



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 24 SEPTEMBER 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, five members of the public.

1. APOLOGIES FOR ABSENCE

The Council AGREED the apologies of Cllr H Nicholson who is unwell and the prior commitment apology of Cllr R Tyler.

2. PUBLIC SESSION

There were no members of the public present who wished to speak.

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.
- Cllr N Sanctuary declared an interest as he is the Chairman of the Glebelands School Governors.

4. GUEST SPEAKER: SMART CRANLEIGH

Ms Dianne Davies, who is also the Chairman of the League of Friends, spoke on behalf of SMART Cranleigh about the Acute Treatment Centre campaign. She said it had arisen out of the Better Care Together national programme. The closest model suitable for Cranleigh is the Acute Treatment Centre which will provide additional services not available at the Village Hospital at present. It will help to reduce A&E visits and ambulance call outs. The League of Friends will help to fund additional equipment and there is sufficient room in the Village Hospital for the Acute Treatment Centre. A fully costed plan will be required for the project.

Dr Mike Bundy said the average journey time nationally to A&E is 30 minutes, but for Cranleigh residents it is 45 minutes to Guildford as you have to cross the centre of Guildford to reach A&E. He said the Acute Treatment Centre would be preferred by schools and sports clubs as a local source of assistance, Cranleigh has five specialist schools within its area and 14 times the national average number of gypsies and travellers in the locality.

He anticipates the Acute Treatment Centre would serve a population of approximately 27,500 allowing for a population increase of 16% for housing development, but this only allows for 500 houses at Dunsfold. He said the location has parking in Cranleigh, a bus stop outside and good local access. Ms Davies advised that the timescale for the project may be delayed due to COVID-19 and Dr Bundy said he hoped a decision would be made by the end of this year by the CCG as part of their five year plan. Ms Davies said the project should not impact on the Minor Injuries Unit at Haslemere Hospital and asked the Council to provide a letter in support of the campaign. The Chairman thanked the speakers and said the request would be included on the agenda for the next Council meeting.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 16 July 2020 and the extraordinary Parish Council meeting held on 10 August 2020, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

6. CHAIRMAN'S REPORT

The Council NOTED the following report:

- Posters advertising the Hearing Awareness campaign have been delivered to local shops.
- WBC have re-committed to a new Leisure Centre in Cranleigh.

7. CLERK'S REPORT

The Council NOTED the following report:

- The Surrey Lieutenant attended a meeting with Parish Councillors and the Cranleigh Street Champions on 21 July 2020 to thank them for their hard work supporting the community during the coronavirus lockdown.
- The Parish Council had received complaints about litter in the ditch adjacent to the adult football pitch at Snoxhall Fields. The Clerk sought permission from the land owner for tractor access to flail cut the hedgerow to make access for litter clearance but permission was declined.
- The Parish Council has been awarded a £2,000 grant from the Surrey Police and Crime Commissioner towards the extension of the CCTV at Snoxhall Fields. The Parish Council has raised its concerns about continuing anti-social behaviour at Snoxhall Fields with Surrey Police.
- One of swing posts has been replaced and two sets of swing cradles have been replaced following the play park inspection report.
- The three yearly basic tree survey has been received and tender invitations issued for tree surgery with medium priority within three months for consideration at the October Council meeting.
- The Clerk has applied for permissions with Surrey County Council and the Environment Agency for the new drainage scheme at the cemetery to discharge surface water run off into the ditch and awaits confirmation from the Environment Agency. Surrey County Council have given their consent for the discharge and temporary footpath closure.
- Works to Council properties as a result of the Legionella risk assessment are complete.
- The Council received a letter from Kingacre letter about potential development on land east of Knowle Lane, the letter has been acknowledged and sent to WBC for the Neighbourhood Plan database.
- CALA Homes are waiting for planning permission for a network of three water taps at the Amlets Lane allotments before the allotment setting out can be completed and the allotments formally handed over to the Parish Council.

- The Clerk attended an ICCM webinar about funeral fees for children. Councils that already provide funeral services free of charge for children are ineligible for government funding. The Parish Council will be able to claim government funding for funeral services for young people aged 13 – 17 years old, as it already provides service free of charge for children up to the age of 12 years old.
- The Clerk has contacted Surrey Police who advise that due to COVID 19, they are currently unable to deliver Community Speedwatch training, the Clerk has updated volunteers.
- The outcome of WBC's application for £9,600 funding available to Cranleigh from the European Regional Development Fund to support measures to safely re-open Cranleigh High Street is awaited.
- 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 still 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. Further details are awaited.
- All Council staff had fire extinguisher training on 11 August 2020.
- The Clerk did a one day training course on the Local Government Pension Scheme on 12 August 2020.
- The Clerk attended the first SSALC Surrey Clerks Forum meeting on 25 August 2020 and learnt about the SCC bid for unitary authority and impact on Surrey which is only one third parished.
- There are still places available for Parish Councillors on the Surrey Climate Action Day online conference on Wednesday 30 September 2020 10.00am – 4.00pm.
- The SLCC National Planning Advisor is the guest speaker at the next meeting of the Surrey branch to give an overview on the Planning White Paper.
- The Cranleigh Flood Forum is meeting online on 02 October 2020.
- The Parish Council's Recovery Task Force is meeting again on 05 October 2020.
- The Council's Climate Change Working Party is meeting on 12 October 2020.
- The Clerk and Admin Clerk for Planning continue to attend the ICCM death management webinars.
- Surrey County Council are consulting on a Community Transport Strategy, closing date 02 October 2020. The Parish Council received the survey through Voluntary Action South West Surrey and not directly from Surrey County Council. It arrived after this agenda had been published, Councillors are encouraged to complete the survey individually.
- The Clerk met with Community Orchard Project South East (COPSE) and Waverley Borough Council to investigate the possibility of creating a community orchard on the land locked piece of Waverley Borough Council land at Queensway. COPSE are very encouraged by the possibility and will carry out a consultation with the adjacent residents. WBC are looking at their housing budget to provide a 6 feet high chain link fence around the piece of land and clearance of the overgrown vegetation and scrape of the soil to remove weeds. The Clerk suggested asking the Cranleigh Conservation Volunteers, bee-keepers, Scouts and Guides if they would be interested in becoming involved in the project.

- The Council submitted their comments on the campaign for an urgent treatment centre in Cranleigh to the Surrey Heartlands CCG and have received a reply that the Better Care Together programme has been 'paused' as the NHS responds to COVID-19. However, the CCG has been working with stakeholders in Cranleigh and have accepted the proposal for an Acute Treatment Centre in Cranleigh within the programme's short list. This proposal is not for an Urgent Treatment Centre and so would require specific approval from NHS England as it is not consistent with current national policy. The programme continues to be paused as the CCG awaits new urgent care guidance from NHS England. Once Surrey Heartlands CCG is in a position to respond to this, the CCG will look to re-start the programme. Currently it is not yet clear when the CCG might expect to receive this revised guidance.
- With huge regret, Cranleigh Lions have cancelled the Cranleigh Bonfire and Fireworks Event for 2020. The bonfire and fireworks event, as well as being a great spectacle attended by thousands each year, is a key fund raising event in their calendar. They will continue to do all they can to look for other ways to raise funds and hope that they can count on our support once again for the Bonfire & Fireworks event in 2021.
- The Parish Council has received an update from Surrey County Council on their proposal for the rebuilding of Cranleigh C of E Primary School following the meeting of stakeholders in June 2020. Surrey County Council has now withdrawn their planning application for the rebuilding of the primary school on land at Glebelands School and withdrawn their appeal against the refusal of planning application for housing on the primary school site.
- The Clerk attended the Surrey Association of Local Council Clerks Forum yesterday. The Surrey AGM is online on Thursday 22 October 9.30am – 12noon.
- The Council approached WBC with a request to have the skate park land transferred to the ownership of the Parish Council. WBC have declined this request as they say that the land has links to other potential works. WBC advised that the Exacom planning system shows the amounts of s106 funding currently available for Cranleigh Skatepark:
  - £32,111.59 from WA/2014/0912
  - £30,375 from WA/2016/1921
 There are also 3 more instalments from WA/2014/0912 due on the 200<sup>th</sup>, 300<sup>th</sup> and 400<sup>th</sup> occupation respectively. This will total to £120,000 + indexation. Given the current status of the site, and the economic climate, WBC say that it will be some time before all these triggers are met.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

There were no reports.

9. MINUTES OF COMMITTEES

The Planning Committee Minutes of 13 and 27 July 2020 and 24 August 2020 were RECEIVED.

10. COUNCIL STRUCTURE

The Council AGREED:

- To call a meeting of the Neighbourhood Plan Committee.
- To appoint Cllr S Jeacock as the main representative on the Dunsfold Advisory Group with Cllr N Sanctuary as reserve.
- To appoint Cllr M Scully to attend the Gatwick Airport online meeting.
- To appoint Cllrs J Betts, R Cole, S Jeacock, N Sanctuary, E Townsend and G Worthington to form the One Public Estate Working Party.
- To reinstate the Property and Asset Committee with the same Terms of Reference and to appoint Cllrs J Betts, R Burbridge, R Denton, S Jeacock and D Nicholas to the Committee. Cllrs H Nicholson and R Tyler will also be invited to join the Committee.

## 11. FINANCIAL MATTERS

1. The expenditure list to 20 August 2020 and 24 September 2020 was circulated earlier and was AGREED by the Council. Cllrs N Sanctuary and G Worthington will sign the cheques.
2. The bank reconciliation to 31 July 2020 and 31 August 2020 was AGREED.
3. The cashbook reconciliation to 31 July 2020 and 31 August 2020 was AGREED.
4. The Council AGREED to invest £100,000 on 3 months at 0.05%.
5. The external auditor has not issued a qualified opinion for the conclusion of the audit for financial year 01/04/19 – 31/03/20, but made the following comment:

*'The annual internal audit report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the internal control objective M. The annual internal audit report will inform the authority's response to assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.'*

On the advice of the external auditor, the Parish Council had ticked no to box 11 on the accounting statements to state that it is not a Sole Managing Trustee of a charity. (The Council is the Sole Managing Trustee of the Snoxhall Fields charity). This led the internal auditor to tick not applicable to box M of the internal audit report relating to the Council meeting its responsibilities as charity trustee. The external auditor's advice has been shared with the internal auditor who has confirmed that he should have ticked yes to box M of the internal audit report to confirm that the Council has met its responsibilities as charity trustee.

The Council NOTED and AGREED the report from Internal Auditor.

## 12. S106/CIL

The Council NOTED the following report from the Clerk:

- The Clerk has requested and followed up the request for a reconciliation of PIC funding but not received the report from WBC.  
S106 Update:
- WA/2014/1038 £27,231.41 environmental improvements funding available
- WA/2016/0417 £38,143.98 environmental improvements funding allocated to Snoxhall Field footpath diversion as per CPCs application. This money can be reallocated if another suitable project is preferred.
- WA/2011/2129 £5,978.79 environmental improvements funding available  
Another reconciliation meeting is taking place next week so the funding from WA/2014/1038 and WA/2011/2129 is susceptible to change. The Clerk was asked to share her s106 table with Councillors.
- There is no news on the maintenance of High Street litter bins.
- The Clerk has submitted an application for a new piece of play equipment for Snoxhall Fields through CIL. The application is for a three section train for younger children to acknowledge Cranleigh's railway heritage. The Snoxhall Fields charity would need to match fund 50% from car park income. WBC have now extended the closing date until 31 January 2021, so the Clerk suggested submitting an application for park style railings for Snoxhall Fields. The Committee delegated this application to the Property and Asset Committee. The Chairman said there is some Cranleigh specific CIL funding coming to the Council and the Clerk advised that the Council must adopt a protocol for handling and distribution of this funding.

## 13. CORONAVIRUS COVID19

- The Clerk reported that the Recovery Task Group is meeting again on Monday 05 October 2020. A few Street Champions have left the scheme to return to work, but the remainder continue to do an amazing job supporting the community.

- The Council's community buildings have re-opened and hirers are gradually returning. QR posters for NHS Test and Trace have been displayed at the Village Hall, Snoxhall Pavilion and Youth Centre. The changing legislation for community buildings and sports and leisure is very time consuming for staff who have to re-check risk assessments and bookings. It is also impacting on access to the buildings and requires a second intruder alarm panel in Snoxhall Pavilion to separate the changing rooms access from the nursery. Cllr G Worthington said this could be done on a mobile phone application.

14. ASSETS OF COMMUNITY VALUE

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to submit nominations for Fountain Square, Cranleigh Village Hospital, Cranleigh Showground, Cranleigh Village Health Trust land and Stocklund Square.

15. PREMISES LICENCE VARIATION FOR THE SURREY COPPER DISTILLERY

The Council had no comments.

16. CRANLEIGH BOWLING CLUB

The Council considered the request by Cranleigh Bowling Club for support for a direction sign to the Club in the High Street. A vote was taken to support the direction sign: 2 in favour, 5 against, 1 abstention – MOTION LOST.

The Council is not in support of a direction sign in the High Street to the Bowling Club.

17. RECOVERY AND DEVOLUTION WHITE PAPER

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to submit a response to the government and Surrey County Council with the following comments:

- The proposals remove a layer of representation rather than a layer of organisation.
- There has been no consultation on the proposals with towns, parishes or boroughs and districts.
- The unitary authority will be too large and too far removed from the residents it serves.
- The cost saving justification seemed unlikely given the additional layers of executive infrastructure needed to manage a large county and its various local operational responsibilities.
- The Surrey proposal relies on devolving powers down to towns and parishes. Surrey only has one third of the county that is covered by town and parish councils. It appears that a layer of what are being termed 'natural communities' or a large number of mini borough councils will have to be created across the whole area.
- Many small Parish Councils are not equipped to deal with more powers and have no experience in their delivery.
- There is no confidence that a larger organisation run by Surrey county Council is better.

18. CHANGES TO THE PLANNING SYSTEM CONSULTATION

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to submit a response to the consultation including the following comments, a draft would be circulated to all Councillors:

- The proposed standard methodology to calculate housing numbers would increase Waverley's housing requirement from 590 houses per annum to 835.
- The paper maintains support for the green belt but makes countryside beyond the green belt even more vulnerable. It concentrates high numbers of housing in the south east of the country putting even more pressure on existing infrastructure. There will be a significant impact on the environment which is not addressed.

- The paper proposes to increase the supply of housing but not the delivery of housing as it does not address the reasons for non-delivery of housing or create an incentive or penalty for developers to build out extant permissions.
- The paper uses base figures from 2018 prior to COVID-19 and its potential impact on the housing market, so this is not the best time to introduce these changes.
- The First Homes plan is starter homes re-branded. A discount of 50 – 60% is needed in Waverley to make homes affordable. Delivery of social rented homes would be undermined. Sites would need to include 25% of First Homes and they would be CIL exempt. The increase in the small site threshold from 10 to 40/50 homes would also impact the delivery of affordable homes across the borough which relies heavily on small sites.
- The restriction on permission in principle for major development is proposed to be removed. This would mean that technical reports for major sites would not be required until later in the planning process.
- No consideration will be given for infrastructure such as water, sewerage, flooding.
- The statutory obligation to notify neighbours for planning in principle applications is less reducing consultation.
- This is the third change to the planning system since 2010 and will bring in more housing development to areas that have already had significant housing development.
- The community needs an early voice in planning matters.
- This paper lacks clarity and how it links to the Planning White Paper.
- The paper is inaccessible to non-planning professionals and has not been widely advertised.

#### 19. PLANNING FOR THE FUTURE WHITE PAPER

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to submit a response answering all questions in the consultation including the following comments, a draft would be circulated to all Councillors:

- It is a developer led system. It creates more certainty for developers and landowners.
- It is planning by a desktop exercise.
- It splits land into three categories: growth, renewal and protected. The growth area if applied to Waverley could include very large areas of countryside beyond the green belt including Cranleigh. Simplifying the rules will make it even easier to develop in Cranleigh.
- The proposals to introduce more technology into the planning system should make it easier to store data, as well as to view information, add comments (to be valid these would still need to be made on planning grounds) track decisions and make the process more accessible.
- The planning system should be brought up to modern standards, but the Council has concerns about the simple categorisation of large tracts of land which is then fixed in the planning system. Permission in principle lasts for three years and this is a considerable period of time.
- The ability for local people to comment on individual applications once the land has been categorised appears to have been removed.
- It is a disaster for the environment. Points relating to the environment are extremely scarce.
- The biodiversity template is not strong enough, it does not seem to meet the Government's commitment to a net gain in biodiversity on development sites.
- There is a proposal for a single statutory sustainability test which appears to offer no flexibility between urban and rural areas..
- There is a nationally set charge for infrastructure which does not appear to take into account regional variations. The developer, unlike with CIL, is not required to pay infrastructure contributions when they start the development.
- There are changes to permitted development rights supporting what's called gentle intensification in towns and cities. This implies far more dense and higher housing within these areas being permitted automatically.

- Whilst national design codes like the manual for streets were broadly accepted as positive, there were concerns that these would be set at a low level to ensure developer viability.
- Whilst a share of an uplift in land values would be welcome there are not enough details to know what this would actually look like. What level/percentage would this be set at? Concerns were also raised at this point at the mention of developer viability.

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

The Council DELEGATED AUTHORITY to Cllrs R Cole and E Townsend and the Clerk to complete the online survey.

21. REMEMBRANCE SUNDAY PARADE

The Clerk reported that the Chairman and Clerk had met with representatives of the Royal British Legion to discuss Remembrance Sunday arrangements which are scaled back due to COVID-19. The Royal British Legion will provide the Council with an Event Management Plan and the Council's insurers have agreed to provide insurance cover. The Council AGREED to include Remembrance Sunday in their insurance cover.

22. TREE SURVEY

The Clerk reported that the first batch of high priority tree surgery works required within one month have been ordered as follows:

T77 Oak	£580.00
T80 Field Maple	£295.00
Stump	£195.00
3242 Ash	£520.00
Stump	£295.00

These trees have already been surveyed by Surrey Wildlife Trust at a cost of £270, and an ecologist is required on 28/29 September at a further cost of £400.00

The Council AGREED these works and AGREED that the three bird and bat boxes must be installed at the time of or prior to the works commencing. If there is a further delay to these works, the Council AGREED that the area must be fenced.

The Council also AGREED to fell tree number 03243 adjacent to the twin stemmed ash as it is leaning at a 45 degree angle and obscures the sight line for the CCTV upgrade. The Council AGREED to plant four replacement trees at Snoxhall Fields.

The second batch of high priority tree surgery works are:

0129 Oak	£280
0147 Oak	£45
0148 Oak	£280
0152 Oak	£120
0167 Ash	£380
0297 Ash	£550 – this tree requires a power shut down.

These trees have already been surveyed by Surrey Wildlife Trust at a cost of £600.00. Tree 0152 has moderate bat roosting suitability so an ecologist will need to be present when the trees have surgery at a cost of £400.

The Council AGREED to proceed with the remaining high priority tree works and ecologist.



The Council asked the Clerk about the one month timescale for the high priority tree works as the Council is already outside of the one month due to the ecologist surveys and contractor availability. The Clerk said she has already taken this up with Waverley Borough Council as WBC had given the Parish Council one month from the date of the report of 01 August 2020 to complete the high priority works, but the report was not provided to the Council until 14 August 2020. WBC have agreed to amend the date in the report and provide a new copy, but it has not been received to date.

*WBC said 'The work priorities as set out in Para 9.1 of the report indicate that the timescales are suggestions for an approximate period for works to be carried out and it is generally accepted both in the industry and the Legal profession that these timescales are an aim and practicalities such as staff numbers, contractor availability and people being on holiday, may affect them.*

*To further put the matter into context, it is very difficult for an inspector to be exact about the urgency of certain trees/defects having to be addressed, especially as this tends to link to intensity of site use. Although generally Arboriculturists use 1, 3 and 6 months as standard periods, my personal preference is to divide works as urgent (as soon as possible), medium (up to 3 months) and low (up to 6 months). '*

The Clerk reported that there are further trees that require surgery within three months and this work has been put out to tender. There were a number of trees not inspected due to ivy or overgrown vegetation and the ringing of the ivy and cutting back of vegetation has been included in the tree surgery tender invitation.

23. SUMMERLANDS RESIDENTS ASSOCIATION

The Council AGREED to purchase five Bookham benches at a cost of £1,795 + VAT for the Summerlands Residents Association to be funded from their section 106 funding held in Council reserves.

24. CENTENARY GARDEN ENTRANCE STONE

The Council AGREED to purchase an entrance stone at a cost of £1,600 + VAT from the section 106 funding held in reserve for the Centenary Garden to acknowledge the garden sponsors.

25. SNOXHALL FIELDS

- The Clerk reported that the Council staff had followed government guidance on the removal of one swing per pair of swings in the play park for social distancing due to COVID-19. Two members of the public have complained and have asked for the swings to be reinstated. The Council acknowledged that the Council staff had correctly followed government guidance but felt the removal of the swings was an unnecessary precaution and AGREED for the reinstatement of the swings.
- The Council AGREED to defer the discussion on storage at Snoxhall Fields to the Property and Asset Committee.
- The Council AGREED to appoint Grasstex to cut back the hedgerow and complete the fencing along Littlemead Brook to be funded from the Forward Maintenance Plan reserve.

26. CRANLEIGH VILLAGE HALL

- The Clerk reported that a contractor had made a site visit today to quote for the walkway in the roofspace, so hopefully the ceiling light project should be able to begin soon, having been delayed due to COVID-19.
- Two quotations for the replacement of the stage due to water ingress have been submitted to the loss adjustor and their response is awaited.

27. STAFF MATTERS

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

The Clerk left the meeting. It was agreed to adopt the recommended NALC/SLCC National Salary Award 2020 and increase the Clerk's and both Admin Clerks' salaries by 2.75% from 01 April 2020.

28. DATE OF NEXT MEETING  
Thursday 15 October 2020 at 7.00pm  
The meeting closed at 10.15pm.

Signature.....

Date.....