



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM

ON THURSDAY 01 FEBRUARY 2024 IN THE COUNCIL CHAMBER

Rosemary Burbridge*

Alan Morrison*

Dave Nicholas* Chairman

Nigel Sanctuary*

Marc Scully*

Laura Talmage*

Clive Walker*

George Worthington* Vice Chairman

PRESENT*

ALSO PRESENT: Cllr E Townsend, Parish Clerk B Bell FSLCC, Grounds Manager Nick Barnett, Cranleigh Football Club Mr Nick Bamford and Mr Roger Barriball, Tennis Mr Sean Murphy and Chairman of Alfold Tennis Club Mr Adrian Clarke, Mr Martin Bamford Knowle Park. Via zoom Wade Disley Padel and two members of the public.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr R Burbridge declared she is a volunteer at Knowle Park.
- Cllr N Sanctuary declared he is the Chairman of Glebelands School Governors.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr A Morrison declared he is a Waverley Borough Councillor.

3. GUEST SPEAKERS

Football

Mr Nick Bamford said Cranleigh Football Club has Community Amateur Sports Club status with 590 registered players of girls, boys, women & men. He said their 11 a side teams have in 2023/24 11 teams 209 players, in 2024/25 14 teams 266 players and in 2025/26 15 teams 285 players. The 2023/24 season is the 130th Anniversary of the club. They have challenges with lack of volunteers, fundraising and demand for football experiences.

For their home ground at Snoxhall Fields they are looking forward to new changing rooms for men/women boys/girls with disabled facilities , kitchen/bar meeting rooms and kit rooms when the pavilion is renovated /rebuilt.

The Football Club would like an additional pitch at the Bruce McKenzie Field on the far side. There are a number of options for use (ranging from cutting the grass and marking a pitch out, to a fully purpose built 11-a-side pitch), however they would need to explore FA funding before discussing further. The Football Club would supply goals and nets. Over time better drainage to bring the pitch up to current standards would be needed and help the Football Club with their growth in team/player numbers. He said the field is conducive to being used as a pitch with little impact on residents. There is parking in place at the Bruce McKenzie Field, Knowle Park and Snoxhall Fields. The field would still be accessible to other users when games are not on, it can be actioned reasonably quickly (depending in which option is chosen) and will have no negative impact on Knowle Park nature area.

Mr Barriball said a tennis club would need floodlights which is not suitable next to the nature reserve. He said some small pitches could be lost at Snoxhall Fields to provide tennis courts and then the pavilion could be developed for combined usage of football and tennis. He said there are grants available from the Football Foundation but the Parish Council must apply for them as land owner.

Tennis

Mr Adrian Clarke said he is the Chairman of the Alfold Tennis Club. He said they have 130 members, Dunsfold has 80 and Rudgwick have 200 members. He said a joint changing facility with the Football Club would be great.

Mr Sean Murphy said there is currently no public tennis in Cranleigh. He said the location of the current courts would never work as permission would not be given for floodlighting that is needed. He said there also needs to be more than two courts to be viable as a private club to make it work. He said a minimum of four courts is needed and there is funding available. Ideally the courts need to be constructed with a concrete beam to facilitate a bubble to convert them to indoor courts during the winter, e.g. Surbiton Tennis Club. He said the price needs to be right to make the club a success with the right coach and suggested working with the Football Club on a joint clubhouse facility. Mr Murphy provided a plan showing the addition of four tennis courts on land adjacent to the proposed MUGA site at Snoxhall Fields.

4. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 26 October 2023, having previously been circulated, were AGREED, and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman said the Council has a number of challenges with exciting projects which can be achieved through working together.

6. CLERK'S REPORT

The Committee NOTED the Clerk's Report:

- The faulty street lights have been repaired at Snoxhall Fields.
- The Village Hall high level gutters have been cleared.
- Five properties are yet to return their boundary licence agreements for Snoxhall Fields. Cllrs R Burbridge, D Nicholas and G Worthington will be visiting them.
- All tree work arising from the 2022 Tree Survey is complete apart from one micro-drill inspection report by WBC for a tree at the Bruce McKenzie Field. The tree survey is due again in June 2024.
- Work continues on the storage compound, but extra material has been needed for the car park as the poor ground conditions and inadequate base for heavy machinery have necessitated repairs to the car park area. Additional fencing has been ordered for the ditch border to prevent vehicles in the car park falling down into the ditch.
- SCC has confirmed that the footpath by the tennis courts is part of town path 378 and highways responsibility. The Clerk has reported the sunken path to SCC who are looking at options to drain the path and said the County Councillor has a new member allocation fund in April.
- The spiker ordered from Football Foundation funding is due at the end of this month.
- The Grounds Manager and Trainee Grounds Person have undertaken Football Foundation training as part of the Grass Pitch Maintenance Fund grant.
- The information board for Snoxhall Fields is being installed on 05 February 2024.
- Cllr E Townsend has advised that she no member allocation funding available for the communication board at Snoxhall Fields.
- The water heater in the officials changing room has been replaced as it had started leaking.
- The outdoor gym equipment will be serviced later this month.

- Bulk head lighting was installed today at the Village hall for the bleed control kit and new noticeboard, which will be installed by Men in Sheds soon.
- The extra dog litter bin has been installed on the Downs Link.
- New fire detection and emergency lighting has been installed as advised by the Fire Risk Assessment.
- The Clerk has appointed a new grave digger to work in the cemetery who can comply with the ICCM guidelines and has provided his method statement.
- Three yearly electrical safety inspection of the floodlights, street lights and Sports Hall will be carried out week commencing 12 February.
- Gas safety inspections will be carried out week commencing 12 February.
- Bi-annual legionella risk assessment will be carried out week commencing 12 February.
- The CAB building lease expires on 31 May 2024.
- The Clerk thanked the Grounds Manager Nick Barnett for his excellent work in the play park. The Council's annual inspection only identified very low risk and low risk items.

7. PUBLIC SESSION

Mr Martin Bamford said he is the Chairman of Knowle Park. He wished to speak about the future use of the Bruce McKenzie Field. He said lighting at the Bruce McKenzie Field would impact Knowle Park. He said they have just had an ecological survey which has identified the presence of lots of bats and some rare bird species. He said that all drainage from the Bruce McKenzie Field flows into the new lake. The Environment Agency has recently updated the flood risk maps to include the new lake and any additional development on the Bruce McKenzie Field would require this work to be done again as it could affect the lake and downstream flood risk. The Grounds Manager Nick Barnett asked if sports field drainage would impact the flood risk assessment and Mr Bamford confirmed it would have no impact.

8. BRUCE MCKENZIE FIELD

- **To discuss the future use of the Bruce McKenzie Field.**

The Grounds Manager said the far side of the Bruce McKenzie Field needs a purpose or it should be re-wilded. Cllr N Sanctuary said the Council has a capacity issue for football and tennis. Cllr G Worthington suggested the creation of tennis courts using a polymetric surface making them suitable for use for hockey and netball too. The Chairman said that measurements are needed to establish if tennis courts could be accommodated at Snoxhall Fields adjacent to the proposed MUGA leaving the far side of the Bruce McKenzie Field for football use. The Clerk said the Council's planning application for the MUGA had been submitted today so the Council would know in 8 weeks if the concept of sports development in that area at Snoxhall Fields is acceptable in planning terms.

- **To receive an update on the application to Your Fund Surrey.**

Cllr N Sanctuary said the Parish Council has submitted an application to Your Fund Surrey for the sum of £1.5 million for a tennis club, but the application progress was halted whilst the Sports Consultancy produced the Asset Review. The Committee AGREED to form a Working Party to investigate tennis provision and consult on the best location for tennis courts. The Working Party consists of Cllrs. D Nicholas, N Sanctuary, M Scully and G Worthington. The next bidding round for funding is June 2024.

9. PADEL TENNIS

The Chairman, Cllr N Sanctuary and the Clerk met with three padel contractors:

- Ream Padel advise three padel courts are achievable with a budget of £620,000 + VAT
- Wade Disley – proposal to lease the tennis courts and provide pop-up padel courts open to the public with coaching available.
- Josh Pistorious – two proposals. Option 1 is to lease the tennis courts and replace with new permanent padel courts. Option 2 is the Council providing padel courts and entering into a partnership agreement.

The Clerk said the Council has been contacted by an individual who has said that they would be interested in investing in the padel courts venture.

The Clerk has requested a quotation from the Council's solicitor for the cost of preparing a lease, and advised that it should be a lease for less than seven years to avoid the potential for permission from the Secretary of State. She said the Council could ask the lessee to fund the Council's legal costs in the preparation of the lease. She added that the permission of Fields in Trust will be required to lease the tennis courts to a padel court operator.

The Committee AGREED to recommend to full Council to advertise the lease opportunity for the tennis courts area for the provision of padel tennis. Beforehand however, local residents would be contacted for their views. It was confirmed that initially, there would be no lighting.

10. SNOXHALL FIELDS

Footpath

The Clerk advised that the Parish Council's Business Plan 2019 – 2023 included the provision of a circular footpath around Snoxhall Fields. There is £38,143 left in s106 funding for replacement footpaths at Snoxhall Fields. The proposal is for a new footpath to the same specification as the replacement footpath adjacent to the car park. The footpath will link the concrete paths on the cricket field side of Snoxhall Fields from North Downs to Hitherwood, and the adult football pitch perimeter path around the football field side to the storage compound and Beryl Harvey Field. This will require a total of 773m of footpath at £40 per sqm totalling approximately £30,520. The proposal is also to overlay the concrete footpath in the play park with tarmac and line marking like a road, and to create a new footpath to the play park maintenance access gates.

The Committee AGREED to consult on the new footpath options:

- North Downs to Hitherwood path.
- Adult football pitch to Beryl Harvey Field and Knowle Park crossing.
- Perimeter of football field.

Cllr L Talmage will assist with the creation of the survey.

Sandpit

The annual play inspection has identified the sandpit as low risk, but the rotten timbers require replacement. Unfortunately they are part of the unit and cannot be replaced without impacting the installation of the equipment to British Standards, so the sandpit play equipment is at the end of its useful life. The Clerk has obtained three quotations for its replacement. The Committee AGREED to submit funding applications to the Betty Riseley Trust and Gatwick Airport Community Trust and to ask the Council for £5,000 matched funding from the Snoxhall Fields Charity EMR. Once the outcome of the grant applications are known, the Council will make a decision on the replacement of the equipment or its removal and returning the area to grass.

Floodlights

The Clerk has spoken with the contractor Centurian who are waiting on a revised lighting design with an extra LED floodlight added to each stanchion.

11. CENTENARY GARDEN

The Council has noticed a decrease in the number of gardening volunteers in this area, which is quite labour intensive and will impact the Council's grounds maintenance budget. The Committee AGREED to advertise the need for more gardening volunteers and the Clerk will contact the schools to investigate Duke of Edinburgh volunteer opportunities.

12. PIC Funding

The Clerk said there is PIC funding remaining of £4,552.25. There are a number of criteria that have to be met to access this funding:

- the project must be a new capital project
- the funding cannot be used to repair or maintain existing equipment/facilities or undertake services that you would normally be expected to carry out
- the funding cannot be used to maintain the new project in the future

The types of projects that fall within the environmental improvement budget include (but are not limited to):

- village / town signs
- notice boards
- benches
- public realm enhancements

The Grounds Manager had provided a list of new bins, wheelchair accessible picnic bench and parking bollards to prevent unauthorized parking at Snoxhall Fields totalling £4,684.46 + VAT. The Committee AGREED to submit the PIC funding application for these items.

13. PROJECTS

- **Snoxhall Machine Shed Planning Application** – WA/2024/00037 – one objection. Quotations for architect going to Council in February.
- **Snoxhall MUGA Planning Application** – was submitted yesterday.
- **Snoxhall Pavilion Community Ownership Fund** – The Grounds Manager has provided some drawings of what could be possible and the Clerk will obtain a quotation for an architect to design the pavilion improvements. Cllr N Sanctuary has prepared the expression of interest which must be submitted on 25 February 2024 when the fund re-opens, but he said the full application must include consultation and a Business Plan. The Committee AGREED to appoint a Working Party of Cllrs. D Nicholas, N Sanctuary, C Walker and G Worthington to conduct the consultation and produce the Business Plan to support the funding application ready for submission by 25 March 2024.
- **Village Hall Community Ownership Fund** – Cllrs N Sanctuary and M Scully and the Clerk met with Stage Electrics to discuss the sound and lighting element of the Village Hall improvements. Stage Electrics are preparing a quotation for full Council to consider to produce a specification for the Village Hall lighting and sound system suitable for issuing an invitation to tender for the works.

14. DOWNS LINK BRIDLEWAY.

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

The Clerk advised that the bollards are needed for the security of the recreation ground as the old lock up posts were removed when the Downs Link was re-surfaced. These new posts reduce the risk of a trip hazard as they drop below ground when not in use and are more robust than the previous posts. The Committee AGREED to recommend to full Council to fund these posts from Snoxhall Fields Parking Control EMR of £1,081.50 and the balance from the Capital Reserve EMR.

15. JOHN DEERE ENGINE

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

The Grounds Manager explained that the John Deere machine still has plenty of life remaining with a newly installed engine. He had sought three quotations and received two quotations. The Committee AGREED to recommend to full Council to purchase a new engine from the John Deere authorized dealer Farol to be funded from the Grounds Maintenance EMR.

16. BRUCE MCKENZIE FIELD

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

The Grounds Manager explained that part of the re-organisation of Snoxhall Fields and tidying of machinery and material stores also includes the composting area at the Bruce McKenzie Field. He said that lorries would not be able to access the new storage compound but there is good vehicular access into the Bruce McKenzie Field which could be used for the bulk storage of materials. He said with suitable fencing, similar to the mesh style fencing being used at the storage compound, materials could be stored and access could be restricted to the composting bays which is a potential fire risk. The Committee AGREED to recommend to full Council to fund the additional fencing from the Forward Maintenance Plan EMR.

17. DATE OF NEXT MEETING

To be advised.

The meeting closed at 9.10pm

Signature.....

Date.....