



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 13 MARCH 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, four members of the public.

1. **APOLOGIES FOR ABSENCE**
The Committee AGREED the prior commitment apologies for absence from Cllr A Morrison and C Walker.
2. **DECLARATION OF INTERESTS**
 - 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 09 January 2025, 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.
 - There has been no update from WBC regarding our permission for temporary use of the car park during the Leisure Centre build.
 - The ceiling of the Snoxhall Community Centre club room has been re-decorated.
 - Work continues to address the issues raised in the fire risk assessment. Works still need to be completed in Snoxhall Pavilion and the Council Office.
 - The Clerk has booked the annual fire risk assessments for May.
 - The annual emergency lighting and Pat testing has been booked for May.
 - The annual gas safety inspections are complete and a new flue has been installed for the Snoxhall Pavilion boiler.
 - 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.
 - Final tree surgery is ongoing at Snoxhall Fields this week.

- The tree survey is booked for June when the trees are in full leaf.
- The defibrillator has been stolen from the unlocked cabinet at the public conveniences on the Common. The Clerk has requested an insurance claim.
- The Clerk and Grounds Manager are working their way through the annual playground inspection report and have contacted play equipment manufacturers for repair costs.
- The Arts and Crafts cupboard at the Village Hall will be empty by the end of the month.
- Men in Sheds have agreed to repair the Cranleigh School noticeboard in the High Street.
- The Parish Council awaits the outcome of their application for advertisement consent for community banners to the front and rear of the Village Hall. Once permission is granted, the Leisure Centre noticeboard will be removed, the blue noticeboard to its right will be moved to its place to leave a space for a community banner on the rear of the Village Hall.
- There is an amendment to PIP/2024/01818 - change description of development to "Application for Permission in Principle for the erection of up to 5 dwellings" at Amlets Lane community building. The Parish Council is allocated £40,000 in s106 funding for the Village Hall once this development is complete.
- The Council's buildings are being re-valued for buildings insurance purposes in May under their three yearly review.
- Summer hanging baskets have been ordered.
- From 31 March 2025 (or 31 March 2027 for firms with less than 10 employees), all workplaces (businesses and non-domestic premises) in England have a legal duty to present the following wastes separated in accordance with the arrangements with their waste collector:
 - dry recyclable materials - plastic, metal, glass, paper and card (more information on separating recyclable material is in the 'Separating recyclable waste' section)
 - food waste
 - black bin waste (residual waste)

Workplaces that generate garden waste have a legal duty to manage it in accordance with the waste hierarchy and arrange for it to be recycled or composted if it delivers the best environmental outcome.

The Senior Admin Clerk has checked with Chambers who collect our litter bin waste. Chambers advise that they sort our waste collected so there is no need for separate waste bins and they will review the service for 31 March 2027. The Council already composts its green waste.

6. PUBLIC SESSION

A member of the public attended the meeting to support the proposal for the pump track. He said they had looked at the Parish Council's assets and had selected the Bruce McKenzie Field as it has easy access and would encourage cycling to the track. They have spoken to British Cycling who will be looking at grant funding in April. No design has been put forward for a pump track for the Bruce McKenzie Field yet as they need to secure the site before they make plans for the actual track. At that stage, they will contact pump track manufacturers and start to plan the track. They hope to have a tarmac track for longevity and safety of the users. Councillors raised concerns about drainage at the Bruce McKenzie Field which the members of the public said could be addressed with track design and French drains. Councillors also raised concerns about young people crossing Knowle Lane to get to the site. The members of the public said the track could be developed in conjunction with a new skate park and asked if the Parish Council knew the location of the planned new skate park. The Committee said they did not know the location for the planned new skate park.

7. **COMMUNITY ASSET TRANSFER**

Surrey is part of the priority reorganisation of local government. Surrey County Council must submit their interim plan to the government by 21 March 2025 and their final proposal by 09 May 2025. The aim is for a shadow unitary authority to be in place for May 2026 and unitary authority complete by May 2027.

Surrey County Council and Waverley Borough Council may be reviewing the assets they hold and whether they wish to retain them or dispose of them prior to reorganisation. WBC have a policy for Asset Transfers. The Council can express an interest to take over community assets and if approved by WBC, the Parish Council will need to complete a full business case on the proposed community use of the asset.

The Committee AGREED for the Chairman and Clerk to ask about community asset transfers at the local government reorganization meeting on Tuesday.

8. **BRUCE MCKENZIE FIELD**

The Committee AGREED to submit the pump track proposal to Waverley Borough Council to be considered in conjunction with the new skate park plans.

9. **PROJECTS**

- **Snoxhall Machine Shed Planning Application**

The architects have advised the inclusion of a report on net biodiversity gain to support the planning application for the machine shed. The Committee AGREED to appoint the Ecology Co-op at a cost of £1,802.55 + VAT to be funded from the admin professional fees budget this financial year.

- **Snoxhall MUGA s106 Funding**

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 Committee AGREED to defer this agenda item to the next meeting of the Committee.

- **Snoxhall Pavilion**

There were 608 responses to the questionnaire on the refurbishment of Snoxhall Pavilion.

What facilities would you like to be available at Snoxhall Pavilion? Please tick all that apply		
Answer Choices	Responses	
Sports Clubhouse	55.94%	339
Community Bar	34.82%	211
Community Cafe	58.75%	356
Commercial Bar/Cafe	26.73%	162
Public toilets	73.93%	448
Individual shower cubicles	12.71%	77
Additional changing room/shower facilities	23.43%	142
Facilities for young children	44.22%	268
Facilities for older adults	21.95%	133
Nursery	16.17%	98
Venue for party hire	33.66%	204
Outside seating	60.56%	367
	Answered	606
	Skipped	2

Do you think the Parish Council should refurbish Snoxhall Pavilion and Snoxhall Community Centre at the same time?		
Answer Choices	Responses	
Yes	85.00%	408
No	15.00%	72
	Answered	480
	Skipped	128

Do you believe there is a benefit to operating the two buildings as one facility?		
Answer Choices	Responses	
Yes	79.06%	370
No	20.94%	98
	Answered	468
	Skipped	140

The Committee AGREED to recommend to full Council to appoint a Working Party to review the consultation comments and to provide 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.

- **Snoxhall Fields Entrance Barrier**

Three quotations had been sought for metal entrance gates and height barrier for Snoxhall Fields. The Committee AGREED that the preferred design of entrance gate for Snoxhall Fields would be one large post onto which two gates would be hung: one to close off access to the field and one that could be used to close the access road. The gates would protect the Council's investment in its open spaces and equipment and would be made from galvanized steel for longevity. The Clerk was asked to check if Waverley Borough Council had any plans to utilize the Snoxhall Fields access road during the Leisure Centre build. The Committee AGREED to recommend to full Council to appoint Stronghold to supply and install one large post and two gates to be funded from the Forward Maintenance Plan 2025/26 budget. Full Council can chose to have the gates painted green if they wish or leave them as galvanized steel.

10. ELMBRIDGE ALLOTMENTS

- The Clerk advised that ploholders have been using the southern end of the allotments site as an unofficial composting area. The site has formed a large bank. The Clerk was instructed to get a quotation to level the site and remove all waste and to provide a composting bay at the front of the site on the grass verge.
- Ploholders have requested a dropped kerb and parking area for a number of years as the access road is very narrow. The Clerk was instructed to obtain a quotation for a dropped kerb and parking area, which will require planning permission.

11. HORSHAM ROAD BENCH

County Councillor E Townsend had requested this agenda item with an offer from Surrey County Council to provide funding for the Parish Council to remove the old bench and supply a new bench to serve the re-located bus stop in Horsham Road. Cllr E Townsend has since withdrawn this request as Surrey County Council have agreed to carry out the supply and installation of the new bench.

12. BERYL HARVEY CONSERVATION FIELD

The Grounds Manager provided a report which advised that creating an updated rewilding/conservation management plan involves several key steps to ensure the restoration of relevant ecosystems and the reintroduction or protection of native species. He said if the Council wishes to engage with community volunteers, their roles and responsibilities need to be clearly defined, and boundaries set in place. Finances, resources and inputs need to be carefully balanced against the benefits of any such plan.

The Grounds Manager advises the appointment of an ecologist to formulate a well-rounded updated management plan. It may take at least 12 months just to establish these parameters. He would also advise engagement with Knowle Park to establish a satellite area of conservation that mirrors the ethos of the country park area, establishing a recreational, educational, conservational environment for the whole community to enjoy. He said he is fully aware of the sensitive nature of some of the protected species within the area and the degree of accessibility to some areas needs careful understanding and management.

The Committee AGREED to recommend to full Council to appoint the Ecology Co-op to undertake a biodiversity study of the Beryl Harvey Conservation Field and allotments at a cost of £2,060 + VAT funded from the admin professional fees budget for next year.

The existing conservation volunteers had provided details of the current volunteers, their skills set and types of task that they could undertake on behalf of the Parish Council. The Committee AGREED to acknowledge their offer of help and will provide them with an update once the ecologist has completed their report and the Council has considered its recommendations.

On the advice of Surrey Wildlife Trust's ecologist, the tree surgeons had left a log pile at the end of the woodland walk at the Beryl Harvey Field. The Grounds Manager raised concerns about potential fire risk due to their proximity to the electricity sub-station, allotment plotters raised health and safety concerns about the size of the log pile and the conservation volunteers complained that the log pile had been built on the site of rare native daffodils and bluebells. The Committee ACCEPTED the offer of the tree surgeons to remove the log pile.

13. LEISURE CENTRE BRIDGE

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

The bridge is showing signs of deterioration. Structural engineers Hockley & Dawson wrote the specification for the repair of the Leisure Centre bridge and the Clerk sought a quotation for the repair. The Committee asked the Clerk to check with Waverley Borough Council if they have any plans to use this bridge for access during the Leisure Centre works. The Committee AGREED to obtain a quotation from Stronghold for a replacement bridge and to present the repair and replacement bridge costs to full Council next week for a decision. The repair can be funded from the Forward Maintenance Plan EMR in the new financial year.

14. KNOWLE LANE DITCHES

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

The Committee AGREED to recommend to full Council to appoint Benn Nicholson to clear the Knowle Lane ditches to be funded from the Forward Maintenance Plan EMR in the new financial year and to work with Knowle park to reduce disruption to road users through traffic management.

15. CRANLEIGH VILLAGE HALL

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

- The Committee AGREED to appoint CIA to install a new CCTV camera covering the bar for customer safety and a new CCTV camera covering the stage due to the cost of the new equipment to be funded from the property maintenance budget in the new financial year.
- The Committee DEFERRED the quotation for the automatic door closers pending the fire risk assessment being undertaken in May 2025.
- The Clerk provided a report on four quotations received for raked seating systems. The Committee AGREED to postpone the decision on a raked seating system, as the concept was part of a collaboration with Cranleigh Arts Centre who are no longer pursuing the project. The Committee AGREED to recommend to full Council to sand and seal the floor using the property maintenance budget next year.
- The Committee reviewed two quotations for airconditioning. The Committee AGREED to recommend to full Council to appoint Coolair to install a dehumidifier under stage to protect the new stage from the damp under floor, subject to checking noise level of the dehumidifier. The Committee asked the Clerk and Chairman to explore heat pumps further for heating and air conditioning.

16. SNOXHALL FLOODLIGHTS

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

The Clerk has requested a quotation to replace the remaining older floodlight heads with Kingfisher LED floodlights as the older floodlights will be out of warranty this summer. This item was deferred to the next meeting pending the quotation.

13. DATE OF NEXT MEETING

To be arranged in June. The meeting closed at 9.05pm

Signature.....

Date.....