



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 21 SEPTEMBER 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 J Betts\*  
Cllr R Cole\*  
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, five members of the public, Parish Clerk B Bell FILCM, Assistant Clerk S. Simmonds.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. PUBLIC SESSION

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

3. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 20 July 2017 and the extraordinary Parish Council meeting held on 31 July 2017, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. DECLARATIONS OF INTEREST

- Cllr M Forszewski declared that she is a Waverley Borough Councillor.
- Cllr K Fernandes declared she is employed by the Challenger and is a member of Cranleigh Civic Society.
- 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 member of the Cranleigh Civic Society.

5. CO-OPTION OF NEW MEMBER

The Council had received one application for the Parish Councillor vacancy from Mr James Betts. The Chairman invited Mr Betts to give a short speech in support of his application.

Mr Betts said that he has lived in Cranleigh for 40 years, is a local businessman and has children in the local schools. He would like to help make Cranleigh a better place for everybody. He has the time to get involved. He is interested in planning and the way that Cranleigh is developing.

Members asked about his business and he replied that he is a builder, but said he does not get

involved in planning applications, as his business does not provide design services.

Concerns were raised that he may spend more time outside of a Planning Committee meeting if he is required to declare an interest. He replied that he is quite happy not to be a member of the Planning Committee, and said he had looked at the other work of the Council including its properties. The Chairman asked if he is able to commit to the remainder of the term of office until May 2019 and he confirmed that he is able to.

The Council UNANIMOUSLY AGREED the co-option of Mr James Betts as Parish Councillor to fill the casual vacancy for the Elmbridge ward, and he duly signed his declaration of acceptance of office.

## 6. CHAIRMAN'S REPORT

Members NOTED the Chairman's report:

- The Chairman had accepted the resignation of Patricia Ellis after many years of service to the community. The Council has lost a valuable asset. It was AGREED to use the Chairman's Allowance to send Patricia some flowers and a letter of thanks on behalf of the Council.
- The Chairman said the Council and its members are more scrutinised than ever and people are watching our every step. There is a postcard in circulation that is libellous, defamatory, untruthful and sheer nastiness. It is now a criminal matter. If you are a recipient of any such communication, please notify the Clerk.
- The Garden Party was cancelled as time has run out, and will be re-scheduled for the future.
- Members are reminded to send apologies if they are unable to attend a meeting with their reason for non-attendance so that it may be recorded. The Clerk will circulate a memo to all members.
- The Working Parties have been suspended for good reason as both members and staff had expressed concerns. They will be re-considered once better policies and procedures are in place. The Chairman, Vice Chairman and the Clerk will be meeting very soon to draft policies for consideration at the next meeting of the Council. The Chairman reminded members that all finances must go through the Responsible Financial Officer.
- There will be an extraordinary meeting of the Parish Council on Wednesday 11 October 2017 at 7.00pm.
- She attended Haslemere Town Council on 30 July 2017 for a ceremony to commemorate the first Surrey Police Officer killed in the line of duty Inspector William Donaldson.
- The Visioning work started on 31 July 2017 and there is more work to be done.
- Wished Trevor Leggo of SSALC a speedy recovery from his recent illness.
- The Chairman said she is delighted with the outcome of the meeting arranged by this Parish Council with Surrey County Council Cabinet Member Cllr Mike Goodman to discuss the proposed closure of the Cranleigh Recycling Centre with other Parish Councils affected. The Cranleigh Recycling Centre will now not be closed. She urged everyone to respond to consultations and thanked County Councillor Andrew Povey for his support.
- Met with the Leader of Farnham Town Council Cllr Carole Cockburn and has agreed an informal meeting with Cllr Cockburn and the Clerk to discuss issues of common ground.
- Opened the Cranes Breakfast and After School Club for working parents on 04 September.
- Attended the Farnham Town Council Civic Service on 10 September.
- Attended the Cranleigh in Bloom award ceremony and presented certificates on 12 September.
- Had a regular meeting with the Clerk on 15 September.
- Attended the Waverley Civic Service on 17 September.
- Had planned a meeting with an officer from WBC to discuss air quality in Cranleigh and discovered that air quality is already being monitored at three points in the village.
- Met with WBC and the Chamber of Commerce on behalf of the Parish Council to discuss parking. Based on research, Cranleigh car parks operate at two-thirds of capacity.
- The Interim Chief Executive of WBC Tom Horwood will be here to meet members tomorrow.

## 7. CLERK'S REPORT

Members NOTED the Clerk's Report:

- A meeting was held in Cranleigh Village Hall organized by Anne Milton MP to discuss Cranleigh flooding, water supply and sewerage issues with stakeholders. The Parish Council has an action to organize a meeting with key stakeholders to discuss sewerage problems. A further meeting to discuss findings from the meeting will be held on 10 November 2017.
- Cllrs Burbridge, Freeston, Jeacock and Townsend, the Clerk and Assistant Clerk met with officers from Waverley Borough Council to discuss the Cranleigh Leisure Centre options appraisal on 25 July 2017, further information is awaited.
- The Clerk met with Anna Tompkins of Visit Surrey to look at how the Parish Council can help to promote Visit Surrey. The Clerk showed the new Parish Council website and visitor information page.
- Comments on the parking review were submitted to Surrey County Council, who advise that they have added the requests for changes to the list of all sites in Waverley for which people have made a similar request. The next assessments in Waverley are provisionally scheduled for September and October 2018 reporting to the December 2018 Local Committee meeting, subject to the agreement of the newly elected Committee members.
- Waverley Borough Council have written to the local Chambers of Commerce to arrange meetings to discuss the parking pressures arising from the future development and to explore how to maximise the use of existing parking and assess the need for additional parking.
- The Snoxhall Fields access road, footpath and car park entrance were re-surfaced in early August and access road re-opened. Comprehensive signage has been installed prohibiting parking on the access road itself.
- The Parish Council organized a meeting at Cranleigh Village Hall for Surrey County Council Cabinet Member for the Environment and Transport Cllr Mike Goodman to discuss the proposed closure of the Cranleigh Recycling Centre with affected Parish Councils. Cllr Goodman listened to the concerns raised and submitted responses to questions raised at the meeting. Surrey County Council has since advised that the Cranleigh Recycling Centre will not now be closed. The Council AGREED to write to Cllr Goodman with its grateful thanks.
- A meeting was held with the Recreation Users on 05 September to keep them updated on improvements to Snoxhall Fields including the re-decoration of the pavilion and access road re-surfacing.
- The Council Office was re-organised over the summer and with grateful thanks to the Assistant Clerk who is archiving the Council's filing system.
- The Clerk attended SSALC Project Management training on 07 September 2017 and learnt about the strategic planning tool BOSCARD: background, objectives, scope, constraints, assumptions, risks and deliverables.
- The Clerk met with the Senior Commissioning Officer for Early Years at Surrey County Council to discuss the Youth Council and required Parish Council policies and procedures.
- The Clerk attended the Cranleigh in Bloom award ceremony and noted the thanks to the Parish Council for the donation to the group and collaborative working on the Public Conveniences wild flower garden.
- The Clerk attended training on the General Data Protection Regulations which come into force next year. The Clerk will be drafting revised policies for the approval of the Council.
- The Clerk received an email from the Beryl Harvey Conservation Group to raise their concerns that they have not been kept informed about decisions on the management of the trees at the Conservation Area, as they had seen a contractor make a site visit to prepare a quotation for tree surgery. The Clerk responded to the email and sent a copy of the specification for the tree survey, a copy of the tree survey and the specification for the health and safety tree surgery work advised in the report. The Clerk also made the Beryl Harvey Working Party aware of the communication.

- Guildford and Waverley Clinical Commissioning Group have agreed to add the Parish Council to their distribution list.
- The Council wrote to Waverley Borough Council to request that Penwerris should be added to their list of Buildings of Local Merit. Sean Rix, Heritage and Design Officer, has replied to say that he does not think that Penwerris meets the criteria for this list. He says that the exterior of the building does not display a character of design quality that would suggest the hand of an architect. Although the build quality and materials cannot be faulted, the architectural quality is reminiscent of many suburban villas built at the end of the nineteenth and early twentieth century. Many of these villas were built using a kit of architectural features without a considered relationship of the whole that can be recognized as the work of an architect. For this reason, it cannot be considered a unique dwelling.
- There is an invitation to a consultation event on the administration changes to the Surrey County Council Pension Service at County Hall on Friday 06 October 2017 1100 – 1300.
- The Clerk has reported the broken glass in the bus shelter in the High Street to Surrey County Council as it is still their responsibility. Apparently, it is Italian glass and takes some time to get replaced.
- The Clerk has reported the damaged seats outside the Medical Centre in the High Street and Stockland Square to Waverley Borough Council who have responded quickly and are dealing with the matter.
- The Council has been awarded £1,259 s106 funding for the fencing along the access road at Snoxhall Fields.
- Safe Drive Stay Alive VIP Performance invitation Thursday 02 November 2017 0945 – 1330 at Dorking Halls.
- Interim Managing Director and Head of Paid Service at Waverley Borough Council will be visiting the Council Offices tomorrow at 1.30pm to meet members.
- Admin Clerk Louise Glazier had her knee operation yesterday and is recovering well.

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

Cllr A Povey gave the following report:

- SCC is in a serious financial position.
- Good news about the Cranleigh Recycling Centre which is going to Cabinet on Tuesday.
- There is not much money for highways and he can only choose to support one project, and has selected Barhatch Lane/Ewhurst.
- The parking review changes are going to Local Committee tomorrow and include parking restrictions for the Common and Ewhurst Road.
- The Centenary Garden was declined community funding as the scheme did not meet the financial framework as the Parish Council own the land.
- Cllr S Jeacock asked if SCC will provide land to meet the Six Acre standard when the school playing fields are built on. Cllr A Povey said he understands SCC still meets the Six Acre standard. Cllr E Townsend said the Surrey Playing Fields Association has already reported that it will not meet the Six Acre standard, Cllr A Povey said he would investigate this.

The report from Cllr E Townsend was NOTED:

- She has asked WBC to look into bollards next to the Arts Centre.
- The surround of the Village Way car park has been replaced, and WBC are looking at stopping right turns in to the car park.
- She had a meeting with the Leader of WBC and Thames Water to discuss water quality. Cranleigh Waters has a poor status and they are looking at how they can mitigate it getting worse with the new development.
- The Local Committee is meeting at 10.00am tomorrow in Bramley.
- WBC are looking at the housing standards of their 5,000 Council housing stock.
- There is a webcast about the 119 houses phase 2 at the Crest Nicholson site.

- The Thakeham Homes application will be going to JPC soon.
- She did not call-in Oakdale as all the reasons for call-in have been addressed.
- The drinking water pipes in Park Mead do contain blue asbestos, there is a Working Party of WBC, the Environment Agency and the Cranleigh Civic Society looking into this.

9. MINUTES OF COMMITTEES

The Minutes of the Planning Committee meetings held on 07 and 29 August 2017 and 18 September 2017 were RECEIVED.

The Minutes of the Neighbourhood Plan Committee meeting held on 27 July 2017 and 05 September 2017 were RECEIVED.

The Minutes of the Finance Committee meeting held on 14 September 2017 were RECEIVED.

10. COMMITTEE STRUCTURE

Cllr A Richardson was APPOINTED to the Flood Forum.

11. OUTSIDE BODIES

Cllr M Foryszewski circulated the notes from Cranleigh in Bloom. She added that they need more volunteers.

12. FINANCIAL MATTERS

1. The expenditure list to 21 September 2017 circulated this evening was AGREED by the Council and signed by the Chairman. Cllrs R Cole and M Hayward will sign the accounts.
2. The bank reconciliation to 31 July and 31 August 2017 was AGREED and will be signed by Cllr A Richardson. The Clerk advised that the Council's application for a Public Works Loan Board loan for the Snoxhall Fields re-surfacing work had been rejected as it was below the minimum loan value.
3. The cashbook reconciliation to 31 July and 31 August 2017 was AGREED.
4. External Auditor's Report 01/04/16 – 31/03/17. The Council AGREED to accept the External Auditor's Report, to APPROVE the Annual Return and to APPROVE the certificate of conclusion of the External Audit 01/04/16 – 31/03/17. The External Auditor has submitted an unqualified opinion of the accounts for financial year 01/04/16 – 31/03/17 and has highlighted the following matters not affecting that opinion:
  - Minutes should be consecutively numbered and every page initialled – the Clerk advises that this is being done. The extracts from the minutes submitted with the annual return were printed from the server and not photocopied from the minute file.
  - Internal Auditor's Recommendations – the Council must implement the recommendations made by the Internal Auditor to improve the financial systems of the Council as soon as possible or in any event before the end of the current financial year. The outstanding items at the end of the financial year were:
    - The Council is required to record visual checks on Council property. The Council was in the process of recruiting a general worker to undertake this task.
    - Forward budget. The Council began this with the Visioning exercise at the end of July 2017.
    - The Staff Grading Review is not complete. This item is still being considered by the Council.
  - Amendments to the Annual Return – the annual return as submitted had not been prepared in accordance with legislation or proper practices and required amendment. The Clerk advised that the Internal Auditor had queried the re-valuation of the Council's buildings and value in the Fixed Asset Register in his report submitted with the Annual Return. The External Auditor provided definitive guidance and the Fixed Asset Register and Annual Return were amended accordingly. The Clerk will display the conclusion of audit notices on the Council's noticeboard and website.
5. The application for a grant for the Centenary Gardens was withdrawn from the agenda.

### 13. FIELDS IN TRUST DEED OF DEDICATION

The Council AGREED to accept the Council's solicitor advice and APPROVE the following draft Deeds of Dedication:

- Snoxhall Fields

There is a Deed of Dedication for the east and west side of the railway line of Snoxhall Fields and a separate Deed of Dedication for the corner, as this is being registered as a Centenary Field. The access road is not included in the Deed of Dedication as access rights have been given to a third party. The pavilion, youth centre and car park are also excluded. The eastern side of Snoxhall Fields is held by the Parish Council on charitable trust. The Council's solicitor has said that the Council should realise that in entering into this deed, it cannot abrogate or adversely affect the charitable trusts or the duties of the Council as sole managing trustee. Fields in Trust have amended this Deed of Dedication use clause to 'public recreation ground' to avoid conflict with the Trust Deed.

Cllr S Jeacock put forward a motion to exclude an apron of 6m wide on both sides of the access road and Downs Link to provide for extra parking and the CVHT covenant. There being no seconder – MOTION LOST.

- Beryl Harvey Field. This includes the allotments at the request of the Council.
- Bruce MacKenzie Field

The Deed of Dedication has not yet been prepared for the tennis courts as their registration is still in progress.

### 14. WAVERLEY LOCAL PLAN PART ONE – PROPOSED MODIFICATIONS

The Council formed a Working Party of Cllrs M Forszowski and E Townsend and the Clerk to prepare a draft response for consideration at the Extraordinary meeting of the Council on 11 October 2017.

### 15. CENTENARY GARDEN

The Chairman said she entirely endorses this project, it is creative and inspirational, but there has been insufficient time for the Council to look at the business plan. The Chairman said she would like to study it in more detail and ask questions of the Working Party and bring it back to the next meeting of Council. Cllr B Freeston said there is a time issue to get work done before it is too muddy, and some trees are being kept at a discounted price for the project. Cllr K Fernandes said the front cover of the Challenger in November is being held for the Centenary Gardens to promote the project.

The Chairman said she does not want the Council to rush the project, as it deserves to be done right, but the finances, future maintenance and longevity need discussion. Cllr K Fernandes asked if the project could be considered at the extraordinary meeting of the Council.

Cllr A Richardson asked if s106 funding has been requested for this project. The Clerk explained that s106 funding is to mitigate the impact of the development and must be relevant to the project. She said funding has been requested from the school planning application for the Centenary Gardens as the link is the loss of playing fields, and for the Downs Link from the Horsham Road application as the link is the footpath connection to the village centre. The Chairman said unspent s106 funding must be returned to the developer. Cllr B Freeston said the Mr J McAllister is supportive of the project, Cllr E Townsend said that CALA Homes have offered labour and the Woodland Trust are donating trees. The Chairman said that the Council had received donated funds prior to the formal project approval and these will be refunded until there is a project plan and audit trail in place. Cllr R Cole asked about the longer term maintenance costs, and Cllr B Freeston said it has been designed for minimum maintenance.

The Chairman said she has a duty to see that the Council is following procedures and proposed that the Council looks into the project details fully, raises any questions or queries with a view to ratifying the project at the extraordinary meeting of the Council on 11 October 2017 and was AGREED.

16. SNOXHALL FIELDS PARKING MANAGEMENT

This item was considered in private and confidential session as it is commercial in confidence. The Council had received four quotations for the management of the Snoxhall Fields car park. A comparison of quotations was undertaken, and a vote taken on the quotations: A – 1, B – 1, C – 0, D – 8. It was AGREED to appoint Waverley Borough Council for the period of one year to manage the Snoxhall Fields car park. The Council AGREED to appoint the Council’s solicitor to oversee the parking management contract at a cost of £500.

17. STAFF MATTERS

The Council AGREED to exclude the press and public from this item, reason – staff in confidence. The Council will be advertising a vacancy for a Ground Person. The remaining outstanding staff matters were deferred to the extraordinary meeting of the Council on 11 October 2017.

18. DATE OF NEXT MEETING

Thursday 19 October 2017 at 7.00pm. The Chairman closed the meeting at 9.30pm.

Signature.....

Date.....