



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 16 OCTOBER 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)

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, prior commitment apology of Cllr C Walker and apology from Cllr H Nicholson who is unwell.

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 two candidates for the Parish Councillor vacancy on Cranleigh East Ward:

- Mary Ann Johnson said in her candidate information form that she has a keen interest in local matters, particularly recreation for all ages and abilities.
- Yvette Nicholson who was unable to attend the meeting but had submitted her candidate information form which said that she has worked in NHS community premises for the past 28 years and currently hold qualifications in Health and Safety and Facilities Management. Volunteering is especially important to her, and she believes that active involvement in the community helps build a stronger, more connected village.

The Council took a signed ballot. The results of the ballot were:

Mary Ann Johnson 1

Yvette Nicholson 6

The Council AGREED to co-opt Yvette Nicholson who will be asked to sign her declaration of acceptance of office before the next meeting.

The Chairman thanked all candidates for standing for nomination.

4. PUBLIC SESSION

- A member of the Community Speedwatch Team asked for support for the Cranleigh team which is struggling for members and has suffered abuse online and roadside from members of the public. The Clerk said she would seek body worn cameras for the Speedwatch volunteers. Two new volunteers are being trained next week.
- A member of the public asked who the data processor is for the public WIFI in the village, the Chairman confirmed Cranleigh BID are the responsible body.

5. GUEST SPEAKER – Mr Richard Newell – GDPR-Info

Mr Newell was due to provide GDPR training for the Council but is unwell so the training will be re-arranged. The second part of this agenda item was deferred to the private and confidential session at the end of the meeting.

6. MINUTES

The draft minutes of the Parish Council meeting held on 18 September 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 invited Parish Councillors to attend Remembrance Sunday service and parade.
- The Chairman reported the sad death of Grant Pearman who has given much of his career to the Cranleigh community through his work at the Showground and Knowle Park. The Council has sent a sympathy card.
- The Chairman advised that he has been interviewed by BBC Radio Surrey about the tragic accidents in Cranleigh this week.
- The Chairman reported that Sheila Smith is recovering from her fall and the Council had sent her a get well card.

8. CLERK'S REPORT

The Council NOTED the following report:

- Trees 247 and 847 were felled at the Bruce McKenzie Field. Tree 247 had a specific fungus attacking its roots. Tree 847 was found to be very rotten around the buttress roots. Further concerns have been raised about tree 248 (adjacent to tree 247) which the arboriculturalist has been appointed to assess using sonic tomography and tree 3235 which the arboriculturalist is inspecting as it is leaking fluid down its trunk.
- The Clerk has contacted Thames Water about the very tall trees on the boundary of the Elmbridge allotments but has not received a response yet.
- The Clerk has appointed a contractor to undertake the small repairs to buildings resulting from the fire risk assessment and repairs to the wall of the Post Office flowerbeds.
- The dehumidifier and heaters have been installed under the stage in the Village Hall and operate via a timer to use the night rate electricity.
- The Village Hall floor is being sanded and sealed and the Snoxhall Community Centre floor is being replaced in the Christmas break.
- The Council's insurers have given approval for the repair of the Village Hall following the car accident in the summer.
- The new tractor is on order and will fit within the current machine shed with a 16mm clearance.
- The Downs Link will be closed from Knowle Lane to Elmbridge Road for six weeks from 27 October 2025 for re-surfacing works.

- SALC AGM is on Thursday 13 November 2025 11.00am – 3.30pm at the Silvermere Golf Club. Places need to be booked.
- The Chairman, Clerk and Senior Admin Clerk had a very proactive meeting with the pickleball club, who are delighted with the new floor surface. A page for pickleball has been added to our website and social media content issued.
- All 12 places on the first aid course have been filled: 7 members of staff, one Councillor, one Alpher Coffee and three Pickleball members.
- There are 20 places on the fire marshall course: 7 members of staff, one councillor, one Alpher Coffee, one pickleball, one Little Hearts Nursery, one Knowle Park Trust – 8 places remaining.
- The Clerk contacted officers at WBC for copies of their model hire and licence agreements but has not received a reply.
- The Council will know tomorrow if a bye-election has been called for the second vacancy on Cranleigh East Ward for a Parish Councillor.
- WBC confirmed the following road names have been approved following the consultation last month: Coral Close, Parsley Place, Chicory Road, Dandelion Drive and Gem Place.
- Neighbourhood CIL of £13,274.49 will be paid to the Parish Council for the period of 01/04/25 – 30/09/25.
- The Clerk is meeting with representatives of SMART Cranleigh and Cranleigh BID on Monday to discuss a community online directory.
- The Council asked the Clerk to contact Cranleigh BID about the Waverley Active Travel Scheme. Cranleigh BID is already signed up for the scheme and will go live in the new year.
- The Chairman and Clerk have a meeting with the Head of Planning at WBC on Wednesday to discuss advertisement consent for the Football Club respect banners and to discuss the WBC Local Plan in light of the appeal for 800 houses on land at Southwater and its impact on Neighbourhood Plans and the DEFRA announcement on water neutrality.
- The Clerk has submitted an application for a Nature Recovery Grant to Surrey County Council for a liner for the attenuation basin in the cemetery. The outcome should be known in November.

• High Street Improvements Update from Cllr C Walker:
[Community Forum - Cranleigh High Street - Commonplace](#)

Cranleigh Fountain Square Update – September 2025

Construction for Fountain Square will be delivered in two phases: autumn 2025 and spring 2026. This phasing helps avoid disruption during the festive period and minimises impact during school term time.

Autumn 2025 (starting early October)

SCC will be delivering:

- Installation of cycle parking hoops and tree pits along Bank Buildings Road
- Replacement of the bus shelter and preparation for Real Time Passenger Information services
- Replacement of the noticeboard to match the new bus shelter, along with two new benches.

SCC also hope to deliver white line painting at the Onslow Mews end of Bank Buildings Road to enable part-time pedestrianisation of Fountain Square (weekends and bank holidays only, 9am–4:30pm) for a trial period of up to 18 months. The works will allow us to launch the Experimental Traffic Regulation Order (ETRO), which is the legally-required consultation process for the pedestrianisation trial. Posters about the ETRO were put on lamp columns in Fountain Square last Friday, with information on how to respond to the ETRO. The consultation period will remain open for 6 months to gather resident feedback.

Phase 1 is expected to take approximately two weeks and will require temporary overnight 2-way traffic lights (for bus shelter installation) – currently programmed for the 20-22 October

Spring 2026 (around March/April)

Works will continue over the Easter holidays to help minimise term-time disruption. This phase will include:

- Relocation of the disabled parking bay
- Raised pedestrian crossing points at:
 - High Street / Rowland Road / Bank Buildings Road junction
 - High Street / Bank Buildings Road / Onslow Mews junction

Cranleigh High Street

Following earlier engagement, SCC have been working with designers to incorporate feedback from residents and stakeholders into the detailed design. This includes:

- Improved raised pedestrian crossing outside Cranleigh Pharmacy
- Raised Zebra crossing (if feasible) outside M&S
- Enhanced crossing at the Post Office, improved drainage, and widened footway
- Footway resurfacing and conservation-style kerb replacements where possible
- Design of a 'No loading zone' between 7:30–9am (or similar) from Village Way to M&S

SCC aim to complete the detailed design for the High Street by the end of 2025, with construction starting in summer 2026 and completing by year-end.

- Tuesday 21 October ITX 9.00pm Tik Tok Murder Gone Viral about the murder of Charlie Cosser – inspiration for the bleed control kit by the Youth Council at Cranleigh Village Hall - #Charliespromise

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- Leaks in Bookhurst Road have been reported to Thames Water.
- WBC Local Plan Issues and Options consultation will be launched at the end of October.
- WBC has adopted the Surrey Hills Management Plan which has a 75 year vision.
- Volunteers are needed to weed the High Street flowerbeds – the Clerk will ask the F3 fitness volunteers.
- There is a six month trial for an ETRO for the closure of Fountain Square.
- Cllr E Townsend will follow up on the hire and occupational licence agreements with WBC.
- She has written to the Cabinet member at SCC to request average speed cameras following the accidents on Elmbridge Road. The Downs Link bridge has had remedial repairs and has been checked following the accidents.
- There are discussions with the Wey & Arun Canal Trust about widening the canal bridge.
- Cllr E Townsend will follow up on the Snoxhall car park contract.
- Cllr E Townsend will follow up on the licence agreements for the three electrical cabinets on the Common.
- Cllr E Townsend will follow up on the repair of the Northdowns drain.
- Cllr E Townsend will contact Thames Water about the drop in water pressure on Grove Road, Avenue Road and Cromwell Place.

10. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting on 15 September 2025 were AGREED.

11. COUNCIL STRUCTURE

The Council DEFERRED this item to the next meeting.

12. FINANCIAL MATTERS

1. The expenditure lists for October 2025, circulated earlier, were AGREED by the Council. Cllrs M Scully and C Walker will authorise the online payments for October.
2. The bank reconciliations to 30 September 2025 were AGREED and signed by Cllr C Bennett.
3. The cashbook reconciliations to 30 September 2025 were AGREED.
4. The Council AGREED to invest the sum of £200,000 in CCLA.
5. The Council AGREED to appoint Cllr T Cobby and Finance and Admin Assistant as bank signatories.
6. The Council AGREED to make a donation of £600 to Cranleigh Guides and declined to make a donation to Challengers this year.

13. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Clerk wrote to the conservation volunteers to notify them of the Council's adoption of the Ecology Report for the Beryl Harvey Field and to invite them to suggest areas of work the volunteers would like to undertake and to extend the Council's invitation to them to a meeting of the Council's Property and Asset Committee.
- Centenary Garden – The two new galvanised steel curved benches have been ordered for the Centenary Garden.
- Community Speedwatch – The Clerk and Senior Admin Clerk are training the Finance and Admin Assistant and two new volunteers next week.
- Recreation Users – Members of the Property and Asset Committee are meeting with the Football Club on Monday 10 November.
- Youth Council – The Youth Council had a great visit to the Fire Station last week to tie in with their Duke of Cornwall Community Safety Award. The Clerk offered to help find volunteers to clear the fire station frontage. One of the Youth Councillor parents is a member of F3 Fitness who have kindly agreed to clear the frontage and our grounds staff will process the arisings through our composting system. Unfortunately two Parish Councillors are not available to supervise the Youth Council on Remembrance Sunday so they will need to be accompanied by their parents to attend and lay the Youth Council wreath.
- Remembrance Sunday –
 - Road closure is confirmed and traffic management company BUKO have been booked to manage the road closures. Lions providing advance notice signage and Cllr T Cobby is putting the signs out.
 - Lions are providing 15 Marshalls for the parade and service.
 - The PA system has been booked.
 - Police and Fire Service have been notified.
 - Event Management Plan and Risk Assessment completed.
 - First Aid provider booked.
 - Erik Heemskerk is responsible for the Church Service and War Memorial Service. Jules Money is the Parade Master and the Clerk is managing the overall event.
 - F3 Fitness volunteers are litter picking and weeding the High Street in advance of Remembrance Sunday.

War Memorial Roses - The Chairman, Cllr T Cobby and the Clerk met with Gavin Tunnell and Tom Reynolds to discuss the replacement of the War Memorial roses. Gavin Tunnell will provide the materials, Tom Reynolds will provide the labour and the Lions will fund the new roses. Works are planned for later in November.

Cllr T Cobby contacted the War Memorials Trust about the use of patio black spot remover which the Council has AGREED can be used on the Cranleigh War Memorial, but pressure washing is not permitted. The Clerk reported that she is organizing a five yearly memorial safety inspection of the War Memorial by the Council's structural engineer.

14. DEVOLUTION

The government's decision on local government reorganisation for Surrey is expected by the end of this month.

15. PROPOSED CHANGES TO THE PENSION ADMINISTRATION STRATEGY

The Clerk reported that the key changes are:

- Transitioning from annual returns to monthly data collection.
- Setting an expected standard for data submission on or before pay day, with an absolute deadline of the 7th of the month following payroll.
- Establishing an expected contribution payment date of the 10th of the month following payroll.
- Updating the charging structure to allow for straightforward charges for persistent non-compliance.
- Removing outdated charges and aligning with current prevailing rates for the Fund.

The Council decided not to submit any comments but recognised the value of outsourcing payroll to ensure it can manage the Council's pension fund and avoid unnecessary service charges.

16. PUBLIC INQUIRY

There will be a Public Inquiry for the Surrey County Council public footpath no 576 (Cranleigh) and public footpath no 565 (Alfold) definitive map modification orders held at 10.00am 17 March 2026 at Cranleigh Village Hall, High Street, Cranleigh, Surrey GU6 8AG. The inquiry is scheduled to last 2 days. The Council had no comments.

17. SMART CRANLEIGH DIRECTORY

The Council has retained the domain name www.cranleighvillage.net

The Council AGREED to set a budget of £1,000 for the Council's website provider to create a website to provide a community directory for facilities and services in Cranleigh to be maintained by the Parish Council.

18. LOCAL COUNCIL AWARD SCHEME

The Clerk advised that due to the workload for the Subject Access Request, the Council's application for the Local Council Award Scheme has been delayed.

19. SNOXHALL FIELDS MACHINE SHED

- The Council AGREED to appoint CDA Architects and Hockley and Dawson structural engineers to handle the discharge of condition 4 of the planning permission funded from the Machine Shed EMR.
- The Council AGREED to instruct CDA Architects to issue the tender invitation for the machine shed on receipt of the structural engineer plans.
- The Council AGREED to instruct UK Power Networks to start installation of the power supply for the site at a cost estimate of £17,464 + VAT to be funded from the Machine Shed EMR.
- The Council AGREED to ask Box Broadband if they can assist with the telecommunications line to the site, or to investigate Starlink.

20. LEISURE CENTRE BRIDGE

The Council AGREED for the Leisure Centre bridge design to have a composite base and galvanised steel handrails. The structural engineer is working on the bridge design plans. Cllr E Townsend will follow up the s106 and LCWIP funding.

21. CRANLEIGH VILLAGE HALL

Cllrs M Scully and B Steel will investigate cinema for the Village Hall.

22. SWOT ANALYSIS

Cllr R Tyler left the meeting.

The Council completed a health and wellbeing SWOT analysis for SMART Cranleigh during the meeting.

23. PUBLIC WIFI

The Council AGREED the heads of terms for the installation of the public WIFI hotspot at Cranleigh Village Hall.

24. STAFF MATTERS

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

Cllrs M Scully, E Townsend and C Walker will provide a brief on the required HR support for the December Council meeting.

25. SUBJECT ACCESS REQUEST

On the advice of the Council's Data Protection Officer, who had sought the advice of the ICO, the Council formally AGREED to link the Subject Access Request, Notice Before Court Action with the Debtor.

The Council will continue to pursue the debt and await the ICO investigation into the Subject Access Request reported by the debtor.

26. DATE OF NEXT MEETING

Thursday 20 November 2025.

The meeting closed at 8.39pm.

Signature.....

Date.....