



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 15 JANUARY 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.

1. APOLOGIES FOR ABSENCE

The Council AGREED the work commitment apology of Cllr D Nicholas, the prior commitment apologies of Cllrs B Steel and R Tyler and apology from Cllr M A Johnson who is unwell.

2. DECLARATIONS OF INTEREST

Cllr E Townsend declared she is a Surrey County Councillor and the Deputy Leader of Waverley Borough Council.

3. CO-OPTION OF NEW PARISH COUNCILLOR FOR CRANLEIGH EAST WARD

There was one application for the Parish Councillor vacancy on Cranleigh East Ward. John Doyle said he had moved into the village almost two years ago and has visited the Arts Centre, Leisure Centre and Knowle Park. He walks into Cranleigh most days and would like to listen to people to help make Cranleigh a better place. The Council UNANIMOUSLY AGREED to co-opt John Doyle who signed his declaration of acceptance of office and joined the meeting.

4. PUBLIC SESSION

There were no members of the public present.

5. MINUTES

The draft minutes of the Parish Council meeting held on 18 December 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:

- Congratulations to Cllr E Townsend on her elevation to Deputy Leader of Waverley Borough Council.

- WBC have issued the tender for the design and build of the skate park and bike facility in Cranleigh and would like to hold a meeting with the Parish Council to discuss progress and timelines. The Clerk offered for WBC to attend and speak in the public session at tonight's meeting but WBC do not want the discussion in public session. WBC have agreed to attend a meeting with the Council at 6.00pm before the next Property & Asset Committee meeting on Thursday 05 February 2026. The tender is not yet on Find-a-Tender.
- Brighton University have approached the Parish Council for a letter of support for grant funding for a collaborative project with Cranleigh Villages to support a marketing student to analyse the most effective way to communicate with Gen Z in the village. The Clerk was asked to circulate a draft letter for Councillor approval.

7. CLERK'S REPORT

The Council NOTED the following report:

- The Parish Council routinely turns off the water to outside taps in the winter to prevent burst pipes. Unfortunately despite several requests CALA Homes never provided the stop cock information for the Amlets Lane allotments. Last week one of the pipes to the taps burst, as well as one of outside taps on the adjacent flats. The Clerk contacted CALA Homes and finally established the location of two of the three stop cocks, the third CALA Homes said has been tarmacked over. The Council's plumber had to cap the burst pipe and the Clerk awaits a response from CALA Homes on how they are going to resolve the issue.
- The new tractor has arrived.
- The new sports hall floor was completed for re-opening on New Year's Day. Unfortunately the contractor failed to clean the floor post installation and a member of the pickleball club slipped in the dust. Fortunately they were not badly hurt, the accident book has been completed. The Clerk and Grounds Manager had inspected the floor, but the dust was not visible due to the patterned floor covering. The contractor has provided a year's supply of floor cleaner.
- The Village Hall floor sand and seal was completed over the Christmas break for the Village Hall to re-open early in the new year.
- The Council's insurer has paid the Council's insured losses for the accident at the Village Hall and the Clerk has asked them to pursue the Council's excess as the third party has admitted liability.
- The Clerk has invited three tenders for a service contract for the heating in Council properties.
- The Clerk is meeting a flood light supplier for a free site survey on Monday and has invited representatives from the Football Club to the meeting.
- The new bank account with Unity Trust is now open and online banking details are awaited.
- The Clerk met with Community Connector volunteers to discuss the community directory and welcome pack.
- The Clerk will re-arrange the GDPR training booked for Thursday 29 January 2026 as there are a number of Councillor apologies.
- Invitation to the Cranleigh Villages Health and Wellbeing Project on Friday 23 January 2026 9.30am – 12.30pm in the Village Hall.
- Reminder of the SALC Councillor Forum on Wednesday 21 January 2026 at 7.30pm via teams.
- Invitation to participate in South & South East in Bloom in 2026. Cllr H Nicholson will contact Cranleigh in Bloom.
- WBC predict election costs for parish elections in Cranleigh in May 2027 is £123,984 – on our current precept this will require an increase of 20%. Previous Parish Council election cost in 2023 was £10,112.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- The outcome of the application to Surrey Your Fund Small Communities Projects grant of £16,138 for new play equipment for the Snoxhall Field charity is awaited.
- She has requested an update on the Snoxhall Field car park contract and payment of the outstanding five months car park income.
- There is a meeting next week of SCC, WBC and the Canal Trust to discuss the canal bridge project.
- The repairs needed to the Elmbridge bridge require a road closure.
- The missing flag at the Horsham Road bus stop has been replaced.
- The Land Availability Assessment by WBC following the third call for sites has been delayed and will hopefully be published in April/May.
- The new NPPF is open for consultation.
- The Clerk will respond to the member of the public who has queried widening of town path 378 through Snoxhall Fields as this is not feasible due to pitch run off area and drains.
- Cllr E Townsend will follow up on the North Downs drainage issue.

9. MINUTES OF COMMITTEES

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

10. FINANCIAL MATTERS

1. The expenditure list for January 2026, circulated earlier, was AGREED by the Council. Cllrs R Burbridge and H Nicholson will authorise the online payments for January.
2. The bank reconciliation to 31 December 2025 was AGREED and signed by Cllr Y Nicholson.
3. The cashbook reconciliation to 31 December 2025 was AGREED.
4. The Council AGREED to withdraw the sum of £50,000 from CCLA, Cllrs M Scully and C Walker signed the form.

11. OUTSIDE BODIES

- Beryl Harvey Conservation Field – To be discussed at the next meeting of the Property and Asset Committee.
- Centenary Garden – no report.
- Community Speedwatch – there are two new volunteers to train.
- Recreation Users – There was a meeting with the Football Club on 08 January 2026. The Club is seeking the assistance of Cllr E Townsend for advertisement consent for the respect banners. The meeting discussed pitch booking details, pitch maintenance and finances.
- Youth Council – There are four vacancies on the Youth Council at the moment.
- Christmas Day Lunch – The Chairman said 35 people were provided with Christmas lunch, which was donated by Cook, Rawlings, Celebration Cakes and Co-op. A new taxi firm in the village provided transport and Cranleigh Lions donated £600.
- Village Hall Events – The Chairman had met with the Arts Centre and Band Room to discuss cinema in the Village Hall to avoid any clashes of films. The Council AGREED to purchase a blu-ray player for the Village Hall cinema which will run on a Sunday. An Indian night is planned for Friday 06 March, Cllrs H Nicholson and Y Nicholson offered to help organise the event.
- Annual Parish Meeting – Guest speakers are Community Connector and Cranleigh Football Club. Alpher Coffee are booked to remain open. The Council will invite the Deputy Lord Lieutenant.

12. DEVOLUTION

The unitary authority election is expected May 2026 with the West Surrey Unitary Authority vesting day 01 April 2027. The first meeting of the Joint Committee overseeing local government reorganisation is tomorrow. There is no update on Surrey Mayoral election.

The Clerk said she had received a communication today from WBC who predict election costs for parish elections in Cranleigh in May 2027 to be £123,984 – on our current precept this will require an increase of 20%. Previous Parish Council election cost in 2023 was £10,112.

13. CRANLEIGH C OF E PRIMARY SCHOOL ADMISSIONS 2027 – 2028 CONSULTATION

The Council SUPPORTS the proposed reduction in pupil admission numbers at Cranleigh C of E Primary School.

14. DISCIPLINE POLICY

The Council AGREED to adopt the amended Discipline Policy based on the NALC model.

15. ASSETS OF COMMUNITY VALUE

The Council AGREED to re-nominate the following expired Assets of Community Value:

- Rowleys
- Cranleigh Arts Centre
- Cranleigh Library

16. RISK ASSESSMENT 2026

The Council AGREED to adopt the revised Risk Assessment.

17. FIXED ASSET REGISTER 01/04/26 – 31/03/27

The Council NOTED the changes to the Fixed Asset Register and AGREED the Fixed Asset Register for financial year 01/04/26 – 31/03/27.

18. INSURANCE

The Council reviewed its general, engineering, motor and personal accident policies and AGREED that the current insurance cover is adequate.

19. SNOXHALL MACHINE SHED

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

Cllr E Townsend declared an interest.

WBC raised a number of questions regarding the Parish Council's application for Strategic CIL funding which have been answered within WBC's short timescale. The Clerk and Grounds Manager continue to work with a utility company on the utility connections for the machine shed.

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.

- An ecologist has been appointed to survey the bridge area as the bridge is being widened from 1.5m to 3m. The ecology survey is needed to support the planning application for the replacement bridge.
- An utility survey was undertaken of the replacement bridge area earlier this week.
- The Clerk has issued the bridge design drawings to SCC and WBC to apply for the s106 and LCWIP funding respectively. WBC has confirmed that the bridge height and width is acceptable for the shared-use and has requested copies of invoices for expenditure to date.
- The Clerk will check if EA approval is required for widening of the bridge.

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 has received a court claim for £5,000 compensation for its refusal to respond to a Subject Access Request. The Clerk has acknowledged the claim. The claimant has made an offer for an out of court settlement of £4,000 in exchange for withdrawing their complaint to the Information Commissioner’s Office.

The Council AGREED to reject the out of court settlement offer, to defend the court claim for compensation and to await the investigation by the ICO. The Council set a budget of £1,000 for the Clerk to prepare the Council’s defence for review by its solicitor and Data Protection Officer.

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 provided the Council with a staffing update and received instructions from the Council.

23. DATE OF NEXT MEETING

Thursday 19 February 2026

The meeting closed at 8.55pm.

Signature.....

Date.....