



**MINUTES OF THE PARISH COUNCIL MEETING HELD AT 6.30 P.M.  
ON THURSDAY 20 DECEMBER 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, Mrs Jane Briggs – Cranleigh in Bloom, Mr A. Povey – SCC, Surrey Advertiser and six members of the public

1. **APOLOGIES FOR ABSENCE**

The prior commitment apologies from Cllrs M Forszewski and A Richardson were AGREED.

2. **GUEST SPEAKER: MRS JANE BRIGGS, CRANLEIGH IN BLOOM**

Mrs Briggs said she has been the Secretary to Cranleigh in Bloom since 2014. Cranleigh in Bloom were awarded the silver gilt in 2014, gold in 2016 and again in 2018 and will represent Cranleigh in the town section in Britain in Bloom national finals in 2019.

Cranleigh in Bloom are seeking the Parish Council's support for:

- Nomination of the Dewlands Lane Cemetery for Cemetery of the Year
- Nomination of Snoxhall Fields (cricket field and Centenary Garden) for Park of the Year

Cranleigh in Bloom are asking the Parish Council to fund the entrance fee for these two nominations.

Cranleigh in Bloom are also seeking the Parish Council's support for their nominations:

- Conservation Area at the Common for Common of the Year
- St Nicolas Churchyard for Churchyard of the Year

The above requests will be added to the agenda for the January Council meeting.

3. **PUBLIC SESSION**

- A member of the public said all three options in SCC's consultation on the Community Recycling Centres involve closing the Cranleigh Community Recycling Centre. She raised concern that this centre serves not only Cranleigh but also Alfold, Dunsfold and Ewhurst. The closest alternative is a 20 mile round trip on country roads.
- A member of the public said the consultation was poorly advertised.
- A member of the public said there is no justification for moving the primary school from its current location, which is well served in the centre of the village. The new access road was not appropriate and with no drop off zone, this would encourage parking on the Common.

The previous building was a low-level environmental design; this is two storeys and has far more impact on surrounding properties. He also raised concern about potential flooding, as the site is a large surface water catchment with slow release into the drainage ditches. He pointed out that the school would be much bigger and there would even be more cars.

- A CVHT Trustee said there was overwhelming support at their public exhibitions and they are delighted that the Planning Committee supported the application, and asks the Parish Council to endorse the application and their commitment to CVHT. He asked to receive a response from the Parish Council within 14 days.
- A member of the public asked about the plans for the Leisure Centre. The Chairman said that as soon as WBC has completed their initial investigations, there would be a public consultation.

#### 4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 15 November 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

#### 5. DECLARATIONS OF INTEREST

- Cllr S Jeacock declared an interest in item 13 as a previous neighbour.
- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr R Burbridge declared an interest in item 11 as she still teaches special educational needs pupils.
- Cranleigh Parish Council as corporate body pecuniary interest in item 13 (1).
- Cranleigh Parish Council as corporate body non-pecuniary interest in item 13 (2) and (3).

#### 6. CHAIRMAN'S REPORT

The Council NOTED the Chairman's report:

- The Chairman attended a meeting to discuss the creation of allotments on land at Queensway and maintenance by the Community Payback Team.
- There is an average of 70 young people attending the Friday Night Project weekly.
- WBC have agreed to display pictures on the HERAS fencing around the Fountain.
- The Chairman attended the Town & Parish Planning Forum and heard presentations about CIL implementation in March, the new NPPF adopted last July and the Peer Review of WBC.
- The planning application for Penwerris has been permitted and the application for Ruffold Farm has been refused.
- The Chairman attended a carol concert at St Nicolas Church on behalf of the David Shepherd Foundation.
- The Cranleigh Neighbourhood Plan has been delayed, by approximately one month, due to the delay in WBC's Local Plan Part 2.
- WBC held a consultation event in the Arts Centre for their tenants last week regarding a project to ascertain if a stigma exists for tenants in social housing and what can be done to tackle this and support residents.

#### 7. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The Chairman, Cllrs M Foryszewski and E Townsend met with WBC to discuss plans for the WBC owned Queensway open space to create allotments maintained by the Community Payback team.
- UK Power Networks worked with Ben Nicholson and the ditch has been cleared in Knowle Lane. Ben discovered another small culvert pipe that would lead to the ditch overtopping. The Clerk applied for the Highways grant and Surrey County Council approved a grant of £300 to replace the culvert pipe, which will be done early in the New Year.

- Following the Challenger magazine article about the Highways grant, the Clerk was contacted by parishioners in Elmbridge Road who asked for the highway verge to be cut back from Elmbridge village through to One Stop. Surrey County Council agreed a grant of £700 and the work was done by Grasstex on Tuesday. Cranleigh in Bloom had asked for the grant to be used to re-paint the benches in the High Street, but this can be done by the Parish Council's grounds maintenance staff.
- The two new CCTV cameras have been installed in Snoxhall Fields to cover the blind spots around the pavilion building.
- The Clerk attended the WBC Economic Development meeting and learnt that Farnham Town Council has a budget of £150,000 for civic events such as Christmas lights, fairs etc... WBC have made an application for a Business Improvement District for Waverley and Cranleigh was the first to be visited by Mosaic Partnership to explore the opportunities for Cranleigh.
- The Clerk attended the Surrey Branch of the SLCC in December, discussions included the SCC consultations and budgets and precepts. The branch will be meeting next in Cranleigh in March when they will have Surrey Police Waverley Commander to talk about Surrey Policing and a guest speaker from the Surrey Lieutenancy.
- The new outdoor gym equipment funded from Fields in Trust Active Spaces grant has been installed.
- Thames Water has undertaken a Water Regulations inspection of the Council Office building and found everything to be in order.
- The contractor appointed to undertake the Village Hall repairs has pulled out of the contract. The architect is speaking with the two other companies that submitted tenders to find out their availability for the contract with a view to them re-submitting tenders.
- The red telephone kiosks in Elmbridge Road and Ewhurst Road have been formally adopted by the Parish Council.
- The Clerk has emailed Cranleigh Civic Society and messaged through their website, and the Chairman has emailed them, but they have not confirmed contact details to be kept informed about consultations following their request at the November Council meeting.
- Surrey County Council declined to hold a consultation event on the SCC consultations in Cranleigh.
- WBC air quality data has been circulated to all Councillors.
- The Clerk has contacted Cranleigh Village Hospital Trust to find out if the planning conditions attached to their planning permission WA/2010/1328 for the Bruce McKenzie Field have been discharged, as there were a number of highway safety requirements.
- A Captcha code has been added to the contact form on the Parish Council website.
- The Council Office will be open as usual apart from Christmas, Boxing and New Year's Day.

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

Cllr A Povey reported:

- SCC are in a difficult financial position with a £13 million overspend this year and the need to save £85 million next year. The closing of Community Recycling Centres will save £1 million. The Cranleigh Recycling Centre would save approximately £150,000 per annum. The Cranleigh Community Recycling Centre is the second least used in Surrey, the tonnage has been dropping every year and was 2,920 tonnes in 2016/17. A third of Cranleigh tonnage is green waste. Fly tipping tonnage has reduced, but there have been more incidents. Cllr A Povey has made suggestions for alternative savings. The petition by Cranleigh parishioners against the closure of the Cranleigh Community Recycling Centre has the lowest number of signatures as at 11 December. SCC is looking for large-scale sites for recycling waste processing.
- Cllr A Povey is meeting with the new Cabinet member in the New Year to discuss the Cranleigh Library. Cllr A Povey responded to comments about the lack of consultation and said that SCC email 178,000 residents directly, about 15% of the population of Surrey.

9. SURREY COUNTY COUNCIL COMMUNITY RECYCLING CENTRES CONSULTATION

The Council AGREED for the Clerk and Cllr E Townsend to submit the response to the consultation including the following points:

- There was no face-to-face consultation in Cranleigh, despite all three options included the closure of the Cranleigh Community Recycling Centre.
- There was no consultation on whether Cranleigh's recycling centre should be closed - presented as the only outcome.
- Too much reliance on online responses, not everyone has access to a computer.
- The closure does not allow for the population growth through development consented in the Local Plan for Cranleigh, the surrounding villages and Dunsfold.
- The next closest Community Recycling Centre is in Witley. Journeys there will take much longer, generate more traffic and pollution and concerns were raised that the Witley Community Recycling Centre is not served by major roads from Cranleigh. Concerns were also raised about the ability of the Witley Community Recycling Centre to cope with the increased demand.
- The closure of the Cranleigh Community Recycling Centre may lead to more bonfires, more nuisance and pollution.
- The recent DEFRA announcement on waste conflicts with the closure of recycling centres.
- The closure of the Cranleigh Recycling Centre could add significantly to the journey of recycling from its source to final disposal centre, contrary to the aim of recycling which is to reduce harm to the environment.

10. SURREY COUNTY COUNCIL LIBRARY AND CULTURAL SERVICES CONSULTATION

The Council AGREED for the Clerk and Cllr B Freeston to submit the response to the consultation including the following points:

- The Parish Council objects to losing library services.
- The Parish Council would like to be involved in any further consultation should this take place.
- The Parish Council would like to be included in any future discussions regarding the future of the library.
- The Parish Council is greatly supportive of the Surrey History Centre and Performing Arts Library

11. SURREY COUNTY COUNCIL SPECIAL EDUCATIONAL NEEDS AND DISABILITY SERVICES CONSULTATION

The Council AGREED for the Clerk and Cllr R Burbridge to submit the response to the consultation including the following points:

- The Parish Council supports SCC in looking to provide the services locally with better facilities within the county.
- The Parish Council is very supportive of an extension to facilities and services provided by the Jigsaw School and St Josephs School.
- The Parish Council supports the delivery of education closer to pupil's homes.

CONCESSIONARY BUS TRAVEL FUNDING CONSULTATION

The Council AGREED for the Clerk and Cllr E Townsend to submit the response to the consultation including the following points:

- Cranleigh is located in a rural area and residents have to travel long distances to get to work, access hospital appointments or visit major centres such as Guildford.

It was felt that companions should have some form of concessionary travel pass. Altering the time to 9:30 would mean that people would have difficulty getting to work or to early hospital appointments due to often long distances people have to travel.

13. PLANNING APPLICATION WA/2018/1966 - LAND SOUTH OF JOHN WISKAR DRIVE ON EAST SIDE OF, KNOWLE LANE, SURREY

Erection of a building to provide an 80 bed care home including 20 community beds together with a building to provide health workers accommodation with access from Knowle Lane associated parking and ancillary works.

- **To discuss and consider submitting a response as a local authority having regard to the public interest of its parishioners.**

The Clerk explained that public Interest has been identified in the use and development of the land. One of the key aims of the planning system is to balance private interests in the development of land against the wider public interest. The NPPF makes clear that it is the purpose of planning to help achieve sustainable development, not development at any cost.

The Clerk advised that the overarching planning policy for the key worker affordable housing element of the planning application is the National Planning Policy Framework which defines Essential Local Workers as: *Public sector employees who provide frontline services in areas including health, education and community safety – such as NHS staff, teachers, police, firefighters and military personnel, social care and childcare workers.* The Clerk added that 'local' workers are those employed in essential roles anywhere in the borough of Waverley and not only in a specific parish.

It was reported that CVHT said at the Planning Committee meeting that they would prefer a planning condition for use of the community beds. Concerns were raised that planning conditions can be altered, and a legal agreement would be more appropriate to tie the affordable housing to the care home.

Cllr S Jeacock proposed that the Parish Council DOES NOT SUPPORT the planning application until the details of the contractual terms for the 26 affordable housing units and definition of key workers is detailed. Cllr J Betts seconded the proposal.

Cllr R Cole proposed an amendment that the Parish Council does not comment until the information about the 26 affordable housing units is available. Cllr R Burbridge seconded the amendment and a vote was taken: 3 in favour, 5 against, 1 abstention – AMENDMENT LOST.

A vote was taken on the original motion: 5 in favour, 3 against, 1 abstention – AGREED, the Parish Council DOES NOT SUPPORT the planning application until the details of the contractual terms for the 26 affordable housing units and definition of key workers is detailed.

- **To discuss and consider submitting a response as an adjacent land owner**

The Council discussed whether they would like to submit a response to the planning application as an adjacent landowner and took a vote: 5 in favour, 2 against, 2 abstentions – AGREED.

The Clerk gave a presentation on the potential comments the Council could submit on the planning application including:

- Impact on the ASVI and views to and from the playing field and from Village Way.
- Flood risk – the incorrect drawing has been uploaded to the planning portal for the 1000 year flood risk. Concerns were raised that whilst the applicant may have mitigated flooding on their site, it would have a cumulative impact elsewhere in the parish as the water would flow into the watercourses.
- Noise and disturbance from the development – odours, light pollution from 24 hour operation on site, noise impacting the playing pitches and loss of amenity to the recreation ground.
- Highway safety – impact of the development at Berkeley Homes, commercial premises on Knowle Lane and this application on the junction of Knowle Lane and High Street which cannot cope now. Discharge of the prior planning conditions for CVHT planning application WA/2010/1328 for three highway safety improvements on Knowle Lane.

The Council discussed the above four points and took a vote to include them in their response as adjacent landowner: 6 in favour, 1 against, 2 abstentions – AGREED.

14. GLEBELANDS SCHOOL PLANNING APPLICATION SCC Ref 2018/0138/WA/

Construction of a two storey building with associated car parking provision, landscaping, all-weather sports pitch, and new access road from Parsonage Road to provide a replacement for Cranleigh Primary School with capacity of two forms of entry at infant stage and three forms of entry at junior stage on a single site currently forming part of Glebelands School playing field.

The Council AGREED UNANIMOUSLY to OBJECT to this planning application on the following grounds:

- The existing site was best placed for an expanded school.
- The access road was restricted and not appropriate for the traffic generated by a school of this size.
- No extra parking was being provided.
- There is no drop off/collection point.
- The plans allocate places for nearly double the number of pupils which will result in extra traffic.
- There will be additional traffic movements from the houses built on the existing primary school sites.
- The height of the school building had increased significantly and would be very prominent. It is over bearing and would result in over looking of neighbouring properties.
- The risk of flooding on the site and cumulative impact off site.
- Loss of amenity for neighbouring properties.
- Noise from the site.
- Loss of school playing field for Glebelands which is forecast to increase in size due to significant local development.
- Impact on residents of Rowland Road and the high likelihood of parking on adjacent grassed areas which would need to be protected.
- Impact on the Common and Conservation Area of traffic movements, especially those using the alleyway from the High Street as a short cut to the site.
- The impact of the movement in this concentrated area of large numbers of people 2 times per day five days a week.
- Plans do not include for additional housing in Dunsfold and potential extra pupils at Glebelands School and resulting additional traffic movements.
- Impact on traffic movements to and from St Cuthbert Mayne School also should be considered.
- Concentrating parking in one area as opposed to the two school sites which currently disperses parking more evenly.
- Reduced parking due to new development.
- The Planning Statement including Statement of Community Involvement Nov 2018 Point 3.5 is incorrect, *"The school bus, coach and car drop off would not take place within the application site but would take place on the existing lay-by bays along Parsonage Road, mirroring the arrangements currently used for the existing Cranleigh Primary School."*  
The proposed arrangements do not mirror the current arrangements as people currently park in the Church Lane car park to drop off at the infant school, which will no longer be available and there will also be some reduction of the parking bays due to the residential development on the junior school site. This statement glosses over the pressure from an increase in cars from significantly increased pupil numbers which this reduced parking arrangement is expected to accommodate in an extremely small area which will have additional pressure from an increase in pupil numbers at Glebelands School as well.
- Cranleigh is in a rural location and our schools draw pupils from a wide catchment, where it is recognised the use of the car is high.
- Of paramount importance is the safety of our children and being able to access their school safely.

15. CHAMBER OF COMMERCE PARKING PROPOSAL

To consider the parking charge trial for the Village Way car park to limit the maximum daily charge to £3.20.

Cllr R Cole proposed that the Parish Council writes to WBC in support of the parking charge trial, was seconded by Cllr S Jeacock and AGREED.

16. GATWICK AIRPORT MASTERPLAN CONSULTATION

Cllr R Cole had provided a report attached as a background paper to the agenda.

The Council AGREED for the Clerk and Cllr R Cole to submit a response to the consultation based on Cllr R Cole's report.

17. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on 29 October 2018 and 19 November 2018 were RECEIVED.
- The Minutes of the Personnel Committee meeting held on 27 September 2018 were RECEIVED.
- The Minutes of the Finance Committee on 27 September 2018 were RECEIVED.

18. OUTSIDE BODIES

The Council NOTED the following report:

- Town and Parish Planning Forum on 19 October 2018 by Cllr A Richardson.

19. FINANCIAL MATTERS

1. The expenditure list to 20 December 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 30 November 2018 was AGREED and signed by Cllr R Tyler.
3. The cashbook reconciliation to 30 November 2018 was AGREED and signed by the Chairman.
4. The Council APPROVED the Internal Audit Report.
5. The Council NOTED the report on the effectiveness of the Internal Audit held on 13 November 2018 by Cllr A Richardson.
6. The Council AGREED to set the budget for the 2019/20 at income budget of £70,195, revenue expenditure budget of £426,794 capital expenditure budget of £25,000 based on the Council's adopted Business Plan and precept of £362,189 equivalent to £68.79 for a band D property and a rise of £2.11 per annum 3.16%.
7. The Council AGREED to increase the Cemetery Fees from 01 April 2019.

20. CENTENARY GARDEN

- Cllr B Freeston had no report.
- The Clerk reported that there is £6,235 in the Earmarked Reserve.

21. ASSETS OF COMMUNITY VALUE

The Clerk advised that the Parish Council's nomination of the Cranleigh Village Hospital Trust land as an Asset of Community Value has been refused. The remainder of the Parish Council's nominations will be determined by 23 January 2019. The Parish Council DEFERRED any further nominations to the February Parish Council meeting.

22. STANDING ORDERS

A report by the Clerk on the amendment to the NALC model Standing Orders was attached to the meeting agenda.

The Council AGREED to amend its Standing Orders in accordance with the NALC model amendments.

23. COMMUNITY SHOWCASE

The Council AGREED to defer a decision on the Community Showcase to the new Council in May. The Council AGREED to invite Kent, Surrey and Sussex Air Ambulance as guest speaker to the Annual Parish Meeting on Thursday 21 March 2019.

24. TREE SURVEY

In light of the Witley case, the Parish Council sought the advice of its insurers who advised that there are no specific requirements arising from the Witley case at the moment and advised that the Parish Council seeks the advice of its Arboriculturalist.

The Arboriculturalist advised that the maximum interval between Visual Tree Inspection where a target is or foreseeable may be present should be five years. The Parish Council had a full VTA in July 2017. The Arboriculturalist added a Hazard Assessment is carried out on a 'negative reporting' basis, whereby only those trees that require works are captured within the Tree Survey Schedule. This is a generally accepted method of regular surveying of trees (including by the Health & Safety Executive) and makes effective use of available resources. The trees are inspected from a hazard evaluation perspective only to ensure fulfilment of the land owners legal duty of care, in so far as tree inspection within the specified area is concerned, under the Occupiers' Liability Acts 1957 and 1984. The interval between this type of inspection should be driven by site usage though annual inspection is usually appropriate for 'High Target' areas such as highways. The Clerk advised that the Council's trees are located on land open to the public.

The Council AGREED to appoint its Arboriculturalist to carry out a Hazard Assessment at a cost of £1,000 in January 2019. The Council will review this next year pending any caselaw.

25. YOUTH CENTRE GLAZING REPLACEMENT

The Clerk reported that one of the high level windows had been broken at the Youth Centre and it is a technically difficult replacement. Only one glazier had provided a quotation.

The Council AGREED to appoint a glazier at a cost of £1,421.50 + VAT for the high level replacement of a double glazed unit and submission of an insurance claim.

13. PLANNING APPLICATION WA/2018/1966 - LAND SOUTH OF JOHN WISKAR DRIVE ON EAST SIDE OF, KNOWLE LANE, SURREY

Erection of a building to provide an 80 bed care home including 20 community beds together with a building to provide health workers accommodation with access from Knowle Lane associated parking and ancillary works.

This item was considered in private and confidential session as it was commercial in confidence.

The Clerk gave the following explanation of a covenant from the DCLG Plain English Guide to the Planning System:

- In some instances there may be a covenant on the land or building which restricts its future use.
- Covenants cannot be disregarded or removed unless this is done by agreement, discharged by the Lands Tribunal or the land comes into single ownership.
- This is a separate legal regime to planning.
- The existence of any planning permission does not remove this legal issue, and in some cases a planning permission may not be capable of being implemented without the removal of the covenant.

The Clerk provided the Council's legal advice and a vote was taken by the Council on whether they accepted this advice: 7 in favour, 2 Against – ACCEPTED.

The Council AGREED UNANIMOUSLY to instruct its solicitor to write to the Cranleigh Village Hospital Trust to advise that it does not feel that the current planning application meets the terms of the restrictive covenant on the land.



12. LEISURE WORKING PARTY

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

The Council AGREED the Stakeholder List provided by Waverley Borough Council.

The Council AGREED for the second meeting with Waverley Borough Council to be the full Council.

26. DATE OF NEXT MEETING

Thursday 17 January 2019. The meeting closed at 10.22pm.

Signature.....

Date.....