



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 21 MARCH 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 L Talmage, work commitment apology of Cllr D Nicholas and apology from Cllr H Nicholson 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 C Walker declared he is a member of the Newlands Residents Association.
- Cllr N Sanctuary declared he is the Chairman of Glebelands School Governors.

3. PUBLIC SESSION

Kim Wilson of Surrey Hills Rehab said she has been a hirer of the Snoxhall Community Centre for four years. Her business is a not for profit organisation specialising in neurological conditions offering exercise groups and 1-2-1 sessions. The organisation is funded by charities paying for its services. They provide support for all age groups, abilities and backgrounds. They love being situated at the Community Centre, the building works quite well for them and they like being part of the community. Their clients travel long distances to access their services.

She said Surrey Hills Rehab want today for the Council to learn how tricky the last six months has been for them and how the Council can make the building work for everyone. She said Surrey Hills Rehab is unable to afford commercial rent. She said the Community Centre is an old building. Surrey Hills Rehab would like one month's notice of any work to the building and a way to manage emergency situations.

Rosemary Hurtley said she is a healthcare professional working with Surrey Hills Rehab. She said their neuro physios are a rare breed and we are lucky to have them.

Katie Hobson wished to raise awareness of four different projects that could impact Cranleigh – Liveable Neighbourhoods, High Street Improvements, Leisure Centre build and LCWIP. She said the SCC Transport Plan is looking at ways to reduce the number of parking spaces, increasing parking fees and reducing speed limits to reduce people's reliance of car use in favour of more sustainable travel. The Cranleigh High Street group have undertaken their own survey of the High Street and established that car park users come from surrounding villages and towns and there is a direct link between convenient parking and a thriving High Street.

She asked the Council 'What steps will you take to protect the businesses in Cranleigh against this onslaught from Surrey County Council?'

4. MINUTES

The draft minutes of the Parish Council meeting held on 15 February 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman reported:

- The Chairman is organising a meeting with the Knowle Park Trustees with the Vice Chairman, Clerk and Grounds Manager to discuss shared issues as adjacent land owners.
- The Chairman will be attending the 40th anniversary of the Elmbridge village.
- The Chairman is organising a meeting with the local Gypsy, Roma and Traveller community.

6. CLERK'S REPORT

The Council NOTED the following report:

- Co-op have started work on the uneven pavers around the tree outside Boots.
- The Clerk wrote to Vachary Farm to ask them to clear the fallen tree branches that are in close proximity to the road edge as they pose an impalement risk in a road traffic collision. Vachary Farm replied to say they have instructed their arborist to clear the branches.
- The Clerk wrote to Baynards Estate to ask them to clear their ditches as they are full of standing water and starting to flood the highway. Baynards Estate have used a digger to clear their ditches adjacent to the highway.
- The Clerk reported the potholes in Village Way to WBC on 04 March 2024. A member of the public contacted the Clerk to report that she had tripped on the drain edge on the brick crossing in Village Way on 08 March 2024 and had spent two nights in hospital needing maxillofacial surgery to repair her injuries and a broken wrist. Both SCC and WBC advised her that this section of the road was not their responsibility. The Clerk confirmed this section is the responsibility of WBC and gave her the contact details of WBC's Head of Service.
- The Parish Council received a licensing application for Idyllic Beauty and Day Spa on 16 February 2024 with a closing date for comments of 15 March 2024. The Clerk circulated the application to Councillors as there was no Council meeting within the comment deadline and there were no concerns raised so an extraordinary meeting of the Council was not called.
- WBC issued a survey to review the Public Space Protection Order on 27 February 2024 with a closing date of 13 March 2024. The Parish Council did not have a meeting within this timescale. WBC are looking to update the order which covers their green spaces and parks in Cranleigh by the end of April 2024.
- WBC have confirmed the Street Trading Renewal for the Artisan markets in High Street has been updated. The applicants and SCC have resolved the issues raised before with an amended plan. The only changes in stall locations are around the courtyard outside Sainsburys and in the areas between the north and south high street roads – any alterations made are for highways safety and are for the better.
- WBC have confirmed that Station Road has been renamed Baynards Road. All residents impacted by this change have been informed and have been sent confirmation letters. WBC have also updated the emergency services, Land Registry, Surrey County Council, Ordnance

Survey and all teams at Waverley Borough. A street sign for Baynards Road will be ordered and installed in the next few weeks.

- Ward member and portfolio holder sign off at WBC is awaited for the s106 environmental improvements funding for bins and benches at Snoxhall Fields.
- The car park price increase for Snoxhall Fields is being advertised by WBC. The charge board and ticket machine will need to be updated by WBC.
- Volunteers have installed the wooden boards on the Downs Link bridge. SCC have no transport to get the two replacement HERAS fencing panels over to the Parish Council, to replace the Parish Council's property vandalised protecting the gap in the handrails on SCC's bridge.
- A letter issued by the parishes of Alfold, Dunsfold, Hascombe and Bramley in relation to Gypsy, Traveller and Roma (GTR) planning issues has been sent to WBC. They had met and wanted to request a meeting with WBC. Cranleigh Parish Council were invited to take part in the meeting with these Councils. The Clerk enquired if the GTR Officer was involved, but did not receive a response. WBC's Executive Head of Planning Development said she would leave it to the new Chief Executive to arrange the meeting with WBC and these Parish Councils.
- With grateful thanks to Farnham Town Council who spotted an increase in WBC's election costs from the estimate provided in December 2022. WBC are in the process of re-issuing the invoices as there was a discrepancy in poll card costs.
- Letter from Simon Hoare MP, Minister for Local Government, says in response to recent concerns from elected members about intimidation in public life, he wants to ensure that all councillors and elected mayors are aware of the sensitive provisions in Section 32 of the Localism Act 2011. 1 The sensitive interests' provisions provide for details about a registered interest to be excluded from versions of the Register of Interests available for public inspection (or published online) where a member and monitoring officer agree that the disclosure of that interest could lead to violence or intimidation of them or their family. They provide for members to disclose that they have an interest but for the details to be withheld from the public register.
- The Clerk is continuing to work through the Legionella Risk Assessment and annual playground inspection reports.
- The storage compound fencing at the Bruce McKenzie Field is complete.
- The Clerk has pursued a complaint with Castle Water to the CEO for reimbursement of the Parish Council's costs for leak detection at the Public Conveniences at the Common. Castle Water have refused to reimburse the costs as they say that despite the point that the Clerk raised, alleging that an employee advised of an erroneous meter read by telephone, Castle Water believes that it in no way materially affects the case review outcome. Castle Water said it would have been sensible to validate the read information prior to taking up leak detection, however this is obviously wholly at the Parish Council's discretion. The Clerk will advise Council staff to no longer accept incoming calls from Castle Water and to request all information to provided in writing.
- The complaint against Castle Water for the High Street Gardens is still at level 2. Castle Water have contacted the wholesaler to seek details regarding waste water supply and have requested an up to date meter read. The Clerk met Thames Water on site who confirmed that there is no waste water supply and they took a meter reading.
- The complaint against Castle Water for the Village Hall is still at level 2. Castle Water have requested the Thames Water job number for the repair, which the Clerk has provided.
- Surrey Police continue to work to identify the young persons who damaged the dugouts last month and the arson attack on the youth shelter.
- Tom Manning, Youth Worker for Godalming Town Council, would like to bring their Mobile Youth Project to Cranleigh on a Monday night. He would like someone to meet him in the parish. Cllr N Sanctuary offered to meet him.

- Godalming Town Council's Youth Service was awarded funding from the WBC allocation of UK Shared Prosperity Funds (UKSPF) for the provision of outreach youth work. As the UKSPF is from the WBC allocation, the Godalming Youth Service is providing outreach youth work both within the Parish of Godalming and outside of its parish boundary but within the Borough of Waverley. Whilst the outreach youth work in each of these areas is at an early stage and the parishes, along with WBC through the Waverley Safer Partnership, Godalming Town Council will wish to evaluate the success and/or benefits of the outreach youth work for the differing areas over the next few months, it is incumbent on us all to consider the future of this provision once the existing funding from the UKSPF ceases on 31 March 2025. The Clerk at Godalming Town Council has contacted the Parish Council about the Godalming Youth Service. He said the service could continue to provide outreach youth work outside of the Godalming area, but it could not fund activities outside of its own parish boundary. It is for this reason Members of Godalming Town Council have asked the Clerk to seek a meeting with Cranleigh Parish Council, WBC colleagues and representatives of the parishes before the school summer holidays and importantly the budget setting process for the 2025/26 financial year. The aim of the meeting would be to determine whether WBC and the individual parishes wish to see the continuation of outreach youth work, if they wish for Godalming Youth Service to continue to be the provider of such youth work, and if so, to explore the financial means for delivery. At this juncture could he please ask whether you and your WBC colleagues and the Clerks and/or a representative from each of the parishes would be available in the morning of either the 9th or 16th July. The Clerk will confirm the Council's attendance.
- Laker Builders Merchant has recently undergone a change in management and has a new Ops Director. As a company keen to support the local community, they would like to explore ways to contribute meaningfully to its development. In this regard, they would be keen to establish a collaborative partnership with the Parish Council to explore potential avenues where we can work together for the community. They recently met with the Pulborough Parish Council and were able to identify many different ways of working together - for example they are heading down to the local play park in May armed with Laker paintbrushes to help rejuvenate the equipment.
- Congratulations to our Trainee Grounds Person Jack Chandler on achieving his GMA Level 1 Grounds Maintenance qualification.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- The latest plans for the Alfold Road/Elmbridge Road junction have been produced.
- The pelican crossing on Ewhurst Road will be installed in the summer holidays.
- The referendum on the Neighbourhood Plan can now resume.
- There has been a consultation on the plans for the new Leisure Centre.
- A Rural Business Forum is being setup by WBC.
- She has met with Highways to look at road safety scheme for next year; her preferred scheme is outside schools.
- The Vehicle Activated Sign for Horsham Road is moving forward.
- She is attending Elmbridge village 40th anniversary.
- Work continues at WBC on the Economic Development Strategy.
- The Local Plan Call for Sites finishes at the end of March.
- She attended a meeting of Healthwatch.

The Chairman asked if the Parish Council could apply for her Member Allocation funding to improve the drainage of town path 378 by the tennis courts. She suggested submitting the bid by email for her footpaths fund.

8. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting of 13 November 2023 were RECEIVED.
- The minutes of the Personnel Committee Meeting of 13 November 2023 were RECEIVED.
- The minutes of the Planning Committee Meeting of 29 January 2024 and 19 February 2024 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list for March 2024, circulated earlier, was AGREED by the Council and Cllrs M Scully and C Walker will authorise the online payments for March.
2. The bank reconciliation to 29 February 2024 was AGREED and signed by Cllr M West.
3. The cashbook reconciliation to 29 February 2024 was AGREED.
4. The Council AGREED to redeem £50,000 from the CCLA Public Sector Deposit Fund for the April accounts for payment.
5. The Council AGREED to fund the Neighbourhood Plan consultancy fees from the General Reserve.

10. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Conservation Field – no update.
- Centenary Garden – no update.
- Community Speedwatch – no update.
- Recreation Users – no update.
- Youth Council – The Youth Council are working on their Duke of Cornwall Community Safety Award. They have requested first aid training on CPR and the bleed control kit which has been booked for 10 October 2024.
- Youth Music Club – Cllr N Sanctuary said the volunteers are meeting to look at re-launching the Youth Music Club. He said the Club has had some real successes, three young people who could not play at all when they joined the club are now taking Music GCSE. The Youth Music Club is booked to play at the D- Day event, Lions 50th anniversary and Open Mic at the Arts Centre.
- D-Day – The Clerk said the union flags have been booked for installation at the end of May. Craft sessions have been booked for Rainbows and Beavers to make evacuee luggage tags. A two minute silence and service will be held at the War Memorial at 11.00am on Thursday 06 June 2024. In the evening, HM Lord-Lieutenant will lead a parade of Cadets to light the Beacon and there will be entertainment from the Youth Music Club and Horsham Band finishing with Land of Hope and Glory and We'll Meet Again.

11. ANNUAL PARISH MEETING

- HM Lord-Lieutenant presented the Parish Council with a commemorative plaque to mark the royal visit to the parish's Coronation celebrations. The plaque is one of only three in the county.
- WBC and their architects GT3 gave a presentation on the new Cranleigh Leisure Centre.
- GT3 architects have given permission for the Parish council to use the black and white silhouette they have created of the Village Hall for our own purposes.

12. HIGH STREET IMPROVEMENTS

The Chairman said the Parish Council had submitted its own comments, both good and bad, on the High Street Improvements, but the Council would like to know more about future community consultation. The Chairman had met Rt Hon Jeremy Hunt MP at an event in the village. Rt Hon Jeremy Hunt MP had approached the Chairman to discuss the High Street Improvements and made an invitation for the Chairman to attend a meeting with him and the Leader of Surrey County Council Cllr Tim Oliver.

Cllr E Townsend raised concern that it was a political meeting, but the Chairman said he is not aligned to any political party. Cllr N Sanctuary felt there are been several rounds of consultation and questioned the Council's goals for this meeting.

Cllr E Townsend said the project is on pause whilst the petition is considered at the Cabinet meeting on Tuesday 26 March 2024. She confirmed that SCC are re-looking at the pedestrian surveys, and the speed surveys are being done again, although she has already flagged with SCC that the results may be skewed due to the current road closures. She added that SCC are also looking at the Village Way roundabout and undertaking further safety checks to confirm they are happy to retain this roundabout. SCC are also looking at the raised tables and pedestrian refuges and improvements to the Knowle Lane junction to make it safer to cross and better sight lines for drivers. She said the Fountain Square pedestrianisation is popular and SCC are looking to keep this feature. She said the Horseshoe Lane junction is linked to a planning application and is not part of the High Street Improvements, it is entirely at the discretion of the Cabinet Member. She said the Obelisk is also part of a planning application and legal agreement.

Cllr E Townsend said she has requested consultation after changes are made to the plans. The Chairman said that he and Cllr Burbridge had requested consultation after their meeting with SCC Officers Helen Currie and Jess Bramley earlier this year, but had received an email to say that SCC had not agreed to further consultation.

Cllr E Townsend said Rt Hon Jeremy Hunt MP has nothing to do with the High Street Improvements, he has no control over them. She said the Chairman should have asked her about the High Street Improvements. She said if the Leader of SCC is meeting with the Chairman of the Parish Council to discuss the High Street Improvements, the meeting would be at SCC Offices and not the Conservative Party HQ, this is a political statement.

Cllr C Walker said it would appear the Parish Council have been speaking to the wrong people by contacting the SCC Officers and asked who the Parish Council should contact to discuss the High Street Improvements. Cllr E Townsend said it is her project and the Parish Council should speak with her, and then she would contact the Leader of SCC and the Cabinet Member. She said the Parish Council bypassed her by speaking directly with the SCC Officers. Cllr E Townsend said if she makes a request to SCC, then they will look at certain elements of the project again, but she has no control over the Horseshoe Lane and Obelisk elements as they are outside of the High Street Improvements.

Cllr N Sanctuary said the Parish Council should follow due process. The Chairman said that members of the public have emailed SCC but received no response. He said the PR around the High Street Improvements has not been good and asked Cllr E Townsend if there would be further consultation around the amended High Street Improvements plans and whether SCC would take on board views of the community. Cllr E Townsend said she has already said that and added that the Cabinet Member is not happy with the project communications. She said SCC has a brand new Placemaking Team who feel under pressure and do not want to come to Cranleigh as they are concerned about the reaction from the community. Cllr G Worthington arrived.

Cllr E Townsend said that SCC are looking at the areas of the plans that the community does not like and she has requested further consultation on the next stage of the plan. The Chairman said the community would like a referendum on the plans. Cllr E Townsend offered to bring the amended plans to the Parish Council, before the next public consultation. She added that it is the final decision of the SCC Cabinet Member whether there will be further public consultation. The Chairman requested that the views of the public are listened to by SCC. Cllr R Burbridge said she is asked so many questions by members of the public about the High Street Improvements, people feel very strongly about it. Cllr G Worthington said it is important that the Parish Council gets people's voices heard.

Cllr E Townsend said she would push for public consultation. The Chairman said he would proceed with the meeting with RT Hon Jeremy Hunt MP and the Leader of SCC as an individual to discuss the High Street Improvements.

13. SCHEME OF DELEGATION

The Council asked to review its Scheme of Delegation after it had decided not to proceed with cyber insurance. The Clerk confirmed that the Scheme of Delegation does give the Clerk as Proper Officer the power and spending authority to take action in the event of a cyber attack. The Clerk also undertook cyber security training with Surrey Police this week. The Council AGREED that the Scheme of Delegation does include sufficient provision for the Proper Officer to act in the event of a cyber attack.

14. SNOXHALL FIELDS FOOTPATHS

The Clerk provided the results of the community consultation on the proposed new footpaths at Snoxhall Fields. Out of 204 responses, 87% support the new footpath between North Downs and Hitherwood, 90% support the new footpath from the adult football pitch to the Beryl Harvey Field and Knowle Park crossing point, 85% support a circular path around the football field and 82% support the re-surfacing of the play park footpaths. The Clerk has sought the advice of the Council's planning consultant who confirmed that the Parish Council does not need planning permission for the footpaths as the footpaths would come under improvement or other alteration which would also include associated infrastructure, required in connection with the operation of any public service administered by the Parish Council. The Parish Council has £38,143 in an earmarked reserve from s106 funds for the footpaths. The Clerk and Grounds Manager have checked and confirmed this is sufficient funding for all of the footpaths.

The Council AGREED to issue an invitation to tender for the all of the new footpaths.

15. CRANLEIGH NEIGHBOURHOOD PLAN

The Parish Council AGREED to both the examiner's recommendations and modifications, and the amendment to maps to correct the errors.

WBC thanked the Parish Council for providing the revised Plan that includes the factual corrections. WBC have been advised that the corrections can be made under para 12(6)(e) of Schedule 4B of the TCPA 1990, which states that the authority can make modifications for the purpose of correcting errors. Therefore, as the Parish Council has already confirmed their agreement to the examiner's recommended modifications, and provided the Plan with the factual corrections, WBC will be able to proceed with publishing the revised Decision Statement.

16. WBC LOCAL PLAN

WBC are currently considering the approach to allocating sites for housing development over the period to 2043. The NPPF (para 69) requires WBC to identify specific, deliverable sites for 5 years following the intended date of adoption of the Local Plan, together with specific, developable sites or broad locations for growth for the next 5 years and, where possible for the remaining plan period. The current LPP1 identifies the overall housing requirement and its distribution across the Borough. It allocates 'strategic' housing sites (defined as being capable of delivering 100 or more homes).

LPP2 allocates additional sites (of any size) in parishes where this was not being done through non-strategic sites allocated in neighbourhood plans.

WBC said as you will be aware, the problem with this approach is that sites have not come forward at a sufficient rate to meet identified housing requirements. This is in part due to the time lag in bringing forward plans and to delays in the delivery of strategic sites. Consequently, Waverley has not been able to demonstrate a 5 year supply of housing land and has been vulnerable to speculative development proposals. In order to tackle this, it is likely that the new Local Plan will need to identify a wide range of housing sites of all sizes to give greater certainty over delivery at the point of adoption, together with neighbourhood plans identifying additional sites where appropriate. The Council wishes to work closely with the town and parish councils on this issue. WBC recognises that a one-size-fits-all approach is unlikely to be appropriate across Waverley and would welcome feedback on the following questions:

- a. Does your council intend to prepare a neighbourhood plan or to update an existing neighbourhood plan in the next 5 years?

The Clerk said the Examiner's Report on Cranleigh Neighbourhood Plan said on Monitoring and Review:

The Parish Council will also assess the need or otherwise for a full or a partial review of a made Plan throughout the Plan period. Such assessments will be made:

- *if it becomes clear that the delivery of new housing on the three allocated sites will not be achieved in a timely fashion; or*
- *if changes to national or local planning policy are so significant that they make the policies in the Plan ineffective or out of date; and*
- *at the end of the Plan period.'*

The Council AGREED to review the Neighbourhood Plan within the next five years as the local planning policy will change with the Local Plan Review.

- b. If Yes, please provide an indication of likely work programme. If this is not available, please say if work will commence before or after the proposed adoption of the local plan at the end of 2027?

The Council AGREED that the Neighbourhood Plan review can commence on receipt of WBC's Call for Sites results.

- c. If you will be preparing/ updating a neighbourhood plan, is it likely to allocate sites for housing or will this be left to the local plan (with input from the town or parish council)?

The Neighbourhood Plan will allocate sites.

- d. Is the current LPP1 definition of strategic sites as those able to deliver 100+ dwellings still appropriate? If not, what threshold would you suggest and why?

The Council AGREED that strategic sites should be able to deliver 30+ dwellings in Cranleigh to reflect the rural nature of the parish and sites available.

17. SCC PUBLIC BRIDLEWAY DIVERSION 352 CONSULTATION WEY & ARUN CANAL TRUST

The Council had no comments.

18. WBC STREET TRADING CONSENT

The Council SUPPORTS the application from Joanna's Boutique Tearoom.

19. WBC STREET TRADING CONSENT

The Council SUPPORTS the application from Altitude.

20. WBC STREET TRADING CONSENT

The Council SUPPORTS the application from Whippy King Ices.

21. WBC STATEMENT OF COMMUNITY INVOLVEMENT OF THE NEW LOCAL PLAN

The Clerk pointed to clause Point 3.3 which says WBC publishes other documents that may be subject to some consultation and includes Conservation Area Appraisals in the list of documents. She said the Conservation Area Appraisal is an important document to enhance and preserve the character of the parish. The Council AGREED to request full consultation on the Conservation Area Appraisal.

22. BIODIVERSITY

The Clerk said Section 102 of the Environment Act 2021 places a general duty on Town and Parish Councils to conserve and enhance biodiversity. She said SCC will:

- provide policy template
- provide checklist of points on what to look for in planning applications
- share toolkits on creating nature based projects for input

The Council AGREED to ask Surrey Wildlife Trust for a quotation for the budget for the next financial year to prepare a Biodiversity action plan and checklist for Cranleigh.

23. ELECTRICITY CABINETS ON THE COMMON

By way of background, Cranleigh Parish Council enquired who was carrying out the electrical safety inspection and keeping the boxes installed on WBC owned common land up to date. WBC Estates team checked their records and could find no reference to the installation of an electrical supply and 3 control boxes on the common land. WBC Legal team also checked the title deeds but could find no reference.

Cranleigh Parish Council subsequently sent through a copy of the electrical safety inspection carried out on behalf of Cranleigh Chamber of Commerce in September 2023.

Cranleigh Parish Council advise that the electricity supply is used to power the Christmas lights and other events equipment by the Chamber of Commerce and other community organisations.

WBC made it clear WBC does not pay for the electricity account and WBC is not responsible for carrying out the electrical safety inspection and keeping the control boxes up to date. The beneficiaries of the supply therefore use it at their own risk. Going forward, WBC said it would be sensible to formally document the installation of the electricity supply and control boxes on the common land, perhaps by way of a lease from WBC to Cranleigh Parish Council for a nominal rent (£1) with a plan showing the location of the electrical apparatus and setting out basic terms such responsibility for repair, maintenance, safety certificates and insurance.

The Council AGREED to enter into a lease with WBC for the electricity cabinets on the Common and will regularise their use through a hire agreement with users.

24. TENNIS COURTS CONSULTATION

The Council AGREED to defer this agenda item to the Council's Property and Asset Committee to bring suggestions to a future Council meeting.

25. PADEL TENNIS

The Clerk explained the process for changing the use of the tennis courts to padel tennis. Councillors were concerned that the introduction of padel tennis would coincide with the Leisure Centre build. The Council AGREED to offer the tennis courts, subject to permission from Fields in Trust, to WBC to use as a temporary site compound for the Leisure Centre build, or temporary car parking during the build works, in exchange for works to replace the tennis courts at the end of the Leisure Centre build. If WBC decline the offer, the Council will discuss padel tennis at a future Council meeting.

26. SURREY HILLS REHAB LICENCE AGREEMENT

The Clerk explained that the Council has a number of regular contracts to meet its Health and Safety obligations for the Community Centre. She explained that it is not possible to give one month's notice of these contracts which are at varying intervals. At the request of Surrey Hills Rehab, she does try to organise all work after 11.00am on a Wednesday but this is not always possible and Surrey Hills Rehab have refused contractors access to the building.

The Clerk said that under the Health and Safety at Work Act 1974, the Council has a duty to have a Health and Safety Policy as it employs more than five employees. The Council has conferred responsibility for the implementation of its Health and Safety Policy to the Clerk by making Health and Safety a specific requirement in her contract of employment. The Corporate Manslaughter and Corporate Homicide Act was introduced in 2007. It makes organisation liable for prosecution in addition to the existing health and safety offences and gross negligence manslaughter will continue to apply to individuals.

The Clerk said that Council staff are not obliged to work out of hours as it is not in their contracts of employment, they do so out of goodwill for the community. If the Council decides to enter into a variation of the licence agreement to include out of hours response, the Council will need to consult with the staff to see if any staff are happy to change their contract of employment. The Council would need to recompense staff and look to charge the client for the service. Cllr N Sanctuary said the Council does not offer a 24/7 response with its licence agreements to clients. He said the Council endeavours to help where it can.

Surrey Hills Rehab commented that they had had someone look at the licence agreement and wished for it to be updated, but when asked which clauses they were unable to provide any details. The Clerk advised that the Council is using the model occupational licence agreement prepared by the solicitor to the Association for Communities in Rural England. The Council's own solicitor has provided a quotation to review the request by Surrey Hills Rehab for one month's notice of planned maintenance and an emergency protocol.

The Council AGREED to continue using the ACRE model occupational licence agreement and to offer Surrey Hills Rehab a three month agreement whilst a Working Party of Cllrs A Morrison, D Nicholas and G Worthington meet with Surrey Hills Rehab.

27. CAB LEASE

This item was held in confidential session: reason – commercial in confidence.

The Council AGREED to enter into a one year lease, excluding sections 24 and 28 the Landlord and Tenant Act 1954, from 01 June 2024, and for the dilapidations to be carried over to the end of the new lease.

28. GUIDE HALL LEASE

This item was held in confidential session: reason – commercial in confidence.

The Council AGREED to permit the Guide Hall to hire to businesses for one year from 01 April 2024. The Clerk will arrange a meeting with the Divisional Commissioner to begin discussions about the renewal of the lease.

29. PROJECTS

This item was held in confidential session: reason – commercial in confidence.

Machine Shed

Planning permission for the machine shed was refused by WBC by reason of its inappropriate height, scale and bulk would cause harm to the intrinsic character and beauty of the Countryside. The Council's planning consultant has taken up WBC's refusal with their Executive Head of Planning Development who has agreed to come back to the Parish Council with some advice on what may be acceptable. The Council AGREED to submit a new planning application on receipt of this advice, to be funded from the Business Plan Reserve.

The Clerk has submitted an expression of interest form to the Community Ownership Fund for improvements to Snoxhall Pavilion. Cllr D Nicholas is preparing the Council's Business Plan and application for the full funding submission, which needs to be submitted by next Thursday. The Community Ownership Fund has advised that our project is at risk as the Parish Council does not have planning permission for the proposed improvements.

MUGA

The planning application for the MUGA is due for determination by 24 April 2024. WBC have declined the Parish Council's application for Strategic CIL funding as the Parish Council was not in receipt of planning permission. If the Council is awarded planning permission, the Parish Council can proceed to the next phase with the Your Fund Surrey funding application for the MUGA.

Cranleigh Village Hall

A meeting was held on Monday with the structural engineer, architect and theatre technician. The Clerk said the project so far:

- Agreed with architect to move the disabled toilet from its current (uncompliant) position to the ticket office across the foyer. This will include removal of the draught exclusion doors to meet DDA requirements for the disabled toilet, re-location of the phone, router, intruder alarm, house bell, CCTV, emergency lighting switches, external light switches and distribution board to a bespoke cupboard in the foyer.
- Agreed to remove the wall between the small kitchen and cupboard to create a larger side kitchen/bar and to repair damage to Committee Room floor. Door to current small kitchen to be retained.
- Stage timbers to be replaced and damage to main hall floor repaired.
- Theatre technicians preparing the specification for the audio/visual theatre improvements to include re-decoration of main hall to repair damage when items updated.

The Clerk said that the Architect is preparing the tender documentation for the build works and Stage Electrics are preparing the tender documentation for the theatre works.

The Clerk said that the Council needs to use its own specialist contractors to move the equipment from the ticket office in readiness for the build tender works. The Council AGREED to appoint Netcom to move the router and phone line, CIA to move the Intruder alarm, CCTV and call point and Case Electrical to move the distribution board, house bell, emergency light switches, external light switches and to build a bespoke fire proof cupboard in the foyer. These works will be funded from the disabled toilet element of the COF funds.

The Council AGREED to provide hirers with an update on the progress of the project. The Council is working towards full closure of the Village Hall from 22 July 2024 until the end of August 2024 to complete the works.

The Council had taken the advice of its solicitor on the Grant Funding Agreement with the Community Ownership Fund and AGREED to enter into the Grant Funding Agreement.

Bruce McKenzie Field

The Council AGREED to defer this agenda item to the Council's Property and Asset Committee to bring suggestions to a future Council meeting.

Floodlights

A fault had developed with the floodlights earlier this week. Centurian Services have arranged for their electrician to attend site on Monday morning to undertake a repair.

Centurian have also organised a quotation to install an extra floodlight per stanchion and to fund a LUX level test by Case Electrical to ensure the floodlights meet the league requirements as detailed in the original tender specification.

The Council AGREED that confirmation of the floodlight repair must be with the Council for their April meeting, with full repair by the end of June due to ground conditions, otherwise the Council would be seeking legal advice and notifying trading standards.

30. STAFF MATTERS

This item was held in confidential session: reason – staff in confidence.

- The Council AGREED to advertise the Trainee Admin Clerk staff vacancy for 20 hours per week SCP 5 – 7. Cllr E Townsend will join the Clerk in the interviews.
- The Council AGREED to accept the recommendation of the Grounds Maintenance Association and to increase grounds maintenance staff salaries by 6% from 01 April 2024.

31. DATE OF NEXT MEETING

Parish Council Meeting Thursday 18 April 2024

The meeting closed at 10.17pm.

Signature.....

Date.....