



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 20 NOVEMBER 2025  
IN THE COUNCIL CHAMBER

Councillors

Cllr C Bennett\*

Cllr R Burbridge\*

Cllr T Cobby\*

Cllr M A Johnson\*

Cllr H Nicholson\*

Cllr Y 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: Cllr R Reed, Parish Clerk B. Bell, two members of the public.

1. APOLOGIES FOR ABSENCE

The Council AGREED the work commitment apologies of Cllr D Nicholas, prior commitment apology of Cllr C Walker and apology from Cllr B Steel who is unwell.

2. DECLARATIONS OF INTEREST

Cllr E Townsend declared she is a Surrey County Councillor and Waverley Borough Councillor.

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 she has lived in Cranleigh for 40 years. She has a degree in early years education and CIPD level 5 in HR. She has experience in accounting, payroll and excel. She has volunteered as treasurer to the Cranleigh WI. Since retiring two years ago, she is looking to put something in the village. She is concerned that infrastructure is not keeping pace with development and would like to see more facilities for people of all ages and abilities.

Louisa Ellison said she has lived in Cranleigh for 35 years. She works in the Co-op and would like to give back to the community. She previously worked as a travel agent and has volunteered in the charity shops in the village. She has seen the village grow and would like more facilities for children.

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

Mary Ann Johnson 7

Louisa Ellison 1

The Council AGREED to co-opt Mary Ann Johnson who signed her declaration of acceptance of office and joined the meeting.

The Chairman thanked all candidates for standing for nomination.

#### 4. PUBLIC SESSION

There were no members of the public present who wished to speak.

#### 5. MINUTES

The draft minutes of the Parish Council meeting held on 16 October 2025, having previously been circulated, were AGREED signed by the Chairman as a true record.

#### 6. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- The Charman welcomed Cllrs Y Nicholson and M A Johnson.
- The Chairman thanked everyone who supported Remembrance Sunday and especially Cllr T Cobby and the Clerk for their work in the background.
- The Chairman thanked the volunteers who helped with the weeding of the Post Office Flowerbeds in readiness for Remembrance Sunday.
- The Christmas Day Lunch will be held in the Village Hall, local businesses have been very generous.
- Cllr H Nicholson is preparing hampers for delivery on Christmas Eve.
- The Chairman thanked Cllr E Townsend for organising the trimming of the hedge in Village Way and congratulated the staff on a job well done.
- Tickets are available for the IN2Drama performance at the Village Hall on 29 November. The Chairman asked for help to clear the dressing rooms at the Village Hall on Monday in preparation for their use.

#### 7. CLERK'S REPORT

The Council NOTED the following report:

- There have been three requests for CCTV this month, which is time consuming but worthwhile.
- The Clerk attended the WBC Parish and Town Clerks Meeting and Meeting with the Monitoring Officer. The meetings covered Code of Conduct, register of members interests, planning update, local government reorganisation and community asset transfers.
- The account opening application form is ready for signature for Unity Trust Bank by Cllrs R Burbridge, D Nicholas, H Nicholson, M Scully and C Walker.
- There are ten places available on the fire marshall training course on Wednesday 9.00am – 1.00pm in the Council Office.
- Cllrs H Nicholson and Y Nicholson agreed to install the plot markers at the allotments.
- GDPR and Councillor training has been scheduled for Thursday 29 January 2026 at 7.00pm – 9.00pm.
- Councillors are invited to the Cranleigh Village Hospital League of Friends AGM on Wednesday 26th November at 7.00 pm in the Band Room on Village Way.
- The Council AGREED to submit a 50 word nomination for an outstanding Councillor or long standing Clerk to be a guest at one of the King's Royal Garden Parties in 2026 and AGREED to nominate the Clerk.
- The Council AGREED to nominate Cllr M Scully to the Lord Lieutenant invitation to attend one of the King's Royal Garden Parties in 2026.

#### 8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- WBC are holding an Issues and Options consultation event at Cranleigh Leisure Centre this Saturday 9.00am – 1.00pm.
- Thames Water road issues in Ewhurst Road, a marshall was provided to help children cross the road.
- Barhatch Lane roadworks are complete, but mud has been left on the road.

- Thames Water works in Rowly should be complete by the end of January.
- She has a meeting with the new Thames Water government liaison officer next week.
- The new bus stop, bike hoops, benches are trees are being installed in Fountain Square.
- Wayfinding maps are being prepared for movement around the village.
- She has had discussions about the three shops next to the pub.
- She is looking into the replacement of the Village Way bins.
- She is still trying to get the Horsham Road bench moved to the bus stop.

#### 9. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting on 06 and 27 October 2025 were AGREED.
- The minutes of the Property & Asset Committee Meeting on 31 July 2025 were AGREED.

#### 10. COUNCIL STRUCTURE

The Council AGREED:

- To appoint Cllr Y Nicholson and Cllr M A Johnson to the Property & Asset Committee.
- To appoint Cllr M A Johnson to the Personnel Committee.
- To appoint Cllr Y Nicholson and Cllr M A Johnson to the Pavilion Working Party.
- To elect Cllr R Burbridge to Chairman of the Personnel Committee.

#### 11. FINANCIAL MATTERS

1. The expenditure lists for November 2025, circulated earlier, were AGREED by the Council. Cllrs R Burbridge and M Scully will authorise the online payments for November.
2. The bank reconciliations to 31 October 2025 were AGREED and signed by Cllr T Cobby.
3. The cashbook reconciliations to 31 October 2025 were AGREED.
4. The Council AGREED to withdraw the sum of £50,000 from CCLA, Cllrs R Burbridge and M Scully signed the form.
5. The Council DEFERRED the interim internal report for the financial year 01/04/25 – 31/03/26 to the next meeting.
6. The Council DEFERRED the report by Cllr D Nicholas on the scope and effectiveness of the interim internal report for the financial year 01/04/25 – 31/03/26 to the next meeting.
7. The Council AGREED to transfer the Neighbourhood CIL income of £13274.49 for the period 01/04/25 – 31/10/25 to the Machine Shed EMR.

#### 12. OUTSIDE BODIES

- Beryl Harvey Conservation Field – There has been no reply from the volunteers, so Council will continue following the ecologist's maintenance plan.
- Centenary Garden – The two new galvanised steel curved benches have been delivered for the Centenary Garden and will be installed shortly.
- Community Speedwatch – At the training session held on 22 October 2025, the Clerks had a visit from our local traffic officer. He has organised body worn cameras for speedwatch volunteers. He caught a driver not wearing a seatbelt during the session. The Council is waiting on date from a new volunteer for training.
- Recreation Users – Members of the Property and Asset Committee met with the Football Club on Monday 10 November.
- Youth Council – The Youth Council submitted their own response to the Local Plan consultation. The Youth Council is currently working on their Community Safety Award.
- Remembrance Sunday – Cllr T Cobby reported that there was a debrief meeting tonight. Damage has been discovered to the wall of the War Memorial. The Clerk has received the full structural survey and invited quotations for repair. The roses were removed last week by Council staff in preparation for the new rose planting. Cllr T Cobby thanked Tunnel Grab Services and Reynolds who have prepared the rosebeds this week and Cranleigh Lions who are providing and planting the roses.

### 13. DEVOLUTION

The Clerk reported that last month the government confirmed that Surrey County, District and Borough Council will be replaced with two unitary authorities:

The new East Surrey council will replace these existing councils

- Elmbridge Borough Council
- Epsom and Ewell Borough Council
- Mole Valley District Council
- Reigate and Banstead Borough Council
- Tandridge District Council
- 

The new West Surrey council will replace these existing councils

- Guildford Borough Council
- Runnymede Borough Council
- Spelthorne Borough Council
- Surrey Heath Borough Council
- Waverley Borough Council
- Woking Borough Council
- 

Nicola Kilvington has been appointed Director of Local Government Reorganisation and Devolution at Surrey County Council and is leading on the Neighbourhood Area Committees (NACs).

Elections for the unitary authorities will be held in May 2026 to form the shadow authorities with the new unitary authorities taking office on 01 April 2027. The existing County, District and Borough Councils will cease to exist on 31 March 2027. There will be an overlapping year of shadow unitary councillors and elected district, borough and county councillors, but existing authorities will continue to make decisions until the new unitary authorities are in place. Joint boards will help to shape transition to ensure services continue to be carried safely and legally. In 2031, all authorities should align for elections.

Draft Structural Changes Order (SCO) circulated to Chief Executives for factual checks by 7 November 2025. Formal laying of the Order before Parliament expected early January 2026. Section 24 of the Local Government and Public Involvement in Health Act 2007 allows the Secretary of State to direct that from a certain date the authorities to be dissolved under a Structural Change Order may not, without the written consent of those specified in the direction:

- Dispose of land for more than £100,000 (note: disposals include granting or disposing of any interest in land; entering into a contract to dispose of land or grant or dispose of any such interest; and granting an option to acquire any land or any such interest)
- Enter into contracts that exceed the following limits Capital £1,000,000+ Non-capital £100,000+

Section 24 Direction of the SCO means asset transfers will require consent of the unitary authority after June 2026. The Clerk said the Council should act early if seeking asset transfers and prepare proposals for devolved service delivery under the new unitary structure. However most transfers will be under the threshold.

Of the 10 authorities being dissolved, 8 are actively engaged in Community Governance Reviews to establish new Town and Parish Councils, or expanding existing Town and Parish Councils.

SALC are preparing a briefing note for next year on how Town and Parish Councils can engage with the new unitary authorities. They have advocated for a Partnership Officer in Surrey to liaise with Town and Parish Councils and engaged with the NACs.

Concerns have been raised about Town and Parish Council representation on NACs at the SALC Annual Conference, as only one person is permitted to represent all of the Town and Parish Councils in the authority area.

At the meeting of WBC with Town and Parish Clerks, Cllr Paul Follows asked Town and Parish Councils to provide him with their comments about the NACs. Cranleigh Parish Council has had no involvement with the NACs and is unaware of the proposed NAC for Cranleigh.

No decision has been made by the government yet on a strategic mayoral authority for Surrey although the threshold of two unitary authorities has been met to permit a strategic mayoral authority for Surrey which would look to devolve power to a directly elected mayor. If there is no strategic mayoral authority election in 2027, the full cost of the Parish Council elections will have to be met by Town and Parish Councils and not shared with the strategic authority. The Clerk has doubled the Parish Council's election budget for May 2027 in preparation for increased election costs.

14. WBC LOCAL PLAN

Cllr E Townsend said the housing numbers in the current adopted Local Plan are 590 per annum and were increased by the last government to 710 per annum. The new government has increased this figure further to 1,440 per annum. WBC has written to the government to object to this housing number increase for Waverley which would require a new town the size of Farnham and Godalming combined in the next 20 years, but 80% of Waverley has some designation as national landscape or green belt. She said WBC are unable to meet their housing targets and is open to speculative development. There have been three call for sites.

The Council AGREED to submit a response to the consultation to say that the housing numbers for Waverley are unsustainable as they are undeliverable and the area lacks suitable infrastructure.

15. CRANLEIGH VILLAGE HALL

- The Council AGREED for Cllrs M Scully and B Steel to organise showing films at Cranleigh Village Hall using Film Bank Media. The Clerk will purchase sum up machines to take sales directly into the Council's bank account.
- The Council AGREED for Cllr H Nicholson to organise a Eurovision Song Contest night at the Village Hall. Cllr R Tyler left the meeting.

16. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE MEETING

- **Recommendations from the meeting with the Football Club.**  
Cllr C Bennett declared an interest and took no part in the following decisions.  
The Parish Council has agreed in principle for the respect banners, but advertisement consent is required as the recreation ground is not an enclosed sports venue.  
The Council AGREED for six sets of foldable goals to be stored attached to the green storage containers.  
The Council AGREED to give the Football Club permission to re-decorate the pavilion changing rooms.  
The Football Club AGREED to provide weekly pitch bookings.  
The Football Club approached the Parish Council to undertake the grounds maintenance of the football pitches on the Common, but the Parish Council does not currently have vehicles.  
The Council NOTED the Football Club's Project 35 vision and AGREED for the Football Club to attend the Annual Parish Meeting as guest speaker to present their Project 35.
- **To receive a report on Snoxhall Pavilion modernisation.**  
Cllr D Nicholas will organise a meeting of the Working Party: Cllrs C Bennett, T Cobby, M A Johnson, D Nicholas, Y Nicholson, M Scully.
- **To review Council Office storage facilities.**  
Cllrs R Burbridge, D Nicholas and M Scully visited the CAB offices yesterday and noted that they are in reasonable condition.
- **To purchase two replacement trees for the Bruce McKenzie Field.**  
Cllr M Scully has met with Martin Bamford who recommended an almus new horizon elm tree which is establishing well in the adjacent Knowle Park.

- **To review the Council's CCTV contract.**  
The Council AGREED for Cllr M Scully to investigate new CCTV technology and NOTED that Securitas have been specified for the new machine shed to keep consistency if planning to tender for entire contract.
- **To consider a quotation for a new noticeboard at the rear of the Village Hall.**  
The Council AGREED to purchase a bespoke six compartment noticeboard for the rear wall of the Village Hall and illumination funded from the Business Plan reserve.
- **To consider items for the budget 01/04/26 – 31/03/27.**
  - Replacement safety surface under the Snake Swing and Aerial Runway.
  - New play equipment in front of Snoxhall Community Centre.
  - Completion of the footpath on the western side of Snoxhall Fields, pending completion of the machine shed works.
  - Installation of a liner for the cemetery attenuation basin.
  - Continue to build the Grounds Maintenance equipment reserve.

Cllr E Townsend said she has some funding remaining in her Members Allocation and offered to help fund swings in the play park as Cllr C Bennett said there is always a queue for the swings.

17. SNOXHALL FIELDS MACHINE SHED

The Council has appointed geologist Albury to undertake geological assessment required by the structural engineer.

The tender has been issued with a closing date of 11 December 2025. Currently there are nine companies interested.

The Clerk has instructed Utility Planners to provide quotations for the supply of electricity, water and telecoms to the machine shed.

The Chairman, Clerk and Grounds Manager met with WBC to discuss the Parish Council's Strategic CIL application. WBC reminded the Parish Council that any valid bid for Strategic CIL funding must relate to infrastructure which is required to support growth/development. Strategic CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. Any rationale behind how you consider that your project is required to support growth/development will need to be clearly explained within your submitted bid. If a prospective bid does not fulfil this mandatory requirement, it will be deemed invalid.

As mentioned before, The CIL Regulations 2010 (as amended) state that the Council must spend Strategic CIL funds on 'the provision, improvement, replacement, operation or maintenance of infrastructure necessary to support growth'. 'Infrastructure' is as defined within the Planning Act 2008 and includes:

- roads and other transport facilities
- flood defences
- schools and educational facilities
- medical facilities
- sporting, recreational facilities and open spaces.

During the meeting, the Clerk raised concerns that the total cost of the project may increase between now and next year and asked if allowing for contingency would be acceptable. The CIL Team can confirm that providing for contingency is sensible. However, if the bid is successful, the relevant Terms and Conditions will require that if the total Project cost is lower than amount stated in the attached application form, there will be a pro rata reduction in Strategic CIL funding.

The Council's questionnaire is now live to gather community support for the CIL application. Cllr E Townsend said she sits on the CIL Working Party and members do not vote on projects in their area.

18. LEISURE CENTRE BRIDGE

- **To note the update from the architect and structural engineer on the bridge design.**
- The Council has appointed geologist Albury to undertake geological assessment required by the structural engineer.
- The Clerk reported that the detailed design plans are awaited from the structural engineer and architect before the Parish Council can apply for planning permission and issuing the tender.
- **To receive an update from Cllr E Townsend on SCC 106 funding and WBC LCWIP funding.**  
The County Council has received the £40k S106 contribution from the new Cranleigh Leisure Centre development. Both SCC (s106) and WBC (LCWIP) require the bridge design details before releasing the funding.

19. WBC STREET TRADING CONSENT

The Council supports the renewal of the street trading consent for Il Forno Volante.

20. SUBJECT ACCESS REQUEST

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

The debtor has re-paid most of the outstanding balance, but the fees to retrieve the outstanding balance outweigh the outstanding balance. The Council wrote off the outstanding debt due to costs to recover the debt outweighing the debt itself.

The Council has rejected a notice before court action on three previous occasions. The Parish Council has stated consistently that it has followed its policies and will await the outcome of the ICO investigation. The Council AGREED to reiterate its previous response to this fourth notice before court action.

21. STAFF MATTERS

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

The Clerk has appointed the Council’s HR advisors to handle a staffing matter and the Council’s Personnel Committee are put on notice that a meeting may be needed at short notice.

22. DATE OF NEXT MEETING

Thursday 18 December 2025.

The meeting closed at 8.55pm.

Signature.....

Date.....