



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 20 JULY 2017
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr M Forszewski* (Chairman of the Council)
Cllr R Burbridge (Vice Chairman of the Council)
Cllr R Cole*
Cllr P Ellis*
Cllr K Fernandes*
Cllr B Freeston*
Cllr M Hayward*
Cllr S Jeacock*
Cllr A Richardson
Cllr E Townsend*
Cllr R Tyler*

PRESENT*

ALSO PRESENT: Surrey County Councillor A. Povey, Ms Brenda Hobson Rowleys plus two members of staff and two Trustees, Parish Clerk B Bell FILCM.

1. APOLOGIES FOR ABSENCE

The Council accepted the prior commitment apologies from Cllr R Burbridge and Cllr A Richardson.

2. GUEST SPEAKER: Ms Brenda Hobson, Rowleys

Ms Hobson is the Chairman of Rowleys. She said that Rowleys started in 1985 in the Methodist Church Hall before moving to what is now the Rowleys Dining Room, the building was extended in 1992. Rowleys was built by Age UK Cranleigh with local sponsorship and completed within a year. They lost their grant in 2013 which went to Age UK Surrey with the gardening and handyman service. Rowleys continued, it has consolidated its contracts, arranged an independent examination of its accounts and built a relationship with Waverley Borough Council. They have places for two Waverley Borough Councillors as voting members on their Board of Trustees.

Rowleys has increased the number of people staying for lunch providing up to 50 fresh cooked meals per day. The building has been re-decorated with brighter colours. Rowleys now offer: social care for people from Cranleigh and the surrounding areas and there is no age limitation, support groups, help and advice, Alzheimers Society, hearing aids, befriending, quiz, bingo, art class, pottery, curling, festivals, excursions, holiday to the Isle of Wight, loan equipment, 3 hairdressers and a podiatrist. There are 300 paid up members and 100 occasional visitors. They are looking to develop the rooms at the end of the building into a community hub and have been in talks with Waverley Borough Council to replace their full repairing lease for a shorter lease under which WBC will do their repairs. Their future plans include offering more community meals and ensuring that Rowleys can pay for itself. They are looking to recruit new Trustees to assist with finance, fundraising and legal issues.

The Chairman thanked Ms Hobson for her presentation and invited her to return to a future Council meeting with an update.

3. PUBLIC SESSION

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

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 22 June 2017, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. DECLARATIONS OF INTEREST

- Cllr M Foryszewski declared that she is a Waverley Borough Councillor.
- Cllr P Ellis declared that she is a Waverley Borough Councillor, and is a voting member of the Rowleys Board.
- Cllr K Fernandes declared she is employed by the Challenger.
- Cllr E Townsend declared she is a Waverley Borough Councillor and a member of the Cranleigh Civic Society.
- Cllr S Jeacock declared that he is a Committee member of the Cranleigh Civic Society.

6. CHAIRMANS REPORT

Members NOTED the Chairman's report:

- Congratulations to Cllr R Tyler on the Queens Award for Voluntary Service for Headway.
- Please give your ideas for the Volunteer's Garden Party in September.
- She has included an agenda item on air quality following an issue raised at Waverley Borough Council.
- On 26 June the Chairman, Vice Chairman and Clerk met to discuss current Council matters.
- Attended an event in Elmbridge village on 04 July with Derek Myers to see the work of the young people as part of NCS.
- On 10 July the Chairman and the Clerk met with the Chamber of Commerce for an update of the Village Way car park, Christmas lights, Snoxhall Fields access road and Neighbourhood Plan.
- Visited St Joseph's School and heard about their wish for a 20mph speed limit outside the school.
- Visited Sherrydon on 17 July to see the four affordable houses that were supported by the Parish Council.
- There is no Parish Council meeting in August, the Chairman wished everyone a good summer holiday.

7. CLERK'S REPORT

Members NOTED the Clerk's Report:

- The Assistant Clerk met with a member of the public who had designed the Cranleigh Coat of Arms, and they were delighted to see the Coat of Arms in use on the uniform of Parish Council staff.
- The immersion heater has been repaired in the Snoxhall Pavilion to ensure that there are hot showers in all the changing rooms.
- The Clerk and Assistant Clerk met with the Volunteer Coordinator at the Cranleigh Arts Centre and it was agreed that we will work together and share information as much as possible.
- The Clerk met with the Adult Football Club to discuss funding opportunities for the club.
- Cllr E Townsend helped the Clerk to set up Facebook and Twitter for the Parish Council. Please like and follow us and help to spread the word.
- Today a questionnaire has been circulated to all members about responding to the Local Plan, please can they be returned by next Thursday to the Clerk. The research is part of a dissertation for a Masters degree for a planning student.

- Cllr B Freeston has met with the Grounds Manager to do a check of assets in the Fixed Asset Register.
- The Chairman and the Clerk met with representatives of the Chamber of Commerce for an update on Council work including the Snoxhall Fields car park and Neighbourhood Plan. They gave an update on the change of parking control at the Village Way car park and raised concerns about lack of parking in the village and overspill on to side roads.
- There was a meeting of the Recreation Users Group to give an update on the access road, parking controls, pavilion re-decoration and fencing around the football pitch.
- The Clerk and Assistant Clerk attended the Legal and Finance Day and reported:
 - The Local Audit Public Inspection of Documents Act 2017 now extends the right of inspection to journalists.
 - The General Data Protection Regulations will be enacted on 18 May 2018. More information can be found in publications 'Preparing for the GDPR – 12 steps to take now' and 'The Overview of the GDPR'.
 - The solicitor gave a presentation on property, disposal and deeds of dedication. The Clerk has sought a quotation for legal assistance to oversee the deed of dedication with Fields n Trust and registration of the deed with HM Land Registry.
 - The Clerk asked the Council's solicitor for an update on the access road at Snoxhall Fields if the keyworker housing became open market housing and was advised that this use would not be ancillary to the trust and the Council would be able to negotiate usage of the access road for this purpose.
 - The Clerk took away a long list of items to check and has already circulated some Neighbourhood Plan news to members. The Legal and Finance Day continues to be a worthwhile event in the Council calendar, attendance is also open to members.
- The roofers that carried out the installation of the new roof to the Village Hall will be out next week to deal with the leaking gutter and leak above the eyelid vents on the western side of the building.
- The trees at the Masonic Hall were removed as they had become very tall and there were concerns that they might topple in high winds. The trees did not have a Tree Preservation Order. You can view Tree Preservation Orders in Cranleigh on the WBC website map.
- The Clerk and Grounds Manager met with PCSO Boxall to carry out another environmental visual assessment of Snoxhall Fields as part of the Tackling Anti-Social Behaviour week.
- There has not been a request for a bye election so the Parish Council can now advertise the vacancy for co-option at the September meeting of the Council.
- The Grounds Maintenance Team continue to make improvements to the Council's properties. Many positive comments were made about the re-decoration of the public conveniences in Village Way, but members of the public questioned why Parish Council staff were re-decorating Waverley's public conveniences. Staff updated members of the public on the ownership of the building, and it was realized that the ownership plaque still gives the details of Waverley Borough Council. A new Parish Council ownership sign has been installed.
- Cllrs R Burbridge, B Freeston, S Jeacock and E Townsend are meeting with Waverley Borough Council to discuss the Leisure Centre Options Appraisal on Tuesday 25 July.
- The Parish Council has collected the background paperwork for the Neighbourhood Plan from the former Steering Group Chairman, and is in the process of moving the Neighbourhood Plan website to its IT provider.
- Thank you to Cranleigh in Bloom for the recent litter pick. The rubbish in Cranleigh Waters has been reported to the Environment Agency.
- The Clerk has received a copy of the CIL Infrastructure Delivery Plan from Waverley Borough Council and will circulate it amongst members.
- The five yearly basic tree survey has been received, the Clerk is in the process of putting the health and safety work out to tender.

- Further documents from the Waverley Borough Council Local Plan Part 1 public examination are available on their website. The Inspector's Report is expected in the autumn, and Waverley Borough Council will be required to hold a formal six week public consultation on any amendments that they make to Local Plan Part 1. The Parish Council needs to consider how it wishes to handle its response to the consultation.
- Men in Sheds have made the plot markers for the allotments and are in the process of painting the plot numbers.
- There is currently a four month backlog at HM Land Registry, so first registration of the tennis courts and the cemetery are in the queue.
- The Clerk has been contacted by a local resident about the horse chestnut tree with circular seat adjacent to the Parish Council Office. The resident says that this tree was planted in 1990 by the Cranleigh group of Amnesty International in memory of those who lost their lives in the Chinese government's crack-down on a peaceful demonstration in Tiananmen Square in Beijing on 4th June 1989. Connected with that terrible occurrence was Liu Xiaobo, the poet, human rights activist and Nobel Peace Prize Laureate who died of liver cancer on 13th July this year. Some of those who were responsible for planting the tree would like to tie white ribbons to the tree in Liu's memory as a simple act of memorial as is the custom in China.
- Mrs Anne Bott, Assistant Chief Executive of the Surrey Association of Local Councils will be celebrating 50 years in local government on 31 July 2017, the Council agreed to send a card of congratulations.
- The Clerk, Assistant Clerk and Grounds Manager were fortunate to have a chance meeting with Mr Henry Marks, youngest son of Mr Julian Marks who left the cricket field side of Snoxhall Fields to the people of Cranleigh. He was able to clear up the mystery over the name Snoxhall Fields and said his father had named the recreation ground after their property Snoxhall Farm in Knowle Lane. The Clerk has the contact details for Mr Marks.
- The new website was displayed to the meeting.
- There is a meeting of the Neighbourhood Plan Committee next Thursday 27 July and the Visioning exercise on Monday 31 July at 6.30pm. During August, only the Planning Committee will continue to meet.

The Chairman said it has been a roller coaster of a couple of years, but she would like to pay tribute to the staff and Councillors and said she feels that the Council is making achievements. Cllr K Fernandes added that she has heard that the football fields in Cranleigh are magnificent. The Chairman said she hopes the Council will build on these successes and take the Council to the next level.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Povey gave the following report at the start of the meeting and then left to attend another meeting:

- There is a parking review of double yellow lines and parking restrictions about to start. He urged the Parish Council to submit their comments quickly and it was AGREED that members should send their comments to the Clerk who will find out more about the review.
- There is a consultation on the closure of the Cranleigh Community Recycling Centre. He said Surrey County Council are looking to save £2 million from their waste contract per annum. He said the Cranleigh centre is the second least used in the county, he has asked for more information on costs.
- He has concerns about the re-location of the Cranleigh Primary School to the Glebelands School site due to traffic issues. He said that officers do not see it as a problem as they say that parents will disperse. Cllr A Povey has called in the planning application to Committee and it is likely to be heard in September. He advised registering now for the opportunity to speak.

- St Joseph's School would like a 20mph speed limit as children learn to cross the road outside as part of their independent living training.
- He will ensure that a weight restriction for Barhatch Lane is considered by SCC, but this might not happen this year.

The report from Cllr P Ellis was NOTED:

- The Community O&S Committee looked at the Community Engagement Plan to support community partnership. They will also look at the leisure contract management report.
- The Housing O&S Committee have identified that there are no blocks of flats higher than four floors in Waverley, there is no cladding and all safety checks are up to date.
- The Eastern Planning Committee discussed a private and confidential enforcement matter.
- The full Council appointed the Interim Managing Director and Head of Paid Service Tom Horwood.

The report from Cllr E Townsend was NOTED:

- The Housing O&S Committee also includes tenants and has a good relationship. She is meeting a Housing Officer to discuss social housing in Cranleigh.
- The Eastern Planning Committee has called in a number of planning applications.
- Public inquiries are currently ongoing for Alfold and Dunsfold.
- The report on blue asbestos has been sent to Cllr J Edwards and will be raised at the meeting with Rt Hon Anne Milton MP on 24 July.

9. MINUTES OF COMMITTEES

The Minutes of the Planning Committee meetings held on 26 June and 17 July 2017 were RECEIVED.

The Minutes of the Neighbourhood Plan Committee meeting held on Thursday 06 July 2017 were RECEIVED.

The Minutes of the Personnel Committee meeting held on Thursday 13 July 2017 were RECEIVED.
The Minutes of the Property & Asset Committee meeting held on Thursday 13 July 2017 were RECEIVED.

10. COMMITTEE STRUCTURE

- Cllrs P Ellis, K Fernandes, B Freeston, S Jeacock and E Townsend were APPOINTED to the Flood Forum.
- Cllr A Richardson was APPOINTED to the Waverley Cycle Forum.
- Cllr R Cole was APPOINTED to CAGNE for Gatwick issues.

11. OUTSIDE BODIES

- Cllr M Foryszewski circulated the notes from Cranleigh in Bloom. She said following the Conservation Area Appraisal Waverley Borough Council have identified funds for specific items, litter bins and a bench. Jane O'Leary to find out more.
- Cllr S Jeacock provided a report on the Old Mill on the Common and a report from the meeting procedures training.

12. WORKING PARTIES

The Council AGREED to receive the following reports:

- Cllr E Townsend said the Centenary Garden group are meeting regularly and have received an offer of free materials from Weinberger in Ewhurst, labour from CALA Homes and stones from Stonescapes. The group will be looking for sponsorship for poppies at £10 each. They are working with the Cranleigh Lions who would like to sponsor the re-galvanisation of the Cranleigh Fountain and Men in Sheds who are offering assistance.

- Cllr E Townsend said the Youth Council are investigating bus passes for the youth, UK Youth Parliament, Cranleigh Arts Centre and are entering the Rotary public speaking competition. It was AGREED to link the Youth Council website with the Parish Council website.

13. FINANCIAL MATTERS

1. The expenditure list to 20 July 2017 circulated this evening was AGREED by the Council and signed by the Chairman.
2. The bank reconciliation to 30 June 2017 was AGREED and will be signed by Cllr S Jeacock.
3. The cashbook reconciliation to 30 June 2017 was AGREED.
4. The External Auditor advised that the Council must not re-value the asset value of buildings, they should be set at the 2011 figures. The Council RESOLVED to amend box 9 of the annual return from £453,7116 to £3,600,986 to revert back to the 2011 figures and for the Chairman and Clerk to initial the pages.
5. There is £150,000 maturing on 24 July 2017. The Council AGREED to re-invest £100,000 for three months at an interest rate of 0.22%.
6. The Clerk advised that Surrey County Council are providing s106 funding of £6,792 towards the £25,000 cost of re-surfacing of the Snoxhall Fields access road and Downs Link. The Council RESOLVED to borrow the balance from the Public Works Loan Board on a fixed rate annuity loan over a period of five years.
7. Grant application forms are awaited from the Centenary Gardens and Cranleigh Arts Centre.
8. The Council RESOLVED to delegate authority to Cllrs B Freeston and E Townsend and the Clerk to approve the August accounts for payment, to sign the cheques and present the payment schedule to the September meeting of Council.

14. FIELDS IN TRUST DEED OF DEDICATION

- Snoxhall Fields
- Beryl Harvey Field
- Bruce MacKenzie Field
- Tennis Courts

The Clerk reported that the Council's solicitor advises against including the allotments at the Beryl Harvey Field in the Deed of Dedication as allotments are not playing fields, Cllr E Townsend disagreed, the Clerk said she would ask the Council's solicitor to discuss this with Fields in Trust.

The Clerk said the Council's solicitor advises that the Deed of Dedication is a disposal under s127 of LGA 1972 and must follow the statutory advertisement procedures. The Council's solicitor has quoted £500 + VAT and disbursements per deed to handle the disposal and conveyancing to register the dedication with HM Land Registry. The Clerk advised that there is only £672 in the professional fees cost centre, so these fees would need to be funded from General Reserve.

Cllr K Fernandes said the registration of the Deeds of Dedication should be done correctly for the future Council and the Chairman said it is very prudent to do things correctly. The Council AGREED to fund the legal fees to handle the disposal and conveyancing to register the dedications with HM Land Registry from General Reserve. Cllr P Ellis wished her abstention to be recorded.

15. WAVERLEY LOCAL PLAN PART 2: ISSUES AND OPTIONS

The Council APPROVED the response prepared by Cllrs B Freeston and E Townsend and the Clerk which was circulated with the agenda.

16. COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE CONSULTATION

The Council APPROVED the response prepared by Cllrs B Freeston and E Townsend and the Clerk which was circulated with the agenda.

17. AIR QUALITY

It was AGREED to ask Waverley Borough Council for guidance on measuring the air quality in Cranleigh on a long term basis.

18. SURREY COUNTY COUNCIL COMMUNITY RECYCLING CENTRES CONSULTATION

The Clerk reported that Cllr Mike Goodman, Cabinet Member for Environment and Transport has offered to come and speak with the Parish Council. He said that the Cranleigh site has 1,770 visits per week and collects 2,917 tonnage of waste which is under 2% of all of the waste collected in Surrey. It costs £311,300 per annum to operate. The Clerk contacted the Clerks at Alfold, Bramley, Dunsfold, Ewhurst, Wonersh Parish Councils to find out what their Parish Councils think of this consultation as these parishes are all served by the Cranleigh Recycling Centre.

- Albury Parish Council believe this to be a very short sighted and naïve decision. Fly tipping is already an enormous problem, despite a drive by Surrey County Councillors to say that it has reduced since charges were introduced, and this can only serve to make things worse.
- Wonersh Parish Council is against the proposal - there will be a very high environmental cost if this facility is closed, including even more fly tipping, increased traffic and the resultant pollution and congestion in Guildford. Garden bonfires can be expected to increase with all the danger from that source of pollution. .And of course there will be less recycling.
- Burstow Parish Council is totally opposed to the closure of the smaller sites, the reduction in access days, the restriction to Surrey residents only and the cessation of the free 'daily allowance'.

The Council AGREED to submit an OBJECTION to the closure of the Cranleigh Recycling Centre on the following grounds:

- Premature as there is future development in this area.
- Increase in flytipping
- Increase in bonfires to dispose of rubbish
- Extra rubbish in household waste
- Increased traffic to visit alternative community recycling centres
- Pollution from bonfires, traffic and increase in household waste
- Loss of local jobs at the Cranleigh centre

The Council AGREED to host a meeting and to invite the Cabinet Member for Environment and Transport, local County Councillors and neighbouring Parish Councils to discuss this consultation and what can be done together.

19. SURREY COUNTY COUNCIL HIGHWAYS LOCALISM SCHEME

It was AGREED to submit the footpath along the road which runs behind the Cranleigh Hotel for high priority clearance as it is completely overgrown and impassable for pedestrians. The hedge/bushes/trees need cutting back by at least a metre, probably more, for the path to be useable by pedestrians along with the removal of rubbish and dumped materials which are not only a hazard but very unsightly.

20. NEW COMBINED NHS 111 AND GP OUT OF HOURS SERVICE CONSULTATION

The Council is concerned that it had not been notified directly of this consultation. It was AGREED to contact the CCG to say how important it is that Cranleigh retains the out of hours service.

21. CENTENARY GARDEN

It was AGREED to note the verbal update report for the project which will start in September 2017. The project plan will be presented to Council next month for approval.

22. NEIGHBOURHOOD PLAN PLANNING CONSULTANCY

Cllr B Freeston said a consultant had contacted him after seeing the invitation to tender on the government website and he and Cllr E Townsend had met with the consultant to discuss the project. The Chairman questioned the Council's previous use of a planning consultant and what value they brought, and sought reassurance of the necessity to use a planning consultant for the Neighbourhood Plan and confirmation that it is not funded from the public purse money. Cllr E Townsend explained that the planning consultant is needed to prepare the Strategic Environmental Assessment to accompany the allocation of sites in the Neighbourhood Plan, as the Parish Council has opted to include sites in the Neighbourhood Plan, rather than leaving it to Waverley Borough Council as part of Local Plan Part 2. The planning consultants have been asked to submit their quotations priced per section to enable the Council to select how much support it can afford. It was AGREED to delegate authority to the Neighbourhood Plan Committee to appoint a planning consultant at the end of the tender period within the Council's Neighbourhood Plan budget, and to apply for the balance of funding required from Locality.

23. INSURANCE RENEWAL

The Council EXCLUDED the press and public for this agenda item, reason – commercial in confidence.

The Clerk had sought three quotations and received two. She provided a report on the quotations received and it was AGREED to enter into a three year agreement with company A as they were able to offer key personnel ill health cover as part of their package.

24. CHALLENGER CONTRACT

Cllr K Fernandes having previously declared a pecuniary interest left the room.

It was AGREED to continue with the Challenger one page at a cost of £250 + VAT per month until March 2018.

Cllr K Fernandes returned to the room.

25. DEMENTIA FRIENDS TRAINING

It was AGREED to accept the offer from the SMART village for Dementia Friends training.

26. RETIREMENT OF THE CRANLEIGH POSTMASTER

It was AGREED to send a letter of thanks for the years of service to Cranleigh to the retiring Postmaster.

27. FAIRTRADE

The Council AGREED to renew its commitment to Cranleigh Fairtrade for another two years.

28. STAFF MATTERS

The Council AGREED to exclude the press and public from this item, reason – staff in confidence.

Staff Appraisals carried out in June 2017 were NOTED.

It was AGREED to review the Job Descriptions for the Assistant Clerk, Admin Clerk and Grounds Manager.

Staff budgets for 2018/19 will be prepared in the autumn.

The Chairman said the Council had great admiration for all their staff and their hard work, it is appreciated.

The Clerk left the room for the remainder of this item.

29. DATE OF NEXT MEETING

Thursday 21 September 2017 at 7.00pm. The Chairman closed the meeting at 10.41pm.

Signature.....

Date.....