



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

Thursday 17 September 2026 at 7.00pm
Council Chamber

To ALL MEMBERS OF THE COUNCIL

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held
at **7.00pm** on **Thursday 17 September 2026** at **the Council Chamber**.

Beverley Bell FSLCC
Parish Clerk

10 September 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.

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 TWO NEW PARISH COUNCILLORS 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 30 July 2026 and extraordinary Parish Council meeting of 01 September 2026.

6. CHAIRMAN'S REPORT

Recommendation:

- To note the report.

7. CLERK'S REPORT

Recommendation:

- To note the report.

8. REPORT FROM WEST SURREY, SURREY AND WAVERLEY COUNCILLORS

Recommendation:

- To note the reports.

9. MINUTES OF COMMITTEES

- To receive and approve as a correct record the Planning Committee minutes on 20 July and 10 August 2026.
- To receive and approve as a correct record the Subject Access Request Committee minutes of 07 September 2026.

Recommendation:

- To receive the minutes listed above.

10. FINANCIAL MATTERS

1. The expenditure list for 24 August and 17 September 2026 to follow.
2. Bank Reconciliation for 31 July and 31 August 2026 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 July and 31 August 2026 to follow.
4. To review cashflow and investment with CCLA PSDF.
5. To update the bank mandate.
6. Conclusion of audit 01/04/25 – 31/03/26.

Recommendation:

1. **To agree the expenditure list to 24 August and 17 September 2026.**
2. **To approve the bank reconciliation to 31 July and 31 August 2026.**
3. **To approve the cashbook reconciliation and earmarked reserves allocation to 31 July and 31 August 2026.**
4. **To review cashflow and investment with CCLA PSDF.**
5. **To update the bank mandate.**
6. **To note the conclusion of audit 01/04/25 – 31/03/26.**

11. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Village Hall Events
- Performing Arts Meeting
- Cranleigh School Volunteers
- Remembrance Sunday

Recommendation:

- **To note the reports.**

12. LOCAL GOVERNMENT REORGANISATION

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

Recommendation:

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

The government has placed local government reorganization plans on hold in light of recent legal advice, but this does not impact local government reorganization in Surrey which will continue as planned.

13. BUSINESS PLAN 2027 - 2031

- To receive an update from the Working Party with the results of consultation at the Carnival.
- To agree the Survey Monkey Questionnaire to prioritise projects.

Recommendation:

- **To agree the Survey Monkey Questionnaire to prioritise projects.**

14. WBC STRATEGIC CIL

- To consider submitting an application for Strategic CIL funding and allocating matched funding.

Closing date: 30 October 2026.

Recommendation:

- **To make an application for Strategic CIL funding and to allocate matched funding.**

15. SPEEDING CONCERN GUILDFORD ROAD CRANLEIGH

A member of the public is seeking the Council's support for their request for vehicle speed surveys and speed control measures on Guildford Road in Cranleigh.

Recommendation:

- **To consider the request and seek the support of the County/Unitary Authority Councillors.**

16. WBC STREET NAMING

- To note the proposed name 'Jasmine Close' for the land to the rear of Little Park Hatch, Bookhurst Road, Cranleigh.
- To consider the road name 'Sapling Close' for the development at Sandelands, Woodland Avenue, Cranleigh.
- To make suggestions for two new road names for Vachary Farm Building, Horsham Road.

Recommendation:

- **To note the proposed name 'Jasmine Close' for the land to the rear of Little Park Hatch, Bookhurst Road, Cranleigh.**
- **To consider the road name 'Sapling Close' for the development at Sandelands, Woodland Avenue, Cranleigh.**
- **To make suggestions for two new road names for Vachary Farm Building, Horsham Road.**

17. MOTION FROM CLLR M SCULLY – COUNCIL OFFICE ACCESS

To facilitate the required use of office equipment and office space in need, it is proposed that the Chairman is provided with a key to the Council Office. This will give flexibility in organising his workload, access to meeting space where confidentiality is required and act as an emergency key holder in need:

Recommendation:

- **Agreement to the proposal and an instruction to the Clerk to have the key cut as soon as possible.**

18. COMMUNITY ASSET TRANSFER

To review the Building Condition Survey of Rowleys and to consider the Community Asset Transfer to the Parish Council.

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

Recommendation:

- **To review the Building Condition Survey of Rowleys and to consider the Community Asset Transfer to the Parish Council.**

19. PADDOCK FIELD AND TENNIS COURTS

- To receive an update on the valuation of the land.

(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 valuation of the Paddock Field and tennis courts.**

20. FIRE AND INTRUDER ALARM SERVICE CONTRACT

To consider quotations for the fire and intruder alarm service contract

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

Recommendation:

- **To appoint a contractor.**

21. TREE SURGERY

To consider quotations for tree surgery recommended in the 2026 tree survey.

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

Recommendation:

- **To appoint a contractor to undertake tree surgery recommended in the 2026 tree survey.**

22. SNOXHALL MACHINE SHED

To receive an update on utilities connection.

To receive an update on revised tender.

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

Recommendation: b

- **To consider quotations for utilities connections for the Machine Shed.**
- **To consider the revised tender documentation.**

23. SNOXHALL COMMUNITY CENTRE AND PAVILION REFURBISHMENT

To receive an update on the initial meeting with the architect.

(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 project.**

24. LEISURE CENTRE BRIDGE

- Update on planning permission for the Leisure Centre Bridge Project.

- To consider tenders for the replacement bridge.

(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 consider tenders and funding.**

25. 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.**

26. 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.**
- **To note that the Clerk and Grounds Manager have conducted the annual staff appraisals in accordance with the Council's Performance Management Policy.**
- **To receive an update on the Clerk's Appraisal.**
- **To consider the advice of the Surrey Association of Local Councils regarding staffing matters including Personnel Committee terms of reference and Committee membership.**
- **Motion from Cllr M Scully - Staff Review: Data Access.**

It has been decided that in view of apparent changing demands placed upon the Council and potential skill shortages to meet those demands the Staff Review previously proposed will now be progressed. At the initial introduction of the proposal (PC Meetings September 2025 and October 2025) Councillors Scully, Walker and Townsend agreed to form a Working Party to progress.

Potential Consultants to undertake this work are being sought and recommendations will be brought to full Council in due course. However, the Working Party need a base line understanding of roles before they instruct the chosen Consultant.

To facilitate this, the Working Party seek agreement of the Council for the provision by the Clerk of relevant staff information to include: All job descriptions, all staff contracts, all recent appraisals plus any other documents which are within the 'Need to Know' doctrine (supported by SALC). Personal information relative to issues of Health or Family etc are excluded. (defined within the Act as Personal or Sensitive Data). This does not generate any GDPR issues other than the obligation placed upon the Working Group by the specific legislation and the Council's own GDPR Policy.

Required: Agreement to the progression of the Project and an instruction to the Clerk to promptly provide required information to expedite.

- **Motion from Cllr M Scully - Risk Management : Governance of Appraisal Process**

Staff costs are a significant part of the Parish Council Budget (approx.: £300k 2025/6)

We do not however have a process of governance at Parish Council level over this substantial amount other than its disbursement. This contrast markedly with both internal oversight and external governance over our current account and capital budget spend.

It is proposed therefore that a light touch annual review of the appraisal process is undertaken to ensure that we can demonstrate, if challenged, adequate governance over the process and its outcome that underpins this cost.

Required: Agreement to the implementation of the required audit (Council nominee to be established) and an instruction to the Clerk to make herself and the supporting documentation available at an agreed date.

- **To consider the salary award for grounds staff backdated to 01 April 2026.**
- **To consider the NJC National Salary Award for the Clerks from 01 April 2026.**

27. DATE OF NEXT MEETING
Thursday 15 October 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.