



## CRANLEIGH PARISH COUNCIL

Tel: 01483 272311  
Fax: 01483 478867  
Website: www.cranleighpc.org

Village Way  
Cranleigh  
Surrey  
GU6 8AF

13 September 2018

### **NOTICE OF A MEETING OF THE PARISH COUNCIL**

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00 pm** on **THURSDAY 20 September 2018** in the Parish Council Office, Village Way, Cranleigh.

Beverley Bell FSLCC  
Parish Clerk

To all Members

### **AGENDA**

1. **APOLOGIES FOR ABSENCE.**  
**Recommendation:**
  - To receive apologies and reasons for absence.
2. **GUEST SPEAKER: WEY & ARUN CANAL TRUST**  
**Recommendation:**
  - To note the presentation
3. **PUBLIC SESSION**  
**Recommendation:**
  - To note any comments from parishioners.
4. **PARISH COUNCIL MINUTES**  
Distributed separately.  
**Recommendation:**
  - The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 19 July 2018.
5. **DECLARATIONS OF INTEREST**  
**Recommendation:**
  - To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.
6. **CHAIRMAN'S REPORT**  
**Recommendation:**
  - To note the report.

7. CLERK'S REPORT

**Recommendation:**

- **To note the report.**

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

**Recommendation:**

- **To note the reports.**

9. MINUTES OF COMMITTEES

Copies sent separately.

- Neighbourhood Plan Committee 05 July, 02 August 2018.
- Personnel Committee 10 May 2018.
- Planning Committee Minutes 25 June 2018, 16 July, 13 August, 28 August 2018.

**Recommendation:**

- **To receive the minutes listed above.**

10. OUTSIDE BODIES

Brief written reports from outside bodies to be notified prior to the meeting.

**Recommendation:**

- **To receive any reports.**

11. COUNCIL STRUCTURE

**Recommendation:**

- **To appoint Cllr J Betts to the Finance Committee.**
- **To appoint additional members to the Planning Committee.**

12. FINANCIAL MATTERS

1. The expenditure list to 20 September 2018 to follow.
2. Bank Reconciliation for 31 July and 31 August 2018 to follow
3. Cashbook Reconciliation for 31 July and 31 August 2018 to follow.
4. External Audit 01/04/17 – 31/03/18 Annual Return and Auditor's Certificate.

**Recommendations:**

1. **To agree the expenditure list to 20 September 2018.**
2. **To approve the bank reconciliation to 31 July and 31 August 2018.**
3. **To approve the cashbook reconciliation to 31 July and 31 August 2018.**
4. **To consider the recommendations in the External Auditor's Report, to approve the Annual Return and to approve the certificate of conclusion of the External Audit 01/04/17 – 31/03/18.**

13. CENTENARY GARDEN

- To receive an update on the implementation of Stage 1 of the Centenary Garden from the Management Group.
- To receive a report from the Clerk on the Centenary Garden cashbook.
- To discuss the grand opening of the Centenary Garden on 10 November 2018 and the Nation's Tribute on 11 November 2018 and to consider quotations to illuminate the Gardens for the Nation's Tribute.
- To approve a grant application for a Tommy Silhouette for the Centenary Garden and War Memorial.
- To approve the application for a direction sign to the Centenary Garden to be mounted on the High Street column at the junction of Village Way and expenditure of £148 to purchase the sign.
- To consider additional expenditure for the Centenary Garden.

**Recommendation:**

- To note the update from the Management Group.
- To note the cashbook update.
- To approve the grand opening and Nation's Tribute and to consider quotations to illuminate the Gardens for the Nation's Tribute.
- To approve the grant application for a Tommy Silhouette for the Centenary Garden and War Memorial.
- To approve the application for a direction sign to the Centenary Garden and cost of £148.
- To consider additional expenditure for the Centenary Garden.

14. BUSINESS PLAN

**Recommendation:**

- To approve and adopt the Business Plan 2019 – 2023 including commitment to allocate the sum of £25,000 in the annual budget for capital expenditure

15. CRANLEIGH IN BLOOM

- To consider a request for the Parish Council to apply on their behalf to adopt the telephone kiosks at Alfold Road and Ewhurst Road.
- To consider a request for the Parish Council to make an application for s106 funding on their behalf for a half circular seat around the Rotary Plane Tree in the High Street, an interpretation panel by the pond on the Common and refurbishment of the two telephone kiosks to be adopted.

**Recommendation:**

- To make an application to adopt the telephone kiosks at Alfold Road and Ewhurst Road.
- To make an application for s106 funding for Cranleigh in Bloom.

16. ASSETS OF COMMUNITY VALUE

To select the next four nominations.

**Recommendation:**

- To receive an update on the current nominations.
- To confirm nominations for Assets of Community Value.

17. LETTER TO DEFRA ABOUT ASBESTOS PIPES IN CRANLEIGH

To receive the response from DEFRA

**Recommendation:**

- To consider the response from DEFRA.

18. BRUCE MCKENZIE CAR PARK

To consider working with the Knowle Park Trust to offer the Bruce McKenzie Field car park for week day long stay parking

**Recommendation:**

- To consider working with the Knowle Park Trust to offer the Bruce McKenzie Field car park for week day long stay parking

19. GENERAL DATA PROTECTION REGULATIONS 2018

To consider the Data Audit and recommendations.

**Recommendations:**

- To note the Data Audit and findings
- To consider a quotation from the Council's website provider to adopt the recommendations of the Data Audit
- To consider a quotation from the Council's IT support to adopt the recommendations of the Data Audit
- To incorporate the Youth Council website into the Parish Council website

- To adopt a Data Protection Policy
- To adopt a Data Protection Training Policy
- To adopt a Subject Access Request Policy
- To adopt a Data Retention and Disposal Policy
- To adopt an Internal Privacy Notice
- To adopt a General Privacy Notice
- To adopt a CCTV Policy and Code of Practice
- To adopt a Breach Notification Policy
- To adopt a Data Processing Agreement

20. WAVERLEY BOROUGH COUNCIL REVIEW OF GAMBLING POLICY

Closing date: 05 November 2018

**Recommendation:**

- To submit a response to the consultation.

21. YOUTH CLUB – FRIDAY NIGHT PROJECT

**Recommendation:**

- To discuss funding opportunities.

22. XPLORER

To include Snoxhall Fields in the Xplorer Fun Navigation Challenge Project

**Recommendation:**

- To give permission for Snoxhall Fields to be used for the Xplorer Project.

23. EMERGENCY PLAN

To create a Working Party to undertake a review of the Council's Emergency Plan

**Recommendation:**

- To appoint members to the Working Party

24. COUNCIL OFFICE ROOF REPAIR

To consider quotations for the emergency repair of the Council Office roof.

*(This item may be considered in private and confidential session: Reason – commercial in confidence).*

**Recommendation:**

- To appoint a contractor to undertake emergency repairs.

25. CRANLEIGH VILLAGE HOSPITAL TRUST

*(This item may be considered in private and confidential session: Reason - commercial in confidence).*

**Recommendation:**

- To discuss the report from Councillors.

26. LONG TERM HIRE OF COUNCIL BUILDINGS

To receive a report from the Working Party.

*(This item may be held in private and confidential session – reason: commercial in confidence)*

**Recommendation:**

- To note the report from the Working Party.
- To discuss the long term hire of Council buildings.

27. LEISURE WORKING PARTY

To receive a report from the Working Party.

*(This item may be held in private and confidential session – reason: commercial in confidence)*

**Recommendation:**

- **To note the report.**

28. DATE OF NEXT MEETING

**Thursday 18 October 2018.**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleighpc.org](http://www.cranleighpc.org). Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.