



CRANLEIGH PARISH COUNCIL

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GU6 8AF

16 February 2023

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 23 February 2023 at 7.00p.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: Feb 23, 2023 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/84089414321?pwd=L0pwRVFuOWV1Ump1TTThINmNFTGR6Zz09>

Meeting ID: 840 8941 4321
Passcode: 661915
One tap mobile
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Meeting ID: 840 8941 4321
Passcode: 661915

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 03 October 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. SNOXHALL FIELDS

- To consider a request to store fitness equipment in the cellar.
- To consider applying for funding from the Football Foundation for pitch drainage, subject to appointing a contractor to produce drawings and obtaining ordinary watercourse consent for discharge into the ditches.
- To seek quotations for the resurfacing of the car park, replacement of the footpath from the parking ticket machine to Hitherwood, replacement of the footpath in the play park and re-surfacing of the Downs Link from the car park entrance to the pavilion, all to be funded from s106.

Recommendation:

- **To consider a request to store fitness equipment in the cellar.**

- **To consider applying for funding from the Football Foundation for pitch drainage, subject to appointing a contractor to produce drawings and obtaining ordinary watercourse consent for discharge into the ditches.**
- **To seek quotations for the resurfacing of the car park, replacement of the footpath from the parking ticket machine to Hitherwood, replacement of the footpath in the play park and re-surfacing of the Downs Link from the car park entrance to the pavilion, all to be funded from s106.**

8. YOUTH CENTRE

To appoint a contractor to replace the oven.

Recommendation:

- **To appoint a contractor to replace the oven.**

9. ALLOTMENTS LICENCE AGREEMENT

- To review the licence agreement.
- To review a Hen Keeper and Rabbit Keeper agreement.

Recommendation:

- **To recommend the updated licence agreement to Council for adoption.**
- **To recommend the Hen Keeper and Rabbit Keeper agreement to Council for adoption.**

10. ELMBRIDGE ROAD ALLOTMENTS

- To discuss a request from a plothead for a dropped kerb and parking area which will include:
 - Appointing a planning consultant to design car park layout and submit a planning application.
 - Seeking three quotations for the dropped kerb and car park.
 - Identifying funding for the car park.

Recommendation:

- **To consider next steps.**

11. CEMETERY

To discuss updated master forms and rules and regulations.

Recommendation:

- **To recommend to the Council to adopt the updated master forms and rules and regulations.**

12. WAR MEMORIAL SAFETY INSPECTION

Recommendation:

- **To accept the report from Hockley & Dawson**

13. BERYL HARVEY ALLOTMENTS

- To discuss a request from plotheaders for the planting of a native hedge along the northern boundary of the allotments.
- To discuss a request from plotheaders to cut back oak trees T03442 and T03455 to reduce overhanging of allotment plots.

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

Recommendation:

- **To seek free hedgerow plants from SCC and ask for volunteers from the allotments to plant the hedgerow whips and keep them watered.**
- **To appoint a contractor in the next financial year to undertake the tree surgery.**

14. SNOXHALL FIELDS PLAY PARK

- To replace one post of the basket swing by the Centenary Garden to be funded from the Snoxhall Fields Charity Reserve.
- To replace the other basket swing with a basket swing and two flat seat swings funded from the Snoxhall Fields Charity Reserve.
- To remove the double flat swing bay.
- To replace six play park gates with ROSPA compliant self closing gates funded from the Snoxhall Fields charity reserve.

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

Recommendation:

- **To replace one post of the basket swing by the Centenary Garden to be funded from the Snoxhall Fields Charity Reserve.**
- **To replace the other basket swing with a basket swing and two flat seat swings funded from the Snoxhall Fields Charity Reserve.**
- **To remove the double flat swing bay.**
- **To replace six play park gates with ROSPA compliant self closing gates and request the Council to release the funding from the Snoxhall Fields charity reserve.**

15. TREE SURGERY

- To appoint a contractor to undertake six month tree surgery to trees around the tennis courts and Littlemead Brook.
- To appoint Surrey Wildlife Trust to carry out an ecological survey in conjunction with the tree surgery.
- To fund the above work from the general reserve.

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

Recommendation:

- **To appoint a contractor to undertake six month tree surgery to trees around the tennis courts and Littlemead Brook.**
- **To appoint Surrey Wildlife Trust to carry out an ecological survey in conjunction with the tree surgery.**
- **To fund the above work from the general reserve.**

16. BERYL HARVEY FIELD

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

- To review the ecological survey.

Recommendation:

- **To discuss next steps.**

17. PROJECT INITIATION DOCUMENT (PID)

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

To receive early feedback on the progress of the PID.

Recommendation:

- **To discuss the early feedback on the progress of the PID.**

18. SNOXHALL PAVILION

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

To consider potential new hirer.

Recommendation:

- **To permit new hirer on a trial basis and agree terms.**

19. LICENCE AGREEMENTS

- Snoxhall Pavilion
- Snoxhall Community Centre

Recommendation:

- **To review terms.**

20. CRANLEIGH VILLAGE HALL

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

To consider potential new hirers.

Recommendation:

- **To permit new hirers on a trial basis and agree terms.**

21. DATE OF NEXT MEETING

To be arranged.

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.