



MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 05 APRIL 2018  
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr M Forszowski\* (Chairman of the Council)  
Cllr R Burbridge\* (Vice Chairman of the Council)  
Cllr J Betts  
Cllr R Cole\*  
Cllr K Fernandes\*  
Cllr B Freeston\*  
Cllr S Jeacock  
Cllr D Lazarus\*  
Cllr D Nicholas  
Cllr A Richardson  
Cllr E Townsend\*  
Cllr R Tyler\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Assistant Clerk S Simmonds, three members of the public.

1. APOLOGIES FOR ABSENCE

The following apologies for absence were AGREED: Cllrs J Betts (unwell), D Nicholas (work commitment) and A Richardson (prior commitment).

2. PUBLIC SESSION

A member of the public asked if all neighbours had been notified about the Centenary Garden. Cllr B Freeston said he had done this last December and reported it to the Council on 15 December 2017.

A member of the public asked if a scale plan would be produced. Cllr B Freeston replied that a scaled design is not necessary as the Council has an expert designing the garden. The member of the public said the plan on the website has no indication of size, Cllr B Freeston said he would respond in writing after the meeting.

Another member of the public asked about the potential for vandalism, Cllr B Freeston said they are doing all that they can to reduce vandalism and Cllr E Townsend said the Council is aware of the need for CCTV.

Another member of the public agreed with the principle of the garden but questioned its position. She said the land had been given to the Council by a benefactor as a recreation ground and she questioned whether this garden falls into recreation. She said the plan on the Council's website does not have much information on it. Cllr E Townsend said the Business Plan has a scaled drawing which the Council has had for 18 months.

3. DECLARATIONS OF INTEREST

- Cllr M Forszowski declared that she is a Waverley Borough Councillor.
- Cllr E Townsend declared that she is a Waverley Borough Councillor.
- Cllr K Fernandes declared that she is a member of Cranleigh Civic Society.

4. CHAIRMANS REPORT

Members NOTED the Chairman's report:

- The Chairman said this is a very sensitive and delicate subject. The Council has agreed to deliver phase 1.
- The Chairman said the role of the Chairman is to maintain the law, uphold the meeting, ensure it runs smoothly and that there is no gridlock.
- The Chairman said the role of the Clerk is not that of a Personal Assistant, the Clerk is the Council's Proper Officer, an expert in their field, here to guide and protect you, to look after the Parish Council's interests. The Parish Council is the decision maker. The Chairman said it is your choice if you ignore the advice of your Proper Officer, but the Proper Officer will remind you of the consequences.
- The Chairman reminded members to uphold the Code of Conduct and declaration of interests.

5. CLERK'S REPORT – None.6. CENTENARY GARDEN

- **To reaffirm Councillors' support for the centenary garden construction.**

The Clerk said this agenda item is unnecessary as there is a clearly minuted decision of the Council to commence phase 1 of the Centenary Garden – AGREED.

- **To receive the updated design project plan and budget and to agree the updated design and budget.**

Cllr B Freeston circulated the revised project plan and budget the day before the meeting. The Clerk said there must be an audit trail for donated items. Cllr M Forszewski requested a recorded vote.

Against: Cllrs R Burbridge, M Forszewski

In Favour: Cllrs R Cole, K Fernandes, B Freeston, D Lazarus, E Townsend, R Tyler

The Council AGREED the updated design project plan and updated design and budget.

- **To discuss the Clerk's project update presentation and its relevance to the updated plan Health & Safety.**

**Pre-Installation**

The Council AGREED the design change in the previous agenda item.

It was REPORTED that costs had already been seen in the Business Plan.

It was REPORTED that residents in Hitherwood and Overford Drive were consulted in December 2017. The Clerk advised that she had had a member of the public visit the Council Office very unhappy about the Garden and lack of consultation.

Cllrs B Freeston and E Townsend will meet with the Clerk to provide the revised plan for stages 1 – 4.

The Grounds Manager will be asked to provide a detailed layout plan.

**Site Logistics**

Cllr E Townsend said they should have done a site survey and will speak with the garden designer as the ground is still very wet.

Cllr E Townsend said the Clerk was asked to provide details from the statutory undertakers, the Clerk confirmed that she has obtained the details. The Clerk said a detailed layout plan is needed to be able to know where to check for underground services. It was AGREED that Gwyn Bullen would review the plans for the underground services and report back to the Council.

Cllr B Freeston said the Council would no longer need to hire the HERAS fencing as CALA Homes will be providing the fencing free of charge as it will be needed for longer.

The Clerk advised that permission will be needed from Surrey County Council for the temporary closure of the public footpath running alongside the play park for transportation access to site.

Cllr B Freeston reported that the budget now includes the cost of plywood to create a temporary surface across the sports pitch to the Garden.

Site storage and hours of operation will be discussed between Cllrs B Freeston, E Townsend and the Clerk. The Clerk has offered to be the out of hours contact for the site. Cllr B Freeston said there may be lone working on the site for watering and planting small plants. The Clerk advised that this needs to be detailed in the risk assessment and procedures in place for their safety.

### **Delivery Plan**

It was AGREED that the Delivery Plan needs to be updated and the risk assessment needs to be in place before work starts on the Garden.

The Clerk advised that details of the volunteers and DVLA checks must be completed, and strongly advised the Council to accept their insurers offer to review the risk assessment before the work commences. Cllr B Freeston said the volunteers will be providing their own PPE and he will compile a report to confirm that they have the correct PPE before they start work.

Cllr B Freeston said that Cranleigh School has offered to provide volunteers, the Clerk said the Council must have a copy of the public liability insurance and risk assessment.

The Council AGREED to seek its insurers advice and answer their questions prior to commencement of work on the Garden.

### **Communication**

It was AGREED that the Grounds Manager would provide site safety signage and the Clerk would notify the Football Clubs and neighbouring properties in advance of the work, put advance notice in the play park and seek temporary permission for the closure of the footpath adjacent to the play park.

### **Annual Governance Statement 2017/18**

The Clerk reported that the Council is obliged to confirm compliance with laws, regulations and proper practices and to confirm risks have been managed in the annual governance statement of the annual return for 2017/18. The Clerk added that she is also obliged to confirm the annual governance statement and reminded members of the detailed resolution at the extraordinary meeting on 31 October 2017 which stated that the RFO should seek quotations and the Proper Officer should submit grant applications. The Chairman asked for her concerns with the annual governance statement to be recorded.

It was AGREED that it is the responsibility of the RFO to seek quotations on behalf of the Council.

- **To agree quotation gathering and delegated authority.**

The Council AGREED to follow the procedure in their adopted Financial Regulations.

- **To agree invoice payment method.**

The Council AGREED to follow the procedure in their adopted Financial Regulations.

- **To agree selection and payment method for oak timbers.**

The Council AGREED for the garden designer to select the appropriate oak timbers for the benches and organise a proforma invoice for approval by the RFO against the agreed budget.

- **To agree selection and payment method for herbaceous perennial plants for the new design.**

The RFO advised that three quotations will be required for the plants due to the value of the goods. The Council AGREED for the garden designer to select the appropriate plants with the Council's chosen supplier and organise a proforma invoice for approval by the RFO against the agreed budget.

- **To agree chain of responsibility.**

It was AGREED that:

- The Clerk is responsible for health and safety at the Council in accordance with her contract of employment.
- The RFO is responsible for checking invoices against the approved budget.
- The Clerk as Proper Officer is responsible for placing orders for goods and services.
- As the Clerk will not be on site, Cllr B Freeston will be responsible for holding the attendance register and emergency contact details for all volunteers.

- **To confirm the start date for construction as being 9th April 2018.**

Cllr B Freeston said the start date has now been changed to 23 April 2018. The Clerk said this is preferable as it is outside of the school holidays and the Grounds Manager will be back from annual leave. The Clerk said there is a lot of work to be done between now and the start date to ensure there is an audit trail and delivery plan in place, and the approval of the insurers is received. The Clerk reminded members that she has to meet the Council's statutory responsibilities for financial year-end and the forthcoming GDPR.

It was AGREED that the Clerk would meet with Cllrs B Freeston and E Townsend on 10 April 2018 to start work on the delivery plan, and that regular meetings will be needed to ensure that there is an audit trail.

- **Team update for Centenary Garden Management Group. Membership: Cllr Liz Townsend (Chair); Cllr Angela Richardson; Cllr James Betts; Cllr Brian Freeston; Gwyn Bullen; Andy Bamford; Miki Marks; Gill Ford; Mike Ford; Joy Horn**

It was AGREED that Cllrs J Betts and A Richardson are appointed to the Management Group.

7. DATE OF NEXT MEETING  
Thursday 19 April 2018

The meeting CLOSED at 9.45pm

Signature.....

Date.....