



MINUTES OF THE EXTRA ORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON WEDNESDAY 11 OCTOBER 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: Parish Clerk B Bell FILCM, Mrs Anne Bott, Surrey Association of Local Councils, one member of the public.

1. APOLOGIES FOR ABSENCE

The following apologies for absence were AGREED: Cllrs M Hayward (unwell), A Richardson (prior commitment) and E Townsend (unwell).

2. PUBLIC SESSION

A member of the public said that he thinks the proposed Centenary Garden at Snoxhall Fields is in the wrong place, as it will only be seen by a few. He said there is a spare piece of land to the west of the War Memorial that would be seen by the many rather than by a few. He said a small moderate garden there would be more appropriate.

3. 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 S Jeacock declared that he is a member of the Cranleigh Civic Society.

4. CHAIRMANS REPORT

Members NOTED the Chairman's report:

- The Chairman, Vice Chairman and Clerk had met to discuss matters of concern including Working Parties and the Centenary Garden. It was agreed on 29 September that there was insufficient information about the Centenary Garden project and a meeting was held with Cllrs B Freeston and E Townsend to find out more detail.
- The Chairman and Clerk met with Farnham Town Councillor Carole Cockburn to discuss common issues, a full report will be given to Council at the next meeting.

- The Chairman is very grateful to Mrs Anne Bott who she met on 03 October 2017 for advice. She said the Council needs to improve communications with members and stakeholders, reduce jargon and be more approachable.
- The Chairman, Vice Chairman and Clerk hold a dress rehearsal before every meeting. Members are welcome to enter the Council Chamber and observe.
- The Chairman suggested a monthly meeting of all Committee Chairmen.

5. CLERK'S REPORT

The Clerk had no report.

6. COMMITTEE STRUCTURE

Cllr J Betts was APPOINTED to the Property and Asset Committee.

The Chairman excluded members of the press and public for the next agenda item, which was held in confidential session.

7. STAFF MATTERS

The Clerk and one member of the public left the meeting.

The Council considered and AGREED advice from the Surrey Association of Local Councils.

8. WAVERLEY LOCAL PLAN PART ONE – PROPOSED MODIFICATIONS

The Clerk and member of the public returned.

The Chairman said she is disappointed and saddened that Waverley Borough Council had failed to consult with the Parish Council about the increase in housing numbers. She said the Chairman of Bramley Parish Council had offered for Bramley to take another 100 houses at the public examination, but this has not been included in the proposed modifications by WBC.

The Clerk explained that the housing numbers to be allocated through the Neighbourhood Plan had increased from 178 to 234 over the plan period. There was some confusion over which recently permitted planning applications were included in the housing numbers and the Clerk will seek further clarification from WBC.

The Council AGREED to submit a STRONG OBJECTION to the increased housing numbers to Waverley Borough Council and DELEGATED AUTHORITY to the Clerk and Cllr B Freeston to write the objection letter.

9. CENTENARY GARDEN

The Chairman said she had met with the Vice Chairman, Cllrs B Freeston and E Townsend, the Clerk, Assistant Clerk and Grounds Manager to look at the proposal in more detail.

Cllr K Fernandes said the project had started 18 months ago and is good for the morale of the village, and people will use it. The Chairman said the concept is beautiful and she is fully supportive of the project but there are issues about its deliverability within the timescales and funding.

Cllr S Jeacock said the Centenary Garden should be attached to Snoxhall Fields for ease of maintenance.

Cllr R Cole asked if there is a way to phase the project to match the funding. Cllr B Freeston said only a small amount of money is needed from the Parish Council as the majority will come from s106 funding and donations from members of the public. The Chairman questioned the three different budget totals of £82,000, £90,512.50 and £93,437 in the plan. Cllr B Freeston said there has never been a definite budget for the project as materials and labour are also being donated. Cllr R Cole said if the Council commits to this project, the risk is that the funding is not obtained, but there is no risk to Parish Council money as the Parish Council is not providing capital funds. The Chairman added that there would be maintenance costs for the Council.

The Chairman said that her role is to ensure that the Council runs smoothly and lawfully and she would like her concerns about this project noted.

The Chairman outlined her concerns:

- The Parish Council is supportive of the project as described in page 4 of the project plan, however this is a project of the Parish Council. She shown her support for the project by growing and offering silver birch trees for free.
- She has concerns about the delivery of the project within one year, and deadlines have already been missed.
- The Council is unable to provide a grant to itself, as it is a Council project.
- Surrey County Council have already refused a grant application. It was discovered at a very late date that because the Parish Council owned the land Surrey County Council could not issue a grant.
- An s106 application does not fit the criteria for WBC so it is highly unlikely this money will be received. Cllr B Freeston said s106 according to conversations with Waverley Borough Council showed that the project is still in the running for the money.
- Donations received prior to the Council formally approving the project and agreeing a mandate for these actions.
- The project would take officer time away from other projects.
- There is no current masterplan for the project. Cllr B Freeston said as far as he knows there is a masterplan.
- She questioned health and safety and disability access for all users
- Lack of detail about ongoing maintenance costs.
- Parish Council bank details should not have been included in a public document. Cllr B Freeston said it is not a public document.
- There are only estimated costs and no evidence of quotations.
- Contingency costs, unexpected hidden costs. Cllr B Freeston said contingency costs have been built in.
- Appendix E Heritage Lottery application not included.
- Officer time.
- CCTV was not accounted for in the costs
- Full consultation with local residents.

Cllr B Freeston said the project plan is a developing document and asked the Clerk about the rules for quotations. The Clerk referred to the Council's Financial Regulations and the Public Contracts Regulations 2015.

Cllr R Burbridge said that she is worried about the risk of vandalism and how many people will visit the gardens once the novelty has worn off. She also thought the site is too small. Cllr J Betts said he likes the idea but shares the concerns of Cllrs R Burbridge and M Forszowski. He feels the gardens will attract the wrong element at some point. He is very concerned about funding and said there needs to be definite quotations. The project will be seen by everyone in Cranleigh and they will all have an opinion about it, so it does need professional control.

Cllr B Freeston said the groundwork will be done by a gardener who has costed the work including his own fee, paving is being donated by a paving company and CALA Homes have offered to provide the labour. He said a lot of the initial work could be done by Christmas.

The Chairman said the project must be delivered within the remit and governance of the Parish Council, making clear that any financial matters including regulations, quotes and tenders are the responsibility of the RFO. The Chairman suggested bringing the project to the full Council for consideration through the Property and Asset Committee. Cllr K Fernandes suggested putting the project to the full Council to give Cllrs B Freeston and E Townsend the opportunity to look at phasing of the project. The Chairman said she believes the Council cannot deliver this project in this timescale, but could deliver a smaller project within budget and timescale and the bigger project spread over a phased planned period. It was AGREED for the full Council to discuss the first phase until the Property and Asset Committee meets in three months.

10. DATE OF NEXT MEETING

Thursday 19 October 2017 at 7.00pm. The Chairman closed the meeting at 9.00pm.

Signature.....

Date.....