



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 19 FEBRUARY 2026
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge*

Cllr T Cobby*

Cllr J Doyle*

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: Parish Clerk B. Bell, Senior Admin Clerk L. Glazier and Finance and Admin Assistant K. Vass.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr Y Nicholson.

2. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Surrey County Councillor and Waverley Borough Councillor.
- Cllr D Nicholas declared he is a member of Cranleigh Football Club.

3. GUEST SPEAKER: Mr Richard Newell – GDPR-Info

Mr Newell provided a training session on GDPR for Councillors and staff. The Council thanked Mr Newell for the training which will assist the Council to complete assertion 10 of the Annual Governance Statement.

4. PUBLIC SESSION

There were no members of the public present.

5. MINUTES

The draft minutes of the Parish Council meeting held on 15 January 2026 and extraordinary Parish Council meeting held on 22 January 2026, 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 Chairman had attended the Cedar Court Valentines Event.
- Chatty Café has started in the Village Hall on a Wednesday 1.00 – 2.30pm.

- The Chairman has been invited to the Royal Garden Party through the Surrey Lieutenancy.
- Mandiras Kitchen are running a pop up event in the Village Hall on Friday 06 March.
- The blu ray player for the Village Hall cinema has been installed in the Village Hall, with grateful thanks to the Lions for the funding.
- The Chairman asked if the rubbish has been cleared on the Downs Link, Cllr E Townsend said she will enquire.
- The Vice Chairman said there have been complaints about the maintenance and cleanliness at the Leisure Centre, Cllr E Townsend said she will enquire.

7. CLERK'S REPORT

The Council NOTED the following report:

- New Village Hall noticeboard is due this month.
- Defibrillators at the Common public toilets and One Stop have been used.
- SCC has been supplied with broad dates from the start of March through to May, for road permits for their contractors to install the reduced speed limits within Area 3 of our Rural Speed Limit Project. Many roads will require temporary traffic management, ranging from some carriageway encroachment, to lane closures and possibly full road closures for as-short-a-time-as-needed to install / change signs and posts etc. All works and temporary traffic management are planned to be within daylight hours, and therefore without overnight road closures. Whilst the dates / permits / order of the works are subject to change due to priority / emergency utility works cropping up, weather etc, hopefully this long-awaited phase of the SCC project will be installed by the end of May on various roads in and around Cranleigh.
- SCC advise that the scheme to improve the conspicuity of the carriageway deflections, by means of significant vegetation clearance, enhanced signs & lines, hazard marker posts and more at the three notorious bends at the junctions with Barrihurst Lane, Stovolds Hill and Painshill Farm, is planned to start Monday 02 March. The works are expected to last until 05 March. The works will require road closures at times, and temporary lights at other times.
- Reminder for bank signatories to come into the office and log in to online banking for Unity Trust Bank.
- Cllr R Burbridge will attend the launch of the Library of Things launch at the library on Saturday 07 March 2.30pm.
- Cllrs M A Johnson, M Scully and E Townsend will attend the Cranleigh BID presentation evening on Monday 09 March 2026 from 5.00pm.
- Cllrs M Scully and E Townsend will attend a meeting at WBC to discuss Citizens Advice South West Surrey on Wednesday 25 March 4.30 – 6.30pm.
- Councillors may notice changes in agenda and minutes format to make the documents accessible on our website.
- The Clerk has been nominated to represent the Surrey Town and Parish Clerks at the Royal Garden Party.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- She is following up pothole repairs, but SCC current policy is to only fill the largest potholes.
- WBC will need to re-start their Local Plan using the new method in the NPPF consultation. The new method requires Local Plans to be prepared in stages meeting target dates throughout the plan process which must be completed in 30 months.
- The new Leisure Centre budget is going to Council next month.
- There is still time for the Parish Council to submit Community Asset Transfer requests.
- The Your Fund Surrey Small Project funding has been approved for new swings at Snoxhall Fields.
- The joint committee on local government reorganisation is adding debt to their risk register.
- Repairs to the Elmbridge road bridge will necessitate a road closure but no date for repair has been set.

9. MINUTES OF COMMITTEES

The minutes of the Finance Committee Meeting on 11 December 2025 were AGREED.

The minutes of the Planning Committee Meeting on 12 January 2026 were AGREED.

The minutes of the Property & Asset Committee Meeting on 10 November 2025 were AGREED.

10. FINANCIAL MATTERS

1. The expenditure list for February 2026, circulated earlier, was AGREED by the Council. Cllrs R Burbridge and D Nicholas will authorise the online payments for February.
2. The bank reconciliation to 31 January 2026 was AGREED and signed by Cllr J Doyle.
3. The cashbook reconciliation to 31 January 2026 was AGREED.
4. The Council did not need to transfer funds from CCLA this month.
5. The Council AGREED to release the remainder of the SERA EMR to purchase materials for Men in Sheds to make bird boxes and hedgehog houses for the open space at Summerlands.

11. APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 01/04/2026 – 31/03/2027

The Council AGREED to appoint April Skies for financial year 01/04/2026 – 31/03/2027 as an independent and competent Internal Auditor with the following terms of engagement to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. for financial year 01/04/26 – 31/03/27:

- roles and responsibilities
- audit planning and timing of visits
- reporting requirements
- rights of access to information, members and officers
- period of engagement
- remuneration

12. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Property and Asset Committee will meet with the volunteers.
- Centenary Garden – no report.
- Community Speedwatch – volunteers are not currently operating the service.
- Recreation Users – no meeting.
- Youth Council – There are four vacancies on the Youth Council at the moment. Cllr M Scully is meeting with Cranleigh School next week and Cllrs R Burbridge and H Nicholson will arrange a visit to Glebelands School.
- Performing Arts Meeting – Cllr B Steel will attend the next meeting on 30 April 2026.
- Village Hall Events – The Council AGREED the terms of hire for Mandiras Kitchen. Future events planned include Village Hall Cinema and a Tea Dance.
- Cranleigh Villages Event – The Council AGREED to fund the travel costs for the guest speakers.
- Annual Parish Meeting – Guest speakers are Community Connector and Cranleigh Football Club. Alpher Coffee are booked to remain open. Six Community Awards will be presented.
- Cllrs J Doyle, M A Johnson, H Nicholson, M Scully, B Steel and C Walker will organise the Council stand for the carnival. The theme will be consultation for the new Council Business Plan.

13. DEVOLUTION

The Clerk attended the SALC Webinar on the Neighbourhood Area Committee (NAC) pilots in Surrey.

Elections for the West Surrey Unitary Authority will be held on Thursday 07 May 2026.

Pre-election period will commence on Monday 30 March 2026.

Current borough and county councillors will continue until 31 March 2027.

14. COUNCIL STRUCTURE

- The Council APPOINTED Cllrs J Doyle and M A Johnson to the Planning Committee.
- Cllrs J Doyle and M A Johnson agreed to help with the Youth Council.

15. [NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION](#)

The Clerk gave an overview of the key changes in the NPPF that may affect Cranleigh including changes to Neighbourhood Plans and the presumption in favour of sustainable development.

The Council AGREED to submit a response to the consultation to urge the government to include the need for infrastructure provision with new development including electrical supply, water supply, sewage works and highways.

16. PARISH COUNCIL ELECTION MAY 2027 COSTS

WBC notified Parish and Town Councils on 15 January 2026 that they should be budgeting £12 per elector for the 2027 Parish Council elections, effectively increasing the Parish Council election costs from £10,112 to £123,994. WBC set the deadline of 05 January 2026 for the 2026/27 precept, and only alerted the Parish Council to the potential increase in election costs 10 days later. This gives the Parish Council only one precept to collect the funding for the increased election costs.

The Parish Council had increased the 2026/27 election cost budget as the Parish Council had been forewarned to double the election budget and reacted accordingly.

Following correspondence from Town and Parish Councils, WBC updated their position on 26 January 2026:

Given that 2027 supplier pricing will not be available until the autumn, we are going to pursue a suggestion from a parish colleague that we assimilate cost forecasts for all parishes based on current pricing for printing, equipment, supplies, venues, staff, and postal services costs. This will be presented to the Guildford and Waverley Borough Councils Joint Corporate Leadership Board for approval, and they will also consider any LGR specific opportunities and options to see if there is any possible way to assist. Unfortunately, this will take some time and owing to the pressing workstreams of LGR and the Unitary Authority elections, WBC cannot commit to precisely when this will be completed, but will aim to do it by the end of February (or sooner if feasible).

Exactly the amount that each council budgets each year for its elections is a matter for each parish council, but if for medium term precepting you need to enter a 2027 budget now, WBC can only suggest that you take the cost of your most recent all out contested elections and double it. This will provide an indicative, interim figure until WBC can complete the work that they have set out above.

Godalming Town Council has written to the Secretary of State for the Ministry of Housing, Communities and Local Government to seek government mitigation for the unintended consequence of the stand alone Town and Parish Council elections in 2027 due to local government reorganisation and to the Chief Executive of Waverley Borough Council to seek clarification of the calculation of the fixed rate election fee of £12 per elector compared to the fee of £2.85 for a stand alone county election.

The Surrey Association of Local Councils has also taken the matter up with the National Association of Local Councils. The practical options discussed were to challenge the fees with the principal authority, look for cost savings such as alternative venues, seek a staged payment and build on national advocacy.

The Council AGREED to write to the Chief Executive of Waverley Borough Council and their MP about the increased election costs.

17. SCC WAYFINDING SIGNAGE

The Council AGREED to give permission to SCC to install wayfinding signage at Snoxhall Fields, subject to confirmation of statutory undertaker services from SCC. The Council also asked if they could have a copy of the artwork.

18. WBC STREET TRADING CONSENT

The Council SUPPORTS the application and would like a condition that all waste is removed from site.

19. SURREY PENSION FUND

The Council NOTED the actuarial valuation report from 01 April 2026 to 31 March 2029.

20. SNOXHALL MACHINE SHED

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

The Clerk reported:

- Outcome of the Strategic CIL application is awaited.
- Quotations are awaited for the utility connections. Two quotations will be provided for electrical connections: a 35kva on a 3phase supply for current load and a quotation for an additional 10kva for future load e.g. for floodlights. The current load requires a 200amp Heavy Duty Cut Out as the welder alone is 120amps.

21. LEISURE CENTRE BRIDGE

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

The Clerk reported:

- The planning application has been submitted. The ecology report is awaited and will be submitted to WBC shortly. Any development must evidence a 10% biodiversity net gain. If the BNG cannot be achieved on site, the developer can look to purchase BNG units. The ecologist has calculated the biodiversity net gain baseline of 0.04 units. As the work will directly effect a river, this equates to the loss of watercourse units in the metric, and therefore it will need to be compensated with more watercourse units. This means the units required to achieve 10% biodiversity net gain is less than 0.01 and will cost £1,500 to buy the units. The Parish Council will need to purchase the BNG units to accompany the planning application.
- SCC have paid the s106 funding of £40,000 to the Parish Council.
- WBC has paid an initial payment of £5,000 of LCWIP funding which they say is approximately two thirds of the early project costs. A grant fund figure of £15 - £20,000 was discussed with the Chairman on 08 April 2025.
- Current expenditure to date is £13,654.
- **To appoint CDA architects to manage the technical design and construction of the bridge.**

The Council AGREED to appoint CDA Architects fee for tender and construction phase of the bridge.

22. TREE SURVEY

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

The Council AGREED to appoint AFA Consulting to carry out the 2026 tree survey in June 2026 from the 2026/27 revenue budget.

23. 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 Clerk gave a verbal update. The submission date for the Council's defence has been extended until 04 March 2026.

24. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE

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

- **To receive an update on the remaining Snoxhall Fields licence agreements.**
The Clerk reported that all boundary licence agreements for Hitherwood and Aven Close have been returned, and the process will begin again in three years' time.
- **To put on hold the replacement of the outdoor equipment chest press as the whole suite of equipment is coming towards the end of its life.**
The Council AGREED to place on hold the replacement of the outdoor gym equipment individual items as all the equipment is nearing the end of its useful life.
- **To await a response from WBC on the renewal of the Snoxhall Fields car park licence agreement.**
Cllr E Townsend said the licence agreement is still with the WBC Legal Department.
- **To purchase two Ulmus New Horizon trees for the Bruce McKenzie Field to be funded from the 2026/27 tree management budget.**
The Council AGREED to purchase the two trees from the 2026/27 tree management budget.
- **To discuss the CAB lease renewal.**
The Council DEFERRED this agenda item until after the meeting with WBC on 25 March 2026.
- **To meet with the volunteers wishing to help at the Beryl Harvey Field.**
The Council NOTED that the Property and Asset Committee are arranging to meet with the volunteers.
- **To discuss potential future allotment sites.**
 - The Council NOTED the Property and Asset Committee are meeting with the conservation volunteers at the Beryl Harvey Field and agreed to await the outcome of this meeting and the Clerk's enquiry with Fields in Trust.
 - The Council NOTED that the compost dumping at the southern end of the Elmbridge allotments had made reclamation costs prohibitive to extend the allotment site.
- **To agree the community usage of the Cranleigh School noticeboard.**
The Council has the north face of the Cranleigh School noticeboard in Fountain Square for community notices.

- **To agree a programme for the Village Hall Cinema.**
The first Sunday of every month has been reserved for Village Hall cinema. The programme will be agreed once the blu ray player has been commissioned.
- **To delegate authority to Cllr C Walker and the Clerk to update venue hire agreements and standard terms and conditions.**
The Council DELEGATED AUTHORITY to the Clerk and Cllr C Walker to update the venue hire agreements and standard terms and conditions.
- **To appoint a contractor to repair the War Memorial to be funded from the civic budget 2026/27.**
The Council has received the structural engineer's report on the War Memorial and sought three quotations for the recommended repairs. The Council AGREED to appoint Traditional Restoration Limited funded from the 2026/27 revenue budget.
- **To agree a budget of £500 to purchase additional planting for the rosebeds from the civic budget 2026/27.**
The Council AGREED to create an Earmarked Reserve from the 2026/27 civic revenue budget for planting at the War Memorial.
- **To ask the Finance Committee to consider replacement of the Village Hall chairs and trollies, external re-decoration and gutter repair in the budget in the next three years.**
The Council AGREED to ask the Finance Committee to consider replacement of the Village Hall chairs and trollies, external re-decoration and repairs in the budget for the next three financial years.
- **To purchase of a new Kawasaki Mule Pro MX funded from the Grounds Maintenance and Tractor EMR in the new financial year.**
The Council AGREED to purchase a Kawasaki Mule Pro MX now, funded from the Grounds Maintenance and Tractor EMR and General Reserve, as costs are likely to increase in the new financial year.
- **To reject the offer of land for new tennis courts and to discuss the future of the current tennis courts.**
The Council REJECTED the offer of land for new tennis courts as they felt the location was unsuitable.

25. LONG TERM HIRERS

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

- The Council AGREED to increase the hire fee for the Village Hall long term hirer by 4%.
- The Council AGREED to recommend to increase the Football Club pitch hire fees by 4% from 01 April 2027 and to ask the Football Club for their proposal to close the pitchcare funding shortfall gap over the next two years.

26. LEISURE CENTRE, TENNIS COURTS AND SKATE PARK

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

Cllr E Townsend said there is no update.

27. STAFF MATTERS

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

- The Clerk provided the Council with a staffing update and received instructions from the Council.
- The Clerk reported a new ICCM Certificate in Cemetery Management qualification consisting of three modules studied over two years. The Council AGREED to fund the first module for the Senior Admin Clerk now and if it is found to be helpful, for the Clerk and Senior Admin Clerk to study for the Certificate.
- Cllr C Walker said he has not completed the Staff Review brief as the Council must first define its future priorities. He said the Council is a provider to the community and needs to ensure it is properly equipped with staff and Councillors committed to help with events. The Council AGREED to defer the Staff Review until after the completion of the Business for 2027 – 2031. The Council AGREED to proceed with the recruitment of a Deputy Grounds Manager and Caretaker now. In accordance with the Council’s Recruitment Policy, the Council APPOINTED Cllrs R Burbridge, J Doyle and M A Johnson and the Grounds Manager to form the Recruitment Panel.
- The Clerk reported that the ICCM are promoting a new Bereavement Policy as an example of best practice. The Council AGREED to replace its Compassionate Leave Policy with the Bereavement Leave Policy.

28. DATE OF NEXT MEETING

Thursday 19 March 2026

The meeting closed at 9.55pm.

Signature.....

Date.....