



CRANLEIGH PARISH COUNCIL

## NOTICE OF A MEETING OF THE PROPERTY & ASSET COMMITTEE

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Thursday 31 July 2025 at 6.00pm  
Council Chamber

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To ALL MEMBERS OF THE PROPERTY & ASSET COMMITTEE

Rosemary Burbridge

Trevor Cobby

Dave Nicholas

Marc Scully

Clive Walker

Vice Chairman

Chairman

Councillors are respectfully summoned to attend a meeting of the Property & Asset Committee to be held at **6.00pm on Thursday 31 July 2025 at the Council Chamber.**

Beverley Bell FSLCC

**Parish Clerk**

24 July 2025.

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

Join Zoom Meeting

<https://us06web.zoom.us/j/86476218830?pwd=yiUFWPBKWDBMlzZa1amB93T2uk51oB.1>

Meeting ID: 864 7621 8830

Passcode: 237055

One tap mobile

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+441314601196,,86476218830#,,,,\*237055# United Kingdom

Please note that there is a maximum capacity of 25 persons in the Council Chamber including the Council.

### Members Questions

At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

1. APOLOGIES FOR ABSENCE

**Recommendation:**

- To accept apologies and reasons for absence.

2. DECLARATION OF INTERESTS

**Recommendation:**

- To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.

3. PROPERTY & ASSET COMMITTEE MINUTES

Distributed separately.

**Recommendation:**

- The Committee to approve and the Chairman to sign as a correct record, the Minutes of the Property & Asset Committee Meeting held on 13 March 2025.

4. CHAIRMAN'S REPORT

**Recommendation:**

- To note the report.

5. CLERK'S REPORT

**Recommendation:**

- To note the report

6. GUEST SPEAKER: CHAIR OF WAVERLEY ACTIVE TRAVEL AND THE LOCAL REPRESENTATIVE OF CYCLING UK IN THE CYCLE ADVOCACY NETWORK

To discuss plans for a pump track in Cranleigh

**Recommendation:**

- To note the report.

7. PUBLIC SESSION

**Recommendation:**

- To note any comments from parishioners.

8. CEMETERY

To consider a request from a member of the public to remove the column light in the cemetery.

**Recommendation:**

- To consider a request from a member of the public to remove the column light in the cemetery.

9. PROJECTS

Update on:

- Snoxhall Machine Shed Planning Application
- Snoxhall Recreational Facilities s106 funding
- Snoxhall Pavilion and Community Centre modernisation

**Recommendation:**

- To receive an update on the planning application for the machine shed, to discuss implementation of the planning permission in the autumn, to appoint a contractor to assist with utility connections and to issue tender invitation.
- To make a recommendation to the Council on alternative recreational use of the s106 funding for the MUGA.
- To receive a report from the Working Party review of the consultation comments and to receive their five designs for the refurbishment of the Pavilion and Community Centre together for presentation to the Council's architect for a quotation for the preparation of the planning application for the refurbishment of both buildings.

10. CENTENARY GARDEN
- To discuss replacement of the central circular benches in the Centenary Garden.
- Recommendation:**
- **To discuss replacement of the central circular benches in the Centenary Garden to be funded from the Centenary Garden Earmarked Reserve.**
11. WAR MEMORIAL
- To consider repair to the inscriptions on the War Memorial.
  - To consider replacement of the roses around the War Memorial.
- Recommendation:**
- **To consider repair to the inscriptions on the War Memorial.**
  - **To consider replacement of the roses around the War Memorial.**
12. SNOXHALL COMMUNITY CENTRE
- To consider replacement of the Sports Hall floor.
- Recommendation:**
- **To invite quotations for the replacement of the Sports Hall Floor.**
13. FIRE RISK ASSESSMENTS
- To receive a report on the 2025 Fire Risk Assessments from the Clerk
- Recommendation:**
- **To note the report and subsequent actions.**
14. MARTYN'S LAW – TERRORISM (Protection of Premises) Act 2025
- To note the Clerk's report on preparation for the implementation of the Act including recognizing venues and events covered by the Act, updating hire agreements, risk assessment and training for staff, councillors and hirers.
- Recommendation:**
- **To note the report, update hire agreements and organize training.**
15. CITIZENS ADVICE BUREAU
- To organize a visit for the Council as Landlord under clause 4.5 of the lease to inspect the building for repairs.
- Recommendation:**
- **To nominate Councillors for the visit for the Council as Landlord under clause 4.5 of the lease to inspect the building for repairs.**
16. SNOXHALL FIELDS
- To replace the picnic bench bases in the play park funded from the Snoxhall Fields charity reserve.
  - To consider the future replacement and location of the outdoor fitness equipment
  - To discuss Football Club usage of Snoxhall Fields and fees
  - To discuss repair of the current floodlights and their long term replacement
  - To consider the provision of EV charging points in the car park.
- (This item may be considered in private and confidential session: reason – commercial in confidence).
- Recommendation:**
- **To plan for the future replacement and location of the outdoor fitness equipment.**
  - **To appoint a contractor to replace the picnic bench bases in the play park funded from the Snoxhall Fields charity reserve.**
  - **To make a recommendation to the Finance Committee on Football Club fees.**
  - **To discuss repair of the current floodlights and their long term replacement.**
  - **To investigate the provision of EV charging points in the car park.**

17. BERYL HARVEY CONSERVATION FIELD

- To discuss the recommendations of the ecological survey for the Beryl Harvey Field for Council grounds staff and volunteers.
- To improve the surface of the woodland walk.

(This item may be considered in private and confidential session: reason – commercial in confidence).

**Recommendation:**

- **To discuss the recommendations of the ecological survey for the Beryl Harvey Field for Council grounds staff and volunteers.**
- **To appoint a contractor to improve the surface of the woodland walk.**

18. TREE SURVEY

- To receive a report on the 2025 Tree Survey from the Clerk.
- To consult members of the public on the future of trees 247 and 847 at the Bruce MacKenzie Field.
- To appoint a contractor to proceed with the recommended works.

**Recommendation:**

- **To note the 2025 Tree Survey.**
- **To consult members of the public on the future of trees 247 and 847 at the Bruce MacKenzie Field.**
- **To appoint a contractor to proceed with the recommended works.**

19. CRANLEIGH VILLAGE HALL

- To consider a quotation for automatic door closers.
- To consider a quotation for a dehumidifier under the stage.
- To consider a quotation for a new noticeboard at the rear of the Village Hall.
- To discuss hire agreements.

(This item may be considered in private and confidential session: reason – commercial in confidence).

**Recommendation:**

- **To make a recommendation to full Council on automatic fire door closers.**
- **To appoint a contractor and electrician to install a dehumidifier under the stage funded from the Property Maintenance revenue budget.**
- **To consider a quotation for a new noticeboard at the rear of the Village Hall and budget allocation.**
- **To discuss hire agreements and make a recommendation to Council.**

20. COUNCIL OFFICE

- To consider a quotation for the purchase of a storage container.
- To consider a quotation for airconditioning of the Council Chamber.

(This item may be considered in private and confidential session: reason – commercial in confidence).

**Recommendation:**

- **To consider a quotation for the purchase of a storage container and budget allocation.**
- **To consider a quotation for airconditioning of the Council Chamber and budget allocation.**

21. BUDGET 01/04/26 – 31/03/27

To consider items for inclusion in the budget.

**Recommendation:**

- **To make a recommendation to the Finance Committee on items for inclusion in the 01/04/26 – 31/03/27 budget.**

22. DATE OF NEXT MEETING - Monday 13 October 2025.

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.