



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 18 JULY 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 S Jeacock\*  
Cllr D Nicholas  
Cllr H Nicholson\*  
Cllr N Sanctuary  
Cllr M Scully\*  
Cllr R Tyler\*  
Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies from Cllrs R Burbridge, D Nicholas and N Sanctuary were AGREED.

2. PUBLIC SESSION

There were no members of the public present.

3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr R Cole declared that he is a Waverley Borough Councillor.
- Cllr S Jeacock declared an interest as a former neighbour of CVHT.
- Cllr H Nicholson declared an interest in item 26 as she is related to one of the contractors.
- Cllr A Richardson declared an interest in item 26 as she is a friend of one of the contractors.
- Cllr E Townsend declared an interest in item 16 as she is related to one of the Conservation Volunteers.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 20 June 2019, the extraordinary Council meetings on 24 June 2019 and 09 July 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 Council offered its condolences to the Chairman of Ewhurst Parish Council whose husband passed away last weekend.

- South East in Bloom judges were here this week, and Britain in Bloom judges will be here on 30 July 2019.
- Congratulations to the Summerlands Residents Association on the Green Flag status for the Summerlands open space.
- Thank you to all the Councillors who helped with the Parish Council stand at the carnival, and to Cllr J Betts for transporting the equipment.
- There was a disappointing turn out by Councillors for the Standards training provided in our offices by the Monitoring Officer and his deputy.
- The planning application for the new primary school will go to Committee in September. The Surrey Playing Fields Association has objected to the loss of playing fields. In mitigation, Glebelands School has updated the application to include the 3G pitch.
- The Chairman is meeting with the Clerk next week to discuss s106 funding for Cranleigh. The Clerk will circulate the link to the new WBC s106 database.
- The Chairman worked really hard to ensure the Fountain Square memorial works were neat and tidy for the South East in Bloom judging.
- Surrey County Council are not replacing street trees. The Clerk was asked to contact our County Councillor to see if he has any budget for tree replacement.
- The Chairman in her Borough Council role and Cllr P Ellis have been invited to attend a High Street Working Party meeting, terms of reference for the meeting unknown.
- Surrey County Council Cabinet Member for Highways hopes to attend our September Council meeting if he does not have business he has to attend to at a Surrey meeting also scheduled for that evening.
- The Chairman has been working with the planning consultant to amend the Neighbourhood Plan following the Regulation 14 comments. The Council will hold an extraordinary meeting on 05 September 2019 to approve the Neighbourhood Plan for submission to WBC.
- The application for the Knowle Park parkland is with WBC awaiting validation.
- WBC has asked to meet with the Leisure Working Party soon.
- The Chairman met with the WBC street naming officer today.
- SCC have agreed to replace the bollards in the access road down the side of the hospital.
- The delivery of house completions in Cranleigh is slowing down.

## 6. CLERK'S REPORT

The Council NOTED the Clerk's report:

- Cllrs J Betts, A Richardson, the Property Clerk and the Clerk met with the architect, roofing company and scaffolding company to discuss the forthcoming structural work at Cranleigh Village Hall. The works will commence on 02 September 2019 and last for approximately six weeks. Permission for the scaffolding on land leased to Co-op has been sought with their head office and the local manager has been verbally updated. All regular hirers have been notified of the work and offered to be shown around the proposed work by the Clerk. Posters have also been displayed in the Village Hall and on the Council's website.
- Snoxhall Pavilion has passed the Ofsted inspection for the new nursery, and the licence agreement has been signed.
- The Clerk attended a meeting at Waverley Borough Council to learn about s106 Environmental Improvements contributions available.
- The Clerk met with a representative of the Lions and created a defibrillator map for Cranleigh.
- The Chairman and Clerk met with WBC Officers to go through their comments on the Regulation 14 Cranleigh Neighbourhood Plan.
- The Chairman and Clerk met with a representative of the Cranleigh Medical Practice to discuss social prescribing and gave some signposting to services available.
- The Monitoring Officer provided training to Councillors and staff on the Code of Conduct.

- The Council's insurers have sent their own contractor to provide a quotation for the replacement of the broken window at the Youth Centre and have today agreed for the Council to proceed with the repair by its contractor.
- The Clerk, Grounds Manager and Property Clerk met with members of the Oaklands Residents Association to discuss work to overhanging trees at the Beryl Harvey Field. The Clerk will provide an update for the Conservation volunteers. The Clerk also investigated the ownership of two trees on the boundary of Oaklands and the Beryl Harvey Field, and has contacted the Residents Association with a copy of the title deed to advise that the trees are not within the Council boundary.
- The Clerk attended the WBC Economic Development meeting in Farnham this week. WBC are launching a business website for Waverley with a promotional video for Cranleigh. WBC will be doing a parking survey, the four Councils asked to be included in the consultation. Cranleigh has a protection from conversion of retail to residential in the High Street under general permitted development rights as it is a conservation area. Work continues on a potential Business Improvement District for Cranleigh.
- The Chairman and Clerk met with a WBC Officer to learn about road naming.
- The Clerk has arranged for Cllrs H Nicholson and N Sanctuary to meet with Surrey Clubs for Young People on Friday.
- The line marking at Snoxhall Fields will be done by satellite guiding machine for the first time this year.
- The Knowle Lane ditch cleared last year will be flailed to keep the re-growth under control.
- The Sexton has got the cemetery under control again following his absence earlier this year with the assistance of the work experience young person.
- The Leisure Centre Manager would like to meet with the Parish Council to discuss the tennis courts.
- The new signpost has arrived.
- The Clerk was contacted by Rutland (DAL) Limited who wished to meet with the Council to provide an opportunity to visit Dunsfold Park and find out about the proposed new access road. The Clerk explained that the Parish Council has a policy to only meet with developers in a meeting held in public. Rutland will keep the Parish Council updated as their proposals evolve over the coming months.
- WBC advise that the Local Government Boundary Commission is looking to review the Waverley electoral boundaries in 2020/21 onwards.
- There will be an extraordinary meeting of the Parish Council on Thursday 05 September 2019 at 7.00pm with the North West Surrey Clinical Commissioning Group.
- The Council wrote to Thames Water to raise their concern that Councillors are aware that asbestos pipes are cut on site, and the pipe collars that Thames Water confirms are cut on site are made of asbestos. Regarding the comments about testing of water samples, the Thames Water response had indicated that Thames Water is not testing for asbestos in water samples. The Parish Council sought clarification. Thames Water replied,

*'Thank you for your email on behalf of Cranleigh Parish Council, in relation to their concerns about asbestos cement water pipes at the above location. I have spoken with our Asset Management team and welcome the opportunity to update you.'*

*I would like to reassure you that repair teams working on our network, do so under very strict procedures. The regulations are designed to protect our workers and the environment, during the repair and removal of pipework containing asbestos on site. It may be helpful to note, only specifically trained teams with appropriate certification are permitted to work on these pipes. If any failed asbestos cement pipework is identified, work is stopped immediately, and a supervisor is notified until a qualified team is available.*

*The cutting of asbestos cement pipework is minimised by our policy of replacing entire pipe lengths, following a leak or burst. When connecting a new length of pipe, as part of a water main repair, the cutting of pipe collars and other connection pieces is sometimes unavoidable. However, this is actioned only when absolutely necessary, strictly using hand tools and with the pipe kept damp, to minimise the risk of fibre loss to the atmosphere during this process.*

*I note your comments with regards to testing for asbestos in water samples. It is important to underline, there is no regulatory obligation to test for asbestos fibres in drinking water, as there is not a threshold limit for this in the United Kingdom.*

*However, during our collaborative effort with the Cranleigh Society in relation to asbestos concerns, we previously have undertaken a one-off set of water samples, targeting areas of our network in Cranleigh known to be supplied by asbestos cement pipework. These results were shared and discussed extensively with them, as well as the Local Authority, Public Health England, the Drinking Water Inspectorate and the local Member of Parliament.*

*Three of thirteen samples were found to contain asbestos fibres, with a maximum concentration of 2 fibres per millilitre. For reference, it may be helpful to mention, while the UK holds no drinking water standard for asbestos, the regulation in the United States of America is a maximum contaminant level of seven million fibres per litre. Equivalent to 7000 fibres per millilitre.*

- *For further context, typical figures for asbestos fibres in the air and in drinks are:*
- *10 fibres per cubic meter of air*
- *6-7 million fibres per litre in beer (equivalent to 6000-7000 fibres per millilitre)*
- *2-12 million fibres per litre in soft drinks (equivalent to 2000-12000 fibres per millilitre)'*

The Council would like to discuss this response further at the September Council meeting.

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

The Council NOTED the following report from Cllr R Cole:

- No details are known on the Planning Committee date to hear the CVHT planning application.

#### 8. MINUTES OF COMMITTEES

- The Minutes of the Neighbourhood Plan Committee meeting held on 11 October 2018 were RECEIVED.
- The Minutes of the Planning Committee meetings held on 10 June and 01 July 2019 were RECEIVED.

#### 9. COUNCIL STRUCTURE

- The Council AGREED to remove Cllr H Nicholson from the Planning Committee.
- The Council AGREED to request the inclusion of the Clerk in the High Street Working Party.

#### 10. OUTSIDE BODIES

- Cllr R Burbridge attended a meeting of Cranleigh in Bloom on 08 July 2019. Most of the time at this meeting was spent finalising details about the judging that took place on 16 July. A litter pick was organised for Monday 15 July before judging. The new information board by the pond is in place. Cllr R Burbridge said she came away from the meeting feeling very grateful to all involved in this group for their hard work that makes Cranleigh High Street such a beautiful place for so much of the year.

- Cllr R Burbridge attended a meeting with representatives from the Wey & Arun Canal Trust on 08 July 2019. She said the work being done in this area is exciting. Some of the work is outside the Cranleigh Parish but is still of interest to Cranleigh residents. She has copies of the maps of the work being done and proposed work if any Councillors would like to see them.
- Cllr N Sanctuary met with a representative from Arriva Buses to explore ideas and opportunities for use of bus transport in and around Cranleigh and will report back to the Youth Council.
- The Chairman, Clerk and Cllrs D Nicholas and G Worthington met with the Recreation Users Group on 15 July 2019, and gave the following report:
  - The Clerk explained that the Parish Council has done the first registration of the Snoxhall Fields charity.
  - It was AGREED that Richard Coleman would be asked to remove the redundant fridges from the cellar by the end of September. The pipework for the bar has been removed by the Council.
  - The Football Club had investigated portable dugouts, but they have nowhere to store them and would not be able to get them over the ditch to the pitch. Steve Dawe will investigate Perspex dugouts by the end of September, and there was a discussion about locating them opposite the football stand as is practice elsewhere.
  - It was AGREED that the Clerk and Steve Dawe would investigate new signage for the football stand.
  - It was AGREED that Roger Barriball would investigate the FA grant of £10,000 and obtain three quotes for fencing around the adult pitch by the end of October.
  - The Deed of Variation for s106 funding for a 3G pitch is not yet complete.
  - The Clerk explained that the Council is aware through its CCTV that possibly not all usage of Snoxhall Fields is being reported to the Council. Roger said that the clubs use Snoxhall for training. The Clerk explained that all usage must be pre-booked because the Grounds Manager needs to be able to maintain the pitches to their consistent high standard. The pitches must be used in rotation, and pitches must not be used that have just had treatment applied. It was AGREED that Richard Coleman would notify the Council for youth bookings and Steve Dawe will notify the Council for adult bookings.
  - It was AGREED that the Football Club would provide their fixture list for the year for a block booking to ensure VAT is not chargeable. The Council and charity will charge a fixed fee for usage of Snoxhall Fields including training invoiced monthly August – May.
  - It was AGREED that the Clerk will provide a quotation to Martin Dyer for approval by the Council on 18 July 2019.
  - It was AGREED that the use of the pavilion and floodlights would be invoiced separately.
  - It was AGREED that the Clerk would investigate the provision of a disabled toilet and ladies toilets in the redundant shower room in the changing room block, or an alternative to make use of the existing facilities without the need to enter the clubroom.
  - The football clubs said that the cost to install drainage at the Bruce MacKenzie Field for a second football pitch is too expensive for the clubs.

## 11. FINANCIAL MATTERS

1. The expenditure list to 18 July 2019 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs A Richardson and E Townsend signed the cheques.
2. The bank reconciliation to 30 June 2019 was AGREED and signed by Cllr S Jeacock.
3. The cashbook reconciliation to 30 June 2019 was AGREED and signed by the Chairman.
4. The Council AGREED to add the Admin Clerk for Finance and Property to the bank mandate.

5. The Council AGREED to appoint Mulberry and Co to handle the first registration of the Snoxhall Fields charity for VAT at a cost of £180 + VAT. The Clerk was asked to check the reclamation of VAT by the charity.
  6. The Council delegated authority to Cllrs E Townsend and G Worthington and the Clerk to approve the accounts for payment for August 2019.
12. SCC WASTE TASK GROUP  
No details of the Waste Task Group meeting have been received.
  13. KNOWLE LANE S278 WORKS  
Despite the Parish Council's request for details of the safety audit and modification works to the crossing point on Knowle Lane, SCC has acknowledged the request but not provided any information. The Parish Council is very unhappy that SCC has created a very unsafe situation at the Knowle Lane crossing point, the start of the football season is fast approaching. The Council AGREED to make a formal complaint to the Cabinet Member for Highways.
  14. CENTENARY GARDEN  
The Council AGREED to request a detailed project plan for the Listening Project.
  15. CRANLEIGH VILLAGE HALL  
The Council AGREED to appoint a Principle Designer for the building works under the CDM Regulations at a cost of £1,000 + VAT
  16. BERYL HARVEY CONSERVATION FIELD  
Cllr E Townsend left the room having previously declared an interest. The Vice Chairman took the chair. The Council AGREED to provide and install a shed for the use of the Conservation Volunteers at a cost of £383 + VAT. The Council will not provide insurance for the contents which will be small hand tools. The Chairman returned to the meeting.
  17. SNOXHALL PAVILION  
The Council AGREED to replace the exterior lighting of Snoxhall Pavilion at a cost of £1,645 + VAT from the property maintenance budget.
  18. THE COMMON PUBLIC CONVENIENCES  
The Grounds Manager inspected the toilets following a report of a blockage by the cleaner. The toilet was not blocked but was slow to drain. The Clerk decided to send a drainage contractor as it was so close to the Cranleigh Carnival. They found severe root ingress into the pipework which would block with only a couple of flushes. The Clerk made the decision to have the work done the day before the Carnival to ensure that the facilities were available for the many visitors to Cranleigh. If it had been left, the manhole would have blown and sewage would have pumped over the footpath by the toilets and pavilion. The Council AGREED to retrospectively approve the emergency drainage works at a cost of £720 + VAT
  19. SNOXHALL FIELDS MOBILE COFFEE SHOP  
The Council AGREED for a trial for a mobile coffee shop on Snoxhall Fields until October half term. Deposit £250, fee £45 per week. Licence agreement to include the requirements to remove all waste at the end of the day and litter pick the area.
  20. SNOXHALL FIELDS FOOTBALL CLUB AGREEMENT  
The Council AGREED the following fees for the 2019/20 football season with a review in one year:
    - Snoxhall Fields usage fee of £6,000 per season to include training, but exclude pavilion, bar and lights. Split one third adults £2,000, two thirds youth £4,000.

- Invoice monthly in advance (August – May inclusive), first invoice due end of July for August usage.
- Pavilion hire fee £85 per match + VAT
- Floodlights fee £30 per match + VAT. Usage to be advised retrospectively each week and invoiced monthly.

The Council AGREED to install a timer switch to the floodlights to automatically shut them off at night.

21. CIVIC FUNCTIONS

It was AGREED to ask the VE75 Working Day to also investigate Armed Forces Day and bring a report back to Council.

22. WBC AFFORDABLE HOUSING SPD

The Council reviewed the consultation document and are happy with the separate trigger points in the legal agreement for the delivery of market and affordable housing. The Council welcomes the SPD but had concerns about the ability to monitor the loss of affordable housing purchased as a result of right to buy and staircasing to 100%.

23. WEBSITE ACCESSIBILITY STATEMENT

The Council NOTED the following comments of its website supplier and will await an update:

*'Accessibility is quite a complex issue and we feel has a number of grey areas which we are currently working with NALC long to gain clarity of the governments thinking on some issues. For example making a pdf document fully accessible could involve 12 actions and we are to establish how many of these actions will be required.'*

*As soon as we have clearer answers we will put up a further Blog on our website.'*

24. USE OF COUNCIL SEAL

NALC advise in their April 2019 legal update that the Council should not use the seal to authorize documents not directly related to the Council.

Reluctantly the Council AGREED to withdraw the certifying identity service.

25. PLANNING APPLICATION SCC Ref: 2018/0138 WBC Ref: WA/2018/2044

Land at Glebelands School, Parsonage Road, Cranleigh

The Council AGREED to include an agenda item for the extraordinary meeting of the Council on 05 September 2019 to approve the Council's speech for Cllr R Tyler to deliver at the Planning Committee meeting.

26. TREE SURGERY

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

Cllrs H Nicholson and A Richardson left the room.

The Council considered three quotations for tree surgery required following the 2019 Tree Hazard Assessment. The Council AGREED to appoint S and H Tree Co.

The Clerk was asked to find out if the Conservation Volunteers would like any logs left on site.

Cllrs H Nicholson and A Richardson returned.

27. CRANLEIGH VILLAGE HOSPITAL TRUST

The Council has received no reply to their letter to CVHT about the restrictive covenant. The planning application will be going to Committee in the coming months. The Council is concerned that the restrictive covenant may impact on the deliverability of the planning application, and in the public interest, AGREED that the Council's solicitor should write to CVHT again to request a response to be considered by the Council at its next meeting in September.

The Council AGREED that Cllr R Tyler, with Cllr G Worthington as reserve, would deliver the Council's pre-agreed speech at the Planning Committee considering the CVHT planning application.

28. STAFF MATTERS

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

- The Clerk gave an update on staffing matters.
- The Council AGREED for the use of contractors for grounds maintenance during periods of staff sickness absence.
- The Council NOTED that Staff Appraisals were complete and AGREED to a one SCP increment for the Clerk and Admin Clerk for Planning, and a salary increase for the Grounds Manager.
- The Council AGREED for the Admin Clerk for Planning to join SLCC, and for the Admin Clerk to Finance and Property to join the SLCC at the end of her probation.

29. DATE OF NEXT MEETING

- Extraordinary Parish Council Meeting Thursday 05 September 2019 at 6.00pm to discuss Glebelands School planning application speech and Neighbourhood Plan.
- Extraordinary Parish Council Meeting Thursday 05 September 2019 at 7.00pm with guest speaker North West Surrey CCG.
- Parish Council Meeting Thursday 19 September 2019.

The meeting closed at 9.25pm

Signature.....

Date.....