

Minutes of the Meeting held at 7.30pm on Tuesday 17 March 2026

Present

Cllrs E Best (Chairman), C Clinton, P Dodgson, F King, C Mattock, L Moodie, G Murray, S Skinner, C Walker; J McClung (Clerk/RFO), K Young, (Deputy Clerk); GBC Cllr C Young; SCC Cllr D Booth; E Carter-McQueen, R Fitzgerald (Raleigh School); two youth councillors; 11 residents.

26/044 **Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting, reminding them that Parish Council meetings are meetings in public, not public meetings. The Chairman thanked Cllr Dodgson and all the volunteers for a very successful litter pick. She attended a special service at St Mary's Church to mark the tenth anniversary of the installation of Rev Phil Herrington. The Window Box roundabout has finally been resurfaced and the reconstruction of the pavement from Cranmore Lane to Walnut Tree Close is in progress. The Chairman thanked SCC Cllr Booth for funding both projects. Nominations are now closed for the Awards for Service to the Community with a record number of nominations received. The judging panel will meet on 2 April with the presentation evening scheduled for 23 April. Invitations will be sent out shortly.

26/045 **Apologies for Absence**

Cllr T Rogers

26/046 **Declarations of Interests and Gifts**

- a) Declarations of interest in respect of any items on the agenda:
 - Cllr Murray 26/052 Raleigh Nursery School
 - Cllr King 26/049b) & 26/055h) Youth Arts Competition
- b) Amendments to Members' Register of Interests Received: None
- c) Requests for dispensations: None
- d) Declarations of gifts or hospitality received by Members with a value of a least £50: None

26/047 **Minutes of the Previous Meeting of the Council *Appendix 1***

The minutes of the meeting held on 17 February 2026 were approved by the Council and signed by the Chairman as a true and accurate record.

Public Forum (*meeting adjourned to allow visitors to express views or ask questions on any items on the agenda*)

- Two major building projects on East Lane causing issues with traffic and spoiling the verges. The Parish Council will speak to the developers about reinstating the verges when the work is completed.
- What is the status of the new sports hall at Manorwood? The Community Use Agreement has not yet been approved.

26/048 **Reports from Other Authorities**

- a) Surrey County Council (Cllr Booth):
 - Cllr Booth is pleased that the resurfacing of the Window Box roundabout and the reconstruction of the pavement along The Street have finally been actioned by SCC.
 - The GBC/SCC Joint Committees have met to discuss how the new unitary councils will operate. There will be a lot of new faces when the shadow unitary councils are formed.
 - Cllr Booth is chasing permission for the tree works at Cranmore Lane to go ahead.

Chairman's Initials: _____

b) Guildford Borough Council (Cllr Young):

- Cllr Young was delighted to announce that permission to complete The HART Path, a project more than 20 years in the making, has finally been granted. GBC has agreed to a permissive path. This finally closes the loop of an accessible path across the Horsleys.

26/049 **Youth Council Appendices 2 & 3**

Members were introduced to Finley, the newest member of the Youth Council. Finley decided to apply to be a Youth Councillor after seeing a piece in the Winter 25 issue of the Council's newsletter.

- Members received a report on Youth Council meetings held since the previous Council meeting. Plans for the Clothes Swap (18/19 April) and Horsley Hustle Fun Run (31 May) are progressing well. Members are asked to volunteer to assist at these events.
- Members received and approved a briefing note on a proposed Youth Arts Competition, to be held during April and May, and culminating in an exhibition at West Horsley Place on the morning of the Horsley Hustle Fun Run. The competition is being sponsored by The Arts Society Horsley Lovelace. The Chairman accepted an invitation to join the judging panel.

26/050 **Strategic Documents and Policies Appendix 4**

Members reviewed and approved the following document:

- Youth Council Terms of Reference

26/051 **Friends of Horsley Station Open Day**

- Members were briefed on an event taking place at Horsley Station from 10am to 12pm on Saturday 18 April. The Friends of Horsley Station Open Day will feature wildlife and historical tours of the station, a model railway and entertainment for the children, classic cars and piano recitals courtesy of Horsley Live Music. Other community groups involved include Horsley Heritage Group and The Horsleys' CAN (promoting Big Green Week) and East Horsley Parish Council. The event's chosen charity is Cherry Trees. Members agreed to attend the event. Councillors are asked to put the date in their diaries. Members of the Youth Council will also be there to promote their Clothes Swap and Fun Run events.
- It was agreed to support the event with up to £300 towards catering and promotional costs, to be drawn down from its Earmarked Reserve for Horsley Heritage Group.

26/052 **Raleigh Nursery School Appendix 5 (Cllr Murray left the room)**

Residents

Members heard concerns from several residents about the Raleigh School's plans to open a nursery school in the school grounds. These concerns, outlined in a letter to the Parish Council from residents of Nightingale Crescent, Nightingale Avenue, Northcote Road, Northcote Crescent and parents of children attending the Raleigh School, were discussed at length:

- Lack of transparency and meaningful consultation – residents feeling ignored, disrespected; only a few days' notice that construction would begin.
- Educational and operational concerns – lowering of entry age not justified; impact on primary school children including loss of outdoor space.
- Environmental and Aesthetic concerns -new build considered out of character (ugly) with surrounding area; loss of trees and green space; lack of evidence of demand for another nursery in West Horsley.
- Traffic, parking and safety issues – roads already too busy and dangerous for pedestrians/cyclists; lack of traffic assessment; lack of parking for staff; impact on residents; frequent flooding in Nightingale Crescent forces pedestrians into the middle of the road.
- Ethical, moral and community impact concerns – impact on quality of life to residents; impact on value of homes; lack of consultation.

Chairman's Initials: _____

Raleigh School

Mrs Elizabeth Carter-McQueen (Head) and Mr Reece Fitzgerald (Deputy Head) responded to the above concerns as follows:

Reason for the Addition of a Nursery School: The school is replacing a lost asset and is following the Department for Education's guidance on School Based Nursery (SBN) provision. Having a nursery on site will help the school to support disadvantaged children, to identify the needs of children with special educational needs and disabilities (SEND) earlier, and to support children's readiness for learning when they enter reception.

Planning Consent: The new nursery has been constructed under Class M of The Town and Country Planning (General Permitted Development) (England) Order 2015. The build has passed inspection by Guildford Borough Council's Planning Officers. The school believes the new build is in keeping with more recently added classrooms at the school. Despite the new build, the school has been able to increase the overall play space.

Community Consultation: Early consultation indicated clear interest from parents in pre-school provision at the school. Recent consultation on the lowering of the age range from four to two years received 153 responses, of which 101 respondents expressed full support. The school acknowledges that it should have done more to consult with the residents about the addition of a nursery building in the school grounds. The full response to the second consultation response is available on the school's website at [The Raleigh School - Pre-School Consultation Response](#).

Operational Details: Capacity will be 32. Not every child will attend all day every day. Opening hours will be the same as the primary school - term time only, 9am to 3pm with wrap around care offered 7.40am-9am and 3-5.45pm. It will be a pre-school nursery, not a day care centre.

Traffic and Parking Issues: The school takes road safety seriously and recognises that parking and traffic management are long-standing concerns in the area. The Friends of the Raleigh (PTA) are looking to reintroduce monitors at the drop-off bay in Nightingale Crescent. The school constantly reminds parents to be considerate to neighbours and encourages its pupils to walk or cycle to school where possible. The school would welcome discussions with the Parish Council, Surrey County Council and the local community to identify practical improvements.

Parish Council Actions

Drop-off zone: The Council has for some time been in discussion with GBC about repainting the drop off zone lines in Nightingale Crescent. The Council has asked GBC Cllr Young and SCC Cllr Booth to assist with getting this completed. The Council has previously spoken to the PCSOs who said they will only be able to move the traffic on if the lines are reinstated.

Traffic Management: The Parish Council will try to facilitate a meeting between the residents, the school, the PCSOs and SCC to review traffic management around the school.

Speeding: The Parish Council will liaise with the West Horsley Community Speed Watch team to ask if they can have a more frequent presence around the school during peak hours. It was noted that more volunteers are needed.

It was noted that the Parish Council has requested sight of the information requested of the school under a Freedom of Information relating to the consultation.

It was agreed that the matter will be revisited at a Parish Council meeting once the above actions have been taken.

Chairman's Initials: _____

26/053 **Clerk's Report**

- Most of the additional garden maintenance and restoration project approved in November 2025 has now been completed. We await permission for the tree works in the Orchard and at Cranmore Lane.
- The Village Warden has installed the new bench at the corner of Long Reach. Funding for this was through Cllr Booth's Community Fund.
- Work to reconstruct the footpath from Cranmore Lane to 20 The Street is well under way.
- The Surrey (Structural Changes) Order 2026 has now come into force.
- The outcome of the Community Governance Review on Guildford Parish will be decided by the Shadow West Surrey Unitary Council. If approved, the Parish will come into existence on 1 April 2027. GBC has recommended the formation of a Guildford Parish Council.
- GBC Monitoring Team has produced a Code of Conduct training video. The Clerk will circulate to all Councillors.
- Lt Col Sam Hibbs DL HAC will be the guest of honour for the Awards for Service to the Community Presentation Evening.

26/054 **Significant Correspondence Received Since the Last Council Meeting**

- Request for a pedestrian crossing to be installed at the Window Box roundabout to allow people to cross safely to the Guildford-bound bus stop. SCC has responded to the resident to say it cannot consider this at this time.
- Complaints about the poor condition of the road along Silkmore Lane. The resident has written to Surrey County Council.
- Request to gain Village Green status for the grass at Nightingale Crescent. This will be discussed by the Planning Committee on 19 March.
- Resident has written to Surrey County Council about damage to property whilst widening the pavement along The Street. SCC has yet to respond.
- Complaint about the amount of litter accumulating the railway-side fencing of Footpath 99 (The Street to Kingston Avenue). The Parish Council will contact Network Rail.
- Request to install knitted poppies on the remembrance silhouettes outside West Horsley Village Hall. The Parish Council would be delighted for this to take place. It will ask them to knit some for the one outside the Goodhart Rendel Community Hall.

26/055 **Financial Matters**

- a) Members received and approved a list of payments to be made in March 2026. Payments authorised in February 2026 were noted. *Appendix 6*
- b) Members received and approved the bank reconciliation to 28 February 2026. *Appendix 7*
- c) Members received and approved a detailed report on expenditure against budget to 28 February 2026. *Appendix 8*
- d) Members agreed to engage internal auditors Mulberry (LAS) Ltd for a further three years at an hourly rate of £80. *Appendix 9 Confidential*
- e) Members noted the expected cost for contested Parish Council elections in 2027 is £7,300.
- f) Members agreed to renew its membership to the London Green Belt Council at a cost of £25.
- g) Members agreed to move any unspent 2025/26 Awards for Service budget to an Earmarked Reserve. The underspend is due to the presentation evening being moved back to April.
- h) Members agreed to receive a £250 donation from The Arts Society Horsley Lovelace, and to move it to an Earmarked Reserve for the Youth Council's Arts Competition.

26/056 **Housing Needs Survey *Appendix 10***

- a) Members received and approved a briefing note on the revised costings and timings for the Housing Needs Survey.
- b) Members agreed to move £3,000 to an Earmarked Reserve for Planning for this survey which will inform an updated West Horsley Neighbourhood Plan.

Chairman's Initials: _____

26/057 **Community Asset Transfers** *Appendix 11*

- a) Members received an update on research undertaken in relation to the leases on the Scout Hut and the Playing Field at Weston Lea. Both assets are owned freehold by Surrey County Council. In summary:
 - The Scouts 15-year lease is written such that they can renew on exactly the same terms when it expires in 2038. The only way this would stop being used as a Scout Hut is if the Scouts decided to vacate the premises, or if SCC decided it needed the premises for a youth or community centre.
 - South Farnham Educational Trust has a 125-year lease on the Playing Field. Statutory consent requirements limit disposal and provide strong protection for continued educational use. There is a very low possibility of this land being developed.
- b) Members agreed there would be no benefit to the Parish Council or its residents for it to submit an expression of interest for the transfer of these community assets.

26/058 **Planning Committee** *Appendices 12 & 13*

- a) Members received a report on Planning Committee meetings held since the previous Council meeting.
- b) Members noted the Parish Council's response to the Government's open consultation on a revised National Planning Policy Framework. A copy of the response will be forwarded to Zoe Franklin MP.
- c) Any Other Matters Arising:
 - GBC has refused a planning application for four houses in Green Lane. The main reasons for refusal were for being outside the defined settlement boundary and in an unsustainable location. The developers are expected to appeal the decision.

26/059 **Other Committee Updates**

- a) Finance Committee: Nothing to report
- b) Personnel Committee: Nothing to report.

26/060 **Task Group Updates**

- a) Asset Management & Village Appearance: The Sheepleas display panel has been ordered.
- b) Biodiversity: Nothing further to report.
- c) Communications: A Bulletin will be issued in the next couple of weeks. The focus for the Summer '26 newsletter will be village community groups.
- d) Community Events & Wellbeing: Nothing further to report.
- e) Local Government Reorganisation: Nothing to report.
- f) Road Safety & Maintenance: The hedge along Long Reach has finally been cut back. The Roads Task Group is trying to arrange an on-site meeting with SCC at Long Reach to address the poor condition of the road ahead of the installation of a cycle lane and various traffic calming measures.
- g) S106: GBC is chasing payment from the developer (expected before end of March), after which such time they will be in a position to reimburse the Parish Council for the works completed at the tennis court.

26/061 **Community Projects Updates**

- a) Community Speed Watch: The team desperately needs more volunteers.
- b) Friends of Horsley Station/Railway Task Group: Nothing further to report.
- c) Grace and Flavour Community Garden: Nothing to report.
- d) Horsley Heritage Group: The content on the website is steadily increasing. www.horsleyheritage.info
- e) The Horsleys' CAN (HCAN): Focusing on Big Green Week (6-14 June 2026).
- f) Village Hall Management Committee: The wet pour in the playground has been repaired. Thank you to Cllr Booth for supporting a grant application to SCC.

Chairman's Initials: _____

26/062 **Any Other Village Matters to Note**

- The pavement along the A246 past West Horsley Place is overgrown. The Council will contact the Estate Manager.

26/063 **Date of the Next Meeting**

Tuesday 21 April at 7.30pm in the Cedar Room, West Horsley Village Hall.

The meeting concluded at 9.41 pm.

Signed by the Chairman as a true and accurate record:

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Date:

Chairman's Initials: _____