



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 21 JANUARY 2021  
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 M Scully  
Cllr R Tyler\*  
Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, four members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies from Cllrs R Burbridge and M Scully were AGREED.

2. PUBLIC SESSION

A member of the public said he had been in contact with the Parish Council about the clearing of the trash screen in Ewhurst Road, which had been done today, but once again the debris has been left on the bank and could be washed back in causing the culvert to block. He said the emergency contact sign has still not been updated with working phone numbers. The Chairman said the Clerk has been trying to resolve this issue through WBC and had asked the Chairman in her borough Councillor role to assist. She said the Parish Council will try again with WBC and the Environment Agency.

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 N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
- Cllr S Jeacock declared that he is a former neighbour of item 21.
- Cllr R Denton declared an interest as a member of Cranleigh Cricket Club Committee.
- Cllr D Nicholas declared an interest as a member of Cranleigh Football Club.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 17 December 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 everyone involved in the vaccination centre: CCG, medical centre, volunteers, masons for free use of their car park for CCG staff, they are all a credit to our community.

- There have been some complaints about the poor lighting by Boots, the Clerk has contacted Co-op as these lights are their responsibility and has also arranged for the Council's electrician to install extra lighting on the Village Hall next week.

## 6. CLERK'S REPORT

The Council NOTED the following report:

- Following the resignation of Hannah Nicholson representing the Elmbridge ward, there has been no call for a by-election, so the Council is free to co-opt to fill the vacancy. The Clerk has asked for nominations by 9.00am on Monday 08 February 2021 to be considered at the February Council meeting.
- The legal provision for holding formal meetings via technology, rather than physically, runs out on 7 May 2021. The Chief Executive of Waverley Borough Council has written to our MP for support to raise the matter in Parliament. The Secretary of State has said that while he would like for the provision to be extended, this would require primary legislation and that there is limited Parliamentary time to allow this to happen.
- The Clerk contacted the Joint Enforcement Team at Waverley Borough Council about anti-social behaviour problems at Snoxhall Fields. They have not seen any issues when they have patrolled the area. They have referred the problem to the new PC for Cranleigh Gavin Greenaway who has already made contact with the Clerk. Again it must be stressed that all incidents must be reported to the Police online or via 101 to build up a bigger picture of the problems in this area.
- Waverley Borough Council have completed phase one of potential asset transfers to the Parish Council which include: Extension to Elmbridge allotments, highway verge in Elmbridge Road, Lashmere play area and open space, Cranleigh Mead, Summerlands open space and verges, Cranleigh Common including bonfire site, cricket field, war memorial and Fountain Square, The Obelisk, Lucks Green and Queensway play area. Waverley Borough Council will provide some maps of these areas in phase two.
- The Council discussed their preferred location for a covered bike shelter in Cranleigh and AGREED to suggest the bring site in the Village Way car park as it should be covered by CCTV from the medical practice.
- Rotary Waverley COVID Support Fund will consider applications from both individuals and from groups. Individual applications should be supported by a referee to help confirm the genuine need and the Fund can help with grants toward the cost of essential household items, such as utilities, children's clothing, bedding or other essential equipment. Groups such as schools may apply for help, for example with the sharp increase distance learning equipment needed as a result of COVID shutdowns, and the application form is also available on the website. The Fund will also accept donations from members of the public.
- Cranleigh Rotary are looking for about three charities this year to support and are especially interested in considering charities who have supported and continue to support the community during this challenging time.
- The Friends of the Hurtwood would like to acknowledge and thank the Parish Council for their generous grant which is very much appreciated. The charity has faced substantially increased costs for removing flytip this year and this grant will help defray this expense.
- Surrey Wildlife Trust have completed their bat roost suitability assessment of trees scheduled for medium priority tree surgery, and a quotation is awaited for ecologist support during the tree surgery.
- A quotation for further tree survey work has been requested from WBC to be carried out once the vegetation and ivy has been cleared during the medium priority tree works in February.
- The improvements to the adult football pitch have been halted due to poor ground conditions.
- The base for the extension to the CCTV system cannot be installed due to poor ground conditions.
- The drainage system in the cemetery cannot be installed due to poor ground conditions.

- The street lights at Snoxhall Fields were finally working again after waiting 20 days for the repair by UK Power Networks.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

- Cllr R Cole advised that rubbish collections in Waverley had been disrupted due to staff COVID-19 infection/isolation. Cllr E Townsend said that green waste collections have been suspended, but Christmas trees can be recycled when they resume.
- Cllr R Cole advised that CVHT are not withdrawing their planning application, amended plans have been published today on the planning portal.
- Cllr E Townsend said the next tranche of COVID business support grants are available through WBC and those who received them previously should automatically receive the next grant award.
- Cllr E Townsend said the Parish Council's Planning Committee is considering the reserved matters planning application for the roundabout on the A281 to Dunsfold garden village.

8. MINUTES OF COMMITTEES

- The Planning Committee Minutes of 07 and 15 December 2020 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list to 21 January 2021 was circulated earlier and was AGREED by the Council. Cllrs D Nicholas and N Sanctuary will sign the cheques.
2. The bank reconciliation to 31 December 2020 was AGREED.
3. The cashbook reconciliation to 31 December 2020 was AGREED.
4. The Council AGREED to invest £100,000 on the three months at 0.01%.
5. The Council AGREED the Risk Assessment Review 2021.
6. The Council AGREED the insurance policy review 2021. Cllr N Sanctuary had raised queries and received answers from the Clerk outside of the meeting. The Chairman said the Clerk is investigating the Supreme Court ruling regarding business interruption insurance cover due to COVID-19. Cllr G Worthington arrived.
7. The Council AGREED the Fixed Asset Register Review 2021.

10. S106/CIL

The Council NOTED the following report from the Clerk:

- WA/2016/0417 Crest Nicholson Horsham Road Phase 1. The Parish Council has applied for funding of £37,440 (now £38,143.98) for the replacement footpaths at Snoxhall Fields. The application is awaiting sign off by budget holder and Head of Service.
- WA/2011/2129 £5,978.79 environmental improvements funding available. The funding for fencing at Littlemead Brook has been signed off and payment is awaited.
- WA/2014/1038: Latest PIC pot balance is £20,003.18. The Clerk is seeking quotations for play park railings to apply for this funding.
- The Chairman will contact WBC about their requirement for the Parish Council to empty any new High Street litter bins. The Clerk has kept the Summerlands Residents Association informed about the progress of this s106 application as it includes bins for Summerlands too.

11. CORONAVIRUS COVID19

The Council NOTED the Clerk's report:

- Vaccinations went live on Thursday 14 January 2021.
- The Clerk has made an application for free AA direction signs to the vaccination centre. The signs will be installed by the end of the month. If there are any issues with the position of the signs, please let the Clerk know.
- The Clerk has asked Co-op to fix the street lights in Moss Alley that are not working.

- Cranleigh Lions are funding free transport via the Hoppa bus to the Village Hall for vaccinations for people who need help getting there.
  - The Council Office has handled several telephone calls about booking vaccinations.
  - There has been media interest from the National, Surrey Advertiser and SLCC publication The Clerk.
  - The licence agreement has not yet approved by CCG, the Clerk has asked for an update. The Council cannot invoice for hall hire until the agreement has been finalised.
12. WBC CONSULTATIONS LOCAL PLAN PART TWO AND LOCAL DEVELOPMENT SCHEME  
The Council AGREED to submit the response prepared by the Working Party to Waverley Borough Council.
13. WBC STREET TRADING POLICY REVIEW  
The Council AGREED for Cllr N Sanctuary to draft a response for the Clerk to submit to WBC including the following comments:
- Point 2.3.3. – Ensure area around the street trading does not become over congested.
  - Section 8 – Is the £5m public liability insurance for each stall, or for the entire market?
14. NIGHT FLIGHT RESTRICTIONS CONSULTATION  
The Council is concerned that night landings are difficult for people living in the south of the village. The Council AGREED for Cllr R Cole to prepare a draft response for consideration at the next meeting of the Council.
15. CRANLEIGH NEIGHBOURHOOD PLAN  
The Council AGREED to withdraw the Neighbourhood Plan from the independent examination. The Chairman advised that the Council is reviewing the previous call for sites assessments and will convene a meeting of the Committee to discuss the revised Neighbourhood Plan soon.
16. FOUNTAIN SQUARE CLOSURE TRAFFIC REGULATION ORDER (TRO)  
The Council thanked the Chamber of Commerce and Rosemary French OBE for preparing and circulating via email a questionnaire to all businesses surrounding Fountain Square to canvas their views on the proposed road closure. The results of the consultation will be used to support an application for a TRO to the Waverley Local Committee in March.
17. RE-OPENING HIGH STREETS SAFELY FUND (RHSS)  
The Clerk has been working with Rosemary French OBE from the Chamber of Commerce on ideas for improvements to the High Street to support businesses during the coronavirus pandemic funded from the Re-opening High Streets Safely Fund of £9,600. The Council AGREED with their suggestion of seven noticeboards to navigate visitors to key facilities in the village, e.g. Post Office, Library, Public Toilets, Downs Link, Vaccination Centre:
- 2 in Stocklund Square car park
  - 2 in Village Way car park
  - 1 on side of Sainsburys
  - 1 on corner of HSBC
  - 1 at Snoxhall Fields by Downs Link
18. CRANLEIGH VILLAGE HOSPITAL  
The Chairman said that NHS Property Services had done some minor repairs to stop water getting into the Grade II listed building. The Clerk advised that there is a meeting of representatives from the Parish Council, Civic Society and League of Friends with NHS Property Services in mid-February.

19. SMART CRANLEIGH

SMART Cranleigh have asked the Parish Council for a nominated representative to attend their meetings with the League of Friends to discuss an Acute Treatment Centre for Cranleigh. The Council AGREED to appoint Cllr R Tyler.

20. PAVEMENT OUTSIDE ONESTOP ELMBRIDGE ROAD CRANLEIGH

The Chairman had attended an online meeting with the SCC Transport Planner. The Clerk provided the following report from the meeting:

- One Stop Parking - Richard Cooper of SCC is going to send the Chairman an email with an outline of what can be done to slow down traffic coming off the Elmbridge bridge and turning left into Alfold Road, and also to prevent parking on the pavement. There is insufficient room for a railing or bollards, so it would appear that the only option is double yellow lines. The Chairman is going to speak to WBC about the possibility of releasing some common land to accommodate a wider footpath and possibly a layby. Richard Cooper may have some S106 money that could fund this work. The Clerk has found a specialist company that is preparing a quotation for the restoration of the red phone box on Elmbridge Road.
- Alfold Road Re-Surfacing - SCC are also going to resurface the section of the Alfold Road from the housing estates to where it joins the Elmbridge Road. The Chairman has asked them to check the rest of the road but this may not be a priority.
- North Downs Entrance to Snoxhall Fields - Richard Cooper has agreed to widen the access into Snoxhall Fields and to fund a kissing gate with disabled access at Northdowns through S106.
- Knowle Lane Crossing Point - Richard Cooper has agreed to fund the changes to the crossing point necessitated by the alterations to the entrance to the Bruce MacKenzie Field.
- Bollards between Lemongrass and Hospital - Hannah Gutteridge of SCC has agreed to investigate the replacement of the bollards between the Village Hospital and Lemongrass, as it is part of the public town footpath 378.

21. CRANLEIGH VILLAGE HEALTH TRUST

- Following the request by CVHT for a meeting with the Parish Council in private, the Council had responded to invite CVHT to attend a meeting of the Parish Council held in public to discuss their project. The Clerk had sent two reminders following the invitation. Mr Fawkner-Corbett has replied that their Planning Consultant is still awaiting further input from the Waverley Planning Department, and CVHT is therefore not yet in a position to discuss their plans with the Parish Council.
- The Clerk advised that an amended planning application for application WA/2020/0965 has been received today with a deadline for comments of 05 February 2021. The Council AGREED to ask WBC for an extension to the consultation deadline to enable the Council to discuss the application at the next meeting of full Council, otherwise the Clerk will need to call an extraordinary meeting. The Clerk gave a synopsis of the changes to the planning application:
  - Means tested community beds – CVHT will apply the criteria for these beds. Where the ICP does not take up the beds, CVHT will enter into an agreement with the care home operator with the objective that CVHT will receive the difference in fees. This revenue will enhance CVHT objectives for example by providing financial support to local people to top-up their care fees.
  - Following the successful planning application CVHT will be committed to working with the Parish Council and other local stakeholders to complete the detail around a) criteria for local people being offered first access to the community beds, and b) best use of revenue from the care home operator and affordable rents from the healthcare worker accommodation.
  - There has been much speculation in recent months about the continued role of HC-One as their preferred care home operator. HC-One remains a strong contender, but should

any issue arise with them, CVHT is confident a new partner could be found, once planning permission is obtained, due to the high demand and need in the area.

22. CRANLEIGH VILLAGE HALL INSURANCE CLAIM

The Clerk advised that the Council’s insurers have offered the sum of £6,906 in respect of the leaking incoming water main at the Village Hall. The Council AGREED for Cllr N Sanctuary to review the claim.

23. LONG TERM HIRERS LICENCE FEE

This item was considered in private and confidential session – reason: commercial in confidence. The Council AGREED to hire fee concessions for both long term hirers, whilst it awaits the outcome of COVID-19 business support grant applications for the Snoxhall Pavilion and Youth Centre.

24. DATE OF NEXT MEETING

Thursday 18 February 2021 at 7.00pm. The meeting closed at 8.40pm

Signature.....

Date.....