



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 19 SEPTEMBER 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: Cllr A Povey (SCC), Parish Clerk B Bell FSLCC, one member of the public for item 13.

1. APOLOGIES FOR ABSENCE

The work commitment apology from Cllr G Worthington was AGREED.

2. GUEST SPEAKER: Cllr Matt Furniss, Surrey County Council Cabinet Member for Highways

Cllr M Furniss sent his apologies.

3. PUBLIC SESSION

There were no members of the public present.

4. 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 D Nicholas declared an interest as a member of Cranleigh Football Club.
- Cllr N Sanctuary declared an interest as a governor at Glebelands School.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 19 July 2019 and the two extraordinary Council meetings on 05 September 2019, having previously been circulated, were AGREED and signed by the Chairman as a true record.

6. CHAIRMANS REPORT

The Council NOTED the Chairman's report:

- The Chairman thanked the Clerk for her work in locating s106 funding for Cranleigh.

- The Chairman congratulated Cranleigh in Bloom on their gold award, and Surrey County of the Year and Town of the Year awards.
- The High Street Working Party met on 24 July 2019.
- The work at Fountain Square is complete. Waverley Borough Council are investigating the feasibility of providing drinking water from the Fountain, but the bowl and tap do not pass current drinking water regulations. Although a watering system for Cranleigh in Bloom is being installed.
- WBC held an event to celebrate 100 years of Council housing on 15 August 2019.
- The Parish Council staff were thanked for their preparing the extraordinary Parish Council meetings on 05 September 2019.
- The Flood Forum met on 06 September 2019, the Chairman is working on a flood map.
- The Chamber of Commerce are not holding a Christmas lights switch on event this year due to lack of funding. It was AGREED that the Clerk should contact the Chamber of Commerce to see if the Parish Council can do something to help with the switch on event. The Chairman added that the Council could look at a future consultation on Christmas lights funding from the precept.
- The Chamber of Commerce have met with Surrey Police to discuss CCTV for the High Street, the Clerk was asked to contact the Chamber of Commerce to discuss this further.
- The Chairman had met with the SCC Cabinet member for Highways to discuss issues in Common Road of water laying in the road, blocked drains and potholes in Cranleigh.

7. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The Parish Council has a full page in the summer 2019 issue of Local Council Review for a case study for the Friday Night Project.
- The Clerk has a full page in the September 2019 issue of the Clerk for the Cranleigh Youth Council.
- Cranleigh Parish Council won gold for its hanging baskets and silver for the Village Hall.
- NALC would like the Parish Council to answer a short Health and Wellbeing Questionnaire, which was discussed during the meeting.
- Cranleigh Arts Centre are taking part in the Great Get Together Sunday 23 June 10.00am 0 2.00pm next year, the Parish Council AGREED to take part.
- There are no notes available from the SCC Waste Task Group.
- The Cranleigh Library, Post Office and Leisure Centre have been approved as Assets of Community Value. No further update on the nominations for Rowleys, the Cranley Hotel, Cranleigh Arts Centre, Fountain and Cranleigh Village Hospital. The Clerk requested an update on 15 August 2019, and sent it again on 11 September 2019.
- As Boxing Day falls on a Thursday, the Cranleigh Market will operate that week on Christmas Eve – Tuesday 24 December.
- Surrey County Council removed a pedestrian guard rail on the North Downs footpath to Snoxhall Fields to allow for disabled access. The Parish Council has directed complaints from members of the public to Surrey County Council.
- Lloyds Bank will be closing its Cranleigh branch on 28 November 2019.
- The Clerk reported a large crane and earth lorries failing to use the agreed construction traffic route to the Horsham Road development site, WBC reminded the contractors of the agreed routing of vehicles from the south.
- The Clerk has contacted nine companies offering Council venues for children's birthday parties.
- Tile hanging to the rear elevation of Cranleigh Village Hall has started, and a number of issues identified with the roof will be corrected through the contingency sum.
- The tree surgery arising from the annual tree hazard assessment is complete.

- A section of fencing has been removed at the tennis courts which has been damaged from people climbing over from the skate park.
- The disabled toilet door lock had to be cut off and replaced by a locksmith at the Common public conveniences.
- Little Hearts Nursery has opened in the pavilion, there is a new tai chi class in the youth centre and rock choir in the village hall.
- Only a small portion of the gutter at the Village Hall has been repaired as the contractor found that the gutter is cracking and breaking on dismantling. He has provided a quotation to replace all of the low level gutter at a cost of £6,300 + VAT. This will need to be considered for a future maintenance budget.
- The Council's photocopier is nearing the end of its useful life, quotations are being sort for its replacement.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the following report from Cllr E Townsend:

- WBC declared a Climate Emergency with plans to be carbon neutral by 2030.

The Council NOTED the following report from Cllr A Povey:

- SCC has declared a Climate Emergency and is producing an Environmental Charter.
- The Task Group has produced its recommendations on Community Recycling Centres (CRC) and has recommended keeping the Cranleigh CRC open. The report is available online and was discussed by the Environmental Select Committee today who endorsed its recommendations, and it will now go to Cabinet in October.
- The Glebelands School planning application Committee date is not yet finalised as discussions are ongoing with the Environment Agency and Sport England. The Council asked its County Councillor to ensure its views on the primary school remaining in its current location are made known to the Committee.
- The High Street Working Party has £260,000 s106 funding available for High Street improvements. The Parish Council confirmed it would like to be involved in the discussions on the use of this funding.
- The County Councillor has a small budget that may be used for the Christmas Lights switch on event.

9. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meetings held on 22 July 2019 and 08 August 2019 were RECEIVED.

10. OUTSIDE BODIES

The Council NOTED the following reports:

- Cllr S Jeacock made two reports to Waverley planning enforcement during August 2019 with successful outcomes: removal of an advertising sign on Elmbridge Road and encroachment of the public footpath between Alfold Road and Knowle Lane.
- Cllr S Jeacock gave an update from Surrey Wildlife Trust about the Cranleigh Waters restoration project which has identified four potential sites for restoration, 12 Cranleigh volunteers have been trained in River fly sampling, year 2 students at Parkmead School attended a pollution awareness workshop and there will be another workshop for the Cranleigh community early next year to decide next steps.
- Cllr R Burbridge attended the Cranleigh in Bloom meeting on 09 September which was to prepare for the awards afternoon on 19 September 2019. She asked for special thanks to be recorded to the Committee who have worked so hard over the past year and it was good to see how many certificates were handed out to individuals, schools, businesses and churches to recognise their hard work and achievements.

She requested an agenda item next month to consider entering the Council's cemetery and recreation ground in South East in Bloom. The Council AGREED to write to Cranleigh in Bloom to congratulate them on their awards.

- Cllr N Sanctuary said the Arts Centre are applying for s106 funding for further building work. They are currently re-launching their offers and would like to work more closely with the Parish Council over bookings.
- Cllr N Sanctuary said he is investigating working with the Lions, Royal British Legion and the Arts Centre for VE Day 2020.
- Cllr E Townsend said the Youth Council has three new members and they are discussing climate emergency and the music club.

11. FINANCIAL MATTERS

1. The expenditure list to 15 August 2019 and 19 September 2019 were circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs R Cole and N Sanctuary signed the cheques.
2. The bank reconciliation to 31 July 2019 and 31 August 2019 were AGREED and signed by Cllr M Scully.
3. The cashbook reconciliation to 31 July 2019 and 31 August 2019 were AGREED and signed by the Chairman.
4. The Council AGREED to invest £100,000 on 3 months at a rate of 0.7%.
5. The Council AGREED to halt the separation of the charity and Council following advice from Mulberry and Co and to challenge the qualified audit opinion.
6. The Council AGREED to adopt the revised Financial Regulations based on the latest NALC model.

12. North West Surrey Clinical Commission Group (CCG) - Better Care Together Programme

The Council AGREED to respond to the consultation and request an Urgent Treatment Centre to be based at Cranleigh Village Hospital.

13. CENTENARY GARDEN

Mr Brian Freeston attended the meeting to answer questions about his proposal for the Listening Project at the Centenary Garden. He said he is looking for private donations and s106 funding. He has budgeted to support the website for 10 years, which he thinks would be best hosted by the Arts Centre, but he would retain the copyright to the material.

Concerns were raised that this project is seen as a Parish Council project, and the close links with Mr Freeston as a former Parish Councillor. Mr Freeston said he is only asking for the use of the Parish Council's land. The Clerk advised that the Project Plan did not have sufficient detail about the funding audit trail, responsibilities for equipment ownership, future maintenance and website upkeep. Concerns were raised about the impact on neighbouring properties, Councillors wished to consult with neighbouring residents about the project. As a first step, it was AGREED that Mr Freeston would provide a sample for Councillors to listen on site. The Clerk was asked to investigate the legal implications of the project on Parish Council land.

14. MEETING WITH LEADER AND DEPUTY LEADER OF WAVERLEY BOROUGH COUNCIL

The Council considered a request from Waverley Borough Council to meet in private and confidential session. A vote was taken: 6 in favour of private and confidential, and 3 against. The Council will meet with the Leader and Deputy of Leader of Waverley Borough Council in private and confidential session.

15. JOHN DEERE MOWER

The Council AGREED to purchase an additional deck for the John Deere mower for sports turf work at a cost of £1,001.47 from the capital reserve.

16. ENGLISH REGIONAL TRANSPORT ASSOCIATION (ERTA)
ERTA wish to re-open the Downs Link as a railway. The Council declined ERTA's request to speak at a Parish Council meeting. Several high level viability studies by SCC have not found the rail link viable. The Parish Council recognises the importance of the Downs Link for walking, cycling and a bridleway.
17. ASBESTOS PIPES IN CRANLEIGH
The Council AGREED to write to Thames Water again, as further leaks are occurring in Cromwell Place, Avenue Road and Woodlands Avenue.
The Council will ask if it can have copies of correspondence to Rt Hon Anne Milton MP for Flood Forum issues.
18. REVIEW OF PARLIAMENTARY POLLING PLACES AND POLLING DISTRICTS
The Council AGREED to request an additional polling station in Cranleigh West due to the increasing housing numbers and suggested approaching the Baptist Church. The Council also asked if WBC could provide better signage as the Cranleigh East and Cranleigh West polling stations are very close together and it is causing confusion for voters.
19. YOUTH PROVISION
Cllrs H Nicholson and N Sanctuary met with Surrey Clubs for Young People to discuss the possibility of outreach work leading to the establishment of a Youth Club in Cranleigh. Concerns were raised that the proposal relied on one paid youth worker and volunteers, making it unsustainable in the longer term and not actually what is needed now that the Friday Night Project is running. The Council also has no budget to meet the annual cost for the paid youth worker. It was AGREED that this would not be actioned, but Cllrs H Nicholson and N Sanctuary would meet with our PCSO's to learn more about any local issues.
20. S106 Funding
The Clerk provided the following report:
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|--------------------------------------|-----------------------------------|
| Funds received: | |
| Snoxhall pitch and pavilion | £33,075 |
| Youth sports pitch Snoxhall Fields | £51,634 |
| MUGA | £47,418 |
| Agreement for funding signed: | |
| Centenary Garden entrance stone | £2,139 |
| Snoxhall Fields car park | £14,037 |
| Downs Link re-surfacing | £28,439 |
| Funds Requested: | |
| Obelisk investigation | £1,954 |
| Community Facilities PC at Snoxhall | £30,000 |
| Circular path Snoxhall Fields | £14,487 |
| Re-surface Downs Link to North Downs | £29,630 |
| WBC checking: | |
| Sports pitches | £10,771 if still available |
| Env Imp | £17,011 if still available |
| Env Imp | £37,440 if still available |
| Funds allocated elsewhere: | |
| Playing pitches | £51,806 to Cranleigh Cricket Club |
| Playground | £26,509 to Lashmere play area |

Playground
Community facilities

£20,000 to Cranleigh skate park
£17,011 WBC has been spent

The Council thanked the Chairman and the Clerk for pursuing the s106 funding and asked for the Council's receipt of funds to be advertised.

The Council considered a request from the Summerlands Residents Association to support an application for PIC funding for five benches. The Council DEFERRED the request to the next meeting to find out how much PIC funding remains, and whether it is available for Cranleigh East or Cranleigh West.

21. ALLOTMENTS

- The Council considered further advice from Waverley Borough Council about the requirement for planning permission for allotment sheds and NOTED that planning permission is not required provided that allotments sheds are not placed on a permanent base and are no larger than 6' x 4'. The Council AGREED to adopt the revised Allotment Shed Policy.
- The Council has had a request for the keeping of bees on the allotments. The Clerk provided advice from the National Society of Allotment and Leisure Gardeners and advised that the location of beehives needs careful thought for flight plans, risk of swarming, and the beekeepers need to be trained, insured and members of the Bee Keepers Association. The Council AGREED that the Conservation Area is a far better location for the bees, and less traffic to disturb them. The Council AGREED to consult with the Conservation Volunteers for a suitable location for beehives.

22. COUNCIL SERVER REPLACEMENT

Cllr D Nicholas left the meeting.

The Council server will not be supported after January 2020 as it is running Windows 2007. The Council AGREED not to replace the server but to move to Sharepoint.

23. BERYL HARVEY FIELD BOUNDARY DISPUTE

The Council AGREED that this item should be considered in private and confidential session – reason: commercial in confidence.

Knowle Lane Management had approached the Council with a request for funding towards surgery to two ash trees on the boundary of Oaklands and the Beryl Harvey Field. The Clerk sought the advice of a surveyor and spoke with the Arboricultural Officer at Waverley Borough Council.

The Council's surveyor advised that if Knowle Lane Management have adopted the responsibility for the fencing and hedging to everyone's certain knowledge and none of the fences have been erected by the parish or their predecessors, then the responsibility is likely to be with Oaklands not least by the past actions of those owners or their predecessors. The Clerk provided documentation to confirm that Oaklands had erected the fencing and had agreed to maintain the fencing and hedging in a letter of 07 November 1991.

The Council DECLINED to accept responsibility for the boundary trees or contribute towards their maintenance.

24. CRANLEIGH FOOTBALL CLUB

The Council AGREED that this item should be considered in private and confidential session – reason: commercial in confidence.

- The Council AGREED to reduce the pavilion costs to assist the Football Clubs.
- The Council AGREED to replace the Football stand sign at a cost of £198 + VAT with a new sign saying Cranleigh Football Club.

25. WAR MEMORIAL CLEANING

The Council has not yet received the quotation.

26. SNOXHALL PAVILION

The Council AGREED that this item should be considered in private and confidential session – reason: commercial in confidence.

Cllr J Betts left the room having declared an interest as the contractor does work for him.

The Council AGREED to accept the quotation for the roofing felt repair.

Cllr J Betts returned.

The Clerk provided a report on the replacement of the central heating boilers at Snoxhall Pavilion and the Youth Centre. The Snoxhall Pavilion boiler cannot be fully serviced if it breaks down due to asbestos content. The Youth Centre boiler is at the end of its useful life. The Clerk also contacted another Town Council to find out about energy saving and provided a report to the Council. The proposal is to replace the two boilers with one more energy efficient boiler. Timing is critical as there is now a nursery school in the pavilion.

The Council considered the quotations and AGREED to appoint Goodwins Building Services to replace the two boilers with one more energy efficient boiler, to be funded from the charitable income.

27. CRANLEIGH VILLAGE HOSPITAL TRUST

The Council AGREED that this item should be considered in private and confidential session – reason: commercial in confidence.

The Clerk reported that there is no further update at this time whilst the Parish Council awaits the outcome of the planning permission.

28. STAFF MATTERS

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

- The Clerk gave an update on staffing matters.

29. DATE OF NEXT MEETING

- Extraordinary Parish Council Meeting Thursday 10 October 2019 at 7.00pm with the Leader and Deputy Leader of Waverley Borough Council.
- Parish Council Meeting Thursday 17 October 2019.

The meeting closed at 10.10pm

Signature.....

Date.....