



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 18 APRIL 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, six members of the public in person and one member of the public via zoom.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apologies of Cllrs H Nicholson, N Sanctuary and G Worthington, 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 C Walker declared he is a member of the Newlands Residents Association.

3. PUBLIC SESSION

- A member of the public wished to speak about the provision of padel tennis on the former tennis courts in Village Way. He said that padel tennis is the best option for rejuvenation of these courts. Their option is a self-funded solution to bring padel to the area and generate an income for the Parish Council. Padel is the fastest growing sport in the UK, it is social, inclusive, active and fun and is the best sport for mental and physical wellbeing. The Chairman said the Parish council had consulted with residents and concerns had been raised about the noise from padel courts. The member of the public said padel is a lower frequency than tennis but slightly louder in decibels. He said the peak times to play are evenings and weekends, and if they had floodlights they could set a curfew. They were disappointed to learn that the Council is considering offering the former tennis courts as a temporary compound or car park for the duration of the Leisure Centre build and had sought the advice of Fields in Trust. Cllr L Talmage arrived.

- Trevor Dale of the Cranleigh Heritage Trust gave an update on their project. The National Lottery are keen for them to work with the public. They are speaking with the local schools, have organised a questionnaire about heritage education and are in talks with the library to provide tourist information. They hope to be able to hire out rooms for health and wellbeing provision, and are currently surveying community venues for hire to ensure they are not in competition with other facilities. The Trust has been offered artifacts for a museum and would like to discuss the possibility of incorporating a museum display in the Village Hall.
- Trevor Dale of Cranleigh Civic Society wished to raise concern with the Parish Council about the reduced provision of car parking available during the new Leisure Centre build and once it is complete. Cllr D Nicholas arrived.

#### 4. MINUTES

The Council INSTRUCTED the Clerk to remove the verbatim comments from item 12 of the draft minutes of the meeting held on 21 March 2024 and present them for approval at the next meeting of the Council.

#### 5. CHAIRMAN'S REPORT

The Chairman reported:

- He attended a meeting with Rt Hon Jeremy Hunt MP as a member of the public.
- He attended Elmbridge village to discuss the work of the Parish Council.
- He attended a meeting with a Trustee and Park Manager of Knowle Park to discuss closer working with them.
- He attended a meeting about flooding upstream at Guildford to learn about any potential impact on Cranleigh.
- He congratulated the Council's Sexton on 25 years service to the Council and the Council AGREED a gift in recognition of his loyalty.
- The Council's sent best wishes for a speedy recovery to Cllr R Tyler who is unwell.

#### 6. CLERK'S REPORT

The Council NOTED the following report:

- The Chairman, Vice Chairman, Clerk and Grounds Manager met with Trustee Martin Bamford and Park Manager Grant Pearman of Knowle Park to discuss shared issues between the Bruce McKenzie Field and Knowle Park. Martin Bamford advised that the roadside ditch in front of the Bruce McKenzie Field is the responsibility of the Knowle Park Trust and they are arranging to have it cleared. Our Grounds Manager explained that the plans to improve the drainage of the existing football pitch are reliant on being able to discharge more water into the roadside ditch.
- The Chairman has asked the Clerk to arrange a meeting with representatives from Gypsy, Traveller and Roma community locally. The Clerk has messaged Surrey Police's GTR officer and is awaiting a response.
- The Lions would like to meet with representatives from the Parish council to discuss their 50<sup>th</sup> anniversary celebrations.
- The new parking charges were applied to the Snoxhall car park from 08 April 2024.
- The bus shelter in the High Street that has been damaged is the responsibility of Surrey County Council.
- The annual fire risk assessments will be carried out on 28 and 29 May 2024.
- The Clerk reported the two large potholes in Village Way to WBC on 04 March 2024.
- The Godalming Town Council Youth Bus attended Cranleigh for the first time this week.
- The new lease for CAB has been given to CAB for signing and statutory declaration for the Landlord and Tenant Act exclusion.
- The Sainsburys Scan and Go facility has been reported to WBC Planning Enforcement.
- WBC placed the order for the repair works to the Obelisk this week.

- Waverley Borough Council have a meeting focusing on mental health on Wednesday 24 April 2024 from 10.00am – 12noon at Cranleigh Leisure Centre.
- The Council will fly the Surrey flag on Saturday 11 May 2024 for Surrey Day.
- Reminder of the SALC Councillors Forum on zoom on Wednesday 24<sup>th</sup> April 2024 at 7:30pm
- Surrey Hills Boundary Review Board advise that following an exchange of letters with their Chair of the Surrey Hills Board and Natural England, the work to extend the Surrey Hills Area of Outstanding Natural Beauty is confirmed as a priority. Natural England is committed to publishing the report of public consultation in May which should confirm the Candidate Areas and whether they will research further areas for extension.
- The Working Party of Cllrs A Morrison, D Nicholas and G Worthington undertaking the review of the licence agreement for Surrey Hills Rehab needs to provide their report for the May Parish Council meeting in case any further legal advice is needed before the three month licence agreement expires.
- The Youth Engagement Officer at Surrey Police has confirmed that the three young people who set the large fire in the youth shelter at Snoxhall Fields have been identified. They are each on a level 3 acceptable behaviour contact and will be attending a Fire Wise course with Surrey Fire and Rescue.
- The Council completed the online SCC Collaborating for Nature questionnaire.

## 7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- Hoppa is doing very well and WBC hope to fund it again next year.
- The potholes in Village Way are being done next week.
- The call for sites has ended and WBC are currently sifting through the sites.
- The date for the Neighbourhood Plan referendum is awaited.
- The Economic Development Strategy was approved by WBC's Executive Committee and will be considered by Council next week.
- The order for the repair work to the Obelisk monument has been placed by WBC and SCC are looking at providing another pedestrian island and re-aligning the white lines.
- There has been another wave of ball bearing attacks.
- The Scan and Go box at Sainsburys does require planning permission and they have been given sixty days to submit a planning application.
- A temporary cover has been placed over the broken drain cover outside Jewsons in the High Street.
- Patching works are taking place on the Horsham Road.
- Signs will be replaced in Elmbridge Road in the next six months.
- Cllr E Townsend will endeavour to have the seat on Horsham Road moved closer to the new bus shelter.
- The vehicle activated sign will be installed in Horsham Road soon.

Cllr A Morrison reported:

- The new play equipment will be open on 06 May 2024 at Lashmere play area.
- He questioned two planning applications for mobile masts by a company which has been banned in the UK.

## 8. MINUTES OF COMMITTEES

- The minutes of the Property & Asset Committee Meeting of 01 February 2024 were RECEIVED.

## 9. FINANCIAL MATTERS

1. The expenditure list for April 2024, circulated earlier, was AGREED by the Council and Cllrs A Morrison and C Walker will authorise the online payments for April.
2. The bank reconciliation to 31 March 2024 was AGREED and signed by Cllr E Townsend.
3. The cashbook reconciliation to 31 March 2024 was AGREED.
4. The Council reviewed and APPROVED the income and expenditure budget report to 31 December 2023 and cost centre overspends.
5. The Clerk reported that the first instalment of the precept had arrived early so there has been no need to draw down funds from CCLA for the April accounts for payment. The Council AGREED to deposit £200,000 into the CCLA Public Sector Deposit Fund.
6. The Council AGREED to create a Pitch Improvement EMR depositing the grant of £6,612 from the Football Foundation and AGREED expenditure of £5,265 for pitch scarification, vert drain and seeding from the EMR.

## 10. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Conservation Field – no update.
- Centenary Garden – the Property & Asset Committee have agreed for our Trainee Grounds Person to visit the Centenary Garden one day a month to undertake fine horticulture tasks. The Clerk was asked to advertise for volunteers for the Centenary Garden on Facebook.
- Community Speedwatch – the Clerk and Senior Admin Clerk are undertaking speed watch duties on Monday as the Council still only has two volunteers.
- Recreation Users – no update.
  - Youth Council – The Youth Council are completing their Duke of Cornwall Community Safety Award.
  - Youth Music Club – Cllr N Sanctuary has organised a meeting of the Youth Music volunteers for Wednesday 24 April to discuss re-starting the club, who already have bookings.
  - D-Day – A road closure has been requested for Village Way for 15 minutes from 9.00pm to enable the Cadets to parade with the Lord Lieutenant to light the beacon. WBC confirm a TENS is not needed for the entertainment as it is ancillary to the beacon lighting. Aaron Holcombe will join the Horsham Band to lead the signing after the beacon lighting. Alpher Coffee, Moooh and Roam and Relish catering are confirmed for the event.

## 11. CRANLEIGH HERITAGE TRUST

- The Council APPOINTED Cllr R Burbridge as the nominated representative for the Cranleigh Heritage Trust.
- The Council AGREED to investigate a museum display as part of the Village Hall refurbishment and for Cllr R Burbridge to be included in the project.

## 12. HIGH STREET IMPROVEMENTS

SCC said that following the recent cabinet member's decision meeting that was held on 26 March 2024, there were a number of actions given to the placemaking project team from the Cabinet member, Cllr Matt Furniss with regards to the Cranleigh Public realm improvements scheme.

SCC agreed that:

- The High Street scheme will be split into various phases. Phase 1 will progress with the public realm works to Fountain Square.
- New Engagement will be undertaken with a smaller stakeholder group, representing Cranleigh residents and businesses. This stakeholder group will work together to develop potential plans for additional phases, which may include footway refurbishment, drainage improvements to prevent puddles which currently form along the High Street, safety improvements to Knowle Lane junction and the pedestrian crossing points along the High Street and other complementary works.

- A communication plan will be developed to update residents of Cranleigh on a regular basis.

Cranleigh Parish Council was invited to nominate one person who will represent the Parish Council's interests within the new stakeholder group. SCC said this group will be pivotal in helping decide what further changes, if any, should be presented to the residents of Cranleigh for the High Street, as well as being a vital part of a new engagement plan.

Surrey County Council will be looking to hold the first new stakeholder group meeting towards the end of April, and would like the meetings to be face to face where possible. SCC has invited, Tim Crawshaw, their Director of Planning and Placemaking to chair the initial meeting. SCC said the original working party members have been emailed separately to thank them for their support and to update them of the cabinet member's decision.

The Chairman offered to represent the Parish Council on the High Street Stakeholder Group, but the Council declined his nomination as they felt he had pre-determined his stance having signed the High Street petition. The Council AGREED to nominate Cllr C Walker to join the new High Street Stakeholder Group.

13. CRANLEIGH NEIGHBOURHOOD PLAN

There is no update as yet on the date for the referendum.

14. LEISURE CENTRE

WBC would like to discuss the temporary use of the former tennis courts for a site compound or temporary parking during the new Leisure Centre build with the Parish Council. A meeting has been arranged for next week.

- The Council AGREED to nominate Cllrs D Nicholas and L Talmage, with Cllr C Walker as a reserve, to attend the meeting with WBC.
- The Council AGREED to provide an update to the padel tennis company.

15. WBC STREET TRADING CONSENT

The Council SUPPORTS the application from Bodrum Kebab.

16. SCC TREE OFFER

The Council DECLINED the offer of free trees.

17. SOCIAL MEDIA

Cllrs D Nicholas and L Talmage will bring a PR strategy for the Neighbourhood Plan to the next meeting.

18. BRUCE MCKENZIE FIELD

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

The Council AGREED to purchase a new security gate funded from the Forward Maintenance Plan Reserve.

19. PROJECTS

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

Machine Shed

- No update from the Executive Head of Planning at WBC.
- The Council AGREED the recommendation of the Property & Asset Committee for the Clerk to obtain a quotation for a green leylandii cypress hedge to screen the storage compound.

### Snoxhall Pavilion Community Ownership Fund

The Council missed the application deadline.

The Council AGREED the recommendation of the Property & Asset Committee that a design for the pavilion upgrade is needed before planning permission can be sought and arranged a working party of Cllrs. A Morrison, D Nicholas, M Scully and L Talmage and the Grounds Manager to create the specification and to ask Robin Nugent Architects to provide a quotation for the plans. In order to ensure that this does not adversely impact other project commitments, this meeting should be arranged as a matter of priority.

### MUGA

The Property & Asset Committee had asked Cllr N Sanctuary to look into the following questions for the Council meeting:

- Check the run-off area size required for an under 8 pitch and incorporate into the MUGA size.
- Estimate the maintenance cost of the polymeric pitch.
- Investigate the cost of a booking system for the MUGA.
- Ask the Planning Officer about the impact of 3m high fencing on the ASVI.
- Consider an open polymeric surface covering both under 8 pitches.

Cllr N Sanctuary provided a powerpoint presentation with three options:

#### Option 1 –

- Rotate the MUGA by 90 degrees
- Negotiate loss of U8s pitch in favour of 5 a side football, basketball & netball all year round
- Relocate table tennis and retain existing position of Youth Shelters & paths

#### Option 2 –

- Incorporate U8s 27 x 36 m pitch and Fitness area to current measurements
- Small North Western movement of 2<sup>nd</sup> U8s pitch
- Relocate table tennis and retain existing position of Youth Shelters

#### Option 2a –

- Incorporate U8s 36 x 46 m pitch (including run off) and Fitness area to current measurements
- Small North Western movement of 2<sup>nd</sup> U8s pitch
- Relocate table tennis and retain existing position of Youth Shelters
- The Council felt that option 2a is not possible as it causes safety issues with the proximity to the 11 a side pitch. They also had concerns about drainage in this area. The Council AGREED for the Clerk to include drainage in the tender for new footpaths at Snoxhall Fields. The statutory objection by Sport England had made the Council's wish to provide a free to use ball court at Snoxhall Fields unachievable and the alterations to the project to mitigate the statutory objection by Sport England had changed the project concept. The Council was concerned that the amended project would have a detrimental impact on the ASVI and AGREED to withdraw the planning application and DELEGATED investigation into a location for the MUGA back to the Property and Asset Committee.
- The Council AGREED to add an item to the May Council meeting agenda to make a proposal to the Cranleigh Village Health Trust for the use of the Paddock Field for recreation for the village.

## Cranleigh Village Hall

### Hearing Loop

The Clerk asked Stage Electrics about the installation of a hearing loop at the Village Hall. Stage Electrics replied to say that when it comes to hearing assistance systems, there are two main options to consider for the hall:

- Traditional Wired Loop System – A wire impeded in or fitted under flooring.
- Infrared Transmitter Receiver System – Fitted IR transmitters with personal IR receivers.

These systems have their advantages and disadvantages and limitations, the most common and simplest to use is the traditional wired system which just require the user to set their hearing aid to the T-Setting.

However the wired system needs to be installed under a floor covering or within a hard finish floor system, which doesn't really make it a suitable option for the hall as would require the flooring to be lifted which would really be cost prohibitive as a solution.

So this would mean looking at the Infrared for the hall, this again is a very simple system for the end user generally but does require the end user to be issued with a compact IR receiver unit, which is normally worn around the neck and then connects to headphones or a personal loop for standard T-Setting on hearing aids. Some users do find the IR system less discrete as have to use a receiver and does require management of the receiver units by the venue to ensure they are maintained and available for use.

As solution for the Hall Stage Electrics would recommend the IR system as the best option, this is our current preferred IR solution - <https://williamsav.com/product-category/professional-listening-products/assistive-listening/ir/>

The Council asked the Clerk to obtain a quotation from Stage Electrics for an IR system hearing loop.

### IT Cupboard

The new phone line is being installed tomorrow. The cupboard build and electrical work commences week commencing 13 May 2024 and intruder, panic alarm and CCTV being moved on 16 May 2024.

### Tenders for Building Works and Stage Works

The Council AGREED to issue the building and stage works tenders on Monday 22 April 2024 with a closing date of 11 June 2024. The tenders will be considered at the Council meeting on 27 June 2024 with works starting week commencing 22 July 2024 through to the end of August 2024.

The Council AGREED to the following additional works to be added to the build tender and priced separately:

- Re-decoration of the main hall, committee room and foyer walls
- Re-decoration of the main hall ceiling
- Sanding and sealing of the main hall and committee room floors.

These works are over and above the grant application, but it will be opportune to make the most of the full closure of the building to get these works done. Additionally if the Council decides to fund acoustic treatment of spraying the main hall ceiling, it would be pertinent to get the ceiling re-decorated before spending circa £50,000 on acoustic treatment. The Clerk was asked to contact the project architect about the acoustic spray treatment.

### Kitchen

Clr N Sanctuary is investigating new commercial kitchen equipment.

Contingency Budget

The Council AGREED the recommendation of the Property and Asset Committee to provide a 10% contingency budget of £37,660 funded from the General Reserve. The Council AGREED to provide the contingency budget to cover the creation of the small kitchen/bar area and overspend on the disabled toilet to move the IT equipment.

Update to Hirers

The Senior Admin Clerk sent an update to all hall hirers on the progress of the project this week. Cllr N Sanctuary and Clerk met with the Bridge Club this week and agreed an alternative storage solution for them.

The Council AGREED to focus on the Village Hall and Pavilion/Machine Shed as a priority.

20. PROPERTY & ASSET COMMITTEE RECOMMENDATIONS

*(This item may be held in private and confidential session – reason: commercial in confidence)*

- **To recommend possible locations for new tennis courts to Council for consultation.**

The Council AGREED the recommendation of the Property & Asset Committee to defer a decision on the tennis courts consultation until after the other major projects are completed.

- **To make a recommendation to the Council on the future usage of the Bruce McKenzie Field.**

The Council AGREED the recommendation of the Property & Asset Committee to advise the Football Club that the time frame for the creation of another 11 a-side football pitch would not be achievable to meet their immediate concerns. Instead, the Council will look to explore improving the drainage of the current football pitch at the Bruce McKenzie Field. The Grounds Manager will investigate this and ditch management by the Knowle Park as any improvements to the pitch drainage will impact the drains outside of the Council’s land.

- **To recommend to Council to consider the offer by Centurian Services to upgrade the floodlights at their cost and to carry out a LUX level test.**

The Council AGREED to accept the offer by Centurian to add an additional LED floodlight to each floodlight stanchion, to replace the two blown floodlights under warranty and to confirm the floodlights meet the FA Grade G specification through a LUX level test to be carried out by Case Electrical at the cost of Centurian. The Council also requested that the electrical installation is certified by Centurian’s electrician. This work should be undertaken as soon as possible, in order to deal with any further issues that may arise and to take advantage of harder ground conditions.

- **To consider an application from Roam and Relish to trade at Snoxhall Fields and make a recommendation to Council.**

The Council AGREED to offer Roam and Relish a one year licence agreement with a six month break clause to trade for three days per week at Snoxhall Fields: Thursday, Friday and Saturday evenings, plus any additional days to be agreed with the Clerk.

- **To make a recommendation to Council for a contractor to undertake the Council’s Tree Survey.**

The Council AGREED to appoint AFA Consulting to undertake the Council’s two yearly tree survey to be funded from the recreation tree management reserve.

21. DATE OF NEXT MEETING

Annual Parish Council Meeting Thursday 16 May 2024. The meeting closed at 9.20pm.

Signature.....

Date.....