



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 6.00 P.M.  
ON THURSDAY 21 MAY 2020  
VIA GOTO MEETING

Councillors

Cllr E Townsend\* (Chairman of the Council)  
Cllr N Sanctuary\* (Vice Chairman of the Council)  
Cllr J Betts\*  
Cllr R Burbridge\*  
Cllr R Cole\*  
Cllr R Denton\*  
Cllr S Jeacock  
Cllr D Nicholas\*  
Cllr H Nicholson\*  
Cllr M Scully\*  
Cllr R Tyler\*  
Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Grounds Manager Nick Barnett, Mr Richard Everitt and Mr Robin Fawkner-Corbett of Cranleigh Village Health Trust, seven members of the public.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr S Jeacock.

2. GUEST SPEAKER: CRANLEIGH VILLAGE HEALTH TRUST (CVHT)

Mr Robin Fawkner-Corbett apologised that Mr John Bainbridge was unable to attend this evening having been taken ill to the Royal Surrey County Hospital. Mr Richard Everitt, a newly appointed trustee of CVHT, is in attendance in his place.

Mr Fawkner-Corbett said there have been changes to CVHT recently in terminology and change of name. Trustees Mr Nick Vrijland and Mr Andy Leahy have recently stepped down.

Mr Fawkner-Corbett spoke about the refused planning application last year stating the main reason for refusal was over massing on the site. He said he found this refusal hard to understand as Waverley Borough Council had permitted a hospital in 2006 which was much larger set over three floors. He explained that CVHT will be submitting a new planning application by 01 June 2020 for a 64 bed care home of which 16 beds will be for community use, a 20% reduction on the refused planning application. The reduction is achieved by shortening the arms of the crucifix form of the building which will also help improve the outlook for residents of John Wiskar Drive.

Mr Richard Everitt said he would like to dispel some myths about CVHT:

- Ransom strip – Mr Everitt said the issue of a ransom strip on the boundary of the Bruce MacKenzie Field and Knowle Lane is an issue for the Parish Council and the previous owner of the Bruce MacKenzie Field. He said the land was retained by the previous owner of the Bruce MacKenzie Field at the express wish of the Parish Council who did not want the responsibility for ditch maintenance and liability. The previous owner of the Bruce MacKenzie Field still maintains this ditch. Mr Fawkner-Corbett said Mr Bainbridge had been the Chairman of the Parish Council's Recreation Committee at the time of the land swap. The Parish Council received a much larger parcel of land sufficient for two football pitches in exchange for a disused paddock to be used for healthcare.

- CVHT fundraising – Mr Everitt said that whilst CVHT had fund raised a large sum of money around £950,000, it is not the £2 million being reported, and is not enough to build a hospital. It had always been intended to work with the NHS to build a hospital, but it did not proceed due to changes in the NHS in 2006. CVHT have not fundraised since then but have accepted donations. To date, CVHT have spent £630,000 on planning applications and associated advice, keeping beds open, £90,000 setting out the football pitch at the Bruce MacKenzie Field and £98,000 on the new footpath in Knowle Lane.

Mr Everitt said the reasons given for refusal by Waverley Borough Council are not sustainable so CVHT will be lodging an appeal against the refusal and a new planning application. Mr Fawkner-Corbett said CVHT would be holding a virtual exhibition via its website as a physical exhibition is not currently permitted, and people will be encouraged to submit comments via their website.

The Chairman said there is a wide gap between CVHT and the community, and it is evident that CVHT needs to do more to work closely with the community and the Parish Council. Mr Everitt asked if the Parish Council would meet with CVHT to discuss the new planning application? Mr Fawkner-Corbett added that CVHT would like to do this informally with the Parish Council. The Chairman explained that it is the policy of the Parish Council to meet with developers at meetings held in public. Mr Fawkner-Corbett said CVHT do not see themselves as a developer. The Chairman said any meeting must be in public and Cllr N Sanctuary added that CVHT should be able to speak in public without discussing the commercial element. Mr Fawkner-Corbett said the delay over the last year has cost CVHT a lot of money and for this reason they have taken the refused planning application to appeal. He said the timescale is limited with the virtual exhibition starting in a fortnight. The Chairman asked CVHT to consider additional community engagement and offered to hold an extraordinary meeting of the Parish Council. Mr Fawkner-Corbett replied that there are groups in Cranleigh that are not friendly and comments on social media have been difficult, but he would take the comments on board from this evening back to the Trust. The Chairman thanked the guest speakers for attending.

### 3. PUBLIC SESSION

- A member of the public said it is highly disappointing that CVHT did not have the money in the first place. He raised concern that the refused planning application relied on the high number of private beds otherwise the project did not stack up, and the new planning application has a reduced number of private beds. He said if the project cannot fund itself, it will not be built. Cllr R Cole said the new planning application should be accompanied by a Business Plan, and Cllr E Townsend said a Viability Study will form part of the planning application.
- A member of the public said there has been a lack of transparency from CVHT to the public and she would like to see a discussion between CVHT and the Parish Council with members of the public in attendance.

### 4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr R Cole declared he is a Waverley Borough Councillor.
- Cllr D Nicholas is a member of Cranleigh Youth Football Club.
- Cllr N Sanctuary declared an interest as he is the Chairman of the Glebelands School Governors.
- Cllr J Betts declared an interest in the item about Cranleigh Village Hall as he works with a number of the contractors.

### 5. CO-OPTION OF NEW PARISH COUNCILLOR

Cllr R Denton was CO-OPTED to the Council to serve the ward of Cranleigh East and signed his declaration of acceptance of office.

6. ELECTION OF VICE CHAIRMAN

Cllr E Townsend nominated Cllr N Sanctuary to the office of Vice Chairman, was seconded by Cllr R Tyler and was AGREED.

7. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 16 April 2020 and the extraordinary Parish Council meeting held on 27 April 2020, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

8. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Chairman welcomed Cllr R Denton to the Parish Council and thanked him for volunteering to help.
- The Chairman thanked the Councillors and staff for adapting to the changes and new technology over the coronavirus pandemic and thanked them for continuing the Council business without interruption, and she is proud of what the Council has achieved.
- The Chairman thanked the Street Champions for their work supporting people in the community, a number of lovely thank you letters have been received including one from the Royal Surrey County Hospital.
- The Chairman is hosting a Recovery Task Group meeting monthly with community organisations helping everyone to work together.
- The WBC Economic Development Group are looking at how social distancing can be assisted in the High Street when more shops are allowed to open. Ideas include a temporary closure of the Fountain Square area.
- The Chairman thanked Cllr N Sanctuary for the bunting to brighten up the village on VE Day.
- The Chairman thanked the Clerk and Horsham Scouts for the much-needed face shields supplied to Cranleigh care homes.
- The market has returned, and the public toilets have been re-opened with signage about social distancing and hand washing.
- The Chairman thanked Cranleigh in Bloom for supplying hanging baskets in the High Street and maintaining the flowerbeds at this difficult time.
- Volunteers have kept the Centenary Garden looking lovely.
- Thank you to the Council's Grounds Manager for keeping the open spaces looking really good, as they are more important than ever, and it is great to see people enjoying them.

9. CLERK'S REPORT

The Council NOTED the following report:

- It is now two months since the Council adopted a new model of working since the coronavirus working restrictions. The Clerk would like to formally acknowledge the resilience and support of the Council staff to ensure that the Council business continued with minimal disruption despite many new rules and regulations that had to be learnt quickly. The Clerk would also like to thank the Society of Local Council Clerks and Institute of Cemetery and Crematorium Management for their timely webinars.
- The Parish Council has over 140 volunteers called Street Champions assisting members of our community who need help with shopping or collecting prescriptions, and we see this service ongoing for the foreseeable future. The Parish Council is leading a Recovery Task Force working to support community organisations with the recovery phase and attends a monthly meeting of Voluntary Action South West Surrey to share experience with other organisations part of the support network in Surrey. The Clerk is meeting monthly with the larger Waverley Towns and Parish Councils to share experience and provide support with new legislation. The Clerk is Secretary to the Surrey branch of the Society of Local Council Clerks who are also meeting monthly to share ideas and support each other.

- The Admin Clerk for Property and Finance is organizing community litter pickers to support the grounds staff now that members of the public can again freely use open spaces.
- The Clerk attended a meeting of the Waverley Economic Development team; non-domestic rate relief, business support grant, bounce back loans and High Street social distancing were discussed.
- The annual emergency lighting test has been carried out in Council buildings and failed lights will be replaced by the end of the month.
- The thermistor checks in Council buildings is complete.
- The lux lighting levels in Council buildings has been checked and report awaited.
- The three yearly professional fire risk assessment visit has been done and report awaited.
- The new windows for the Youth Centre will be installed next week.
- The play park extension commenced this week.
- The replacement fence along Littlemead Brook is currently being installed.
- The Snoxhall Fields adult football pitch improvements tender notice was published this week for quotations to be considered at the July Council meeting.
- The Grounds Manager has provided videos of the Village Hall for the insurer's loss adjustor.
- The Council is grateful to an anonymous donor of compost for the Beryl Harvey Field and Elmbridge allotments. The Council has its longest ever waiting list for allotments.
- The cemetery ground water risk assessment has been commenced. The new drainage scheme has been issued for tender for quotations to be considered at the July Parish Council meeting.
- The smaller gates at the cemetery will remain closed to prevent thoroughfare through the cemetery and to reduce 'touch' points at gates. The Council is closing the cemetery during funeral services to assist the bereaved to meet the social distancing requirements.
- Home Start of Waverley have thanked the Parish Council for the grant.
- The Clerk has worked with the staff to complete risk assessments for each role and has displayed the HSE poster confirming that the Council is managing the risk of COVID 19.
- The public toilets are open again. Cllr G Worthington left the meeting.

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

Cllr R Cole said that Waverley Borough Council has been working on democratic control and the Planning Committee is due to resume by the end of June. There will be one Committee in place of two Committees and they will have a backlog of applications to consider. No site visits are being made and the government is discouraging appeals for this reason.

#### 11. MINUTES OF COMMITTEES

- The Personnel Committee Minutes of 03 February 2020 were RECEIVED.
- The Finance Committee Minutes of 03 February 2020 were RECEIVED.
- The Planning Committee Minutes of 20 April 2020 were RECEIVED.

#### 12. COUNCIL STRUCTURE

The Council AGREED to add Cllr R Denton to the Finance Committee and Cllr M Scully to the Flood Forum. The Council Structure will be added to the agenda for the June Council meeting.

#### 13. CALENDAR OF MEETINGS

The Council AGREED the Calendar of Meetings for 2020/21 and DELEGATED AUTHORITY to the Clerk to amend the calendar as and when necessary.

#### 14. COUNCIL POLICIES AND PROCEDURES

The Council reviewed and AGREED the following Council policies and procedures in accordance with Standing Order 5k:

- Standing Orders

- Financial Regulations
- Code of Practice for Handling Complaints
- Fixed Asset Register
- Insurance Schedule
- Publication Scheme for the Freedom of Information Act 2000
- Press Policy

15. FINANCIAL MATTERS

1. The expenditure list to 21 May 2020 was circulated this evening and was AGREED by the Council. Cllrs D Nicholas and M Scully will sign the cheques.
2. The bank reconciliation to 30 April 2020 was AGREED.
3. The cashbook reconciliation to 30 April 2020 was AGREED.
4. The Council AGREED to invest £100,000 on 3 months at 0.1%.
5. The Council AGREED the Risk Management Policy.
6. The Council AGREED the Internal Audit 01/04/19 – 31/03/20. Cllr R Denton left the meeting.
7. The Council AGREED the report on the effectiveness of the Internal Audit 01/04/19 – 31/03/20 prepared by Cllrs N Sanctuary and E Townsend.
8. The Council APPROVED the Annual Governance Statement of the Annual Return 01/04/19 – 31/03/20.
9. The Council APPROVED the Accounting Statements of the Annual Return 01/04/19 – 31/03/20. Cllr R Denton returned to the meeting.
10. The Council AGREED to allocate £30,000 to the Forward Maintenance Plan Earmarked Reserve (EMR) and £15,000 to the Business Plan EMR.

16. S106/CIL

The Council NOTED the following report from the Clerk:

- WBC have agreed to pay the Parish Council £10,771 from WA/2011/2129 Swallow Tiles for playing pitch improvements.
- WBC have agreed to pay the Parish Council £37,440 from WA/2016/0417 Crest Nicholson Horsham Road for environmental improvements for a circular path around Snoxhall Fields.
- The Council has been awarded s106 funding of £30,000 from the community facilities funding from planning application WA/2014/2384 Hewitts for a public toilet at Snoxhall Fields pavilion and the payment is still awaited.
- WBC have declined the s106 application for funds to pay for a Conservation Architect to design a scheme for the improvement of the Obelisk. WBC said the Parish Council would be required to forward fund the Conservation Architect fees and then seek reimbursement as part of the overall cost of the scheme. The Clerk will submit a new application for the entire scheme including Conservation Architect costs.
- WA/2011/2129 – There is £8,956 left for environmental improvements, but this is subject to change after reconciliation. The Clerk has followed up for the reconciliation.
- The Clerk has followed up on the outstanding application for bins in the High Street submitted in July 2019. The application has now been sent to WBC three times.

17. CORONAVIRUS COVID19

The Clerk reported:

- The economic development team are looking at social distancing in the High Street. Concerns were raised about the positioning of A boards in the High Street.
- Home Start and Cranleigh Community Fund have been connected to help people in our community.
- Modal shift plans by the government to increase walking and cycling. The Clerk has spoken with the SCC Access Ranger who has issued a tender for the Downs Link maintenance and have prioritized the Cranleigh section.

In the winter SCC will also be flailing and doing a heavy winter cut of the entire length. SCC also have s106 funds to re-surface the Downs Link from the Crest Nicholson development on Horsham Road to North Downs and have asked to do their work before the circular path around Snoxhall Fields, as their only access point is via Snoxhall Fields. The Clerk is liaising with SCC on timing for the circular path around Snoxhall Fields. Councillors asked the Clerk to bring the specification for the circular path to the next meeting of the Council including position of bins, benches and street lights.

- The Clerk is also attending the monthly Voluntary Action South West Sussex Coronavirus Group, monthly meetings with the Clerks from larger towns and parishes in Waverley and monthly with the Surrey branch of the SLCC.
- The Clerk said that litter has become a big problem on Council grounds since the government allowed more exercise daily. She said there are eight volunteers helping with litter picking but the Grounds Manager has asked for banners to remind people to take their litter home. The Council AGREED to purchase six banners and remind people of the coronavirus rules and to take their litter home.

#### 18. WEED CONTROL ON COUNCIL GROUNDS

The Grounds Manager asked the Council if it is the process or the product that the Council wishes to discuss. He said the Council does not use Roundup, that is a product name, the Council uses Galup Hi active amenity. He said Glyphosate was re-licenced in 2017 for 5 years till 2022 and has a MAFF number. He said weed control is used to reduce staff hours manually removing weeds, and his staff hours have been decreased over the last couple of years, and if anything, have increased in recent weeks. He said weed control products are only used in specific situations to reduce labour intensive jobs, and also protects large investments such as play park safety surfaces. The level of weed killer used is reduced by 50% by tank mixing a residual product called chicara, reducing applications from 6 to 3 per year. The Grounds Manager confirmed that the weed control is done early in the morning between 6.00 and 7.00am.

The meeting adjourned for the Clap for the NHS and Carers. Cllrs R Denton and D Nicholas did not return to the meeting, having given apologies.

The Grounds Manager explained that the Council is in contract until March 2021 for weed control, and the Council must consider the financial implications of any changes made to weed control. The Chairman said the Council should consider the impact of weed control on biodiversity and climate change and would like to see it phased out. Cllr J Betts said the Council should consult with staff on any change to working practices and their impact.

The Council AGREED to ask the Grounds Manager to bring a report to the September Council meeting to consider the control of weeds on Council grounds and to review the use of weedkiller chemicals and to evaluate environmental alternatives.

#### 19. NEIGHBOURHOOD PLAN TIMETABLE

The Council DELEGATED AUTHORITY to the Chairman and the Clerk to produce and submit a timetable to the independent examiner.

#### 20. AMLETS LANE ALLOTMENTS

The Clerk and Cllr N Sanctuary had reviewed the land transfer documentation. On advice of the Council's solicitor, the Council AGREED for Cllrs M Scully and E Townsend to sign the transfer documentation. The documentation will then be held by the Council's solicitor until CALA Homes have completed the allotments site to the satisfaction of the Council's Grounds Manager for handover. CALA Homes have agreed to pay the Council's legal costs up to £2,500 + VAT.

21. QUEENSWAY ALLOTMENTS

The Clerk reported that Claire Williams at WBC said she had spoken with Kelvin Mills and their Development Team who have been advised that Waverley will not be able to transfer this section of land due to its location (in the middle of Waverley housing stock) and possible development opportunity in the future.

Their proposal would be a long term lease with a frequent break clause. Kelvin Mills added that although disappointing, any 'valuation' of this area would now include a development consideration which will inevitably necessitate a capital payment from CPC if Waverley did transfer the freehold. This is not something WBC is not expecting from the other pieces of land identified.

The Chairman asked if the leasehold allotments would be statutory allotments and the Clerk explained that when a Council purchases land for specifically to become allotments they automatically become statutory allotments and require the consent of the Secretary of State for any future disposal as is the case with the Amlets Lane allotments. She said the leasehold allotments would not have the same level of protection from disposal.

The Council AGREED to refuse the offer of leasehold for the land in Queensway and again request the freehold transfer of the land from WBC for the use as statutory allotments.

22. BT KIOSK SMITHWOOD COMMON

Concerns were raised about ongoing maintenance of the kiosk and future usage. The Council AGREED to find out how the local community would like to use the kiosk and suggest that they adopt the kiosk themselves. The Clerk was asked to check on timescale for the adoption.

23. CRANLEIGH VILLAGE HALL

Cllr J Betts left the meeting having previously declared an interest.

The Clerk provided the following update:

- Rear wall project - Work is now progressing internally.
- Main hall ceiling lights - Await design of roof walkways from Conservation Architect and Structural Engineer.
- Stage replacement – Await insurance claim.
- Insurance claim for water ingress - Loss adjustor has seen a video and is awaiting reports from Conservation Architect and Structural Engineer.

Cllr J Betts returned to the meeting.

24. SNOXHALL FIELDS RECREATION GROUND

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

The Clerk had requested three quotations and received two quotations for the replacement of the log fence around the sandpit. The quotations were very expensive. The Council was concerned that wooden fencing does not have a sufficient life in this situation and asked the Clerk to obtain quotations for alternative types of fencing.

25. THREE YEARLY BASIC TREE SURVEY

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

Cllr E Townsend left the meeting having previously declared an interest.

The Vice Chairman took the chair.

The Clerk explained that she had carefully considered the quotations received and had noticed that one of the arboriculturalists had not included all of the trees in their quotation despite being sent the specification. The arboriculturalist subsequently re-submitted their quotation at an increased cost. The Clerk sought clarification from the other arboriculturalist to ensure that the Council is comparing like for like quotations. The Council considered the comparison of the two quotations provided by the Clerk and AGREED to appoint Waverley Borough Council at a cost of £3,150 + VAT to undertake the three yearly basic tree survey. Cllr E Townsend returned to the meeting.

26. PUBLIC CONVENIENCES WALLGATE HANDWASH UNITS REPLACEMENT

This item was considered in private and confidential session – reason: commercial in confidence. The Clerk explained that all seven wallgate units in the Village Way and Common public conveniences are at the end of their useful life and no longer maintained on a service contract as parts are unobtainable. The soap dispenser in the gents in Village Way has also started leaking.

The Clerk said that the Village Way public conveniences are most frequently used, especially on market days. She explained that the Wallgate units are the old push button units, and with the coronavirus pandemic it would be better to replace them with touch free units. She suggested replacing the Village way units now and salvaging the old units for spares for the Wallgate units in the Common public conveniences. The Council AGREED to replace the Wallgate Units in the Village Way public conveniences at a cost of £9,665 + VAT from the Forward Maintenance Plan EMR.

27. LONG TERM HIRERS LICENCE FEES

This item was considered in private and confidential session – reason: commercial in confidence. The Council AGREED to offer the two long term hirers two months’ free of licence fee for April and May, and three months at 50% licence fee for the months of June, July and August.

28. CRANLEIGH VILLAGE HEALTH TRUST

This item was considered in private and confidential session – reason: commercial in confidence. The Council AGREED to hold an extraordinary meeting of the Council at its earliest convenience.

29. STAFF MATTERS

This item was considered in private and confidential session – reason: staff in confidence. The Chairman said she would like to thank the Clerk for her assistance dealing with the changes at a difficult time, managing the staff, adapting well and keeping the Council business going, and for her support to the Chairman especially with the Street Champions whilst dealing with other challenging matters and the year end accounts. The Council NOTED the Clerk’s report on staffing matters and HR advice. The Council AGREED a 1.5% annual salary award for the grounds staff backdated to 01 April 2020.

30. DATE OF NEXT MEETING

Parish Council Meeting Thursday 18 June 2020.

The meeting closed at 9.37pm

Signature.....

Date.....



