Council AGREED for the Nursery to install Christmas decorations.
- The Council AGREED that Cranes Bar should store the partition and kitchen equipment in the Snug Room when the Nursery is open, and to keep Cranes Bar food in the bar kitchen refrigerator.
- The Council AGREED to provide noticeboards in the foyer.
- The Council AGREED to investigate extra storage in the pavilion for the Nursery.
- The Council has already advised the Nursery that it is unable to offer the pavilion to the Nursery on a long term lease as the pavilion must be available for refreshments to meet football league requirements.

29. STAFF MATTERS

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

- The Council AGREED to defer the Staff Salary Budget 01/04/22 – 31/03/23 to await the pension actuarial valuation and for Cllr N Sanctuary to give his salary budget presentation.
- The Council AGREED to make the hybrid working arrangements permanent for the Clerks.
- The Council AGREED to adopt the National Salary Award for 2022/23 backdated to 01 April 2022 for the Clerks which includes an annual pay rise of £1,925 per post and an extra day annual leave from 01 April 2023.
- The Council DEFERRED a Personnel Committee recommendation to the next meeting.

30. DATE OF NEXT MEETING

Thursday 15 December 2022 at 7.00pm. The meeting closed at 10.30pm

Signature.....

Date.....