



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 18 JULY 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, one member of the public via zoom.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apologies of Cllrs D Nicholas, N Sanctuary, L Talmage 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 Surrey County Councillor and Waverley Borough Councillor.
- Cllr A Morrison declared he is a Waverley Borough Councillor.

3. PUBLIC SESSION

There were no members of the public present during the public session.

4. MINUTES

The draft minutes of the Parish Council meeting held on 02 July 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman reported:

- A Repair Shop has opened in Cranleigh, but they were struggling without a PAT tester. The Chairman has loaned them the Council's PAT tester on long term. Cllr H Nicholson arrived.
- He attended a meeting of the group 'Say No to BID' as he is the Council's nominated representative for BID. The Cranleigh BID Manager is meeting with the Group and the Chairman will also attend.
- There is a site meeting on 24 July with WBC Planning to discuss the Snoxhall machine shed.
- The Chairman has reached out to the Chief Executive of WBC to invite him to Cranleigh to discuss how we can work collaboratively. The Chairman asked Councillors to let the Clerk know if there is anything that they would like raised.

6. CLERK'S REPORT

The Council NOTED the following report:

- The footpath from Hitherwood to Northdowns will be installed during the first two weeks of August and the footpath in the play park will be done in September.
- Work on the new sandpit starts mid August.
- Castle Water advise that Thames Water have no information on the leak repair they carried out at Cranleigh Village Hall. The Clerk has scanned and emailed the paperwork the Thames Water engineer handed to her when they alerted the Council to the leak.
- Thames Water Utilities Limited have confirmed that there is no waste connection to the High Street flowerbeds and have agreed to the removal of the waste supply. The Clerk has requested a refund for all fees for the waste supply back to 2017. The Clerk had first contacted Castle Water in 2018 when they took over the account to notify them that there was no waste supply at this site.
- The payment of the remaining s106 funds for environmental improvements of £4,552 has been received for benches, bins and parking posts at Snoxhall Fields.
- Cllr E Townsend has asked if there are any roads that require new road markings, apart from the High Street.
- The Council AGREED to have a full page advert in the Lions Bonfire programme advertising the Village Hall grand re-opening and will ask Cllr L Talmage for assistance with the artwork.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

County Councillor Cllr E Townsend responded to the Council's questions from the last meeting regarding the High Street improvements:

- She said due to the pre-election period there is no further update at this time as there has been no meeting yet of the working party. As soon as there is more information she will of course let the Parish Council know. She would also confirm that the Parish, as with the previous working group, has representation on the new group set up by the Cabinet member for Highways and she hopes our nominated member will also keep the Parish updated with progress. She said unfortunately, you may be aware that this new group is greatly reduced in size and now has only five members and this includes only one place for the Parish, whereas previously the Clerk and two members of the Parish Council were members of the original working group from its inception in 2021. She said she has however requested that the minutes of the meetings of this new group are published online so that the topics discussed and recommendations put forward are clearly outlined and available for residents to view. She said it may also be helpful for residents to be aware that the Surrey Fire and Rescue Service were consulted by the Placemaking team on the scheme that was presented to residents and raised no concerns. She said it has been confirmed to her that they will be consulted again on any scheme going forward. She said she looks forward to working with the Parish Council and the new working group going forward.

Borough Councillor E Townsend responded to the following questions from the Parish Council:

- The Parish Council is yet to receive the official referendum result for Cranleigh Neighbourhood Plan. Cllr E Townsend provided a link to the referendum results online.
- To provide an update on the invitation for the Parish Council Planning Committee to attend a meeting of the WBC Planning Committee. Cllr E Townsend said any members of the public can attend meetings of the planning committee, these are public meeting held at The Burys and calendar of meetings is available here [Monthly meetings calendar - July 2024 - Waverley Borough Council](#) the next meeting is 10 July and after that 21 August. The Council is very welcome to attend either one.
- To provide an update on the planning situation for the post lockers at Co-op and Sainsburys. Cllr E Townsend said with regard to the parcel lockers in Stocklund Square, enforcement officers confirmed to her on 18 June that a planning application was being prepared by Sainsburys. Officers will allow three months before any further action will be considered.

8. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting of 03 June and 01 July 2024 were RECEIVED.
- The minutes of the Property and Asset Committee Meeting of 11 April 2024 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list for July 2024, circulated earlier, was AGREED by the Council and Cllrs R Burbridge and A Morrison will authorise the online payments for July.
2. The bank reconciliation to 30 June 2024 was AGREED and signed by Cllr H Nicholson.
3. The cashbook reconciliation to 30 June 2024 was AGREED.
4. No movements between the current account and CCLA Public Sector Deposit Fund are needed until September 2024.
5. The Council DELEGATED AUTHORITY to Cllrs R Burbridge and C Walker and the Clerk to authorise the August accounts for payment.

10. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users – meeting with the Football Club Pitch Manager and Captain of the Women's Team. The Council AGREED to install sanitary bins in the changing rooms as it is a league requirement for the Women's Team, for which they will be fined if they do not provide the facilities.
- Youth Council – discussed the WBC Heritage Features consultation and Village Hall improvements. Members are interested in being trained on the use of the theatre arts equipment, so through Cllr N Sanctuary the Council could make a request to Glebelands School to release the pupils for a day for the training. Next meeting is Thursday 19 September then on Thursday 10 October when the Youth Councillors will have a two hour training session on basic first aid including CPR and using the bleed control kit.
- Youth Music Club – not meeting until September now.

11. SCC HIGH STREET IMPROVEMENTS

Cllr C Walker said the Working Group is meeting tomorrow and he will provide an update to the Council.

12. CRANLEIGH NEIGHBOURHOOD PLAN

- Cllr E Townsend has provided a link to the referendum result.
- The Council asked Cllr E Townsend for an update on the call for sites which will trigger the review of the Cranleigh Neighbourhood Plan as previously agreed by the Council at their meeting on 21 March 2024. She had asked the officer today and there is no update.
- The Council's planning consultant has confirmed that he has accepted a post with a large planning consultancy and will be closing the practice. The Parish Council AGREED for the Clerk to provide a reference for the consultant.
- The Council AGREED for the Clerk to approach new planning consultants to establish availability to assist the Parish Council with the Neighbourhood Plan review.

13. SOCIAL MEDIA

The Chairman reminded Councillors to provide photographs from around the parish for the Council's social media campaign. He said the Clerk is posting regular updates on the refurbishment of Cranleigh Village Hall and he is installing a time lapse video tomorrow to follow the work.

14. WBC STATEMENT OF GAMBLING POLICY

The Council declined to make any comments.

15. WBC HERITAGE FEATURES CONSULTATION

The Clerk advised that currently Waverley has two local heritage lists, Buildings of Local Merit (BLMs) and Heritage Features (HFs). Under the National Planning Policy Framework (NPPF) they both come under 'non-designated heritage asset'. This means that whilst the titles WBC have given them are different, the level of protection is the same.

HFs were created in the 1980s and included archaeology, trees, natural landmarks, nature reserves, tracks and roadways, street furniture and other structures. However, over the years a large number of these have been removed or lost (generally through a lack of awareness) and others, such as trees should be protected (if appropriate) via other legislation. This has devalued the importance of other items on the list.

In March 2020 Waverley's Executive approved a review of HFs. The review was intended to identify all the HFs which are lost, protected by another designation, or cannot be protected under this designation, and remove them. All the remaining HFs will then be consolidated with their existing BLM list to become their new Local Heritage Assets list. This consolidated list will aim to reduce confusion and provide a consistent approach to the consideration of these important heritage features. Of the 111 HFs within our area, WBC are proposing to remove 91 with the remaining 20 retained and consolidated with the existing Buildings of Local Merit list to become Local Heritage Assets.

The Council DELEGATED AUTHORITY to Cllrs R Burbridge and C Walker and the Clerk to submit a response to the consultation.

16. 80th ANNIVERSARY OF VE DAY 08 MAY 2025

- The Council AGREED to nominate a Working Party of Cllrs R Burbridge, H Nicholson and M Scully to organise the event.
- The Council AGREED to include a budget of £3,000 in the 2025 – 2026 budget.
- The Council AGREED to the installation of the union flags in early May 2025 until the end of June 2025.

17. COMMUNITY YOUTH WORK

The Chairman attended a meeting to learn about the work of the Godalming Town Council youth team. He said they are looking to expand the service and may approach the Parish Council with a request for a financial contribution.

18. DOWNS LINK INFORMATION BOARD

The Council AGREED to the installation of a Downs Link information board by Surrey County Council on Waverley Borough Council land at Snoxhall Fields.

19. LEISURE CENTRE

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

Cllr E Townsend declared an interest as a Waverley Borough Councillor.

The Parish Council AGREED in principle on 02 July 2024 to WBC using the tennis courts during the Leisure Centre build, subject to:

- The permission of Fields in Trust
- Negotiation of financial return to the Parish Council on a quid pro quo basis
- The tennis courts returned to the Parish Council in their current condition unless other agreement is made.

Kelvin Mills thanked the Council for sending through confirmation that the tennis court area can be used during the construction phase. He said as discussed once a contractor is appointed, WBC will have greater clarity of the proposed use of the area. Cllr C Walker said the Working Party had said they wished to help make it easier to park during the construction phase by use of the tennis courts.

WBC asked if the Parish Council would give approval to explore the permanent use of the tennis court area subject to suitable alternative space being provided and a sub-group authorised to act on behalf of the Parish Council. This will allow WBC to continue with the workstream without the need for any emergency meetings and work at pace.

The Council AGREED to explore the permanent use of the tennis court area by WBC as it would make more sense to locate the tennis courts away from housing and provided that WBC meet the Fields in Trust objective of offering a better site in exchange for the loss of the tennis courts land. The Council AGREED for Cllrs D Nicholas, L Talmage and C Walker to form the Working Party, with any final decision being made by full Council.

20. PROPERTY SECURITY

This item was held in confidential session: reason – commercial in confidence.
This item was DEFERRED awaiting quotations for bespoke street furniture.

21. RECOMMENDATIONS FROM THE PROPERTY & ASSET COMMITTEE

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

- To delegate authority to the Clerk and Grounds Manager to purchase a used grounds maintenance machine up to £15,000 to be funded from the Grounds Maintenance Reserve.
- To await the arboriculturalist's recommendation for tree T0250 at the Bruce McKenzie Field and diary note re-inspection in one year's time.
- To appoint David J Long Limited to undertake remedial electrical repairs at the Snoxhall Community Centre to be funded from the Snoxhall Fields Charity Reserve.

22. PROJECTS

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

Machine Shed

Following the Chairman's intervention with the WBC Chief Executive, a site meeting has now been arranged with the Assistant Director of WBC Planning and the Council's planning consultant on Wednesday 24 July 2024 to discuss the planning application for the machine shed.

MUGA

Cllrs N Sanctuary and M Scully and the Clerk attended a zoom meeting with Sport England. Sport England advised that one of the reasons for the statutory objection to the MUGA planning application is that WBC's Playing Pitches Policy is out of date and should have been reviewed annually but had not been reviewed for at least five years. Sport England agreed to hold a further zoom meeting with the Parish Council, the Football Association and the Football Foundation to discuss the MUGA further.

Cranleigh Village Hall Phase 1

- The demolition of the Bridge Club cupboard commenced on 16 July 2024 and removal of the current disabled toilet. The stage floor is being removed on Monday 22 July 2024 and the structural engineer will inspect it on 26 July 2024.
- Stage Electrics commence installation of the hoists on 12 August 2024.
- Sound Reduction Services will commence installation of the acoustic panels on 27 August 2024 and A & H Furnishings will install the new curtains that day too.

Cranleigh Village Hall Phase 2

WBC have announced the latest round of Strategic CIL funding with a closing date of 25 October 2024. The Clerk advised that the Council could use the phase 2 COF match funding held in EMR to fund the architect to submit a planning application now for the additional fire exit required to enhance the seating capacity of the Village Hall and new storm porch and submit an application for Strategic CIL. The minimum match funding is 25%. The phase 2 COF EMR contains £80,000.

Cllr E Townsend declared an interest as she is a member of the CIL Board.

The Clerk advised that the Council should allow for £20,000 architect and planning costs, having already obtained a quotation from the architect and surveyor, leaving £60,000 match funding for the Strategic CIL application. The Council AGREED to fund the architect and planning costs for two planning applications from the phase 2 EMR: one for the storm porch and one for the fire exit. The Council asked for two planning applications as they would not like a new frontage design for the Village Hall in the Conservation Area to hold up the Strategic CIL request for the rake seating. The Council AGREED to allocate £60,000 from the Phase 2 EMR as 25% match funding for a Strategic CIL application for new fire exit, rake seating and storm porch.

23. SURREY HILLS REHAB LICENCE AGREEMENT

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

The Council DELEGATED AUTHORITY to Cllrs A Morrison and G Worthington and the Clerk to update the licence agreement.

24. STAFF MATTERS

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

This item was DEFERRED to the September Council meeting.

25. DATE OF NEXT MEETING

Parish Council Meeting Thursday 19 September 2024. The meeting closed at 8.12pm.

Signature.....

Date.....