



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 18 MARCH 2021  
VIA GOTO MEETING

Councillors

Cllr E Townsend\* (Chairman of the Council)  
Cllr N Sanctuary\* (Vice Chairman of the Council)  
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, five members of the public.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. PUBLIC SESSION

A member of the public raised concern about plots of land at Canfold Wood being sold to developers for house building and the impact on the ancient woodland. He said the developer intends to start work over the Easter weekend. The Chairman said the ancient woodland has a very high level of protection and would be subject to enforcement action by Waverley Borough Council. She said there is an out of hours emergency telephone number, or members of the public can contact the Chairman directly with their concerns.

3. 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 23 and a grave owner for item 24.
- 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.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 18 February 2021, 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 reported that she had received her COVID-19 vaccination at the Village Hall yesterday. She said it was well organised, relaxing and enjoyable experience.

## 6. CLERK'S REPORT

The Council NOTED the following report:

- The new public toilet at Snoxhall Fields will be opened on Monday 29 March when the stay at home rule ends.
- Works are continuing on the improvements to the adult football pitch at Snoxhall Fields. Cranleigh Youth Football Club have made a donation to the works to fund the new drain on the eastern edge of the pitch.
- The table tennis table will be installed for 29 March.
- Wood chippings have been provided for the woodland walk footpath at the Beryl Harvey Field.
- Wood chippings have been provided for the parking area and haulage way at Elmbridge allotments.
- The medium priority tree surgery are almost complete and further tree survey work ordered for the summer months.
- The boiler in the Youth Centre was condemned at the annual gas safety inspection. The boiler in the Youth Centre and Snoxhall Pavilion have been replaced with one more energy efficient boiler, as renewable energy heating is not suitable for retrofit to these buildings.
- The Council has received several quotations for the replacement of the play park railings, memorial safety inspection at the cemetery, replacement composting bays and replacement flooring for the Youth Centre, all to be discussed by the Council's Property & Asset and Finance Committees.
- The Clerk has confirmed that a faculty is not required for the cemetery drainage works and a start date is awaited once ground conditions improve.
- Works to improve access to the Downs Link from North Downs start next week by Surrey County Council.
- The land drains at the Bruce MacKenzie Field have been cleared by the owners of Knowle Park land.
- The Clerk and Grounds Manager have inspected the tennis courts prior to the lifting of the lockdown restriction on their use on 29 March 2021 and advise that the tennis court surface has reached the end of its life and advise that the courts should not be re-opened to the public. The Council's Property & Asset Committee will formally consider their permanent closure at their next meeting on 25 March 2021.
- The Parish Council was spot checked by the Health and Safety Executive for COVID-19 control measures, no further action is required.
- WBC have asked for suggestions for additional EV charging points in Cranleigh. The Clerk has put forward the Snoxhall Fields car park.
- Surrey Classic Event Road Cyclo Sportive is coming through Cranleigh on Saturday 8th May 2021. Start and finish is on Ewhurst Road, and they will leave the village via Knowle Lane.
- The second leak on the Elmbridge Road bridge has been fixed by Thames Water.
- The High Street footfall counter outside Marks and Spencer is due to be installed at the end of April.
- Surrey County Council will be making an application to the June meeting of the Waverley Local Committee for the permanent closure of the Fountain Square access road, which has funding of £20 – 25,000 agreed by the SCC Cabinet Member for Highways, Cllr Matt Furniss.
- Waverley Borough Council are looking at installing a shelter for some e-bikes on the former bring site in the Village Way car park. They would like to know the preferred orientation of the bike shelter and whether lighting will be required, they have offered to hold a site meeting.
- Following a request from Councillors, the Clerk contacted Waverley Borough Council to ask for a second litter bin at the skate park. The WBC officer has replied to ask if there is a real issue with litter as the problem with adding another bin, is that WBC we would be adding to their bin emptying costs.

- The Council has received an email from SMART Cranleigh about the Acute Treatment Centre. They say that in view of all the NHS structural changes currently in train and COVID-19, the group is considering ways to update their report and where this fits with the new strategy. They are also exploring how they communicate with the wider community and would like to involve the Parish Council in this soon. They will be in touch when they are ready.

## 7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Chairman reported:

- A member of the public has supplied photographs appearing to show movement on the Elmbridge Road bridge. The Chairman has passed them on to Surrey County Council who are going to inspect the bridge.
- The Chairman has approached the Arts Centre to launch a High Street painted bollard project similar to that organised in Winchester which has been shown to increase footfall in the areas with painted bollards.
- WBC has been accepted as a 'rule 6' party in the UKCOG Loxley Well site appeal.

## 8. MINUTES OF COMMITTEES

- The minutes of the Finance Committee on 28 January 2021 were RECEIVED.
- The minutes of the Planning Committee on 15 February 2021 were RECEIVED.

## 9. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Cllr C Gould will join the Finance and Neighbourhood Plan Committees, and Climate Change Working Party.
- Cllr R Tyler will join the Finance Committee as she has been appointed Chairman of the Planning Committee. Cllr G Worthington arrived.

## 10. FINANCIAL MATTERS

1. The expenditure list to 18 March 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 28 February 2021 was AGREED.
3. The cashbook reconciliation to 28 February 2021 was AGREED. Cllr N Sanctuary had some questions about the summary income and expenditure report which he will contact the Clerk to discuss in more detail.
4. The Council AGREED to invest the sum of £100,000 on 29 March 2021 for three months at 0.01%.
5. The Clerk explained that the sum of £500 for expenditure in an emergency is insufficient now to adequately maintain the Council's open spaces and buildings. She asked for the amount to be increased to £1,000 which was AGREED. The Council discussed the emergency expenditure further and subsequently AGREED to amend Financial Regulation 4.5 as follows increasing the sum that the Clerk can authorise for expenditure from £500 to £2,000:  
4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
6. The Council AGREED to add Cllr C Gould to the mandate with Cllrs D Nicholas, N Sanctuary, M Scully, E Townsend and G Worthington.

11. S106/CIL

The Council NOTED the following report from the Clerk and the Chairman agreed to follow up the outstanding requests at WBC:

- Funding from WA/2011/2129 - An 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. WBC have said that the environmental Improvements budget holder is awaiting the latest PIC pot balances from their finance department. Until these balances have been received WBC cannot process any further PIC requests. As soon as the balances are available WBC will process this application and update the Council on the availability of the funding from WA/2014/1038.
- 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 advised that WBC has confirmed today that they will provide the service to empty the new litter bins requested through s106 funding. Cllr R Burbridge asked if the application included a new litter bin for the Common close to the Cricket Club. The Chairman confirmed it did not as this land is leased to the Cricket Club. Cllr R Denton said he would take this up with the Cricket Club and bring back their comments to the next meeting.

12. CORONAVIRUS COVID19

- The Clerk reported that the company Procure working with the CCG have signed the licence agreement for the hire of the Village Hall until 31 July 2021, but have an option to extend the contract. She sought the Council's guidance regarding future bookings for the Village Hall as the Council is now receiving booking enquiries. The CCG has advised that second doses of vaccine and booster vaccinations may be needed post 31 July 2021. The Chairman proposed that the Council suspend Village Hall bookings until October and a vote was taken: 2 in favour, MOTION LOST. The Chairman proposed that the Council suspend Village Hall bookings until 01 January 2022 and a vote was taken: 7 in favour – AGREED.
- 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 Chairman said the Leader of Waverley Borough Council has written with their concerns to Jacob Rees-Mogg MP.  
The Clerk explained that the Council has already agreed to move the annual meeting of the Council forward to Tuesday 04 May 2021. The Chairman added that the Clerk has advised for this year only to appoint the Chairman and Vice Chairman of Committees at the annual meeting of the Council which was AGREED.  
The Clerk said she had followed the advice of NALC to prepare how the Council business can be transacted once the remote meeting regulations expire. She explained that the Council should consider a Scheme of Delegation using powers open to the Council under the Local Government Act 1972 s101 to delegate authority to an officer of the Council for its routine business. She explained that the Planning Committee could continue to meet remotely and include members of the public in their meetings, but the final decision on the response to the local planning authority would be delegated to the Clerk as the Council's Proper Officer. The Clerk said the approval of the monthly accounts for payment could be delegated to the Clerk as Responsible Financial Officer and any two cheque signatories, with the payments presented to the next meeting of the Council for public scrutiny. The Clerk said the Council's Standing Committees could continue to meet remotely and make recommendations to the full Council for approval. She said that the full Council are required to meet three times per year plus the annual meeting of the Council.

The Clerk suggested that the Council meets face to face in late September and then again in early December to approve recommendations from its Standing Committees, but a venue would need to be found as the Council's own properties were either too small for social distancing or unavailable. The Clerk had provisionally contacted the Arts Centre for availability. Councillors felt it is too early to make any decisions on future meetings of the Council post 06 May 2021 and DEFERRED the decision to the April Council meeting. The Chairman said she would write a briefing paper.

13. CRANLEIGH HIGH STREET

- The Chairman deferred the item about the Re-Opening High Street Safely Fund and noticeboards to the end of the agenda to enable the subject to be discussed in confidential session as it is commercially sensitive.
- The Clerk advised that Waverley Borough Council have agreed to fund vinyls for windows of empty shops. They are liaising with the shop landlords and the Chamber of Commerce about vinyl content.
- The Clerk advised that she has been invited by the Chamber of Commerce to be part of a Working Party arranging two events in the High Street on the May bank holidays to bring shoppers back into the High Street. The Chairman said it is great news that the Council has a good relationship with the Chamber of Commerce and it was AGREED for the Clerk to join the Working Party.

14. REMOTE MEETING SUBSCRIPTION

The Council AGREED an annual subscription for Zoom-Pro.

15. WBC PUBLIC SPACE PROTECTION ORDER (PSPO) CONSULTATION

The Clerk gave an overview of a PSPO. The Chairman explained that this consultation by WBC is primarily for anti-social behaviour in Godalming Town centre and to control bonfires on the Common in Cranleigh. The Council AGREED to write a letter in support of the amendment of the PSPO and asked the Clerk to find out how to contact WBC for enforcement. Cllr R Denton left the meeting.

16. SCC DETERMINATION OF SURREY'S ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES – 2022

Cllr N Sanctuary had reviewed the consultation and said there was nothing controversial for Cranleigh. The Council AGREED no response is required.

17. GATWICK KEEPING IN TOUCH WITH THE COMMUNITY - 25TH MARCH 2021

The Council AGREED for Cllr M Scully to attend this meeting.

18. 20 IS PLENTY

The Chairman said Godalming is looking at 20 is Plenty. The Chairman said she had looked at schemes running in Portsmouth, Southampton, Brighton and Chichester. She said the scheme works best where speeds are already fairly low at around 24 mph. The scheme has been found to reduce these speeds further which is much better for impact on pedestrians. She said it would be subject to community consultation before a scheme could be implemented. The Council AGREED to write to Surrey County Council to request a 20 is Plenty scheme in Cranleigh High Street.

19. COUNTY ASSOCIATION MEMBERSHIP

The Clerk explained that the parent company of East Sussex, West Sussex and Surrey County Associations ends on 31 March 2021, and a new Surrey County Association will begin on 01 April 2021. The fees for the new association remain the same as the fees to the previous company. Mulberry and Co will be the service provider for the new County Association and the Council will still be able to be members of NALC. The Council AGREED to join the new Surrey County Association.

20. COUNCIL OFFICE NOTICEBOARD

The Council AGREED to purchase a new larger Council Office noticeboard to be funded from the Property Maintenance revenue budget.

21. CRANLEIGH YOUTH CENTRE

The Chairman advised that the name of Cranleigh Youth Centre is confusing as the building is used for much wider community usage now. The Council AGREED UNANIMOUSLY to change the building name to Snoxhall Community Centre.

22. APPEAL (APP/B3600/W/21/3268579) PLANNING APPLICATION SCC 2019/0072 & WBC WA/2019/0796

The Chairman explained that the Council's Planning Committee had previously objected to this planning application. She said Waverley Borough Council have been accepted as a rule 6 party to the appeal enabling them to attend the appeal and give evidence. The Council AGREED for the Clerk and Chairman to prepare and send a letter on behalf of the Council to the Planning Inspectorate in support of Waverley Borough Council as a rule 6 party to the appeal.

23. CRANLEIGH VILLAGE HEALTH TRUST (CVHT)

Further to CVHT's original request for a meeting in private with the Parish Council, the Clerk reported that the Council has had no further response to their invitation to Cranleigh Village Health Trust to attend a meeting of the Council, held in public. The Council AGREED that the Clerk should contact CVHT again with an invitation to attend a meeting of the Council held in public.

24. DEWLANDS LANE CEMETERY

The Clerk reported that Councillors had received a complaint from a member of the public about the closure of the southern boundary gate at the cemetery. The Clerk was provided with only the basic details of the complaint, as the complainant wished to remain anonymous.

The Clerk explained that during the first lockdown the Council was required by the government to close the cemetery apart from funerals and access for those tending graves. Once this restriction was lifted the southern boundary gate was kept locked to prevent thoroughfare through the cemetery from the Parsonage Road gate to the southern boundary gate. The gate was kept locked because there were still restrictions on funeral attendance and Council staff had to take great care to arrange funeral viewing for people who were self-isolating and those who were shielding. Members of the public were not always respecting social distancing when passing cemetery staff working in the cemetery. The Clerk explained that the gate was originally installed on the southern boundary for maintenance access only for staff to maintain the southern boundary hedge and retrieve hedge clippings from the public footpath. Upon receipt of the complaint, the Clerk made a site visit. She observed that the cemetery machine shed has no vision panels in the doors, and when they are open, the footpath passing the machine shed narrows to 0.5m. Staff exiting the machine shed can come face to face with a pedestrian walking past the cemetery machine shed breaching social distancing rules. The Clerk further observed that this also presented a health and safety risk to both staff and pedestrians as staff could be emerging from the machine shed carrying tools.

The Council's Personnel Committee considered the issue relating to staff safety and agreed to close the southern boundary gate whilst staff were on site. The Clerk had obtained a quotation to re-route the pedestrian footpath to the rear of the cemetery machine shed which was considered by the Council's Property & Asset Committee who decided that as the gate was originally installed for maintenance access only it should be closed except for maintenance access.

The Chairman has asked the Clerk to check with Surrey County Council if a right of way had been established through the gate. The Clerk had explained to SCC that the gate had previously been locked at night. SCC replied that the case for a right of way is not clear and would require further legal work.

Cllr G Worthington met with the complainant at the weekend. He said his main concern is access to tend graves in the new section of the cemetery. He said the bin and tap are adjacent to the western side of the cemetery machine shed and people using the southern boundary gate use it to tend graves in the new section and do not walk in front of the machine shed doors. The complainant said this gate is also the nearest access point for mourners walking from a church funeral service to a burial in the new section. Cllr G Worthington presented three options to resolve this complaint to the Council:

- Place signage on the gate on the southern boundary asking people to turn left, advising them that people are at work at the machine shed.
- Install a new gateway along the south-western boundary and utilise the path in the new section.
- Re-locate the cemetery machine shed to the composting area at the northern end of the cemetery.

The Clerk urged caution on the location of a gate on the south-western boundary until the drainage works are complete as they will be installed in this area and will necessitate the footpath north of the existing graves in the new section being removed.

The Council AGREED for the southern boundary gate to be left open, with an appropriate barrier and signage at the machine shed 'staff at work' until the Council has had the opportunity to investigate this matter further. The gate will be opened now Friday, Saturday and Sunday and all week once the Council has the barriers and signage available.

13. CRANLEIGH HIGH STREET

The Council AGREED to discuss the Re-Opening the High Streets Safely Fund in private and confidential session as the item is commercially sensitive.

The Clerk reported that she had obtained four quotations for noticeboards and four quotations for artwork. The Council discussed the quotations and AGREED to appoint BELSigns as they are also able to install the noticeboards. The Council requested weatherproof paper as part of the package price.

25. DATE OF NEXT MEETING

Thursday 15 April 2021 at 7.00pm. The meeting closed at 10.20pm

Signature.....

Date.....