



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 6.00 P.M.
ON THURSDAY 20 FEBRUARY 2020
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr J Betts*
Cllr R Burbridge*
Cllr R Cole*
Cllr S Jeacock*
Cllr D Nicholas*
Cllr H Nicholson
Cllr N Sanctuary*
Cllr M Scully*
Cllr R Tyler*
Cllr G Worthington

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Mr Steve Forward Hoppa Community Transport, Cllr A Povey (SCC), 5 members of the public

1. APOLOGIES FOR ABSENCE

The apologies from Cllr H Nicholson (unwell) and G Worthington (work commitment) were AGREED.

2. ELECTION OF VICE CHAIRMAN

Cllr S Jeacock nominated Cllr N Sanctuary who declined to be nominated as he had recently taken on Chair of the Finance Committee.

Cllr M Scully nominated Cllr R Tyler, was seconded by Cllr E Townsend and AGREED.

3. GUEST SPEAKER: Mr Steve Forward, General Manager, Hoppa Community Transport

Mr Forward said that Hoppa was formed in May 2002 in a joint arrangement with Surrey County Council and Waverley Borough Council. Hoppa is a not for profit charity providing affordable wheelchair accessible mini-buses for pre-booked door to door journeys. They have 28 mini-buses, 43 paid staff and seven Trustees. They undertake 57,000 journeys per year. They receive grant funding, and income from commercial contracts with a turnover of £1 million. Due to changes in licencing, they have been unable to bid for some commercial contracts so are looking for financial assistance.

The Chairman thanked Mr Forward for attending the meeting and said the funding request would be added to the agenda for the next meeting.

4. PUBLIC SESSION

- A member of the public raised concern about the removal of a mature hedge at the site of the proposed new primary school in advance of the planning permission. She said that she felt the current school site opposite Glebelands is a far better option for the school, the current building could be refurbished and updated to combine the infant and primary schools.
- A member of the public expressed concern that SCC is going ahead with the construction of the new primary school which has a vulnerable access and loss of a mature hedge this week. She sought the Council's support to re-build the primary school on the existing school site.

- A member of the public raised concern for the safety of children and their parents using a very narrow footpath to access the new primary school.
- Cllr A Povey responded to the comments by explaining that the previous Headteacher and Chairman of the School Governors had been in favour of the school re-location and Surrey County Council had carried out consultation with parents. A confidential feasibility study had found that refurbishment of the existing school was not feasible. The planning application for the new school has been delayed whilst SCC await comments from the Environment Agency. Cllr A Povey said that he is meeting with the Leader of SCC and Guildford MP Angela Richardson to discuss this matter further.
- A member of the public raised concern that the telephone numbers given for clearance of the trash screen on the Ewhurst Road are unobtainable. The Clerk agreed to look into this. The member of the public thanked the Parish Councillors their assistance in Storm Dennis.

Cllr D Nicholas arrived.

5. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr R Cole declared he is a Waverley Borough Councillor.
- Cllr N Sanctuary declared an interest as Chairman of the Governors at Glebelands School.
- Cllr R Burbridge is a Trustee of Rowleys.
- Cllr J Betts declared he is a bee keeper, and knows the contractors in item 27.
- Cllr D Nicholas is a member of Cranleigh Youth Football Club.
- Cllr S Jeacock is a previous allotment plotholder.

6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 16 January 2020 and the extraordinary Parish Council meeting held on 06 February 2020, having previously been circulated, were AGREED and signed by the Chairman as a true record.

7. CHAIRMANS REPORT

The Council NOTED the Chairman's report:

- The Parish Council's response to the Neighbourhood Plan Regulation 16 comments was sent to Waverley Borough Council on 23 January for the independent inspection of the Neighbourhood Plan. The Inspector Appointed is Ann Skippers. This inspection can take between approximately 8 to 12 weeks.
- Friday Night Project has won the Active Surrey award for the Active Community Project of the Year to be awarded on 28 February.
- 06 February attended Denbies for a conference on Surrey's Housing Crisis – be part of the solution. This was focused around Community led housing. Government funding bids closed at end December 2019 and the new funding is yet to be announced.
- 07 February met with members of Youth Council, Cllr N Sanctuary, the Clerk and potential local volunteers to discuss the exciting new music club (meeting notes available).
- 11 February as WBC Councillor attended a presentation by Thakeham Homes on zero carbon homes using modern methods of construction.
- 13 February met with a representative of Surrey Highways to discuss ongoing highways issues surrounding some of the development sites as well as S106 improvement works, including the crossing from Snoxhall Fields to Knowle Park.
- 18 February Waverley Borough Councillors approved the budget for the 2020/21 financial year. The borough's portion of Council Tax is set to rise by 1.9%.
- Good news - the Housing Delivery Test was published on 13 February and WBC is recorded as delivering 89% of its housing allocation and therefore will not have an additional buffer applied and only needs to present an action plan to highlight how it will improve this position.
- WBC have announced a review of parking tariffs from 01 April, with the one hour rate remaining unchanged in Cranleigh and a reduced rate for all day parking.

8. CLERK'S REPORT

The Council NOTED the Clerk's report:

- Surrey Hills Rehab joins us as a long term hirer in the Youth Centre from Sunday. The Youth Centre ceiling has been re-decorated and the building deep cleaned. The mat in the foyer has been replaced.
- A second skip is almost full of rubbish from Council properties and grounds. Old light bulbs have been recycled and scrap metal is being collected by a scrap metal dealer. The smaller green container is now empty and has been sold to a local farmer. Cranleigh Girl Guides were grateful for the donation of chairs.
- The strip lights in the Council office have been replaced with LED lights with a five year warranty.
- The surveyor has visited the cemetery and the detailed drainage report is awaited.
- The surveyor has visited Snoxhall Fields and the scale drawing of the adult pitch improvements is awaited.
- The Clerk met with a contractor and awaits an estimate of costs to upgrade the floodlights to LED and upgrade the tennis courts with new fencing and re-surfacing.
- The Chairman and Clerk met with Cranleigh in Bloom to answer their queries about various issues.
- The Chairman and Clerk met with Cllr Beaman to answer his questions about the s106 application for funding for a public toilet at Snoxhall Fields.
- The Chairman and Clerk met with Richard Cooper of SCC Highways to discuss the upgrade to the Snoxhall Fields crossing point. Mr Cooper agreed to remove the Parish Council from the developer agreement and organize the crossing improvement works. The Clerk will also send Mr Cooper details about the North Downs footpath access to Snoxhall Fields where SCC has removed barriers on their land for disabled access but created a risk to cyclists/pedestrians using this access unimpeded. The Clerk reported the blocked gully at North Downs to SCC.
- The Chairman and Clerk met with WBC officers to discuss preparations for the extraordinary Parish Council meeting about One Public Estate.
- The Clerk attended the WBC economic development meeting, which was hosted at Cranleigh Parish Council.
- The outdoor table tennis table has been delivered and will be installed this week.
- There were no applicants for co-option to the Parish Council.
- The final invoice for the May election has been received. It is £8,936, less than the predicted £11,000 as only two wards had contested elections.
- The Clerk has completed two of the five webinars on climate change.
- The Clerk has sent the first asset of community value nomination to Cllrs N Sanctuary and E Townsend to review and re-submit.
- The Legionella Risk Assessment has been received; the Clerk is working through the actions.
- Subject to ground conditions, the play park extension should be installed in early March.
- SCC access ranger and volunteers have made improvements to the bridge by the tennis courts.
- The intruder alarm has been upgraded at Snoxhall Pavilion.
- The three yearly basic tree survey is out to tender.
- A contractor has been appointed at £900 + VAT to cut out two areas of uneven footpath at Snoxhall Fields and lay new concrete to remove trip hazards. The cost is above the Financial Regulations limit in an emergency. The Clerk referred the matter to the Chairman who was unable to sanction the action due to a personal interest. There being no Vice Chairman or Property Committee, the Clerk instructed the contractor as the repair is urgent.
- Training for community speedwatch volunteers is being organised for early April.
- Rowleys have confirmed that Cllr R Burbridge may attend meetings of Rowleys Trustees.
- WBC confirm they no longer wish to use Cranleigh Youth Centre as a polling station.

- WBC are asking as part of their economic development work is producing a map celebrating film heritage in the area. As part of this film map WBC wish to direct this interest into things visitors can see and do in the borough, so WBC is asking for the Council's top five things to do. Councillors suggested Baynards station, Jelly's Hollow, Winterfold, Longhurst Lodge in Restoration Man, interview with a Cranleigh RAF officer, and the petrol station is in the Domesday Book.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

- Cllr A Povey reported that SCC has budgeted for the maximum 1.99% Council Tax increase plus 2% for adult social care. This will provide an extra £28 million for adult social care and children's services, and £13 million for highways in 2020/21. SCC are looking at borrowing more through a capital investment programme to provide £200 million for flood defences for the Thames barrier, £70 million for schools and £200 million for highways.
- Cllr R Cole said WBC have set their Council Tax at 1.9% increase for band D, including funds for the climate emergency declaration.

10. MINUTES OF COMMITTEES

The Minutes of the Finance Committee meeting held on 28 October 2019 were RECEIVED.

The Minutes of the Personnel Committee meeting held on 10 October 2019 were RECEIVED.

The Minutes of the Planning Committee meeting held on 06 and 27 January 2020 were RECEIVED.

11. COUNCIL STRUCTURE

The Council AGREED to appoint:

- Cllr N Sanctuary to the Henry Smith charity.
- Cllr M Scully as the Council's nominated representative for the Rural Services Network.

12. OUTSIDE BODIES

- Cllr N Sanctuary circulated a report on BID, VE75 and the Great Get Together. It was AGREED for Cllr N Sanctuary to meet with the Clerk and Chairman to discuss these further.
- Cllr R Burbridge reported that the Clerk had attended a meeting of Cranleigh in Bloom to provide an update on potential asset transfers from WBC.
- Cllr R Burbridge attended a meeting of the Cranleigh Community Fund and asked for their contact details to be added to the Council's website.
- Cllr R Burbridge attended a meeting of the Rowleys Trustees and said they are looking at upgrading their telephone system.

13. FINANCIAL MATTERS

1. The expenditure list to 20 February 2020 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs R Cole and E Townsend signed the cheques.
2. The bank reconciliation to 31 January 2020 was AGREED and signed by Cllr J Betts.
3. The cashbook reconciliation to 31 January 2020 was AGREED and signed by the Chairman.
4. The Council AGREED to add Cllr M Scully as a signatory to the Council's bank account.
5. The Council AGREED to invest £100,000 on two months at 0.42% and £100,000 on three months at 0.7% so that the Council has an investment of £100,000 maturing every month for the next three months.
6. Cllr E Townsend declared an interest due to her involvement in the project as a Waverley Borough Councillor and left the room. Vice Chairman Cllr R Tyler took the chair. The Council AGREED to match 50% of the shortfall in costs for the Friday Night Project of £3,903 for financial year 01/04/20 – 31/03/21 with Waverley Borough Council from the Youth earmarked reserve, subject to receipt of six monthly income/expenditure accounts and a rebate if income exceeds expenditure. The Council AGREED for Cllr R Tyler to attend the Active Community Project of the Year Awards ceremony for which the Friday Night Project won an award. The volunteers have also been invited. Cllr E Townsend returned.

14. S106 Funding

- The outcome of the application for s106 funding of £30,000 from the community facilities funding from planning application WA/2014/2384 Hewitts for a public toilet at Snoxhall Fields pavilion is awaited. The Chairman and Clerk met with Cllr Beaman in January to answer his queries about the application. The Council has selected a contractor and is ready to start work as soon as the funding is approved.
- WA/2016/0417 – The Clerk has asked how the Parish Council applies for the environmental improvement funding of £37,440. The Clerk has followed this up.
- WA/2011/2129 – There is £10,771.48 left in PIC funding for playing pitches, the Clerk has applied for this funding. The Clerk has followed up for a response.
- WA/2011/2129 – There is £8,956 left for environmental improvements, but this is subject to change after reconciliation. The Clerk has followed up for the reconciliation.
- Parish Council/Cranleigh in Bloom – benches – funds received and cheque tonight to pay funds to Cranleigh in Bloom.
- Parish Council – bins. The Clerk has followed up on this outstanding application.
- Parish Council/Summerlands – benches – funds received and held in benches earmarked reserve until Summerlands Estate Residents Association ready to purchase benches.
- Parish Council – Obelisk. The Clerk has followed up on this outstanding application.

15. CLIMATE EMERGENCY

The Working Party met on 13 February 2020:

- Cllr E Townsend has circulated a list of possible actions for Councillors to prioritise.
- Cllr M Scully has organised a visit to the biodigester on 28 February 2020 at 10.00am.
- Cllr E Townsend has written a brief for Surrey University for a student to assist the Council with its climate change policy.
- Cllr M Scully is investigating the community composting facility at Bisley.
- The Clerk has arranged a tour of Council buildings on Saturday 07 March 2020 at 9.00am.
- The Clerk reported that the date for Parish Action Day for climate change is to be confirmed.

16. REGISTER OF BURIALS RECORD BOOK

The Council AGREED to purchase a new Register of Burials Book for the cost of £645 from the Cemetery property maintenance budget.

17. CRANLEIGH LIONS DEFIBRILLATORS REQUEST FOR CRANLEIGH HIGH STREET

The Council DEFERRED this grant application to the April meeting of the Council.

18. CRANLEIGH RUNNING LEAGUE

Cllr N Sanctuary declared an interest as he lives on the route and left the room. The Council had no comments to make on the Cranleigh Pre London Marathon Race proposed road closures. Cllr N Sanctuary returned.

19. CEMETERY NOTICEBOARD

Cllr M Scully said he will visit the cemetery this weekend and make the noticeboard free of charge.

20. BERYL HARVEY FIELD BEE HIVES

Cllr J Betts provided an update on the project. Two Brooks Bees are working with the university of Surrey to develop a disease resistant variety of bees. They would like to site four bee hives on the Beryl Harvey Field, and will provide all of the equipment. They are not selling honey for profit, only to recover their costs for the research project. Two Brooks Bees have asked if the Parish Council will waive the licence fee. Cllr J Betts declared an interest as he knows the bee keeper. The Council AGREED to waive the licence fee for the first year as the project is contributing to science. Cllr J Betts returned.

21. WBC TAXI LICENSING POLICY

The Council DELEGATED AUTHORITY to the Chairman and the Clerk to prepare and submit the Council's response, to include comments about the impact of legislation change on Hoppa Community Transport.

22. FIRE SAFETY

The Council AGREED to adopt the Fire Safety Policy and Emergency Plan for each building and asked for the building plans to be added to the Council website. The Council asked the Clerk to check that the licence agreements delegate responsibility for fire safety to hirers.

23. FAIRTRADE

The Council AGREED to continue to support and encourage the work of Fairtrade.

24. WBC STANDARDS COMMITTEE

This item was considered in private and confidential session – reason: personnel in confidence. The Council SELECTED Cllrs T Hughes and R Tyler as their preferred candidates to represent Town and Parish Councils on the Standards Committee.

25. ELMBRIDGE ROAD ALLOTMENTS

This item was considered in private and confidential session – reason: commercial in confidence. The Council AGREED to create a temporary parking area at the Elmbidge allotments and set a budget of £3,500 for 150mm hard core compacted base and 150mm type 1 stone compacted in layers and edged, and DELEGATED AUTHORITY to the Clerk to appoint the contractor to be funded from the 2020/21 Capital Reserve.

26. LIGHTING LEVEL CHECK

This item was considered in private and confidential session – reason: commercial in confidence. The Council appointed Case Electrical to provide a report on lighting levels in the Council Office, Snoxhall Pavilion, Youth Centre and Village Hall for the sum of £740 to be funded from the Village Hall professional fees budget. The report will be used to assist the replacement of lighting for energy saving.

27. CRANLEIGH VILLAGE HALL

This item was considered in private and confidential session – reason: commercial in confidence. Cllr J Betts declared an interest as he knows the structural engineer, scaffolder and fabricator, and left the room.

The Clerk reported that the Village Hall has been scaffolded to provide safe access to the roofspace hatch, following advice provided by the structural engineer. The Clerk explained that there is urgency to get the work completed and scaffolding removed.

An asbestos survey of the roof space has been carried out. There is a thin layer of asbestos over the entire roof, and asbestos around each light fitting. The surveyor advised boarding out the roofspace with tongue and groove boards to seal in the asbestos and painting a polymer resin around the lights. The roofspace can be boarded out before the polymer resin is applied. An air survey was also undertaken in the roofspace and no asbestos particles in the air were detected. A small amount of asbestos debris was found and safely removed by the asbestos company.

The Clerk is meeting with the Conservation Architect, structural engineer and roofing contractor on Tuesday to look at boarding out the roofspace and providing safe access for the replacement of the lights. The Council DELEGATED AUTHORITY to the Clerk to appoint a contractor to board out the roofspace and order the additional hoist needed for the scaffolding to lift the boards to the roofspace.

The Council AGREED for the Clerk to obtain quotations to provide permanent safe access to the loft hatch and bring the quotations along with the quotation for replacement of the ceiling lights to a future meeting of the Council, convening an extraordinary meeting of Council if necessary.

- 28. DATE OF NEXT MEETING
Parish Council Meeting Thursday 19 March 2020.

The meeting closed at 8.00pm

Signature.....

Date.....