



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PROPERTY & ASSET COMMITTEE

Thursday 05 February 2026 at 7.00pm
Council Chamber

To ALL MEMBERS OF THE PROPERTY & ASSET COMMITTEE

Rosemary Burbridge Vice Chairman
Trevor Cobby
Mary Ann Johnson
Dave Nicholas Chairman
Yvette Nicholson
Marc Scully
Brian Steel
Clive Walker

Councillors are respectfully summoned to attend a meeting of the Property & Asset Committee to be held
at 7.00pm on Thursday 05 February 2026 at the Council Chamber.

Beverley Bell FSLCC
Parish Clerk

29 January 2026.

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/87132733561?pwd=VXsZKFfZU36XIG8t2fGHYDkeC28ozX.1>

Meeting ID: 871 3273 3561
Passcode: 910005

One tap mobile
+442034815237,,87132733561#,,,*910005# United Kingdom
+442034815240,,87132733561#,,,*910005# United Kingdom

Join instructions
https://us06web.zoom.us/meetings/87132733561/invitations?signature=T8u8-sOlrtbiq9TMJR__BVa4CEmFmA0oWwAwyk9ihCU

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 10 November 2025.**

4. CHAIRMAN'S REPORT

Recommendation:

- **To note the report.**

5. CLERK'S REPORT

Recommendation:

- **To note the report**

6. PUBLIC SESSION

Recommendation:

- **To note any comments from parishioners.**

7. MEETING WITH FOOTBALL CLUB

To discuss feedback from the meeting with the Football Club on 08 January 2026.

Recommendation:

- **To discuss feedback from the meeting with the Football Club on 08 January 2026 and recommendation of the Finance Committee.**

8. PROJECTS

Update on:

- Snoxhall Machine Shed
- Leisure Centre Bridge
- Snoxhall Pavilion and Community Centre modernization
- Office storage facilities

Recommendation:

- **To receive an update on the discharge of drainage conditions, tender for the machine shed, utility connections and strategic CIL application.**
- **To receive an update on the Leisure Centre bridge design, planning application and funding.**
- **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.**
- **To receive an update on the investigation into storage solutions for the Council office.**

9. SNOXHALL FIELDS

- To receive an update on completion of boundary licence agreements.
- To receive an update from Cllr M Scully on the condition of the outdoor gym chest press.
- To receive an update on the car park agreement with Waverley Borough Council.

Recommendation:

- **To receive an update on the remaining properties to return their licence agreement.**
- **To make a decision on the outdoor gym chest press replacement.**
- **To make a recommendation to Council on the car park agreement.**

10. BRUCE MCKENZIE FIELD REPLACEMENT TREES

To receive an update from Cllr M Scully on the two replacement trees at the Bruce McKenzie Field.

Recommendation:

- **To purchase to two replacement trees at the Bruce McKenzie Field.**

11. CITIZENS ADVICE BUREAU BUILDING

To receive an update from the visit to the CAB building.

Recommendation:

- **To note the update from the visit to the CAB building.**

12. BERYL HARVEY FIELD

To consider the future community usage of the Beryl Harvey Field.

Recommendation:

- **To consult with the community on the future community usage of the Beryl Harvey Field.**

13. CRANLEIGH SCHOOL NOTICEBOARD

To discuss the usage of the Cranleigh School noticeboard.

Recommendation:

- **To discuss the usage of the Cranleigh School noticeboard.**

14. VILLAGE HALL CINEMA

Update from Cllrs M Scully and B Steel regarding Village Hall Cinema.

Recommendation:

- **To note the update from Cllrs M Scully and B Steel regarding Village Hall Cinema.**

15. HIRE AGREEMENTS

To receive a report from Cllr Walker on the review venue hire agreements and standard terms and conditions.

Recommendation:

- **To review venue hire agreements and standard terms and conditions.**

16. CCTV CONTRACT

To receive an update on the terms of reference to invite quotations for the renewal of the CCTV contract for Snoxhall Fields on 01 October 2026 and Village Hall on 01 February 2026.

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

Recommendation:

- **To consider the terms of reference to invite quotations for the renewal of the CCTV contract for Snoxhall Fields on 01 October 2026 and Village Hall on 01 February 2026.**

17. WAR MEMORIAL

- To consider the structural survey for the War Memorial.
- To consider quotations for repairs recommended by the structural survey.
- To consider additional planting for the rosebeds.

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

Recommendation:

- **To consider the structural survey for the War Memorial.**
- **To consider quotations for repairs recommended by the structural survey.**
- **To consider additional planting for the rosebeds.**

18. CRANLEIGH VILLAGE HALL

- To consider replacement of the Village Hall chairs.
- To consider external re-decoration of the Village Hall.
- To consider servicing of the gutters and downpipes.

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

Recommendation:

- **To consider replacement of the Village Hall chairs.**
- **To consider external re-decoration of the Village Hall.**
- **To consider servicing of the gutters and downpipes.**

19. UTILITY TASK VEHICLE

- To consider quotations for the purchase of a UTV

Recommendation:

- **To recommend to full Council to release a specified budget from earmarked reserve for the purchase of a UTV.**

20. TENNIS COURTS

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

Recommendation:

- **To discuss the future of the tennis courts and make a recommendation to Council.**

21. DATE OF NEXT MEETING - Monday 20 April 2026.

Please note that the agenda and all associated papers can be found on the Parish Council website 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.