



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON MONDAY 10 NOVEMBER 2025 IN THE COUNCIL CHAMBER

Rosemary Burbridge*

Trevor Cobby*

Dave Nicholas*

Marc Scully*

Brian Steel

Clive Walker

Vice Chairman

Chairman

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Cllr Y Nicholson.

1. **APOLOGIES FOR ABSENCE**

The Council AGREED the prior commitment apologies of Cllr B Steel and C Walker.

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 31 July 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:

- The Clerk reported on the draft lease for the three electrical cabinets on the Common. She advised the Committee that the Council should not sign the lease in its current format. In the document background, WBC state that the Parish Council installed three electrical cabinets on the property and associated apparatus without the landlord's consent. The Parish Council did not install the electrical cabinets but is willing to take on the future responsibility for their maintenance. WBC ask the Parish Council to provide the dimensions for the land upon which the cabinets sit, the Clerk will ask WBC to provide this information as landlord. WBC have requested the dimensions of the cabinets which the Clerk will provide. WBC include the Christmas lights apparatus in clause 1.3, but this apparatus is not the responsibility of the Parish Council and should be removed from the lease. WBC would like the Parish Council to provide insurance for the electrical cabinets in the joint names of the Parish Council and the Landlord – WBC. The Committee asked the Clerk to seek the Council's insurers advice on this request.
- New signs with what three words locations are being installed at all three allotment sites.
- The Clerk has enquired with Thames Water about the ownership of the tall fir trees screening the sewage treatment works.
- Outstanding remedial works arising from the fire risk assessment commence tomorrow.
- The repair to the Village Hall following the car accident will be done this week then the Clerk will seek reimbursement through the Council's insurers from the third party.

- The Clerk has sent the list of tasks suitable for the conservation volunteers for the Beryl Harvey Field to the volunteers, but not received any reply.
- The dehumidifier has been installed under the stage in the Village Hall. The electrician noticed a leak on the incoming water main, so the plumber was asked to investigate.
- Tree surgery work arising from the 2025 tree survey is scheduled to be completed in December 2025. Tree number 847 at the Bruce McKenzie Field with the damaged buttress roots has been felled and found to be completely rotten. A sonic tomography assessment was made of tree 248 at the entrance to the Bruce McKenzie Field. It requires a well rotted mulch around its roots. Tree groups G2 and G12 at Snoxhall Fields require re-inspection following the vegetation clearance in December.
- The Clerk was asked to find out about funding for improvements to the Play Park in Cranleigh. She said there is a funding allocation of £124,000 to improve the play park, £10,000 to improve the outdoor gym equipment and £60,000 for a MUGA included as essential in the WBC Infrastructure Delivery Plan, updated in October 2024. An Infrastructure Delivery Plan (IDP) identifies infrastructure requirements in an area, setting out what is needed, where, and when. It includes projects relevant to waste, transport, education, utilities, health, culture, sports, the emergency services, and green & blue infrastructure. It is used as evidence for both the Local Plan and Community Infrastructure Levy (CIL), it also helps co-ordinate the partnerships required to deliver infrastructure improvements in a timely manner to support development.
- Cllr M Scully was going to look at the chest press to enable the Committee to make a decision on the future of the outdoor gym equipment.
- The Parish Council is still awaiting the renewed contract for the Snoxhall car park from WBC. The Committee asked the Clerk to add this item to a future Council meeting agenda to consider alternative provision.
- The privacy screen at the Village Way public conveniences was re-painted to cover the graffiti.
- The Chairman, Clerk and Senior Admin Clerk met with the Pickleball Club. The Club is delighted with the new floor being laid in the Sports Hall at the end of the year. Promotion of the Club was discussed at the meeting and the Council agreed to purchase a pickleball sign to advertise the club.
- The new galvanised steel curved benches have arrived for the Centenary Garden.

6. PUBLIC SESSION

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

7. MEETING WITH THE FOOTBALL CLUB

Cllrs T Cobby, D Nicholas and M Scully, the Clerk and the Grounds Manager met with representatives of the Football Club this evening and welcomed the improved communications. The following points were discussed:

- The Parish Council has agreed in principle for the respect banners, but advertisement consent is required as the recreation ground is not an enclosed sports venue.
- New goalposts have been erected and old goalposts will be removed by 12 November 2025. It was agreed that six sets of foldable goals can be stored attached to the green storage containers. The Grounds Manager will provide fixing points. Cllr T Cobby will try to organise removal of the beer kegs from the pavilion alleyway.
- New LED light fittings are being installed in the kit room on 27 November 2025.
- The Football Club has committed to tidying the changing rooms and making them more welcoming. They have requested permission from the Parish Council for the following works:

Stage 1

- Paint the floor with grey garage floor paint (same as its supposed to be now, but it has worn away) From Entrance, Away changing room, Home Changing Room, Referees Room.
- Paint the Home Changing Room in Trade white – with Royal Blue highlights (Cranleigh Colours)
- Put up the following Branding (next pages)
- Tile the Home Team shower floor (Anti Slip Tiling)
- Remove chairs and install benches in the changing room.
- Fix door Entrance door to changing room

Stage 2

- Paint the Away Team Changing Room, replace chairs.
- Paint the Referees Room
- The Clerk explained that the Football Club must block book pitch usage of 10 or more games to satisfy HMRC requirements for VAT exemption. She said the Council does not have sufficient staff to check the fixture list. The Grounds Manager said due to health and safety reasons, the Council can no longer string line the pitches for line marking. Ahead of the start of the season, the pitches are autonomously marked and then these markings are maintained throughout the season. The frequency of re-line marking is dependent on pitch usage and weather conditions. If the Grounds Manager is given at least weekly pitch usage updates, he can adjust the re-line marking program for business efficiency.
- The Football Club are also using land adjacent to the Windmill site on the Common (Cricket Green) for additional pitches and approached the Parish Council for grounds maintenance provision on this site.
- The Football Club gave a presentation on their vision for the next 10 years called Project 35:
Project 35 Vision
To be a leading community-run football club in Surrey; providing inclusive grassroots football for all ages and abilities, while developing competitive senior teams that make Cranleigh proud and to represent the village on a regional stage.
Mission Objectives
 - Community first: Provide access to football for all ages and abilities.
 - Player pathways: Develop grassroots to elite-level pathways.
 - Infrastructure: Secure sustainable facilities that serve the club and wider community.
 - Financial sustainability: Build a robust income model through membership, fundraising, sponsorship, and facilities revenue.
 - Partnerships: Strengthen relationships with schools, the parish council, local businesses, and football authorities.
- The Football Club asked what infrastructure provision is planned as a result of the additional development in Cranleigh. The Clerk advised the Football Club to ask their membership to respond to the current open consultation on the new Waverley Local Plan requesting playing pitch provision and improvements.
<https://www.waverley.gov.uk/services/planning-and-building/planning-strategies-and-policies/local-plan/new-local-plan>
- The Football Club expressed a wish for a 3G pitch at Snoxhall Fields.
- The Clerk invited the Football Club to present their vision for Project 35 at the Annual Parish Meeting on Thursday 05 March 2026 at 7.00pm in Cranleigh Village Hall.
- It was agreed that the replacement of the floodlights should be looked out as part of Project 35.

8. PROJECTS

- **Snoxhall Machine Shed**

The Clerk reported that:

- The drainage discharge conditions have been approved by WBC.
- The tender for the machine shed was issued on Friday 07 November 2025, closing date Thursday 11 December 2025 at 5.00pm.
- The closing date for Strategic CIL application is 22 December 2025. There is a meeting to discuss Strategic CIL application tomorrow morning. WBC said the CIL Regulations 2010 (as amended) state that the Council must spend Strategic CIL funds on 'the provision, improvement, replacement, operation or maintenance of infrastructure necessary to support growth'. As such, to advise on eligibility for Strategic CIL, WBC will need to understand how the proposed project is required to support growth. It is not clear as to whether this new machine shed will be replacing an existing facility. WBC would expect a bid to be accompanied by several quotes; this ensures that the Council can assess the bid against the scoring criteria. However, WBC would not expect a tender process to have occurred at the point of application, as there is no guarantee that Strategic CIL funding will be awarded. The Committee discussed the need for the machine shed enhancement and re-location to support the expansion of recreational facilities at Snoxhall Fields to form a leisure hub.
- **To receive an update on the Leisure Centre bridge design, planning application and funding.**
The Clerk reported that the detailed design plans are awaited from the structural engineer and architect before the Parish Council can apply for planning permission and issuing the tender. The County Council has received the £40k S106 contribution from the new Cranleigh Leisure Centre development. Both SCC (s106) and WBC (LCWIP) require the bridge design details before releasing the funding.
- **To make a recommendation to the Council on alternative recreational use of the s106 funding for the MUGA.**
Cllr R Burbridge asked if consideration could be given to use this funding for the provision of facilities for older persons, such as walking netball and slow tennis. The Clerk was asked to check the deadline for expenditure of the s106 funding and to seek an update from WBC about the temporary and future use of the tennis courts land.
- **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 Y Nicholson agreed to join Cllrs C Bennett, T Cobby, D Nicholas and M Scully on the Working Party. They will meet in the next 3 – 4 weeks.
- **To receive an update on the investigation into storage solutions for the Council office.**
This item was deferred pending a visit to the CAB Office.

9. SNOXHALL FIELDS BOUNDARY

The Committee nominated Cllrs R Burbridge and T Cobby to visit the last three properties that need to complete their licence agreements for the use of a section of Snoxhall Fields recreation ground as part of their rear gardens. The Clerk will send one further reminder letter and a further letter announcing the proposed Councillor visit if there is still no response.

10. BRUCE MCKENZIE FIELD REPLACEMENT TREES

The Council sought the advice of the Tree Officer at Waverley Borough Council on the species of native tree they recommend to take into account the long-term impacts of anthropogenic climate change. WBC said their aim is to maintain the ecological and social value of trees in public spaces by planting a diverse mix of species, prioritising those likely to thrive in the medium to long term.

They suggested climate-resilient native species: pedunculate oak, small-leaved lime, wild service tree, and Scots pine, to preserve the important role native trees play in our ecosystems. They urged caution with species like common beech, rowan, and silver birch, where drought stress is a growing concern – particularly in the South East. They recognize the value of naturalised species such as sweet chestnut and sycamore, which now establish readily and contribute positively to the landscape. These are likely to form an important part of our urban and rural treescapes going forward.

WBC are also experimenting with more exotic species from regions whose climates resemble those projected for the South East by 2050. Examples include European nettle tree, Oriental plane, Italian alder, dawn redwood, Persian ironwood, hop-hornbeam, and others. The introduction of these species is undertaken as a supplementary measure to enhance overall resilience and diversity, while maintaining a strong foundation of climate-resilient native and naturalised trees.

WBC predominantly source their trees from Barcham Trees and Hillier Trees.

Cllr M Scully will meet with the Chairman of the Knowle Park Trustees and discuss suitable locations and species of trees for the Bruce McKenzie Field and bring a suggestion to full Council. The new trees will need a protective cage and water bag.

11. CITIZENS ADVICE BUILDING

Cllrs R Burbridge and D Nicholas will organize a visit next week.

12. CCTV CONTRACT

The Committee would like to invite contractors to assess the Council's current CCTV provision and make recommendations for improved systems using the latest technology to enable the Council to prepare budgets and tender.

13. VILLAGE HALL NOTICEBOARDS

The Committee recommends to the Council to remove all the noticeboards on the rear of the Village Hall and replace them with one large bespoke noticeboard with six compartments and illumination.

14. VILLAGE HALL CINEMA

Cllrs M Scully and B Steel will be making a recommendation to the Council on cinema for the Village Hall. Cllr M Scully gave a presentation on cinema provided by Film Bank Media. Cllr B Steel is researching an alternative provider.

15. BUDGET 01/04/26 – 31/03/27

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

The Property and Asset Committee AGREED to recommend the inclusion of the following items in the budget for financial year 01/04/26 – 31/03/2027:

- Replacement safety surface under the Snake Swing and Aerial Runway.
- New play equipment in front of Snoxhall Community Centre.
- Completion of the footpath on the western side of Snoxhall Fields, pending completion of the machine shed works.
- Installation of a liner for the cemetery attenuation basin.
- Continue to build the Grounds Maintenance equipment reserve.

16. DATE OF NEXT MEETING

Thursday 05 February 2026. The meeting closed at 8.21pm.

Signature.....

Date.....