



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 11 APRIL 2019 IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

James Betts* Chairman
Rosemary Burbridge
Kate Fernandes
Mary Forszewski
Brian Freeston*
Steve Jeacock* Vice Chairman
Dave Nicholas
Elizabeth Townsend
Rowena Tyler
PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs R Burbridge, K Fernandes, M Forszewski, D Nicholas, E Townsend and R Tyler were AGREED.

2. DECLARATION OF INTERESTS

- Cllr S Jeacock declared an interest as a former allotment plotholder.

3. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 07 February 2019, 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

Members NOTED the Clerk's Report:

- At the October meeting of this Committee, the Committee AGREED to ask SSALC at their meeting with the Chief Constable to ask him to request funding from developers towards crime prevention measures to mitigate the impact of the increase in housing. The Council had just missed this meeting, so the Clerk raised the Council's concerns with the Waverley Borough Commander at the Surrey Branch meeting of the Society of Local Council Clerks. The Borough Commander will be holding a public consultation session on Thursday 09 May 2019 from 10.30am to 2.30pm in the Council Office. The Clerk was asked to advertise this consultation in the May issue of the Challenger.
- The new plants for the Garden of Remembrance, replacement trees and additional floral carpet roses for the children's section in the cemetery have arrived and been planted in the cemetery. A new hedge screen has been planted in front of the cemetery machine shed. The Clerk visited and toured the cemetery with the Sexton. The cemetery is well maintained.

The Clerk will organize for bulb planting by the work experience person in the autumn for the oldest section to the right of the Lych Gate to introduce more spring colour to this section. There are a number of additional items on the ashes plots outside of the Council's Rules and Regulations which make maintaining of the ashes section more difficult and thus more time consuming. The Council has previously made its own signs for the ashes section of the cemetery detailing the rules and regulations, but these are very poor quality and now unreadable. The Clerk will arrange for replacement metal signs to be made, and notice has been published this week of the annual inspection of the ashes plots week commencing 06 May 2019 to be carried out by the Sexton and Admin Clerk.

- The wallgate hand wash units in the Common and Village Way Public Conveniences are now over 20 years old; Wallgate will no longer provide a service contract to maintain them. The Clerk is investigating annual electrical safety inspections and bi-annual cleaning and bacteria screening to continue to operate the current units. The Council will reach a stage when it must replace failed units, which individually cost in the region of £3,000 + VAT. The Council has a total of seven of these units. The unit in the cleaners cupboard, which could have acted as a spare for parts, is failing. It has been repaired but it will not last much longer. The Clerk has enquired about s106 funding.
- The new Council Office kitchen will be installed in the first two weeks of June 2019.
- Despite two emails and a follow up telephone message, no reply has been received to the Council's offer for the former Nursery's green storage container at Snoxhall Fields. A follow up letter has been sent asking for a reply by the end of April 2019.
- The three replacement culverts along Knowle Lane should be complete this week.
- The Valuation Office Agency has valued the Snoxhall Fields car park at a rateable value of £9,800 per annum from 01 May 2018. A non-domestic rates bill is now awaited from Waverley Borough Council for which the Clerk will apply for mandatory rate relief on behalf of the Snoxhall Fields charity.
- The annual hazard tree assessment was carried out in March 2019 and no actions were identified.
- Five new light bulbs have been ordered for the Village Hall ceiling lights, they cost £244 and are only available from a specific supplier that only takes credit card payment.
- All gas safety checks, cold water storage tank disinfection and thermistor valve servicing was carried out in early April. One of the thermistor valves that controls water temperature in the kitchen at Snoxhall Pavilion has failed and is being replaced. The four boilers in the Village Hall have no individual electrical isolation and the programmer is faulty as it does not turn the boilers off. The Snoxhall Pavilion boiler burner requires stripping down but it cannot be done as the boiler contains asbestos and replacement is advised. The filling loop does not also meet current regulations and a new filling loop is required. The Youth Centre gas fired heaters require electrical isolation. The Clerk has requested quotations for the boiler and electrical works, and enquired about s106 funding.
- The two toilet cisterns in the pavilion with asbestos have been replaced and safely disposed of by the contractor.
- No Councillors were available to attend the South East Allotment Officers' Forum meeting on Thursday 11 July at Ashford Civic Centre.

6. PUBLIC SESSION

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

7. MEETING FREQUENCY

The Committee AGREED to recommend to the full Council that the Property & Asset Committee increases its number of meetings per year from 4 to 6.

8. ALLOTMENT SHED POLICY

The Council had previously agreed to use its general permitted development rights to install sheds on allotment plots for a fee of £500 + VAT. The draft policy circulated with the agenda will regularize the position and provide an allotment shed agreement for plotholders with terms and conditions.

The Committee AGREED to recommend to the full Council to adopt the Allotment Shed Policy.

9. BERYL HARVEY CONSERVATION FIELD

The Committee AGREED in principle with the request for a communal shed for use by the Conservation Volunteers at the Beryl Harvey Field, subject to approving its exact location. The Grounds Manager has advised purchasing a metal shed to reduce fire risk. The Committee would like to know how the Conservation Volunteers propose to fund the shed, which will remain the property of the Parish Council as it will be installed on Parish Council land.

10. TENNIS COURTS

- The Committee AGREED to enter into a service level agreement with Cranleigh Leisure Centre for the Leisure Centre to manage bookings for the Parish Council's tennis courts. It was AGREED to set the tennis court hire fees at £8 per hour for adults and £4 per hour for children, regardless of the day of the week. Cranleigh Leisure Centre will take a 20% management fee.
- The Committee considered a request from Cranleigh Leisure Centre for £500 matched funding to line mark one of the tennis courts for ball games for use by the Friday Night Project. The Committee had concerns about the level of supervision for young people external to the Leisure Centre for the Friday Night Project and AGREED to recommend to the full Council that the matched funding should be provided upon re-assurance about adult supervision for the Friday Night Project external games.

11. CEMETERY

This item was considered in private and confidential session, reason commercial in confidence.

- The Committee considered a wooden noticeboard at £1,750 + VAT for a memorial wall and a ruby red memorial stone at £930 + VAT for the Garden of Remembrance. The Committee AGREED to purchase the memorial stone at a cost of £930 + VAT and to introduce the following fees for the Garden of Remembrance:

Plaque on memorial wall only	£100
Interment of ashes	£125
Interment of ashes and plaque	£200
- The Committee NOTED that the undertaking has been signed by the owner of the exclusive right of burial for four plots in the cemetery to abide by the Council's Rules and Regulations for further memorials.

12. SNOXHALL FIELDS PLAY PARK

This item was considered in private and confidential session, reason commercial in confidence. The Clerk had discussed the extension of the Play Park with the Youth Council and received their support for the proposal for a zip wire, snake swing and inclusive swing at Snoxhall Fields Play Park. The Committee considered three quotations and AGREED to recommend the quotation from Eibe to the Betty Riseley Trust and to APPLY to the Betty Riseley Trust for grant funding for the play park extension.

13. ELECTRICAL WORK

This item was considered in private and confidential session, reason commercial in confidence.

- The Committee AGREED to appoint an electrician to replace the external lighting at the Youth Centre and light in the disabled toilet in the Village Way Public Conveniences at a cost of £1,330 + VAT.
- The Committee NOTED that to replace the lights around the Millennium Sculpture will require uplift of part of the roundabout and AGREED to defer this item to the review of the Council's Forward Maintenance Plan.

14. VILLAGE HALL

This item was considered in private and confidential session, reason commercial in confidence.

- Cllr J Betts declared a personal interest as he knew one of the contractors tendering for the Village Hall Structural works and withdrew from the meeting. The meeting became inquorate, so this item has been deferred to the full Council.
- Cllr J Betts declared a personal interest as he knew one of the contractors tendering for the Village Hall gutter works and withdrew from the meeting. The meeting became inquorate, so this item has been deferred to the full Council.

15. HIGH STREET FLOWERBED WALL REPAIR

This item was considered in private and confidential session, reason commercial in confidence.

Cllr J Betts declared a personal interest as he knew one of the contractors tendering for the flowerbed wall repair works and withdrew from the meeting. The meeting became inquorate, so this item has been deferred to the full Council.

16. DATE OF NEXT MEETING

Thursday 04 July 2019.

The meeting closed at 8.35pm

Signature.....

Date.....

