



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 21 SEPTEMBER 2023
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge*

Cllr A Morrison*

Cllr H Nicholson*

Cllr D Nicholas*

Cllr N Sanctuary*

Cllr M Scully* (Chairman of the Council)

Cllr L Talmage*

Cllr E Townsend

Cllr R Tyler

Cllr C Walker* (Vice Chairman of the Council)

Cllr M West*

Cllr G Worthington*

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr E Townsend.

2. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr N Sanctuary declared he is the Chairman of Glebelands School Governors.
- Cllr H Nicholson declared she is a volunteer at Knowle Park.
- Cllr D Nicholas declared he is a member of Cranleigh Football Club.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES

The draft minutes of the Parish Council meeting held on 20 July 2023 and the extraordinary Parish Council meeting held on 26 July 2023, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman asked members to raise their hand when they wish to speak and they will be called in turn to ensure fairness to all, and he would interject if necessary to keep to the agenda and Parish Council matters. He thanked everyone for their co-operation.

6. CLERK'S REPORT

The Council NOTED the following report:

- The agenda item to reduce the speed limit through Rowly from 40mph to 30mph was withdrawn at the request of the member of the public.

- WBC asked for the Council's feedback on two parking items:
 - a- When would the Parish Council like some free parking in your High Streets to increase footfall this winter? The Parish Council suggested the Bonfire night, Christmas lights switch on event and Artisan Christmas market.
 - b- What would the Parish Council like to see for parking in the High Street (payment methods etc). The Parish Council asked for on street parking to remain free.
- The ash tree outside of the Council Office has ash dieback and will be felled in the new year supervised by the Surrey Wildlife Trust ecological officer.
- The ash tree stump in the cemetery has rotted and will be removed in the new year.
- A contractor has been appointed to cut back overhanging tree branches on the footpath from the Leisure Centre to the sub-station at Snoxhall Fields and along the northern boundary of the access road so that the hedgerow can be tractor flail cut in the future.
- The microdrill assessment of tree T250 at the Bruce McKenzie Field is still awaited from WBC who have staff shortages.
- The bridge over Littlemead Brook at the Downs Link is still awaiting repair by Surrey County Council. The Clerk has established that the bridges by the tennis courts and Leisure Centre are the responsibility of the Parish Council, so the Parish Council will be required to replace the recently vandalised fence by the Band Room.
- A response from Centurian is still awaited on the issue with the floodlights not meeting the LUX level specification for the contract.
- Work on the Fire Risk Assessments is ongoing.
- The hot water heater in the Village Hall small kitchen sprung a leak and is being replaced.
- Cllr L Talmage raised concern about the limit of terrorism cover for our insurance which may be due to downgrading of specific building classes. Cllrs N Sanctuary and L Talmage discussed our current cover and were happy with it.
- The Council has been approached by a company wishing to site a battery at Snoxhall Fields to help reduce electricity blackouts in the village. This will be added to the agenda for the next Parish Council meeting.
- Three street lights have just been repaired at Snoxhall Fields and a further two have now developed faults, a contractor has been instructed.
- A new coffee concession is starting at Snoxhall Fields at the end of this month to cover the football sessions.
- The union bunting needs removal. Councillors will remove the low level bunting and the Christmas lighting contractor will be asked to remove the Village Hall bunting.
- The Chamber of Commerce are creating a 14 point heritage trail through Cranleigh High Street starting at the Village Hospital. One of the points will be Cranleigh Village Hall. Details of the heritage aspects can be accessed through a QR code which will be placed at the front of the building.
- A request has been submitted to Surrey Police for a new speedwatch site in the 20mph zone in the High Street.
- The Clerk has instructed a surveyor to assess the Council buildings for reinforced autoclaved aerated concrete (RAAC).
- The Clerk has reported the graffiti on Horsham Road to WBC and followed up the report when no response was received after a week. WBC responded that as the graffiti is on Openreach equipment, it will need to be reported to Openreach, which the Clerk has done.
- The Chairman has been invited to the unveiling and handover of the Winterfold Information Board; the Parish Council provided grant funding towards its cost.
- Thames Water issued a survey through a marketing company to the Parish Council with a closing date of the previous day. The Clerk reported this to the marketing company and Thames Water but never received a response.
- Cllr Steve Cosser and his wife Sheila would like to thank all of you who have taken the time and trouble to contact us about the death of our beloved grandson Charlie.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Morrison reported that the Chief Executive of Waverley Borough Council has given his resignation.

8. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting of 03 May 2023 were RECEIVED.
- The minutes of the Personnel Committee Meeting of 03 May 2023 were RECEIVED.
- The minutes of the Planning Committee Meeting of 03 July 2023, 24 July 2023 and 14 August 2023 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list for August and September 2023, circulated earlier, was AGREED by the Council and Cllrs M Scully and C Walker will authorise the online payments for September.
2. The bank reconciliation to 31 July 2023 and 31 August 2023 was AGREED and signed by Cllr H Nicholson.
3. The cashbook reconciliation to 31 July 2023 and 31 August 2023 was AGREED.
4. The Council AGREED to add Cllrs E Townsend and G Worthington as signatories for the CCLA Public Sector Deposit Fund.
5. The Council AGREED to invest £200,000 in the CCLA Public Sector Deposit Fund on 27 September 2023.
6. The Council AGREED to fund the AONB Review planning consultancy fees of £3,981.45 from the General Reserve.
7. The Council NOTED the Conclusion of Audit 01/04/22 – 31/03/23.
8. The Council NOTED that the Council's current investment meet the terms of its adopted Investment Strategy and AGREED to discontinue investigations into fund based investments at this time.

10. LGBCE BOUNDARY REVIEW OF SURREY COUNTY COUNCIL

The Council noted the review.

11. GATWICK AIRPORT NORTHERN RUNWAY

The Council had no comments to make on the national strategic infrastructure application and declined to provide grant funding to CAGNE.

12. MEMBERS ALLOWANCES

WBC advise that the Independent Remuneration Panel are meeting later this year to review the Scheme of Members' Allowances. The Panel has asked the following questions of the Parish Council to inform the Parish Remuneration Panel work of the Independent Remuneration Panel.

- (a) If the Parish Council pays the chairman expenses under Section 15 of the Local Government Act 1972 referred to above;
There is a budget allocation of £450 which the Chairman may draw upon during the financial year.
- (b) If the Parish Council would like to pay either your chairman, or all elected parish councillors, a parish basic allowance;
The Parish Council did not wish to alter its adopted Members Allowances Policy which does not offer the parish basic allowance to elected members; co-opted members are not eligible to receive the parish basic allowance in legislation.
- (c) If the Parish Council would like to pay your parish councillors a parish travelling and subsistence allowance.
The Parish Council's adopted Members Allowances Policy does pay elected and co-opted members allowances in respect of travelling and subsistence in connection with the performance of any duty within the following categories:

- The attendance at a meeting of the Council or of any committee or sub-committee of the council, or to any body to which the council makes appointments or nominations or of any committee or sub-committee of that body
- The attendance at a meeting of any association of authorities of which the council is a member
- The performance of duties in connection with a tender process
- The performance of any duty which requires the inspection of any premises
- The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of any functions of the authority or of any of its committees or sub-committees.

The Parish Council will have regard to the recommendation of the Waverley Independent Remuneration Panel when paying travelling and subsistence allowances to members.

13. 80th ANNIVERSARY OF D-DAY

The Clerk reported:

- Royal British Legion and Cranleigh Lions would like to take part.
- Need to register participation by 30 May 2024.
- Need to invite Lord Lieutenant.
- Schools to be invited to read Poem for Schools D-Day Heroes at 11.00am on Thursday 06 June 2024.
- Beacon lighting 9.15pm on Thursday 06 June 2024 when the International Tribute will be read by the Parish Clerk.
- National Fish and Chip Day – invite local shop to take part.
- Include Scouts and Guides and Youth Council.

The Council AGREED to allocate £2,000 from Civic Miscellaneous Budget to D-Day EMR and appointed a Working Party of Cllrs R Burbridge, D Nicholas, H Nicholson and M Scully to develop the plans for the anniversary.

14. DUNSFOLD PARK ACCESS ROAD NAME

The Parish Council were invited to select their preferred name for the new access road to Dunsfold Park between Canada Avenue and The Approach. The Parish Council AGREED to request Canada Avenue.

15. BOOM COMMUNITY BANK

Cllr C Walker had reviewed this request from the Boom Community Bank. Members felt that the geographical reach is too broad and the Parish Council already supports many local organisations who provide support to the community of Cranleigh. The investment with Boom Community Bank also does not meet the terms of the Parish Council's adopted Investment Strategy. The Parish Council politely declined to invest in Boom Community Bank.

16. WBC STRATEGIC CIL

The Clerk reported that the Parish Council had agreed in their July meeting to submit a Strategic CIL application for Cranleigh Village Hall. However, new information has come to light in the Parish Council's success in stage one of their application to the Community Ownership Fund for Cranleigh Village Hall. The Clerk advised in order to maximise new funding coming into the Parish Council that the Parish Council should consider making an application for Strategic CIL funding for the MUGA using the s106 funding of £40,000 as 25% matched funding and balance of £7,417 for planning consultancy for the necessary planning permission.

The Council AGREED to make an application for Strategic CIL funding for the MUGA using the s106 funding of £40,000 as 25% matched funding and balance of £7,417 for planning consultancy for the necessary planning permission.

17. DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES COMMUNITY OWNERSHIP FUND

Cllr N Sanctuary had submitted the Council's expression of interest to the Community Ownership Fund for Cranleigh Village hall which has been confirmed as likely to be eligible for funding. The Clerk advised that there is a maximum grant of £250,000 which would require 20% matched funding. Cllr N Sanctuary said discussions were still ongoing with Cranleigh Arts Centre to use Cranleigh Village Hall if it could provide 300 seats for events. Cllr N Sanctuary said current fire regulations restrict the number of seats to 240 and to achieve 300 seats would require extension to the front of the building. An extension to the building would cost in excess of the Community Ownership Fund current grant limit. The Parish Council AGREED to apply for the Community Ownership Fund to sort out the basics to make Cranleigh Village Hall a great community asset and to maintain discussions with Cranleigh Arts Centre about future usage. The Parish Council AGREED to transfer £50,000 from the Capital Reserve to the Village Hall Reserve to allocate 20% matched funding for the Community Ownership Fund grant application.

18. SNOXHALL FIELDS PITCH POWER APPLICATION

Cllr D Nicholas declared an interest. The Parish Council AGREED:

- To submit an application to the Football Foundation for Pitch Power Funding.
- To complete the Pitch Service Level Agreement.
- To allocate £1,500 from the Capital Reserve to the Pitch earmarked reserve for matched funding for a spiker.

Cllr D Nicholas abstained from voting.

19. HIGH STREET IMPROVEMENTS

The Council DEFERRED this item to the extraordinary Parish Council meeting on Thursday 28 September 2023.

20. HIGH STREET BUS SHELTER

The Council AGREED to write to Surrey County Council again seeking legal transfer of the High Street bus shelter to be completed.

21. CHRISTMAS LIGHTING

Following a request from the Chamber of Commerce about the Christmas lights at the Village Hall and the maintenance of the electricity cabinets on the Common, the Council AGREED:

- To fund the installation of Christmas lighting to the Millennium Sculpture and Village Hall from the General Reserve at a cost of £1,000.
- To include the three electrical distribution points on the Common in the Council's three yearly electrical safety inspection programme.
- To fund future repairs to the electrical distribution point number 1.

22. ROWLEYS COMMUNITY CENTRE

This item was withdrawn as Rowleys had obtained funding for a new cooker.

23. CRANLEIGH NEIGHBOURHOOD PLAN

This item was considered in private and confidential session: reason – commercial in confidence. The Council considered the independent examiners suggested by Waverley Borough Council and AGREED to appoint Mr Andrew Ashcroft for the independent examination of the Cranleigh Neighbourhood Plan.

24. SNOXHALL CAR PARK AND DOWNS LINK

This item was considered in private and confidential session: reason – commercial in confidence. The Parish Council has s106 funding to re-surface a section of the Downs Link between the car park entrance at Snoxhall Fields and the Pavilion building, and to re-surface the car park.

The Clerk and Grounds Manager had met with SCC's Access Ranger to discuss the specification for the Downs Link surface and to raise concern about the condition of the concrete public footpath 378 which is SCC responsibility. SCC offered to work with the Parish Council on a joint project to re-surface the Downs Link, replace public footpath 378 and re-surface the car park. The Clerk referred to the Designing Out Crime Report which recommends re-designing the car park layout to reduce anti-social driving. The Access Ranger had suggested sleeping policeman to reduce anti-social driving in the car park rather than re-designing the layout. SCC issued an invitation to tender for the three items of work and the Parish Council considered the quotations. The Parish Council were not supportive of replacing the concrete public footpath 378 with type 1 compacted stone as they felt it would still be susceptible to tree root disturbance, but requested the area be laid to grass instead as pedestrians will be able to use the newly re-surfaced Downs Link as an alternative. The Council considered the three quotations and AGREED to appoint Nick Knox funding the project from funds held in earmarked reserve 358 of £28,439 for the Downs Link, £14,487 for the car park and the balance of £13,164 from the Snoxhall Fields Charity Reserve.

25. WAR MEMORIAL LIGHTING

This item was considered in private and confidential session: reason – commercial in confidence. The Council AGREED to purchase four LED floodlights from Case Electrical to be funded from the Civic Miscellaneous Expenses budget.

26. SNOXHALL FIELDS FLOOD LIGHTING

This item was considered in private and confidential session: reason – commercial in confidence. A response is awaited from Centurian on the floodlighting issue. The Council is obtaining a quotation from Case Electrical to resolve the flood lighting issue which will be sent to Centurian.

27. STAFF MATTERS

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

- The Council AGREED an inflationary salary award of 6.5% for grounds staff backdated to 01 April 2023.
- The Council AGREED performance awards backdated to 01 August 2023.

28. DATE OF NEXT MEETING

Extraordinary Parish Council Meeting Thursday 28 September 2023 at 7.00pm

Parish Council Meeting Thursday 19 October 2023.

The meeting closed at 8.55pm

Signature.....

Date.....