



CRANLEIGH PARISH COUNCIL

## NOTICE OF A MEETING OF THE PARISH COUNCIL

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Thursday 19 February 2026 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 19 February 2026** at **the Council Chamber.**

Beverley Bell FSLCC  
**Parish Clerk**

12 February 2026

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](#)

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. **GUEST SPEAKER: Mr Richard Newell – GDPR-Info**  
Training for Councillors and Staff on GDPR

**Recommendation:**

- To note training attendance.

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 15 January 2026 and the Minutes of the Extraordinary Parish Council Meeting held on 22 January 2026.

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 Finance Committee on 11 December 2025.
- To receive and approve as a correct record the Planning Committee on 12 January 2026.
- To receive and approve as a correct record the Property and Asset Committee on 10 November 2025.

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

10. FINANCIAL MATTERS

1. The expenditure list for 19 February 2026 to follow.
2. Bank Reconciliation for 31 January 2026 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 January 2026 to follow.
4. To review cashflow and investment with CCLA PSDF.
5. To release the SERA EMR for the purchase of bird boxes and hedgehog houses for the Summerlands Estate.

**Recommendation:**

1. **To agree the expenditure list to 19 February 2026.**
2. **To approve the bank reconciliation to 31 January 2026.**
3. **To approve the cashbook reconciliation and earmarked reserves allocation to 31 January 2026.**
4. **To review cashflow and investment with CCLA PSDF.**
5. **To release the SERA EMR for the purchase of bird boxes and hedgehog houses for the Summerlands Estate.**

11. APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 01/04/2026 – 31/03/2027

To consider the terms of engagement to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. for financial year 01/04/26 – 31/03/27:

- roles and responsibilities
- audit planning and timing of visits
- reporting requirements
- rights of access to information, members and officers
- period of engagement
- remuneration

**Recommendation:**

- **To appoint April Skies to undertake the internal audit for financial year 01/04/26 – 31/03/27 noting the terms of engagement.**

12. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Village Hall Events
- Cranleigh Villages Event – reimbursement of guest speaker travelling expenses
- Annual Parish Meeting
- Cranleigh Carnival – decision on Parish Council stall

**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. COUNCIL STRUCTURE  
To appoint new Parish Councillors to Committees and Outside Bodies.  
**Recommendation:**
- **To appoint new Parish Councillors to Committees and Outside Bodies.**
15. NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION  
Closing Date: 10 March 2026.  
**Recommendation:**
- **To submit a response.**
16. PARISH COUNCIL ELECTION MAY 2027 COSTS  
To receive an update on the estimated cost of the May 2027 Parish Council Elections from WBC.  
**Recommendation:**
- **To consider the Parish Council's response.**
17. SCC WAYFINDING SIGNAGE  
To consider permission for SCC to install wayfinding signage at Snoxhall Fields  
**Recommendation:**
- **To give SCC permission for the installation of wayfinding signage at Snoxhall Fields**
18. WBC STREET TRADING CONSENT  
Mimmos Food Truck  
Closing Date: 09 March 2026  
**Recommendation:**
- **To submit a response.**
19. SURREY PENSION FUND  
Valuation Results & Funding Strategy Statement Consultation - Town and Parish Council Pool  
Closing Date: 02 March 2026  
**Recommendation:**
- **To respond to the questionnaire.**
20. SNOXHALL MACHINE SHED  
Update on the Machine Shed project.  
**Recommendation:**
- **To note the update.**
21. LEISURE CENTRE BRIDGE  
Update on the Leisure Centre Bridge Project.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To note the update.**
  - **To appoint CDA architects to manage the technical design and construction of the bridge.**

22. TREE SURVEY

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

To appoint a contractor to undertake the 2026 Tree Survey.

**Recommendation:**

- **To appoint a contractor to undertake the 2026 Tree Survey.**

23. SUBJECT ACCESS REQUEST

To receive an update on the court claim for compensation.

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

**Recommendation:**

- **To receive an update on the court claim for compensation.**

24. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE

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

**Recommendation:**

- **To receive an update on the remaining Snoxhall Fields licence agreements.**
- **To put on hold the replacement of the outdoor equipment chest press as the whole suite of equipment is coming towards the end of its life.**
- **To await a response from WBC on the renewal of the Snoxhall Fields car park licence agreement.**
- **To purchase two Ulmus New Horizon trees for the Bruce McKenzie Field to be funded from the 2026/27 tree management budget.**
- **To discuss the CAB lease renewal.**
- **To meet with the volunteers wishing to help at the Beryl Harvey Field.**
- **To discuss potential future allotment sites.**
- **To agree the community usage of the Cranleigh School noticeboard.**
- **To agree a programme for the Village Hall Cinema.**
- **To delegate authority to Cllr C Walker and the Clerk to update venue hire agreements and standard terms and conditions.**
- **To appoint a contractor to repair the War Memorial to be funded from the civic budget 2026/27.**
- **To agree a budget of £500 to purchase additional planting for the rosebeds from the civic budget 2026/27.**
- **To ask the Finance Committee to consider replacement of the Village Hall chairs and trollies, external re-decoration and gutter repair in the budget in the next three years.**
- **To purchase of a new Kawasaki Mule Pro MX funded from the Grounds Maintenance and Tractor EMR in the new financial year.**
- **To reject the offer of land for new tennis courts and to discuss the future of the current tennis courts.**

25. LONG TERM HIRERS

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

- Recommendation:
- **To update the licence agreement and fee for a long term hirer at the Village Hall.**
- **To increase the football pitch fees by 4% for the 2026/27 season and to ask the Football Club for their proposal to meet the costs funding gap over the next two years.**

26. LEISURE CENTRE, TENNIS COURTS AND SKATE PARK

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

To receive an update and consider next steps.

**Recommendation:**

- **To receive an update and consider next steps.**

27. 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.**
- **To receive a brief from Cllrs M Scully and C Walker for a Staff Review.**
- **To replace the Compassionate Leave Policy with a Bereavement Leave Policy.**

28. DATE OF NEXT MEETING

**Thursday 19 March 2026 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.