



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 21 FEBRUARY 2019  
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\*  
Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, and two members of the public

1. APOLOGIES FOR ABSENCE

The apologies were AGREED from Cllr M Forszewski who has a prior commitment and Cllr K Fernandes who is unwell.

2. PUBLIC SESSION

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

3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr S Jeacock declared an interest in item 15 as he is a grave owner, and item 20 as a former neighbour.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 17 January 2019, the extraordinary Parish Council meetings on 30 January 2019, 11 and 19 February 2019, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMANS REPORT

The Council NOTED the Chairman's report:

- The Cranleigh Neighbourhood Plan is at Regulation 14 stage consultation until 26 March 2019. There is an open day on Thursday 07 March 2019 in the Village Hall 9.00am to 8.00pm. Information has been sent out to over 100 stakeholders.
- The road by Banks Building is being improved; the grey slabs are being taken up and granite sets are being laid. Work commences 25 February 2019 for 6 days.

- Friday Night Project still going really well, looking at summer activities and they have requested the use of the tennis courts on a Friday night 5:30 to 8:30pm for outdoor sessions.
- Youth Council are currently working through their Duke of Cornwall Community Safety Award with the Clerk.
- Cranleigh Recycling Centre has a temporary reprieve until October 2019, the Parish Council has indicated that it would like to work with our County Councillor Andrew Povey in coming to a solution for it to remain open and perhaps see a partnership arrangement.
- The Chairman met with Sam Jones of the Jigsaw Trust on 29 January 2019 and had a tour of their facilities on Dunsfold Park. They would be happy to show anyone else around and would like to forge stronger relationships with the Cranleigh community.
- The Chairman attended Miller Homes Liaison meeting on 31 January 2019. At the moment they are building 14 out of the 120 dwellings on site and did not have start dates for the other homes as yet.
- Our twin town Semur en Auxois has extended an invitation to Councillors to celebrate their annual festival over 30 May 2019 to 02 June 2019 in the beautiful and ancient town of Semur.
- The Chairman attended the Lions Presentation Evening with Cllrs Betts, Freeston and Cole on 19 February 2019.
- Jigsaw School have a 'Careers Fair' afternoon on Friday 08 March 2019 from 2.00 – 3.00pm. It is a great opportunity for their learners to experience what it's like to look for work, speak to employers and indeed to learn about what sort of work goes on in the local area.
- Trees have been felled around Park Mead due to ash die back.
- The Chairman, Vice Chairman and Clerk met with the Chamber of Commerce to discuss future events.
- The Parish Council has been made aware of the threat of the closure of the X-ray department at Milford Hospital.
- There has been a request by six electors for a Parish Meeting to discuss the Cranleigh Village Hospital Trust. The Chairman has convened a Parish Meeting on Wednesday 06 March 2019 at 7.00pm in Cranleigh Village Hall.

## 6. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The Clerk attended the Waverley Borough Council Business Improvement District meeting on 24 January 2019, there were 14 attendees from local businesses. WBC are collating the feedback from the meeting.
- The Grounds Manager and Grounds Person attended a basic tree inspection course last month to increase their awareness of potential tree problems during the course of their normal day of work.
- The cleaning contractor increased the price for the contract commencing 01 April 2019, so invitations to quote have been issued, which has resulted in many site visits by potential contractors.
- Thames Water have completed their Water Regulations inspection of the Council Office and signed off the remedial work required in the CAB office.
- The Clerk and Admin Clerk attended elections training on 14 February 2019.
- The Chairman, Vice Chairman and Clerk met with the Chamber of Commerce on 14 February 2019 for a general update.
- The Chairman and Clerk met with Mr Hugh Stafford Smith of 1170 at his request to discuss the Folk Festival.
- Cranleigh in Bloom advised that they were expecting the Parish Council to submit the nominations for Cemetery and Park of the Year to South and South East in Bloom.

The Clerk explained that the Parish Council had agreed to support the nominations but were unaware that the Parish Council was expected to submit the nominations. Cranleigh in Bloom agreed that the Council should continue with its plans for improvements this year and review the nominations next year.

- Surrey County Council has declined permission for the Parish Council's application for a tourist information sign for the Centenary Garden.
- Cllr B Freeston agreed to proof read the Council's copy for the Cranleigh Guide.
- Councillors signed a retirement card for our general worker.

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

Cllr A Povey reported:

- The Cranleigh Community Recycling Centre has a temporary reprieve from closure until September/October. He is chairing a Task Group who are seeking evidence by June or July before a final decision is made. They are looking at the DEFRA waste consultations and are considering taking only recyclable waste at the Cranleigh CRC, household waste would need to go to Witley.
- SCC is looking for partnership opportunities with local councils and volunteers to help maintain public rights of way.
- SCC are increasing their element of the Council Tax by 2.99%.

#### 8. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on 10 December 2018, 07 and 28 January 2019 were RECEIVED.
- The Minutes of the Personnel Committee meeting held on 29 November 2018 were RECEIVED.
- The Minutes of the Property and Asset Committee on 25 October 2018 were RECEIVED.

#### 9. OUTSIDE BODIES

- There is a meeting of representatives from Waverley Borough Council, Cranleigh Civic Society and Cranleigh Parish Council on Monday 25 February 2019.
- Cllr B Freeston attended a meeting of the Cranleigh Arts Centre and said it is very pleasing that they have turned the corner financially with good financial management and clever marketing. Cllr R Burbridge arrived.
- The Council AGREED to ask if they can send an Observer to meetings of the Chamber of Commerce.

#### 10. FINANCIAL MATTERS

1. The expenditure list to 21 February 2019 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs D Nicholas and G Worthington signed the cheques.
2. The bank reconciliation to 31 January 2019 was AGREED and signed by Cllr S Jeacock.
3. The cashbook reconciliation to 31 January 2019 was AGREED and signed by the Chairman.
4. The Council NOTED the re-investment of £100,000 for three months until 20 May 2019 at an interest rate of 0.70%
5. The Council AGREED to release the sum of £2,650 + VAT for a new trailer and £2,273 + VAT for play park sand and bark top-up from the 2019 - 20 capital reserve in April 2019.
6. The Council AGREED to release PIC funding of up to £1,259 from the Snoxhall Fields Access Road reserve to replace the vandalized fence along the access road.

11. BRUCE MCKENZIE FIELD

The Chairman and Clerk met with Mr Hugh Stafford Smith and Sue Knight of 1170 to discuss their request to use the field adjacent to the Bruce McKenzie football pitches for the purposes of staging a Cranleigh Folk Festival from 13 - 15 September 2019.

The Chairman explained that the Bruce McKenzie Field is currently the subject of planning enforcement action by Waverley Borough Council, and the Parish Council is unable to give a timescale when this issue may be resolved. Mr Stafford Smith said 1170 did not have the time to await the outcome of the enforcement action and would opt for their plan B site. Mr Stafford Smith followed up the meeting with an email to say that the news was a considerable disappointment and it is such a shame that 1170 are unable to have their first choice site for what will be a spectacular event. He said they will now regroup and move on but rest assured that the Folk Festival will take place this September.

12. SNOXHALL FIELDS

The Council AGREED to enter into a Service Level Agreement with the Snoxhall Fields charity for the management and good governance of the charity as its Sole Managing Trustee. The agreement will see any profits from the charitable side of Snoxhall Fields in the Council's accounts transferred to the charity. The Council will make no charge for its management of the charity. The Council AGREED to insert a two year break clause in to the agreement to give either party the option of terminating the agreement.

The Council gave DELEGATED AUTHORITY to the Chairman and Vice Chairman to sign the agreement on behalf of the Council.

13. ASSET OF COMMUNITY VALUE NOMINATIONS

The nominations for Rowleys, Cranleigh Village Hospital, Fountain, Cranleigh Arts Centre and the Cranley Hotel should have been determined by Waverley Borough Council by 23 January 2019. The Clerk was asked to contact the Chief Executive at Waverley Borough Council again.

14. CENTENARY GARDEN

The Council AGREED to purchase a black finger post sign with black ball finial and two white deep pointed end arms with black text for installation on Council land in Village Way:

Centenary Garden	Toilets
Snoxhall Fields	Village Hall

The fingerpost and one arm will be funded from the Centenary Garden reserve and the other arm from the Council's revenue budget.

16. CRANLEIGH IN BLOOM S106 APPLICATION FOR 7 NEW SEATS IN CRANLEIGH HIGH STREET

The Council AGREED for Cllrs R Burbridge, S Jeacock and E Townsend and the Clerk to meet with Cranleigh in Bloom to determine the exact location for each bench to be located next or near to a bin, and DELEGATED AUTHORITY to the Clerk to submit the application after this meeting.

17. OBELISK

The Obelisk is a Listed Building. Over the years, the stone paving has been replaced by tarmac and there are now mismatched bollards around the monument. The Council AGREED for the Clerk to start a longer term project to seek permission and source grant funding to restore the curtilage of the Obelisk to stone paving with appropriate bollards.

18. EMERGENCY PLAN

The Council AGREED to adopt the updated Emergency Plan. First point of contact are the Chairman and Vice Chairman who will alert the Clerk.

19. POLICIES

- The Council AGREED and ADOPTED the AED Policy.
- The Council AGREED and ADOPTED the Memorial Bench Policy.
- The Council DEFERRED the Weed Control Policy for the Grounds Manager to attend a meeting of the Council to discuss it further and how the weed control contract is managed.

20. CRANLEIGH VILLAGE HOSPITAL TRUST

The Clerk gave a presentation on the planning history of the Bruce McKenzie Field. She explained that she has been investigating the highway safety improvement conditions since November last year. Planning applications were submitted in tandem for the Bruce McKenzie Field sports pitch and the CVHT Hospital in 2003. The permission lapsed and further tandem planning applications were submitted in 2010. These planning applications had interlinked highway safety improvements including 30mph speed limit and signs, two priority give ways, narrowing of the lane and a pedestrian crossing point.

The Parish Council implemented the pedestrian crossing point from Snoxhall Fields to the Bruce McKenzie Field, but the applicant CVHT did not implement the agreed highway safety improvements as they did not implement the planning permission for the hospital. This permission subsequently lapsed, and the Council was advised that the highways safety improvements conditions became unenforceable.

As a result of the Parish Council's investigations into the highway safety improvements, Waverley Borough Council established that none of the 12 planning conditions associated with the planning application submitted by CVHT for the sports pitches at Bruce McKenzie Field have ever been discharged. The Council's solicitor has advised that the Parish Council has now become liable for these conditions as it is now the land owner of the Bruce McKenzie Field.

Waverley Borough Council has opened a planning enforcement case against the Parish Council and further details are awaited. In the interim, the Clerk sought the Council's insurers advice about the pedestrian crossing point that the Parish Council has implemented without the associated highway safety improvements. The insurers have advised that the Parish Council should risk assess the crossing point to decide whether to keep it open.

The Council AGREED that the pedestrian crossing should be kept open to minimise the risk of members of the public walking along Knowle Lane to access the Bruce McKenzie Field and countryside beyond. The Council AGREED the Risk Assessment prepared by the Clerk.

The Chairman confirmed that she is seeking the advice of SCC Highways on the pedestrian crossing point.

The next item was considered in private and confidential session: reason – commercial in confidence.

The Council NOTED the letter from CVHT's solicitor and awaits their more detailed response.

21. LONG TERM HIRE OF SNOXHALL PAVILION

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

The Council considered a Business Plan submitted for the long term hire of the Pavilion and AGREED for the Clerk to negotiate the terms of an annual occupational licence agreement with fee paid monthly in advance.

22. STAFF STRUCTURE

The next item was considered in private and confidential session: reason – staff in confidence.

The Council AGREED to re-structure the administration staff to Parish Clerk and two Admin Clerks. The two Admin Clerks will be placed on the SCP scale 7 – 10, subject to experience.

The Council AGREED to advertise the Admin Clerk for Finance and Property vacancy. A meeting of the Personnel Committee will be held on Monday 18 March 2019 at 6.00pm to select the candidates for interview and Cllrs B Freeston, A Richardson and E Townsend will form the interview panel.

15. CEMETERY

This item was considered in private and confidential session: reason – commercial in confidence. Following new information, the Council re-considered a decision made by the Council’s Property and Asset Committee.

23. DATE OF NEXT MEETING

Thursday 21 March 2019. The meeting closed at 10.32pm.

Signature.....

Date.....