



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax: 01483 277573
Website: www.cranleigh-pc.gov.uk

Village Way
Cranleigh
Surrey
GU6 8AF

14 September 2021.

NOTICE OF A MEETING OF THE PROPERTY & ASSET COMMITTEE

Members of the Property & Asset Committee are respectfully summoned to a Meeting to be held on
Monday 20 September 2021 at 7.00p.m. via Zoom

To join the meeting:

Topic: Property & Asset Committee
Time: Sep 20, 2021 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/88334386402?pwd=c2Rkb3JCeJ5czU2cDRBVHQ2VUJNz09>

Meeting ID: 883 3438 6402
Passcode: 744347
One tap mobile
+13126266799,,88334386402#,,,,*744347# US (Chicago)
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+1 301 715 8592 US (Washington DC)

Meeting ID: 883 3438 6402
Passcode: 744347

Beverley Bell FSLCC
PARISH CLERK

To:- The Property & Asset Committee

Rosemary Burbridge
Rob Denton
Dave Nicholas Chairman
Marc Scully
George Worthington Vice Chairman

AGENDA

1. APOLOGIES FOR ABSENCE

Recommendation:

- **To accept apologies and reasons for absence.**

2. DECLARATION OF INTERESTS

Recommendation:

- **To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**

3. PROPERTY & ASSET COMMITTEE MINUTES

Distributed separately.

Recommendation:

- **The Committee to approve and the Chairman to sign as a correct record, the Minutes of the Property & Asset Committee Meeting held on 25 March 2021.**

4. CHAIRMAN'S REPORT

Recommendation:

- **To note the report.**

5. CLERK'S REPORT

Recommendation:

- **To note the report**

6. PUBLIC SESSION

Recommendation:

- **To note any comments from parishioners.**

7. SNOXHALL FIELDS

- To consider purchasing 4 number of litter bins to be funded from the Snoxhall Fields Charity EMR
- To agree the specification and consider appointing a contractor to lay a new surface under the shade shelter
- To consider purchasing a flail for the tractor for hedge cutting to be funded from the Snoxhall Fields Charity EMR
- To consider the submission of an application for strategic CIL for the play park railings
- To discuss accessible play equipment and sensory area
- To discuss the re-surfacing the footpaths, car park and section of the Downs Link between the car park entrance and exit

Recommendation to Council:

- **To approve the purchasing 4 number of litter bins to be funded from the Snoxhall Fields Charity EMR**
- **To agree the specification and consider appointing a contractor to lay a new surface under the shade shelter**
- **To approve the purchasing of a flail for the tractor for hedge cutting to be funded from the Snoxhall Fields Charity EMR**
- **To submit an application for strategic CIL for the play park railings**
- **To nominate Councillors to form a Working Party with the Clerk to investigate accessible play equipment and sensory area**
- **To nominate Councillors to form a Working Party with the Clerk to investigate the re-surfacing the footpaths, car park and section of the Downs Link between the car park entrance and exit**

8. BERYL HARVEY FIELD

Consider a request from the Conservation Volunteers to plant 8 trees in the conservation field

Recommendation to Council:

- **To consider the ongoing costs for tree maintenance and to consider the request to plant 8 trees in the conservation field**

9. COMPOSTING BAYS

To consider enclosing the composting bays to prevent unauthorized access

(This item may be considered in private and confidential session: reason – commercial in confidence).

Recommendation:

- **To appoint a contractor to enclose the composting bays with gates and fencing to be funded from the Business Plan EMR**

10. CEMETERY

(This item may be considered in private and confidential session: reason – commercial in confidence).

- To discuss the legal advice on Exclusive Rights of Burial and administration fee.
- To decide whether to stake and band or lay flat failed memorials and to appoint a contractor to carry out the Council's instruction

Recommendation to Council:

- **To waive the administration fee for change of ownership details for Exclusive Right of Burial statutory declarations**
- **To decide whether to stake and band or lay flat failed memorials and to appoint a contractor to carry out the Council's instruction**

11. TREE SURVEY

Report on further tree survey and works required

(This item may be considered in private and confidential session: reason – commercial in confidence).

Recommendation:

- **To instruct a contractor to undertake further tree surgery**
- **To consider a quotation for re-inspection work required after further tree surgery**

12. CRANLEIGH VILLAGE HALL

(This item may be considered in private and confidential session: reason – commercial in confidence).

- To appoint the following contractors for the ceiling lights project to be funded from the Village Hall EMR
 - Case Electrical – ceiling lights
 - Cooper & Withycombe – CDM
 - Crucial Environmental – asbestos sealing
 - Robin Nugent – architect
 - Southern Fabrications – access ladder
 - Valley Builders – ceiling walkway
- To appoint a contractor to repair the water ingress damage to the stage to be funded from the Village Hall EMR
- To consider a request from the Chamber of Commerce to purchase icicle Christmas lights for the front gable of the Village Hall and a new crane motif

Recommendation to Council:

- **To appoint the above named contractors to undertake the ceiling lights project.**
- **To appoint Valley Builders to repair the water ingress damage to the stage at the same time as the ceiling lights project.**
- **To consider the request from the Chamber of Commerce for Christmas lighting at the Village Hall and how it could be funded.**

13. COUNCIL OFFICE

To consider re-location of the Council Office to the Village Hall and feasibility study in consultation with the Council Staff

(This item may be considered in private and confidential session: reason – commercial in confidence).

Recommendation:

- **To DELEGATE AUTHORITY to a Working Party of Councillors and the Clerk to consult with staff and make a recommendation to full Council.**

14. FORWARD MAINTENANCE PLAN 01/04/22 – 31/03/23

(This item may be considered in private and confidential session: reason – commercial in confidence).

Recommendation:

- **To recommend the draft Forward Maintenance Plan 01/04/22 – 31/03/23 to the Finance Committee for setting the 01/04/22 – 31/03/23 budget**

15. DATE OF NEXT MEETING

Monday 22 November 2021

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleigh-pc.gov.uk

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.