



CRANLEIGH PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 7.00 P.M. ON THURSDAY 21 MAY 2026 IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge*

Cllr T Cobby*

Cllr J Doyle*

Cllr M A Johnson*

Cllr H Nicholson*

Cllr Y Nicholson

Cllr D Nicholas

Cllr M Scully* (Chairman of the Council)

Cllr B Steel

Cllr E Townsend*

Cllr R Tyler*

Cllr C Walker* (Vice Chairman of the Council)

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell, one member of the public.

1. ELECTION OF CHAIRMAN

Cllr R Tyler nominated Cllr M Scully as Chairman of the Council, was seconded by Cllr R Burbridge and AGREED. Cllr M Scully signed his Declaration of Acceptance of Office and took the chair.

2. APOLOGIES FOR ABSENCE

The Council AGREED the work commitment apology of Cllr D Nicholas and prior commitment apology of Cllr B Steel.

3. ELECTION OF VICE CHAIRMAN

Cllr R Tyler nominated Cllr C Walker as Vice Chairman of the Council, was seconded by Cllr R Burbridge and AGREED.

4. DECLARATIONS OF INTEREST

Cllr E Townsend declared she is a West Surrey Unitary, Surrey County and Waverley Borough Councillor.

5. PUBLIC SESSION

- A representative from Rowleys invited Parish Councillors to the open morning tomorrow from 10.00am onwards in the Rosemary and Sage Café. He said Councillors are welcome to visit anytime and to send an observer for board meetings.
- A representative from the Lions invited Parish Councillors to their Charter Anniversary.

6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 16 April 2026, having previously been circulated, were AGREED signed by the Chairman as a true record.

7. CHAIRMAN'S REPORT

Cllr H Nicholson arrived.

- The Chairman thanked the Parish Council for the nomination to the Royal Garden Party.
- The Chairman asked Councillors to endeavour to attend the monthly Council and Committee meetings as low attendance has resulted with meetings being inquorate.

8. CLERK'S REPORT

The Council NOTED the Clerk's Report:

- The Clerk has placed an order for walk mats for the Community Centre to trap dust entering the sports hall on to the pickleball floor, and for the Village Hall foyer and café entrances.
- New pistons are awaited for the chest press outdoor gym equipment.
- The retaining planks around the sandpit have fallen down and have been reported to the equipment supplier.
- The Clerk has advanced the complaint about the Snoxhall Community Centre water account to a stage 2 formal complaint with Castle Water.
- The Clerk is collating quotations for the service and maintenance of the Council's fire and intruder alarms and CCTV system, and still awaits contract termination details from Securitas.
- The new Council website has been ordered and work commenced on its construction.
- A power shutdown is still awaited for the final two trees requiring surgery from the 2025 tree survey. The trees are on the southern boundary of Snoxhall Fields with Northdowns.
- WBC have not yet determined the nomination of Cranleigh Library as an asset of community value.
- WBC has accepted the Parish Council's nomination of Rowleys as an Asset of Community Value.
- There has been no update from WBC on the questions raised about the licence agreement for the electricity cabinets on the Common.
- The next SALC Councillor Forum is on Wednesday 17 June at 7.30pm.
- SALC AGM Thursday 05 November 2026 at 10.30am at Silvermere Golf Club, Cobham.
- The Parish Council is invited to the 40th anniversary of Rowleys on Tuesday 11 August 3.00 – 5.00pm.
- Lions Charter Night Friday 12 June, tickets £38, Cranleigh Golf & Country Club.
- Case Electrical made a visit to survey the Snoxhall floodlights and were quite surprised to see the amount of failures, particularly the Kingfisher floods, which are still under Kingfisher's warranty. The Council AGREED for the Clerk to speak with the Football Club about the floodlights and bring an agenda item to the next meeting of the Council to consider the future of the floodlights.
- Plottolders from the Beryl Harvey Allotments would like a meeting with the Parish Council to discuss the Council's waiting list policy, as they are unhappy at the length of time it takes to let a relinquished plot. Cllr M Scully and C Walker agreed to attend the meeting.
- Thank you to the Council for the nomination to attend the Royal Garden Party on behalf of the Surrey Town and Parish Clerks. For the Clerk it was an experience of a lifetime and one for which she is very grateful to have had the opportunity.

- From 29 June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 (“2026 Act”) removes the requirement for a local government member’s home address to be published in council registers of interest. The newly added section 32A of the Localism Act 2011 requires that councils do not publish details of a member’s home address in public registers of interest unless an individual member explicitly requests it. To aid transparency, public registers of interest will still state that an interest exists but that the address is withheld under the new section 32A. The exact address details will still need to be declared, remain available internally to councils and will continue to prevent conflicts of interest. Further, the register of member contact details maintained under section 100G of the Local Government Act 1972 must no longer include home addresses when made available for public inspection. The Clerk will make available Members’ Register of Interests for members to note, date and sign for address redaction.

9. REPORT FROM WEST SURREY, SURREY AND WAVERLEY COUNCILLORS

The Council NOTED the report from Cllr E Townsend:

- She has been appointed to the Cabinet at West Surrey Unitary Authority.
- Roadworks at Bookhurst Road have been extended until 03 June 2026.
- The Local Plan will start shortly on the 30 month timescale. The LAA is in the final stages of preparation and will be published for public briefings.
- New NPPF will be adopted in the summer.
- Cranleigh Skate Park is at the pre-application planning stage.
- A temporary injunction has been served on the Alfold site built without planning permission.

10. MINUTES OF COMMITTEES

- The minutes of the Planning Committee meeting on 07 and 27 April 2026 were AGREED.
- The minutes of the Property and Asset Committee meeting on 05 February 2026 were AGREED.

11. COUNCIL STRUCTURE

The Council AGREED the following appointments:

(* - Chairman, ** - Vice Chairman)

Finance Committee	T Cobby, D Nicholas**, M A Johnson, M Scully, R Tyler, E Townsend, C Walker*
Personnel Committee	R Burbridge*, M A Johnson**, H Nicholson, M Scully, R Tyler
Planning Committee	R Burbridge**, J Doyle, M A Johnson, D Nicholas, H Nicholson, M Scully, b Steel, R Tyler*, C Walker
Property & Asset Committee	R Burbridge, T Cobby**, M A Johnson, D Nicholas*, Y Nicholson, M Scully, B Steel, C Walker
Subject Access Request Committee	D Nicholas**, M Scully, E Townsend, R Tyler, C Walker*,

The Council NOMINATED the following representatives to outside bodies:

PARISH COUNCIL OBSERVERS	Observer
Chamber of Commerce	M Scully
Climate Change Lead	B Steel
Cranleigh Arts Centre	M Scully
Cranleigh Brick and Tile Liaison Group	D Nicholas
Cranleigh Community Fund	R Burbridge
Cranleigh Health and Wellbeing	M Scully
Cranleigh Heritage Trust	R Burbridge
Cranleigh Library	R Burbridge
Cranleigh Networking Group	E Townsend, R Tyler
Cranleigh Vallendar Club	M Scully
Cranleigh Neighbourhood Watch	D Nicholas
Dementia Friendly Cranleigh	H Nicholson
Destination Cranleigh	D Nicholas
Dunsfold Advisory Group	Vacancy
Gatwick - CAGNE	Vacancy
High Street SCC Working Party	C Walker
Internal Audit	D Nicholas, C Walker
Knowle Park	R Burbridge, H Nicholson
Leisure Centre	C Walker
Older Persons Network	R Burbridge
Remembrance Day	T Cobby
Rowleys	R Burbridge
Skate Park	M Scully
SMART Cranleigh	R Burbridge
SALC	M Scully, C Walker
Surrey Police	Clerk
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	R Burbridge, C Walker
VJ Day	T Cobby, M Scully
Waverley Cycle Forum	D Nicholas
Wey & Arun Canal	R Burbridge
Youth Council	B Bell, R Burbridge, J Doyle, M A Johnson, H Nicholson, M Scully, E Townsend, R Tyler, C Walker
Youth Lead	B Bell
Henry Smith Charity - 2 Councillors	R Burbridge, C Walker
+ 3 independent members	Brian Cheesman, R Glasper, C Gould

12. CALENDAR OF MEETINGS

- The Council AGREED the calendar of meetings for 2026 - 27 and delegated authority to the Clerk to amend the calendar as and when necessary.
- There is Councillor training on Monday 22 June 2026 at 6.00pm.

13. COUNCIL POLICIES AND PROCEDURES

The Council AGREED the review of the following Council policies and procedures in accordance with Standing Order 5j, noting the following revisions:

- Standing Orders
- Financial Regulations
- Investment Strategy
- General Reserves Policy
- Fixed Asset Register – The Council AGREED in accordance with the Practitioners Guide 5.57 – 5.69 which details proper practices for Fixed Assets, the Council has vouched for assets in the last year, recorded their location, lifespan for grounds maintenance equipment, recorded that assets are valued at their original acquisition cost and the minimum value of asset insured is £125 as the insurance excess is £125.
- Insurance Schedule – The Council AGREED the fidelity guarantee currently £1m, is sufficient for the total cash holding of £1m.
- Risk Management Strategy
- Risk Assessment
- Health and Safety Policy
- Terms of Reference for Committees and Scheme of Delegation
- Publication Scheme for the Freedom of Information Act 2000
- Code of Practice for Handling Complaints
- Code of Conduct - The Monitoring Officer at WBC asks that all Town and Parish Councils in Waverley adopt the LGA model Code of Conduct, which is the version we are using, and to pass the following resolution, which the Council AGREED:
 - To adopt The Local Government Association Model Councillor Code of Conduct (2020).
 - The Code shall take effect immediately upon adoption; and
 - The Proper Officer be authorised to publish the Code and notify the Monitoring Officer of the principal authority of its adoption.
- Press Policy
- Data Protection Policy
- General and Internal Privacy Notices
- CCTV Policy
- VDU Policy

14. FINANCIAL MATTERS

1. The expenditure list for 21 May 2026, circulated earlier, was AGREED. Cllrs H Nicholson and M Scully will authorize the online payments for May.
2. The Bank Reconciliation to 30 April 2026 was AGREED and signed by Cllr T Cobby.
3. The Cashbook Reconciliation and earmarked reserves to 30 April 2026 was AGREED and signed by the Chairman.
4. The Council AGREED to withdraw £50,000 from CCLA, Cllrs M Scully and C Walker signed the redemption form.
5. The Council AGREED to allocate Neighbourhood CIL funding of £201,179.36 to the Machine Shed Project EMR.
6. The Council AGREED the following grant allocations: Kent, Surrey and Sussex Air Ambulance £500, The Teen Project £500. Cllr E Townsend declared an interest in the Teen Project.
7. The Council AGREED the bank signatories: Cllrs R Burbridge, T Cobby, D Nicholas, H Nicholson, M Scully and C Walker.
8. The Council AGREED the schedule of direct debit payments.

15. INTERNAL AUDIT

- The Council reviewed and AGREED the report from the Internal Auditor on the year-end Internal Audit for financial year 01/04/25 – 31/03/26. The Council NOTED that the Council is in the process of changing bank accounts and will remind one hirer of the requirement to pay the sum on the invoice to enable their account to be fully reconciled.
- The Council reviewed and AGREED the report from Cllr C Walker on the scope and effectiveness of the Internal Audit. Cllr C Walker congratulated Council staff on another successful audit.

16. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 01/04/25 – 31/03/26

The Council reviewed the annual governance and accountability return for financial year 01/04/25 – 31/03/26:

- The Council reviewed the controls for Assertion 10 in accordance with Local Governance and Accountability Practitioners Guide. The Council reviewed and AGREED the report by the Clerk on the Council's compliance with Assertion 10 compliance.
- The Council AGREED the Annual Governance Statement for financial year 01/04/25 – 31/03/26.
- The Council AGREED the Accounting Statements for financial year 01/04/25 – 31/03/26.
- The Council NOTED the period of public rights to inspect the AGAR from Wednesday 03 June 2026 to Tuesday 14 July 2026.

17. HENRY SMITH GRANTS

The Council received the recommendation of the Henry Smith Charity Trustees and AGREED the allocation of the Henry Smith grant fund payments:

- Cranleigh Community Fund £4,900
- Food Bank £1,000
- Rowleys £925

18. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field – The Clerk had received several updates from the Conservation Volunteers. The volunteers met in May but have not yet registered through the Council's portal. The Clerk will ask volunteers to ensure that they are registered before the next session in June. The Clerk, Chairman and Vice Chairman met to discuss the various requests from the conservation volunteers and it was NOTED that the Council has AGREED that the conservation volunteers may mark out the route for the pathway cut using biodegradable paint. The Grounds Manager will endeavour to follow the route with the tractor and flail but it must be noted that the flail is 2.4m wide and the Council cannot guarantee vehicle maneuverability. Subsequent cuts will be carried out with ride on equipment. The Council AGREED for the conservation volunteers to advise when they would like the conservation cut carried out in the autumn which will be done using the tractor according to weather and ground conditions. The Council will maintain the boundary with the allotments as usual. The conservation volunteers requested fencing repairs, but the Council is awaiting the tree survey next month for advice on fencing a tree drip line. The Council will also notify the conservation volunteers about the forthcoming telegraph pole replacement works planned by BT Openreach.
- Centenary Garden – no update.
- Community Speedwatch – no update.
- Recreation Users – The Council awaits the completed licence agreement from the Football Club.

- Youth Council – The May meeting was cancelled due to revision and the June meeting will be cancelled due to exams. The Youth Council will make their promotional video at their July meeting.
- Village Hall Events – Mandira return on 03 July 2026. Cllr H Nicholson will investigate screening The People’s Emergency Briefing. Village Hall cinema will commence in August.
- Performing Arts Meeting – no update from Cllr B Steel.
- Cranleigh Carnival and Parade – Cllrs, R Burbridge, M A Johnson, H Nicholson, Y Nicholson, E Townsend and C Walker will organize the carnival stand.

19. LOCAL GOVERNMENT REORGANISATION

Cllr E Townsend reported that West Surrey Unitary Authority have been awarded a grant of £500 million towards the debt of Woking Borough Council but will still have financial challenges. From 03 July 2026, under the s24 notice, any large projects will require approval by the shadow authority.

20. COMMUNITY ASSET TRANSFER

Cllr E Townsend abstained from the vote.

The Parish Council completed an expression of interest for the Community Asset Transfer of Rowleys. WBC has agreed that it meets their policy criteria to be further considered for a transfer of freehold interest. The Chairman, Vice Chairman and Clerk had met with a representative of Rowleys to discuss their financial position and gave an update to the meeting.

The Clerk outlined WBC’s costs for the Community Asset Transfer which are in the region of £7,000 + VAT. If the Parish Council agrees to proceed with the Community Asset Transfer, it will also need to fund its own legal costs.

The Parish Council AGREED to instruct its surveyor to carry out a building condition survey before the Parish Council makes a decision on the Community Asset Transfer of Rowleys.

21. BUSINESS PLAN 2027 – 2031

The Parish Council AGREED the consultation for short, medium and long term projects and partner projects for the carnival:

Long Term

1. Snoxhall Pavilion and Community Centre

Medium Term

1. Rowleys and Youth Club
2. Council Office and Police Hub
3. Paddock Field, tennis courts and padel

Short Term

1. Machine Shed
2. BMF outfield – autonomous line marker, running track and trim trail around outer edge
3. Snoxhall – removal of outdoor gym equipment and youth shelter – replace with welcoming planted entrance to Snoxhall with seating
4. Cemetery toilet
5. Elmbridge allotments parking area
6. Re-decoration of exterior of public toilets
7. Village Hall toilets refurbishment

Partner Projects

3G Pitch

The Clerk will provide summaries for each project.

Cllrs J Doyle and R Tyler left the meeting.

22. SURREY COUNTY COUNCIL WAYMARKING SIGN

The Clerk advised that she had received the Memorandum of Understanding for the installation of the SCC waymarking sign at Snoxhall Fields. She had asked SCC to indemnify the Parish Council against all liabilities, expenses, costs, (including but not limited to any solicitors', surveyors' or other professionals' costs and expenses, and any VAT on them, assessed on a full indemnity basis), claims, damages and losses in connection with the sign. SCC replied that their legal team said they have insurance in place. The Clerk advised the Council that the indemnity is standard practice. Cllr E Townsend agreed to contact SCC about the Memorandum of Understanding.

23. SURREY COUNTY COUNCIL HIGH STREET DISABLED PARKING BAY RE-LOCATION

The Parish Council discussed the consultation to re-locate the High Street disabled parking bay from Fountain Square to alongside the War Memorial. The Parish Council AGREED to object to the re-location of the parking bay as a passenger wheelchair user would need to alight on to the grass.

24. CEMETERY MEMORIAL REQUEST

The Parish Council AGREED to a request for a memorial slightly higher than the Council adopted Rules and Regulations for the cemetery.

25. SNOXHALL FIELDS

The Parish Council AGREED to release funds from the Snoxhall Fields Charity EMR to purchase two aluminum portable goals to create a small football pitch for use over the summer holidays and to allow the Football Club to use the goals later in the year.

26. SNOXHALL MACHINE SHED

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Parish Council AGREED to instruct its architect to split the machine shed project into two phases: phase 1 – machine shed, field shelter, storage containers, bases, utilities and security; phase 2 – welfare, workshop, fencing and landscaping. The Council appointed its architect to issue the tender for phase 1, and including their fees to oversee the construction of phase 1.

27. SNOXHALL COMMUNITY CENTRE AND PAVILION REFURBISHMENT

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The surveyor is booked for next week to produce CAD drawings of the buildings.

28. LEISURE CENTRE BRIDGE

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Clerk provided an update on the planning application for the replacement bridge and reported that the Environment Agency has objected to the planning application as there is no flood risk assessment. The architect has updated the Design and Access Statement to include a Flood Risk Assessment and emailed it to the Planning Officer advising as the site is a bridge it is considered a water-compatible development and therefore no Risk Assessment was originally included. The Planning Officer acknowledged this and has now requested further information on the ecology report and biodiversity net gain. WBC were due to determine the planning application by 15 May 2026. The architect has supplied the ecology information by return and the Planning Officer has said, *‘This proposal would seem to benefit the local community hence happy to work with yourselves to get these issues resolved and a decision issued.’*

However the Environment Agency has again objected to the planning application due to an inadequate flood risk assessment. The Clerk has arranged for a drainage engineer to prepare the flood risk assessment at a cost of £800 + VAT.

The Environment Agency has also requested a Construction and Environment Management Plan. This is usually required as a planning condition, but the EA have insisted that it is prepared to accompany the planning application. The Council AGREED to appoint the Ecology Co-op for the CEMP. The Council AGREED to fund a survey by BT for the re-location of BT box.

The architects have contacted WBC to re-locate the litter bin on the northern side of the bridge but had no response.

29. SUBJECT ACCESS REQUEST

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Council has been contacted by the ICO about a Subject Access Request complaint. The ICO has not contacted the Parish Council for their response to the complaint. Based on the information from the complainant the ICO has said the onus is on the controller to be able to demonstrate a complaint is manifestly unfounded and it is their opinion that Cranleigh Parish Council may have wrongly applied the use of manifestly unfounded. The ICO invites the Parish Council to contact the complainant within 28 calendar days to seek to re-visit the request. The ICO do not intend to take the complaint further and have closed the case. The Council’s solicitor has agreed to handle the ICO complaint. The Council AGREED to issue a counter response to the ICO detailing the multiple attempts it has made to engage with the complainant and to continue to explain the manifestly unfounded nature of the Subject Access Request with the Data Subject.

The Council’s solicitor provided advice regarding the court claim for compensation in relation to a Subject Access Request. The Council AGREED to reject the revised compensation claim and to continue to defend the claim.

30. PICKLEBALL

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Council does not offer discounts for block bookings of venues.

31. CAB LEASE

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Council awaits the completion of the renewal of the lease for one year with CAB from 31 May 2026, excluding the Landlord and Tenant Act 1954 provisions, and deferring the dilapidations to the end of the lease.

32. SNOXHALL FIELDS PLAY PARK

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Clerk reported an accident in the play park. A young child fell whilst climbing the stumpery and required sutures at hospital for a leg wound. The accident has been recorded in the accident book and reported to RIDDOR. The parent of the child has requested the removal of the stumpery to prevent future accidents.

The Clerk advised that the stumpery have been in place for 18 years and are not highlighted as a safety risk in the independent play inspection. The Parish Council declined to remove the stumpery and AGREED to affix notices on the stumpery instructing people not to climb on them.

The Clerk reported that SCC Your Fund Surrey Small Projects have paid the grant of £16,198 into the Parish Council's bank account this week. The Council had sought four quotations for a new swing bay at Snoxhall Fields and received two quotations. The quotations also included the removal of older items of play equipment to create a blank canvas for the next phase of improvements to the play park.

The Council AGREED to appoint Proludic to supply and install the new swing bay funded from the Your Fund Surrey grant and balance from the Snoxhall Fields Charity EMR.

33. SNOXHALL FIELDS CAR PARK

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Council AGREED to directly award the Snoxhall Fields car park management agreement to Waverley Borough Council for a period of five years from 01 September 2026 under Section 25 of the Procurement Act 2023. Cllr E Townsend will ask WBC to prepare an up to date contract.

34. STAFF MATTERS

The Council considered this agenda item in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

- The Council AGREED to amend the Job Description for the Caretaker role to reduce the working hours from 37 to 24 hours per week on a flexible pattern.
- The Council AGREED to advertise the job vacancies for Deputy Grounds Manager, Caretaker and Finance and Admin Assistant.

35. DATE OF NEXT MEETING

Thursday 18 June 2026 at 7.00pm

The meeting closed at 9.10pm.

Signature.....

Date.....