



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 15 FEBRUARY 2024
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 N Sanctuary and apology from Cllr R Tyler who is unwell.

2. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr H Nicholson declared she is a volunteer at Knowle Park.

3. PUBLIC SESSION

Cllr H Nicholson reported concerns raised by a member of the public that large vehicles are parking on the pavement in Fountain Square and Stocklund Square. The member of the public asked if bollards could be installed to prevent this parking.

4. MINUTES

The draft minutes of the Parish Council meeting held on 18 January 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

Th Chairman reported:

- He has spoken to Angela Richardson MP and Rt Hon Jeremy Hunt MP about organising a meeting of the Flood Forum, which was agreed by Rt Hon Jeremy Hunt MP and will be arranged after the general election.
- He has spoken with Rt Hon Jeremy Hunt MP who will arrange a meeting with SCC Leader Cllr Tim Oliver and the Parish Council to discuss the High Street improvements.

- The dog dumped in Snoxhall play park is improving.
- All Councillors have been copied into an email from Surrey Hills Rehab requesting their licence agreement is discussed at the meeting tonight. The Chairman replied to the email to explain that the item could not be discussed at short notice as it was not on the agenda. He said he could call an extraordinary meeting but has decided to add the licence agreement to the March Parish Council meeting agenda so that it can have full discussion with as many Councillors present as possible.

6. CLERK'S REPORT

The Council NOTED the following report:

- The Clerk and Chairman met with SCC Officers to discuss flooding issues on Cranleigh highways. As a result of that meeting, the Clerk has asked WBC to street clean along the B2128 Horsham Road to clear the carriageway edge of silt and debris and written to two adjacent landowners to ask them to tidy up fallen trees abutting the carriageway edges. SCC said they think they have addressed the flooding issues along the Elmbridge Road. They also looked at the flooded footpath by the tennis courts and parking ticket machine on town path 378 and suggested asking our County Councillor for funding to address these issues.
- The Clerk and Chairman met with Frances Pearce of Cranleigh BID. They asked for an update on CCTV for the High Street. Frances said that Waverley Borough Council would not sign off the Cranleigh BID if it included CCTV as they do not support the provision of High Street CCTV. A request for funding was made, but the Clerk explained that the Council had already paid for the Christmas lighting at the Village Hall and budgets for financial year 2024/2025 had already been set.
- The Clerk and Chairman met with representatives from the Arts and Crafts Society to discuss how the proposed Village Hall improvements might impact their hire.
- The Clerk, Chairman and Cllr N Sanctuary met with the Chairman of the Arts Centre to discuss the Village Hall improvements and whether this would impact Cranleigh Arts Centre and how we can work together.
- The Parish Council is still awaiting the micro drill report for tree T0250 at the Bruce McKenzie Field from Waverley Borough Council.
- The spiker part funded through the Football Foundation has been delivered and used on the adult football pitch this week.
- The Clerk has reported the uneven pavers around the tree outside Boots to Co-op who have the land on a long lease.
- The Parish Council is still waiting for two replacement HERAS fencing panels from SCC for those vandalised on the Downs Link bridge. The kick boards have not yet been installed to the bridge.
- The Clerk has tried repeatedly to find out who is responsible for the green box on the corner of Overford Drive to ask them to remove the graffiti, but no-one is claiming ownership of these boxes.
- Chapter 8 barriers remain around the bus stop/culvert on the Horsham Road since before Christmas.
- There was an arson attack at Snoxhall Fields on 10 February 2024, CCTV has been provided to the Police.
- Around £500 of tools have been stolen from allotment sheds at the Beryl Harvey Field this month.
- Sgt Michael Knight is organized a breakfast meeting with High Street businesses to discuss High Street concerns. The Clerk has offered the use of the Village Hall.
- CAB have contacted the Clerk about renewal of their lease, which has been added to the agenda for the March Parish Council meeting.
- Karl Lynsdale, Store Manager of the Co Op will be joining the Cranleigh BID as a Board Director.

- SCC have now come to a solution of improving pedestrian safety along Alfold Road by constructing a new footway on the western side of Alfold road within the highway boundary. However, from the consultation with residents and from visiting the site many have said that vehicles frequently park on the grass verges. SCC will be installing wooden posts along the footway on the common land to protect it and deter parking . The wooden posts will be similar to the wooden posts already on the common land adjacent to the One Stop.
- WBC advise that a specialist company will be inspecting the obelisk and repairs appear to range from about £10,000 to about £20,000 depending on the work required and with a considerable amount of the costs relating to the position of the Obelisk / roads / scaffolding / health and safety etc. The next step is for the Architectural Technician to go out and do the base drawings, together with writing up the paperwork alongside in preparation for a bid for capital works funding and an In Tend bidding process. Given the time of year and the high value of the required works WBC do not currently have a budget to undertake any works and once they have a good idea of scope of works and cost, they will need to submit an application for funds to the Council. Clearly this will take some time and WBC would not envisage works taking place this financial year.
- SCC advise that the Horsham Road will be closed for four weeks from 26 February 2024 for carriageway re-surfacing between 8.00am and 5.00pm excluding weekends.
- SCC advise a temporary closure of a section of Public Bridleway 566 (Cranleigh/Bramley). The closure is necessary on the grounds of public safety due to forestry works in relation to Ash Die Back. The Temporary Closure Order will be in place from 05 February to 31 March 2024.
- The Clerk has submitted two further stage 1 formal complaints to Castle Water, of which one has now been resolved by Castle Water who had charged the incorrect account, and elevated two complaints to Stage 2.
- WBC report that at Waverley, their latest financial forecasts show that we are facing a £15.2 million budget gap over the next four years. With limited options available to them, they are proposing to increase Council Tax by the maximum allowable level 2.99% and increase their car parking charges.
- The Clerk has registered for a free portrait of HM King Charles III.
- The Annual Parish Meeting is on Thursday 07 March 2024 at 7.00pm in the Village Hall. The Lord-Lieutenant will be presenting a Coronation plaque to the Parish Council. Waverley Borough Council will be discussing the plans for the new Cranleigh Leisure Centre.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllrs A Morrison and E Townsend had no reports.

8. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting of 11 December 2023 and 08 January 2024 were RECEIVED.
- The minutes of the Property & Asset Committee Meeting of 26 November 2023 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list for February 2024, circulated earlier, was AGREED by the Council and Cllrs R Burbridge and D Nicholas will authorise the online payments for January.
2. The bank reconciliation to 31 January 2024 was AGREED and signed by Cllr G Worthington.
3. The cashbook reconciliation to 31 January 2024 was AGREED.
4. The Council AGREED to redeem £50,000 from the CCLA Public Sector Deposit Fund for the February accounts for payment.
5. The Council AGREED to increase the Village Hall Community Ownership Fund matched funding from £68,850 to £76,938.50 from the General Reserve to meet the requirement for 20% matched funding.

6. The Council AGREED to allocate £5,000 from the Snoxhall Fields Charity Reserve for matched funding for the Betty Riseley Trust and Gatwick Airport Community Trust grant applications for a new sandpit for the play park.
7. The Council AGREED to appoint April Skies as Internal Auditor for financial year 01/04/24 – 31/03/25, having reviewed Internal Auditor availability.

10. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Conservation Field – no update.
- Centenary Garden – Cranleigh School have offered to help as part of their Duke of Edinburgh award scheme. The Grounds Manager will provide a works specification for the students.
- Community Speedwatch – The Clerk and Senior Admin Clerk monitored Ewhurst Road and Guildford Road this month.
- Recreation Users – The Football Club attended the recent meeting of the Property & Asset Committee.
- Youth Council – The Youth Council will be attending the Annual Parish Meeting to hear about the new Leisure Centre plans.
- Youth Music Club – Paused until April 2024, membership database tidied up.
- D-Day – The Council AGREED to increase the D-Day EMR from £2,000 to £3,000 from the General Reserve. The Council AGREED to appoint Positive Installations to install the union flags along the High Street in May 2024. The Council AGREED to appoint I Saw the Signs to provide craft workshops to create evacuee labels with the Rainbows and Beavers. The Council AGREED to appoint Pulse South Coast to provide first aid cover for the event.

11. HIGH STREET IMPROVEMENTS

The Chairman referred to an email from SCC Officer Helen Currie received last week in response to his request for an update on the public meeting to discuss the High Street improvements. SCC had previously said in a meeting with Cllrs R Burbridge and M Scully that they would hold a public meeting and confirmed this in an email on 12 December 2023 saying they are keen to hold a meeting in late February/early March. Cllr E Townsend said she has spoken with officers and has asked them to do another event. However SCC are now saying they never agreed to a date for further engagement and are considering their options for any further engagement and they are unlikely to undertake any further engagement until after the petition process is completed, which is going to the SCC Council meeting at the end of March. The Chairman added that Rt Hon MP Jeremy Hunt had spoken with the Leader of SCC who wants to ensure collaboration between SCC and the Cranleigh community.

The officer also notes the Parish Council's support for the scheme documented in minutes of September 2022. The Parish Council were very unhappy that the officer is reporting their blanket support for the scheme. The Parish Council supports improvements to the High Street, but has made very specific comments about each element of the design. Concerns were raised about the s106 funding. The monies come from various s106 agreements with different spend deadlines and potential for the funds to be returned to the developer if not spent within the designated deadline. Funds for the Horseshoe Lane improvements are being provided under a s278 agreement, which is separate to the s106 funding for the main High Street improvements. The Clerk has asked SCC for details of the s106 agreements and spend deadlines, but not received the information.

The Council AGREED to write to SCC to re-affirm the Parish Council's previous comments that whilst it is supportive of High Street improvements it has objected to various elements of the current design. Cllr E Townsend abstained from the vote. The Clerk will add a page to the Parish Council's website with details of all Parish Council comments relating to the High Street improvements. The Clerk will circulate the draft response to all Councillors before submission to SCC.

12. CYBER INSURANCE

Cllr N Sanctuary had prepared a report for the Parish Council on cyber insurance with a number of questions to guide the Council's decision. The Parish Council considered they have access to IT support, have taken appropriate steps to mitigate the risk using new technologies and software, low risk to business continuity as all data is held in the cloud and hold minimal personal data. The Council DECLINED to take out additional cyber insurance protection.

The Clerk was asked to add the Council's Business Continuity Policy to the March meeting agenda for review.

13. TERRORISM (PROTECTION OF PREMISES) DRAFT BILL

The Clerk reported that this is draft anti-terrorism legislation requiring public venues and local authorities to draw up preventive action plans to ensure British citizens are better protected in the event of a terror attack. The proposal being debated in parliament has become known as Martyn's Law in memory of Martyn Hett, 29, one of the 22 people killed in the attack on the Manchester Arena during an Ariana Grande concert on 22 May 2017. The Department for Housing, Levelling Up and Communities (DHLUC), NALC and SLCC held a webinar recently to provide an outline of the proposed legislation. Their webinar detailed who would possibly enforce the legislation and it would seem likely to be borough and district councils. The legislation will apply to buildings that can accommodate more than 100 people, e.g. village halls, sports halls and restaurants and outdoor venues with a ticketed capacity of more than 1,000 people. At this stage, it does not apply to open events such as Christmas markets and High Street events. Few details have been given on the practical implementation of the proposed legislation.

The following Council buildings will be affected:

- Village Hall
- Youth Centre

The Parish Clerk will be responsible for compliance, but may be able to delegate some practical responsibility to hirers, just as the Council does under the Fire Safety Reform Act 2005.

The Clerk registered for the DHLUC webinar this week, which was oversubscribed and she was unable to access the webinar. The Clerk raised concern that there has been lots of information about who needs to comply with the proposed legislation and who will enforce compliance, but no explanation of the measures the Council may need to introduce practically as a result of the legislation. She said the Parish Council is not an expert in security measures and will need support to comply with the legislation and possibly funding too. The Council AGREED for the Clerk to submit these concerns to the consultation.

14. SURREY ROAD SAFE VISION ZERO PUBLIC CONSULTATION

The Clerk was asked to circulate accident data for the last five years. The Council discussed the consultation and AGREED to submit a response raising the following comments:

- Maintenance of highway infrastructure is important to reduce accidents, referring to the fatal accident on the Horsham Road.
- Cleaning of signs needs to be routinely undertaken.
- Private companies should be made to pay for damage they cause to the public highway, e.g. water leak eroding the road surface.
- Speed limits need enforcing.
- Parish and Town Councils should be included in the Road Safety Working Groups as they have local knowledge to contribute.
- Funding needs to be provided to deliver the Surrey Road Safe Vision.

15. WBC ECONOMIC DEVELOPMENT STRATEGY CONSULTATION

The Parish Council SUPPORTS the Economic Development Strategy but wishes to emphasize the need for better communications infrastructure for phone and broadband in Cranleigh as current signal strength is very poor in parts of Cranleigh. Competent communications are essential for businesses. The Parish Council would like to be kept informed about improvements to communications infrastructure in Cranleigh.

16. WBC STREET TRADING CONSENT

The Council SUPPORTS this application, subject to the applicant resolving the issues raised by SCC Highways.

17. WAVERLEY HOPPA COMMUNITY TRANSPORT

Cllr L Talmage said she had been approached by a Trustee of Hoppa with a request for electric vehicle charging points in Cranleigh for the Hoppa buses. The Parish Council AGREED that they are open to discussion about the provision of electric vehicle charging points on their land and suggested that Hoppa put a proposal forward to the Parish Council.

18. CRANLEIGH CARNIVAL

Cllrs R Burbridge, N Sanctuary, M Scully and G Worthington AGREED to organize a stand at the Cranleigh Carnival, which will give updates on our current projects.

19. SOCIAL MEDIA

Cllrs D Nicholas and L Talmage thanked the Clerk for the daily updates on Facebook, Instagram and Twitter. The Clerk will provide reach analysis to Cllrs D Nicholas and L Talmage who will provide a report for the March meeting. The Clerk asked Councillors to provide her with photos of their work in the community so that she can share them on social media.

20. PROJECTS

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

- MUGA planning application – WBC require precise detail on the youth shelters and fitness equipment for the planning application rather than details in principle. The Council AGREED to submit the proposals from Caloo as an outline.
- Snoxhall Machine Shed – The Council AGREED to appoint Robin Nugent to prepare the plan and tender documentation and support for the installation of the Snoxhall Machine Shed to be funded from Neighbourhood CIL.
- Snoxhall Pavilion Community Ownership Fund – The Working Party of Cllrs DN, NS, CW and GW will meet next week to prepare the Business Plan. The Clerk is checking daily for the expression of interest window to open again, Cllr D Nicholas said this must include reference to the play park.
- Village Hall Community Ownership Fund – The Clerk and Cllrs N Sanctuary and M Scully used their delegated authority to appoint conservation architect Robin Nugent to start preparation of the building works invitation to tender.
- **To approve the Community Ownership Fund Funding Agreement.**
The Council AGREED to ask their solicitor to review the funding agreement and bring comments to the March meeting to consider approving the funding agreement.
- **To appoint Stage Electrics to write the specification for the sound and lighting system.**
The Council AGREED to appoint Stage Electrics to write the specification for the sound and lighting system for the Village Hall.

21. RECOMMENDATIONS FROM THE PROPERTY COMMITTEE

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

- **To consult on locations for tennis courts.**
Cllrs DN, NS, MS and GW will work with the Clerk to prepare the public consultation on potential tennis courts locations for approval by the Council at their March meeting.
- **To advertise a lease opportunity for padel tennis courts in Village Way.**
The Clerk explained that the Council will need the permission of Fields in Trust to lease the tennis courts land to a padel operator. The Council DELEGATED AUTHORITY to the Clerk and Cllrs D Nicholas, M Scully and L Talmage to produce consultation material to be circulated to all neighbours close to the tennis courts to seek their views on the padel courts. The consultation results and decision on the lease and Fields in Trust permission will be discussed at the March Parish Council meeting.
- **To appoint a contractor to install two lockable bollards on the Downs Link to be funded from the Snoxhall Parking Control and Capital Reserve.**
The Council AGREED to appoint Nick Knox to install two heavy duty bollards on the Downs Link to be funded from the Snoxhall Parking Control and Capital Reserve.
- **To appoint a contractor to supply and install fencing to the Bruce McKenzie Field composting bays to be funded from the Forward Maintenance Reserve.**
The Council AGREED to appoint Grasstex to install fencing to the Bruce McKenzie Field composting bays to be funded from the Forward Maintenance Reserve.
- **To appoint a contractor to replace the John Deere engine to be funded from the Grounds Maintenance Reserve.**
The Council AGREED to appoint Farol to supply and install a new engine to the John Deere to be funded from the Grounds Maintenance reserve.

22. DATE OF NEXT MEETING

Parish Council Meeting Thursday 21 March 2024

The meeting closed at 9.04pm.

Signature.....

Date.....