



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 17 APRIL 2025
IN THE COUNCIL CHAMBER

Councillors

Cllr C Bennett*

Cllr R Burbridge*

Cllr T Cobby*

Cllr A Morrison*

Cllr H Nicholson

Cllr D Nicholas*

Cllr M Scully* (Chairman of the Council)

Cllr E Townsend

Cllr R Tyler*

Cllr C Walker* (Vice Chairman of the Council)

Cllr M West*

Cllr G Worthington

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr H Nicholson and apology from Cllr E Townsend who is unwell.

2. DECLARATIONS OF INTEREST

- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr C Walker declared he is a member of the Newlands Residents Association.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES

The draft minutes of the Parish Council meeting held on 27 March 2025, having previously been circulated, were AGREED signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- The Chairman extended an invitation to WBC Leader and Chief Executive to attend this meeting but has not received a reply. Cllr A Morrison will follow this up.
- The Chairman and Clerk met with Brian Steel to discuss volunteering at Cranleigh Village Hall.
- The Chairman, Vice Chairman and Clerk are meeting with the Chairman of the Arts Centre on 23 April 2025 to discuss working with the Arts Centre.

6. CLERK'S REPORT

Cllr D Nicholas arrived.

The Council NOTED the following report:

- Snoxhall Fields has been the location for anti-social behaviour this school holiday. The public toilet has been vandalised requiring an expensive repair and will not re-open in the near future. Two small explosions were created by young people. Details have been passed to Surrey Police who have increased patrols in Snoxhall Fields. Good CCTV images of all the suspects have been provided to the Police.
- The Council is still awaiting feedback from WBC on the temporary and permanent use of the tennis courts in Village Way.
- The Council is still awaiting information from WBC on the renewal of the Snoxhall car park agreement.
- The new gates for the Snoxhall Fields recreation grounds entrance have been manufactured and installation is due soon.
- The ditch clearance in Knowle Lane will be done as soon as the traffic control can be organised around the road closures.
- Outstanding tree works should be completed next month, subject to the power shutdown along Knowle Lane.
- The Clerk asks Councillors if they see any ice cream vans operating at Snoxhall Fields to ask them to leave as they have no licence agreement with the Parish Council to be there. This means the Parish Council does not have a copy of their public liability insurance or their food hygiene certification.
- The insurers have paid the claim for the stolen defibrillator and a replacement has been ordered. A locked cabinet will be installed at the Common public toilets and code given to the Circuit and the Cricket Club.
- The Property and Asset Committee will need to make a recommendation on the future of the outdoor gym equipment as the chest press is at the end of its life.
- The Clerk has issued a 90 day termination notice for the washroom contract and will enter into a new contract with a local company who have good green credentials.
- The Clerk is awaiting details of the engineering insurance renewal from the Council's insurers.
- The Clerk has asked WBC how the Parish Council can apply for CIL funds identified for essential social, community and infrastructure projects for the play park, MUGA and outdoor fitness equipment. WBC said the Infrastructure Delivery Plan is a document that presents the infrastructure is thought to be required to support planned growth over the Local Plan period; it is a living document and will be updated to reflect necessary changes. The IDP identifies potential source of funding for the project; however, these funding sources are not guaranteed to be possible nor automatic. Nor do they limit other sources of funding being explored. If looking to CIL as a potential funding mechanism, it may be that both the Neighbourhood CIL and Strategic CIL are explored. It should be noted that WBC's process for allocating Strategic CIL monies is currently being reviewed. Further information will be posted on our website as soon as it is available.
- WBC are working on community engagement to commence in June 2025 on a review of their Local Plan Part One. WBC advise that national government policy changes may impact Local Plan Part Two, so unless there is an urgent need to review your Neighbourhood Plan it should wait until WBC have reviewed Local Plan Part Two.
- The Clerk has raised concern with the Surrey Association of Local Councils that employees and Councillors wishing to register for NALC training have to pay through a personal PAYPAL account. The Clerk has requested an option for the Council to pay by bank transfer upon invoice.
- The Clerk is arranging a data audit for the Council as this is a requirement in the Practitioners Guide for 2025 and could be tested at the next year-end.

- Surrey Heritage for All grants applications are open for grants of up to £10,000.
- The Clerk has prepared revised Financial Regulations and Standing Orders based on the latest NALC models to be considered at the annual meeting of the Council.
- The Clerk attended the WBC meeting about the Big Green Week 07 – 14 June 2025. The Clerk offered to contact the Cranleigh Climate Change Group and work with them to co-ordinate a social media campaign that week to highlight what we are already doing. WBC are looking at a daily tip social media campaign and photo competition.
- Cllrs R Burbridge, T Cobby and R Tyler have visited the War Memorial and inspected the efflorescence and cleaned the memorial. Cllr T Cobby had spoken with the War Memorial Trust as some of the lettering is deteriorating, but it has not reached intervention stage yet. The Council AGREED for Cllr T Cobby to contact Cranleigh School about removing the wreaths one month after Remembrance Sunday to prevent water damage behind them to the memorial.
- The Council declined to call an extraordinary Parish Council meeting to discuss the street trading consent application for Whippy King Ices in Waverley.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Morrison reported:

- There is a new local website for local government reorganisation www.surreylgrhub.org.uk
- There was a presentation by Hoppa Community Transport at the Cranleigh Early Learning Centre to encourage families to use the Hoppa bus.
- He will follow up on the potholes in the car park and Village Way.

8. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting on 10 March 2025 were AGREED.

9. FINANCIAL MATTERS

1. The expenditure list for April 2025, circulated earlier, was AGREED by the Council and Cllrs A Morrison and M Scully will authorise the online payments for April.
2. The bank reconciliation to 31 March 2025 was AGREED and signed by Cllr C Bennett.
3. The cashbook reconciliation to 31 March 2025 was AGREED. The Council NOTED the increase in general reserve to £201,503 achieved through interest in the community ownership fund grant, increased venue hire income and decreased energy and fuel costs.
4. The Council AGREED to invest £300,000 in the CCLA Public Sector Deposit Fund.
5. The Council AGREED to provide a grant of £500 to the Kent, Surrey and Sussex Air Ambulance, £500 to Rowleys and DEFERRED the interactive display grant application for the Arts Centre to the May meeting to discuss further at the scheduled meeting with the Arts Centre next week as the Parish Council is also looking to provide an interactive TV display to advertise events for all community organisations.

10. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The ecologist is visiting on 01 May 2025 to prepare the ecology report for the conservation field and allotment site. The allotment volunteers have done a great job maintaining the allotment site boundary.
- Centenary Garden – the Property and Asset Committee will consider the replacement of the circular benches.
- Community Speedwatch – roadside training to be arranged for Hannah. Horsham Road is the most popular site with volunteers as they catch the most offenders there.
- Recreation Users – The Football Club have requested fee details for the new season, The Clerk is preparing their new licence agreement including fees and will organise a meeting with them to discuss booking issues.

- Youth Council – a great evening learning about animals that served in the war and release of racing pigeons.
- VE Day – next meeting is on Tuesday 29 April 2025. Awaiting confirmation from the Council's insurers. Cllr M Scully will approach a lead singer for the hymns.
- Carnival – Youth Council are making the hats for Councillors and Youth Councillors to wear in the parade at their June meeting. The theme for the carnival is 'All the fun of the fair'. Cllrs C Bennett, R Burbridge, D Nicholas and M Scully will meet in a couple of weeks to plan the Council's stand.

11. COUNCIL STRUCTURE

The Council AGREED to appoint Cllr T Cobby to the Property & Asset Committee.

12. WBC COMMUNITY ASSET TRANSFER

WBC have agreed in principle to transfer the freehold of the Public Conveniences at the Common to the Parish Council, subject to the Parish Council agreeing to fund WBC's internal administration costs and their legal fees. The Clerk has queried WBC's internal administration fees and legal costs but has not received a reply yet.

The Council discussed the current 125 year repairing lease which costs one peppercorn per annum and decided not to proceed with the freehold transfer of the Public Conveniences as the lease is for 125 years, is only one peppercorn per annum, WBC are required in the Land Registry title to provide any consent for the re-development of the cricket pavilion and public conveniences and any disposal of common land must be publicized, so the Council felt the public conveniences have adequate protection.

13. SURREY HILLS NATIONAL LANDSCAPE

The Council had no comments to make.

14. ENVIRONMENT AGENCY CONSULTATION

The Council NOTED the consultation on environmental permits for new cemeteries for groundwater activities.

15. DEVOLUTION

The Clerk has attended the Surrey Branch meeting of SLCC attended by officers from Cornwall and Wiltshire to hear about their local government reorganisation and devolution experience. The Clerk has attended the SALC local government reorganisation meeting, the SLCC local government reorganisation and mayoral authority training webinars.

The key messages are:

- Start planning now – map County and Borough assets and services in your parish.
- Start budgeting now – there will be our own and principle authority legal fees and valuation fees.
- Start preparing now – obtain your own asset valuation and calculate your own budget to maintain assets and deliver services.
- Devolution - does not necessarily happen immediately after local government reorganisation, it can take years.
- Be prepared – local knowledge will go at principle authority level and you will find gaps in services for things that have always just been done – but might get forgotten on local government reorganisation.
- Staff implications – Town and Parish Councils will need to grow significantly to deliver new services and maintain assets.

In Cranleigh:

- We already own the Village Way public toilets and have the Common on a long repairing lease.
- We already own our recreation ground.

Potential Assets and Services that could be transferred:

- Street cleaning
- Lashmere and Queensway play areas
- Queensway Orchard
- Open spaces at the Common, Cranleigh Mead, Elmbridge Road, land adjacent to Elmbridge allotments, Lashmere open space, Lucks Green, Queensway and Summerlands Open Space
- Rowleys – lease the land and building from WBC
- Arts Centre – lease the land and building from WBC
- Cranleigh House and Lulworth House in Village Way car park
- Library
- Fire station
- Office on north side of High Street
- Downs Link

The Council AGREED to ask the Council's Property and Asset Committee to research assets and services delivered in Cranleigh by our principle authorities.

16. BRUCE MCKENZIE FIELD

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

The Council considered four quotations for replacement fencing and AGREED to appoint Forestry Landscapes to replace the car park and far side fencing from the Forward Maintenance Plan and General Reserves, subject to a company check by Cllr A Morrison.

17. SNOXHALL FIELDS PLAY PARK

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

The Council AGREED to investigate removal of the two rubber mat bases and returning the area to grass, whilst the Council investigates new play equipment to be funded from Strategic CIL.

18. ROLLER MOWER

The Council considered this agenda item in private and confidential session: reason – commercial in confidence. The Council considered three quotations for a replacement tractor mounted mower and AGREED to purchase a major mower from Haynes and part exchange the existing roller mower, to be funded from the Grounds Maintenance Reserve.

19. LEISURE CENTRE BRIDGE

The Council considered this agenda item in private and confidential session: reason – commercial in confidence. The Council has obtained a quotation for a new galvanised steel bridge between the Leisure Centre and Snoxhall Fields, by the Band Room. WBC have offered funding towards a new bridge provided that it is widened to 3m to improve cycling and walking connections as part of the LCWIP. There is also £40,000 in s106 funding to improve links between the new Leisure Centre and the Downs Link. The Council AGREED to appoint the structural engineer to investigate the current bridge base to prepare for the new bridge, and DEFERRED a decision on the new bridge until the next meeting. The Council NOTED that the entrance and exit paths to the bridge would also need widening if the bridge is widened.

20. ELECTRICITY CABINETS ON THE COMMON

The Council considered this agenda item in private and confidential session: reason – commercial in confidence. The Council AGREED to enter into a 24 year legal agreement to maintain three electricity cabinets on WBC land at the Common to be used for civic and community events. Cllr T Cobby will check all three cabinets are padlocked.

21. CAB LEASE

The Council considered this agenda item in private and confidential session: reason – commercial in confidence. The Council AGREED to enter into a one year lease, excluding sections 24 and 28 the Landlord and Tenant Act 1954, from 01 June 2025, and for the dilapidations to be carried over to the end of the new lease. The Council's Property and Asset Committee will consider arranging a visit to the CAB office.

22. LITTLE HEARTS NURSERY LICENCE AGREEMENT

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

- The Council AGREED to add the Snug Room to the licence agreement for Little Hearts Nursery and to extend their licence agreement to all year round from 01 September 2025.
- The Council AGREED to investigate digitisation of the Council records and outsourcing data archiving.

23. DATE OF NEXT MEETING

Thursday 15 May 2025.

The meeting closed at 8.24pm.

Signature.....

Date.....