



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 6.00PM ON THURSDAY 31 JULY 2025 IN THE COUNCIL CHAMBER

Rosemary Burbridge*
Trevor Cobby* Vice Chairman
Dave Nicholas* Chairman
Marc Scully*
Clive Walker*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, one member 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 Trustee of Rowleys.
3. PROPERTY & ASSET COMMITTEE MINUTES
The draft minutes of the Property and Asset Committee meeting held on 13 March 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 Clerk reported the sudden death of the Council's architect Robin Nugent, condolences have been sent to his widow.
6. GUEST SPEAKER: CHAIR OF WAVERLEY ACTIVE TRAVEL AND THE LOCAL REPRESENTATIVE OF CYCLING UK IN THE CYCLE ADVOCACY NETWORK
Alex Page of Waverley Active Travel CIC attended the meeting to seek support for the Better Points and Active Travel Scheme which will be added to the agenda for the September Parish Council meeting. He also asked if there is any news about a potential pump track in Cranleigh. The Chairman explained that WBC have announced a new skate park for Cranleigh in an unspecified location. A pump track could potentially be located with the new skate park.
7. PUBLIC SESSION
A member of the public attended the meeting to request the removal of the column light in the cemetery. The member of the public said the light was installed in 2004 a few feet from their boundary with no consultation. Following their original representations, the Council had installed a switch rather than a timer for the column. The member of the public said the light is not lit and is not in use so should be removed.

8. CEMETERY

The Clerk advised the Committee that the column light is provided to illuminate the machine sheds in the winter months when it gets darker earlier and is necessary for the health and safety of Council staff putting equipment away at the end of the day. She provided photographs of the column today, and photographs of the column before the member of the public removed a substantial tree in their garden which screened the light when it was installed.

The Committee AGREED to consult with the staff about lighting for the machine sheds and seek a quotation for alternative lighting.

9. PROJECTS

- Snoxhall Machine Shed Planning Application

From the WBC planning portal, WBC's Tree Officer has requested a tree survey and constraints plan and an arboricultural impact assessment. WBC then require re-consultation once this information is received.

The Committee AGREED to appoint AFA Consulting at a cost of £2,000 + VAT to create these reports, funded from the Machine Shed EMR. The Committee were extremely disappointed with WBC for failing to mention this additional request despite meetings with the Director of Planning to ensure that the Parish Council had met all of the concerns raised in the refused planning application last year. The Chairman and Clerk will raise this latest request with WBC's Director of Planning at their meeting next week. The Committee is concerned that this further delay could impact the Parish Council's ability to apply for strategic CIL funding when the window opens. At the moment WBC are unable to give any timescale when the funding window will open.

- Snoxhall MUGA s106 Funding

The Committee have asked the Chairman and Clerk to ask the Director of Planning at WBC if this s106 funding could be used for recreational facilities on land not within the ownership of the Parish Council. The Committee decided to wait for more details on the new skate park coming to Cranleigh and a potential pump track before making any decisions about this funding expenditure.

- Snoxhall Pavilion

Cllr D Nicholas said he will organize a meeting of the Working Party of Cllrs C Bennett, T Cobby, D Nicholas and M Scully and the Grounds Manager in early September to review the previous 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.

10. CENTENARY GARDEN

The Committee reviewed four quotations online for benches and AGREED to recommend to full Council to purchase two galvanized steel benches from Caple Forge funded from the Centenary Garden EMR.

11. WAR MEMORIAL

- The Committee AGREED to review the war memorial inscriptions condition after the winter.
- The Committee gratefully accepted the offer from Stonescapes to provide the groundworks free of charge to enable the replacement of the roses around the War Memorial. Cllr T Cobby will contact a volunteer about the planting of the roses.

12. SNOXHALL COMMUNITY CENTRE

The Committee AGREED to seek three quotations to replace the Sports Hall floor as the underfloor bearers have failed and to look for grant funding.

13. FIRE RISK ASSESSMENTS

The annual fire risk assessments were carried out in June. The Clerk has worked through the outstanding actions including updating the Fire Safety Policies, Evacuation Plans and fire alarm zone maps, and booked routine service of the fire alarms. The remaining actions will require action by a contractor, Councillors offered to help source a local carpenter. The Clerk will organize fire awareness and fire warden training for staff.

14. MARTYN'S LAW – TERRORISM (Protection of Premises) Act 2025

The Committee NOTED the Clerk's report:

- Applies to venues with a capacity of over 200 people so includes the village hall. Applies to ticketed external events, but it would seem sensible to apply to open public events such as Remembrance Sunday managed by the Parish Council.
- There will be a requirement to register with the SIA but the Act will not be enacted for two years so the details are still being prepared.
- All staff involved in the venue hire to complete ACT awareness e-learning annually.
- Create Terrorism Protection Plan.
- Add terrorism to risk assessment review in January.
- Update hire agreements to ask hirers to consider terrorism risk assessment for events on open public spaces and open public village hall events with a large capacity. The Committee AGREED to invite long term hirers to take part in training.
- The Clerk will keep the Council updated as more information becomes available.

15. CITIZENS ADVICE BUREAU

CAB have the Village Way building on a one year repairing lease ending 31 May 2026. They have postponed the dilapidations to the end of this lease – that is to make good any repairs needed before surrendering the building. They do not have the benefit of the Landlord and Tenant Act 1954 to automatically renew their lease. This is their third annual lease. The Committee AGREED to request a visit for the Council as Landlord under clause 4.5 of the lease to inspect the building for repairs and nominated Cllrs R Burbridge and D Nicholas to conduct the visit.

16. SNOXHALL FIELDS

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

- The Clerk advised that the chest press is at the end of its useful life. Cllr M Scully will have a look at the chest press and if it is not repairable it will be removed. The Committee declined to make any plans for the replacement of the outdoor gym equipment whilst plans for the new skate park area in Cranleigh are unknown.
- The playground inspector has highlighted the trip hazard of the picnic areas: one is concrete and one is rubber tiles. The Committee considered two quotations and AGREED to seek a third quotation from a local contractor for either returning the area to grass, installing slabs or creating a base to the same specification as under the shade shelter. Cllr C Walker arrived.
- The Clerk was asked to check if there is any section 106 funding available from WBC for improvements to the play park.
- The Committee DEFERRED discussion on the Football Club fees to the next meeting of the Finance Committee.
- Two floodlights are due to be replaced under warranty this summer. All floodlights will then be out of warranty. The Committee AGREED to approach the Football Club to commence discussions to replace the adult football pitch with a 3G pitch with floodlights.
- The Committee AGREED to approach WBC to discuss the renewal of the parking agreement for Snoxhall Fields, but postponed any discussion on the installation of EV chargers to ensure the maximum number of parking spaces are available during the Leisure Centre build.

17. BERYL HARVEY CONSERVATION FIELD

The Council appointed independent third party the Ecology Co-op to conduct an ecology report for the Beryl Harvey Conservation Field and allotments. The ecologist said the habitats located within the Beryl Harvey Field Conservation Area are of high quality and currently appear to be well managed. The recommendations in their report aim to largely keep the habitats and their overall quality the same, with some minor improvements. The report sets out the actions for the Council's grounds staff, for volunteers and that require professional ecology supervision.

The Committee AGREED to send the ecology report to the conservation volunteers for consultation advising them that the Committee has AGREED to recommend to the Council to adopt the Ecology Report as the Action Plan for the Beryl Harvey Conservation Field.

The Committee discussed the comments by parishioners in Oaklands about the surface of the Woodland Walk adjacent to the Beryl Harvey Field. The Council does provide a woodchip surface as and when materials are available to the Parish Council for this rural footpath. However the woodland walk is not a formal footpath from the Oaklands development to the village. The Oaklands development was given planning permission despite there being no pavement from the development to the village. The Parish Council had obtained a quotation to make up the woodland walk to the same standard as the Snoxhall Fields public footpaths for the sum of £14,375 + VAT, but the Committee decided not to recommend this work to the Parish Council as the footpath would only serve a minority of our community whose needs should have been met through the planning system.

18. TREE SURVEY

The Clerk reported that there had been another limb drop by the brook in Snoxhall Fields this week. She had met the tree surgeon on site yesterday and agreed for them to carry out a 2 – 3m crown reduction to three oak trees oversailing the play park as soon as possible.

The Clerk advised that the annual tree survey was carried out in June 2025. The Committee AGREED to seek three quotations for the 3 months, 6 months and one year priority actions. The Committee recommended that the quotations are considered at the next meeting of the Council to maintain the priority deadlines for tree surgery.

The Clerk said the Parish Council has been given the option of a sonic tomography scan of tree 266 at Elmbridge allotments or to fell the tree. Given its proximity to the highway, the Clerk has asked Dave Ford Tree Care for a quotation for felling which will require traffic management. The Committee AGREED to recommend to full Council to fell this tree, after the bat roosting survey has been completed.

Tree 247 at the Bruce McKenzie Field is identified for felling within one year as it has responded poorly to last year's reduction works. The arboriculturalist advises public consultation before felling this tree. The Clerk has booked the tree surgery for 01 October 2025.

Tree 847 at the Bruce McKenzie Field had a 50% crown reduction last year. The arboriculturalist advice is to fence the tree off and consider suspension of the parking bays at Knowle Park. The Clerk has contacted Knowle Park Trustees and sent them a copy of the tree survey. The Trustees do not feel the tree poses a risk to any of their car parking bays, or indeed the public footpath 393 between the tree and the car park, but said they will keep an eye on it.

The Clerk has organized fencing tree 847 off with rope and pins, which will be replaced with HERAS fencing tomorrow. The Clerk has also added details of the tree cordon to social media. The Clerk advised the Committee should consider public consultation before felling this tree. The Clerk has booked the tree surgery for 01 October 2025.

The Clerk has contacted the ecologist who said he does not need to supervise the felling of trees 266, 247 and 847 as it is outside of the bird nesting season, but the Council will need to have had a bat roosting survey at a cost of £1,030.50 + VAT.

The Committee AGREED to advertise the felling of trees 247 and 847, to organize the bat roosting survey for trees 266, 247 and 847 and to recommend to Council to fell tree 266 as soon as traffic management is available, and to fell trees 247 and 847, removing all arisings from site 01 October 2025 and to re-plant with native species.

19. CRANLEIGH VILLAGE HALL

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

- The Committee declined to install automatic door closers to the fire doors as this is not a requirement of the most recent fire risk assessment.
- The Committee AGREED to recommend to full Council to install two 3kW under stage dehumidifiers at a cost of £2,917 + VAT to be funded from the Forward Maintenance Plan Reserve.
- The Committee discussed replacing the noticeboards at the rear of the Village Hall and asked the Clerk to include this in the budget next year.
- The Committee AGREED to recommend to Council to include details of the Village Hall CCTV system in the standard terms and conditions of hire.
- The Committee AGREED to recommend to Council to appoint the Council's solicitor to review the venue hire agreements.
- The Committee AGREED to invite a hirer to a meeting to discuss their concerns about their hire of the Village Hall.

20. COUNCIL OFFICE

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

- The Committee AGREED to recommend to Council to purchase a storage container for the Council Office.
- The Committee asked the Clerk to include airconditioning for the Council Chamber in the budget for next year.

21. BUDGET 01/04/26 – 31/03/27

The Committee requested the following items to be included in the budget:

- New noticeboards for the Village Hall.
- Airconditioning for the Council Chamber.
- Lych Gate repair.
- Play park improvements.
- Outdoor gym equipment replacement.
- Footpath from the storage compound to Knowle Lane.
- Elmbridge allotments car park.
- Interactive noticeboard for the Village Hall.
- Cemetery light.
- CCTV system replacement

22. DATE OF NEXT MEETING

Thursday 09 October 2025.

The meeting closed at 8.37pm.

Signature.....

Date.....