



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 16 JANUARY 2020  
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend\* (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, PC Barry Baldwin, PC Jess White, two members of the public.

1. APOLOGIES FOR ABSENCE

The apologies from Cllr R Cole (prior commitment), S Jeacock (unwell) and D Nicholas (work commitment) were AGREED.

2. ELECTION OF VICE CHAIRMAN - The Council AGREED to defer this item to the next meeting.

3. GUEST SPEAKER: Ms Josie Wheeler, The Friday Night Project

Ms Wheeler said she is a volunteer helping with the Friday Night Project based at the Cranleigh Leisure Centre. The Project provides activities for young people every Friday night between 5.30 – 8.30pm. They can use the gym, play snooker and pool or take part in exercise classes. There are seven volunteers; between 50 and 75 young people aged 11 – 18 years old take part every Friday, core age being 12 – 14 year olds. The Project does need more volunteers, and they would like to have some training for working with young people. The Project has recently purchased some additional indoor games which have proved very popular. The Friday Night Project is a very successful club for young people in Cranleigh.

4. PUBLIC SESSION

A member of the public wished to speak about the condition of the new section of the cemetery which is under water. She said it is very distressing and asked if something could be done about the drainage. She also raised queries relating to the enforcement of the cemetery Rules and Regulations.

PC Barry Baldwin introduced himself as the Neighbourhood Specialist Officer and PC Jess White as a Police Now candidate. He asked if there are any issues to report. The Clerk said the main issue is blatant cannabis smoking during the day in Snoxhall Fields, and a group of young people disturbing clients in the evening in the Youth Centre. PC Baldwin said he would look into both issues. PC Baldwin said he noticed Community Speedwatch on the agenda and offered to provide support for the volunteers when he is able. Cllr G Worthington arrived.

5. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr N Sanctuary declared an interest as Chairman of the Governors at Glebelands School.
- Cllr G Worthington declared an interest in Cranleigh Village Health Trust.
- Cllr R Burbridge declared an interest as her son had previously supplied a quotation for drainage at the cemetery, and she also owns a plot in the cemetery.

6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 19 December 2019 and the extraordinary Parish Council meeting held on 09 January 2020, having previously been circulated, were AGREED and signed by the Chairman as a true record.

7. CHAIRMANS REPORT

The Chairman had no report.

8. CLERK'S REPORT

The Council NOTED the Clerk's report:

- A parishioner reported a cracked paving slab in the High Street, the Clerk reported it to Surrey County Council, and it was repaired within seven days.
- The Clerk reported a large pothole in the Village Way car park to Waverley Borough Council, who repaired it the next day.
- The Clerk has reported the very large pothole in front of the Leisure Centre to Waverley Borough Council, who advise it is the Leisure Centre's responsibility.
- The Clerk has reported the bicycle in Littlemead Brook to the Environment Agency and the clump of wild garlic growing on the bank blocking the outfall from Snoxhall Fields.
- The Clerk reported the poor state of the render at Cranleigh Village Hospital to NHS Property Services, a case number has been assigned.
- The Clerk would like to record her thanks to the Grounds Manager and Goodwins Building Services. The Grounds Manager spotted the incoming water main in the Village Hall was seeping, Goodwins attended very quickly and did not leave site until they had rectified the problem. The water main could have burst at any time flooding the hall.
- The ditches have been cleared in Snoxhall Fields that collects the water run off from North Downs and the cricket field side of Snoxhall Fields to Littlemead Brook. 30 – 35 tonnes of waste material has been removed from the ditch, the rotten fencing has been removed and will need replacing as the ditch is now exposed.
- One of the Village Hall boilers has been condemned and replacement of the Village Hall heating is now urgent.
- The Council has received New Year wishes from Vallendar.
- The Council completed the SSALC Board member survey.
- The Parish Council is hosting a meeting of the Waverley Borough Council Economic Development team with the three Waverley town Councils and Cranleigh Parish Council on 22 January 2020.
- Mr David Carter has kindly donated and planted 144 Double Red Riding Hood tulip bulbs around the base of the silver birch trees in the Centenary Garden. The Council agreed for him to continue his volunteering in the Centenary Garden.
- A member of junior Parkrun has reported that there has been an attempt to gain access through the locked gate to the Bruce McKenzie Field.
- Two representatives are invited to attend a meeting with Gatwick Airport to discuss their Master Plan on Thursday 05 March 2020 5.30pm at the Gatton Manor Hotel. It was AGREED that Cllrs R Cole and M Scully would attend on behalf of the Council.

- Surrey County Council has advised that the Pension Fund Actuary has published their initial report on the pension funding position as at 31 March 2019 and advised that the contribution rate for the Town and Parish Council pool will increase from 17.2% to 18.4% from 01 April 2020 for the period 01 April 2020 to 31 March 2023. This rate change will increase the Council's salary budget by just over £2,000.
- Councillors are invited to attend the Surrey Hill Sustainable Business Showcase Tuesday 04 February, 6.00 - 8.30pm, University of Surrey.
- The Council has only just received notice of the SCC Tree Strategy consultation from SSALC, the closing date is 24 January, Councillors were invited to submit comments individually.
- The Clerk provided an update on the ditch clearance and bark top up of the Snoxhall Fields play park.
- There was no request for a bye-election, so applications are invited for co-option to the office of Parish Councillor at the February meeting.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported that WBC will be including a green space strategy in Local Plan Part 2 which goes to regulation 19 consultation in May/June this year.

10. MINUTES OF COMMITTEES

The Minutes of the Planning Committee meeting held on 16 December 2019 were RECEIVED.

11. OUTSIDE BODIES

- Cllr N Sanctuary attended a meeting of the Chamber of Commerce to hear a presentation from Mosaic about the Cranleigh Business Improvement District (BID). The Chamber agreed to extend the BID area to include the schools, High Street and Village Way.
- Cllr E Townsend said the Youth Council are progressing well with setting up their own Music Club. They have had a number of musical instruments donated; a taster session has been organised for Saturday 16 May 2020. The Youth Council are also investigating making Cranleigh plastic free.
- Cllr R Burbridge attended a meeting of the Rowleys Trustees. They met in December and appointed a new Centre Manager. Rowleys is in need of finance.

12. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Cllr R Burbridge to be the Council's nominated representative for Rowleys.
- Cllr J Betts to join the Planning Committee.
- Mr M Trent to be appointed as a Trustee for the Henry Smith charity.
- Cllr N Sanctuary to be appointed to observe and report on the Internal Audit.

13. FINANCIAL MATTERS

1. The expenditure list to 16 January 2020 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs N Sanctuary and E Townsend signed the cheques.
2. The bank reconciliation to 31 December 2019 was AGREED and signed by Cllr M Scully.
3. The cashbook reconciliation to 31 December 2019 was AGREED and signed by the Chairman.
4. Cllr E Townsend declared an interest and left the room for the discussion on the grant application by WBC for the Friday Night Project. The Council nominated Cllr M Scully to take the chair. Cllr N Sanctuary reported that he and Cllr S Jeacock had met with WBC officers and subsequently received a revised grant application, however the full picture of the project finances is still unclear.

It was AGREED to ask the Portfolio Holder for Finance at WBC to assist with the project figures and it was also AGREED to delegate authority to Cllrs S Jeacock and N Sanctuary and Clerk to review these figures and make an application to the Surrey Police and Crime Commissioner for a grant of up to £5,000. If the grant application is unsuccessful, then the Council will re-consider the grant application. The Chairman returned to the meeting.

5. The Council conducted a three yearly review of the appointment of the Internal Auditor using the list of Internal Auditors provided by SSALC. A number of Internal Auditors were geographically distant, and the Council did not want any conflict of interest with Mulberry and Co who provides the Council's payroll service and accountancy support. The Council AGREED to appoint Peter Frost for financial year 01/04/20 – 31/03/21.
6. The Council reviewed the Council's generic and property risk assessments. The Clerk explained that all members of staff with responsibility in the risk assessments would be asked to sign them for acceptance of responsibility. The Council asked the Clerk to check the flushing of taps weekly, she said this should be picked up as part of the two yearly Legionella Risk Assessment currently being undertaken by an independent company. The Council asked the Clerk to include the new gate at the Centenary Garden in the risk assessment. With these amendments, the Council APPROVED the generic and property risk assessments.
7. The Council reviewed its insurance schedule and AGREED to increase the level of cover for the civic jewels, and to increase the level of employee dishonesty cover from £400,000 to £600,000 at a cost of £250.90 including IPT.
8. The Council AGREED the revised Fixed Asset Register and NOMINATED Cllr J Betts to undertake a stock check. Cllr N Sanctuary had a number of questions relating to the insurance cover and Fixed Asset Register and AGREED to meet with the Clerk to discuss his concerns further.

#### 14. S106 Funding

The Clerk has submitted an application for s106 of £30,000 community facilities funding from planning application WA/2014/2384 Hewitts for a public toilet at Snoxhall Fields pavilion. The application is currently with Ward members for approval, and the portfolio holder will be making a site visit. The project has been published on Contracts Finder for quotations to be received by 20 January 2020.

The sum of £14,487 from WA/2016/1921 for environmental improvements has already been paid for the re-surfacing of Snoxhall Fields car park and footpath.

WA/2016/0417 – The Clerk has asked WBC how the Parish Council applies for the environmental improvement funding of £37,440.

WA/2011/2129 – There is £10,771.48 left in PIC funding for playing pitches, the Clerk has applied for this funding.

WA/2011/2129 – There is £8,956 left for environmental improvements, but this is subject to change after reconciliation.

The Council is still awaiting the outcome of the following s106 applications:

- Parish Council/Cranleigh in Bloom – benches – APPROVED, awaiting payment.
- Parish Council – bins. WBC asked the Clerk to re-submit this application.
- Parish Council/Summerlands – benches – APPROVED, awaiting payment.
- Parish Council – Obelisk

The Council thanked the Clerk for her persistence following up the s106 funding.

15. CALA HOMES COMMUNITY WORKHUB

The Clerk reported that CALA Homes had previously attended a Parish Council meeting to explain that their consultants had advised that the community workhub is not viable. CALA Homes agreed to replace the community workhub with three affordable homes of which two would be M4(3) wheelchair compliant and made an offer of £20,000 funding for community facilities. The Parish Council rejected the offer of £20,000 giving details of works needed to Cranleigh Village Hall totalling £40,000. CALA Homes made a revised offer of £30,000, and this month increased their offer to £40,000 and requested a letter of support for the proposal to replace the community workhub with three affordable homes of which two would be M4(3) wheelchair compliant.

- The Parish Council AGREED to accept the offer of £40,000 for community facilities and provide a letter in support in principle for the change from community workhub to three affordable homes of which two will be M4(3) wheelchair compliant. The planning application would be subject to scrutiny by the Council's Planning Committee.
- 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.

16. CRANLEIGH NEIGHBOURHOOD PLAN

The Council AGREED to appoint Navigus planning consultants at a cost of £210 + VAT to identify points in the regulation 16 comments where further information may assist the examiner.

17. CLIMATE EMERGENCY

The Council NOTED the action list from the first meeting of the Climate Emergency Working Party:

Action	Responsibility
Investigate green waste disposal for the Council	JB, NS, MS
Visit Dunsfold biodigester	JB, NS, MS
Contact Rural Arisings about green waste disposal	ET
Contact Surrey University/Godalming College	ET
Contact University of Exeter	ET
Circulate DEFRA and Friends of the Earth guidance	ET
Audit of Council buildings	JB, RC
Policy ideas	All Councillors
Find out what other Councils are doing	BB

18. NALC CONSULTATION 'Strengthening police powers to tackle unauthorised encampments'

The Council considered the draft response prepared by the Chairman and Clerk and with the amendment to include impact on educational progress AGREED for the response to be submitted.

19. BT PAYPHONE REMOVAL CONSULTATION 2019

The Council AGREED to support WBC's response to this consultation.

20. SURREY PENSION FUND

The Council reviewed this consultation. The Council has concerns that the service levels are so extended that they might impact on the delivery of the service. The Council DELEGATED authority to Cllr N Sanctuary and Clerk to submit a response to this consultation on behalf of the Council.

21. CONDITION OF CRANLEIGH ROADS

Cllr G Worthington asked to discuss the condition of Cranleigh's roads as their condition is getting worse and repairs are funded based on the length of the road and not the number of vehicles using them.

The Council AGREED to write to the SCC Portfolio Holder with examples of their concerns that road repairs are not lasting, lack of response from SCC to parishioner concerns and risk to cyclists from deteriorating edges of roads.

22. COMMUNITY SPEEDWATCH

The Council AGREED to register to set up a Community Speedwatch in Cranleigh. Cllrs J Betts, H Nicholson and M Scully volunteered to help with the scheme and the Council AGREED for the Clerk to be the Scheme Co-ordinator.

23. WBC ASSET TRANSFER

Waverley Borough Council has said it will consider offering the freehold of the following pieces of land to the Parish Council:

- Extension to Elmbridge allotments
- Highway verge in Elmbridge Road
- Lashmere play area and open space
- Cranleigh Mead
- Summerlands open space and verges
- Cranleigh Common including bonfire site, cricket field, war memorial and Fountain Square
- The Obelisk
- Lucks Green

WBC would undertake a valuation of the land and provide details of maintenance costs; the Parish Council would need to meet their own legal costs for the transfer.

The Parish Council AGREED to proceed with discussions with WBC to consider the transfer of the above items of land to Parish Council ownership.

WBC have offered the Parish Council a lease of land in Queensway for the provision of allotments. The Parish Council is keen to be able to offer more allotments, but will not accept the land on leasehold. The Council AGREED to accept the land from WBC on a freehold basis for the provision of allotments.

The Council DELEGATED authority to Cllrs J Betts and R Cole and the Clerk to undertake a review of usage of Parish Council assets.

24. ASSETS OF COMMUNITY VALUE

The Council DELEGATED authority to Cllrs N Sanctuary and E Townsend and the Clerk to review the reasons that some of the Council's nominations have been declined and AGREED for the Clerk to re-submit those nominations with their amendments. Cllr R Burbridge left the meeting.

25. POLICIES

The Council reviewed and AGREED to adopt the policies bringing their review date in line with other policies April 2022:

- Allotments Waiting List Policy
- Breach Notification Policy
- CCTV Policy
- Communication and Engagement Policy
- Data Protection Policy
- Data Protection Training Policy
- Discipline Policy

- Flag Flying Policy
  - General Privacy Notice
  - Health and Safety Policy
  - Internal Privacy Notice
  - Planning Code of Good Practice
  - Subject Access Request Policy
  - Transparency Code
  - Youth Council Data Protection Policy
  - Youth Council Safeguarding Policy
26. WBC STANDARDS COMMITTEE  
The Council DEFERRED this item to the next meeting awaiting more details from WBC.
27. SELF PROPELLED VACUUM FOR THE CEMETERY  
This item was considered in private and confidential session – reason: commercial in confidence.  
The Council AGREED to purchase a Jansen self propelled vacuum for the cemetery at a cost of £912.50 + VAT to be funded from the capital reserve.
28. DEWLANDS LANE CEMETERY
- Following concerns about flooding in the new section of the cemetery, the Clerk had asked a specialist cemetery contractor to provide a quotation to undertake a site inspection, drainage assessment, topographic survey and provide a detailed drainage design specification with drawings. The Council AGREED to appoint the CDS Group to undertake this work at a cost of £4,475 + VAT. The Council questioned if the work should be done now as the ground conditions are very wet, in which case the work would be funded from the general reserve, or whether the work can be done in the new financial year and funded from the 2020/21 forward plan maintenance reserve.
  - The Clerk reported that a member of the public has raised concerns about vehicles speeding out of the cemetery across the footpath, and the danger it poses to pedestrians. The Council AGREED to add an additional sign on the cemetery exit to see if this reduces the problem before considering sleeping policemen which may be noisy for neighbouring residents.
29. RURAL SERVICES NETWORK  
This item was considered in private and confidential session – reason: commercial in confidence.  
The Council AGREED to join the Rural Services Network for one year.
30. SNOXHALL FIELDS RECREATION GROUND FENCING  
This item was considered in private and confidential session – reason: commercial in confidence.  
The Council has arranged the clearance of the catchment area behind the sub-station at Snoxhall Fields. The rotten fencing has removed and needs urgent replacement as the ditches are now flowing freely to the catchment area and water is collecting. The Council AGREED to appoint Grasstex to replace the fencing around the catchment area to be funded from s106 funding received for fencing at Snoxhall Fields.
31. CRANLEIGH VILLAGE HALL  
This item was considered in private and confidential session – reason: commercial in confidence.  
The Clerk reported on the project to replace the main ceiling lights. The Clerk provided quotations from the Conservation Architect and Structural Engineer to support the Council to undertake an asbestos survey of the roofspace, upgrade the fall arrest system, board the roofspace and replace the ceiling lights. The Council AGREED to appoint Robin Nugent Architects at a cost of £1,450 + VAT to advise on the project. The Council AGREED to appoint Hockley & Dawson structural engineers and expanded their brief to include the roofspace project, stage and disabled toilet.  
The Clerk will provide an update on the project at the next meeting.

32. CRANLEIGH VILLAGE HEALTH TRUST

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

Cllr G Worthington left the room.

- The Council considered a request from CVHT to have an informal meeting with the Council. The Council AGREED to invite CVHT to attend an extraordinary meeting of the Parish Council on Thursday 06 February 2020 at 6.00pm to give their presentation in public.
- The Parish Council AGREED that CVHT could present their amended planning application to a meeting of the Planning Committee to be held in public.
- The Clerk gave an update on the restrictive covenant, the Council AGREED to listen to CVHT's presentation at the extraordinary Parish Council meeting and then to consider their next action.

33. DATE OF NEXT MEETING

Parish Council Meeting Thursday 20 February 2020

The meeting closed at 10.30pm

Signature.....

Date.....