



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 17 OCTOBER 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, four members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies from Cllrs R Burbridge, D Nicholas and G Worthington were AGREED.

2. GUEST SPEAKER: Mr Sean Murphy and Mr Martin Dyer to discuss Cranleigh Tennis Courts

Mr Murphy gave a presentation about tennis in Cranleigh. He said there is a demand evidenced by 650 children and 100 adults attending the Cranleigh Grass Court Tennis Festival but there is no actual tennis club and the Parish Council's tennis courts are in poor condition. He said the options open to the Council are: do nothing and the courts will be condemned, upgrade the facilities and be in the same position in 10 years time, give them to the Leisure Centre to run or create a proper Tennis Club. He said a Cranleigh Tennis Club would be a community asset, create a sense of belonging, provide coaching, and bring in finance to help the tennis courts become self-sustaining.

The Chairman said that waiting for details of the plans for Cranleigh Leisure Centre is holding the Parish Council back from making any plans for the tennis courts. The Clerk confirmed that the Parish Council is in receipt of s106 funding of £50,000 for a Multi Use Games Area (MUGA), but it is insufficient to build a MUGA from scratch but would be sufficient to utilise the base of one of the tennis courts.

Mr Murphy was asked if two courts are enough to meet demand. He replied that Rudgwick has 250 members and four courts, and Alfold has 130 members and two courts. Mr Murphy said he would like to see the two current courts improved, three junior courts added on the green space next to the current courts and a small tennis pavilion. Mr Murphy asked the Parish Council to consider the proposal to have a Tennis Club in Cranleigh. The Chairman said the Council would discuss this request at their next meeting.

3. PUBLIC SESSION

- A member of the public asked who would be the tenants of the three flats proposed in place of the CALA Homes community workhub. The Chairman replied that the Parish Council does not know who the tenants will be or if WBC will take on the flats.
- A member of the public said the Listening Project proposal is rather expensive for what is being achieved. The Chairman said no Parish Council monies were to be used for the Listening Project and that funding for the Listening Project was proposed to be purely derived from private donations only.

4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and volunteer for the Friday Night Project.
- Cllr R Cole declared that he is a Waverley Borough Councillor.
- Cllr N Sanctuary declared an interest as a governor at Glebelands School and volunteer for the Friday Night Project.

5. PARISH COUNCIL MINUTES

The draft minutes of the extraordinary Parish Council meeting held on 19 September 2019 and the Parish Council meeting on 19 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 attended the Mayor's Civic Service on 22 September 2019.
- Part of the Ridgeway has been re-surfaced using scalpings which can be topped up. The part of the road in private ownership has not been re-surfaced as the owners declined to contribute to the re-surfacing works.
- The Chairman and Vice Chairman attended the Surrey Hills Affordable Housing Conference on 24 September 2019.
- The Chairman attended the celebration of 100 years of Council housing at the Chartered Institute of Housing Conference.
- The Chairman attended the Wey & Arun Canal Trust exhibition of their plans.
- There was a meeting of the Friday Night Project volunteers on Tuesday, more volunteers are welcome.
- Councillors are invited to join the Chairman at the Remembrance Sunday Parade on Sunday 10 November 2019.
- Cranleigh Neighbourhood Plan commences regulation 16 consultation on Monday until 29 November 2019.
- Thank you to Cllr J Betts for his contribution as Chairman of the Planning Committee.

7. CLERK'S REPORT

The Council NOTED the Clerk's report:

- 15 quotations were received for the play park extension and details submitted with the grant application to the Betty Riseley Trust who meet in early November.
- The Clerk has spent approximately 10 hours responding to questions raised by a member of the public about the land transfer to the Cranleigh Village Hospital Trust. The Clerk has answered further questions from the Surrey Advertiser. The Clerk was asked to circulate the questions and answers to all Councillors.
- Cllrs S Jeacock and E Townsend and the Clerk attended a meeting at WBC with the Cranleigh Civic Society. WBC had provided answers to questions from the Civic Society in advance of the meeting.

- The Clerk attended the WBC Economic Development meeting, discussions included climate change, article 4 direction and WBC business website.
- Cllr A Povey has provided the minutes of the High Street Working Party. The Clerk has asked when the next meeting will be, and which SCC and WBC officers will be in attendance to assist with the project. The Clerk was asked to circulate the minutes to all Councillors.
- The Clerk attended the SSALC Legal and Finance Day and learned about Making Tax Digital, standards and legal update.
- The Admin Clerks participated in SLCC training webinars on agendas and minutes, and planning.
- The Clerk has contacted the Chamber of Commerce to invite discussions about the Parish Council's involvement with the Christmas lights, and the High Street CCTV project. It was AGREED to arrange a meeting with the Chamber of Commerce for the Chairman, Vice Chairman and Clerk to attend.
- The Clerk has contacted Thames Water to invite them to speak at a future Parish Council meeting. They have acknowledged the request and will respond by 24 October 2019.
- The Chairman and Clerk have created a Cranleigh burst pipe map for Rt Hon Anne Milton MP.
- WBC has extended the response deadline for the assets of community value nominations for the Cranleigh Arts Centre, Rowleys Day Centre, Cranley Hotel, Cranleigh Village Hospital and Fountain Square from 23 January 2019 to 03 December 2019. The Council is not satisfied with this response. WBC wished to resolve the Parish Council's previous formal complaint informally, but have not resolved the nominations in a timely manner. The Council AGREED that the Clerk should raise a formal complaint with WBC again.
- Electrical repairs were carried out in the Village Hall and Snoxhall Pavilion.
- Building works continue on the Village Hall.
- Roofing repairs are being carried out at Snoxhall Pavilion.
- The land owner adjacent to the Bruce MacKenzie Field cleared their ditches at the request of the Parish Council.
- The new football stand sign has been ordered.
- The Council's IT will move to Sharepoint next week.
- The tree surgery from the annual tree hazard assessment is complete.
- The play park inspection report has been received and is being reviewed.
- The Council AGREED that a presentation by CAGNE is not currently needed as Cllr R Cole attends their meetings and reports back to the Parish Council.
- There is a stakeholder consultation by WBC on off-street parking in Cranleigh Village Hall on Friday 18 October 1300 – 1500.
- Councillors are invited to the Surrey Hills Community Forum on Friday 08 November at the Burford Bridge Hotel.
- Councillors are invited to the Cranleigh Rotary 50th anniversary on Saturday 09 November 1430 – 1700 at the Cranleigh Arts Centre.
- The informal meeting with the Leader and Deputy Leader of WBC will be on Thursday 24 October at 6.00pm.
- SCC removed a pedestrian guard rail in North Downs at the end of the summer to allow for disability access. Following a complaint from a resident, Surrey County Council has offered to install one pedestrian guard rail on Parish Council land at the end of North Downs to prevent cyclists/motorcyclists riding on the footpath from North Downs to the Downs Link. The Clerk will consult with the Grounds Manager as the proposed location of the guard rail may interfere with the football pitches.
- A journalist from the London Bulletin has contacted the Council to question why the Neighbourhood Plan has taken so long to prepare. The Clerk explained that it is prepared by volunteers and offered to send a report on the preparation of Neighbourhood Plans elsewhere.

- The Leisure Centre has complained about acorns on the tennis courts. The Clerk has suggested not accepting bookings until Tuesday when the courts can be cleared by the Grounds Manager on his return from annual leave.
- The goat willow tree collapsed on the Downs Link after Monday's heavy rain. With grateful thanks to Grasstex who were out within the hour to move the debris and re-open the footpath and Downs Link. The Council AGREED to remove this tree as it is blocking the ditch and risking flooding the football pitch.
- The Council AGREED to nominate the Friday Night Project volunteers to attend the Waverley Volunteers Reception.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the following report from Cllr R Cole:

- The planning application for housing on the Cranleigh Infants School site will be heard by WBC JPC in November.
- WBC are seeing challenges to Neighbourhood Plans through planning applications.

9. MINUTES OF COMMITTEES

- The Minutes of the Personnel Committee meeting held on 30 April 2019 were RECEIVED.
- The Minutes of the Planning Committee meetings held on 09 and 23 September 2019 were RECEIVED.

10. OUTSIDE BODIES

The Council NOTED the following reports:

- Cllr N Sanctuary provided a report from his meeting with Sgt Sutherland about facilities for young people in Cranleigh. It was AGREED to invite Sgt Sutherland to a future meeting of the Council.
- Cllr N Sanctuary provided a report on VE75 Day and said he would contact the Scouts and Guides and bring a full proposal to a future meeting of the Council.
- Cllr S Jeacock provided a report from the Wey & Arun Canal Trust exhibition.

11. COUNCIL STRUCTURE

- It was AGREED that Cllr G Worthington would become a member of the Finance Committee as he is now Chairman of the Planning Committee.
- It was AGREED that Cllrs H Nicholson and N Sanctuary would be the Council's nominated representatives to liaise with Surrey Police.

12. FINANCIAL MATTERS

1. The expenditure list to 17 October 2019 were 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 September 2019 was AGREED and signed by Cllr R Tyler.
3. The cashbook reconciliation to 30 September 2019 was AGREED and signed by the Chairman.
4. The Council AGREED to allocate the recently received s106 funding to the following reserves and to invest the funds totalling £175,000 on a three month fixed term investment with Lloyds:

Description	Amount	EMR
MUGA at Cranleigh Leisure Centre or Snoxhall Fields	£47,417	351
Youth sports pitch Snoxhall Fields	£51,634	360
Snoxhall pitch and pavilion	£33,075	398
Re-surfacing Downs Link between pavilion and car park	£28,439	358
Circular path Snoxhall Fields	£14,487	358

5. The Council NOTED the response from the External Auditor to the qualified audit opinion for audit 01/04/18 – 31/03/19 and AGREED to display a copy of their response on the Council's noticeboard and website. The External Auditor explained that the Parish Council has received a qualified audit opinion as the figures included on the AGAR for 2017/18 are prior to the adoption of the s297 agreement on 01 April 2018 and are thus not in line with proper practice. The External Auditor confirms that the Council has fulfilled its role as charity trustee by adopting the s297 agreement.
6. The Council AGREED to provide a grant of £500 to Cranleigh in Bloom, £500 to Safe Drive Stay Alive after a vote of 5 in favour, 2 against, 1 Abstention and a grant of £260 to Men in Sheds. The Council AGREED that the application by the Friday Night Project is an invalid application as they are seeking matched funding and DEFERRED the request to the Finance Committee.

13. CALA HOMES COMMUNITY WORKHUB

The Parish Council considered the offer from CALA Homes in place of the community workhub which CALA Homes do not think is viable.

- The Council AGREED to request funds for a new community facilities project in the Parish Council's Business plan rather than community facilities funds specifically for Cranleigh Village Hall.
- The Council AGREED to request the level of funding to be commensurate with one year's running costs of the proposed community workhub.
- The Parish Council AGREED to accept the transfer of the ownership and management of the allotments at Amlets Lane provided that the management company have no input in the management of the allotments.
- The Parish Council AGREED to give priority for allotment plots to Amlets Lane residents in their first year of occupation of their new house.

14. CHAMBER OF COMMERCE BUSINESS IMPROVEMENT DISTRICT TASK GROUP

It was AGREED for Cllr N Sanctuary to represent the Council on the BID Task Group with Cllr S Jeacock as reserve.

15. S106 Funding

The Clerk gave an update on the s106 funding progress as follows:

Funds now banked:

Description	Amount
MUGA at Cranleigh Leisure Centre or Snoxhall Fields	£47,417
Youth sports pitch Snoxhall Fields	£51,634
Snoxhall pitch and pavilion	£33,075
Re-surfacing Downs Link between pavilion and car park	£28,439
Circular path Snoxhall Fields	£14,487

Funding applications submitted:

Description	Amount
Community facilities Public Conveniences Snoxhall	£30,000
Downs link improvements	£29,630
Playing pitches	£10,771
Environmental improvements	£26,431

The Clerk was asked to circulate a copy of her spreadsheet to all Councillors.

The Council AGREED to submit a PIC application for benches on behalf of the Summerlands Residents Association but wish to clarify that the Parish Council will not take on responsibility for the insurance and maintenance of the benches.

16. CENTENARY GARDEN

Councillors attended the practical demonstration of the Listening Project provided by Mr Freeston. It was reported that the Listening Project will link to an independent website not hosted by the Parish Council. Mr Freeston confirmed the audio content would have a movement sensor. The Clerk raised a number of queries including the requirement for a detailed specification for the project, audit trail for fundraising, specification, ownership, insurance and maintenance of the hardware and copyright. Councillors were concerned about public perception of the project proposed by a former Councillor and the legal status of the project. The Council AGREED to seek further information from Mr Freeston and for the Clerk to obtain further advice.

17. WBC STREET NAMING APPLICATION A2 DOMINION DEVELOPMENTS LIMITED

The Council AGREED with the suggested names but raised concern that Woodmans Close might be confused with Woodlands Close.

18. CCTV

- The Clerk provided photographs of damage made to the adult football pitch caused by unauthorised vehicular access. The Clerk had obtained a quotation to extend the Council's CCTV coverage. The Council AGREED to consider the quotation as part of the larger project to make improvements to the adult football pitch including fencing and dugouts.
- The Council AGREED to place the Village Hall CCTV on a service agreement provided it can be funded from the current revenue budget.

19. SNOXHALL PAVILION AND YOUTH CENTRE INTRUDER ALARM UPGRADE

The Council AGREED to upgrade the Pavilion and Youth Centre intruder alarm at a cost of £840.30 + VAT to be funded from the Capital Reserve.

20. CEMETERY RULES AND REGULATIONS

The Council AGREED to adopt the amended Rules and Regulations and asked the Clerk to clarify clause 7.8

21. RURAL SERVICES NETWORK

The Council DEFERRED this request to the next meeting.

22. CRANLEIGH IN BLOOM

The Council AGREED to ask its nominated representative on Cranleigh in Bloom Cllr R Burbridge to find out what is involved in nominating the Council's cemetery and Snoxhall Fields to South East in Bloom and DEFERRED this item to the next meeting.

23. CLIMATE EMERGENCY

The Council AGREED for the Clerk to provide a report after the Clerk's Technical Networking Day and to create a Working Party of Cllrs J Betts, R Cole, A Richardson, N Sanctuary, M Scully and E Townsend. The item will be included on the November Council meeting agenda.

24. TREE CHARTER

- The Council AGREED to adopt the ten principles of the Tree Charter.
- The Council AGREED to discuss SCC tree replacement at a future meeting.

25. DEMENTIA FRIENDS

The Council AGREED to become Dementia Friends.

26. LLOYDS BANK

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

Lloyds Bank are closing their Cranleigh branch next month and are looking for a location for their mobile bank every Tuesday and Thursday.

The Council AGREED to offer a licence agreement for the mobile bank to park at Snoxhall Fields for a nominal fee which would be paid into an earmarked reserve for the Snoxhall Fields charity.

27. COUNCIL OFFICE TECHNOLOGY

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

- The Council AGREED to purchase a new data projector from the Capital Reserve.
- The Council considered seven quotations for the purchase of a replacement photocopier and AGREED to purchase a Sharp photocopier from KCS, funded from the Capital Reserve.

28. WAR MEMORIAL CLEANING

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

The Council AGREED to appoint Traditional Stone from Rudgwick to clean the War Memorial in advance of Remembrance Sunday, funded from the Civic Activities Miscellaneous budget.

29. STAFF MATTERS

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

This item was DEFERRED pending a report from the Personnel Committee on Pensions Discretions Policy.

30. DATE OF NEXT MEETING

Parish Council Meeting Thursday 21 November 2019.

The meeting closed at 10.10pm

Signature.....

Date.....