



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 16 MARCH 2023
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge*

Cllr P Chapman*

Cllr R Denton

Cllr C Gould*

Cllr S Jeacock

Cllr D Nicholas*

Cllr N Sanctuary* (Vice Chairman of the Council)

Cllr M Scully* (Chairman of the Council)

Cllr E Townsend*

Cllr R Tyler

Cllr C Walker

Cllr G Worthington

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs S Jeacock, R Tyler, C Walker and G Worthington were AGREED.

2. DECLARATIONS OF INTEREST

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

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES

The draft minutes of the Parish Council meeting held on 16 February 2023, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Council NOTED the following report:

The Town Twinning Association are hosting visitors from Semur-en-Auxois next month and have asked if the Parish Council could contribute £200 towards excursions for the visitors including Denbies, Arundel Castle and the Sculpture Park. The Council AGREED to fund the donation from the Chairman's Allowance. The Chairman of the Town Twinning Association would welcome the opportunity to attend a meeting of the new Council.

6. CLERK'S REPORT

The Council NOTED the following report:

- SCC replied to the Parish Council's comments on the High Street improvements to say that SCC are currently reviewing the outcomes of the consultation and the feedback from various

meetings they have had over the last few weeks and will come back to the Parish Council should they have any questions. They will be releasing the consultation summary report to the public and said this document is now close to being finalised and they will share as soon as it is available to them.

- A member of the public has enquired to SCC about additional lighting in Village Way. They estimate the cost of an additional street light to be in the region of £2,600, but they do not have any budget.
- The WBC Heritage Officer has confirmed that the Parish Council does not need Listed Building Consent for four small bolts to secure temporary illumination for the War Memorial.
- One of the windows at the Community Centre has been broken.
- The Clerk has appointed 3D Services to produce the topographical survey required by WBC Planning Department before they will permit the Certificate of Lawful Use for the storage compound at Snoxhall Fields.
- The Council's architect will make a final inspection of the Village Hall ceiling lights project next week before signing off the project retention funds for payment.
- WBC has transferred the s106 funds for the Snoxhall information board this week – the Council's new Property & Asset Committee can design the map artwork.
- Due to new arrangements for the disposal of dog waste our current contract is set to increase by 30%. The Clerk has explored new options for dog waste disposal services and appointed Grasstex for a period of one year.
- Cox Green Road has officially been renamed to Baynards Lane. Residents are currently being consulted on renaming Baynards Road to Hogspudding Lane.
- SCC has provided further hedgerow whips for planting on the northern boundary of the Beryl Harvey allotments by allotment volunteers.
- Surrey County Council will make a temporary closure order on Public Footpath Nos. 197, 203, 204, 223 & 225 (Shere), Footpath Nos. 208 (Albury), Bridleway Nos. 203, 205, 205a, 224 (Albury) and Bridleway Nos. 201, 202, 203, 204, 205 (Shere) & 205 (Cranleigh) by reason of danger to the public, due to works taking place on and near the affected footpaths and bridleways. The order was made on 16 March 2023 and will be in operation for a period from 20 March 2023 until 12 May 2023, or until completion of the works, if earlier.
- The Surrey Definitive Map for public footpath 378 has been updated to show the extinguishment of the section of footpath from North Downs across Snoxhall Fields east to west to the Downs Link, made in 1971.
- The dispute over responsibility for the electrical safety of an electrical supply cabinet on WBC land at the Common continues. WBC do not believe it is their responsibility.
- The glass in the High Street bus shelter has been broken.
- A company called Ethical Utilities are being very proactive in contacting the Parish Council to advise that the Parish Council may have been mis-sold energy contracts around 2012 and as such may be eligible for compensation. The Clerk has sought the advice of NALC through our County Association.
- On street parking enforcement passes from Waverley Borough Council to Surrey County Council from 01 April 2023. Highways verges environmental maintenance passes to Surrey County Council from 01 April 2023. There will be 4 urban cuts, 2 rural cuts and 1 weed spray treatment per annum across all areas.
- Winterfold Road is closed tomorrow 8.00am – 5.00pm for pre-patching works.
- Invitation to the Economic Development Strategy Workshop on Thursday 23 March 10.00am – 12noon at WBC Office.
- The Carbon Literacy Project is hosting a webinar on Monday 20th March at 10:30 am to mark the launch of our new Parish, Town and Community Councils Toolkit Course.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the following report from Cllr E Townsend:

- Local Plan Part Two will be considered for adoption by full Council at Waverley on 21 March 2023. Local Plan Part One is now five years old and requires review.
- WBC were successful in the High Court to win permission for a Judicial Review of the decision to permit drilling for oil at Dunsfold.
- She encouraged people to submit comments to the Surrey Hills AONB review.
- WBC has appointed the design project lead, energy consultant and architect for the new Cranleigh Leisure Centre.
- Well North Enterprises held a stakeholder meeting this morning including the Arts Centre, Medical Practice, League of Friends, Rowleys, Glebelands School, CVHT, Knowle Park and Integrated Care Board.
- WBC are repairing the potholes in Village Way.
- She toured the parish with SCC and highlighted areas of flooding on the roads and 50 potholes that need repair, but has no timeline for the repairs.
- The number of grass cuts per annum will significantly reduce now that the service is passing from WBC to SCC, and she advised members of the public to submit their comments to SCC if they are concerned.
- There will be more dog fouling enforcement in Alfold following a number of complaints.
- Highways safety schemes are being considered, she has put forward Glebelands School and Elmbridge Road for traffic calming.
- A night time closure will be required to re-surface the bridge in Elmbridge Road but no date has been given for the works.

8. MINUTES OF COMMITTEES

The minutes of the Planning Committee Meeting of 30 January and 20 February 2023 were RECEIVED.

To minutes of the Property & Asset Committee Meeting of 03 October 2022 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list to 16 March 2023 was circulated earlier and AGREED by the Council. Cllrs C Gould and N Sanctuary signed the cheques.
2. The bank reconciliation to 28 February 2023 was AGREED and signed by Cllr P Chapman.
3. The cashbook reconciliation to 28 February 2023 was AGREED.
4. The Council AGREED to transfer the sum of £14,460 on receipt of the precept to an Elections EMR.
5. The Council AGREED to increase allotment fees by 3% from 01 April 2024.

10. SNOXHALL FIELDS

The Council ACCEPTED the advice of its solicitor and AGREED to issue the boundary licence agreement to properties adjacent to Snoxhall Fields that have enclosed part of the recreation ground in their rear garden. The Council also AGREED to set up a diary reminder to check on property ownership details every five years to enable boundary licence agreements to be kept up to date.

11. CORONATION WORKING PARTY

The Clerk gave an update from the Working Party meeting last night:

- Road closures all confirmed
- Common, Fountain Square and Stocklund Square booked
- Youth Music and Open Mic confirmed
- Bensons Funfair – two children's rides, hit the hammer and American Sweet Stall
- Moooh Mirabelle
- Piggy Rolls Hog Roast

- VSMS Craft Fair in Village Hall
- Four Artisan and 8 VSMS market stalls in Stocklund Square
- Rotary and RBL stalls
- Classic Cars
- High Street Flags
- Hans 8ft tree decorated with baubles made by Scouts and Guides
- 10 Wreaths for public buildings made by volunteers at the Arts Centre
- Red, white and blue planting
- 6 banners to advertise the event
- Litter pick by F3 fitness volunteers
- Cllr E Townsend raised no mow May for the area around the War Memorial to ensure the grass is cut for the picnic.
- Cllr M Scully to speak with Yangz and Richard Onslow, and to ask permission for electricity for Moooh's Mirabelle
- Cllr E Townsend to ask Kathy Plank to do face painting
- Cllrs C Gould, D Nicholas, N Sanctuary, M Scully and E Townsend agreed to assist as Marshalls.

The Council AGREED the following expenditure from the Coronation EMR:

- Entertainer £500
- EICR for electricity cabinet £300
- Scouts/Guides baubles £370
- Wreaths £275
- Banners £384
- Flags £500
- Street Trading £376
- TENS £21
- War Memorial Illumination – quote awaited

12. ANNUAL PARISH MEETING

The Council discussed the following matters arising from the Annual Parish Meeting:

- Hospital electricity supply for MRI scanner. Cllr E Townsend said WBC are looking at electrical supply for the new Leisure Centre and may be able to link this work.
- Hoppa bus fares. Cllr E Townsend said the Hoppa bus is free in Farnham as they operate under a different licence, she will investigate further.
- Cemetery street light. Cllr M Scully will visit the concerned resident and explain that this light is used only occasionally in the late afternoon in winter months for staff to access the cemetery sheds and is required under Health and Safety.
- Social media summary of Council meeting decisions. Cllr M Scully and the Clerk will meet with Martin Bamford to discuss this further.

13. PROJECT INITIATION DOCUMENT

The Clerk advised that she had had a meeting with the consultant this morning and they are waiting on some important information to complete their report.

The Council AGREED to defer this item to the April Council meeting.

14. RCEF COMMUNITY ENERGY FUND

The Council is in receipt of the Renewable Energy Feasibility Study. The Council AGREED for Cllr N Sanctuary to do a powerpoint presentation to the next Council meeting on the study findings.

15. HORSESHOE LANE ROUNDABOUT ADOPTION

Retirement Village have approached the Parish Council with a request to sponsor the main roundabout at Elmbridge Road. The Council AGREED to share the sponsorship agreement with them and discuss grounds maintenance contractors, insurance and costs and bring a proposal to the next Council meeting.

16. SURREY HILLS AONB REVIEW

Cllrs P Chapman, N Sanctuary and M Scully declared an interest and left the meeting. The Council AGREED for Cllr D Nicholas to take the Chair.

The Council had previously submitted a detailed response to the call for evidence to request an extension of the AONB in Cranleigh, but this extension is not included in this latest consultation.

The Council's planning consultant advises the Parish Council may wish to consider a further option to liaise with a landscape architect at this stage to provide further advice and support on any technical elements of the evaluation. Looking further along the process, there may be a public examination into the boundary review following the responses from this public consultation. Cranleigh Parish Council will have to take a view on attendance at the examination. If attendance is favoured, it would be useful to have a landscape architect present. The case would be more consistently presented if they had been involved in the current consultation stage. The Council AGREED that the option to extend the AONB and protect our countryside and ancient woodland is of huge value. The Council AGREED to appoint planning consultant Tony Fullwood at a cost £675 per day for 4 – 5 days and a Landscape Architect at a similar rate for 2 – 3 days work, all to be funded from the General Reserve. The Council AGREED to appoint Cllrs R Burbridge, C Gould, D Nicholas and E Townsend to the Working Party to prepare the Council's response for approval by full Council. The Council further AGREED to urge the community to support the Parish Council's response to the consultation. Cllrs P Chapman, N Sanctuary and M Scully returned.

17. WBC STREET TRADING APPLICATION

The Council SUPPORTS the street trading application by Moooh Ice Cream to continue trading in Fountain Square.

18. CRANLEIGH VILLAGE HALL

Cllr N Sanctuary said there had been a meeting with Cranleigh Arts Centre to look at a project to boost their capacity through use of Cranleigh Village Hall. This item was deferred to the April Council meeting to consider the recommendations of the Project Initiation Document.

19. INVESTMENT MANAGEMENT SERVICES

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

The Council has received five quotations for investment management services. The Council DELEGATED AUTHORITY to the Finance Committee to review the quotations and to make a recommendation to full Council.

20. PROPERTY & ASSET COMMITTEE RECOMMENDATIONS

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

- The Council AGREED to defer the tender for the car park, Parish Council footpaths, play park footpaths and section of the Downs Link between the car park entrance and pavilion to be re-surfaced, to await the outcome of the Clerk and Grounds Manager's meeting with the SCC Access Officer to discuss SCC's town path which runs parallel with the car park and is uneven due to root disturbance, and the recommendations of the Project Initiation Document. Following Cllr E Townsend's request, WBC have offered to extend the spend deadline for s106 funding from planning application WA/2017/1396 for re-surfacing of the Downs Link from 01 March 2024 to 01 March 2029. The Council AGREED for the Clerk to sign the s106 deed of variation.

- The Council AGREED to adopt the amended allotment licence agreement using the term 'under cultivation'.
- The Council AGREED to adopt the fowl and rabbit keeper agreements.
- The Council AGREED to adopt the amended cemetery Rules and Regulations and updated master forms. The Clerk was asked to update the rules to be consistent with metric and imperial measurements, to include a link to BRAMM and to quantify the term 'good repair'.
- The Chairman visited the Beryl Harvey allotments to view the trees in question and speak with the allotment ploholders. The Council AGREED to undertake no further action on trees T03442 and T03445 at the moment and to review the trees next year.
- The Council AGREED to appoint Playdale to repair the basket swing next to the Centenary Garden to be funded from the Snoxhall Fields Charity Reserve.
- The Council considered three quotations for the replacement of the other basket swing with a basket swing and two bay flat swing set to be funded from the Snoxhall Fields Charity Reserve. The Council AGREED to appoint Playdale to provide the new equipment and Grastex to remove the flat bay swing set and return the area to grass.
- The Council AGREED to appoint specialist contractor SFabs to replace six gates and posts at the play park with ROSPA compliant self-closing gates to be funded from the Snoxhall Fields Charity Reserve.
- The Council AGREED to appoint Charterhouse Tree Care to undertake the tree surgery adjacent to the tennis courts and to appoint Surrey Wildlife Trust Ecology Services to supervise the work to be funded from the General Reserve.

21. WAVERLEY CITIZENS ADVICE BUREAU (CAB)

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

Cllr N Sanctuary explained Waverley CAB is merging with Guildford & Ash CAB. The Council had taken legal advice. The current lease with Waverley CAB expires when the organisation ceases to exist. The Council AGREED to terminate the existing lease from the Parish Council to Waverley CAB and to offer a new 12 month peppercorn lease outside of the Landlord and Tenant Act 1954 to the new Guildford and Ash CAB. This will give Guildford & Ash CAB 12 months to have discussions with the Parish Council about future funding and service level agreements.

22. DATE OF NEXT MEETING

Parish Council Meeting Thursday 20 April 2023

The meeting closed at 8.50pm

Signature.....

Date.....