



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 20 SEPTEMBER 2018  
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

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

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Tony Ford, Wey & Arun Canal Trust, two members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies from Cllrs R Burbridge and M Forszewski were AGREED.

2. GUEST SPEAKER: MR TONY FORD, WEY & ARUN CANAL TRUST

Mr Ford gave a brief history of the 23 mile long canal which was abandoned in 1870. A four mile section at Loxwood has been restored and their next project is the Elmbridge section. There are four options. They are working with Surrey County Council to look at footpath improvement, finish the bridge enhancement and restoration of the canal. They are having pre-application talks with Waverley Borough Council prior to the submission of a planning application. Mr Ford agreed to return to a future meeting to report on the progress of the Elmbridge project.  
Cllrs K Fernandes and R Tyler arrived.

3. PUBLIC SESSION

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

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 19 July 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr J Betts declared an interest in item 24 as he has a business relationship with one of the tenderers.
- Cllr S Jeacock declared an interest in agenda item 25 as he is a former neighbour.

## 6. CHAIRMAN'S REPORT

Cllr E Townsend reported as Chairman of the Parish Council and Waverley Borough Councillor:

- The Xplorer Project are looking to hold a treasure hunt in Snoxhall Fields in October half term.
- The Friday Night Project has 12 volunteers.
- She has received the draft Neighbourhood Plan back from the planning consultants and is working through their comments to present the revised draft to the next meeting of the Neighbourhood Plan Committee.
- The War Memorial railings will be re-painted by the end of September.
- Surrey County Council Highways has provided a further grant of £1,000 for highways works.
- The flower beds at Fountain Square have been repaired.
- Tenders for the repair of the Fountain Memorial are due in by 28 September 2018.
- WBC Rangers are looking at proposals to deter vehicles parking on the Common.
- There was a burst pipe in Heron Shaw.
- The Village Hall and Centenary Garden both won gold in the Cranleigh in Bloom awards, the certificates will be framed for display.
- The Cricket Club have painted the net supports.
- The Waverley Local Committee will be hearing a recommendation tomorrow to reduce the speed in Amlets Lane to 30mph.

Cllr A Richardson reported that she attended a civic function held by the Mayor of Waverley.

## 7. CLERK'S REPORT

The Council NOTED the Clerk's report:

- A security review of Snoxhall Fields was carried out in August and there will be a full report to the Property and Asset Committee next month.
- The new CCTV system at Snoxhall Fields was installed during August.
- The wallgate hand washing units in the public conveniences are approaching the end of their useful life. A quotation for their replacement will be considered as part of the budget process.
- A quotation for the sanding and sealing of the Sports Hall and Village Hall has been sought to assist the budget process.
- A meeting was held with Cllr B Freeston and the Lions to discuss arrangements for the commemoration of 100 years since the end of the First World War.
- The Parish Council has been awarded a further highways grant of £1,000.
- The Knowle Park Initiative are investigating a height barrier for the entrance leading to the Bruce McKenzie Field.
- Waverley Borough Council are investigating working with the Surrey Community Payback Team to improve the Queensway allotment area, the Clerk was asked to find out more information.
- Waverley Borough Council have replied to the request for information about section 106 funding for a 3G pitch for Cranleigh School. They advise that the officer report sets out that the Council's adopted Supplementary Planning Document on Infrastructure Contributions at that time generated a requirement for a playing pitch contribution of c.£173,000. This was then translated into the Section 106 Agreement entered into as part of the appeal proceedings as the 'Cranleigh School Pitch Contribution', to be used towards the provision of "a synthetic pitch at Cranleigh School". The identification of Cranleigh School as a recipient for the playing pitch funding arose from Waverley Borough Council's own Playing Pitch Strategy which highlights the School as having 2 old synthetic pitches which were in need of resurfacing.

The action plan associated with the Strategy specifically states the intention to “Support pitch owners with external funding applications for pitch resurfacing”; hence the reason why a contribution to Cranleigh School was incorporated into the S106 Agreement. Waverley Borough Council confirmed that a Deed of Variation in relation to the section 106 play pitch agreement has not been requested by Berkeley Homes.

- Parish Councillors will be invited to a public event by HC-One about the Cranleigh Village Hospital Trust planning application on Thursday 11 October from 3.00 – 8.00pm in Cranleigh Baptist Church. The Clerk has advised that the Parish Councillors are unable to attend the preview event between 2 and 3.00pm.
- The Clerk attended the economic development meeting at Waverley Borough Council this week. The WBC Economic Strategy is going to WBC Council for consideration next week. An update on shop vacancy rates was given at the meeting. Vacancy rates in Cranleigh have risen from 4.5% to 7% since April. Reminder BIG Business Awards black tie Dinner 19 October Lythe Hill Hotel, tickets cost £30. Your tourism event at Dunsfold 04 October 10.00am – 12noon. The Clerk asked for advance notice of election costs.
- The Clerk is attending the business rates clinic in Waverley.

#### 8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Povey sent his apologies for the meeting.

#### 9. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on 25 June 2018, 16 July 2018, 13 August 2018 and 28 August 2018 were RECEIVED.
- The Minutes of the Neighbourhood Plan Committee meeting held on 05 July 2018 and 02 August 2018 were RECEIVED.
- The Minutes of the Personnel Committee on 10 May 2018 were RECEIVED.

#### 10. OUTSIDE BODIES

The Council NOTED the following report:

- Cllr M Forszewski reported that Cranleigh in Bloom have been awarded gold in South and South East in Bloom.

#### 11. COUNCIL STRUCTURE

The Council AGREED the following nominations:

- Cllr J Betts does not wish to join the Finance Committee.
- Cllr A Richardson to join the Planning Committee.
- Cllr A Richardson to join the Leisure Working Party.

#### 12. FINANCIAL MATTERS

1. The expenditure list from 20 July to 20 September 2018 circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs R Cole and E Townsend will sign the accounts.
2. The bank reconciliation to 31 July 2018 was AGREED and signed by Cllr D Nicholas. The bank reconciliation to 31 August 2018 was AGREED and signed by Cllr S Jeacock.
3. The cashbook reconciliation to 31 July 2018 and 31 August 2018 was AGREED and signed by the Chairman.
4. The Council APPROVED the recommendations in the External Auditor’s Report and APPROVED the publication of the certificate of conclusion of the External Audit 01/04/17 – 31/03/18. The Council congratulated the Clerk on the successful conclusion of the audit.

### 13. CENTENARY GARDEN

- The Council NOTED the report from the Management Group circulated previously.
- The Council NOTED the cashbook and asked the Clerk to follow up the s106 funding for the Centenary Garden.
- The Council AGREED to release a further payment of £500 on receipt of the 415 poppies prior to onsite fabrication.
- Cllr B Freeston reported that the official opening of the Centenary Garden will be on the morning of Saturday 10 November 2018, lasting about half an hour. The Deputy Lord Lieutenant will give a speech and cut a ribbon. There will be an inter-denominational blessing by the vicar, last post played by Cranleigh School and reading of a Vera Britton poem by Glebelands Youth Speaker.
- The Clerk reported that the Council will be participating in the Nation's Tribute on Sunday 11 November 2018 at 7.00pm. Members of the public are invited to join the Council for the lighting of the Cranleigh Beacon of light at 7.00pm, to listen to the church bells ringing out for peace at 7.05pm and join a procession of the Council, Scouts and Guides to the Centenary Garden, floodlit for the first and only time. The Council AGREED to seek a sponsor to cover the £450 + VAT cost of lighting the Centenary Garden for the Nation's Tribute through the Challenger, and DELEGATED AUTHORITY to the Clerk to fund the lighting from the Centenary Garden reserve if no sponsor is found.
- The Council AGREED to submit a grant application for the £750 cost of one Tommy Silhouette Silent Soldier for the Centenary Garden and to move the current Silent Soldier to the wall of the Village Hall.
- The Council AGREED to purchase a direction sign to the Centenary Garden to be mounted on the post on the corner of the High Street and Village Way at a cost of £148.
- The Council AGREED to fund the fully receipted expenses of the volunteer who has worked on the Centenary Garden for a total of £1,465.18

### 14. BUSINESS PLAN 2019 – 2023

The Council APPROVED and ADOPTED the Business Plan 2019 – 2023 including commitment to allocate the sum of £25,000 in the annual budget for capital expenditure.

### 15. CRANLEIGH IN BLOOM

- The Council AGREED to apply on behalf of Cranleigh in Bloom to adopt the telephone kiosks at Alfold Road and Ewhurst Road. The Council AGREED to insure the kiosks and for Cranleigh in Bloom to undertake the repairs and maintenance.
- The Council AGREED to make an application for s106 funding on behalf of Cranleigh in Bloom for a half circular seat around the Rotary Plane Tree in the High Street, an interpretation panel by the pond on the Common and refurbishment of the two telephone kiosks to be adopted.

### 16. ASSETS OF COMMUNITY VALUE

The Chairman reported that the Parish Council has now made the submissions twice and met with WBC Officers, but no determination of nominations has been received. The Council AGREED to make a formal complaint to WBC about the process and lack of outcome. Cllr D Nicholas left the room.

The Council AGREED to nominate Cranleigh Village Hospital as an asset of community value.

### 17. ASBESTOS PIPES

Cllr D Nicholas returned.

The Clerk reported that the Parish Council has received no reply to their letter to DEFRA or follow up email. The Council AGREED to send the letter again by recorded delivery.

18. BRUCE MCKENZIE FIELD CAR PARK

The Council has been approached by the Knowle Park Trust with an offer to work together to provide the Bruce McKenzie Field car park for week day long stay parking. The Council AGREED to defer this request pending the outcome of the Leisure Working Party.

19. GENERAL DATA PROTECTION REGULATIONS

- The Council NOTED the Data Audit Report.
- The Council AGREED to SSL encryption for the Council's website at a cost of £125 + VAT.
- The Council AGREED to move the Council's website to a .gov domain name at a cost of £110 + VAT for two years.
- The Council AGREED to provide an Office 365 email account for every Councillor at a cost of £48 + VAT per month.
- The Council AGREED to incorporate the Youth Council website into the Parish Council website.
- The Council AGREED to adopt the following policies:
  - To adopt a Data Protection Policy
  - To adopt a Data Protection Training Policy
  - To adopt a Subject Access Request Policy
  - To adopt a Data Retention and Disposal Policy
  - To adopt an Internal Privacy Notice
  - To adopt a General Privacy Notice
  - To adopt a CCTV Policy and Code of Practice
  - To adopt a Breach Notification Policy
  - To adopt a Data Processing Agreement

20. WAVERLEY BOROUGH COUNCIL REVIEW OF GAMBLING POLICY

The Council had no comments to make on this consultation.

21. YOUTH CLUB – FRIDAY NIGHT PROJECT

The Council AGREED to provide £3,000 funding from the General Reserve for the trial of this project at Cranleigh Leisure Centre.

22. XPLORER

The Council AGREED to give permission for Xplorer to provide a treasure hunt in Snoxhall Fields during the October half term.

23. EMERGENCY PLAN

Cllrs S Jeacock and D Nicholas AGREED to review the Emergency Plan and it was AGREED that the Clerk would attend the Emergency Planning Conference on 04 October.

24. COUNCIL OFFICE ROOF REPAIR

This item was considered in private and confidential session: reason - commercial in confidence.

Cllr J Betts left the room having previously declared an interest.

The Council AGREED the appointment of a contractor to repair the Council and CAB Office roof and seek to share the costs with CAB. Cllr J Betts returned.

25. CRANLEIGH VILLAGE HOSPITAL TRUST

This item was considered in private and confidential session: reason - commercial in confidence.

The Council AGREED to seek further legal advice from their solicitor.

26. LONG TERM HIRE OF COUNCIL BUILDINGS

This item was considered in private and confidential session: reason - commercial in confidence.  
The Council DELEGATED AUTHORITY to the Working Party to continue discussions with new hirers.

27. LEISURE WORKING PARTY

The Council NOTED the report.

28. DATE OF NEXT MEETING

Thursday 18 October 2018. The meeting closed at 10.42pm.

Signature.....

Date.....