



## **CRANLEIGH PARISH COUNCIL**

### **MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 09 JANUARY 2025 IN THE COUNCIL CHAMBER**

Rosemary Burbridge\*  
Alan Morrison\*  
Dave Nicholas\*                      Chairman  
Marc Scully\*  
Clive Walker\*  
George Worthington\*              Vice Chairman

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC.

1. **APOLOGIES FOR ABSENCE**

There were no apologies.

2. **DECLARATION OF INTERESTS**

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

3. **PROPERTY & ASSET COMMITTEE MINUTES**

The draft minutes of the Property and Asset Committee meeting held on 10 October 2024, having previously been circulated, were AGREED, and signed by the Chairman as a true record.

4. **CHAIRMAN'S REPORT**

The Chairman had no report.

5. **CLERK'S REPORT**

The Committee NOTED the Clerk's Report:

- There has been no further contact from Waverley Borough Council regarding the licence agreement for the three electricity cabinets on the Common since March last year.
- The Council has been contacted by the contractor working on the Cranleigh Leisure Centre to ask if they can use the tennis courts for parking – the Clerk has referred them back to WBC and explained that the Council has already given WBC permission for temporary use of the car park.
- The ceiling of the Snoxhall Community Centre club room requires re-decoration.
- Work continues to address the issues raised in the fire risk assessment. Works still need to be completed in the Snoxhall Community Centre, Snoxhall Pavilion and Council Office.
- The circular benches in the Centenary Garden require replacement.
- The Council is awaiting an update from WBC regarding the Snoxhall Fields car park licence agreement renewal.
- The Council is awaiting the three yearly electrical safety inspection certificate for the Snoxhall Fields car park ticket machine from WBC.

- The Council has had to clear the compost bays at the Elmbridge and Amlets Lane allotments again as they were overflowing with unsuitable material for composting. This could become an enforcement issue for the Parish Council when waste exemption permits are introduced, and may result in the withdrawal of the facility.
- Tree surgery is ongoing at Snoxhall Fields, the Beryl Harvey Field and Elmbridge allotments.
- The Parish Council had a presentation from members of the public about their wish for a bike pump track in Cranleigh. The Clerk has provided them with details of the Parish Council's land ownership.

6. PUBLIC SESSION

There were no members of the public present.

7. PROJECTS

- **Snoxhall Machine Shed Planning Application**  
Cllrs D Nicholas and M Scully will work with the architects, Grounds Manager and Clerk on the preparation of the planning application for the machine shed.
- **Snoxhall MUGA Planning Application**  
The Clerk advised that the Assistant Director of Planning at WBC has said that the Parish Council can re-assign the s106 funding for the MUGA to general recreational facilities. The Clerk was asked to clarify if this can only be used at Snoxhall Fields and bring the response to the next meeting of this Committee.
- **Snoxhall Pavilion**  
The Council is preparing a planning application to move the machine shed from Snoxhall Pavilion to the storage compound. This will unlock extra space for the refurbishment of Snoxhall Pavilion. The Clerk reminded Councillors that the Pavilion is built on land held on charitable trust for the benefit of parishioners for recreation. There is £27,281 in s106 funding for the refurbishment of the Pavilion, which could be used to fund architect fees for the planning application for refurbishment. The Committee AGREED for Cllrs A Morrison, D Nicholas and G Worthington to review the community consultation questionnaire about future usage of the pavilion the Clerk will create for circulation widely in the community to include all sports organisations.
- **Village Hall Community Ownership Fund**  
The Clerk reported that phase one is complete apart from some minor snagging. The Clerk is working on phase 2. The Clerk has obtained one quotation for a 300 seat rake seating system and is awaiting a second quotation. There are only two companies in the UK that manufacture these systems. Once the quotations have been received, the Council needs to work with the structural engineer to open up two trial pits in the main hall floor to assess the suitability of the systems. The Clerk has also obtained two quotations for air conditioning and is awaiting a third quotation. The Village Hall website will go live imminently. The Clerk has begun a marketing campaign for the Village Hall on social media and reached out to potential customers. She has meetings next week for a roller disco and parent and toddler group.

8. BERYL HARVEY FIELD

The Clerk explained that the current Conservation Plan was produced in 2018 and is due for review. She added that insurance criteria has become stricter and more details will be required from the conservation volunteers. The Committee AGREED:

- To ask the Grounds Manager to review the Conservation Plan and bring comments to the next meeting of this Committee.
- To ask the Clerk to contact the conservation volunteers and ask how many volunteers are still active, what tasks they would like to undertake and their skill set.

9. CENTENARY GARDEN

The Clerk advised that there are no longer any volunteers working on the Centenary Garden. The Council AGREED to ask the Grounds Manager to undertake the maintenance responsibility for the Centenary Garden.

10. CRANLEIGH FOOTBALL CLUB

The Committee Chairman, Cllr M Scully and the Clerk met with the Chairman of Cranleigh Football Club prior to this meeting.

- The Chairman of Cranleigh Football Club has agreed to investigate funding through the Surrey FA for the floodlights.
- The Council has agreed to hire a noticeboard at the rear of the Village Hall to the Football Club.
- Concerns were raised about the cost of maintaining Snoxhall Fields and the Bruce McKenzie Field for football against the income from pitch hire. It was AGREED to discuss pitch hire fees at the next Committee meeting.

11. FLOODLIGHTS

The Clerk explained that three LED heads have failed on one side of the pitch and five on the other. Due to electrical issues, the floodlights are unusable and a notice has been placed on the main switch. Centurian made a site visit today. They cannot get the LED heads working until ground conditions improve and they can bring access equipment on site. The Clerk advised that the three yearly electrical safety inspection had noted that the control gear from the previous halogen lamps is still in situ within the columns and best practice would be to remove it. The Clerk said the LED heads are coming to the end of their five year warranty this year so plans should be made now for their replacement. The Committee recognized that ground conditions will be an ongoing issue for access equipment for working at height on the current floodlight stanchions.

The Committee AGREED to seek quotations for:

- Replacement of LED heads with Kingfisher LEDs.
- Replacement of LED heads with Kingfisher LEDs and removal of redundant control gear in base of columns.
- Replacement of floodlights and stanchions with telescopic floodlights.

The Committee discussed how the replacement floodlights could be funded and AGREED that the Football Club should be approached for financial assistance once the quotations have been received.

12. TREE SURVEY

The Council AGREED to appoint AFA Consulting for the annual tree survey in June funded from the tree management revenue budget and to invite them to hold their price for three years upon which the Council will instruct them for a period of three years.

13. DATE OF NEXT MEETING

Thursday 13 March 2025. The meeting closed at 8.00pm

Signature.....

Date.....