



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 6.00 P.M.
ON THURSDAY 27 APRIL 2020
VIA GOTO MEETING

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, one member of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs H Nicholson and G Worthington were AGREED.

2. PUBLIC SESSION

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

3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr N Sanctuary declared that he is the Chairman of the Glebelands School Governors.
- Cllr R Cole declared he is a Waverley Borough Councillor.
- Cllr D Nicholas is a member of Cranleigh Youth Football Club.
- Cllr S Jeacock declared that he is a member of the Neighbourhood Plan Committee.
- Cllr R Burbridge declared that she is a Trustee of Rowleys.

4. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Chairman has accepted the resignation of Cllr R Tyler as Vice Chairman and thanked her for all she has done for the Council.

5. CLERK'S REPORT

The Council NOTED the following report:

- With grateful thanks to one of my Scout Leaders, the Parish Council has received 20 face shields for donation to community organisations. 6 have been donated to Elmbridge village, 6 to Cedar Court and 2 to Moat Lodge.

- The Parish Council is in regular contact with the Food Bank, Rowleys, Citizens Advice Bureau and Moat Lodge. The Citizens Advice Bureau has been put in contact with the Food Bank to add leaflets about their services to food parcels.
- Cranleigh Street Champions continue to assist the community and are also helping to distribute food donated by M&S.
- Professional fire risk assessments will be carried out for the Council Office, Village Hall, Youth Centre and Snoxhall Pavilion on 13 May 2020.
- Emergency lighting tests and lux level lighting tests will be booked in for Council properties.
- The Clerk has provided a report to the loss adjustor for the water ingress problem at Cranleigh Village Hall.
- The Clerk has applied for the retail, hospital and leisure grant for Cranleigh Village Hall, Snoxhall Pavilion and Youth Centre. The Council has received the retail discount on the non-domestic rates for these buildings.
- The internal audit has been completed remotely. Cllrs N Sanctuary and E Townsend will report on the effectiveness of the internal audit at the next Council meeting.
- Surrey Fire and Rescue Safe Drive Stay Alive have thanked the Parish Council for their donation.
- Cllrs Stefan Reynolds (Elstead) and Tom Hughes (Bramley) have been elected as Parish Representatives for the Standards Committee.
- The Clerk thanked Cllr R Tyler for her time as Vice Chairman of the Council. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, has removed the requirement to have an annual Council meeting in 2020. The Chairman had asked Councillors if they wished to hold an annual Council meeting this year, the Clerk reported that there have been no requests so the next meeting of the Council in May will be a normal Parish Council meeting. The Clerk will add the vacancy for the post of Vice Chairman to the agenda for this meeting.

6. CRANLEIGH NEIGHBOURHOOD PLAN

The independent examiner has released her initial report on the independent examination of the Cranleigh Neighbourhood Plan. She has identified a fatal flaw:

- The Sustainability Report incorporating the SEA has not been prepared in line with paragraphs 2 and 3 of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 (EAPPR).
- The screening opinion on the Habitats Regulations Assessment needs to be reviewed in line with changes in the Plan (site allocations) and given the recent European Court of Justices cases which do not allow mitigation to be considered during the screening stages which means that the Local Plan Appropriate Assessment may not be a suitable benchmark.

There were some other initial findings that were provided for consideration.

The independent examiner gave four possible courses of action:

- A. I carry on with the examination. This is likely to result in a report that recommends the Plan does not proceed to referendum. This is not a scenario which I would welcome.
- B. The examination is suspended to allow further work to be undertaken on the SEA and HRA only alongside the necessary consultation. This is likely to result in a report that recommends the Plan can proceed to referendum but also recommends a number of modifications that I consider may be regarded to significantly change the intent and nature of the Plan's contents. A further shorter period of consultation would therefore probably be needed on these significant changes.

There may also be a considerable delay associated due to the feasibility of undertaking the work and running any consultations at the moment because of the Coronavirus (Covid 19) pandemic. However, a timetable would be needed to set out expected milestones for the work and consultations to be completed.

- C. The examination is suspended to allow further work to be undertaken on the Plan and its supporting documents. This would allow the PC to review and re-evaluate the Plan and its policies as well as undertake a new or updated SEA and HRA on the revised Plan. Consultation would be necessary and may be delayed because of the pandemic. A timetable would need to be agreed for this work and consultations to be completed.
- D. The Plan is withdrawn from examination and no further work is carried out by me on the examination. Once and if the Plan was to be (re)submitted to WBC in a revised form with revised supporting documentation at some point in the future, I could be appointed again to undertake the new examination (with the agreement of all parties including me) or another examiner could be appointed as preferred. No timescales would be needed.

The Council was extremely disappointed that the professional reports were not considered by the examiner to be of an appropriate standard and discussed the initial report in detail. It was noted that as the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 has removed the ability to hold a referendum on the Neighbourhood Plan until May 2021, the Parish Council would have great difficulty in carrying out a public consultation but has time to carry out the additional work required on the SEA and HRA. The Council rejected options A and D.

Cllr E Townsend advised that planning consultant Navigus has quoted approximately £250 + VAT to complete the work on the Sustainability Report, and this she was advised is within the current budget. Cllr E Townsend has discussed the nine other issues with the planning consultants Navigus and the Waverley Neighbourhood Plan Officer and the advice is that the nine initial findings do not fundamentally change the Neighbourhood Plan. She proposed option B, pending the decision of the HRA screening opinion then the Council may need to reconsider. The Council AGREED to choose option B, to instruct Navigus to undertake the additional work on the Sustainability Report and to ask Waverley Borough Council to undertake the screening opinion on the Habitats Regulations Assessment, as well as to provide additional evidence as required by the Inspector on the initial findings, particularly surrounding the housing numbers.

7. SNOXHALL PLAY PARK

The Council AGREED to proceed with the installation of the new items of play equipment whilst the play park is closed to members of the public.

8. SMART CRANLEIGH EMOTIONAL SUPPORT HELPLINE

The Council had received a request from Smart Cranleigh for the Council to consider providing insurance cover for the Emotional Support Helpline volunteers scheme proposed by SMART Cranleigh.

The Clerk sought the advice of the Council's insurers who said as SMART Cranleigh appear to be a separate not for profit group (CIS they believe) they should already have their own independent insurance in place as they are not controlled by the Parish Council. The insurer advised that SMART Cranleigh should approach their own insurers for the extra service they are proposing but said they can see this not being attractive to many insurers as there is a possibility of claims for "negligent advice" that is a Professional Indemnity risk and not covered as standard on many charity type policies.

The Clerk reported the Council's insurers advice back to SMART Cranleigh who said that they need to emphasise that SMART Cranleigh is not a delivery organisation as such, it is an initiator and enabler by bringing the right people together. It is set up to mobilise the community to work differently together to achieve objectives that improve quality of life and wellbeing outcomes.

SMART Cranleigh tend to assemble people, help them curate a vision, if needed, and then make links across the community to bring other partners to the table to work in new collaborative ways to deliver outcomes, working with particular principles. A bottom up approach.

This is where a slight mis understanding has occurred here re their insurance remit. This Covid 19 Action Group is a collective of individual volunteers who just want cover which could be done under the auspices of a collaborating group or local government. In this respect SMART Cranleigh feel that local government should be the enabler of this aspect to enable communities rather than a small CIC whose remit is to join and connect but not deliver projects in its own right. It is about embracing this under a wider jurisdiction.

The Council carefully considered this request but AGREED UNANIMOUSLY to accept the Council's insurers advice not to provide insurance cover.

9. CEMETERY

This item was considered in private and confidential session: reason – commercial in confidence.

Cllrs R Burbridge, S Jeacock, D Nicholas and R Tyler left the meeting.

The Council AGREED to purchase an additional 20 grave markers at £24.50 + VAT each.

The Clerk and Admin Clerk have joined in the ICCM webinars on cemetery business continuity and have been monitoring advice from the government about burials during the coronavirus pandemic.

The Clerk has reviewed the government guidance 'managing the deceased during a pandemic' and asked the cemetery drainage expert at the CDS Group for advice on the Dewlands Lane cemetery ground water risk. The CDS Group advised that the cemetery issues were related to surface water rather than ground water. Thus the site will be considered suitable for burial in the case of a pandemic.

Furthermore in line with advice from the Environment Agency (EA) it is recommended that all cemeteries have a ground water risk assessment pending the issue of permits by the EA. About 80% of cemeteries do not currently have this risk assessment. The EA permit scheme is currently delayed due to the coronavirus pandemic. The Council will need a tier 2 risk assessment due to the size of the cemetery and number of burials each year. The Council UNANIMOUSLY AGREED to proceed with the ground water risk assessment and accepted the quotation of £3,900 + VAT from the CDS Group, cost reduced as some of the work has been undertaken as part of the drainage design scheme. The work will be funded from the general reserve. The Council will ask the CDS Group to help unobtrusively mark out the area required for the drainage scheme, whilst quotations are sought for this work.

10. DATE OF NEXT MEETING

Parish Council Meeting Thursday 21 May 2020.

The meeting closed at 7.26pm

Signature.....

Date.....