



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 19 SEPTEMBER 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, Cllr K Reed, Cllr R Reed, one member of the public in person and one member of the public via zoom.

1. APOLOGIES FOR ABSENCE

The Council AGREED the apology from Cllr R Tyler who is unwell.

2. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr N Sanctuary declared he is the Chairman of Glebelands School Governors.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr E Townsend declared she is a Surrey County Councillor and Waverley Borough Councillor.
- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr D Nicholas declared he is a member of the Football Club.

3. PUBLIC SESSION

A representative from Cranleigh Cricket Club provided an update on their clubhouse project. The Club has fundraised £150,000 so far and hopes to commence phase one in the winter of 2025. They have provided an opportunity for neighbours to see their plans and will carry out engagement with the wider community. The Club is hoping to apply for CIL funding for the whole project costing £750,000.

4. MINUTES

The draft minutes of the Parish Council meeting held on 18 July 2024 and the extraordinary Parish Council meeting on 02 September 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman reported that WBC had cancelled the planned visit of their Chief Executive to the parish and have offered for the Chief Executive and Leader to attend a Parish Council meeting.

6. CLERK'S REPORT

The Council NOTED the following report:

- The new footpath linking Hitherwood to Northdowns is complete. With grateful thanks to the contractor and Grounds Manager who handled some very challenging weather conditions during installation.
- The new footpath in the play park will be finished this week.
- The new sandpit should be finished this week, inspection on Tuesday and end of grant reports submitted to the grant funders.
- An order has been placed for the communication board for Snoxhall Fields play park, partially funded from the County Councillor's member allocation fund.
- The F3 Fitness volunteers undertook weeding around the High Street and Village Way last month.
- The Council has a new coffee company starting at Snoxhall Fields shortly. Cllr D Nicholas said the Football Club will be opening when matches are on to sell teas and coffees.
- The Grounds Manager removed three dead rabbits from the entrance to the Bruce McKenzie Field last week, they had been shot.
- The SCC Countryside Access Officer has advised that due to a couple of his planned projects having to be put back he has brought forward the surfacing of the Downs Link from south of Snoxhall Fields for 220m to the junction with FP 378/379 (southern end of Northdowns). The surfacing will be in unbound stone, similar to the remainder of the path. Works should start late September or early October. The works will be carried out by Nick Knox, who did the car park re-surfacing. Access will be via the Snoxhall Fields end and the section of the path being worked on will be closed for the duration.
- The Council has received a request from a member of the public to include funding in the budget next year for a new footpath linking the adult football pitch to the Beryl Harvey Field. As Nick Knox is working at Snoxhall Fields again, the Council AGREED to ask for a quotation for this extra footpath.
- The Surrey Local Resilience Forum would like to develop a community emergency hub and has asked if the Parish Council would like to be involved.
- The show secretary for the Cranleigh Show, now called the Cranleigh Farm and Food Festival, would like to showcase and promote local allotments. They have visited other shows who had a 'make, paint and grow' marquee and they are hoping to do this at their next show, which is being organised on 3rd August 2025.
- A member of the public wished to thank the Council's grounds staff for their care of the cemetery, she has been visiting for many years.
- Reminder of the Surrey Association of Local Councils Councillor Forum on Wednesday 25 September at 7.30pm on zoom, link previously circulated.
- Cranleigh BID would like to use the front of the Village Hall and power supply from 1500 – 1900 on Saturday 23 November to use the front entrance of the Village Hall as a back drop for photo's at the Charming Cranleigh Christmas event. The idea is to provide Dickensian clothing for people to dress up in and have a snow machine to make it look really Christmassy. This is going to be managed by the Lions and people will be asked to make a charitable donation for the photo. The Council AGREED to this request and acknowledged that it might prevent any hire of the Village Hall at this time.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

County Councillor Cllr E Townsend reported:

- There is an emergency closure of Amlets Lane due to a water leak.
- Re-surfacing of Ewhurst Road is complete.
- Re-surfacing of Horsham Road is complete.
- The pelican crossing has been installed on Ewhurst Road.
- A Vehicle Activated Sign is still planned for Horsham Road.

- There will be a consultation on traffic calming for Elmbridge Road.
- The drains in Barhatch Lane will be cleared.
- Alderbrook Road is being re-surfaced.
- The markings in the High Street are to highlight the utilities for the Fountain Square improvements.

Borough Councillor Cllr E Townsend reported:

- The consultation has commenced on the National Landscape Variation Project.
- Engagement sessions have commenced on the plans for the new Leisure Centre.
- There are plans to re-surface the other end of the Downs Link and to install low level lighting.
- WBC are investigating an infringement by the garage on the Downs Link.
- The NPPF consultation has commenced and, if implemented, will increase the annual housing requirement for Waverley from 590 to 1,374. WBC have written to the Deputy Prime Minister and will publish their response to the consultation on their website.
- WBC have carried out an impact assessment of the removal of the winter fuel payment on their vulnerable residents.

Borough Councillor A Morrison reported:

- Planning permission has been granted for the planning application for Stocklund Square.
- WBC are working on a solution to deal with tipping in the recycling bins at Stocklund Square.
- Seven Council houses have been retro-fitted in Godalming.

8. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting of 02 May 2024 were RECEIVED.
- The minutes of the Personnel Committee Meeting of 02 May 2024 were RECEIVED.
- The minutes of the Planning Committee Meeting of 15 July and 05 August 2024 were RECEIVED. Cllr R Burbridge said the Committee has struggled for a quorum and invited Councillors to join the Committee.
- The minutes of the Property and Asset Committee Meeting of 11 April 2024 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list for August and September 2024, circulated earlier, were AGREED by the Council and Cllrs D Nicholas and N Sanctuary will authorise the online payments for September.
2. The bank reconciliation to 31 July and 31 August 2024 was AGREED and signed by Cllr M West.
3. The cashbook reconciliation to 31 July and 31 August 2024 was AGREED.
4. No movements between the current account and CCLA Public Sector Deposit Fund are needed for September 2024.
5. The Council NOTED the conclusion of audit for financial year 01/04/23 – 31/03/24.

10. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Field – UK Power Networks removed a tree in the centre of the field as it was deemed a climb risk of touching the overhead power lines.
- Centenary Garden – The Grounds Manager has tidied up the Centenary Garden, but the circular benches will need replacement. The Chairman will ask Men in Sheds for help.
- Community Speedwatch – Cllr H Nicholson volunteered to help with Community Speedwatch.
- Recreation Users – The Council is awaiting the installation of the washroom vending machine in the away changing rooms at the pavilion as requested by the Womens Football Club.

- Youth Council –The Youth Council have a two hour first aid training session on 10 October 2024 funded by the Council as part of their Community Safety Award. The Youth Council will be attending Remembrance Sunday, Cllrs A Morrison and E Townsend will supervise the Youth Council on the day. The Youth Council will be attending the VE Day celebration and would like to order a VE Day lamp of peace to recognise the work of animals who served in the war.
- Youth Music Club – Cllr N Sanctuary said the Music Club is not getting new students so the Council AGREED to close the Youth Music Club. The PA systems will be returned to the Council. The Council will offer the instruments to Glebelands School first and the balance of instruments to other local schools.

11. SCC HIGH STREET IMPROVEMENTS

Cllr C Walker said the Working Group had met in August and is looking at the improvements in discrete elements. There will be a public engagement event in November. The improvements to Fountain Square have already been commenced as there were no objections to these proposals. Cllr C Walker is unable to attend the next meeting in October so the Council AGREED for Cllr L Talmage to attend in his place.

Cllr E Townsend said some of the maple trees on the Common are dying. WBC will be removing them this autumn and replacing with a more disease resistant species of maple.

12. SOCIAL MEDIA

Cllr L Talmage thanked the Clerk for the continuing social media output and said she would like to work with the Youth Council to improve the Council's social media presence. Cllr D Nicholas said he would ask the Football Club for help as they have extensive social media output.

13. REGIONAL ENERGY STRATEGIC POLICY FRAMEWORK CONSULTATION

The Parish Council had no comments.

14. NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION

Cllr E Townsend said WBC would be circulating their response to this consultation to all Town and Parish Councils. The Council DELEGATED AUTHORITY for Cllr N Sanctuary and the Clerk to review this response and use it as a basis for the Parish Council's response.

15. CRANLEIGH NEIGHBOURHOOD PLAN

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

- The Council NOTED the date of the extraordinary Parish Council meeting with WBC to be updated on WBC's Call for Sites which will be held in confidential session. The Clerk said the Council had previously agreed that the production of the Call for Sites report would trigger a review of the Cranleigh Neighbourhood Plan.
- The Clerk had sought three quotations from planning consultants to support the Parish Council through the review of the Neighbourhood Plan. The Clerk was asked to seek another quotation. The Council will appoint a consultant at the extraordinary meeting of the Council next month.

16. CRANLEIGH LEISURE CENTRE

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

The Chairman reported that an information session about the design of the new Leisure Centre for stakeholders was held yesterday, prior to WBC submitting a planning application later this month. WBC advised that the build contractor will determine the type of temporary use of the former tennis courts. There is no update on the proposed permanent use of the tennis courts.

17. WAR MEMORIAL

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

The Clerk had obtained a quotation for the cleaning of the War Memorial by a company recommended by other Town Councils locally. Cllr E Townsend offered to contact WBC to find out how they clean their War Memorials. The Clerk was asked to find out from the company about the frequency of cleaning of the War Memorial with their product.

The Council DELEGATED AUTHORITY to the Clerk to appoint a contractor to clean the War Memorial which will be funded from the Civic revenue budget and General Reserve.

18. TREE SURGERY

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

The Clerk provided an update on the annual tree survey. She has obtained a quotation for trees that require further inspection by our arboriculturalist. The Clerk has separated out the tree surgery into trees that can have surgery with and without supervision of an ecologist. She had instructed an ecologist to survey the trees requiring felling and has a list of trees that have bat roosting suitability. These trees will require supervision by an ecologist when felled. Should bat roosts be found, work will need to be halted whilst a licence for the mitigation work is sought. The Clerk obtained three quotations for tree surgery.

The Council AGREED:

- To appoint AFA Consulting to undertake further tree surgery work.
- To appoint Surrey Wildlife Trust to undertake ecologist supervision of tree felling.
- To appoint Dave Ford Tree Care to undertake tree surgery
- To fund the tree surgery from the tree management revenue budget and general reserve.

The Clerk advised that further tree surgery may be required following the further inspections by the arboriculturalist.

The Council AGREED to offer the Council's trees to Merrist Wood for tree surgery training.

19. PROJECTS

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

Machine Shed

The Chairman and Clerk met with the Assistant Director for Planning and Development at WBC to discuss the changes required to the machine shed for submission of a new planning application. It was agreed that the Parish Council should investigate two smaller buildings and present their ideas to WBC for pre-submission advice.

The Council AGREED to appoint the Council's planning consultant to prepare a planning application for two smaller buildings and welfare unit for pre-submission advice from WBC, and if met with approval from WBC, to submit a new planning application to WBC. The planning consultancy and planning application fees to be funded from the Business Plan Reserve.

MUGA

Cllr C Walker raised concern that the Parish Council could lose the opportunity of £250,000 funding from Your Fund Surrey for a MUGA that would benefit the community. Cllr N Sanctuary said the Council had a meeting with Sport England and if the proposed MUGA was turned through 90 degrees it would have less impact on the Football Club's pitch layout. Cllr M Scully said the Assistant Director of Planning and Development at WBC had advised the Parish Council to give a detailed narrative on the reasons for the MUGA and benefit to the community so they could assess the application when presented. Cllr N Sanctuary advised that he has an email from SCC giving a deadline of the end of November 2024 for submission of the full funding application to Your Fund Surrey for the MUGA which must include planning permission. Cllr E Townsend said she had different information. Cllr N Sanctuary suggested he would be happy to present the planning application directly to WBC planning with a supporting narrative provided he was given full support by Council and had the support of County Councillor E Townsend.

The Council AGREED:

- Cllr E Townsend will check the Your Fund Surrey application deadline.
- Cllr D Nicholas will consult with the Football Club about the MUGA proposal.
- Cllr E Townsend will consult with the Football Club and decide if she supports the Your Fund Surrey grant application in her role as County Councillor.

If the Your Fund application deadline is extended, and both the Football Club and County Councillor E Townsend support the application, the Council's Property and Asset Committee will discuss the new planning application for the MUGA which can be funded from the MUGA EMR.

If the Your Fund deadline for the application is not extendable, suggested as mid November 2024 by Cllr N Sanctuary following discussions with SCC, then without support from County Councillor E Townsend the deadline cannot be met to prepare and have planning approval in time for submission to Your Fund Surrey, and the funding application would be lost.

Cranleigh Village Hall Phase 1

The Clerk gave a verbal report on the progress of the phase 1 works. The Clerk had already circulated the budget monitoring spreadsheet to all Councillors and copies of all project invoices. The Clerk was asked about the predicted budget over-spend. She advised it was too early to completely predict the over-spend as the project included contingency funding. She said one significant issue encountered was the insufficiency of the main distribution board to provide sufficient power for the new kitchen appliances. The Clerk instructed the main build contractor to install a new distribution board after advising the Chairman of the Council and reporting the issue to this meeting being the next available meeting of the Council.

Cllr G Worthington left the meeting.

The Council AGREED to appoint a Working Party of Cllrs H Nicholson, N Sanctuary and M Scully to develop a marketing strategy for the Village Hall. Cllr L Talmage offered to review the Village Hall operating costs.

The Council AGREED to appoint a Working Party of Cllrs H Nicholson, N Sanctuary and M Scully to plan the grand opening event on Friday 20 December 2024.

The Council AGREED to offer a licence agreement to Alpher Coffee to operate a community café at the Village Hall.

The Council AGREED to charge separately for the use of the small kitchen/bar. Clients are able to use the main kitchen as part of their hire fee.

The Council DELEGATED AUTHORITY to the Finance Committee to set the fee structure for the small kitchen/bar.

Cranleigh Village Hall Phase 2

The Council had previously AGREED to submit a Strategic CIL application for raked seating system (which may require floor reinforcement), additional fire exits, disabled toilet to serve the café and storm porch, and to apply for planning permission.

The Clerk advised that the structural engineer requires two trial pits opened up in the main hall floor to assess the floor loading for the raked seating system.

The Council NOTED the update.

20. STAFF MATTERS

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

The Clerk left the meeting. The Council AGREED performance increases backdated to 01 August 2024. The Clerk returned to the meeting.

21. DATE OF NEXT MEETING

Extraordinary Parish Council Meeting Thursday 17 October 2024 at 6.00pm.
Parish Council Meeting Thursday 17 October 2024at 7.00pm.

22. CRANLEIGH BID

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

The Council deferred the request by Cranleigh BID for annual allocation of funding for Christmas lights in the future in the Council’s budgets to the Finance Committee. The Clerk will ask Cranleigh BID for detailed Christmas lights costs.

The Council had received a request, followed by an invoice, from Cranleigh BID for a contribution to this year’s Christmas lights and for a Christmas tree at the Village Hall. The Clerk explained that the Council is already contributing to the Christmas lights as a BID levy payer and she had enquired about the cost of a Christmas tree for the Village Hall but had not placed an order. The Council REJECTED the invoice and will invite Cranleigh BID to submit an application for grant funding in accordance with the Council’s Grants Policy.

The Council AGREED to support the following statement by Cranleigh BID: *‘The Parish Council is a levy payer and we are looking to get value for money from the BID and where appropriate, we will work with them to deliver their objectives’.*

23. WBC PAVEMENT LICENSING APPLICATION

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

Cllr D Nicholas declared an interest as a member of his family is employed by Joanna’s Boutique Tearoom. Cllr E Townsend abstained from the vote.

The Council AGREED to respond to the pavement application to request the removal of the four tables to the front right of the premises as they will restrict the pavement width.

24. GROUNDS MAINTENANCE EQUIPMENT

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

The Grounds Manager had researched grounds maintenance equipment for Snoxhall Fields and the cemetery. He recommends replacement of the cemetery ride-on mower with an Al-ko ride-on mower. He had researched commercial ride-on machines for Snoxhall Fields but recommends a tractor mounted flail collector and additional pedestrian mower will provide better flexibility for grounds maintenance. The Grounds Manager had obtained three quotations for equipment. The Council AGREED the Grounds Manager recommendations which can be purchased from the Grounds Maintenance Machinery EMR.

The meeting closed at 10.10pm.

Signature.....

Date.....