



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 18 FEBRUARY 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 Denton\*  
Cllr C Gould\*  
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 apology from Cllr G Worthington was AGREED, he then arrived at the meeting.

2. PARISH COUNCILLOR VACANCY FOR THE ELMBRIDGE WARD

The Clerk reported that Parish Councillor Richard Cole had resigned this week from the Cranleigh East ward. This vacancy is currently being advertised. The Clerk had received notification from one of the two candidates for the Elmbridge ward vacancy that they wished to withdraw from the co-option this evening, and wait for the Cranleigh East vacancy,

The Chairman invited candidate for the Elmbridge ward, Cathy Gould, to address the Council.

Cathy Gould gave a short biography including her voluntary work as a Street Champion, helping with the community litter pick and support member for the Guildford ME group. Her interests on the Council are youth, environmental improvements and NHS services.

The Council UNANIMOUSLY AGREED to co-opt Cathy Gould to the office of Parish Councillor for the Elmbridge ward, and she duly signed her declaration of acceptance of office and joined the Council.

3. PUBLIC SESSION - There were no members of the public who wished to speak.

4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she 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 18.
- Cllr R Denton declared an interest as a member of Cranleigh Cricket Club Committee and Cranleigh Football Club.
- Cllr D Nicholas declared an interest as a member of Cranleigh Football Club.
- Cllr R Burbridge declared an interest as a member of Rowleys.
- Cllr C Gould declared that she is a member of a political party and will complete her Register of Members Interests.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 21 January 2021 and the extraordinary Parish Council meeting held on 01 February 2021, 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:

- The Chairman reported with real sadness the resignation of Richard Cole as Parish Councillor for Cranleigh East ward who is moving away. She said the Council will really miss him, he has been a great asset, she will miss his measured and sometimes wry contributions to meetings. Councillors joined in the applause of Richard who has been a good servant to the village and demonstrated the framework of how a Councillor should behave.
- The Chairman gave special thanks to the staff and volunteers at the vaccination centre at the Village Hall who have delivered the vaccinations and assisted members of the public through the horrendous wet, snowy and very cold weather.

7. CLERK'S REPORT

The Council NOTED the following report:

- Jane Todd of Waverley Borough Council contacted the Clerk for assistance with emergency food parcels as SCC are withdrawing the service. The Clerk has arranged with WBC that she will be contacted if an emergency food parcel is required, and she will contact the Food Bank for an emergency food parcel. The Food Bank do offer delivery or one of the Street Champions could be asked to assist.
- Community Orchard Project South East (COPSE) are still working with WBC to turn the land at Queensway into a community orchard. WBC are discussing a lease for the land, but do not have any funding available to help COPSE. The Clerk has sent COPSE the Parish Council's Grant Awarding Policy and application form.
- SCC have refused the application by the Chamber of Commerce to the Members Allocation Fund for £1,000 towards the cost of the barrier to close Fountain Square because SCC would need to do the work, and the TRO has not yet been approved.
- WBC Economic Development are organizing vinyls for empty shop windows. WBC will fund the cost of the vinyls. The Clerk has supplied some local photographs for WBC to use.
- Groundworks for the base for the CCTV system extension start next week.
- The new fence along Littlemead Brook is being installed in the next week from the tennis courts bridge to the Centenary Garden.
- The tractor tyres have been replaced.
- The Youth Council are meeting again online and are working on the Music Club, Duke of Cornwall award and environmental projects. New members are welcomed from Year 7 onwards.
- The Clerk attended the High Street Working Party meeting which discussed four projects for the High Street: pavement from Boots to Knowle Lane, making the crossing points more prominent, village entrance gateways at the Obelisk and Horseshoe Lane and a Local Cycling and Walking Infrastructure Plan.
- Zac Ellwood, Head of Planning & Economic Development at WBC has advised that Waverley's performance against the government-adjusted housing target in 2020 was **98%**. This means that WBC is not required to prepare a Housing Delivery Action Plan this year as they are above the 95% threshold target.
- The Rural Services Network has extended the Parish Council's free membership until the end of July 2021.
- WBC asked the Clerk for an update on previously notified projects in the Infrastructure Delivery Plan. The Clerk updated the spreadsheet they provided, and added new items using the Council's Business Plan.

- The Council received an email from a member of the public who had been vaccinated at the Village Hall. They said thank you so much for the effort, hard work, determination and thought that went into securing the Village Hall at Cranleigh for the Covid 19 vaccinations. They are sure there are many many people who are grateful and appreciate not having to travel a long distance in order to have the vaccination.

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

- The Chairman advised that consultation on WBC Local Plan Part Two has closed.
- The WBC Planning Portal has been very slow this week, but WBC hope they have addressed the issue now.

#### 9. MINUTES OF COMMITTEES

- The minutes of the Finance Committee on 26 November 2020 were RECEIVED.
- The minutes of the Personnel Committee on 19 October 2020 were RECEIVED.
- The minutes of the Planning Committee on 11 and 25 January 2021 were RECEIVED.
- The minutes of the Property & Asset Committee on 02 November 2020 were RECEIVED.

#### 10. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Cllr C Gould as deputy for the Urgent Treatment Centre,
- Cllr N Sanctuary to join the Neighbourhood Plan Committee.

#### 11. FINANCIAL MATTERS

1. The expenditure list to 18 February 2021 was circulated earlier and was AGREED by the Council. Cllrs D Nicholas and N Sanctuary will sign the cheques. The bank mandate will be reviewed at the next meeting of the Council.
2. The bank reconciliation to 31 January 2021 was AGREED.
3. The cashbook reconciliation to 31 January 2021 was AGREED.
4. The Council has kept the appointment of the Internal Auditor under review and AGREED to appoint Peter Frost as Internal Auditor for financial year 01/04/21 – 31/03/22.
5. The Council AGREED to adopt the Investment Strategy with the following amendments:  
*'2.6 In the light of the declaration of a climate emergency by the Council in 2020, investment instruments and action should reflect ethical and ecological standards.'*  
*'3.8 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will only use this type of investment with independent financial advice.'*
6. The Council AGREED for the Finance Committee to prepare an Investment Plan for Council approval to include budget, projects, working cash, short term and long term investments.
7. The Council AGREED to release the sum of £3,200 from general reserve to fund the ecologist to supervise the medium priority tree surgery works.

#### 12. S106/CIL

The Council NOTED the following report from the Clerk:

Funding from WA/2011/2129 of £1,685 for fencing at Littlemead Brook has been received and the fencing ordered. A further application for environmental improvement funding has been submitted for an artificial grass surface beneath the shade shelter in the play park at £2,423. This leaves approximately £1,870.

- 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/2014/1038: Latest PIC pot balance is £20,003.18. The Clerk is seeking quotations for play park railings to apply for this funding, closing date 22 March 2021.
- The Chairman contacted WBC about their requirement for the Parish Council to empty any new High Street litter bins, and is awaiting a response.
- Cllr G Worthington asked if a second litter bin, preferably recycling, could be placed at the skate park. The Clerk will ask WBC as the skate park is within their remit.

### 13. CORONAVIRUS COVID19

The Council NOTED the Clerk's report:

- The Clerk reported that the company working with the CCG have still not signed the licence agreement for the hire of the Village Hall as they do not agree with the model terms and conditions for hire. The Clerk advised that the Council uses the model terms and conditions provided by Action for Communities in Rural England (ACRE). The company are not happy with the insurance liability. The Clerk has requested a copy of their insurance, which finally arrived at 5.00pm this evening. The Clerk will review the insurance terms with Cllr N Sanctuary. The Council AGREED that the licence agreement may only be extended beyond 30 April 2021 if the current licence agreement is signed by the company. Councillors asked to be kept updated.
- The Clerk advised that the Council should make preparations for when The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England and Wales) Regulations 2020 on holding remote meetings end on 06 May 2021. At the moment, the Government have said there is insufficient parliamentary time to extend the regulations. The Clerk advised moving the annual meeting of the Council prior to the end of the regulations, and to consider a scheme of delegation, if necessary, nearer the time to reduce the need for face to face meetings. The Clerk advised that the Council Chamber is too small for social distancing, the Village Hall is in use as a vaccination centre and the Pavilion and youth centre have long term clients. The Council would need to find an alternative venue and invest in additional IT equipment. The Council AGREED to move the annual Council meeting from Thursday 20 May 2021 to Tuesday 04 May 2021.
- The Clerk advised that there was no Annual Parish Meeting in 2020, as The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England and Wales) Regulations 2020 on holding remote meetings did not include Annual Parish Meetings. However the regulations were amended on 01 August 2020, and Councils are currently not required to hold an Annual Parish Meeting this year. The Clerk advised that the purpose of the Annual Parish Meeting is to enable electors to ask questions of the Parish Council, she confirmed that every Parish Council meeting has a public session and there are members of the public present at the meeting this evening. The Council AGREED not to hold an Annual Parish Meeting in 2021.

### 14. NIGHT FLIGHT RESTRICTIONS CONSULTATION

The Council DELEGATED AUTHORITY to Cllr M Scully and the Clerk to submit a response on behalf of the Council.

### 15. 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 had previously 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. Cllr C Gould suggested adding wheelchair friendly routes to the maps and the Chairman asked the Clerk to check planning permission rules with the Conservation Officer as some of the noticeboards are within the Conservation Area.

The Clerk advised that the quotations for the noticeboards and artwork do not use the entire budget allocated to the Council from the RHSS Fund of £9,600. The Clerk has asked WBC if the balance could be used to fund the replacement of the Wallgate handwash units at the public toilets at the Common to touch free units. WBC are seeking the advice of the RHSS Contracts Officer. The Council AGREED with the Clerk's suggestion to request the use of the balance of funding for replacement of the Wallgate handwash units. Cllr R Burbridge left the meeting.

16. FOUNTAIN SQUARE CLOSURE TRAFFIC REGULATION ORDER (TRO)

Rosemary French OBE of the Chamber of Commerce has consulted with 9 businesses and 2 residents on their views on the proposed road closure of Fountain Square. 6 businesses had replied and were supportive. One resident had replied and supported Sunday closure only as they are concerned that Onslow Mews will be used for illegal parking.

The Council AGREED UNANIMOUSLY for the Clerk and Chamber of Commerce to prepare the report for submission to Waverley Local Committee for the TRO, and the Chairman requested to speak at the Local Committee meeting.

17. CRANLEIGH VILLAGE HOSPITAL

The Chairman and Clerk met with Cranleigh Civic Society and NHS Property Services this month to discuss the future use and repair of the old Cottage Hospital:

Building Condition

- NHS Property Services have organised a Building Condition Survey to identify repairs to make the building structurally sound and statutorily compliant week commencing 15 February 2021. Report expected first week of March.
- NHS Property Services expect feedback on quotation from John Antill next week for initial/immediate works.
- Report to give advice on Mechanical, Electrical and Drainage elements and high level budget costs for works.

Future use of Building

- NHS Property Services to consult with Surrey Heartlands CCG about the future use of the building to establish that the NHS no longer require the building for providing Healthcare Services.
- Future use ideas include medical museum, social prescribing.
- The League of Friends would like to retain the kitchen area, but this could impact on future use.

Planning Permission

- Change of use permission may be required.

Building Running Costs

- NHS Property Services to advise on services to the building: water, electricity, fire alarms so that running costs for the building can be calculated to factor into a future use Business Plan.

Tenure of Building

- Long term lease, possibly at peppercorn depending on use of building and funding arrangements. Healthcare use more likely to achieve contribution towards capital investment.

Organisation to manage the Cottage Hospital

- No organisation is ready yet.
- League of Friends have confirmed that the project does not meet their charitable objectives.
- The Civic Society are investigating the formation of a charitable trust or charitable incorporated organisation.

Gardens

- Cranleigh in Bloom are a group of volunteers who already maintain the front garden of the Cottage Hospital. They have offered to maintain the rear garden of the Cottage Hospital adjacent to maternity services.

Transition

- NHS Property Services will continue to hold the Cottage Hospital until such point as the lease, scope of works and funding arrangements have all been clarified.

Date of Next Meeting

- Mid to end of March on receipt of the Building Condition Survey

Cllr G Worthington asked for a copy of the room plans and offered advice to the Working Party. Cllr R Denton left the meeting.

18. CRANLEIGH VILLAGE HEALTH TRUST

The Chairman reported that the Committee Report is available on WBC’s website for planning application WA/2020/0965 with a recommendation for refusal. Borough Councillor P Ellis has called the application in to Committee, and it is due to be considered on 24 February 2021.

- The Council AGREED for Cllr R Tyler to give the speech on behalf of Cranleigh Parish Council at the Committee meeting.
- The Council AGREED for Cllrs J Betts and R Tyler and the Clerk to draft the speech for circulation to all Councillors.

19. YOUR FUND SURREY

Surrey Community Projects Fund

The Council AGREED to submit its top three priorities to the fund: MUGA, intergenerational community hub, tennis club.

Cllrs D Nicholas, N Sanctuary and E Townsend and the Clerk will prepare the description for each priority for submission to the fund. The Clerk will provide maps showing land in Council ownership.

20. PENSION DISCRETIONS POLICY

The Council AGREED the Pension Discretions Policy based on the SCC model and thanked Cllr N Sanctuary for this work on this policy.

21. CRANLEIGH EMERGENCY PLAN

The Clerk has updated the Emergency Plan to include Pandemic and Winter Management Plan.

The Council AGREED to adopt the amended Emergency Plan and asked the Clerk to further update it to include curfew and lockdown in specific emergencies. The Clerk will make the forms downloadable from the Council’s website.

22. SNOXHALL FIELDS NEST SWING

The Clerk reported that the Grounds Manager had bought in the replacement of the tractor tyres significantly under budget leaving sufficient funds for the replacement of the nest swing from the Forward Maintenance Plan reserve. The Council AGREED to replace the nest swing from the Forward Maintenance Plan reserve.

23. 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. Cllr N Sanctuary had agreed to review the offer and confirmed that it is a fair claim result and advised the Council to accept the offer.

The Council AGREED to accept the settlement.

24. DATE OF NEXT MEETING - Thursday 18 March 2021 at 7.00pm. The meeting closed at 9.48pm

Signature.....

Date.....