



MINUTES OF THE PROPERTY AND ASSET COMMITTEE MEETING
HELD AT 7.00 P.M. ON MONDAY 20 APRIL 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*

ALSO PRESENT: Parish Clerk B. Bell.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr M A Johnson.

2. DECLARATIONS OF INTEREST

Cllr D Nicholas declared he is a member of Cranleigh Football Club.

3. PUBLIC SESSION

There were no members of the public present at the meeting.

4. MINUTES

The draft minutes of the Parish Council meeting held on 05 February 2026, having previously been circulated, were AGREED signed by the Chairman as a true record.

5. CLERK'S REPORT

The Council NOTED the following report:

- The Clerk will organise the purchase of two trees in the autumn for the Bruce McKenzie Field.
- The Clerk is liaising with SCC regarding the grant for the swing bay and the Subsidy Control Act 2022.
- Repair work for the War Memorial has been ordered.
- The annual tree risk assessment will be undertaken in June. A sonic tomography report has been ordered for tree 298 which oversails the Beryl Harvey Field. The Committee asked the Clerk to notify the conservation volunteers about the tree surveys.
- The five yearly memorial safety inspection will be carried out in June and has been advertised in the cemetery.
- Hive heating controls will be installed in the Village Hall next month.
- Legionella works and thermistor repairs will be carried out next month.

- Annual emergency lighting and PAT testing has been completed.
- The allotments haulage ways have been cut and compost bays emptied.
- The water has been switched on at the Amlets Lane allotments, but the Council is still awaiting details from CALA Homes on the location of the third stopcock.

6. RECREATION USERS GROUP MEETING

Cllrs T Cobby, D Nicholas, M Scully and C Walker met with representatives from the Football Club and Pickleball. It was AGREED:

- To display a 'no muddy shoes' sign outside the Sports Hall in the Community Centre.
- To investigate a walk mat for the Sports Hall.
- To agree 4CFC usage at Snoxhall Fields.
- To contact Grasstex about autonomous line marking.
- To liaise with the Football Club about coloured lines and 3v3 pitch marking.
- To ask Case Electrical to investigate the floodlight problem.

7. PROJECTS

Snoxhall Machine Shed

The Committee NOTED the report from the Clerk:

- The order has been placed for drainage engineers to design the base work.
- Quotes have been received for water and telecoms. Non-contestable electricity costs have been received but Utility Planners are trying to negotiate to reduce these costs.
- The Council has agreed to ask architect to split project down into smaller sections for tender to commence work with the Neighbourhood CIL payment received to date. The Committee asked if the revised staged project could include one building in the first phase.

Leisure Centre Bridge

The Committee NOTED the report from the Clerk:

- The Lead Flood Authority has no objection to the plans as there is no change to the permeable area.
- The Environment Agency has objected to the planning application as there is no flood risk assessment. The architect has updated the Design and Access Statement to include a Flood Risk Assessment and emailed it to the Planning Officer advising as the site is a bridge it is considered a water-compatible development and therefore no Risk Assessment was originally included. The Planning Officer has acknowledged this and circulated the Flood Risk Assessment for consultation.
- The Planning Officer also requested further information on the ecology report and biodiversity net gain. The architects have contacted the ecologist who has advised that the purchase of biodiversity net gain units will be a planning condition detailing the number of metric units, which can be purchased from the Environment Bank.
- The architect has advised that as Littlemead Brook is classified as a Main River, a Flood Risk Activity Permit is required.
- The architects have contacted WBC to re-locate the litter bin on the northern side of the bridge and contacted BT to re-locate the BT floor box on the southern side of the bridge.
- The tender package will be issued tomorrow with a closing date of 31 May 2026.

Snoxhall Pavilion and Community Centre modernization

Cllrs T Cobby, J Doyle and D Nicholas met with CDA Architects to discuss ideas for the refurbishment of the Community Centre and Pavilion. It was agreed that the project could be done in stages:

- Creation of a café and public toilets to serve the play park.
- Creation of Council Chamber and office on a mezzanine floor in the sports hall accessed via stairs and lift from the machine shed area. New Football Club with changing rooms downstairs and club room with veranda overlooking the main pitch upstairs.
- Converting the current changing room block to a bespoke nursery.

The Council has agreed to appoint a surveyor to produce CAD drawings of the buildings including location of utilities.

Office Storage Facilities

The Committee AGREED to add storage to the remit of the Working Party investigating the modernisation of the Community Centre and Pavilion.

8. BERYL HARVEY FIELD

- The Clerk reported that the Council has previously adopted the 2025 Ecology Report as Council policy and agreed at its last meeting to add specific actions, suggested by the conservation volunteers, and agreed by the Council's ecologist, as an addendum to the 2025 Ecology Report.
- The Council has agreed that volunteers can work in the Beryl Harvey Field on the second Sunday of the month and the Council is providing an app for emergency contact details, attendance register, and to confirm acceptance of the Council policy, risk assessment and safe systems of working.
- The Council has also agreed to provide an electrically rechargeable strimmer and hedge cutter, PPE and training for two volunteers.
- The Clerk had minuted that the Council would continue mowing operations in the Beryl Harvey Field, and had heard a discussion about the request from conservation volunteers that tractors should not be used in the Beryl Harvey Field, but did not hear the Council resolution agreeing to that request. It was the Clerk's understanding that the Council had accepted her advice that the Council's grounds staff should continue all mowing operations as the Council has the appropriate equipment.

She said the Grounds Manager has been managing the conservation cut and pathway mowing for circa 25 years and followed the same pathway route. The Parish Council has purchased a tractor mounted Winton flail mower specifically for the conservation cut as the material can be up to five feet tall and very woody. The Council's Grillo is definitely incapable of this work and even the John Deere would struggle and it risks damaging the machinery the Council relies heavily on for its sports turf work. This type of work needs a commercial John Deere if the Council does not use the tractor. The Clerk said the Parish Council has neither the budget nor the storage capability for a commercial John Deere.

The Grounds Manager uses the tractor and Winton flail for the conservation cut and first cut of the pathways. Subsequent cuts of the pathways can be maintained by the John Deere (not the Grillo).

The Parish Council Chairman said the ecology report says that the Beryl Harvey Field is well maintained and he thanked the Grounds Manager for the good job he has done.

The Committee AGREED to recommend to the Council that the grounds staff continue to use the tractor with flail for the conservation cuts, which are done once maybe twice a year. The Committee AGREED that Cllrs D Nicholas, M Scully and C Walker would meet with the conservation volunteers to explain the conservation cut.

9. SNOXHALL FIELDS BENCH REQUEST

- The Committee had received a request for two benches alongside the new footpath leading from the play park to Hitherwood. The Committee noted that there are already benches in the Centenary Garden and outside the play park.
- The Committee AGREED to advertise the option to install memorial benches at Snoxhall Fields and to ask the Grounds Manager to identify suitable locations.

10. LITTLE HEARTS PRE-SCHOOL REQUEST

The Committee has received a request from Little Hearts Pre-school for a wooden shade shelter to be located in the outside space of Snoxhall Pavilion. The Committee recognised the need for shelter for the children but had concerns about the design of the shelter as it is very large, could be prone to vandalism and potential fire risk as it is wooden in construction. The Committee AGREED to ask the pre-school to investigate shade further and to make some alternative suggestions to the Parish Council.

11. FIRE AND INTRUDER ALARMS AND CCTV CONTRACT

The Clerk reported that she has raised a formal complaint with the current supplier about their poor service, but has received an unsatisfactory response. The Council's contracts all have varying termination dates, and the Council is required to give 90 days notice of termination of contract. The Clerk is in the process of obtaining four quotations which she will bring to Council.

12. DATE OF NEXT MEETING

To be arranged.

The meeting closed at 7.50pm.

Signature.....

Date.....