



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 16 APRIL 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, four members of the public.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

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. PUBLIC SESSION

- Trevor Dale, Chairman of Cranleigh Civic Society, confirmed that the Civic Society have taken responsibility for the Beryl Harvey Field conservation volunteers. The Civic Society is seeking recognition of the conservation volunteers, agreement with the Council's adopted conservation policy and risk assessments and permission for the volunteers to look after the field in line with the Council's policy.
- Trevor Dale also offered for the Civic Society to lead at audit of footpaths and bridleways in Cranleigh to check if any are not included in the definitive map before the cut off date in 2031 for additions to the definitive map.
- A member of the public wished to hear about Cranleigh Village Health Trust now that they have sold the Paddock Field to Waverley Borough Council.

4. MINUTES

The draft minutes of the Parish Council meeting held on 19 March 2026, having previously been circulated, were AGREED signed by the Chairman as a true record.

## 5. CLERK'S REPORT

The Council NOTED the following report:

- There is no Chairman's report and report from Surrey and Waverley Councillors as we are within the pre-election period for the West Surrey Unitary Authority.
- The Clerk met with the SCC Community Resilience and Data Officer to discuss using Cranleigh Village Hall as a Community Emergency Information Hub. This is a place where members of the public can come to find out information at times of emergency. A small kit will be provided by SCC and the hub can be managed by Council staff or volunteers from the community.
- The Parish Council has been unable to turn on the water at the Amlets Lane allotments site as there is a burst pipe and the Council is still waiting for CALA Homes to locate the stopcock. An allotment plotholder was abusive to two members of Council staff and contacted all Councillors about the lack of water at the allotments. The Clerk has organised the switch on of the water network today.
- Men in Sheds are making hedgehog houses funded from the SERA EMR.
- The Clerk has met with a potential new client for football training at Snoxhall Fields.
- The fire alarm activated at the Village Hall following a catering incident. The Clerk was managing the incident but also had to deal with harassment from Glebelands students who tried to enter the building despite the fire alarm sounding and thick black smoke pouring from the windows and doors. The local PCSO arrived and the Clerk asked him to deal with the students which he did, only for them to return when he left. The Clerk has submitted a report to Surrey Police and spoken with the Glebelands Head Teacher.
- The Clerk has raised a formal complaint with Castle Water regarding the Snoxhall Community Centre account as Castle Water is unable to provide evidence to support the statement of account.
- WBC has confirmed that Cranleigh Arts Centre has been accepted as an Asset of Community Value from 27 March 2026 for a period of five years.
- 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.
- 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.
- SCC have supplied a Memorandum of Understanding for the installation of a wayfinding sign on Parish Council land at Snoxhall Fields. The Clerk has asked SCC to indemnify the Parish Council against all liabilities, expenses, costs, (including but not limited to any solicitors', surveyors' or other professionals' costs and expenses, and any VAT on them, assessed on a full indemnity basis), claims, damages and losses in connection with the sign.
- The Clerk has sought advice on the Minimal Financial Assistance under the Subsidy Control Act 2022 regarding the grant from SCC for the swing bay. NALC have provided legal advice which questions why SCC are treating the Parish Council as a commercial enterprise.
- The Parish Council is sad to hear of the death of Colin Crute of Goodwins Building Service who has supported the Council's gas infrastructure for a number of years.

## 6. MINUTES OF COMMITTEES

The minutes of the Planning Committee Meeting on 16 March 2026 were AGREED.

## 7. FINANCIAL MATTERS

1. The expenditure list for April 2026, circulated earlier, was AGREED by the Council. Cllrs R Burbridge and C Walker will authorise the online payments for April.
2. The bank reconciliation to 31 March 2026 was AGREED and signed by Cllr E Townsend.
3. The cashbook reconciliation to 31 March 2026 was AGREED.
4. The Council AGREED to deposit the sum of £300,000 into CCLA. Cllrs M Scully and C Walker signed the agreement. The Council AGREED to invest £200,000 in CCLA when the Neighbourhood CIL is paid to the Parish Council.

## 8. OUTSIDE BODIES

- Beryl Harvey Conservation Field – The Clerk had circulated a report to all Councillors and provided a copy to Cranleigh Civic Society and uploaded the report to the Parish Council website. The Council AGREED:
  - Following advice of the Council's licensed ecologist, to agree the request of the Civic Society to add the following duties for the conservation volunteers to the adopted Council policy for the Beryl Harvey Field:
    - Cut back invasive scrub, saplings and blackthorn.
    - Cut back any tree branches that overhang pathways.
    - Lay sections of the central hedge on a rotational basis.
    - Clear invasive weed/plants from in and around the pond.
    - Build dead hedges and wildlife friendly log piles.
    - Repair newt hibernaculums.
    - Install nest boxes.
    - Repair and replace benches as required.
    - Preparing and maintaining a wildflower area
    - Keeping access pathways in a good condition, especially with a view to promoting access for those with disabilities.
    - Any other repair of maintenance work to gates, paths or surfaces as necessary.

The licensed ecologist advised to avoid the active bird season on the scrub clearance works and the hedge cutting and to avoid removing any pond plants until after the newt breeding season as even though they may be invasive, they could have newt eggs on. The volunteers should avoid the period in-between March 15<sup>th</sup> and May 31<sup>st</sup>. The ecologist also advised checking any of the branches to be pruned for anything that could be a bat feature.

- To permit the conservation volunteers to work in the conservation field on the second Sunday of the month.
- For Council staff and contractors to continue mowing operations in the field, giving notice to the Civic Society before operations are commenced.
- To provide an electric strimmer and hedgecutter for use by two nominated volunteers, to provide training in the use of the equipment to the two nominated volunteers and supply PPE.

- To restrict vehicular access to the Beryl Harvey Field to Council staff and contractors only.
  - To provide Online Club Manager and training to the Civic Society for registration of volunteers, and recording volunteer agreement to Council policy, risk assessment and safe systems of work.
- Centenary Garden – no report.
  - Community Speedwatch – Following abusive messages on social media, the Clerk asked Surrey Police for accident statistics for Surrey to use on the Council's social media. The Council has requested statistics for Cranleigh.
  - Recreation Users – There is a meeting on Monday at 6.00pm.
  - Youth Council – The Youth Council attended the Arts Centre before High School Musical to seek new recruits and plan to make a video to show at class tutorials.
  - Village Hall Events – A new date has been set for the next Mandira's Kitchen on Friday 03 July 2026. The Council also AGREED to screen The People's Emergency Briefing as the first film for the Village Hall cinema.
  - Cranleigh Carnival and Parade – Cllrs T Cobby, J Doyle, M A Johnson, H Nicholson, Y Nicholson and M Scully will join the parade and organise the Council stand. The Youth Council will be joining us and new client 4CFC football coaching. They will bring some games to encourage people to visit our stand. The Business Plan working party will be running the first Business Plan consultation on the stand.

#### 9. DEVOLUTION

Cllr H Nicholson arrived. The unitary authority election is on Thursday 07 May 2026.

#### 10. COMMUNITY ASSET TRANSFER

Cllr E Townsend abstained from the vote as she may be involved in future decision making on the community asset transfer.

WBC said they have reviewed the Parish Council's expression of interest for the community asset transfer of Rowleys and can confirm that initially it meets the Waverley Borough Council's policy criteria to be further considered for a transfer of **Freehold** interest.

The Council acknowledged the huge value of Rowleys to the village, but had serious concerns about their ability to maintain the building from Rowleys' own income, especially with the outstanding roof replacement. The Council AGREED to defer this agenda item to the Finance Committee to investigate the financial implications and report back to the Council.

#### 11. WBC STREET TRADING CONSENT

The Council SUPPORTS the street trading consent for Bodrum Kebab.

#### 12. COUNTRYSIDE AND RIGHTS OF WAY ACT 2000

The Council accepted the offer of Cranleigh Civic Society to assist with identifying any footpaths or bridleways currently not recorded on the definitive map.

### 13. BUSINESS PLAN 2027 - 2031

Cllrs. T Cobby, M Scully and C Walker had met prepared the scope for the Business Plan consultation which was AGREED:

- Carnival for general public
- Knowle Park summer event for general public
- Survey monkey questionnaire for general public
- Focus group meetings for current clients and community organisations and businesses in September

The Council AGREED for Councillors R Burbridge, T Cobby, J Doyle, M A Johnson, D Nicholas, H Nicholson, Y Nicholson, M Scully, B Steel, R Tyler and C Walker to meet to discuss the detail of the Business Plan consultation and bring a report to the May Parish Council meeting.

### 14. 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 that there is no right of appeal on the rejection of the Parish Council's Strategic CIL bid to WBC for the Snoxhall Machine Shed. However she said that WBC have notified the Parish Council that WBC will shortly pay the Council Neighbourhood CIL of £201,179.26.

The Council AGREED to proceed with the Machine Shed project in phases and AGREED to appoint the architect to reduce the tender documents to getting the area ready for the buildings, including bases, drainage, storage containers, field shelter and utilities and to issue the invitation to tender. The Council also AGREED to appoint the drainage engineer to prepare the base plans.

### 15. 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.

Cllrs T Cobby, J Doyle and D Nicholas met with CDA Architects to discuss ideas for the refurbishment of the Community Centre and Pavilion. It was agreed that the project could be done in stages:

- Creation of a café and public toilets to serve the play park.
- Creation of Council Chamber and office on a mezzanine floor in the sports hall accessed via stairs and lift from the machine shed area. New Football Club with changing rooms downstairs and club room with veranda overlooking the main pitch upstairs.
- Converting the current changing room block to a bespoke nursery.

The Council AGREED to appoint a surveyor to produce CAD drawings of the buildings including utilities funded from the Snoxhall Pavilion EMR.

### 16. 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 that the Lead Flood Authority has no objection to the plans as there is no change to the permeable area.

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 Planning Officer acknowledged this today and has now requested further information on the ecology report and biodiversity net gain. WBC were due to determine the planning application today. The architect has supplied the ecology information by return and the Planning Officer has said, *'This proposal would seem to benefit the local community hence happy to work with yourselves to get these issues resolved and a decision issued.'*

The architects have contacted WBC to re-locate the litter bin on the northern side of the bridge and contacted BT to re-locate the BT floor box on the southern side of the bridge.

The Council AGREED to appoint the architects to submit the Ordinary Watercourse Consent application to the EA and on receipt of the health and safety package from the structural engineer to issue the invitation to tender for the new bridge.

#### 17. 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 NOTED the report from the Clerk, who has sought advice from the Council's solicitors.

#### 18. WEBSITE

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

The Clerk had obtained two quotations for the replacement of the Parish Council website from bespoke website providers to the public sector. The Council AGREED to appoint Aubergine to create the new Parish Council website to include community directory funded from the website EMR. Aubergine was selected due to the additional modules that can be purchased as the needs of the Parish Council expand.

#### 19. CAB LEASE

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 enter into a one year lease, excluding sections 24 and 28 the Landlord and Tenant Act 1954, from 01 June 2026, and for the dilapidations to be carried over to the end of the new lease.

#### 20. [CRANLEIGH VILLAGE HEALTH TRUST](#)

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

The Clerk reported that Cranleigh Village Health Trust seeks community views on future of charity funds. Cranleigh Village Health Trust (CVHT) has sold the land it owns in Knowle Lane, Cranleigh, known locally as "The Paddock", to Waverley Borough Council.

CVHT understands WBC intends to use the land in connection with the proposed development of the new leisure centre and for wider community purposes. As part of the agreement, a document (known as an overage agreement) has been included to protect the community’s future interests. If the land is sold on or developed for residential or commercial use within the next twenty years, the Trust, or a nominated organisation, will receive a share of any increase in its value. CVHT are inviting the views of local residents and community groups on these proposals.

The Parish Council AGREED that any funds should be invested to meet the healthcare or recreation needs of the village.

The Parish Council is disappointed with the lack of engagement from WBC regarding this land transfer of the Paddock Field and found out about the completion of the transfer through the CVHT website. The Parish Council has the benefit of a covenant on the Paddock Field:

Not at any time to use the Property for any purpose other than:

1. Use as a care or nursing home.
2. Any medical or healthcare use.
3. Any community use.
4. Any other use which Cranleigh Parish Council approves (such approval not to be unreasonably withheld or delayed).

The Clerk had contacted WBC prior to this Council meeting and they have agreed to meet with the Parish Council to discuss the covenant. Cllrs R Burbridge, D Nicholas, M Scully, R Tyler and C Walker agreed to attend this meeting.

21. 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 Clerk reported the National Salary Award due on 01 April 2026 has not yet been agreed.
- Due to a low response to the caretaker job vacancy, the job will be re-advertised.

22. DATE OF NEXT MEETING

Thursday 21 May 2026

The meeting closed at 9.03pm.

Signature.....

Date.....