



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 16 JANUARY 2025  
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge\*

Cllr A Morrison\*

Cllr H Nicholson

Cllr D Nicholas

Cllr M Scully\* (Chairman of the Council)

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 apologies of Cllrs D Nicholas (work commitment), R Tyler (prior commitment) and H Nicholson who is unwell.

2. DECLARATIONS OF INTEREST

- 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 R Burbridge declared she is a Trustee of Rowleys.
- Cllr C Walker declared he is a member of the Newlands Residents Association.

3. CO-OPTION OF NEW PARISH COUNCILLOR FOR CRANLEIGH EAST WARD

There were four nominations for the Parish Councillor vacancy on Cranleigh East Ward: Claire Bennett, Trevor Cobby, Shan Morris and Brian Steel. Candidates present were invited to speak for two minutes about their application for the vacancies:

- Claire Bennett has lived in Cranleigh for three years and said it is a very friendly, special place. She is passionate about community spirit. She began her career in construction engineering and re-trained as a solicitor in construction law.
- Shan Morris has lived in Cranleigh since 2021. She has recently retired from a career in BP projects and offers skills in civil engineering, project management, Excel, MS Project and Powerpoint. She loves Cranleigh and wants to work as part of a team.

The Council took a signed ballot. Votes in favour of Claire Bennett – 4 and Shan Morris – 3.

The Council AGREED to co-opt Claire Bennett. Claire Bennett signed her declaration of acceptance of office.

4. PUBLIC SESSION

There were no members of the public present.

5. MINUTES

The draft minutes of the Parish Council meeting held on 12 December 2024, having previously been circulated, were AGREED with the following amendment and signed by the Chairman as a true record:

The member of the Save the Heart of Cranleigh Campaign said the group wants to see improvements in the High Street and would like to put forward alternative suggestions.

Amend to:

The member of the Save the Heart of Cranleigh Campaign said the group wants to see improvements in the High Street and had put forward alternative suggestions.

6. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- Councillors signed a get well card for Hannah who has had an accident and they wished her well.
- The Chairman outlined the Council's work programme for 2025 which is going to be a busy year and hands on.
- The Chairman reported the resignation of Nigel Sanctuary and thanked him for his work on the Council. He has been a huge asset to the Council.
- The Christmas Day lunch was well attended. The Chairman thanked all the volunteers. The professional caterer was very complimentary about the new commercial kitchen.

7. CLERK'S REPORT

The Council NOTED the following report:

- The Village Hall Grand Opening was a great success with a steady flow of visitors throughout the day and over 150 people in attendance for the main gala opening night. There have been booking enquiries as a result of the event. With grateful thanks to the Councillors who helped during the day and evening, Mynt who setup the craft fayre and Martin Bamford for photography.
- The new website is live.
- The Arts and Crafts storage cupboard is not completely empty, they have until 31 March 2025 to remove all of their equipment.
- Tree surgery continues into the new year with the outstanding works which were delayed due to the inclement weather last year.
- The Council has been contacted by the contractor working on the Cranleigh Leisure Centre to ask if they can use the tennis courts for parking – the Clerk has referred them back to WBC and explained that the Council has already given permission for temporary use of the car park.
- A member of the public shared their concerns with all Parish Councillors about their driveway on the Common being blocked during the Christmas event.
- The Annual Parish Meeting is on Thursday 06 March 2025, the Clerk asked the Council about guest speakers. The Council suggested a showcase of the High Street Improvements, Cranleigh Leisure Centre, BID, Old Cottage Hospital, Health and Wellbeing.
- The Parish Council needs to re-arrange the meeting with WBC leader and chief executive.
- The Clerk gave an update on the Council's social media reach in December 2024 of 44,500. The Facebook Live at the Village Hall grand opening was viewed 2,800 times and the preview of the Village Hall improvements was viewed the most times at 8,000.
- Castle Water have finally settled the Council's complaint about the Thames Water leak on land outside of the Village Hall and refunded £9,435

## 8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- No news on the drainage issue at Northdowns.
- There are road closures on 21 January at Amlets Lane and 23 January at Barhatch Lane.
- The new NPPF increases the Waverley housing numbers from 710 per annum to 1,481 per annum. WBC will provide a new Local Development Scheme timetable to the government by the beginning of March and work as quickly as possible on the new Local Plan. Until a new Local Plan is adopted, Waverley is vulnerable to speculative development as Waverley does not have a five year housing land supply. The site at Dunsfold has been withdrawn.
- Surrey will know by the end of January if their request to postpone the May 2025 county elections has been successful. SCC has to submit its plans for devolution and a unitary authority for Surrey by March 2025.

Cllr A Morrison reported:

- Rowleys is open as a warm welcome venue on Tuesday and Thursday from 12noon – 2.00pm.
- WBC are offering the following courses:
  - Start your own business 23 January 0930 – 1230 online
  - Social media 17 March 1000 – 1200 at the Burys
  - Business Q & A 19 May 1700 – 1900 at Farnham Castle
- Surrey Young Mayors Youth Project being launched this summer.

## 9. MINUTES OF COMMITTEES

The minutes of the Planning Committee Meeting 02 and 16 December 2024 were AGREED.

## 10. FINANCIAL MATTERS

1. The expenditure list for January 2025, circulated earlier, was AGREED by the Council and Cllrs A Morrison and C Walker will authorise the online payments for January.
2. The bank reconciliation to 31 December 2024 was AGREED and signed by Cllr M West.
3. The cashbook reconciliation to 31 December 2024 was AGREED.
4. The Council AGREED to redeem £50,000 in the CCLA Public Sector Deposit Fund.

## 11. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Property and Asset Committee AGREED for the Grounds Manager to review the Conservation Plan and for the Clerk to contact the volunteers to find out how many volunteers are still active, what tasks they would like to undertake and their skill set.
- Centenary Garden – the Property and Asset Committee AGREED for the Grounds Manager to undertake maintenance of the area as there are no longer any volunteers tending the area. The Council asked the Clerk to advertise for volunteers on the Council's Facebook page.
- Community Speedwatch – one new volunteer is being trained on Wednesday next week.
- Recreation Users – the Chairman, Chairman of the Property and Asset Committee and Clerk met with the Chairman of Cranleigh Football Club. The Football Club have offered to contact the Surrey FA to investigate funding for replacement floodlights. The Clerk has asked the Football Club to ensure that all pavilion, pitch and floodlight use is booked weekly.
- Youth Council – SCC attended the meeting to seek feedback from the Youth Council on the High Street improvements. Next meeting the Arts Centre are attending the meeting to find out what things young people would like to see the Arts Centre deliver.
- VE Day – Meeting Tuesday 04 February at 6.00pm

12. PLANNING COMMITTEE CHAIRMAN AND VICE CHAIRMAN  
The Council AGREED to appoint Cllr R Tyler as Chairman of the Planning Committee with Cllr R Burbridge as Vice Chairman of the Planning Committee.
13. CRANLEIGH VILLAGES HEALTH AND WELLBEING MEETING  
The Council AGREED to appoint Cllr M Scully as the Council's nominated representative.
14. SCHEME OF DELEGATION  
The Clerk advised that it is a good time to review the Scheme of Delegation following the large project to refurbish the Village Hall and before the Snoxhall Machine Shed project commences. She advised Councillors to concentrate on urgent matters, level of emergency expenditure and delegation of authority to Committees. The Council AGREED to appoint a Working Party of Cllrs E Townsend, C Walker and M West and the Clerk to bring an amended Scheme of Delegation to the next meeting of the Council.
15. RISK ASSESSMENT 2025  
The Council reviewed the Risk Assessment and AGREED to adopt it.
16. FIXED ASSET REGISTER 01/04/25 – 31/03/26  
The Council reviewed the Fixed Asset Register for financial year 01/04/25 – 31/03/26 and AGREED to adopt it, noting that Councillor work to physically vouch for assets is ongoing and the Clerk is going to add an additional column before audit for location of asset.
17. INSURANCE  
The Council reviewed the insurance schedule and AGREED to adopt it. The Council specifically noted that the level of fidelity guarantee is sufficient for current project work.
18. ADVERTISEMENT BANNERS FOR COMMUNITY EVENTS
  - The Council AGREED to apply for advertisement consent for a large banner on the front left corner of the Village Hall for community events.
  - Cllr E Townsend offered to check the planning regulations for an interactive display at the Village Hall as it is within the conservation area.
19. WASTE CRIME CONSULTATION  
The Council AGREED to request the exemption of Town and Parish Councils from registration of waste exemption sites and compliance fees.
20. SCC RIGHTS OF WAY IMPROVEMENT PLAN  
The Council AGREED to submit the following comments:
  - Ask SCC to implement improvements from s106 funding quickly.
  - Ask SCC to bid for CIL for future improvements.
21. STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND CONSULTATION  
The Council had no comments.
22. LOCAL AUDIT REFORM: A STRATEGY FOR OVERHAULING THE LOCAL AUDIT SYSTEM IN ENGLAND CONSULTATION  
The Council had no comments.

23. KNOWLE LANE SPEED LIMIT ORDER CONSULTATION

- The Council SUPPORT the reduction in speed limit to 30mph.
- The Council will ask SCC to investigate additional speed reduction deterrents including vehicle activated signs, rumble strips and road narrowing.

24. WBC LICENSING APPLICATION

The Council SUPPORTS the licensing application by Vine and Vale.

25. CIL PROTOCOL

The Council AGREED the updated CIL PROTOCOL with the following amendment: 'Applications for CIL funding may require the following'.

26. GRANTS POLICY

The Council decided not to amend the Grants Policy.

27. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE

Machine Shed

The first meeting with Robin Nugent Architects is on Monday to commence work on the planning application.

Snoxhall Pavilion

The Committee AGREED to issue a community consultation questionnaire about future usage of the pavilion for circulation widely in the community to include all sports organisations.

Alternative recreational use of the s106 funding for the MUGA

The Assistant Director of Planning at WBC has confirmed that the funding can be used on any Parish Council land, not limited to Snoxhall Fields.

Cranleigh Village Hall Phase 1

- Final snagging will be complete next week.
- The Village Hall website is live, the Clerk has commenced a social media marketing campaign and reached out to potential new clients and secured a new roller disco.

Cranleigh Village Hall Phase 2

The Clerk is working on phase 2. The Clerk has obtained one quotation for a 300 seat rake seating system and a second quotation for a 251 seat system. There are only two companies in the UK that manufacture these systems. The Clerk will now begin work with the structural engineer to open up two trial pits in the main hall floor to assess the suitability of the systems. The Clerk has also obtained two quotations for air conditioning and is awaiting a third quotation.

Beryl Harvey Field

The Property and Asset Committee AGREED for the Grounds Manager to review the Conservation Plan and for the Clerk to contact the volunteers to find out how many volunteers are still active, what tasks they would like to undertake and their skill set.

Centenary Garden

The Property and Asset Committee AGREED for the Grounds Manager to undertake maintenance of the area as there are no longer any volunteers tending the area.

Football Club

- The Football Club are seeking funding from the Surrey FA towards the replacement of the floodlights.
- The Football Club have been asked to ensure they book weekly for pitch, pavilion and floodlight usage.

Floodlights

The Committee AGREED to seek quotations for:

- Replacement of LED heads with Kingfisher LEDs.
- Replacement of LED heads with Kingfisher LEDs and removal of redundant control gear in base of columns.
- Replacement of floodlights and stanchions with telescopic floodlights.

The Committee discussed how the replacement floodlights could be funded and AGREED that the Football Club should be approached for financial assistance once the quotations have been received.

28. SNOXHALL FIELDS SECURITY

- The Chairman is seeking a third quotation for a height barrier and gates.
- The Council asked for quotations to be sought for drop down bollards similar to the new bollards on the Downs Link.

29. VILLAGE HALL PATRONAGE

- The Chairman was asked to write a brief for the Village Hall patronage.
- Questions were asked about the management of the Village Hall and concerns about competition with Cranleigh Arts Centre. The Chairman confirmed that the Council has not made any changes to the management of the Village Hall. It remains a dry hire. He said the improvements to the Village Hall originated from a collaboration with the Arts Centre and he will continue to reach out to them.

30. DATE OF NEXT MEETING

Thursday 20 February 2025.

The meeting closed at 9.10pm.

Signature.....

Date.....