



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 20 FEBRUARY 2025  
IN THE COUNCIL CHAMBER

Councillors

Cllr C Bennett\*

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 prior commitment apology of Cllr G Worthington.

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 D Nicholas declared he is a member of Cranleigh Football Club.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES

The draft minutes of the Parish Council meeting held on 16 January 2025, having previously been circulated, were AGREED signed by the Chairman as a true record.

Cllr E Townsend said the Dunsfold site has not been withdrawn but excluded from the five year housing land supply.

5. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- The Chairman reminded Councillors about the forthcoming Annual Parish Meeting on Thursday 06 March 2025 at 7.00pm in the Village Hall.
- The Chairman attended the Cranleigh Health and Wellbeing meeting who see the café in the Village Hall as a community café and will use it as a base to provide health and wellbeing information.
- The Chairman met with BID for a general update and discussed their request to use the Village Hall as the base for public WIFI which will be considered at a future Council meeting.

## 6. CLERK'S REPORT

The Council NOTED the following report:

- WBC contacted the Parish Council to enquiry about Neighbourhood CIL for wider infrastructure plans linked to the Leisure Centre.
- Hannah Nicholson thanked the Council for the flowers following her accident.
- The new noticeboard made by Men in Sheds is installed in the Village Hall foyer.
- The Clerk attended the Community Ownership Fund course 'Renting your space for the benefit of the community'. They focused on consistency – regular hirers, agreement before hire, clarity – agreement, published price list, compatibility – multiple users in one space, community cohesion. The example had employed a member of staff there one specific afternoon a week to oversee the building and co-ordinate the volunteers. They discussed market research, marketing, consult with other buildings for hire and emergency contacts and do you have the staff to open on Sundays. They also gave details of a funding directory: <https://mycommunity.org.uk/capital-funding-directory>
- The Clerk attended WBC's Town and Parishes Meeting which gave an update on the National Planning Policy Framework (NPPF). The Local Housing Need for Waverley has increased from 710 houses per annum to 1,481 houses per annum for the next 20 years, equivalent to a new Farnham and Godalming. WBC does not meet the five year housing land supply requirement, falling short at 1.28 years which means the titled balance applies and presumption in favour of development. Waverley is likely to see speculative planning applications and appeals until a new Local Plan is adopted, which could take three years. Notably part of Farnham, Cranleigh and Dunsfold are not within the green belt and have little protection in the way of local designation. WBC will be issuing a second call for sites. The Parish Council awaits further details on the Local Plan review and second call for sites before commencing a review of the Cranleigh Neighbourhood Plan.
- Surrey County Council is on the accelerated programme for local government reorganization. The Government has asked SCC to submit an interim plan by 21 March 2025, and a final proposal is due by 9 May 2025. The Government will then make a decision on the best option for Surrey by Autumn this year. The Government has postponed the Surrey County Council elections for one year to May 2026. It is expected that elections to new 'shadow' unitary council(s) will take place in May 2026, followed by the official 'vesting day' in May 2027, where the unitary council(s) will officially take hold, and existing councils will dissolve. Once local government reorganisation has taken place it is then expected that devolution will follow: either through establishing a Mayoral Strategic Authority (MSA), enabling further devolution across Surrey, or through joining a neighbouring MSA. There are six areas on the Government's priority devolution programme; Cumbria, Cheshire & Warrington, Norfolk & Suffolk, Greater Essex, Sussex & Brighton and Hampshire & Solent.
- The cost of the PRS PPL licence for Cranleigh Village hall has risen from £643.10 last year to £2,329 this year including increased usage of the hall using music.
- The ceiling in Snoxhall Community Centre is being re-decorated later this month.
- Confirmed guest speakers at the Annual Parish Meeting are: High Street Improvements, Cranleigh BID, Cranleigh Heritage Trust and SMART Health and Wellbeing Project.
- The first roller disco in the Village Hall was a great success and they will be back on Saturday 01 March.
- The Clerks, some members of the Youth Council and local technicians had training on the village hall theatre lighting and sound system yesterday.
- The defibrillator located at the public toilets at the cricket pavilion has disappeared.

## 7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- WBC need to be seen to try to accommodate the housing numbers required by government, but planning officers do not think WBC can meet the required numbers. A second call for sites is being arranged.
- A Judicial Review of planning refusal for 53 houses at Dunsfold that would impact the setting of the Surrey Hills Natural Landscape was lost by WBC.
- The Leisure Centre planning application should be considered in March. A response from the Environment Agency is awaited and feedback from Surrey Highways needs to be considered. WBC will then look at the timeline again.
- Local government re-organisation work continues for Surrey but it has not been decided if there will be one large unitary authority or 2 – 3 smaller unitary authorities. The management of debt needs to be considered. Town and Parish Councils will be more accountable to the strategic authority.

## 8. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting 14 November 2024 were AGREED.
- The minutes of the Personnel Committee Meeting 14 November 2024 were AGREED.
- The minutes of the Planning Committee Meeting 06 and 27 January 2025 were AGREED.

## 9. FINANCIAL MATTERS

1. The expenditure list for February 2025, circulated earlier, was AGREED by the Council and Cllrs R Burbridge and D Nicholas will authorise the online payments for February.
2. The bank reconciliation to 31 January 2025 was AGREED and signed by Cllr R Tyler.
3. The cashbook reconciliation to 31 January 2025 was AGREED.
4. The Council AGREED to redeem £50,000 in the CCLA Public Sector Deposit Fund.

## 10. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Grounds Manager has reviewed the Conservation Plan and will be making a recommendation to the Property & Asset Committee.
- Centenary Garden – New bins have been installed funded from s106 environmental improvement fund.
- Community Speedwatch – no update.
- Recreation Users – The Grounds Manager has declined a request to use all pitches on 07 June outside of the football season as it will impact on new season work and Football Foundation grant funding. The Football Club have now agreed a date at the end of the season.
- Youth Council – The Youth Council had a visit from the Artistic Director at the Arts Centre to find out what type of events the Arts Centre could host for young people. Next month the Youth Council is visiting Rowleys to discuss what Rowleys could offer for young people.
- VE Day – the overall theme of the event is celebration. The Deputy Lord Lieutenant will lead the Cadets parade to light the beacon as part of the national celebration. Cranleigh Youth Council will light a lamp to acknowledge the support of animals in the war. Scouts and Guides will be collecting food donations for Cranleigh Food Bank. Beavers and Rainbows will be making maple leaves to hang in the Centenary Garden to acknowledge the support of the Canadians in the war and their local bases in Surrey. The union flags will be displayed before easter and remain until after the carnival at the end of June. Poms poms are being made to decorate Village Way. Scouts and guides will hold a tea party in the late afternoon. In2Drama will lead the singing of 'I vow to thee my country' and Cranleigh Dance will provide a dance show. Alpher Coffee will provide catering support. The Clerk has requested the road closure for the parade and ordered the advertising banners.

- High Street Working Party – Cllr C Walker provided an update from the meeting on 10 February. He said the results of the engagement are on Common Place. Following this engagement, SCC will respect the views of residents and move into detailed design with the following changes:
  - Raised Zebra crossing outside Marks and Spencer
  - Raised Crossing point outside Cranleigh Pharmacy
  - Widening the pavement slightly at Knowle Lane junction
  - Improving the existing raised pedestrian area at Knowle Lane Junction
  - Improve vehicle access at the Post Office entrance
  - Raise the crossing point across the road that leads to the post office
  - Raise the footways near the planters opposite the cafe
  - Introduce a raised crossing point at the traffic light crossing outside of the Post Office
  - Introduce a new bus shelter outside library
  - Introduce a timed no loading zone from Village Way to Marks and Spencer Foodhall, at peak hours.

Following this engagement, SCC will respect the engagement results and the following changes will not be progressed into detailed design:

- Changing kerb lines at Knowle Lane Junction to help reduce vehicle speeds at the junction
- Introducing low level, low maintenance planting at Knowle Lane junction
- Change the existing bus layby width
- No changes to the parking outside of WHSmith
- Will not be widening the pavements
- Will not be removing one parking bay outside the Fish & Chip shop

#### 11. SCHEME OF DELEGATION

The Council AGREED the amended Scheme of Delegation as follows:

- Maximum Committee expenditure from revenue budget reduced from £50,000 to £25,000.
- Option to call an extraordinary meeting if the Clerk is absent for seven days to appoint a qualified RFO.
- Investments to be approved by full Council and not Committee.
- Emergency expenditure limit increased from £2,000 to £5,000.
- Committee Chairmen elected by the Council and not at the first meeting of the Committee following the annual Council meeting.
- Whistleblower Policy added to Personnel Committee review.
- Planning Committee make recommendations on major development to full Council.
- Property & Asset Committee to review annual tree survey and five yearly memorial safety inspection.

The Council AGREED to amend Financial Regulations with the following clause:

*5.12 v The Council will have access to a list of pre-approved contractors (preferred suppliers) which can be used to supply routine services or can be contacted to provide essential maintenance and servicing or emergency services.*

12. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Vice Chairman of the Finance Committee - Cllr D Nicholas
- Planning Committee – Cllr C Bennett
- Personnel Committee –Cllr H Nicholson
- Dunsfold - vacancy
- Gatwick - vacancy
- Town and Parishes Meeting - vacancy
- Youth Council – Cllrs R Burbridge, M Scully and H Nicholson
- Internal Audit – Cllr D Nicholas

13. BANK MANDATE

This item was deferred to the next meeting.

14. LIONS CARNIVAL 2025

The Council AGREED for Cllrs C Bennett, R Burbridge, D Nicholas and M Scully to organise the Parish Council stand to include consultation on Snoxhall Pavilion and Village Hall Party Package and to bring their report to the next meeting of the Council.

15. WIFI POLICY

The Council AGREED to permit public access to the WIFI at the Village Hall.

16. DRAFT TRANSPORT STRATEGY

The Council AGREED for the Clerk to draft a response to be circulated to Councillors before submission.

17. LAND USE IN ENGLAND CONSULTATION

This item was deferred to the next meeting.

18. VILLAGE HALL INTERACTIVE DISPLAY

Cllr E Townsend advised that she had spoken with the Conservation Officer who needs more detail to be able to give advice including: size of the display, exact location, internal or external to the building, type of advertising and whether paid or unpaid.

19. VILLAGE HALL PATRONAGE

The Chairman advised that Patronage is the support, encouragement, privilege, or financial aid that an organization or individual bestows on another. The Council AGREED to advertise for patrons for the Village Hall.

20. SNOXHALL FIELDS PLAY PARK

- The Council AGREED to accept the quotation to replace one orange band on the supernova roundabout and DELEGATED AUTHORITY to the Clerk to replace all orange bands if the increased cost is under £800.
- The Clerk reported that she had instructed the Council's structural engineer to look at the bridge across Littlemead Brook by the Leisure Centre as the top is showing signs of wear. The structural engineer has provided a report and drawing for the Clerk to see a quotation for repair as some of the joists are weather damaged and also need replacement.

21. INTERNAL AUDITOR

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

The Council AGREED to appoint Mike Platten as Internal Auditor for financial year 01/04/25 – 31/03/26.

22. DEBTORS

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

The Council NOTED the update from the Clerk.

23. STAFF MATTERS

The Council considered this agenda item in private and confidential session: reason – staff in confidence.

- The Council AGREED for Brighton University students to use the Village Hall as a diploma case study for their business and marketing course.
- The Council AGREED to postpone the inflationary increase for grounds staff, which will be backdated to 01 April 2025, until the NJC national salary award for 2025 has been agreed. The Council AGREED to use the NJC as a benchmark for the grounds staff inflationary salary increase for 2025 and to monitor the implications on staffing budgets in the future with a view to adoption of the NJC for grounds staff.

24. DATE OF NEXT MEETING

Thursday 20 March 2025.

The meeting closed at 8.25pm.

Signature.....

Date.....