



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 11 APRIL 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 via zoom, George Lever of Roam and Relish and one member of the public via zoom.

1. **APOLOGIES FOR ABSENCE**

The Committee AGREED the prior commitment apologies of Cllrs N Sanctuary and L Talmage.

2. **DECLARATION OF INTERESTS**

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr D Nicholas declared an interest as a member of the Football Club.

3. **PROPERTY & ASSET COMMITTEE MINUTES**

The draft minutes of the Property and Asset Committee meeting held on 01 February 2024, having previously been circulated, were AGREED, and signed by the Chairman as a true record.

4. **CHAIRMAN'S REPORT**

The Chairman has no report.

5. **CLERK'S REPORT**

The Committee NOTED the Clerk's Report:

- A client has damaged the gents toilet door in the Village Hall and it will require replacing.
- A vehicle trailer was stolen from the Bruce McKenzie Field. The Clerk is submitting an insurance claim. A quotation for new security gates will be considered by Council next week.
- The Grounds Manager is arranging for the gate from in front of the Band Room to be installed across the entrance to the Beryl Harvey Field to give the storage compound additional security. A remotely accessible CCTV camera is also being installed at the storage compound.
- The damaged bus shelter in the High Street is the responsibility of Surrey County Council.

- The outcome of the grant applications for a replacement sand pit and play equipment is awaited from the Betty Riseley Trust and Gatwick Airport Community Fund. The Committee asked the Clerk to add replacement of the sand pit and play equipment to the agenda for the full Council meeting in May 2024.

6. PUBLIC SESSION

George Lever of Roam and Relish attended the meeting to request a trading pitch at Snoxhall Fields for his mobile catering business selling hot drinks, breakfast, lunch and dinner menus. He said his vehicle is fully electric, he has a five star hygiene rating, and has already provided a copy of his £5 million public liability insurance and food safety level 2 qualification. He would like to trade at Snoxhall Fields 2 – 3 days per week preferably Thursday, Friday and Saturday evenings. He already has a regular Saturday morning booking at Gatton Manor and has been trading for six months. He uses recycled packaging, and will remove all waste from his business from site for recycling and food waste. He agreed to not be on site on the day of the Football Club awards.

7. CENTENARY GARDEN

The Council had received a request from one of the volunteers at the Centenary Garden to employ a gardener they know to help maintain the Centenary Garden now that there are not so many volunteers available. The Grounds Manager has created a specification for the maintenance of the Centenary Garden. The Grounds Manager had instructed the Council's grounds maintenance contractor to undertake a Spring tidy up of the garden this week. Cranleigh School have asked if their Duke of Edinburgh students can volunteer in the garden with litter and leaf collection. The Clerk suggested asking our Trainee Grounds Person to visit one day per month to keep on top of the fine horticulture tasks as he has completed his horticulture apprenticeship. Councillors suggested asking Knowle Park if some of their volunteers could assist with weed clearance.

The Committee AGREED for our Trainee Grounds Person to undertake fine horticulture tasks one day per month, Cranleigh School volunteers to undertake litter and leaf collection and to ask Knowle Park Trustees if some of their volunteers could undertake weed clearance.

8. PROJECTS

The Committee Chairman said the Council needs to prioritise projects to enable the Council to maintain its assets for the future and to do other projects as part of the bigger picture. He said the machine shed and pavilion upgrade are co-dependent, so any significant work on the pavilion upgrade cannot be progressed until planning permission is obtained for the new machine shed.

- Snoxhall Machine Shed Planning Application
The Council is awaiting advice from the Executive Head of Planning Development at WBC before submission of a new revised planning application for a machine shed, as AGREED by Council in March 2024.
The Committee asked the Clerk to obtain a quotation for a leylandii hedge to screen the storage compound and to find out about free trees from Surrey County Council.
- Snoxhall MUGA Planning Application
Sport England have raised a statutory objection to the planning application for the MUGA. Cllr N Sanctuary has been working with the Council's planning consultant to mitigate their objection. He provided a powerpoint presentation for tonight's meeting. The main objection from Sport England is the loss of two under 8 football pitches and the fence height of the MUGA being too low. Cllr N Sanctuary demonstrated that by turning the MUGA through 90 degrees, the loss of one of the under 8 pitches is mitigated. He said that the Council has two options:
 - Negotiate with Sport England for the loss of one under 8 pitch
 - Increase the size of the MUGA to incorporate an under 8 pitch within it. This would necessitate moving the MUGA to the north and west slightly.

The Committee AGREED to ask Cllr N Sanctuary to look into the following questions for the Council meeting next week:

- Check the run-off area size required for an under 8 pitch and incorporate into the MUGA size.
 - Estimate the maintenance cost of the polymeric pitch.
 - Investigate the cost of a booking system for the MUGA.
 - Ask the Planning Officer about the impact of 3m high fencing on the ASVI.
 - Consider an open polymeric surface covering both under 8 pitches.
- Snoxhall Pavilion Community Ownership Fund
Cllr D Nicholas said the deadline had passed for this application as the timescale had been too tight to complete the full submission. The Committee AGREED that a design for the pavilion upgrade is needed before planning permission can be sought and arranged a working party of Cllrs. A Morrison, D Nicholas, M Scully and L Talmage and the Grounds Manager to create the specification and to ask Robin Nugent Architects to provide a quotation for the plans. In order to ensure that this does not adversely impact other project commitments, this meeting should be arranged as a matter of priority.
 - Village Hall Community Ownership Fund
The grant funding agreement has been signed and submitted. Payment of the grant is awaited, but all works continue at the moment at risk to the Council. The works to create the new IT cupboard in the foyer start week commencing 13 May 2024. The Clerk advised that the project will go over budget due to the complexity of moving the IT equipment to create the disabled toilet in the ticket office. The Committee AGREED to ask the Council to provide a 10% contingency budget of £37,660 funded from the General Reserve.
The Committee AGREED to recommend the building works tender to the Council for issue, subject to the scrutiny of Cllrs N Sanctuary, M Scully and the Clerk.
The Clerk was asked to investigate a hearing loop with Stage Electrics.

9. TENNIS COURTS

The Committee AGREED to defer consideration of new tennis courts until the other main projects are completed.

10. BRUCE MCKENZIE FIELD

The Football Club would like to make an application to the Football Foundation Fund to convert the open space on the far side of the Bruce McKenzie Field to another 11 a-side football pitch. They would like the pitch playable next year. The Grounds Manager said the grant process and pitch creation would take 2 – 3 years.

The Committee AGREED to advise the Football Club that the time frame for the creation of another 11 a-side football pitch would not be achievable to meet their immediate concerns. Instead, the Council should look to explore improving the drainage of the current football pitch at the Bruce McKenzie Field. The Grounds Manager said he would undertake this but also that ditch management must be discussed with the Knowle Park Trustees as any improvements to the pitch drainage will impact the drains outside of the Council's land.

11. SNOXHALL FIELDS FLOODLIGHTS

The Clerk referred to the FA requirement for Grade G for floodlighting: Floodlights must be provided to an average lux reading of at least 120. No single reading can be less than one quarter of the highest reading so as to ensure an even spread of light. Reading shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings taken 2.5 metres inside from the touchline. The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

Steve Dawe of the Football Club says, *‘With regards to the floodlights as has always been the case as long as the new lights give us 120 lux around the whole pitch it will be fine any new ground with lights have been asked to achieve 180 lux as this will be the ruling moving forward.’*

The Committee reviewed the LUX level design offered by Centurian and AGREED to recommend to Council to accept the offer to add an additional LED floodlight to each stanchion, to replace the two blown floodlights under warranty and to confirm the floodlights meet the FA Grade G specification through a LUX level test to be carried out by Case Electrical at the cost of Centurian. The Committee also requested that the electrical installation is certified by Centurian’s electrician. This work should be undertaken as soon as possible, in order to deal with any further issues that may arise and to take advantage of harder ground conditions.

12. SNOXHALL FIELDS FOOD CONCESSION

The Clerk advised that Alpher Coffee will not be returning for the new football season as they have a lot of summer bookings. The Council has an application from Roam & Relish who would like to trade at Snoxhall Fields. The Committee AGREED to recommend to full Council to offer Roam and Relish a one year licence agreement with a six month break clause to trade at Snoxhall Fields for two days per week.

13. TREE SURVEY

This item was held in private and confidential session: reason – commercial in confidence. The Clerk had invited six companies to tender for the Council’s tree survey and received three quotations. The Committee AGREED to recommend to the Council to appoint AFA Consulting.

14. DATE OF NEXT MEETING

Requested for June 2024.

The meeting closed at 8.45pm

Signature.....

Date.....