



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM

ON THURSDAY 05 FEBRUARY 2026 IN THE COUNCIL CHAMBER

Rosemary Burbridge*
Trevor Cobby* Vice Chairman
Mary Ann Johnson
Dave Nicholas* Chairman
Yvette Nicholson*
Marc Scully
Brian Steel
Clive Walker*

PRESENT*

ALSO PRESENT: Cllr E Townsend, Parish Clerk B Bell FSLCC, three members of the public in person and one member of the public via zoom.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr M Scully.

2. DECLARATION OF INTERESTS

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 10 November 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 Council NOTED the Clerk's report:

- NHS Blood and Transplant have made no further bookings at Cranleigh Village Hall and have made enquiries to move to the Rugby Club.
- SCC have requested permission to install a wayfinding sign at Snoxhall Fields, adjacent to the Downs Link.
- The Clerk has obtained three quotations for heating engineers and appointed ACS-South East who are a BMS Controls and Heating Service company with 10 commercial gas engineers, based in Pirbright.
- With grateful thanks to Case Electrical who were out within twenty minutes when the Clerk reported smoke in the Village Hall toilets. The fault was found in an old extractor fan motor and isolated.
- An abandoned car has been removed from Snoxhall Fields car park.

6. PUBLIC SESSION

A member of the public said volunteers have been working with the Parish Council for 35 years at the Beryl Harvey Field. They had a leader who met with volunteers once a month and the volunteers met with the Parish Council twice a year. They feel that the Beryl Harvey Field is no longer a conservation field and the ecologist's report is not adequate as it was made during a one day visit and not visits during all four seasons. There are seven volunteers including their own nominated leader who would like to return to volunteering at the Beryl Harvey Field, but they do not appreciate the report's recommendations for their role. They said a silver birch tree has been felled and questioned why this has happened. They said the dividing hedge needs trimming, which the Clerk confirmed the Grounds Manager has scheduled. They also mentioned an aggressive group of willows that need regular coppicing.

7. MEETING WITH THE FOOTBALL CLUB

- Cllrs M Scully and C Walker, the Grounds Manager and the Clerk met with representatives of the Football Club on 08 January 2026 to discuss fees for the 2026/27 season. The Football Club are struggling for volunteers, which impacts their ability to fundraise through other events and catering. The Grounds Manager had provided a comprehensive analysis of material and contractor costs for the maintenance of the football pitches. A conservative estimate of the overall cost of the service is £54,597 with core costs for materials and contractors of £17,891. The Grounds Manager has predicted he can make savings of around £7,000 in financial year 2026/27 adjusting materials used and reduction in some services due to climate change without reducing the quality of the playing surface. This brings the core costs down to £10,891. The current annual pitch fee is £8,638. The fee shortfall gap is £2,253. The Finance Committee discussed these figures and AGREED to recommend to Council to increase fees by 4% from 01 April 2026 and to ask the Football Club for their proposal to close the shortfall gap over the next two years.
- The Council has already set the venue hire fees so the storage hire, changing room and floodlights fee will increase by 4%. The Football Club has provided a fixture list so the Council will now invoice in advance for all building use and provide a credit note on notification of cancellations.
- The Football Club has approached Cllr E Townsend for help with the advertisement consent for respect banners.
- The Clerk met with Carbon8 Lighting for a free floodlight survey and is awaiting their quotation.
- The Football Club have decorated the home changing room and installed new signage.
- A large fridge needs removal from the corridor as it is compromising the corridor.

8. PROJECTS

- **Snoxhall Machine Shed**
The Clerk reported that:
 - The drainage discharge conditions have been approved by WBC.
 - The Clerk and Grounds Manager are working with Utility Planners to obtain quotations for the water, electricity and telecommunications connections for the Machine Shed.
 - WBC raised a number of queries about the Parish Council's strategic CIL application which Cllrs M Scully and C Walker assisted to provide a comprehensive response.
- **To receive an update on the Leisure Centre bridge design, planning application and funding.**
The Clerk reported that:
 - The planning application has been submitted for the bridge.
 - SCC has arranged to transfer the £40,000 s106 funding to the Parish Council. WBC has paid an initial payment of £5,000 of LCWIP funding which they say is approximately two thirds of the early project costs. A grant fund figure of £15 - £20,000 was discussed with the Chairman on 08 April 2025.

- £12,358 has been spent to get the bridge to the planning application stage.
- The Committee AGREED to recommend to the Council to appoint CDA Architects to manage the technical design and construction of the bridge.
- **To receive a report from the Working Party review of the consultation comments and to receive their 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.**
Cllr D Nicholas will organize a meeting of the Working Party of Cllrs T Cobby, D Nicholas, Y Nicholson, M Scully and C Walker in the next month.
- **To receive an update on the investigation into storage solutions for the Council office.**
The Committee AGREED to include storage in all Council buildings in to the remit of the Pavilion and Community Centre Working Party.

9. SNOXHALL FIELDS

- Cllr Y Nicholson agreed to visit the last remaining property with an outstanding boundary licence agreement as she knows the new occupants.
- The Committee AGREED to recommend to full Council to put on hold the replacement of the outdoor equipment chest press as the whole suite of equipment is coming towards the end of its life.
- The Committee AGREED to recommend to Council to await a response from WBC on the renewal of the Snoxhall Fields car park licence agreement.

10. BRUCE MCKENZIE FIELD REPLACEMENT TREES

Cllr M Scully spoke to Knowle Park to find out where they had sources their new trees. They has purchased Ulmus New Horizon rootballed trees from Hillier Trees, who are also used by WBC.

The Clerk said Ulmus 'New Horizon' is a medium-sized tree, growing to around 12 metres high, with one straight central leader. It has an upright canopy which becomes rounded as it matures. Its clean structural form allows for very easy maintenance. It has healthy, lush emerald green leaves which emerge even in difficult drought conditions. Come autumn, they fade into soft yellow shades of popcorn amber. Ulmus 'New Horizon' will also produce pale green flowers and fruit in the late spring. It grows best in a sunny or part-shaded position, in neutral or slightly acidic soil, well aerated and with a good water supply. Tolerating compact soils it is resistant to stress from traffic, wind and frost. Ulmus 'New Horizon' is a fantastic elm tree. Not only is it resistant to Dutch Elm Disease, but it can withstand pretty much everything you can throw at it – floods, sub-zero temperatures, inner city pollution, poor soils, central reservations, and salt-laden coastal roadsides.

The Committee AGREED to recommend to Council to purchase two trees from the 2026/27 tree management budget and for Cllr M Scully to advise on the planting location.

11. CITIZENS ADVICE BUILDING

Cllrs R Burbridge, D Nicholas and M Scully visited the CAB Office and said it is in reasonable condition.

12. BERYL HARVEY FIELD

- The Committee AGREED to arrange a meeting with the volunteers wishing to help at the Beryl Harvey Field on site.
- Cllr D Nicholas will meet with Cllrs H Nicholson and Y Nicholson to discuss allotment site expansion as there are more than 100 people on the waiting list for an allotment.

13. CRANLEIGH SCHOOL NOTICEBOARD

The Arts Centre have been given the use of the new Cranleigh School noticeboard, but have agreed to allow the Parish Council to have the side facing north for community use.

14. VILLAGE HALL CINEMA

A blu ray player has been ordered with grateful thanks to Cranleigh Lions for the funding. The Tuck Shop have agreed to sell sweets in the cinema. The cinema will run on a Sunday when Cranleigh Arts Centre is closed and Cllrs M Scully and B Steel will check with the Arts Centre to ensure there are no film clashes.

15. HIRE AGREEMENTS

The Clerk provided Cllr C Walker with model hire agreements from ACRE and WBC. Cllr C Walker has undertaken a review of the agreements. The Committee DELEGATED AUTHORITY to Cllr Walker and the Clerk to update the hire agreements.

16. CCTV CONTRACT

This item was considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

Cllr Y Nicholson will provide a sample CCTV contract for the Committee to review.

17. WAR MEMORIAL

This item was considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

- The Clerk reported that the survey says the Cranleigh War Memorial is in generally good condition with no significant structural issues identified during the inspection. Most defects observed are minor maintenance items, typical of natural weathering and age. Timely repointing, localised stone repair, and gate maintenance will help preserve the memorial's condition and prevent further deterioration. No urgent safety concerns were identified.

The structural engineer made the following recommendations:

Repointing: Repoint open or weathered joints to the cenotaph, perimeter wall, and paving areas using an appropriate lime-based mortar to match the existing.

Plinth and Coping Cracks: Monitor the identified cracks for signs of movement or deterioration during routine maintenance inspections.

Gate Support Stone Repair: Remove failed repair material and re-seat or replace the dislodged gate base support stone to restore proper alignment and load distribution.

Ensure the gate hinges are adequately supported to prevent further stress on adjacent masonry.

Gate Maintenance: Clean and repaint the gates as part of general upkeep within the next two years to prevent corrosion and preserve appearance.

Ongoing Monitoring: Carry out routine visual inspections every 2–3 years, particularly focusing on areas previously repaired or showing minor cracking.

The Committee AGREED to accept the survey.

- The Clerk had invited three companies to quote for the repair work and received one quotation. The Committee AGREED to recommend to Council to appoint Traditional Stone Restoration Limited funded from the 2026/27 civic budget.
- The Committee AGREED to request a budget of £500 from the 2026/27 civic budget for the purchase of bergenia and hardy geraniums to supplement the rosebed planting.

18. CRANLEIGH VILLAGE HALL

This item was considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Committee AGREED to ask the Finance Committee to consider replacement of the Village Hall chairs and trollies, external re-decoration and gutter repair in the budget in the next three years.

19. UTILITY TASK VEHICLE

This item was considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Grounds Manager had prepared a business case for the purchase of a Utility Task Vehicle which was circulated to Councillors prior to the meeting. The Grounds Manager had researched different models of UTV and recommended the Kawasaki Mule Pro MX as it represents the most appropriate balance of value for money, operational suitability, and long-term reliability for the Council’s needs.

The Grounds Manager reported that any UTV selected will require road registration under agricultural vehicle regulations, in line with current DEFRA guidance. This form of registration restricts use on the public highway to short, incidental movements of up to approximately 1.5 kilometers. The Council’s intended operational use area falls entirely within this limitation, and no routine or extended highway use is anticipated. Registration under agricultural rules also brings an exemption from routine MOT testing requirements. This is considered appropriate given the limited highway use envisaged. Notwithstanding this exemption, the vehicle will continue to be inspected, serviced, and maintained in accordance with manufacturer recommendations and the Council’s internal health and safety procedures, ensuring continued safe operation.

The Clerk reported that the Council will have sufficient funds in the Grounds Maintenance EMR in the new financial year to fund the purchase of a new UTV.

The Committee UNANIMOUSLY AGREED to recommend to the Council to purchase a new Kawasaki Mule Pro MX in the new financial year funded from the Grounds Maintenance EMR.

20. TENNIS COURTS

This item was considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Council has been approached by a landowner with an offer of land for new tennis courts. The Committee considered the proposed location and AGREED UNANIMOUSLY to recommend to Council that they feel the location is unsuitable.

21. DATE OF NEXT MEETING

Monday 20 April 2026. The meeting closed at 8.30pm.

Signature.....

Date.....