



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 17 OCTOBER 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, three members of the public via zoom.

1. APOLOGIES FOR ABSENCE

The Council AGREED the apologies of Cllr D Nicholas (work commitment), L Talmage (prior commitment), E Townsend (unwell), R Tyler (unwell), C Walker (prior commitment) and G Worthington (work commitment).

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 A Morrison declared he is a Waverley Borough Councillor.

3. PUBLIC SESSION

There were no members of the public present who wished to speak.

4. MINUTES

The draft minutes of the Parish Council meeting held on 19 September 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record with the following amendment:

Add to item 19 at the end of the Machine Shed paragraph.

*'Cllr D Nicholas asked why the Council had not looked at Your Fund Surrey for the Machine Shed and said the Council should, especially as it has set nothing aside for that build.'*

## 5. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- Volunteers are needed for the grand opening of the Village Hall on Friday 20 December 2024.
- The Leader and Chief Executive of Waverley Borough Council have offered to attend a meeting of the Parish Council which has been booked for Thursday 21 November 2024 at 7.00pm, and a tour of the parish on a date as yet to be arranged.
- The extraordinary meeting of the Council has been postponed due to Councillor apologies and will be re-scheduled.
- The Council is responsible for organising Remembrance Day this year. Councillors are welcome to attend the service at 9.30am on Sunday 10 November 2024 at St Nicolas Church and parade to the War Memorial service. The Patio Black Sport company have done an excellent job cleaning the War Memorial, and can maintain this level of cleanliness with an annual treatment of their product.

## 6. CLERK'S REPORT

The Council NOTED the following report:

- Castle Water have still not refunded the charge for waste water at the High Street flowerbeds from 2017. In accordance with their complaints procedure the Clerk has escalated the complaint to their Chief Executive but received no reply. As two weeks has passed, the Clerk has emailed the Chief Executive again to advise that the complaint will be hard by Council tonight and the Clerk will recommend to Council to advance the complaint to OfWat.
- Castle Water have still not resolved the over charge for water supply for the Village Hall as a result of a Thames Water leak on their side of the water main. The Clerk has escalated the complaint to their Chief Executive but received no reply. As two weeks has passed, the Clerk has emailed the Chief Executive again to advise that the complaint will be hard by Council tonight and the Clerk will recommend to Council to advance the complaint to OfWat.
- The sandpit is finished and end of grant reports submitted to the Betty Riseley Trust for Children and the Gatwick Airport Community Trust with grateful thanks for their funding.
- F3 Fitness volunteers have offered to tidy around the War Memorial in advance of Remembrance Sunday.
- The Grounds Manager reported the southern end of Snoxhall Fields was flooded again due to the block road drain in Northdowns. The Clerk has reported it to SCC who say they will be out in the next 3 – 6 weeks to check it, but they suspect the Thames Water drain is blocked.
- WBC advise that four trees will be felled on the Common on 07 November 2024 as they are dying and a danger to the public. They will be re-planted later this year.
- WBC advise that the agreement for the Snoxhall Car Park has expired, and they are looking at the agreement whether to extend it rolling year on year or for another five years.
- Surrey Police are running a series of public community engagement events across the county. Featuring the Surrey Police's Chief Constable, Tim De Meyer, or Deputy Chief Constable Nev Kemp, the Police and Crime Commissioner (PCC), Lisa Townsend, or Deputy PCC, Ellie Vesey-Thompson, as well as the local borough commander, these events will focus on how Surrey Police are policing your local community and provide you with an opportunity to raise any concerns or questions you may have. Our local event is at Haslemere Museum on Wednesday 11 December 1830 – 2000, booking required.

## 7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Morrison reported:

- He attended an Early Learning Meeting at the Cranleigh School on 26 September 2024.
- There is an additional needs showcase in Cranleigh Village Hall on 22 October 2024 and support meetings for parents of children with special educational needs on the first Thursday of every month in the Baptist Church.

- He attended a meeting of Cranleigh BID.
- Cllrs L Talmage and E Townsend attended a meeting of the High Street Working Party last night, the Council would like an update from them for the next Council meeting.
- The Clerk will circulate details of a consultation on proposed traffic calming measures for Elmbridge Road. The Parish Council has not directly been consulted on the traffic calming measures and would like our County Councillor to find out why the Parish Council has not directly been consulted. Given the short consultation deadline, the Council does not have a meeting to formulate a Council view.

County Councillor Cllr E Townsend sent her apologies.

#### 8. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting of 02 and 09 September 2024 were RECEIVED.
- The minutes of the Property and Asset Committee Meeting of 11 July 2024 were RECEIVED.

#### 9. FINANCIAL MATTERS

1. The expenditure list for October 2024, circulated earlier, was AGREED by the Council and Cllrs A Morrison and M Scully will authorise the online payments for October.
2. The bank reconciliation to 30 September 2024 was AGREED and signed by Cllr H Nicholson.
3. The cashbook reconciliation to 30 September 2024 was AGREED.
4. The Council AGREED to invest £100,000 in the CCLA Public Sector Deposit Fund.  
The zoom meeting was ended for all participants at this point due to inappropriate behaviour of an online participant.
5. The Council DEFERRED the Neighbourhood CIL applications to the November Council meeting as WBC have not yet advised of the Neighbourhood CIL receipt from 01 April – 30 September 2024. The Council AGREED for the Clerk to prepare a CIL application form similar to the format used by Godalming Town Council for approval next month.
6. The Council AGREED the following grant allocations: Challengers £500, Cranleigh Sub-Aqua £500, Hoppa Community Transport £500. The Council DECLINED the application from Cranleigh BID as the Council does not support private companies and the Council REFERRED the application from Cranleigh Scouts for support for individual members to the Cranleigh Community Fund.
7. The Council AGREED for the Grounds Manager to spend £2,875 from the Pitches EMR for pitch improvement.

#### 10. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Field – The Clerk is awaiting photographs from Cllr D Nicholas of the damage to the field caused by UK Power Networks tree surgery vehicles.
- Centenary Garden – Men in Sheds have looked at the bench in the Centenary Garden. The seats are in a poor condition and at the moment so saturated that nothing can be done until they have dried out. The design is not conducive to longevity as the individual lengths are made from pieces to make the curve so it is drawing in moisture along all the cut joints. Normally, oak should be left to mature gracefully without any added preservative and would dry out naturally in the warmer dry weather, but the jointing issue does not help. The close proximity of the vegetation behind them is also not helping. At the moment they are not sure what could be done, but they do have a member more experienced with oak who will also have a look.
- Community Speedwatch – no update.
- Recreation Users – Initial have installed the washroom vending machine in the away changing rooms at the pavilion as requested by the Womens Football Club.

- Youth Council – The Youth Council had first aid training last week, the Chairman will present their certificates next month. The Youth Council have ordered a Lamp of Peace to recognise the animals that served during the war for the VE Day event. Youth Council will be meeting in the new community café at the Village Hall in November to help promote the facility to their age group on social media.
- Youth Music Club – The Youth Music Club has finally closed.

11. HENRY SMITH CHARITY

The Council AGREED the payment of the following grants on receipt of the funding from the Henry Smith charity:

Cranleigh Community Fund	£8,400
Food Bank	£1,000
Rowleys	£600

12. SOCIAL MEDIA

Cllr L Talmage sent her apologies so the item was DEFERRED to the next Council meeting.

13. SAFETY IMPROVEMENTS B2130 DUNSFOLD ROAD

The Parish Council AGREED to support the Strategic CIL application by the Surrey Strategic Transport Group for safety improvements to the B2130 Dunsfold Road.

14. WBC LICENSING APPLICATIONS

- The Council AGREED to support the renewal of the Street Trading Consent for Il Forno Volante.
- The Council AGREED to support the renewal of the Pavement Licence for Yangaz, apart from the frontage immediately outside of the Oxfam Shop and provided that the shop front tables do not restrict pavement width.

15. SURREY HILLS NATIONAL LANDSCAPE (AONB) BOUNDARY VARIATION PROJECT

The Parish Council OBJECTS to the deletion of area D11 in the Ockley Low Weald Extension and SUPPORTS the inclusion of area A2 in the Cranleigh Waters Extension.

The Parish Council wished to reiterate its response to the 2023 consultation that the Parish Council considers that the proposed Ockley Low Weald boundary has been drawn too conservatively in this area of transition and that an area immediately to the south of the proposed Ockley Low Weald Extension merits further consideration for designation as part of this extension to the Surrey Hills AONB.

16. LAW COMMISSION CONSULTATION ON BURIAL AND CREMATION

- The Council SUPPORTS the publication of a Code of Practice for the Maintenance of Cemeteries and a minimum burial specification.
- The Council OBJECTS to the proposal that where no memorial is raised over a grave within two years, local authorities should be permitted to grant a right to place a memorial on the grave to any relative of the deceased person – a neutrally-worded one, if there is any dispute as to what the memorial should say.

17. CRANLEIGH NEIGHBOURHOOD PLAN

The Council DEFERRED this agenda item to the next meeting of the Council, as the extraordinary meeting of the Council to discuss the call for sites has been postponed.

## 18. LEISURE CENTRE

- The Council has been notified today that the planning application for the new Leisure Centre has been submitted to WBC. The Parish Council's Planning Committee will be discussing the planning application and will publish meeting details on social media.
- The Parish Council's Working Party will be asked to provide an update on WBC use of the tennis courts at the next meeting of the Council.

## 19. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE

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

### Machine Shed and Pavilion

The Chairman, Clerk and Grounds Manager met with the Planning Case Officer on Wednesday 09 October to discuss the revised machine layout to include two machinery buildings, a welfare unit, field shelter, two shipping containers and washpad.

At the Property & Asset Committee meeting, concerns were raised that the Parish Council does not want to clash with the Leisure Centre building works, so the Committee AGREED that the machine shed build should be done in 2025 before the Leisure Centre works and that funding for both the machine shed and pavilion refurbishment should be sought from Your Fund Surrey.

The Clerk reminded Council that the pavilion is held on charitable trust for the benefit of the inhabitants of the parish for recreation and there would need to be public consultation on plans for the refurbishment of the pavilion.

The Clerk presented a quotation from Robin Nugent architect to prepare the planning application and to support the machine shed tender process. However concerns were raised that the approval of the County Councillor is needed for the submission of the initial Your Fund Surrey application and that no Council funds should be spent until County Councillor support is given.

The Council AGREED to formally request support from our County Councillor for the initial funding application for both the machine shed and pavilion to your Fund Surrey for the next Council meeting on 21 November 2024.

### MUGA

The Council has passed the initial stage of the funding application to Your Fund Surrey for the MUGA and has been invited by SCC to submit a full application for funding. The Property and Asset Committee noted that County Councillor E Townsend had met with the Football Club and been made aware of their priorities but she has not been able to confirm whether she supports the Parish Council's application to Your Fund Surrey for the MUGA.

The Council AGREED to formally request support from our County Councillor for the full funding application for MUGA to your Fund Surrey for the next Council meeting on 21 November 2024.

### Cranleigh Village Hall Phase 1

The Clerk gave a verbal report on the progress of the phase 1 works. The Council AGREED to approve the budget over-spend at approximately 10% of the project budget and AGREED to ask the Finance Committee for a larger annual maintenance budget allocation for Village Hall maintenance.

### Cranleigh Village Hall Phase 2

The Council AGREED to continue its research into phase 2 improvements including hearing loop, air conditioning, raked seating system including assessing the loading of the balcony and glazed screen for the porch. The Council will review funding opportunities once its research is complete.

Committee Room Storage Cupboard

The Council AGREED to give one months' notice to the hirer as the cupboard is now needed for the Village Hall as a cloak room.

New Ashes Section in Cranleigh Cemetery

The Council AGREED to the provision of a new ashes section in Cranleigh Cemetery adjacent to the children's section with a suitable border.

Cemetery Rules and Regulations

The Clerk reported that BRAMM recently updated their guidance. Unfortunately families have been buying inferior quality memorials online, such as acrylic, which do not withstand the weather. The Council AGREED to update its Rules and Regulations to now specify monuments may not be constructed of artificial stone, ceramic, plastic, acrylic or any other material that will not withstand the weather conditions or is considered unsuitable.

Outdoor Fitness Club Fees

The Council AGREED not to charge fees to a group of fitness volunteers that operate for free at Snoxhall Fields and provide volunteer support in the village.

Snoxhall Fields Footpath

The Council had received requests for a new footpath to link the adult football pitch to the Beryl Harvey Field, which had originally been included in the footpath tender but not built due to lack of funds to complete both sides of Snoxhall Fields. The Council AGREED to build this small section of footpath with drainage to be funded from the Forward Maintenance Plan EMR.

21. DATE OF NEXT MEETING

Extraordinary Parish Council Meeting Thursday 21 November 2024 at 6.00pm.  
Parish Council Meeting Thursday 21 November 2024 at 7.00pm.

The meeting closed at 8.47pm.

Signature.....

Date.....