



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 19 JANUARY 2023
IN 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.

1. APOLOGIES FOR ABSENCE

The apologies of Cllr D Nicholas who is unwell, Cllr R Tyler (work commitments) and Cllr S Jeacock were AGREED.

2. DECLARATIONS OF INTEREST

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

3. PUBLIC SESSION

- A member of the public asked if there was any update on the High Street improvements and if residents would have any input into the final decision? Cllr E Townsend said all comments to the consultation will be collated by the end of February. There will then be a meeting of the High Street Working Party after which the drawings will be adjusted and there will be a further public consultation. Comments can still be submitted to SCC through the Clerk.
- A member of the public said a section of the High Street pavement outside the Rectory regularly floods and is now frozen. He believes there is a blocked drain under the road between the Arts Centre and the Village Hall. Cllr E Townsend said she would speak to an SCC engineer and reply to the member of the public. Cllr G Worthington arrived.
- Nicola Davidson, Project Manager for Community Energy South, joined the meeting via zoom. She asked the Parish Council to consider how they would finance any project resulting from the renewable energy feasibility study and how they will engage with the community. She said it is her role to assist with this, to find out how the community can benefit and save energy in their own home. She recommends growing the Cranleigh Climate Action Group by funding a part time employee from the balance of the Rural Community Energy Fund grant who could be located in an empty shop in the High Street.

Their role would be to develop a strategy, secure funds for domestic energy advice, provide free networking and eventually establish a Community Interest Organisation with their own bank account so they can attract their own funding to be self-sustaining.

4. MINUTES

The draft minutes of the Parish Council meeting held on 15 December 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:

- The Clerk contacted Well North Enterprises to arrange a stakeholder meeting with the Parish Council. They said they understood that Cllr E Townsend had given an update and that they would meet with the Parish Council in March after the architect procurement process.
- Surrey Community Action have paid a grant of £1,900 for the water heater timers for Snoxhall Pavilion, Snoxhall Community Centre and the Village Hall to help the Parish Council's climate change agenda.
- The Clerk has asked Surrey Wildlife Trust if they could attend the Annual Parish Meeting as guest speaker, they have asked if the Council is happy to fund their travel costs, which the Council AGREED.
- The application for s106 environmental improvement funding for an information board at Snoxhall Fields has been submitted to WBC.
- The application for funding for trampolines for Snoxhall Fields play park has been submitted to the Betty Riseley Trust, outcome due in April.
- The Parish Council has emailed the Cabinet Member for Transport at Surrey County Council with a request for the bus timetables to return to pre-covid arrangements, but no reply has been received.
- Annual asbestos re-inspections have been carried out and further encapsulation work has been booked for Snoxhall Pavilion.
- The ecological report for the Beryl Harvey Field is awaited.
- The Council's telephone and broadband systems have been moved to the new provider.
- The Clerk has placed an order to upgrade the intruder and fire alarm systems at Snoxhall Pavilion and Youth Centre to remove the reliance on analogue telephone lines in readiness for their switch off.
- The Clerk has placed an order to upgrade the intruder alarm at the Village Hall to enable more alarm fobs to be used as the number of hirers has increased.
- The telephone box in Alfold Road has been removed.
- Noticeboards have been installed in the entrance hall at Snoxhall Pavilion.
- The Nursery received a five star hygiene rating at Snoxhall Pavilion.
- Marker pegs to identify the boundary at the Beryl Harvey Field have been installed.
- The planning consultant has arranged a drawing of the culvert which has been submitted to Surrey County Council for ordinary watercourse consent. Planning consent from WBC is still outstanding.
- The annual inspection of the playground has been delayed and a new date is awaited.
- Delivery of 200 hedgerow whips is anticipated from SCC, who will also provide the volunteers to plant the whip around the large green storage container at Snoxhall Fields.
- The report on the aerial inspection of a number of trees is awaited.
- The tree survey for the land around the tennis courts has been received. The Clerk has requested tree surgery and ecology quotations.
- The heater has been replaced in the Council Chamber.

- The LUX level testing of the floodlights is taking place on 30 January – 01 February so all fixtures are cancelled on the main pitch for the required pegging work.
- The Clerk is trying to identify the responsible body for the electricity cabinet on the Common in case a future connection is required for illumination of the War Memorial.
- The Lions have a pot of money that they would like to put to good use in the village and have asked the Parish Council for project ideas in readiness for their next meeting on 06 February 2023. The Council AGREED to put the Lions in contact with the Sports Consultancy for any early findings of their report for an intergenerational project.
- The Guides have asked for a review of their lease to enable them to hire out the Guide Hall for income due to the rising energy costs. The Clerk has sought the Council's solicitor's advice and will add this item to the agenda for the February Council meeting.
- Thames Water advise that they will be replacing water pipe on the Horsham Road near to Norley Farm from 07 February 2023 until May 2023 with lane closures and traffic control.
- Reminder High Street improvements zoom meeting on Thursday 26 January 2023 at 6.00pm.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- Well North enterprises have been carrying out stakeholder consultation and made a visit to Bromley-By-Bow to look at their community centre. The NHS are funding Well North Enterprises. There was a further meeting yesterday and the Parish Council will be invited to a meeting when there is something to tell the Council. Well North Enterprises have already met with CVHT, medical practice, schools, Arts Centre, Rowleys and SMART Cranleigh. Cllr E Townsend has also told them about our Sports Consultancy project.
- Invitation to tender for the architect and project manager for the new Leisure Centre will be issued at the end of January 2023. The Leisure Centre location in Village Way is not 100% decided yet, as there may be a need for space for the MUGA, tennis courts and skate park. Completion has been delayed to the summer of 2026.
- Work to the bridge on Elmbridge Road will be carried out at the end of February, beginning of March.
- Cllr E Townsend has followed up the bollards on Elmbridge road, bus stop on Elmbridge Road, Vehicle Activated Sign on Horsham Road and pothole in Knowle Lane.
- A TPO is being applied to trees at Littlemead behind Lashmere.
- Local Plan Part 1 is five years old. WBC will be considering a full or partial review at their meeting in February 2023.
- There is a consultation on changes to the NPPF, which will be added to the February Parish Council agenda.
- The pelican crossing is due to be installed in April on Ewhurst Road.
- Cllr E Townsend will check that Cllr C Gould and C Walker are on the list for communications from Well North Enterprises.

8. MINUTES OF COMMITTEES

The minutes of the Planning Committee Minutes of 21 November 2022 and 12 December 2022 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list to 19 January 2023 was circulated earlier and AGREED by the Council. Cllrs M Scully and G Worthington signed the cheques.
2. The bank reconciliation to 31 December 2022 was AGREED and signed by Cllr R Burbridge.
3. The cashbook reconciliation to 31 December 2022 was AGREED. Cllr N Sanctuary asked the Clerk for details of the reduction in the Council's overall cash holding over the last three months.
4. The Council AGREED to invest £200,000 on six months at an interest rate of 2.7% with Lloyds.

10. POLICIES REVIEW

The Council ADOPTED the following policies:

- Complaints Policy – with amendments by Cllr n Sanctuary.
- FOI Publication Scheme – with amendments by the Clerk.
- Discipline and Grievance Policy – with amendments by Cllr N Sanctuary to include reference to the recently adopted LGA Civility and Respect Councillor Officer Protocol and external appeals process.
- Dispensation Scheme – with amendments by the Clerk to the WBC model policy.
- Poor Performance and Improvement Policy - based on the NALC model policy.
- Flag Flying 2023 – with amendments by the Clerk.

The Council DEFERRED the following policies to the next meeting to await new model policies from its Data Protection Officer supplier:

- Breach Notification Policy
- Data Protection Policy
- Data Protection Training Policy
- Data Retention and Disposal Policy
- General Privacy Notice
- Internal Privacy Notice
- Subject Access Request Policy
- CCTV Policy

The Council asked the Clerk to obtain other examples of WIFI policies and DEFERRED this policy to the February Council meeting.

11. TOWN TWINNING

The Council DEFERRED this item to the new Council.

12. CORONATION WORKING PARTY

The Clerk gave an update from the Working Party:

The celebration will be held on Sunday 07 May 2023 11.00am – 5.00pm in the High Street including Fountain Square, Stocklund Square and on the Common around the War Memorial. Cllr E Townsend said the Common needs to be booked with WBC and no-mow May needs to be considered for the picnic area. Children's roundabouts have been booked and entertainers are being investigated. Moooh Ice Cream has confirmed attendance. Cllr G Worthington is organising a Hog Roast. VSMS Craft Fair will have stalls in the Village Hall and Stocklund Square. Horsham Band, Cranleigh Youth Music Band and Open Mic are being invited to take part. The Chamber of Commerce are encouraging all businesses to open on that day. Schools and churches have been invited to take part. Advertising banners are being organised. Lions are providing their flags and the Scouts and Guides are helping with decorations.

The Council AGREED to add Cllrs C Gould and C Walker to the Working Party and to ask Cranleigh in Bloom if they would like to take part.

13. CRANLEIGH BUSINESS PLAN

The Council had its first meeting with the Sports Consultancy on 16 January 2023 to start the preparation of the Project Initiation Document. The Sports Consultancy are establishing their evidence base and speaking to stakeholders. The Council DECLINED to invite CVHT as a Stakeholder.

14. STREET CHAMPIONS

The Council AGREED to thank the Street Champions for their support during the pandemic and to formally disband the Street Champions.

15. WBC TRANSFER OF ASSETS

- The Council AGREED to defer the consideration of asset transfers from WBC to the new Parish Council in May 2023, and to provide the new Council with the comments to the original consultation.
- The Council AGREED to send the details of the proposed asset transfers to the Sports Consultancy.

16. THAMES WATER CONSULTATION WATER RESOURCES MANAGEMENT PLAN 2024

The Council DELEGATED AUTHORITY to Cllrs R Burbridge, E Townsend and C Walker to draft a response for the Council to consider at their February meeting.

17. CRANLEIGH NEIGHBOURHOOD PLAN

Cllr E Townsend explained that WBC has advised a focussed Regulation 14 consultation on the new site allocations and update to the green spaces maps. The Parish Council AGREED to hold a focussed Regulation 14 consultation on Cranleigh Neighbourhood Plan on the section of the Plan titled 'Housing Strategy and Site Allocation', which includes Policies CRAN1A-1C and paragraphs 4.5 to 4.16 and the updated green spaces maps. The consultation will run from 03 February – 17 March 2023.

18. CRANLEIGH CLIMATE ACTION GROUP REQUEST

The Council thanked Nicola Davidson for her presentation, but DECLINED to request a variation to the RCEF grant for her project as they wished to retain the grant balance in case further work is required to the feasibility study in light of the Project Initiation Document.

19. CRANLEIGH VILLAGE HEALTH TRUST

- The Council NOTED the update from the meeting with CVHT on 10 January 2023.
- The Council said it is CVHT's decision to consult with the community through a questionnaire. The Council commented that Survey Monkey has been successful for the Parish Council's consultations, but there should also be paper versions available locally.

20. WAVERLEY CITIZENS ADVICE BUREAU

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

The Council AGREED to the request from Waverley Citizens Advice Bureau to meet with them, but NOTED that this Council cannot make a decision as it has DEFERRED the decision on the service level agreement and funding to the new Council. The meeting will be open to all Councillors.

21. SNOXHALL PAVILION

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

- The Council had politely requested the outstanding balance is settled by 31 January 2023, but has received no acknowledgement, reply or payment to date. The Council AGREED to send a reminder letter and if no response is received by 31 January 2023, the Council will proceed to recover the outstanding balance through the County Court.
- The Council AGREED to contact the Brewery and request removal of the kegs.

22. DATE OF NEXT MEETING

Thursday 16 February 2023 at 7.00pm. The meeting closed at 9.24pm

Signature.....

Date.....