



CRANLEIGH PARISH COUNCIL

## NOTICE OF A MEETING OF THE PARISH COUNCIL

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Thursday 16 October 2025 at 7.00pm  
Council Chamber

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To ALL MEMBERS OF THE COUNCIL

Councillors are respectfully summoned to attend the a meeting of the Parish Council to be held  
at 7.00pm on Thursday 16 October 2025 at the Council Chamber.

Beverley Bell FSLCC  
**Parish Clerk**

08 October 2025.

Members of the public and press are entitled to attend this meeting in person  
and may also attend via zoom using this link:

Join Zoom Meeting

<https://us06web.zoom.us/j/81389782973?pwd=PA19mOOzRa1tbzpHolqqaw7Wlxndfa.1>

Meeting ID: 813 8978 2973

Passcode: 361586

One tap mobile

+442080806592,,81389782973#,,,,\*361586# United Kingdom

+443300885830,,81389782973#,,,,\*361586# United Kingdom

Join instructions

<https://us06web.zoom.us/meetings/81389782973/invitations?signature=6puovxcLRKCZku2KneTdKAbzN2fhkqelfys86xMUC-8>

Please note that there is a maximum capacity of 25 persons in the Council Chamber including the Council.

### Members Questions

At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

## **AGENDA FOR THE PARISH COUNCIL MEETING**

### **1. APOLOGIES FOR ABSENCE**

#### **Recommendation:**

- To receive apologies and reasons for absence.

### **2. 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.

### **3. CO-OPTION OF NEW PARISH COUNCILLOR FOR CRANLEIGH EAST WARD**

#### **Recommendation:**

- To receive application letters from prospective new members and to decide on the co-option to fill the Parish Councillor vacancy for the Cranleigh east ward.

### **4. PUBLIC SESSION**

#### **Recommendation:**

- To note any comments from parishioners.

### **5. GDPR TRAINING**

- GDPR training for Councillors and Council Staff
- Subject Access Request, Notice Before Court Action with Request for Compensation and Debtor

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

#### **Recommendation:**

- To note the training to comply with assertion 10 of the AGAR
- To consider the request for compensation in the Notice Before Court Action and pursue the debtor through the Small Claims Court

### **6. 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 18 September 2025.

### **7. CHAIRMAN'S REPORT**

#### **Recommendation:**

- To note the report.

### **8. CLERK'S REPORT**

#### **Recommendation:**

- To note the report.

### **9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS**

#### **Recommendation:**

- To note the reports.

### **10. MINUTES OF COMMITTEES**

- To receive and approve as a correct record the Planning Committee on 15 September 2025.
- To receive and approve as a correct record the Property and Asset Committee on 31 July 2025.

**Recommendation: To receive the minutes listed above.**

11. COUNCIL STRUCTURE

- To nominate Parish Councillors to Committees and Outside Bodies.

**Recommendation:**

- **To nominate Parish Councillors to Committees and Outside Bodies.**

12. FINANCIAL MATTERS

1. The expenditure list for 16 October 2025 to follow.
2. Bank Reconciliation for 30 September 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 30 September 2025 to follow.
4. To review cashflow and investment with CCLA PSDF.
5. To update the bank mandate to include six Councillor signatories.
6. To consider grant applications from: Challengers, Guides.

**Recommendation:**

1. **To agree the expenditure list to 16 October 2025.**
2. **To approve the bank reconciliation to 30 September 2025.**
3. **To approve the cashbook reconciliation and earmarked reserves allocation to 30 September 2025.**
4. **To review cashflow and investment with CCLA PSDF.**
5. **To update the bank mandate to include six Councillor signatories.**
6. **To consider grant applications.**

13. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Remembrance Sunday

**Recommendation:**

- **To note the reports.**

14. DEVOLUTION

To receive an update on the local government reorganization for Surrey.

**Recommendation:**

- **To note the local government reorganization for Surrey.**

15. PROPOSED CHANGES TO THE PENSION ADMINISTRATION STRATEGY

[Draft Pension Administration Strategy](#)

To consider submitting a response to the consultation.

Closing date: 25 October 2025.

**Recommendation:**

- **To consider submitting a response to the consultation.**

16. PUBLIC INQUIRY

The Surrey County Council public footpath no 576 (Cranleigh) and public footpath no 565 (Alfold) definitive map modification orders

To consider requesting to speak at the public inquiry.

**Recommendation:**

- **To consider requesting to speak at the public inquiry.**

17. SMART CRANLEIGH DIRECTORY

To consider a quotation to create an online village directory in partnership with SMART Cranleigh.

**Recommendation:**

- **To consider a quotation to create an online village directory in partnership with SMART Cranleigh.**

18. LOCAL COUNCIL AWARD SCHEME

To receive an update from the Clerk on the progress of the Council's application.

**Recommendation:**

- **To note the update from the Clerk.**

19. SNOXHALL FIELDS MACHINE SHED

- To appoint CDA Architects and Hockley and Dawson structural engineers to handle the discharge of condition 4 of the planning permission funded from the Machine Shed EMR.
- To consider the draft tender documentation for issue.
- To consider the estimate for connection to the electricity network.
- To consider the quotation for connection of a telecommunications line.

**Recommendation:**

- **To appoint CDA Architects and Hockley and Dawson structural engineers to handle the discharge of condition 4 of the planning permission funded from the Machine Shed EMR.**
- **To consider the draft tender documentation for issue.**
- **To consider the estimate for connection to the electricity network.**
- **To consider the quotation for connection of a telecommunications line.**

20. LEISURE CENTRE BRIDGE

- To receive an update from the architect and structural engineer on the bridge design.
- To receive an update from Cllr E Townsend on SCC 106 funding and WBC LCWIP funding.

**Recommendation:**

- **To note the update from the architect and structural engineer on the bridge design.**
- **To receive an update from Cllr E Townsend on SCC 106 funding and WBC LCWIP funding.**

21. CRANLEIGH VILLAGE HALL

To investigate cinema in the Village Hall.

**Recommendation:**

- **To appoint a Working Party to investigate cinema in the Village Hall.**

22. SWOT

To discuss the Health and Wellbeing SWOT analysis.

**Recommendation:**

- **To complete the Health and Wellbeing SWOT analysis.**

23. PUBLIC WIFI

To consider the heads of terms for the installation of public WIFI equipment in Cranleigh Village Hall.

**Recommendation:**

- **To make a recommendation to the Council to agree the heads of terms for the installation of public WIFI equipment in Cranleigh Village Hall.**

24. STAFF MATTERS

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

To consider the brief from Cllrs M Scully and C Walker for HR support.

**Recommendation:**

- **To consider the brief from Cllrs M Scully and C Walker for HR Support.**

25. DATE OF NEXT MEETING  
**Thursday 20 November 2025 at 7.00pm**

Please note that the agenda and all associated papers can be found on the Parish Council website. 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.