



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 18 JUNE 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, nine members of the public.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. PUBLIC SESSION

- A member of the public asked why the Parish Council had agreed for three Parish Councillors to meet with a new representative of Cranleigh Village Health Trust? He asked the motives of the new representative as he is a former Parish Councillor. He added that if the purpose of the meeting is to discuss the community work of CVHT, why must it be held in private? The member of the public requested a meeting with the Parish Council and the Cranleigh Village Hospital Campaign Group. The Chairman responded that the Council as a body has a policy of not meeting with developers, but this meeting is not to discuss the planning application. It is usual for Councillors to have private meetings as part of their casework, and this was only brought to the Council in public due to the sensitive nature. The Council voted for the meeting to take place. The Chairman invited the Cranleigh Village Hospital Campaign Group to meet with the Chairman, Vice Chairman and Clerk as they had previously requested. The Chairman asked the Clerk if the new CVHT representative has been a Cranleigh Parish Councillor and the Clerk confirmed that he has not been a Parish Councillor. The Chairman clarified that the meeting tomorrow with one representative of CVHT is with the Chairman, Vice Chairman and the Clerk, who will take notes.
- A member of the public asked what the Parish Council policy is on the sale of land on Brockhurst Road. The Chairman said the Council has no role unless there is a planning application. It was confirmed this is an area of woodland called Canfold Wood and is being discussed by the Council's Planning Committee. The Chairman confirmed that she would check the landscape designation for this area, if any. Councillor Worthington pointed out later in the meeting that Waverley Borough Council's comments on Canfold Wood land status and protection were available from the last Planning Committee minutes.

### 3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and Portfolio Holder for Economic Development, Parks and Leisure, so would not be participating in the street trading consent agenda item.
- 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.
- Cllr R Denton declared an interest as a member of Cranleigh Football Club.
- Cllr S Jeacock declared an interest as a former neighbour of CVHT.

### 4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 21 May 2020 and the extraordinary Parish Council meeting held on 08 June 2020, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

### 5. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Chairman thanked the staff for moving onto online life.
- The Chairman has received a number of enquiries about the Facebook Group named the Cranleigh Community Board and its links to the Parish Council. She confirmed that the Board does not represent or reflect the views of the Parish Council. She reminded Councillors of the Code of Conduct which they have all signed up to and explained Councillors in whatever they do are always a representative of the Council and the public will view them as such and their actions can impact on how the Council as a whole is viewed.
- More shops have re-opened in the High Street. The Parish Council has assisted the Chamber of Commerce with banners and printing, and thanks were given to Rosemary French OBE for implementing the scheme and Cllr N Sanctuary who is collating feedback on the scheme.
- Thank you to the volunteer litter pickers. Litter is a huge problem in Cranleigh and across the borough.
- The Chairman attended an online meeting with Surrey County Council and residents to discuss the merger of the infant and primary schools on to one site at Glebelands School. Concerns were raised about design, location and traffic issues. The Cranleigh Civic Society delivered a 200 signature petition asking for the primary school to be re-built on the current primary school site. Surrey County Council agreed to write to the Department of Education to find out if the funding for the new school could be re-purposed for the re-build on the existing junior school site.
- The independent examiner for the Cranleigh Neighbourhood Plan has informally confirmed that the extra work on the Strategic Environmental Assessment seems to address her concerns. The Chairman and Clerk have a meeting with AECOM on 22 June 2020 to discuss the technical support needed for the Habitat Regulation Assessment work.
- There have been a number of burst pipes recently and residents left without water. Thames Water are holding a meeting with Waverley Borough Council Executive and local Councillors to address these long standing issues.

### 6. CLERK'S REPORT

The Council NOTED the following report:

- The 140 volunteers called Street Champions continue to assist members of our community who need help with shopping or collecting prescriptions.

- The Parish Council is leading the Recovery Task Force working to support community organisations with the recovery phase and hosts a monthly meeting.
- The Parish Council has worked with the Chamber of Commerce on the re-opening of the High Street on 15 June. The Parish Council has provided banners and posters for the High Street advising on a voluntary one way pedestrian route, and shop local initiative. Street Champions will be available to provide advice.
- The Admin Clerk for Property and Finance is organizing community litter pickers to support the grounds staff in our open spaces as litter has been a huge problem.
- The Clerk is Secretary to the Surrey branch of the Society of Local Council Clerks who are also continuing to meet monthly to share ideas and support each other. This month the Deputy Clerk to the Surrey Lieutenancy attended their meeting and offered to write letters of thanks to organisations that have gone above and beyond during the coronavirus pandemic.
- The Clerk attended a meeting of the Waverley Economic Development team; on street parking charges re-commence on 15 June and Waverley car parks on 01 July, a bid has been submitted by WBC to the Local Enterprise Partnership for funding for 16 electric bikes, there is a tourism event on 18 June 2020.
- The Clerk and Admin Clerk for Planning continue to attend the ICCM death management webinars.
- The annual emergency lighting test and repairs are now complete in Council buildings.
- The lux level lighting report is awaited.
- The three yearly professional fire risk assessment report has been received and being worked on by the Admin Clerk for Finance & Property.
- The new windows for the Youth Centre have been installed.
- Surrey Hills Rehab returned to the Youth Centre on 08 June 2020.
- PD Fairs indoor market hope to return to the Village Hall in July.
- The safety surface for the play park extension should be installed next week.
- The skier has been replaced in the outdoor fitness equipment.
- The replacement fence along Littlemead Brook is complete.
- The tennis courts have been re-opened free for public use, and the Council has had to remove a padlock that has been placed by person's unknown on the gate.
- There has been considerable interest in the Snoxhall Fields adult football pitch improvements tender.
- The Council has applied to Tesco Bags of Help for a sun shade for the Snoxhall Pavilion to help utilize the outside space for social distancing.
- No further news on when the Amlets Lane allotments will be ready for use.
- The Council's solicitor has provided advice on the Council's leases which will be circulated to all Councillors for consideration.
- The cemetery ground water risk assessment has been received and a query raised with the Environment Agency.
- There has been considerable interest in the cemetery new drainage scheme tender.
- The Clerk and both Admin Clerks undertook safeguarding training.
- The Clerk has invited quotations for the review of the insurance contract to be considered by the Council in July.
- The Clerk's office computer suffered a hard disk physical collapse, and has been swiftly repaired and upgraded by the IT contractor.
- The new wallgate units for the Village Way public conveniences have been ordered.
- Thank you for Roslyn Doney of the Food Bank for the presentation circulated to Councillors.
- Waverley Borough Council have declined the Parish Council's request for the freehold transfer of land at Queensway for statutory allotments and will instead look at possible use by the Men in Sheds, or as a community garden project, or as land for gardens for nearby properties.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr R Cole said that Waverley Borough Council has commenced online meetings. The Planning Committees have been reduced to two Committees meeting every two weeks to deal with the backlog of applications.

8. MINUTES OF COMMITTEES - The Planning Committee Minutes of 11 May 2020 were RECEIVED.

9. COUNCIL STRUCTURE

The Council AGREED for Cllr R Denton to join the Leisure and Recreation Users Working Parties and be an additional representative for the library.

10. FINANCIAL MATTERS

1. The expenditure list to 18 June 2020 was circulated this evening and was AGREED by the Council. Cllrs D Nicholas and N Sanctuary will sign the cheques.
2. The bank reconciliation to 31 May 2020 was AGREED.
3. The cashbook reconciliation to 31 May 2020 was AGREED.
4. The Council AGREED to invest £100,000 on 3 months at 0.1%.

11. S106/CIL

The Council NOTED the following report from the Clerk:

- WBC have paid 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.
- WBC have paid the Parish Council 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. The public toilet conversion has been ordered.
- 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 contacted the Conservation Architect for an estimated cost of the overall scheme. He asked whether the Parish Council would be prepared to expand the project to include the repair of the obelisk which must need some care given the impact of motor traffic gases that are toxic to stone when mixed with rainwater. The Clerk was asked to find out when Waverley Borough Council carried out repair work to the Obelisk.
- 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.
- Parish Council – bins. The application has been sent to WBC three times. WBC are now asking who will be responsible for the future maintenance of the bins. The Clerk has replied that the Parish Council does not maintain any of the bins in the High Street, so an answer on the maintenance of the bins is awaited from WBC.

12. CORONAVIRUS COVID19

The Chairman reported:

- An online meeting was held with 12 representatives from the community to discuss recovery and find out how we can work together to help local people in need. A local hardship fund had been discussed and ways that local funding organisations might be able to work together to meet local need. Waverley Borough Council agreed to create a database of online resources available to residents such as e-books from Surrey library.
- The Street Champions were congratulated for their work in the community.
- The Chairman invited Councillors to join the Recovery Task Group.

13. STREET TRADING CONSENT – ICE CREAM VAN ON THE COMMON

The Chairman left the meeting having previously declared an interest and the Vice Chairman took the chair.

The Parish Council had no objection to the application but would like to see a condition on the permission that the owner clears up litter generated from his business, and there should be discussion on the specific location of the ice cream van for road safety of pedestrians.

The Chairman returned to the meeting.

14. SKATE PARK

Waverley Borough Council have s106 funding to replace the skate park. They provided a drawing showing four possible locations for a new skate park at Snoxhall Fields. The Clerk raised concern that there is a drain and sewer running under two of the proposed locations. Impact on the Football Club, height of the skate park and lighting were discussed.

The Council AGREED to form a Working Party of Cllrs. E Townsend, D Nicholas, M Scully and G Worthington to work with the Youth Council and local skateboarders to discuss the design and location of the skate park and report back to the Council.

15. PARKING CONTROL IN CRANLEIGH

There was a discussion about the blatant disregard for parking control in the village particularly in the High Street restricting its width and blocking the path for emergency service vehicles. Councillors were asked to provide details of specific areas of concern to the Clerk for Cllrs M Scully and the Chairman to prepare a letter for the Clerk to send to Waverley Borough Council requesting more enforcement.

16. SNOXHALL FIELDS CIRCULAR PATH SPECIFICATION

A figure of 8 path around Snoxhall Fields was requested as part of the Council's Business Plan consultation. The Clerk explained that a figure of 8 is not possible due to width restriction around the adult football pitch, so this specification is for a circular path around the cricket field side of Snoxhall Fields. Concerns were raised about the impact on the Football Club with footballers sliding off the pitch on to a tarmac path. Spectators use the concrete path for viewing games. The Clerk was asked to check if planning permission will be needed for the path and associated works.

The Council AGREED to form a Working Party of Cllrs. J Betts, R Burbridge, S Jeacock, D Nicholas, M Scully and E Townsend to discuss the specification in more detail and bring a report back to Council.

17. BBQ DISPOSAL UNITS

The Clerk provided three quotations for BBQ disposal units for the Bruce MacKenzie Field and Snoxhall Fields.

It was AGREED to consider provision of BBQ disposal units as part of the Snoxhall Fields circular path working group..

18. CRANLEIGH VILLAGE HALL

The Council NOTED the following report from the Clerk:

**Rear Wall Project**

The internal re-decoration works are complete, but the Conservation Architect fees are £938 + VAT over budget due to the extended time taken with the project and problems encountered with the rear wall due to water ingress. The Certificate of Practical Completion has been received.

**Main Hall Ceiling Lights**

This project has stalled due to the structural engineer being furloughed. A new point of contact has been established and work will re-start. The Council has already AGREED the following costs:

- Asbestos Seal £420 + VAT
- Architect fees – design £1,450 + VAT
- Architect fees – technical £2,520 + VAT
- Architect fees – construction £2,250 + VAT
- Structural engineer fees
- Electrical work £5,735 + VAT

In addition, there will be CDM fees of £760 + VAT as there will be multiple contractors on site. A quotation has been sought for the walkway in the roof space.

**Stage Replacement**

The Conservation Architect has provided a specification for the stage replacement and invited a quotation from a builder for submission to the insurance loss adjustor.

Cllr J Betts raised concern about the impact on hirers of the scaffolding on the stage. The Clerk confirmed that the stage is not currently usable, only for light switch access.

19. THE LOCAL ELECTRICITY BILL

The closing date has elapsed.

20. DATA PROTECTION OFFICER CONTRACT

The Council AGREED to renew this service for one year at a cost of £350 + VAT.

The Council AGREED for Cllr R Denton to review the scope of this service.

21. THREE YEARLY ELECTRICAL SAFETY INSPECTION

The Clerk was asked why three quotations had not been obtained and she explained that finding contractors insured to work at height is difficult. The Council AGREED to appoint Case Electrical to undertake the three yearly electrical safety inspection of the floodlights £464 + VAT, streetlights £420 + VAT and sports hall £380+ VAT.

22. LITTLE HEARTS NURSERY SCHOOL

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

The Council AGREED to hold the current licence fee for 3 months: September, October and November and to charge an hourly rate for any additional hours post 3pm.

23. CRANLEIGH VILLAGE HEALTH TRUST

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

The Council discussed this decision made at the extraordinary meeting of Council on 05 September 2019:

*'To consider a request from a member of the public to have the land swapped to CVHT returned to the Parish Council – Bruce MacKenzie Field and the Paddock Field.*

*Following the Clerk's presentation, the Council asked if they could still act on the exchange of letters between the Parish Council and CVHT that if the hospital is not built within five years, the parties would discuss the site and its future use. The Clerk confirmed that the Parish Council could still make this request to CVHT in the spirit of the letter exchange. The Council AGREED to write to CVHT and request a meeting to discuss the site and its future use.'*

The Council AGREED by a vote 6 in favour, 5 against to write to CVHT and request a meeting to discuss the site and its future use in the spirit of the letter exchange.

24. DATE OF NEXT MEETING

Parish Council Meeting Thursday 16 July 2020. The meeting closed at 10.00pm

Signature.....

Date.....