



Cranleigh Parish Council

MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 15 APRIL 2021
VIA ZOOM

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr N Sanctuary* (Vice Chairman of the Council)
Cllr R Burbridge*
Cllr P Chapman*
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, seven members of the public.

The Chairman opened the meeting and announced it is with great sadness that she reports the passing of HRH Prince Philip, the Duke of Edinburgh. Our thoughts are with the Royal Family and we mourn the passing of Prince Philip with one minute's silence.

Councillors and members of the public are invited to sign the Book of Condolence on the www.royal.uk website and/or make a donations to one of Prince Philip's charities. The Council has lowered the village flag to half mast as a mark of respect for the period of national mourning.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr G Worthington.

2. PUBLIC SESSION

- A member of the public reported that the three shops to the west of the Richard Onslow public house are looking shabby. The Chairman said she would discuss this with the Clerk and raise with an officer at Waverley Borough Council if appropriate. She added that it can be difficult to trace the owner of the shop buildings to seek the necessary repairs. She also mentioned that Waverley Borough Council were contributing towards window vinyls to improve the appearance of empty shops.
- A member of the public raised concern that persons over the age of 80 are being asked by the CCG to travel to G-Live in Guildford for their second COVID-19 vaccination. There is confusion over whether the Lions contract with Hoppa extends to G-Live and there is no public transport that stops at G-Live. The Chairman said the Council has already raised these concerns with the CCG and said she would contact Lions to find out about the Hoppa contract.
- A member of the public wished to complain about the requirement to provide a statutory declaration at a cost of £350 including solicitor fee to transfer the Exclusive Right of Burial. The Chairman apologised for any distress caused and asked the Clerk to explain. The Clerk said the Council staff have been undergoing cemetery training and taking advice from the Institute of Cemetery and Crematorium Management.

The Clerk reported that records had been managed differently historically and whilst they are not incorrect, there is more responsibility on current staff to do additional checking to ensure compliance with the law.

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 18 and a grave owner for item 17.
- Cllr D Nicholas declared an interest as a member of Cranleigh Football Club.
- Cllr R Burbridge declared an interest as a grave owner for item 17.
- Cllr C Gould declared an interest in item 11 part 6 as her husband is a member of Guildford Parkinsons.
- Cllr P Chapman, prior to co-option, declared an interest in the Cricket Club and as an employee of CVS Health.

4. CO-OPTION OF TWO PARISH COUNCILLORS TO THE CRANLEIGH EAST WARD

Only one of the two applicants was present. The Chairman invited Mr Philip Chapman to speak for two minutes about his application for co-option. Mr Chapman said he has been living in the village for 18 months and has joined the Cricket Club and his family use the play park. His career is in the city in compliance, and he hopes to use this experience to assist the Council.

The Council AGREED to co-opt Mr Philip Chapman to the post of Parish Councillor for Cranleigh East Ward. As Mr Chapman was unable to sign the Declaration of Acceptance of Office tonight, the Clerk advised that he may take part in debates but would be unable to vote. Mr Chapman agreed to sign his Declaration of Acceptance of Office in front of the Vice Chairman before the next meeting.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 18 March 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 had circulated a briefing paper today as requested by the Council at the last meeting about the issue relating to remote meeting legislation. Supported by the LGA and NALC, the LLG and ADSO, Hertfordshire County Council have asked the High Court to make a declaration on whether they can continue to hold meetings remotely past 06 May 2021 and they are hoping this will be heard by the end of April (suggested 21st). In an unprecedented step, Robert Jenrick MP and his department are putting forward arguments to support the continuation of remote meetings.
- SCC has no funding left in this new financial year to support the Parish Council's 20 is Plenty scheme for Cranleigh High Street but have agreed to undertake basic speed surveys to support our request which will be deferred until April 2022. Cllr N Sanctuary stressed the importance of public consultation for the 20 is Plenty scheme.
- The Chairman has reported the cracking on the bridge over the Downs Link on the Elmbridge Road to SCC who have appointed experts and will report back their prognosis. Cllr N Sanctuary asked for concerns to be reported to SCC about the bridge on public footpath 393 at Vachery Lane.
- The new public toilet has been opened at Snoxhall Fields and a wheelchair sign has been ordered for the door.

- The Chairman attended an LGA webinar on Climate Emergency on 30 March 2021 and has the carbon footprint data for Cranleigh from the new carbon footprint tool created by the University of Exeter. The Chairman has updated the Parish Council's Climate Change Policy created by the Clerk which is with the Vice Chairman and Clerk for review before presentation to the Council for adoption.
- The Chairman met with the High Street Working Party to discuss the closure of Fountain Square through a Traffic Regulation Order Friday through to Sunday to assist local businesses. The permanent closure will take about a year as it must go through the formal TRO process. In the meantime, closures will be organised using the temporary event notices through WBC.
- The Chamber of Commerce and Parish Council are working on the 'Cranleigh Bounces Back' event for the late May bank holiday to support local traders. The Parish Council is working with the Arts Centre on a project to decorate the bollards in Fountain Square, similar to a project in Winchester.

7. CLERK'S REPORT

The Council NOTED the following report:

- The new public toilet at Snoxhall Fields was opened on Monday 29 March 2021 in time for the Easter holidays.
- Thank you to the volunteer litter pickers who helped over the Easter weekend at Snoxhall Fields. The Parish Council continues to have the large litter bins emptied twice as often and if the current level of littering continues, the bins will need emptying three times a week. The Clerk is regularly reporting the litter, broken bottles and drug paraphernalia to the Police.
- Works are continuing on the improvements to the adult football pitch at Snoxhall Fields. The base for the extension to the CCTV system will be installed this week.
- The cemetery drainage works will commence mid to late May 2021.
- The Parish Council nominated Cranleigh Village Hospital as an asset of community value on 14 December 2020. WBC responded on 15 March 2020 to ask if the application is for the same building as the 2019 refused application and for the Council to highlight the differences in the application. Cllr E Townsend is going to speak with the officer dealing with the nomination. WBC are required to determine the application in 8 weeks.
- The Clerk contacted WBC about the possibility of an electric vehicle charging point for the Snoxhall Fields car park. There are a number of costs involved to install an electric vehicle charging point, and better prices are achievable if you are installing more than one charging point. As the Parish Council already has an agreement with WBC for parking enforcement at the car park, it would be more cost effective to join in with the WBC contract for the provision of one electric vehicle charging point. WBC will obtain a quotation on this basis which will be presented to the Parish Council for consideration at a future meeting.
- The Chairman and Clerk attended a meeting with our County Councillor and Highways Officer to receive an update on the proposed permanent closure of the Fountain Square access road Friday through to Sunday. Our County Councillor has confirmed that he has the funding for the road closure and SCC will now begin the formal consultation process before the Traffic Regulation Order can be agreed. The process may take up to a year.
- There is a Community Orchard Planting Day on Saturday 24 April 2021 1.00 – 4.00pm at the Queensway Orchard.
- Due to technical difficulties with power supply, the footfall counter cannot be installed outside of Marks and Spencer in the High Street. WBC are now investigating a location outside of Celebration Cakes.
- The Clerk asked SCC about support for a '20 is plenty' scheme in Cranleigh. The '20 is plenty' scheme was stopped several years ago by SCC and is now processed through a Traffic Regulation Order to set local speed limits.

SCC said the cost to assess and alter a speed limit is in the region of £10,000 – 15,000 upwards depending on the length of the road/s being treated. It would need to go through the Local Committee approval process and also appear as a scheme on the Highways Integrated Transport Schemes list. It would not be considered until next year at the earliest, but in the interim, the Highways Officer has offered to undertake some basic speed surveys to see if the scheme would be feasible. The Clerk has asked for the speed surveys to be undertaken at the Obelisk roundabout and Cricket Club roundabout.

- The Clerk has applied for government Restart grants for the Snoxhall Community Centre and Snoxhall Sports Pavilion as both buildings are held on charitable trust.
- The Clerk has submitted an application to the CALA Homes Community Bursary for funding towards the new train play equipment at Snoxhall Fields.
- Surrey Wildlife Trust are running a Cranleigh Waters Community Rivers Project this year and hope to re-engage with the community. Parish Councillors are invited to join the stakeholder meeting.
- Citizens Advice Waverley have offered to meet with the Parish Council to discuss the services that they provide and how they will operate going forward. The Council agreed to invite Citizens Advice Waverley to a future meeting.
- By way of background, Witley and Hambledon Parish Councils recently petitioned Surrey County Council for some local highway improvements which included looking at the issue of traffic speeds. An outcome of the Local Area Committee meeting at which this was discussed is that Duncan Knox, the Road Safety & Active Travel Team Manager for Surrey County Council, has offered to speak to parishes within Waverley, to the east of the A281, about an initiative to lower speed limits in rural areas across the south of Surrey. At present this initiative is only likely to extend to this part of the borough due to limited funds, hence the selective invitee list (Alfold, Bramley, Cranleigh, Ewhurst and Womersley, as well as Witley and Hambledon). The Parish Council is invited to send two representatives to a meeting on Wednesday 21 April 2021 at 10.00am. Cllrs C Gould and E Townsend agreed to attend.
- Surrey Police is investing £100,000 as part of their commitment to setting sensible and effective speed limits through the Drive SMART Surrey Safer Roads Partnership. The aim is to implement lower speed limits in rural areas across the south of Surrey. Supporting this, Surrey Police has been awarded £39,840 from The Road Safety Trust to evaluate the project. The national 60 mph speed limit is no longer appropriate for many of the narrow rural country roads in Surrey. Indeed, there are no national 60 mph speed limit roads left in the southeast of Surrey (south of the A25 and east of the A24), with most having been reduced to 40 mph incrementally over the past two decades, with a few exceptions. This new project will evaluate the impact of the speed limit reductions already in place and then evaluate the new reductions on a proactive strategic area-wide basis to the west of the A24 across the Surrey Hills towards Guildford. Successful speed management will support the council's goals of improving road safety, supporting active travel and reducing air and noise pollution on our rural roads. As part of the rural speed limit project Surrey County Council are seeking the views of Surrey residents on speed and risk on rural roads (single carriageway in a non-built-up area). The following survey link can be circulated to local residents: <https://www.smartsurvey.co.uk/s/ZGXNTX/>
- A member of the public is organizing another community litter pick on Saturday 08 May 2021.
- The Clerk reminds Councillors and members of the public that they should report every incidence of anti-social behaviour to Surrey Police. This can be done online through the Surrey Police website or by calling 101. Surrey Police have section 35 dispersal powers if they are sufficient incidences of anti-social behaviour reported to exclude persons from an area for up to 48 hours. The incident logging would also form background information to support a Public Space Protection Order.
- PC Gavin Greenaway has provided a summary of his work in March with PCSO Thayer and Lock as follows:

- 2 Quad bikes seized, both have since been confirmed as previously stolen.
- 1 Section 59 warning issued (anti social use of a vehicle).
- A 17yr old missing female located and returned home.
- A vehicle reported as stolen was located and returned to its owner.
- A male was dealt with for possession of a controlled drug following a vehicle stop.
- Involved in an operation which targeted vehicles used in crime around Cranleigh – As a result 3 persons were arrested for theft.
- ASB patrols paying particular attention to Snoxhall and Bruce MacKenzie fields.
- Speed enforcement across the area.
- Multiple welfare checks with individuals following a domestic incident.
- And finally, a member of the public has reported the Parish Council to Environmental Health at WBC as there are birds nesting in the roof of the Village Hall. The Clerk has replied to Environmental Health to advise that the issue cannot be addressed until the birds have flown the nest. It will then involve considerable expense getting a contractor with access equipment to the Village Hall roof to block the hole.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Chairman reported:

- The Leisure Centre and non-essential retail re-opened on 12 April 2021.
- A photograph taken outside Yangz Grill on Monday 12 April 2021 and circulated on Twitter made all the national papers of two people sitting outside eating their breakfast in the snow.
- The planning application for the reserved matters for phases 2 and 3 which had been deferred for the A2 Dominion site at Alfold Road was agreed by WBC.

9. MINUTES OF COMMITTEES

- The minutes of the Planning Committee on 08 March 2021 were RECEIVED.
- The minutes of the Property & Asset Committee on 08 February 2021 were RECEIVED.

10. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Cllr C Gould agreed to leave the Finance Committee to enable Cllr P Chapman to join the Committee which has a maximum membership of seven Councillors.

11. FINANCIAL MATTERS

1. The expenditure list to 15 April 2021 was circulated earlier and was AGREED by the Council. Cllrs D Nicholas and M Scully will sign the cheques.
2. The bank reconciliation to 31 March 2021 was DEFERRED to the next meeting due to year-end closedown next week.
3. The cashbook reconciliation to 31 March 2021 was DEFERRED to the next meeting due to year-end closedown next week.
4. The Council AGREED to invest the sum of £100,000 on 22 April 2021 for three months at 0.01%.
5. The Clerk explained that the Council had agreed last month to increase the sum of expenditure in an emergency from £500 to £2,000 and asked if the Council would amend Financial Regulation 4.1 to increase the sum of expenditure in an approved budget from £500 to £2,000. The Council AGREED to amend Financial Regulation 4.1 to increase the sum of expenditure in an approved budget from £500 to £2,000.
6. The Council AGREED the following grant applications, Cllr C Gould left the meeting having previously declared an interest: Kent, Surrey and Sussex Air Ambulance £300, Cranleigh in Bloom £250, Cranleigh Civic Society £500, Cranleigh Chamber of Commerce £250, COPSE Queensway Orchard £250. The Council referred the Guildford Parkinsons grant application to the Cranleigh Community Fund. Cllr C Gould returned.

7. The Clerk gave a report on hire and COVID business support income for Snoxhall Pavilion and Snoxhall Community Centre. The Clerk referred to the service level agreement for the Council operating the buildings under charitable trust and advised moving the surplus income to the charity reserve. The Council AGREED to transfer the sum of £29,736 from the Snoxhall Community Centre income and £19,587 from the Snoxhall Pavilion income to the charity reserve.

The Clerk reported that the Council had previously agreed to transfer the remaining PWLB and professional fees revenue budget to the Village Hall earmarked reserve. The Clerk added that the works to the roof of the public conveniences in Village Way are not yet complete but are due to be funded from the property maintenance revenue budget 2020/21. The Council AGREED to transfer the sum of £949 to an earmarked reserve to complete the public convenience roof work.

12. S106/CIL

The Council NOTED the following report from the Clerk:

- Funding from WA/2011/2129 and WA/2014/1038 – There is only £2,639.58 left in the PIC pot. WBC had held over our application for an artificial grass surface beneath the shade shelter in the play park at £2,423. There may be more funds available but further reconciliation is required by WBC.
- 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 has been signed off by Heads of Service and subject to Ward Members comments by 19 April 2021, the funds should be in our bank account by 23 April 2021.
- The Chairman reported that the final details on bin emptying in the High Street are awaited from WBC before the Council's application for funding for the High Street and Summerlands litter bins can be progressed.

13. CORONAVIRUS COVID19

- The Clerk advised that Procure have signed the licence agreement for the hire of Cranleigh Village Hall as a vaccination centre until 31 July 2021 and have not yet formally requested an extension to the agreement.
- The Council discussed the proposed Scheme of Delegation in detail. The Council AGREED to remove the following clause:
Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council.
- The Chairman said the Council has a duty as an employer to consider the staff too. The Clerk advised that the Council might like to add a review date to the Scheme of Delegation. The Council AGREED to insert an optional review date of 21 June 2021 giving the Council the opportunity to call a quorate face to face meeting of the Council to review the Scheme of Delegation after 21 June 2021.
- The Council AGREED to adopt the Scheme of Delegation which will only be enacted if the current legal challenge by Hertfordshire County Council is unsuccessful in extending the remote meeting legislation.

14. CRANLEIGH HIGH STREET

The Council NOTED the Clerk's report:

- The Chamber of Commerce are holding an event on May bank holiday Saturday 29 and Sunday 30 May 2021 in the High Street, Cranleigh Bounces Back. There will be:
 - Covid Champion Competition – categories Retail, schools, Street Champions, Keyworker, vaccination centre volunteer, community choice
 - Children's window competition
 - Information stalls. The Parish Council will be joining the Arts Centre stall.

- Children's entertainers
- Bouncy castle and roundabout
- Plant stall
- Celebration trees – Arts Centre at Fountain Square, NHS at the Village Hall, Schools at Stocklund Square and Remembrance tree at the War Memorial
- Painted stones in Fountain Square
- The group including the Clerk have agreed to meet regularly to discuss High Street events throughout the year.
- The Clerk reported that WBC are making some changes to their grass cutting regimes in parks and open spaces across the borough and would like the Parish Council's thoughts about those large grass areas along the High Street. WBC could cut a strip around the outer edge of each section on a 2-3 week cycle and then leave the middle of each section to grow longer with a cut and collect in Sept/Oct. It would be great for the biodiversity and habitat around the ponds but WBC are not sure whether it would have an impact on people using the High Street and the space available for social distancing. WBC would continue to cut the section with War Memorial on a regular 2-3 week cycle. The Council AGREED to request a map and for an officer from WBC to attend a Council meeting to discuss this request in more detail as there were concerns about people wanting to use the green spaces and social distancing.

15. CRICKET CLUB BIN

In the absence of Cllr R Denton, this item was DEFERRED to the next meeting.

16. CIL

The Clerk reported that WBC have advised that the Council's application for CIL of £5,297 for a play train in Snoxhall Fields has been successful, subject to call in. The Parish Council is required to provide 50% matched funding. The Clerk advised that she has submitted an application to the CALA Homes Community Bursary Fund which has a maximum of £4,000 available for Surrey. The Council AGREED to release funds from the Charity Reserve up to a maximum of £5,297 (subject to the outcome of the CALA application) and to appoint EIBE to supply and install the play train in Snoxhall Fields at a cost of £10,595.37 + VAT. The Clerk and Grounds Manager will select the most appropriate location for installation either on to grass or re-using a rubber mulch area.

17. CEMETERY RULES AND REGULATIONS

- The Council AGREED to adopt the amended rules and regulations to only permit BRAMM and NAMM registered monumental masons to work in Cranleigh cemetery to ensure all new memorials meet BS8415.
- The Council AGREED to introduce a new memorial permit fee of £75 for the replacement of a like for like memorial to cover the administration cost.
- The Council asked the Clerk to obtain advice from the ICCM on the administration fee for a statutory declaration to update the ownership details of an Exclusive Right of Burial.

18. CRANLEIGH VILLAGE HEALTH TRUST

(Item heard after item 11)

The Clerk reported that the Council had received the following response from CVHT,
'Thank you for your email. The land in Knowle lane is an asset of CVHT, and as a charity the Trust has a responsibility to ensure that any future use of the land reflects its full value, based on the covenants attached to it. If this involves a disposal, the proceeds would necessarily be used for the benefit of the Cranleigh and the surrounding villages, based on the Trust's objectives. In the light of these obligations, it would be helpful to have CPC's views on the future use of the land. With the new councillors in mind, I attach a copy of the Deed of Variation of Covenant, for their perusal.'

Councillors did not know what options CVHT are thinking about for the land and discussed whether this discussion should take place with CVHT in public or in private. The Chairman reminded Councillors that CVHT had previously been approached to join discussions with WBC and the Parish Council to discuss the One Public Estate project for Cranleigh but had not proceeded with this. She said the One Public Estate project is conducted through a transparent public consultative process and is in the very early stages.

The Council considered opening up discussions with CVHT through a letter or inviting CVHT again to join the One Public Estate project. A vote was taken on inviting CVHT to join preliminary discussions on the One Public Estate project again: 6 in favour. It was AGREED to write to CVHT and again invite them to participate in the One Public Estate project.

19. PROPERTY COMMITTEE RECOMMENDATIONS

- The Council AGREED to appoint Haven Memorials to undertake a memorial safety inspection of the cemetery to be funded from the Forward Maintenance Plan Reserve.
- The Council DEFERRED the decision on a new street light at Snoxhall Fields until after the end of the consultation period on 30 April 2021, as there have been five comments submitted already.
- The Council AGREED to appoint Guildford to supply and install altro flooring to Snoxhall Community Centre to be funded from the Charity Reserve, this will include returning the flooring around the bottom of the walls for easier cleaning.
- The Council DEFERRED a decision on the play park and access road railings pending a quotation for bow topped railings for the access road as it is located in an Area of Strategic Visual Importance and there were concerns that the pedestrian guard railing is not visually aesthetically pleasing.

20. DATE OF NEXT MEETING

Tuesday 04 May 2021 at 7.00pm. The meeting closed at 10.40pm

Signature.....

Date.....