



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 18 SEPTEMBER 2025
IN THE COUNCIL CHAMBER

Councillors

Cllr C Bennett*

Cllr R Burbridge*

Cllr T Cobby*

Cllr H Nicholson*

Cllr D Nicholas

Cllr M Scully*

(Chairman of the Council)

Cllr B Steel*

Cllr E Townsend*

Cllr R Tyler*

Cllr C Walker*

(Vice Chairman of the Council)

Cllr M West*

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell, two members of the public.

1. APOLOGIES FOR ABSENCE

The Council AGREED the work commitment apology of Cllr D Nicholas.

2. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Surrey County Councillor and Waverley Borough Councillor.
- Cllr R Burbridge declared she is a Trustee of Rowleys.

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

There were no candidates so the vacancy will be re-advertised for the next meeting.

4. GUEST SPEAKER – Mrs Rosemary Hurlley of SMART Cranleigh

Rosemary gave a presentation about the Cranleigh Health and Wellbeing Partnership. She said the objective of the Partnership, including education, health, local authorities and the voluntary sector, is to improve health and wellbeing of our community and develop stronger partnership and links between health and wellbeing, providers, communities, parishes and villages by:

- Establishing gaps and needs
- Survey
- Asset analysis of villages
- Community Connectors/Social Prescribing

She asked the Parish Council to complete the SWOT analysis for Cranleigh.

5. PUBLIC SESSION

Mr Paul Bedford of Cranleigh Cricket Club attended the meeting to provide an update on the club development project. He said a new store has been built behind the trees on the eastern side of the Common and the site is now being tidied up. The Club has issued an invitation to tender for the re-development of the building in two phases, ground floor then first floor. An application for just under £100,000 has been submitted to Your Fund Surrey, an application has been made for Strategic CIL and an interest free loan has been secured. Work on phase one should commence next summer.

The Chairman read out an email from a member of the public whose husband was seriously injured in a dog attack in the Village Way car park and asked for assistance from Cranleigh Parish Council to engage with Surrey Police regarding prosecution of the dog owner and to contact Waverley Borough Council to discuss methods to prevent future unauthorised encampments on the Village Way car park. The Council expressed their sincere sympathy to the family at this difficult time. The Council also wished to record its thanks to the members of the public who assisted with the clean up after the unauthorised encampment left the village.

6. MINUTES

The draft minutes of the Parish Council meeting held on 17 July 2025, having previously been circulated, were AGREED signed by the Chairman as a true record.

7. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- The Chairman welcomed Cllr B Steel to his first meeting.
- The Chairman reminded Councillors to send apologies if they are unable to attend meetings as meetings may have to be cancelled if they are inquorate.
- The Chairman welcomed the new Finance and Admin Assistant Keri Vass.
- The Chairman thanked Councillors for their hard work.

8. CLERK'S REPORT

The Council NOTED the following report:

- The Patio Black Spot company recommend an application of preventer treatment to the War Memorial. The purpose of the Preventer is not to 'clean' the memorial, but to protect it from the return of the black spot. Black Spots start life as microscopic spores growing on tree and plants. Those spores are always landing on stonework but have a 2 year germination cycle. By not applying the Preventer, they advise that the black spots return within 24 months, at which point it will require the original removal treatment at four times the cost of the Preventer, and the stone may have greyed over and becomes blighted by algae and other organic growths. Applying the Preventer also helps to control the green algae and moss, which almost completely negates the need to pressure wash the memorial on an annual basis. Pressure washing stonework on an annual basis damages the surface, making it more porous and more susceptible to frost. Cllr T Cobby will contact the War Memorials Trust for advice and the Council will make a decision next month.
- BT Openreach installed the new line for public WIFI in the Village Hall yesterday. An undertaking from Cranleigh BID to indemnify the Council against any claims relating to the public WIFI is awaited before the WIFI apparatus is installed. The Clerk has asked Cranleigh BID to check with WBC Planning about installation of the apparatus in the conservation area.
- A member of the public contacted the Parish Council about the new signs on fields adjacent to the Downs Link close to Danesmead asking members of the public to stick to the public footpath. The fields are also being blocked off using mud banks preventing public access.
- A member of the public complained about the amount of litter on the roadside verge on Elmbridge Road towards the waste amenity site.
- A Community Speedwatch volunteer has resigned following comments made by members of the public on social media.
- Knowle Park Trust have lost their Park Manager and asked if there are any projects that the Trust and Parish Council can work collaboratively across Knowle Park and the Bruce McKenzie Field.
- Public footpath 566 will be closed from 22 September 2025 until 10 October 2025 for excavation works for power lines.
- The University of Surrey would like permission to install an environmental sensor in the High Street.

- WBC are running the latest Call for Sites from Friday 12 September to Friday 24 October 2025 and is intended for new sites not already submitted in the last process. There is no minimum size for submissions, although only housing sites capable of delivering more than 10 homes will be assessed for inclusion in the Local Plan.
- WBC are holding a consultation consolidating several existing TROs into one updated order. There do not appear to be any specific changes for Cranleigh.
- The oak trees adjacent to the play park have been reduced to reduce the risk of limb drop in the play park. There has been a limb drop from a tree in a neighbouring garden at the cemetery which was overhanging the cemetery necessitating a climbed removal by our tree surgeons.
- The drainage issue with the main football pitch has been rectified by Centurian.
- The two failed floodlights have been replaced by Centurian. All original floodlights are now out of warranty.
- The Clerk has arranged first aid training on Thursday 04 December and fire marshall training on Wednesday 26 November training for staff and councillors.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- WBC has issued a new call for sites as the housing numbers required by the government for Waverley has doubled. WBC are working on an issues and options Local Plan consultation.
- A section of the Downs Link will be closed for electrical works but Cllr E Townsend has asked if it can be re-opened for weekends.
- Re-surfacing works will be carried out in late October or early November in Elmbridge Road and Knowle Lane.
- Some remedial works are planned for the Elmbridge Road bridge in the autumn.
- A road safety audit has been carried out at Park Mead School and identified the need for a safer crossing point.
- The road graffiti will be removed.
- SCC are looking at replacing the bollards alongside the hospital and addressing the pavement parking around Glebelands School.
- News on the local government reorganisation is expected in late October or early November.
- There is £50,000 in her Your Fund Surrey and £5,000 in her member allocation for grant funding.

10. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting on 14 July 2025, 04 August 2025 and 26 August 2025 were AGREED.
- The minutes of the Property and Asset Committee Meeting on 13 March 2025 were AGREED.
- The minutes of the Subject Access Request Committee Meeting on 06 August 2025 and 26 August 2025 were AGREED.

11. COUNCIL STRUCTURE

The Council AGREED to appoint Cllr B Steel as the Council's Performing Arts Group Representative and appointed him to the Planning and Property and Asset Committees. Cllr C Bennett left the meeting.

12. FINANCIAL MATTERS

1. The expenditure lists for August 2025 and September 2025, circulated earlier, were AGREED by the Council. Cllrs R Burbridge and H Nicholson will authorise the online payments for September.

2. The bank reconciliations to 31 July 2025 and 31 August 2025 were AGREED and signed by Cllr R Tyler.
3. The cashbook reconciliations to 31 July 2025 and 31 August 2025 were AGREED.
4. The Council AGREED to invest the sum of £250,000 in CCLA on receipt of the second instalment of the precept.
5. The Council AGREED to switch its current account from Lloyds to Unity Bank.
6. The Council AGREED to continue placing investments with CCLA.
7. The Council NOTED the conclusion of audit for financial year 01/04/24 – 31/03/25. The external auditor made no comments. Cllr C Walker congratulated the staff.
8. The Clerk had sought clarification on the CIL expenditure deadline as requested by the Council with WBC. WBC said:
 - o The 5 year deadline means WBC can require repayment of the unspent Neighbourhood CIL receipts (regardless of whether allocated).
 - o In regard to any extension beyond the 5 years, consideration by WBC would be on a case-by-case basis and would be dependent on the justification behind the non-expenditure of receipts. Equally, in order to agree any extension of the expenditure of the receipts beyond 5 years we would need a clear justification for the Neighbourhood CIL expenditure for the specific project in accordance with the Regulations; so that WBC can be confident that any delay in expenditure would meet the Regulations. i.e. how would the expenditure meet Regulation 59C (as above)? WBC would also ask for a provisional timetable of when the Council expects the works to occur and the infrastructure to be delivered.

The Council NOTED the update and AGREED to re-allocate the oldest Neighbourhood CIL receipts to Business Plan projects.

13. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Grounds Manager carried out the conservation cut in accordance with the ecologist's recommendations.
- Centenary Garden – Property & Asset Committee to discuss replacement benches.
- Community Speedwatch – The Council has sadly lost a volunteer following abusive messages on social media about Community Speedwatch in Cranleigh.
- Recreation Users – A meeting is urgently needed as the Council is still not receiving pitch and building bookings. Pitches are also being used without permission risking damage to the end of season work.
- Youth Council – The Youth Council had a guided tour of the Old Cottage Hospital and Cranleigh Heritage Trail. They will be electing a new Chairman next month and visiting the fire station as part of their Duke of Cornwall Community Safety Award. Cllrs R Burbridge, M Scully and C Walker will attend the Fire Station visit.
- VJ Day – With grateful thanks to everyone for their help for this important moment of commemoration.

14. DEVOLUTION

The Council NOTED the following report from the Clerk:

Farnham has been chosen as one of the pilots for the new Neighbourhood Area Committees this autumn. The government decision on the formation of local government in Surrey is expected next month, with elections for the new shadow unitary authorities in May 2026, vesting day 01 April 2027 and mayoral election in May 2027.

15. FINANCIAL REGULATIONS

The Council AGREED to remove clause 5.12 on the advice of Mark Mulberry and rely on financial regulation 5.13 for the renewal of contracts. The Council asked the Finance Committee to review all contracts and make a recommendation to the Council on renewal of contracts.

16. GDPR AUDIT

The Council had a GDPR audit on Monday 30 June 2025. The report said the current arrangements for governance, risk and control provide good assurance of compliance with current data protection legislation. This analysis has identified some scope for improvement in the existing data protection arrangements to mitigate some minor risks. The auditor said the identified issues should be addressed at the earliest opportunity by implementing an action plan using the 'Things to do' section of this report as a base. The Clerk advised that the Internal and General Privacy Notice have already been updated as recommended by the report, DPIA created for the Ring Doorbell and data sharing agreement requested from Surrey Community Action. The Council NOTED the GDPR Audit Report.

On the advice of the GDPR Auditor, the Council AGREED to adopt an amended Subject Access Policy, a new Portable and Home Working Policy and a new Business Continuity Policy, with an amendment to the Portable and Home Working Policy to recommend the installation of a smoke alarm. Cllr M West left the room.

17. WBC STREET NAME ADDRESSING

The Council AGREED to the following proposed street names for the for development at Land at West Cranleigh Nurseries And North Of Knowle Park Between Knowle Lane And Alfold Road:

The names being proposed for the new roads are:

- Coral Close
- Gem Place
- Chicory Road
- Dandelion Drive
- Parsley Place

WBC will also extend the following roads:

- Exbury Crescent
- Bibb Road
- Boston Road

Cllr M West returned.

18. WAVERLEY ACTIVE TRAVEL

Waverley Active Travel requested a letter of support from the Parish Council for their scheme. The Council AGREED to support the Scheme in principle but felt that the letter of support should be provided by Cranleigh BID as the scheme involves local businesses.

19. LEISURE CENTRE BRIDGE

The Council AGREED to appoint CDA architects and Hockley and Dawson structural engineers to design the new Leisure Centre bridge funded from the Parish Council's General Reserve pending receipt of s106 funding from SCC and LCWIP funding from WBC. Cllr E Townsend abstained from the vote.

20. REMEMBRANCE SUNDAY

Cllr T Cobby has already met with the Parade Marshall and St Nicolas Church and prepared the event management plan and risk assessment. The Clerk confirmed that the Parish Council is responsible for the event and is providing insurance cover and first aid attendance.

- The Council AGREED to apply for the road closure for Remembrance Sunday and to provide professional road marshalls, if needed.
- The Clerk will book the PA system.

21. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE

This item was held in private and confidential session: reason – commercial in confidence.

- The Council asked if the two galvanised steel benches for the Centenary Garden can be made in a circular shape to retain the poppy shape feature of the garden.
- The Council AGREED to adopt the Ecology Report for the Beryl Harvey Field as Council policy and accepted the ecologist's recommendation for volunteer support, without ecological supervision, as follows:

Grassland & Scrub

- Hand-pull or dig up common knapweed in spring or autumn (small-scale, phased).
- Help with spot control of creeping thistle or invasive species as they appear.
- Participate in bramble removal using hand tools outside of nesting bird season (Sept–Feb).

Woodland

- Join walkovers to check for regrowth of cherry laurel or dense bramble (remain on paths).
- Assist in building hibernacula using logs, rocks and turf
- Construct bird, bat, or hedgehog boxes using online resources or kits.
- Install bat/bird boxes on trees with appropriate guidance.

Wildlife Monitoring & Education

- Join/lead wildlife activities like:
- Bird watching
- Wildflower ID
- Butterfly/invertebrate surveys
- Tree ID in winter
- Build bug hotels from natural materials or pallets with community/children.
- Support nature-based crafts and education (e.g., collages, family-friendly walks).

The Clerk will contact the conservation volunteers to request volunteer details and scope of their work for the Council's insurers. The Council AGREED to invite the conservation volunteers to a meeting of the Property and Asset Committee annually to talk about their work at the conservation field.

- The Council had obtained three quotations for its annual tree surgery. Cllr H Nicholson left the room having declared a prejudicial interest. The Council AGREED to appoint Dave Ford Treecare, Cllr H Nicholson returned.
- The Council NOTED that tree number 266 at Elmbridge was felled last week on advice of the Council's arboriculturalist as it had advanced decay, and the Council's ecologist had not identified bat roosting suitability.
- Following public consultation, the Council AGREED to fell tree number 247 which has advanced decay, provided that the bat roosting climb inspection next week finds no roosting bats. If roosting suitability is found, the Council AGREED to appoint the Council's ecologist to supervise the soft felling of this tree.
- Following public consultation, the Council very reluctantly AGREED to soft fell tree number 847 which has damaged buttress roots supervised by the Council's ecologist as the tree is too unsafe for a climbing inspection. The Council AGREED to re-plant both trees with native species.
- The Council had requested three quotations and AGREED to install two dehumidifiers below the stage in the Village Hall funded from the Forward Maintenance Plan Reserve.

- The Council had requested three quotations and AGREED to appoint Reflex Sports to replace the Snoxhall Community Centre Sports Hall floor with a sprung lino floor suitable for pickleball to be funded from Neighbourhood CIL.
- The Council AGREED to ask WBC for a copy of their agreements to enable the Council to review its licence agreements, hire agreements and standard terms and conditions.
- The Council AGREED for investigations into planning permission and fire safety for the installation of a storage container behind the Council Office.

22. STAFF MATTERS

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

- The Clerk left the room. The Council AGREED to adopt the National Salary Award backdated to 01 April 2025 for the Clerks. The Clerk returned to the room.
- The Council AGREED to adopt the National Salary Award backdated to 01 April 2025 for all Grounds Staff.
- The Council made no performance awards for grounds staff.
- Following a discussion by the Council in confidential session last month without the Clerk present, the Clerk was asked to seek quotations for HR support for a staff review. She requested quotations for a Staff Grading Review and presented two quotations to the Council. The Council said they did not want a Staff Grading Review, so the Clerk asked the Council for a brief before further quotations for HR support are sought. The Council AGREED for Cllrs M Scully and C Walker to prepare a brief for HR support for the Council to consider at the next meeting.

23. DATE OF NEXT MEETING

Thursday 16 October 2025.

The meeting closed at 9.19pm.

Signature.....

Date.....