



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM**  
**ON MONDAY 22 NOVEMBER 2021**  
**AT CRANLEIGH VILLAGE HALL**

Rosemary Burbridge\*  
Rob Denton  
Cathy Gould\*  
Dave Nicholas\*            Chairman  
Marc Scully  
Clive Walker\*  
George Worthington\*    Vice Chairman

PRESENT\*

ALSO PRESENT: Mr James Auckland and Mr Jeff Hunter of Courtside, Parish Clerk B Bell FSLCC, Admin Clerk Robin Pass, two members of the public via zoom.

1.    APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs R Denton and M Scully were AGREED.

2.    DECLARATION OF INTERESTS

- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr R Burbridge declared an interest as a former resident of Avenue Road.

3.    GUEST SPEAKER: MR JAMES AUCKLAND OF PREMIER TENNIS AND MR JEFF HUNTER OF COURTSIDE

Mr Auckland explained that Courtside are a Community Interest Company dedicated to increasing physical activity and promoting community through the transformation of local parks. They had looked at the Cranleigh tennis courts, which they said are hidden from view, tired and at the end of their life. They had also noted the Area of Strategic Visual Importance at Snoxhall Fields. They proposed three options to replace the current tennis courts:

- New community café, tennis courts, adventure golf club, shuffleboard lanes and padel tennis on the Paddock Field.
- Outside the play park on the cricket field side of Snoxhall Fields and re-purposing the Youth Centre.
- A combination of the cricket field side of Snoxhall Fields and the Paddock Field.

The Committee explained that the Parish Council does not own the Paddock Field. Mr Hunter said that the tennis courts should be financially self-sustaining, but capital expenditure would be needed up front from community contribution from s106 or CIL.

The Committee thanked Mr Auckland and Mr Hunter for their presentation and explained that the plans for the new Leisure Centre have only just been released so now is a good opportunity to review tennis provision.

4.    PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 20 September 2021, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5.    CHAIRMAN'S REPORT

The Chairman had no report.

6. CLERK'S REPORT

The Committee NOTED the Clerk's Report:

- The adult football pitch improvements are due to be finished this week.
- Work will start next year on the specification for the Snoxhall Fields car park re-design and re-surfacing, Downs Link re-surfacing and footpath re-surfacing, once the Designing Out Crime Report has been received from Surrey Police.
- More tree surgery is scheduled for 01 – 03 December 2021.
- The s278 works to replace the pedestrian barrier in Knowle Lane commence on Monday 29 November 2021.

7. PUBLIC SESSION

There were no members of the public present at the meeting who wished to speak.

8. CONSULTATION ON AMENDMENTS TO THE ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016

The Clerk explained that DEFRA are planning to issue permits for cemeteries (only for full burials not ashes interments), but small-scale cemeteries will be able to apply for an exemption permit if they can comply with the exemption conditions in annex B of the proposed regulations. The Parish Council has already had a Ground Water Risk Assessment carried out on the cemetery which will inform the permit regulations when they are imposed. The cemetery is considered moderate risk, so will be ineligible for an exemption permit. If these regulations are brought in the Council may need a permit to continue burying in the new section as the graves are within 10m of a ditch and the cemetery may need to bring in discharge controls.

The Clerk said that DEFRA also want to increase the minimum grave size from 3sqm to 5sqm which will reduce the number of new graves available in the cemetery. However, it would also impact on the second interment into an existing grave, rendering families unable to bury their loved ones with their life partners. It would also impact pre-purchased exclusive rights of burial, often adjacent to loved ones, if the 5sqm grave space is not achievable.

DEFRA plan for the changes to come in at the end of 2022, early 2023. There will be a charge for permits, approximately £800 for a standard and more for a bespoke permit.

The Committee AGREED to recommend to full Council to include £800 in the 2022/2023 budget for the environmental permit and DELEGATED AUTHORITY to Cllrs R Burbridge and D Nicholas and the Clerk to draft the Council's response to the DEFRA consultation for approval by full Council.

The Clerk added that the National Association of Local Councils are also submitting a response to the consultation and would like the Council's answers to the following two questions:

Q3a: To what extent do you agree with the proposal to make General Binding Rules available for small-scale cemetery developments in low-environmental risk settings?

If this question is not applicable to you, please select N/A.

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree
- f. N/A Please provide details to explain your answer.

Q3b: To what extent do you agree that the draft exemption conditions for small-scale cemetery developments in low-environmental risk settings in Annex B are appropriate?

- a. Strongly agree
- b. Agree
- c. Neither agree nor disagree
- d. Disagree
- e. Strongly disagree

The Committee AGREED with question 3a and DISAGREED with question 3b and DELEGATED AUTHORITY to the Clerk to submit these responses to NALC.

9. SNOXHALL FIELDSLicence Agreement for the Eastern Boundary

The Clerk explained that a householder had provided a copy of a licence agreement from the 1960s for the following properties along the eastern boundary of Snoxhall Fields which permitted the householder to move their western boundary to the other side of the hedgerow, thus encompassing a strip of Snoxhall Fields within their rear garden: 29, 31, 33, 35, 36, 37, 39, 41, 43 Hitherwood and 9, 10, 11, 12 Aven Close

There is no end date to the licence but the Council can revoke the licence giving six months' notice. Householders would be obliged to remove their fences and shrubs at their own cost.

The Parish Council's solicitor advises that land must have an owner and the Parish Council cannot disclaim its title. The Parish Council therefore retains the responsibility for the trees on Parish Council land within the gardens of these properties. The Parish Council's solicitor advises that the tree surgery can be carried out without re-instating the original boundary.

The Committee AGREED to recommend to full Council to investigate terminating the current licence agreements and providing new licence agreements that pass on the responsibility and liability for tree surveying and surgery to the licensee.

The Committee AGREED to fund the tree surgery to the two trees at 29 Hitherwood as these trees overhang the recreation ground and to ask the Council to release the funding from the General Reserve.

Hitherwood Footpath

The Council has received a request from a member of the public for a reasonable adjustment to make the footpath from Hitherwood to Snoxhall Fields fully accessible. The Clerk said she had looked into this request in detail. The footpath leading from Hitherwood to Snoxhall Fields is in two land ownerships. The northern side is owned by the Parish Council and the southern side is owned by the householder at 31 Hitherwood.

The Clerk explained that since October 1999 service providers have had to take reasonable steps to change practices, policies and procedures which make it impossible or unreasonably difficult for disabled people to use a service. The Parish Council's solicitor said that there is an obligation to make access to public footpaths disabled friendly and this should be done wherever possible. The Parish Council should therefore investigate the replacement of the barrier in association with the adjoining landowner. The Clerk said the two metal barriers at either end of the footpath do meet the current DfT Inclusive Mobility guidelines. The barrier at the Hitherwood end of the footpath is between the two properties at 29 and 31 Hitherwood, and the end of the footpath leads straight into the public highway. The removal of the metal barriers at this end of the footpath would lead to similar problems as those encountered at North Downs from cyclists and danger to pedestrians and risk to cyclists from vehicles. The Clerk had sought quotations from civil engineering contractors to replace the metal barriers with inclusive access kissing gates. Unfortunately, the alleyway was constructed before current inclusivity regulations and the alleyway is too narrow for an inclusive kissing gate. However, the Clerk understands that it is the barriers at the Snoxhall Fields end of the footpath that present a problem for mobility scooter users as the land drops away into Snoxhall Fields and there is insufficient turning circle within the recreation ground. The Council had immediately extended the path within the field with the only material they had available which was type 1 stone, but the mobility scooter was unable to turn on this surface.

The Committee discussed this request at length. There is no easy option to resolve the issue for the safety of all users of the footpath and the Committee AGREED that the current metal barriers should not be removed.

The Committee DELEGATED AUTHORITY to Cllrs R Burbridge and D Nicholas to meet with the member of the public to find out if an extension to the footpath within the recreation ground would resolve the issue. The Council could then ask a contractor to enlarge the turning circle.

CCTV

The Committee AGREED to replace the faulty camera on the access road column with a second ANPR camera and to ask the Council to release funding from the Snoxhall Fields EMR.

### CRICKET CLUB REQUEST

The Cricket Club would like to reinstate the former cricket wicket on Snoxhall Fields and to extend it to three wickets for training children under the age of 11.

The Parish Council's Grounds Manager had investigated the reinstatement of the former cricket wicket, capital costs and ongoing maintenance costs. He had reported that the old cricket square requires the removal of 20-40mm of the surface to remove thatch layers which has created a deep seated layered subsurface that is not conducive to quality wicket preparation. Removal of this layer and relaying with cricket quality soil is a requirement to be able to produce consolidated wickets usable for cricket. Once this work is done, new grass cultivars suitable for close mowing will be required to be sown and established, with additional inputs to nurture the grass quality, and consolidate the surface. This process would have an estimated cost of £10,000 - £12,000+ and take 18 months to establish before use of the area can commence. In addition to this, a new metered water supply would be required to water the square and wickets, which is a prerequisite to grass health and wicket preparation (min £2,000 cost). New maintenance equipment would be needed, including a scarification machine, wicket mower, and roller (for wicket preparation and consolidating surface), additional hand tools, watering equipment and storage for the equipment. (Estimate £12,000+ just for the new equipment not including the additional storage required.) End of season works would cost £1,500 - £2,000, including aeration, soiling, and seeding & fertiliser cost. In season maintenance costs would be £4,000 - £5,000 per year minimum.

This is just a very basic outline of the costs of bringing cricket back to Snoxhall:

£5,500 - £7,000+ per year in additional maintenance costs.

£24,000 - £26,000+ in establishment costs + additional storage costs.

The cricket square would be at a higher risk of damage, even if the area was roped off as it was in the past. The cricket square is only 9 wickets wide, so only one game can be on at a time, unless an additional artificial strip is installed further down the field to allow for additional training/playing facilities, but this also has a minimum cost of £7,500 - £10,000.

The Grounds Manager said the play park is a much larger facility than when cricket was last on the ground, and this poses a health and safety risk to the play park from cricket balls. The Council would also lose the use of a 7v7 youth football pitch as this pitch runs over the old square at present.

The Committee discussed the request carefully and said the return of cricket is more challenging than they thought and would require full consultation with adjoining residents, the football club and other park users. The Council also needs to consider the presentation from earlier this evening about the tennis court proposals.

The Committee AGREED to recommend to Council that the return of cricket should only be considered after full consultation.

### 10. ELMBRIDGE ROAD NOTICEBOARD

Cllr C Gould has suggested providing a noticeboard outside One Stop on Elmbridge Road. The Clerk had provided a quotation for the supply and installation of a noticeboard but said the Council does not currently have a budget for it.

The Committee AGREED to ask One Stop if they would provide the funding for the noticeboard and if they agreed, the Committee DELEGATED AUTHORITY to the Clerk to seek permission from the landowner, Waverley Borough Council, to install the noticeboard adjacent to the litter bin on Alfold Road. Cllr C Gould kindly offered to keep the notices on the noticeboard up to date.

### 11. ELMBRIDGE ROAD DOG LITTER BIN

Cllr C Gould said there are no dog litter bins serving the Elmbridge end of the village. The Committee DELEGATED AUTHORITY to the Clerk to ask Waverley Borough Council to provide dog litter bins at Lashmere play area and on the common land by the bus stop outside One Stop in Elmbridge Road.

12. TELEPHONE BOX

Elmbridge Road

The Committee AGREED to discuss the following items in private and confidential session: reason – commercial in confidence.

Cllr C Gould raised the poor condition of the telephone box on the Elmbridge Road. The Parish Council had previously adopted this telephone box. A quotation had been sought for its repair, which is very costly at approximately £5,000.

The Committee AGREED to recommend to full Council to hold a public consultation to ask if the Parish Council should commit £5,000 to restore this telephone box or to remove it.

Avenue Road

The Clerk advised that the Council had received a request from a member of the public to install a defibrillator in this telephone box. Cllr R Burbridge explained that this telephone box is in private ownership. The Committee asked Cllr R Burbridge to approach the landowner and ask if they would be happy for a defibrillator to be installed in this telephone box. If their consent is obtained, the Parish Council will approach the Lions for funding assistance for the defibrillator.

13. PUBLIC CONVENIENCES – THE COMMON

This item was considered in private and confidential session – reason: commercial in confidence.

The Clerk advised that the Parish Council has retrospectively applied for EU funding for the replacement automatic handwashing units at the Village Way public conveniences in response to the COVID 19 pandemic and is optimistic that the funding will be granted.

The Committee AGREED to recommend to full Council to replace the handwashing units at the Common public conveniences on receipt of the EU funding for the Village Way units which have been funded from the General Reserve.

14. CRANLEIGH VILLAGE HALL

This item was considered in private and confidential session – reason: commercial in confidence.

- The Committee AGREED to recommend to full Council to upgrade the Village Hall CCTV whilst the Village Hall is closed for the ceiling lights work and to ask for the funding to be released from the General Reserve.
- The Committee AGREED to recommend to full Council to install an intruder alarm at the Village Hall whilst the Village Hall is closed for the ceiling lights work and to ask for the funding to be released from the General Reserve.

15. PARTY BOOKINGS

The Clerk has sought the Council’s insurers’ advice on the operation of bouncy castles in Council properties and received written advice. The Committee AGREED to recommend to full Council to permit the use of bouncy castles in the Youth Centre only provided that the hirer is responsible for the hire and operation of the equipment, provides a copy of the supplier’s public and products liability insurance and annual inspection of the equipment and confirms that they have had training in the operation of the equipment.

The Committee AGREED to recommend to full Council to set the damage waiver bond for all hire to £100 cash.

16. DATE OF NEXT MEETING

Monday 07 February 2022

The meeting closed at 9.10pm

Signature.....

Date.....