



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax: 01483 277573
Website: www.cranleighpc.org

Village Way
Cranleigh
Surrey
GU6 8AF

24 May 2018.

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 31 May 2018 at 7.00p.m.** in the Council Chamber, Village Way, Cranleigh.

Beverley Bell FSLCC
PARISH CLERK

To:- The Property & Asset Committee

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

AGENDA

1. **ELECTION OF CHAIRMAN**
Recommendation: To elect a Chairman
2. **ELECTION OF VICE CHAIRMAN**
Recommendation: To elect a Vice Chairman
3. **APOLOGIES FOR ABSENCE**
Recommendation: To accept apologies and reasons for absence.
4. **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.

5. 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 & Assess Committee Meeting held on 25 January 2018.
6. CHAIRMAN'S REPORT
Recommendation: To note the report.
7. CLERK'S REPORT
Recommendation: To note the report
8. PUBLIC SESSION
Recommendation: To note any comments from parishioners.
9. CRANLEIGH VILLAGE HALL
 - To consider removing showers in dressing rooms to reduce Legionella risk
 - To consider Village Hall income.**Recommendation:**
 - **To appoint a contractor to remove the showers.**
 - **To note the report from the Clerk.**
10. ALLOTMENTS
To receive advice from Waverley Borough Council about planning permission for allotment sheds
Recommendation: To create a policy for allotment sheds.
11. CCTV
To consider the specification to upgrade the CCTV system at Snoxhall Fields.
Recommendation: To create a specification to seek quotations for the upgrade of the CCTV system at Snoxhall Fields.
12. THE BETTY RISELEY TRUST
To consider an application for grant funding for new play equipment for Snoxhall Fields
Recommendation: To appoint a Working Party to review the SPFA Play Area Assessment and the insurer's annual playground inspection report and to provide a report to the Committee on the type of play equipment required.
13. DITCH CLEARANCE – KNOWLE LANE
To consider a quotation for the additional work required to clear the Knowle Lane ditch
(This item may be held in private and confidential session – reason: commercial in confidence)
Recommendation: To appoint a contractor to complete the additional work required to clear the Knowle Lane ditch.
14. TREE SURGERY
To consider a quotation for the health and safety tree surgery of trees at the Beryl Harvey Field.
To consider a quotation for the health and safety tree surgery of a tree adjacent to Snoxhall Fields.
(This item may be held in private and confidential session – reason: commercial in confidence)
Recommendation: To appoint a contractor to undertake the health and safety tree surgery of trees at the Beryl Harvey Field and Snoxhall Fields.

15. KEY HOLDING SERVICE

To consider the options for out of hours key holding service for Cranleigh Village Hall, Council Office, Snoxhall Pavilion and Youth Centre.

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

Recommendation:

- **To appoint a contractor to provide a key holding service for the Council Office.**
- **Either to appoint a contractor to provide a key holding service or seek a Councillor volunteer for Cranleigh Village Hall, Snoxhall Pavilion and Youth Centre.**

16. WAR MEMORIAL

To consider a quotation to repair the War Memorial in readiness for Remembrance Sunday.

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

Recommendation: To appoint a contractor to repair the War Memorial.

17. YOUTH CENTRE

To discuss the options for long term hire of the Youth Centre.

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

Recommendation: To discuss the options for long term hire of the Youth Centre.

18. DATE OF NEXT MEETING

Thursday 25 October 2018

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleighpc.org.

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.