



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 21 JUNE 2018
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr A Richardson* (Vice Chairman of the Council)
Cllr J Betts*
Cllr R Burbridge
Cllr R Cole*
Cllr K Fernandes*
Cllr M Forszewski
Cllr B Freeston*
Cllr S Jeacock*
Cllr D Lazarus*
Cllr D Nicholas*
Cllr R Tyler*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Assistant Clerk S Simmonds, two members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs R Burbridge and M Forszewski were AGREED.

2. PUBLIC SESSION

A member of the public asked about the land transaction between Cranleigh Parish Council and the Cranleigh Village Hospital Trust and the access road rights at Snoxhall Fields given to Cranleigh Village Hospital Trust (CVHT). The Clerk advised that the land transfer had been carried out in 2010 and the Parish Council had given access rights to the Snoxhall Fields access road to CVHT. The member of the public said the proposed hospital is now going to be a nursing home and asked if the Parish Council had agreed to this change. The Clerk replied that the Parish Council had agreed a Deed of Variation with CVHT in 2013. The Council agreed to write to the member of the public with a copy of the deeds, and to invite CVHT to attend a meeting of the Parish Council.

A member of Cranleigh Youth Football Club said there is a great opportunity to get a 3G pitch at Snoxhall Fields. The cost is £500,000 and the Football Club representative said there is a possibility of getting £250,000 in s106 funding currently offered to Cranleigh School and the balance from the Surrey Football Association.

3. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 17 May 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr K Fernandes declared she is a member of Cranleigh Civic Society.
- Cllr D Nicholas declared he is a member of Cranleigh Football Club but is not on the Management Committee.

5. CHAIRMAN'S REPORT

The Chairman's Report, previously circulated, was NOTED with the following additions:

- The Chairman is meeting with the Cranleigh Civic Society tomorrow to update them on the Neighbourhood Plan.
- The Chairman is discussing an Explorer Project with WBC to provide treasure hunt activities for families.

6. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The Chairman, Vice Chairman and Clerk attended the Mayor's Reception at Waverley Borough Council on 21 May 2018.
- The Chairman, Vice Chairman and Clerk met with Waverley Borough Council to discuss the Assets of Community Value nominations.
- The Clerk has asked for the village entrance signs on Horsham Road to be cleaned.
- The Clerk has asked Waverley Borough Council to remove the graffiti on the High Street bus shelter.
- Fields in Trust have approved the Parish Council's application for a grant of £5,000 for outdoor gym equipment for Snoxhall Fields, but have applied a condition that the Parish Council must have a measurable outcome such as the actual number of users of the new equipment. Councillors asked for grounds staff to note usage of the equipment.
- Charging for Snoxhall Fields car park commenced on 14 May 2018, income to 31 May 2018 was £651.95 of which 70% will be paid to the Parish Council. The Clerk will put in place accounting arrangements for the charity.
- The data audit for GDPR will be held on 10 July 2018.
- The privacy screen at the Common public conveniences has been replaced.
- The tree surgery at the Beryl Harvey Field will take place on Monday, the adjacent land owner and conservation volunteers have been notified, logs will be left for the conservation volunteers.
- The glass is being replaced in the High Street bus shelter on Monday.
- The Deeds of Dedication from Fields in Trust have been returned and the Council's solicitor has updated the Land Registry titles for the appropriate properties. The solicitor has suggested updating the Land Registry title for the eastern side of Snoxhall Fields now that the charity has been officially registered with the Charity Commission; the Clerk will organise this registration.
- Surrey Police are very happy to listen to concerns from members of the public. Please ensure that all instances of anti-social behaviour are reported by 101 or the website. The Council asked for a letter of thanks to be sent to two members of the public who have helped to clear up the mess at Snoxhall Fields.
- The next Business Plan Visioning meeting for the Parish Council is on Thursday 28 June 2018 7.00pm, Cllrs B Freeston and A Richardson gave their apologies.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

No reports.

8. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on Monday 14 May 2018 were RECEIVED.
- The Minutes of the Neighbourhood Plan Committee meeting held on Thursday 10 April 2018 were RECEIVED.
- The Minutes of the Property and Asset Committee meeting held on Thursday 25 January 2018 were RECEIVED.

9. OUTSIDE BODIES

The Council NOTED the following reports:

- Cllr M Forszewski sent a report from Cranleigh in Bloom.
- Cllr A Richardson sent a report from the SALC Board meeting.
- Cllr D Lazarus said the Remembrance Sunday meeting is tomorrow.
- The Assistant Clerk sent a report on the Community Showcase.

The Council AGREED to join the Youth Council on their stand at the Cranleigh Carnival.

10. FINANCIAL MATTERS

1. The expenditure list to 21 June 2018 circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs K Fernandes and M Forszewski will sign the accounts.
2. The bank reconciliation to 31 May 2018 was AGREED and signed by Cllr D Lazarus.
3. The cashbook reconciliation to 31 May 2018 was AGREED and signed by the Chairman.
4. The Council APPROVED and ADOPTED the Investment Strategy and AGREED to invest £100,000 with Lloyds 3 month deposit at 0.65% interest rate.
5. The Council AGREED to release £1,975 from the General Reserve to complete the ditch clearance at Knowle Lane.

11. CENTENARY GARDEN

- The Council NOTED the report from the Management Group.
- The Council will consider the design and cost of a gate to keep rabbits out of the Garden at their next meeting.
- Cllr B Freeston suggested a grand opening in September to thank all the volunteers.
- The Council AGREED for the Silent Soldier to be installed in the Centenary Garden.

12. LOCAL PLAN PART TWO

The Chairman advised that the Neighbourhood Plan will include site allocations for housing, the Area of Strategic Visual Importance at Snoxhall Fields and green spaces review. Local Plan Part Two includes gypsy and traveller site allocations and Cranleigh settlement boundary review.

The Council AGREED for Cllrs R Cole and D Nicholas to review the consultation and DELEGATED AUTHORITY for them in conjunction with the Clerk to submit a response to the consultation on behalf of the Council.

13. YOUTH SERVICE PROVISION

The Clerk reported that Surrey County Council has advised that they have undertaken a consultation on youth service provision and will be advising the Parish Council later in the summer if there is any provision for Cranleigh as part of the Waverley borough provision. The Council AGREED to write to Surrey County Council to ask for further details about this provision.

The Chairman reported that Waverley Borough Council are discussing a Friday Night Project for the youth with Cranleigh Leisure Centre.

14. TENNIS COURTS

The Youth Council had asked the Council to discuss access to the tennis courts, badminton court and basketball hoop. The Parish Council discussed the access to the tennis courts and future improvements and AGREED to investigate this in more detail in their forthcoming Business Plan.

15. CRANLEIGH YOUTH FOOTBALL CLUB

This item was discussed immediately after the declarations of interest.

The Council AGREED that they would like to see a 3G pitch available for more people to use in the community. The Chairman said the proposed location of a 3G pitch on Snoxhall Fields by the Cranleigh Youth Football Club will require planning permission and is in the Area of Strategic Visual Importance at Snoxhall Fields. FA funding and ownership rights will also need to be considered.

The Chairman reported that s106 funding from a number of major planning applications in Cranleigh is being given to the Cranleigh School for the provision of a 3G pitch, and there is currently no Deed of Variation to divert these funds elsewhere. The Council AGREED to write to WBC and ask if these s106 funds can be re-directed to another project.

16. PIC FUNDING FOR ENVIRONMENTAL IMPROVEMENTS

The Clerk was asked to investigate two map signs for Baynards and bring a report to a future meeting.

17. ECONOMIC DEVELOPMENT

A request had been received to participate in the Mystery Shopper Scheme. The Chairman has consulted the Chamber of Commerce and they advised that this was carried out not long ago. The Council asked the Clerk to find out if there are any other opportunities available from WBC.

18. SANITARY DISPOSAL CONTRACT

The Council considered this item in private and confidential session – reason: commercial in confidence.

The Council had issued an invitation to tender and received two quotations. The Council DELEGATED AUTHORITY to the Clerk to finalise the details of the contract and appoint Initial on a two year contract.

19. CRANLEIGH VILLAGE HALL

The Council considered this item in private and confidential session – reason: commercial in confidence.

The Clerk provided a report on the recent tender for structural repairs at Cranleigh Village Hall for the water ingress to the eyelet windows and rear wall damp.

The Council AGREED:

- To appoint the Conservation Architect to review the tenders, hold a pre-contract meeting, inspect the works, provide contract administration and discharge the planning condition at a maximum cost of £3,555 + VAT
- To appoint a Working Party of Cllrs J Betts, A Richardson and the Clerk to work with the Conservation Architect and have DELEGATED AUTHORITY to select and appoint the contractor for the project.
- To release funds of up to £35,555 from the General Reserve for the structural repairs.

20. DATE OF NEXT MEETING

Thursday 19 July 2018.

21. PROPERTY INCOME WORKING PARTY

The Council AGREED for Cllr A Richardson to review the property income figures and provide a report for the Business Plan meeting next week.

22. PLAY EQUIPMENT WORKING PARTY

The Council AGREED for Cllrs R Cole and D Nicholas to review the play park annual inspection report, play area review by the Surrey Playing Fields Association and to make a recommendation to the Council on future improvements to the play park.

23. LONG TERM OF THE YOUTH CENTRE

The Parish Clerk left the room having previously declared an interest and the Assistant Clerk provided the following minutes.

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

The Working Party was tasked in meeting two potential hirers interested in the long-term hire of the Youth Centre. One party subsequently withdrew. The Working Party met with the other party.

The Working Party reported back on the potential hirer who was interested in a long term lease and may require alterations to the building, with a suggested contribution from the Council, as well as some parking provision and an outdoor play area. The proposed usage of the building included a number of different proposals. It was considered that this may not be suitable for the building at this time.

The Working Party reported that due to the requirement, the potential hirer was not deemed suitable.

The Working Party recommended that it would be advisable to investigate the long term hire in more depth with any additional costs paid from the Charitable Trust once the registration was completed.

The Parish Council AGREED for the Working Party of Cllrs K Fernandes and R Tyler to investigate the following and to report back to the next full Parish Council Meeting on 19 July 2018:

1. The cost of district valuer
2. The cost of marketing the property
3. The cost of solicitor's fees
4. And the demand for the building

The meeting closed at 9.55pm

Signature.....

Date.....