



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 19 MARCH 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, one member of the public.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apologies of Cllrs D Nicholas, Y Nicholson, B Steel, E Townsend and C Walker.

2. DECLARATIONS OF INTEREST

There were no declarations of interest or changes notified to members' interests.

3. PUBLIC SESSION

A member of the public attended the meeting to hear an update on local government reorganisation and possible community asset transfer of Rowleys.

4. MINUTES

The draft minutes of the Parish Council meeting held on 19 February 2026, 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 Mandira's Kitchen event at the Village Hall was sold out and a new date has been added for Friday 03 July 2026.
- Waverley Borough Council has issued a press release confirming the new skate park will be located on the Paddock Field. The Parish Council has a covenant on the Paddock Field and has not been consulted regarding the covenant by Waverley Borough Council.
- The Chairman reminded Councillors that the service of the notice of meeting is not an invitation to attend but a summons to attend the meeting.

The Clerk advised that there are only two statutory excuses for failing to attend a meeting of the Parish Council: a member of any branch of His Majesty's naval, military or air forces when employed during war or any emergency on any naval, military or air force service, and a person whose employment in the service of His Majesty in connection with war or any emergency. She said it is entirely within the Parish Council's gift whether to accept any other apologies.

## 6. CLERK'S REPORT

The Council NOTED the following report:

- The bank account with Unity Trust bank is now open and the switch will be done after the precept is paid at the end of April.
- Cranleigh Prep School has contacted the Parish Council about their year 8 post exam programme in the summer term. They are looking for an opportunity to help out in the community on the 15th June. They have 2 groups of around 30 pupils, one who is available 9am-11am and the other available from 2-4pm. Councillors suggested tidying planting of the Post Office flowerbeds and helping at Knowle Park.
- The year-end internal audit is booked for Wednesday 08 April at 10.00am, Cllrs D Nicholas and C Walker to attend.
- WBC has accepted the nomination of Cranleigh Library as an asset of community value and is consulting on the proposal until 23 March 2026.
- WBC has accepted the nomination of Rowleys as an asset of community value and is consulting on the proposal until 19 March 2026.
- The Clerk has submitted the nomination for Cranleigh Arts Centre as an asset of community value to WBC and awaits confirmation that the nomination has been accepted.
- The repair to the War Memorial has been ordered.
- The UTV has been ordered.
- The last of the 2025 tree surgery work is being undertaken on 14 April 2026.
- The annual tree survey has been booked for June.
- The five yearly memorial safety inspection has been booked for June.
- The annual PAT testing and emergency lighting checks have been booked for April.
- SERA have requested two hedgehog houses for the public open space, bulbs and new signage for the Summerlands Estate. Men in Sheds are making the hedgehog houses.
- The Clerk has submitted an application to WBC to vary the premises licence for the Village Hall to permit the showing of films from 0800 hours daily.
- Cranleigh BID contacted the Parish Council with a proposal from Waverley Borough Council. WBC were looking to offer a reduction in car parking costs on a Tuesday, Wednesday and Thursday afternoon and were looking for Cranleigh BID and the Parish Council to supplement the lost car park income. The Clerk advised Cranleigh BID that the Parish Council had no knowledge of the scheme as the Parish Council had not been contacted by WBC.
- WBC advise that there will be some tree planting on Waverley Borough Council land. WBC will be planting eight trees in the Summerlands area and two trees in Elmbridge Road. These trees have been carefully chosen with regard to their ornamental value, ultimate size and climate resilience. They will provide benefits to health, the landscape and to wildlife.

- There is no update from Your Fund Surrey on the grant for the swings at Snoxhall Fields.
- There is no update from WBC on the Snoxhall Fields car park agreement.
- There is no update from WBC on the agreement for the electricity cabinets on the Common.
- SALC Councillor Forum Wednesday 25 March 7.30pm.

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

Cllr E Townsend sent her apologies for the meeting.

Councillors asked for an update on the gas pump at Park Mead.

#### 8. MINUTES OF COMMITTEES

The minutes of the Planning Committee Meeting on 02 and 23 February 2026 were AGREED.

#### 9. FINANCIAL MATTERS

1. The expenditure list for March 2026, circulated earlier, was AGREED by the Council. Cllrs H Nicholson and M Scully will authorise the online payments for March.
2. The bank reconciliation to 28 February 2026 was AGREED and signed by Cllr R Tyler.
3. The cashbook reconciliation to 28 February 2026 was AGREED.
4. The Council AGREED to withdraw the sum of £50,000 from CCLA. Cllrs R Burbridge and M Scully signed the agreement.
5. The Council AGREED to create an EMR for the village directory website.

#### 10. MATTERS ARISING FROM THE ANNUAL PARISH MEETING

The Council NOTED the following matters arising:

- The Lions were thanked for their ongoing financial support including the rose beds, Christmas lunch and blu-ray player for the Village Hall cinema.
- There is a willing band of volunteers with a self appointed leader for the Beryl Harvey Conservation Field. The Parish Council is meeting with them on Monday at 1.00pm.
- Lions are no longer able to manage road closures for village events as their insurance no longer provides cover for their volunteers to undertake this task.
- A member of the public asked about the progress of the Snoxhall Machine Shed. The Chairman said the Parish Council had failed in its bid for Strategic CIL funding with Waverley Borough Council and the Parish Council is trying to understand why their bid was unsuccessful.
- A member of the public asked if the High Street improvements are complete. Cllr E Townend told the meeting that there has been a change at Surrey County Council as a result of local government reorganisation and the place making team has been disbanded. The project work has slowed down. Plans are still in place for Fountain Square, but she has an update on the other High Street improvements which she had not the opportunity to review yet.
- A member of the public asked about the speed limit reductions around Cranleigh, Cllr E Townsend replied that the consultation has not been finalised yet.

- A member of the public asked about the future of the tennis courts. The Chairman explained that the tennis courts have been offered to Waverley Borough Council to use for the duration of the new Leisure Centre build, but there has been no decision about their future beyond that point. The Chairman said he had reached out to the Lawn Tennis Association and David Lloyd Clubs, but Cranleigh is not large enough to secure their funding. He said he is still passionate about delivering tennis in Cranleigh.
- A member of the public asked if the Parish Council would lose or gain any powers through local government reorganisation. Cllr E Townsend replied that the Parish Council is autonomous and has the option to request community asset transfers from Waverley Borough Council.
- A member of the public said the Parish Council and Football Club both want to improve the Snoxhall Pavilion so there is the opportunity to create a community centre like Alfold. The Chairman said there is a Working Party looking at options for the building and will include the Football Club in the project.
- A member of the public suggested renaming Fountain Square to Fountain Plaza.
- A member of the public raised concern about potential parking chaos for two years as a result of the Leisure Centre build. Cllr E Townsend replied that 100 parking spaces will be retained throughout the Leisure Centre build at a cost of an extra £358,000 and extension to the build time line.

#### 11. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Property and Asset Committee are meeting with the volunteers on Monday at 1.00pm.
- Centenary Garden – no report.
- Community Speedwatch – The Council has received abusive posts on social media about community Speedwatch, the Clerk has asked Surrey Police for help with accident statistics for Surrey.
- Recreation Users – no meeting.
- Youth Council – There are seven vacancies on the Youth Council. Youth Councillors had a good session brainstorming ideas for recruitment and will be attending the Arts Centre before High School Musical to seek new recruits.
- Performing Arts Meeting – Cllr B Steel will attend the next meeting on 30 April 2026.
- Village Hall Events – A new date has been set for the next Mandira's Kitchen and there are discussions for a Japanese street food evening.
- Cranleigh Carnival and Parade – Cllrs T Cobby, J Doyle, M A Johnson, H Nicholson, Y Nicholson and M Scully will join the parade and Council stand.

#### 12. DEVOLUTION

- The unitary authority election is on Thursday 07 May 2026.
- The pre-election period commences with the publication of the notice of election, at least 25 days before the election – 23 March 2026. There will be no Chairman's Report or report from SCC/WBC next month in accordance with pre-election guidance not to highlight an individual Councillor.

### 13. COMMUNITY ASSET TRANSFER

The Parish Council has had a request from Rowleys for the Parish Council to request the freehold and leasehold transfer of Rowleys from Waverley Borough Council. The Council recognised that Rowleys is an important asset to the village and AGREED to express an interest to Waverley Borough Council for the freehold Community Asset Transfer of Rowleys to the Parish Council.

The Parish Council is aware that Rowleys have a lease with WBC – WBC repair the exterior of the building, Rowleys repair the interior. The building has needed re-roofing for a number of years. In the Waverley Borough Council General Fund Capital Maintenance Programme Rowleys was listed for £165,000 for re-roofing in 2025/26, but Rowleys does not appear in their 2026/27 budget. The Parish Council will ask for clarification of re-roofing should the express of interest be accepted by WBC. Fees for the transfer are likely to be between £5-6,000 for legal fees plus a full structural survey.

### 14. PARISH COUNCIL ELECTION MAY 2027 COSTS

The Chief Executive of WBC responded to the Parish Council's letter about the election costs. He said thank you for your letter dated 23/02/2026, regarding Parish Council election costs for May 2027. It is kind of to acknowledge the updated approach that our Electoral Services teams are taking to support you on this matter, and your comments about the timescale for parish precept claims are noted.

He said their joint Electoral Services Manager, Terry Stanley, has circulated updates to parish and town clerks on 26/01/2026 and 26/02/2026, and that parish council quotations should be circulated in the w/c 09/03/2026. He trusts that will somewhat alleviate the present cost concerns.

He said please be assured that WBC understand the difficulties posed by the uniquely standalone nature of the 2027 parish council elections, which is a consequence of the LGR timetable. WBC is keen to do what WBC feasibly can to assist with preparation. The ultimate decision on how to budget, and what to precept should be is, of course, down to the Parish Council.

WBC have revised their costs for the parish council elections in May 2027 down from £123,994 to £25,558. The Parish Council thanked the Parish Clerks who had worked together to challenge the election fee increase.

### 15. BUSINESS PLAN 2027 - 2031

The Clerk gave a presentation on the Parish Council's Business Plan. It was AGREED that Cllrs. T Cobby, M A Johnson, H Nicholson, M Scully and C Walker would work on the analysis of the census data, review of the current Business Plan and make project suggestions for a brainstorming session at the April Parish Council meeting.

### 16. CLIMATE AND ECOLOGICAL POLICY

The Council's Climate and Ecological Policy states that the Council will dispose of its green waste from the cemetery and recreation grounds through composting. However there are some arisings that are too woody to rot down to compost. The Clerk said that previously the Parish Council has used to Tunnel Grab Services to remove these arisings from site, which can be organised at additional cost or alternatively the Parish Council could hold two bonfires per year to dispose of these arisings. The Parish Council acknowledged that the immediate neighbour Knowle Park uses bonfires to dispose of green waste and AGREED to permit two bonfires per year trusting the Grounds Manager's experience to select the right time and supervise the bonfire.

17. SNOXHALL FIELDS

The Council were unable to support the request from Moooh for the installation of an advertisement sign at Snoxhall Fields as the Parish Council felt other companies might also wish to advertise at the recreation ground.

18. 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 Parish Council's bid for Strategic CIL funding was unsuccessful. WBC said the submitted bid scored fairly poorly across the majority of the CIL Scoring Criteria, particularly in relation to the 'Delivering Growth'. Concerns were expressed about the link to this specific project supporting development. The Parish Council was disappointed with this outcome and felt it could not learn from the low score without a clear detailed explanation and felt that the verbal discussion offered by WBC is insufficient. The Council AGREED to request a detailed explanation from WBC and to appeal the decision.

The Clerk advised that the Parish Council has three years from 20 August 2025 to implement the planning permission for the machine shed. The architects have suggested that they can break the project down into smaller packages as and when Neighbourhood CIL funding is received. The Clerk has been monitoring the WBC CIL database and noted that the estimated Neighbourhood CIL amount due has reduced recently. She asked the WBC Director of Planning who advised that the developers may have applied for discounts or exemptions. The Clerk said the Parish Council cannot rely on the estimated Neighbourhood CIL and must wait for receipt of the Neighbourhood CIL income in April and November before proceeding further with projects.

The Clerk reported that quotations have been received from Utility Planners for telecommunications and water connections, and the quotation for the electrical connection is still awaited. The Council AGREED to await the payment of Neighbourhood CIL before making any decisions about the installation of utility connections.

19. SNOXHALL COMMUNITY CENTRE AND PAVILION REFURBISHMENT

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 CDA Architects with a £10,000 upper budget limit for full digital survey of the buildings and plans to re-model Snoxhall Community Centre and Pavilion to be funded from the Snoxhall Fields EMR. This EMR includes s106 funding for the pavilion which must be used by 20 November 2027. The first meeting with the architects is on Wednesday 08 April 2026 at 12.30pm.

20. 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 Environment Agency has objected to the planning application as there is no flood risk assessment. The architect has updated the Design and Access Statement to include a Flood Risk Assessment and emailed it to the Planning Officer advising as the site is a bridge it is considered a water-compatible development and therefore no Risk Assessment was originally included. The architect is also working on ordinary watercourse consent and permit with drainage engineers. The architect is preparing the tender package for the bridge which the Councils hope to issue by the end of March.

One of the planks on the bridge has failed and the Grounds Manager has made a temporary repair. Contractor Nick Knox will be out in the next two weeks to carry out a longer term temporary repair whilst replacement of the bridge is organised.

21. 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 Council’s solicitor has applied to the court to strike out the Claimant’s statement of case as they have failed to set out the legal basis or cause of action for their claim and has failed to particularise their allegations such that the Defendant is unable to understand the case it has to meet. The Council’s solicitor has responded generally to the claimant’s case due to the lack of particularisation.

The judgement is awaited.

22. 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 gave an update on staffing matters.
- The Council AGREED to extend the NALC/SLCC sickness pay terms to all current and future employees.
- The Council AGREED the amended Paternity Leave and Sickness and Absence Policy arising from changes predicated by the Employment Rights Act 2025.

23. DATE OF NEXT MEETING

Thursday 16 April 2026

The meeting closed at 8.33pm.

Signature.....

Date.....