



**CRANLEIGH PARISH COUNCIL**

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Village Way  
Cranleigh  
Surrey  
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30 June 2022

**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  
**Thursday 07 July 2022 at 7.30p.m.** at the Council Chamber.

Members of the public and press are entitled to attend this meeting in person  
but are encouraged to join the meeting via zoom using this link:

To join the meeting:

Topic: Property & Asset Committee  
Time: Jul 7, 2022 07:30 PM Greenwich Mean Time

Join Zoom Meeting  
<https://us06web.zoom.us/j/86743455263?pwd=cy9WWHFkN2p1cjBwRlNNRnphNUpnQT09>

Meeting ID: 867 4345 5263  
Passcode: 497601  
One tap mobile  
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+44 208 080 6592 United Kingdom  
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Meeting ID: 867 4345 5263  
Passcode: 497601

Beverley Bell FSLCC  
**PARISH CLERK**

To:- The Property & Asset Committee

*Rosemary Burbridge*

*Rob Denton*

*Cathy Gould*

*Steve Jeacock*

*Dave Nicholas* Chairman

*Marc Scully*

*Clive Walker*

*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 11 April 2022.**

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. TIMETABLE OF COMMITTEE WORK FOR THE YEAR

Meeting dates 03 October 2022 and 23 February 2023.

**Recommendation:**

**To consider timetable of agenda items for the year including:**

- **Play Park Railings replacement**
- **Car park re-surfacing – s106**
- **Downs Link re-surfacing – s106**
- **Footpaths replacement – s106**
- **Storage compound – EMR**
- **Pavilion showers and toilets upgrade – s106**
- **Cemetery toilets**

8. SNOXHALL FIELDS

- To apply for s106 environmental improvements funding for an information board.
- To consider a quotation for sand and bark top-up for the play park.
- To replace the rotten timbers around the blocks from the Snoxhall Charity EMR.
- To replace the rotten timbers around the multi-play unit from the Snoxhall Charity EMR.
- To consider replacement of both nest swings, flat swings, sand pit equipment.
- To consider replacement of goalposts and funding application to the Football Foundation.
- To consider the installation of additional dog litter bins along the Downs Link.

**Recommendation:**

- **To apply for s106 environmental improvements funding for an information board.**
- **To purchase sand and bark top-up from play park maintenance revenue budget.**
- **To replace the rotten timbers around the blocks from the Snoxhall Charity EMR.**
- **To replace the rotten timbers around the multi-play unit from the Snoxhall Charity EMR.**
- **To obtain quotations for a new nest swing, flat swing, sand pit equipment and inclusive roundabout.**
- **To consider replacement of goalposts and funding application to the Football Foundation.**
- **To purchase additional dog litter bins for the Downs Link and consider funding source.**

9. SNOXHALL PAVILION

- To consider charging for storage for the Football Club.
- To consider a quotation for improved drainage for the public toilet.

**Recommendation:**

- **To make a recommendation to the Finance Committee on storage costs for the Football Club.**
- **To appoint a contractor to carry out drainage improvements for the public toilet at a cost of £2,640 + VAT to be funded from Snoxhall Pavilion property maintenance budget.**

10. BERYL HARVEY FIELD

- To consider a request from the Conservation Volunteers to take on cutting of the footpaths.
- To consider a request from the Conservation Volunteers to establish the eastern boundary and install a new fence.

**Recommendation:**

- **To consider a request from the Conservation Volunteers to take on cutting of the footpaths.**
- **To consider a request from the Conservation Volunteers to establish the eastern boundary and install a new fence.**

11. ALLOTMENTS

- To review the licence agreement clauses for polytunnels and bonfires.
- To consider allotment fee increase for 01 October 2023.

**Recommendation:**

- **To update the licence agreement.**
- **To give one year's notice of allotment fee increase.**

12. CEMETERY

- To replace all five cemetery litter bins.
- To replace two seat bench in the ashes section.

**Recommendation:**

- **To replace all five cemetery litter bins and consider funding source.**
- **To replace two seat bench in the ashes section and consider funding source.**

13. TREE SURVEY

- To consider the remaining survey report from the 2020 Tree Survey.
- To consider the micro-drill assessment of tree 0250 at the Bruce McKenzie Field.
- To consider the micro-drill assessment of tree 0065 at the Cemetery and support from Surrey Wildlife Trust.
- To receive an update on the 2022 Tree Survey.

**Recommendation:**

- **To proceed with the works advised in the final report for the 2020 Tree Survey.**
- **To consider the recommendations of the micro-drill assessment of tree 0250 at the Bruce McKenzie Field.**
- **To consider the recommendations of the micro-drill assessment of tree 0065 at the Cemetery and support from Surrey Wildlife Trust.**
- **To receive an update on the 2022 Tree Survey from the Clerk.**

14. WAR MEMORIAL

- To consider a request from the Royal British Legion to illuminate the War Memorial.
- To receive an update on the safety inspection of the War Memorial.

**Recommendation:**

- **To consider a request from the Royal British Legion to illuminate the War Memorial.**
- **To note the update on the safety inspection of the War Memorial.**

15. PUBLIC CONVENIENCES – THE COMMON

- To consider replacing the door to the Ladies toilet.

**Recommendation:**

- **To obtain a quotation for the door replacement.**

16. TELEPHONE BOX ALFOLD ROAD

- To receive an update on future use investigation.

**Recommendation:**

- **To consider next steps.**

17. DEFIBRILLATOR EWHURST ROAD

- To consider a location for a defibrillator in the Ewhurst Road area.

**Recommendation:**

- **To approach the shop in Park Mead for installation on external wall.**

18. BOOKHURST ROAD VILLAGE GATEWAY REPAIR

- To consider a request from Borough Councillor R Reed to repair the Bookhurst Road Village gateway.

**Recommendation:**

- **To consider the request.**

19. BOUNCY CASTLES

- To consider updating standard terms and conditions to include the use of bouncy castles.

**Recommendation:**

- **To consider updating standard terms and conditions to include the use of bouncy castles**

20. POLICIES REVIEW

- AED Policy
- Allotment Sheds Policy
- Allotments Waiting List Policy
- Asbestos Policy
- Bee Keeping Policy
- Legionella Policy
- Memorial Benches in Cemetery
- Memorial Safety Policy
- Memorial Wall Policy
- PAT Testing Policy
- Tree Work Policy

**Recommendation:**

- **Review the policies listed and make a recommendation to Council.**

21. YOUR FUND SURREY APPLICATIONS

Update from Cllr N Sanctuary on the following applications:

- MUGA
- Tennis Club

**Recommendation:**

- **To consider the next steps for each application.**

22. DATE OF NEXT MEETING

**03 October 2022.**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://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.