



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 16 JULY 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, Admin Clerk Robin Pass and ten 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 Council's Planning Committee had not objected to the new CVHT planning application when the Council had agreed to discuss the return of the land with CVHT as detailed in the exchange of letters. The Chairman said the Planning Committee meets and makes comments in its own right and Cllr R Cole added that the Planning Committee works on planning grounds but the Council may take a wider view tonight. The Chairman reported that the Clerk has contacted the Council's solicitor regarding the exchange of letters and the future of the land.
- A member of the public asked why only 5 members of the 8 member Planning Committee turned up to vote on such an important issue. The Chairman replied that in local government Committees only need to be quorate to operate and make legal decisions. The member of the public asked if the covenant is detailed in the exchange of letters. The Chairman confirmed that the covenant is detailed in the Land Registry documents for the CVHT land.
- A member of the public referred to the minutes of the meeting between the Chairman, Vice Chairman and Clerk with CVHT and said she found the Vice Chairman's comments at that meeting unhelpful. The Vice Chairman responded that his comments should be regarded in context and his overall sentiment is the need to move forward and his comments were not a criticism of people in the community.
- A member of the public said that the Parish Council is being dragged down by one of its members on the Cranleigh Community Board who deletes other people's posts and puts forward their own opinions. The Chairman said the Council has adopted its own Code of Conduct and she reminded Councillors at the last meeting that their actions could reflect on the Council as a whole. She said that any breaches of the Code of Conduct are handled by the Monitoring Officer. The member of the public said there had been multiple breaches of the code and he would take the matter up with the Monitoring Officer.

3. 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 and would abstain from voting on item 28.
- Cllr N Sanctuary declared an interest as he is the Chairman of the Glebelands School Governors.
- Cllr R Denton declared an interest as a member of the Football Club and Cricket Club.
- Cllr G Worthington declared an interest in item 18 as he has a vague connection and will not vote.
- Cllr M Scully declared an interest in item 13 as BT is his employer.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 18 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 notes of the meeting with CVHT on 19 June 2020 are on the Council's website.
- Councillors are invited to a short meeting on Tuesday 21 July at 7.00pm with the Street Champions for a formal thank you from the Surrey Lieutenant and Waverley Mayor.
- Following a meeting with our County Councillor, the Clerk will apply for a temporary closure of Fountain Square Thursday to Sunday 10.00am to 4.00pm until December to help with social distancing. The Chamber of Commerce has consulted with local businesses.
- Parking permits have been requested via the County Councillor for the Street Champions whilst they are doing shopping for the community.
- There have been a number of burst pipes recently. The Clerk will notify our MP and ask when the Flood Forum will meet again.
- The Chairman attended the Mayor of Waverley's virtual tea party which was extremely successful.

6. CLERK'S REPORT

The Council NOTED the following report:

- The Parish Council's Recovery Task Force meeting to support community organisations has met again and held a separate meeting to discuss collaborative funding opportunities.
- Litter and anti-social behaviour in our open spaces continue to be a problem. Up to two hours daily is spent by staff clearing litter on top of the help by provided by our community litter pickers.
- The Clerk is Secretary to the Surrey branch of the Society of Local Council Clerks who continue to meet monthly to share ideas and support each other. This month the presentation was on reducing legionella risk in public buildings.
- The Clerk attended an online meeting of the Waverley Economic Development team who discussed the re-opening of the High Street. They are working on a project to install footfall counters in the High Street and making social media films to encourage shopping locally.
- The Chairman, Vice Chairman and Clerk had a meeting with Cllr A Povey and Ms Rosemary French OBE of the Chamber of Commerce to discuss the re-opening of the High Street. The voluntary one-way pedestrian route trial has ended and will not be extended. There is £9,600 funding available to Cranleigh from the European Regional Development Fund to support measures to safely re-open Cranleigh High Street.
- Cllr M Scully and the Clerk attended the Chamber of Commerce online meeting to discuss future High Street improvements.

- A meeting was held online on 19 June 2020 with the Chairman, Vice Chairman and Mr Everitt of CVHT to discuss CVHT's community work. The meeting notes have been added to the Council's website.
- The Chairman and Clerk had a telephone consultation with Locality to discuss the technical support assistance for the Habitats Regulations Assessment for the Neighbourhood Plan.
- The Chairman and Clerk attended an online meeting with Thames Water to hear about their plans to address the water supply capacity issues in Cranleigh.
- An online meeting of the Recreation Users Group was held to discuss the adult football pitch improvements quotations.
- The Clerk and Admin Clerk for Planning continue to attend the ICCM death management webinars.
- The play park extension was completed in readiness for the re-opening of the play park on 04 July 2020.
- The Council was successful in its application for £500 grant funding to the 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.
- A response is awaited from the Environment Agency on the query raised by the cemetery ground water risk assessment.
- The new touch free wallgate units for the Village Way public conveniences have been installed.
- The Council provided some bags of compost to the volunteers working on the Centenary Garden.
- The Council provided sleepers and a shed for the Beryl Harvey Conservation Field volunteers to erect in the conservation field.
- The letter about concerns over parking enforcement was sent to Waverley Borough Council who said that Surrey County Council as the 'Highway Authority' is responsible for on-street parking enforcement across the whole of Surrey. In the Waverley area Surrey County Council have contracted on-street enforcement to Guildford Borough Council. The Parish Council's letter has been sent to both Surrey County Council and Guildford Borough Council and a reply is awaited.
- WBC have received a government grant of £1.281m is to help mitigate the costs incurred by the Council in responding to the impact of COVID-19. WBC invited parish and town councils to share their financial impacts so they could be included in the government returns. The total budget impacted across all town and parish councils in 2020/21 is currently estimated to be £270k. WBC's Overview and Scrutiny Committee discussed a proposal to top-slice £80k of the government grant to support town and parish councils that can demonstrate a net loss of income due to COVID-19.
- The Parish Council had no objection to the addition of films to the licensing consent for Hurtwood Park Polo Club.
- The three yearly tree survey work is ongoing.
- New planting is planned for the central flowerbed in the Garden of Remembrance at the cemetery.
- A Surrey Parish Climate Action Day online conference is planned for 22 September 2020.
- The Working Party to discuss a circular footpath around Snoxhall Fields is meeting at 6.00pm on Thursday 23 July 2020, followed at 7.00pm by the Skate Park Working Party.
- The next meetings of the Personnel and Finance Committees have been moved from Monday 07 September 2020 to Monday 19 October 2020.
- The next Council meeting has been moved from Thursday 17 to Thursday 24 September 2020.

- The Council agreed to pay for an advert in the Bonfire programme, although at this moment in time, Cranleigh Lions do not know if the annual fireworks will proceed due to government restrictions on mass gatherings and the Lion's ability to secure sponsorship.
- [Deputy Lieutenant](#) Shahid Azeem DL is keen to be informed about any Waverley's businesses that stand out in their support of the community during the Covid-19 crisis. They are encouraged to apply for the [Queen's Award for Enterprise](#)
- The newly installed snake swing developed a problem late on Saturday evening in its first week of opening. One of the wire tensioners became unclipped. There were children on the swing at the time. The Clerk contacted the supplier but they have not attended site and said there will be a delay in sending replacement parts. The Clerk attended site very early on Sunday morning to close the item of equipment and the Grounds Manager arrived late Sunday morning to make a repair. Cllr G Worthington said that people are delighted with the play park extension.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr R Cole said that Waverley Borough Council Eastern Planning Committee has met virtually twice now and will continue to meet every two weeks to process the backlog of applications.

8. MINUTES OF COMMITTEES

The Personnel Committee Minutes of 14 May 2020 were RECEIVED.

The Planning Committee Minutes of 01 and 22 June 2020 were RECEIVED.

9. COUNCIL STRUCTURE

The Council AGREED for Cllr R Denton to replace Cllr S Jeacock as reserve representative on BID.

10. FINANCIAL MATTERS

1. The expenditure list to 16 July 2020 was circulated earlier and was AGREED by the Council. Cllrs D Nicholas and G Worthington will sign the cheques.
2. The bank reconciliation to 30 June 2020 was AGREED.
3. The cashbook reconciliation to 30 June 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 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 Clerk is awaiting details about the requirement for planning permission from WBC.
- Obelisk – The Clerk has asked the Heritage and Conservation Officer for details on the maintenance of the Obelisk and a response is awaited.
- High Street Bins - 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.
- The Clerk has asked for an update on environmental improvement funding from planning applications WA/2014/1038 CALA Homes, WA/2016/0417 Crest Nicholson and WA/2011/2129 Swallow Tiles.
- The first round of bidding for Strategic CIL is open 15 June – 18 September 2020. The decision will be made by WBC Executive in January 2021. There is £687,518.58 available. CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Cllr N Sanctuary will co-ordinate the Council's CIL application which may require an extraordinary meeting of the Council.
- The Clerk was asked to find out how much PIC funding is left.

- The Clerk was asked to confirm the amount of S106 contributions that have now been collected for work on sections of the Downs Link.

12. CORONAVIRUS COVID19

- The Clerk advised that WBC has been awarded £9,600 for Cranleigh to re-open the High Street safely during the coronavirus pandemic from the European Regional Development Fund (ERDF). The grant is paid to WBC in arrears. The Chamber of Commerce have prepared the Cranleigh application, but WBC are asking the Parish Council to enter into a Service Level Agreement for payment of the fund, as they are not allowed to partner with the Chamber of Commerce to spend the fund. Measures include closing the access road to Fountain Square Thursday to Sunday 10.00am – 4.00pm to enable more outside space for tables and chairs. The Chamber of Commerce are consulting the businesses affected by the road closure. The plans also include 153 pavement graphics, 17 lamp post signs and one wall mounted sign costing £7,045 + VAT. The signs are based on signs already installed in Reigate. The Council AGREED to enter into the service level agreement by a vote of 6 in favour, 5 against. They would also like to investigate the opportunities for a reduction in the overall number of signs in the street and asked if posters/signs encouraging the wearing of masks could also be included in the reopening plan for the businesses.
- The Clerk reported that there are three specific pieces of guidance for the re-opening of community buildings. It is a Council decision and re-opening of community buildings is under the jurisdiction of environmental health. The Clerk said the social distancing guidance for indoor fitness may make the return of some hirers currently unviable. The Clerk has risk assessed all of the Council's community buildings and advised that hirers should provide their own risk assessment for the Council to assess before giving permission with special conditions for the hirer to return to the building. The Clerk advised the Council not to permit the return of hirers now and to review the situation in September due to the risk of aerosol transmission through poor ventilation in the Council's old buildings as the high level windows in the Village Hall and Sports Hall do not open. The Clerk added that at a recent meeting of the Surrey Clerks most Councils are not re-opening their community buildings now and are reviewing the situation in September. The Council felt that the government is encouraging people to return to normal activity and AGREED that hirers can return to the Council's buildings on receipt of a satisfactory risk assessment.

13. BT KIOSK SMITHWOOD COMMON

Cranleigh in Bloom were consulted on the adoption of this kiosk, but they felt it is too far out of the village and declined the offer. There have been no other offers of community adoption so the Council DECLINED the adoption of this kiosk from BT.

14. LOCAL GOVERNMENT ASSOCIATION CONSULTATION ON NEW MODEL CODE OF CONDUCT

The Clerk reported that the Local Government Association is consulting on a new model Code of Conduct which includes tougher sanctions than the current model code to include suspending Councillors for up to two months for breaches of the code. The Clerk added that NALC do not think that a two month suspension is sufficient for serious breaches of the code and have submitted a response requesting suspensions of up to six months for breaches of the code.

The Council DECLINED to support the NALC request for a six month ban in a vote 5 in favour, 6 against. The Council AGREED to support the LGA new model Code of Conduct which included a 2 month suspension.

15. COMMUNITY ORCHARD PROJECT SOUTH EAST

The Clerk will complete the questionnaire giving the details of the proposed community orchards at the CALA Homes site in Amlets Lane and at the Berkeley Homes site in Knowle Lane. The Council also AGREED to suggest the land at the rear of Queensway for suitable use as a community orchard.

16. WAVERLEY BOROUGH COUNCIL SUSTAINABILITY STRATEGY AND CLIMATE EMERGENCY ACTION PLAN

The Council felt that there should be meaningful consultation as part of the Action Plan and AGREED for the Chairman, Vice Chairman and Clerk to submit a response to WBC.

The Council will also give details of the Surrey Parish Climate Action Day on 30 September 2020.

17. HIGH STREET FOOTFALL COUNTER

As part of the ERDF funding to safely re-open the High Street, WBC are going to fund a footfall counter for Cranleigh High Street. The Council AGREED to the installation of the footfall counter in the most suitable location in the High Street identified by the footfall company.

18. URGENT TREATMENT CENTRE CAMPAIGN

Cllr G Worthington said local GPs and others have been campaigning for an urgent treatment centre in Cranleigh. The Council AGREED to support the campaign, subject to the location of the urgent treatment centre, confirmation of the predicted visitor numbers and provided that it does not impact detrimentally on other centres already in operation, e.g. Haslemere.

19. CRANLEIGH VILLAGE HEALTH TRUST

Planning application WA/2020/0965

Erection of a building to provide a 64 bed care home with 16 community beds together with a building to provide 14 health worker accommodation units with access from Knowle Lane, associated parking and ancillary work (revision of WA/2018/1966)

Cllr G Worthington left the meeting having previously declared an interest.

The Chairman reminded the Council that they can respond to this planning application through three roles:

- As consultee on the planning application through the Planning Committee
- As adjacent land owner and beneficiary of the restrictive covenant
- As a local authority having regard to the public interest of its parishioners.

- **Response as a local authority having regard to the public interest of its parishioners.**

Concerns were raised about the benefit of the community beds to the Cranleigh community. Questions were asked about the exact usage of the beds with regards to care, nursing, Alzheimer's, post op and/or mother and baby care and how the provision of community beds in the CVHT care home differ in funding and allocation to the provision of NHS/Surrey funded beds in any other care home. It is known that Surrey County Council contracts with other care homes in the village to provide Council funded beds. The Council would like to know the exact usage of these proposed community beds as this is currently unclear. The Council would also like to know what the exact financial community benefit of the beds is and how this differs to other NHS/Council funded beds and how they are allocated. The Council also asked for confirmation of how the viability of the community beds had been assessed. The Council will ask these questions of the CCG and SCC.

Concerns were again raised about the qualifying criteria for the accommodation block which is proposed for key workers or healthcare workers employed in local health provision. There is still no clarity on the legal agreement and connection between the care home and accommodation block.

The Council AGREED to ask CVHT to clarify the qualifying criteria and to confirm to Waverley Borough Council, as with the previous comments against the application, that should this application progress to secure the accommodation block criteria and selection process through a legal agreement rather than a condition. The Council will also ask these questions of the CCG and SCC.

Cllrs R Burbridge and R Denton abstained from the vote.

- **Response as adjacent land owner and beneficiary of the restrictive covenant**

The Chairman outlined the Council's previous response which raised concerns on the impact on the ASVI, flooding, noise and disturbance and highway issues. Concerns were again raised about the impact on the junction of Knowle Lane and the High Street. The Clerk reported that at the recent Chamber of Commerce webinar this junction has been highlighted for traffic calming measures with the suggestion of a 15mph speed limit for the High Street at this location. Concerns were also raised about the cumulative impact on traffic in Knowle Lane from the care home, new development and commercial businesses and impact on the crossing point from Snoxhall Fields to the Bruce MacKenzie Field.

The Council AGREED to submit comments based on those made on the previous application with relevant updates as required. Cllr G Worthington returned to the meeting.

20. CRANLEIGH VILLAGE HALL

The Clerk reported that the work to the rear wall is complete.

Costs from the structural engineer and design and cost of the main hall ceiling walkway are still awaited. The scaffolding is still in situ and the under stage continues to be propped at a cost of £52 per week. The Clerk has submitted details of the stage replacement cost to the Council's insurer's loss adjustor and awaits confirmation from the conservation architect and structural engineer that the source of the water ingress has been identified.

21. SNOXHALL FIELDS RECREATION GROUND

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

The Clerk advised that the arboriculturalist has identified oak tree T0077 at Snoxhall Fields as in need of removal within one month. Cllr R Cole advised checking if the tree has a TPO before felling. The Council AGREED to fund an ecologist from Surrey Wildlife Trust to check the tree for bat roosts and bird nests before felling and AGREED to appoint Dave Ford Tree Care to fell the tree to a 2 foot stump and make the logs available for the Beryl Harvey Field conservation volunteers. Work to be funded from tree revenue budget.

22. TRACTOR TYRES

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

The Council DELEGATED AUTHORITY to the Clerk to seek three quotations for the replacement of the tractor tyres and AGREED for the Clerk to appoint a contractor with a maximum budget of £3,000. Work to be funded from the Forward Maintenance Plan reserve.

23. LUX LIGHTING LEVELS

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

The Clerk provided a report on the recent survey into the LUX lighting levels in the Council's buildings. The Clerk had sought a quotation for the replacement of faulty lights and installation of newer brighter lights where required. The Council AGREED to appoint David J Long to replace the faulty lights and install new light fittings as identified by the survey. Work to be funded from the Forward Maintenance Plan reserve.

24. LEGIONELLA RISK ASSESSMENT

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

The Clerk had reviewed the Legionella Risk Assessment and invited the plumbing contractor to provide a quotation for the remedial repairs required and bi-annual and annual inspections. The Clerk advised that only one quotation had been obtained as detailed knowledge of the building is required to locate some of the repairs identified. The Clerk advised that the remedial works to Snoxhall Pavilion should be funded from the Charity Reserve and the remainder of the remedial repairs should be funded from the Forward Maintenance Plan. Annual and bi-annual inspections will be funded from the health and safety revenue budget. The Council AGREED to appoint Goodwins to carry out the remedial repairs and annual/bi-annual inspections.

25. PROPERTY INSPECTIONS

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

- The Council AGREED to appoint CMC to undertake a weekly inspection of the Public Conveniences, Village Hall, Snoxhall Pavilion and Youth Centre and weekly tap flushing to be funded from the temporary worker revenue budget.
- The Council AGREED to appoint CMC to undertake the monthly temperature monitoring for Legionella checks to be funded from the temporary worker revenue budget.
- The Council AGREED to appoint Grasstex to undertake weekly inspections of the Snoxhall play park to be funded from the temporary worker revenue budget.

All appointments subject to confirmation from the contractor's insurer of cover for the task specified.

26. INSURANCE RENEWAL AUGUST 2020

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

The Council had received three quotations for the insurance renewal. Subject to Cllr N Sanctuary checking the terms of the cover, the Council AGREED to appoint BHIB for a three year agreement.

27. DEWLANDS LANE CEMETERY DRAINAGE

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

The Council had received ten quotations for the cemetery drainage. The Clerk contacted the two lowest priced quotation contractors and asked them if they are able to organise the footpath diversion which they both confirmed that they could. The Clerk also asked if they are able to organise the consent required for the discharge into the ditch. One contractor said that they could and the other contractor asked what would happen if consent is withheld. The Clerk has contacted SCC for consent and awaits a response.

The Council AGREED, subject to consent from SCC for discharge into the ditch, to appoint Grasstex to install the cemetery drainage system and fence around the detention basin to be funded from the General Reserve.

28. SNOXHALL FIELDS ADULT PITCH IMPROVEMENTS

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

The Council had received six quotations for improvements to the adult football pitch.

The Council AGREED to appoint Centurian Services provided that the grant application to the Football Foundation is successful. The balance of the funds will be taken from s106 funding as follows:

WA/2017/1396 £50,838 Horsham Road phase 2

WA/2011/2129 £10,771 Swallowhurst

WA/2016/1921 £33,075 Elmbridge Road for pitch and pavilion

Cllr N Sanctuary agreed to assist the Clerk with cashflow analysis for this expenditure and other expenditure agreed this evening.

29. SNOXHALL FIELDS CCTV SYSTEM

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

The Council AGREED to appoint CIA to install an extension to the CCTV system to cover the football field and to appoint Case Electrical to carry out the associated electrical works to be funded from the Forward Maintenance Plan Reserve.

30. SNOXHALL FIELDS PITCH FEES

This item was considered in private and confidential session – reason: commercial in confidence.
The Council AGREED to give Cranleigh Football Club a 50% reduction on their fees from August for three months due to the coronavirus restrictions and in light of any additional costs or reduction in membership they might incur.

31. STAFF MATTERS

This item was considered in private and confidential session – reason: staff in confidence.
The Council AGREED the recommendations of the Personnel Committee.

32. DATE OF NEXT MEETING

Parish Council Meeting Thursday 24 September 2020. The meeting closed at 11.00pm

Signature.....

Date.....