



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 6.30 P.M.  
ON THURSDAY 15 NOVEMBER 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, Ms Brenda Hobson, Rowleys Centre for the Community, four members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies from Cllrs R. Burbridge, K. Fernandes, M Forszewski and R. Tyler were AGREED.

2. GUEST SPEAKER: MS BRENDA HOBSON, CHAIRMAN OF ROWLEYS CENTRE FOR THE COMMUNITY

Ms Brenda Hobson, Chairman of Rowleys Centre for the Community, said their AGM is next Thursday 22 November. This year their year-end surplus has reduced, but they now have the new community hub. It has been refurbished to provide a meeting room and hairdressers as part of their new lease with Waverley Borough Council. The lease has been reduced from 90 years to 26 years and includes maintenance of the building by Waverley Borough Council. Rowleys are required to pay rent and are looking at local promotion and grant funding. They provide reduced rate hairdressers, chiropody, café and community meals. Membership is £15 per year and provides additional benefits including discounts in local shops at the centre's hairdressers and chiropodist. The facilities are open to everyone. Cllr B Freeston arrived.

3. PUBLIC SESSION

- A member of the public said that the Civic Society had met on Monday to discuss their concerns about the asbestos pipes, and possible closure of the community recycling centre and library. They asked what more they could do as members of the public and members of the Civic Society to support the Parish Council.
- They have offered for the Civic Society to help share information about consultations.
- A member of the public said that SCC are holding their consultation event in Godalming and the Vice Chairman suggested that the Parish Council invites SCC to hold a consultation event in Cranleigh.

- A member of the public asked about the plans for sewage as part of the Dunsfold planning application and the Chairman advised that there are no full detailed plans yet.
- A member of the public asked if there is any connection between the moving of the Cranleigh School running track, new houses at the school site and re-location of the Leisure Centre. The Chairman advised that there is no connection, Cranleigh School had shared their proposals with the Parish Council a couple of years ago.

#### 4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 18 October 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.

#### 6. CHAIRMANS REPORT

The Council NOTED the Chairman's report:

- The Co-op have confirmed that bollards will be installed on the paved area behind the Village Hall to prevent dangerous and inconsiderate parking.
- Have reported the bollard that has been displaced on the area around the obelisk and once again chased the repairs around the illuminated sign Highways have assured that this is on the work programme for Skanska, a start date is not yet available.
- Highways confirm that the work to the Bank Buildings Access Road has been approved and is also on the work programme for Skanska, a start date is not yet available. The grey paving slabs will be replaced with setts. The circle design will be retained. Have requested that paved slabs are kept to repair the seating area and in particular the area around the tree.
- Attended the Waverley Borough Council BIG Awards for Local Businesses with Cllr A Richardson and Cllr J Betts on 19 October. Hans Christmas Andersen was the winner of the Cranleigh Chamber of Commerce President's Award.
- Waverley has withdrawn Local Plan Part Two, confirmation of the new timescale is awaited.
- Friday Night Project started on 9 November. It was a great success and attendance exceeded expectations with 53 young people joining up. This is a partnership project between Waverley, Cranleigh PC, Places Leisure and local volunteers.
- The work to the Fountain Square Memorial has now been delayed and may not now start until Spring 2019.
- Met with residents from the Ridgeway, Surrey CC Highways Officers and an Officer from Waverley on 8 November regarding the state of the road. It was agreed that residents would be given the opportunity to make repairs to the road and Surrey CC would carry out an inspection of the pavement, which is their responsibility. Surrey CC will also carry out some repairs to a small section where the Ridgeway and New Park Road intersect. An Officer is to check the details of the right of way that was reported to have been established and to investigate the reinstatement of the grass verge.
- 9 November met with members of the Chamber of Commerce, Bob Bayley and Rosemary French, together with the Clerk and Cllr A Richardson regarding a new parking proposal for the village car parks.
- 9 November the Schools Peace March took place from the War Memorial to the Centenary Garden where a service took place. Local schools had painted poppy plates for each of the 415 local people who had been lost in conflict over the past 100 years. These were placed throughout the garden by school children and volunteers. Some of the plates will form part of an exhibition in the Arts Centre.
- Cranleigh's Centenary Garden opened on 10 November with approximately 300 attending and to great acclaim. Huge thanks to everyone involved and in particular Cllr B Freeston.

- The Remembrance Sunday procession and service was attended by a large crowd of approximately 1500 people. Attended the service with Councillors, together with a representative of the Youth Council. We laid wreaths on behalf of the Parish Council and the Youth Council. Took the salute with Anne Milton and Cllr A Richardson outside the Sports and Social Club and attended the reception.
- The lighting of the beacon (supervised by the Lions) as part of the Nation's Tribute, followed by St Nicolas Church's bells ringing out for peace, was attended by approximately 300 people, the procession to the Centenary Garden was led by the Councillors and Scouts and Guides, followed by residents. Members of the Youth Council read Tribute to Millions. The garden was floodlit for the evening and looked amazing.
- The application for the A2 Dominion site on Alfold Road WA/2018/0682 for 67 dwellings was deferred on 12 November.
- 13 November was present with Cllr A Richardson at the internal audit for the Parish Council.
- The application for phase 2.2 for Land South of the High Street between Alfold Road and Knowle Lane was refused on 14 November.
- Surrey County Council is consulting on a number of areas  
<https://www.surreycc.gov.uk/council-and-democracy/have-your-say/consultations> on Family Resilience, Children's Centres, Concessionary bus travel, Special Educational Needs and Disabilities, Libraries and Cultural Services and Community Recycling Centres. There is also a drop in session on Wednesday 12 December 10am - 12pm at the Wilfrid Noyce Community Centre (Wyatt Room) in Godalming.

## 7. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The new Union flag arrived in time for Remembrance Sunday. With grateful thanks to the Cranleigh Evening Wi for their donation.
- Surrey County Council have now removed all their equipment from the Youth Centre.
- Cllr A Richardson and the Clerk attended a presentation by CCLA on investments at Godalming Town Council.
- The Clerk attended the SSALC Clerks Technical Networking Day and participated in a positive, preventative approach to wellbeing and line management responsibilities of the Clerk workshops.
- Cllrs E Townsend and A Richardson and the Clerk met with the Chamber of Commerce to hear their proposals for parking in the village, this item will be placed on the agenda for the December Council meeting.
- Coop will be installing four bollards at the front of their store, behind the Village Hall, to prevent unauthorised parking.
- Coop have given their permission for scaffolding at the Village Hall for the structural works to the rear wall and eyelet windows. The pre-contract meeting will be organised for the new year.
- After writing to the Chief Executive of UK Power Networks, a site meeting is being organised to see if they can assist with the line shutdown for the Knowle Lane ditch clearance.
- The Parish Council has provided four pieces of evidence this month from its upgraded CCTV systems to the Police.
- The new outdoor gym equipment for Snoxhall Fields has been ordered.
- Surrey County Council has acknowledged the Parish Council's application for a direction sign to the Centenary Garden, and an engineer will investigate the request.
- The Council's domain name has been updated to [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk), the website is now SSL encrypted and Councillors have moved to Council provided Office 365 email accounts.
- The Clerk has updated the Council's insurance cover for the 12 street lights in Snoxhall Fields with LED lamps.

- The Planning Committee considered process efficiencies and discussed several ideas but did not feel they would make any significant changes.
- Thank you to Waverley Borough Council for replacing the open top bin with a close top bin outside the Council Office to stop the crows spreading litter.
- Councillors to sign the charity bank account mandate this evening.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Povey sent his apologies.

9. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on 08 October 2018 were RECEIVED.
- The Minutes of the Neighbourhood Plan Committee meeting held on 11 October 2018 were RECEIVED.
- The Minutes of the Property and Asset Committee on 31 May 2018 were RECEIVED.

10. COUNCIL STRUCTURE

The Council AGREED to appoint Cllr D Nicholas to the Recreation Users Group.

11. OUTSIDE BODIES

The Council NOTED the following reports:

- Verbal report from Cllrs A Richardson and E Townsend on the parking meeting with the Chamber of Commerce to discuss their proposal for a trial for long stay parking in April next year, item to be included on the December Parish Council meeting agenda.
- Report from Cllr M Forszowski on a meeting of Cranleigh in Bloom.

12. FINANCIAL MATTERS

1. The expenditure list to 15 November 2018 circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs R Cole and B Freeston signed the cheques.
2. The bank reconciliation to 31 October 2018 was AGREED and signed by Cllr J Betts. Cllr D Nicholas arrived.
3. The cashbook reconciliation to 31 October 2018 was AGREED and signed by the Chairman.

13. CENTENARY GARDEN

- Cllr B Freeston circulated a report from the Management Group earlier today. Remembrance crocuses will be planted shortly. The Group is awaiting s106 funding for the stone plaque. There are sufficient funds remaining in the budget for maintenance of the garden for the next 2 – 3 years.
- The cashbook update was NOTED.

14. ASSETS OF COMMUNITY VALUE

The Clerk was asked to follow up the formal complaint to Waverley Borough Council about the speed of processing the nominations, as only one nomination has been validated to date.

The Council AGREED to submit the following nominations: Leisure Centre, Post Office and Little Manor Garage.

15. NEIGHBOURHOOD PLAN

The Parish Council has recently received the informal comments on the draft Neighbourhood Plan from Waverley Borough Council. They had recommended removing any policies that duplicated those contained in Local Plan Part Two, which the Parish Council has done. However Waverley Borough Council have now withdrawn Local Plan Part Two saying that it is to allow time for further consultation with communities affected by proposed site allocations and key stakeholders, such as Thames Water and Clinical Commissioning Groups.

A series of workshops will be held with Parish & Town Councils , involving the relevant Ward members. These will be held in the coming months. In addition, discussions involving ward councillors will be ongoing with stakeholders to gain further feedback on issues such as transport impacts, water supply and sewerage, and health provision within those settlements.

The Parish Council needs to reinstate the policies from Local Plan Part Two to proceed with the Neighbourhood Plan whilst Waverley Borough Council continue their work on Local Plan Part Two. The draft Neighbourhood Plan will be presented to the Council next month for approval for regulation 14 consultation.

16. THAMES WATER CONSULTATION

The Council AGREED to submit the following letter to Thames Water in response to the consultation:

The Parish Council welcomes the changes to the draft plan, however having experienced a large increase in bursts in Cranleigh over the past two years, we would like to see a definite timescale on the replacement programme for ageing asbestos cement drinking water pipes. We would also like to see the update of the discharge permits into our watercourses so that they are in line with the Water Framework Directive and align with the Catchment Management Plans with regard to water quality. We would like to see greater collaboration between the Borough Council, water companies and Government bodies with regard to more sustainable water usage at the development planning stage and the implementation of new and existing environmental technologies.

17. SURREY COUNTY COUNCIL COUNTRYSIDE STRATEGY CONSULTATION

The Parish Council AGREED to submit the following letter to Surrey County Council in response to the consultation:

The Parish Council has serious concerns about the commercialisation of the countryside to develop revenue streams. It is important Surrey County Council takes its stewardship of its assets, in particular, the countryside and biodiversity, seriously and maintains it for future generations.

18. SURREY COUNTY COUNCIL COMMUNITY RECYCLING CENTRES CONSULTATION

The Council asked the Clerk to obtain data about the number of visits to the Cranleigh Community Recycling Centre and include this data together with a copy of the Council's previous response to this consultation on the agenda for the December Parish Council meeting and DEFERRED this item.

19. SURREY COUNTY COUNCIL LIBRARY AND CULTURAL SERVICES CONSULTATION

The Council asked the Clerk to obtain data about the number of visits to the Cranleigh Library and DEFERRED this item to the agenda for the December Parish Council meeting. The Council asked the Clerk to try to organise a meeting with the SCC Portfolio Holder.

20. GATWICK AIRPORT MASTERPLAN CONSULTATION

It was AGREED that Cllr R Cole would draft a response to this consultation for the Council to consider at the December Parish Council meeting.

21. REVIEW OF THE WAVERLEY BOROUGH COUNCIL'S AIR QUALITY MONITORING SITES

The Parish Council AGREED to submit the following response to this consultation:

The Parish Council would like to know the rationale for the monitoring point at St James Place and if any other locations were considered in the High Street. The Parish Council would like to receive the air quality data for Cranleigh and a summary of any conclusions by Waverley Borough Council. The Parish Council would also like to ask Waverley Borough Council to consider monitoring air quality outside Glebelands School and the Obelisk.

23. WBC/PARISH COUNCIL/CRANLEIGH CIVIC SOCIETY MEETING

The Parish Council AGREED to provide the Village Hall for a daytime quarterly meeting of Waverley Borough Council, the Parish Council and Cranleigh Civic Society. The Civic Society will set the agenda, the first meeting will be in three months' time.

24. COUNCIL POLICIES

The Council discussed and ADOPTED the following Council policies:

- Legionella Policy
- Memorial Safety Policy
- PAT Testing Policy

The Council AMENDED the Tree Work Policy to include a Tree Survey every 18 months and ADOPTED the Policy.

The Council AMENDED the Discussion with Develop Policy to state that all meetings with developers must be in public at meetings of the Council or Planning Committee and ADOPTED the Policy.

The Council asked for the Memorial Benches in the Cemetery Policy to be amended to include a licence agreement and DEFERRED to the December Parish Council meeting.

The Council DELETED the Litter Picking Policy.

The Council DEFERRED the Value for Money Policy to the December Parish Council Meeting.

22. SNOXHALL FIELDS

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

- The Council AGREED to instruct the Council's solicitor to prepare a service level agreement to regularize the Council's support for the Snoxhall Fields charity for accounting, VAT and Charity Commission purposes.
- The Council AGREED to spend the SCC Member Allocation grant of £1,000 towards the provision of two extra CCTV cameras at Snoxhall Fields.
- The Council AGREED to patch the vandalised fence adjacent to the access road.

25. 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 for a potential café at Snoxhall Fields.

26. LEISURE WORKING PARTY

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

The Council is waiting for a response from Waverley Borough Council to its letter.

27. DATE OF NEXT MEETING

Thursday 20 December 2018. The meeting closed at 9.32pm.

Signature.....

Date.....