



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

Thursday 20 November 2025 at 7.00pm
Council Chamber

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 20 November 2025** at **the Council Chamber**.

Beverley Bell FSLCC
Parish Clerk

12 November 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/87683220998?pwd=d3DGrjqR2U2fSVUhLKIKvqICyqy7U0.1>

Meeting ID: 876 8322 0998

Passcode: 692456

One tap mobile

+442080806592,,87683220998#,,,,*692456# United Kingdom

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Join instructions

<https://us06web.zoom.us/join/87683220998/invitations?signature=snZMc8XNLERs5-zQoWGD9QfMDg2l6s1tDWqUpDvi3Ng>

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.

Cranleigh Parish Council, Council Office, Village Way, Cranleigh Surrey GU6 8AF
Tel: 01483 272311 Website: www.cranleigh-pc.gov.uk

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. **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 16 October 2025.

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**

- To receive and approve as a correct record the Planning Committee on 06 and 27 October 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.

10. **COUNCIL STRUCTURE**

- To nominate Parish Councillors to Committees and Outside Bodies.

Recommendation:

- To nominate Parish Councillors to Committees and Outside Bodies.

11. **FINANCIAL MATTERS**

1. The expenditure list for 20 November 2025 to follow.
2. Bank Reconciliation for 31 October 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 October 2025 to follow.
4. To review cashflow and investment with CCLA PSDF.
5. To consider the interim Internal Audit report for financial year 01/04/25 – 31/03/26.

6. To consider the report on the scope and effectiveness of the interim Internal Audit for financial year 01/04/25 – 31/03/26.
7. To agree to increase the Machine Shed EMR with the latest CIL payment for the period of 01/04/25 – 30/09/25.

Recommendation:

1. To agree the expenditure list to 20 November 2025.
2. To approve the bank reconciliation to 31 October 2025.
3. To approve the cashbook reconciliation and earmarked reserves allocation to 31 October 2025.
4. To review cashflow and investment with CCLA PSDF.
5. To consider the interim Internal Audit report for financial year 01/04/25 – 31/03/26.
6. To consider the report on the scope and effectiveness of the interim Internal Audit for financial year 01/04/25 – 31/03/26.
7. To agree to increase the Machine Shed EMR with the latest CIL payment for the period of 01/04/25 – 30/09/25.

12. 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.

13. DEVOLUTION

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

Recommendation:

- To note the local government reorganization for Surrey.

14. WBC LOCAL PLAN

[New Local Plan | Waverley Borough Council](#)

To consider submitting a response to the consultation.

Closing date: 08 December 2025.

Recommendation:

- To consider submitting a response to the consultation.

15. CRANLEIGH VILLAGE HALL

Updates on:

- Performing Arts Meeting
- Cinema

Recommendation:

- To consider the reports and agree next steps.

16. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE MEETING

To consider the following recommendations from the Property and Asset Committee.

Recommendation:

To consider the following recommendations from the Property and Asset Committee:

- To give permission for Football Club Respect banners, subject to advertisement consent.
- To dispose of the remaining beer kegs from the previous bar.
- To give the Football Club permission to store six foldaway goalposts secured to the two green storage containers.
- To give the Football Club permission to re-decorate Snoxhall Pavilion Changing Rooms.

- To request the Football Club confirm weekly pitch usage.
- To provide the Football Club with details of the Local Plan consultation to encourage members to respond about future recreational facility needs.
- To consider the Football's Club request for grounds maintenance of pitches located on the Common.
- To invite the Football Club to present their Project 35 vision at the Annual Parish Meeting.
- To receive a report on the visit to the CAB Office.
- To receive a recommendation on the location and species of two replacement trees for the Bruce McKenzie Field.
- To invite contractors to make suggestions for the replacement of the Council's CCTV system.
- To remove all noticeboards at the rear of the Village Hall and replace with one bespoke noticeboard with six compartments and illumination.
- To consider items for the budget 01/04/26 – 31/03/27.

17. SNOXHALL FIELDS MACHINE SHED

To receive an update on the Machine Shed project and Strategic CIL application.
Tender documentation available on our website www.cranleigh-pc.gov.uk

Recommendation:

- To receive an update on the Machine Shed project and Strategic CIL application.

18. 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.

19. WBC STREET TRADING CONSENT

Renewal of street trading consent Il Forno Volante
Closing Date: 09 December 2025.

Recommendation:

- To submit a response.

20. SUBJECT ACCESS REQUEST

To consider the letter before court action.

(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).

Recommendation:

- To await the outcome of the ICO investigation.

21. STAFF MATTERS

To receive an update on staff matters from the Clerk.

(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – staff in confidence).

Recommendation:

- To receive an update on staff matters from the Clerk and any actions necessary.

22. DATE OF NEXT MEETING

Thursday 18 December 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.