



CRANLEIGH PARISH COUNCIL

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Village Way
Cranleigh
Surrey
GU6 8AF

03 April 2019

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 11 April 2019 at 7.00p.m.** in the Council Chamber, Village Way, Cranleigh.

Beverley Bell FSLCC
PARISH CLERK

To:- The Property & Asset Committee

<i>James Betts</i>	Chairman
<i>Rosemary Burbridge</i>	
<i>Kate Fernandes</i>	
<i>Mary Forszewski</i>	
<i>Brian Freeston</i>	
<i>Steve Jeacock</i>	Vice Chairman
<i>Dave Nicholas</i>	
<i>Liz Townsend</i>	
<i>Rowena Tyler</i>	

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 07 February 2019.

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. MEETING FREQUENCY

To discuss the frequency of Property & Asset Committee meeting and make a recommendation to the Council

Recommendation:

- To make a recommendation to the Council on the frequency of Property & Asset Committee meetings.

8. ALLOTMENTS

To consider the Allotments Shed Policy for recommendation to the Council.

Recommendation:

- To recommend the Allotments Shed Policy to the Council for adoption.

9. BERYL HARVEY CONSERVATION AREA

To consider a request from the Conservation Volunteers for permission for a communal shed

Recommendation:

- To consider a request from the Conservation Volunteers for permission for a communal shed

10. TENNIS COURTS

- To consider Cranleigh Leisure Centre managing the hiring of the tennis courts for a 20% management fee.
- To consider the request from Cranleigh Leisure Centre to use the tennis courts for the Friday Night Project and request for match funding of £1,000 for new line marking

Recommendation:

- To consider entering into a service level agreement with Cranleigh Leisure Centre for the hire of the tennis courts for a 20% management fee
- To consider the request from Cranleigh Leisure Centre to use the tennis courts for the Friday Night Project and request for match funding of £1,000 for new line marking, and to make a recommendation to full Council on the match funding.

11. CEMETERY

- To receive an update and quotations for the proposed memorial wall for the cemetery.
- To receive an update on the request for a Memorial outside of the specification in the Council's adopted Rules and Regulations.

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

Recommendation:

- To receive an update and consider quotations for the proposed memorial wall for the cemetery.
- To note the outcome of the request for a Memorial outside of the specification in the Council's adopted Rules and Regulations.

12. SNOXHALL FIELDS PLAY PARK

To consider three quotations for an extension to the play park and to submit an application for grant funding to the Betty Riseley Trust

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

Recommendation:

- To submit an application to the Betty Riseley Trust for grant funding to extend the play park.

13. ELECTRICAL WORK

To consider quotation to repair the lighting in the disabled toilet in the Public Conveniences in Village Way, replace the outside lighting at the Youth Centre and replace the uplighters for the Millennium Sculpture

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

Recommendation:

- To appoint a contractor to repair the lighting in the disabled toilet in the Public Conveniences in Village Way, replace the outside lighting at the Youth Centre and replace the uplighters for the Millennium Sculpture

14. VILLAGE HALL

- To consider the Tender Review Fee of £440 + VAT for the structural engineer to review and advice on the three quotations received for the structural repairs to eyelet windows and rear wall damp and to delegate authority to the Clerk and Cllrs J Betts and A Richardson to appoint the preferred contractor.
- To consider a quotation to replace the cracked sections of gutter and to re-seal the leaking gutter joints.

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

Recommendation:

- To consider the Tender Review Fee of £440 + VAT for the structural engineer to review and advice on the three quotations received for the structural repairs to eyelet windows and rear wall damp and to delegate authority to the Clerk and Cllrs J Betts and A Richardson to appoint the preferred contractor.
- To appoint a contractor to replace the cracked sections of gutter and to re-seal the leaking gutter joints.

15. HIGH STREET FLOWERBED WALL

To consider three quotations for the repair of the High Street flowerbed wall.

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

Recommendation:

- To consider three quotations for the repair of the High Street flowerbed wall.

16. DATE OF NEXT MEETING

Thursday 04 July 2019

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.



CRANLEIGH PARISH COUNCIL

Allotment Sheds Policy 2019

Introduction

- Waverley Borough Council has confirmed that planning permission is required for allotment sheds.
- Cranleigh Parish Council will use its permitted development rights in Part 12 of the General Permitted Development Order to install new allotment sheds and sell them to ploholders.

Operating Principles

- The Parish Council will use its permitted development rights to supply and install an allotment shed.
- Installation will be on to railway sleepers.
- Shed size 6' x 4'.
- Other sizes of shed will be at the discretion of the Parish Council.
- The allotment shed will remain in the ownership of the Parish Council and will remain with the plot.
- The precise location of the shed on the plot will be at the discretion of the Grounds Manager taking into account ground conditions, and locations of other sheds on plots to avoid overshadowing plots.
- The ploholder will be responsible for shed security.
- Maintenance responsibility lies with the shed purchaser.
- Sheds will remain on site as long as they are adequately maintained.
- Unsafe or poorly maintained sheds will be removed if the purchaser fails to make repairs after notice.
- The Council accepts no liability for loss, damage or theft from allotment sheds.
- Publicity on the Council website will provide information and an enquiry form for those interested in purchasing a shed. The enquiry form is shown in Annex 2.
- A standard written letter of agreement will be sent by the Council to the customer to ensure all terms and conditions are clearly understood prior to purchase. The form will be returned to the Council with payment in advance of the shed being placed and location agreed by the Council. Annex 3 shows the standard form of agreement.

February 2019.

Policy Review Date: April 2019

Annex 1

Council standard for the installation and maintenance of allotment sheds.

Allotment Sheds

Pressure treated

Size 6 x 4

Installed on to railway sleepers

Shed cost £500 + VAT

Maintenance Standard

Sheds must be kept locked at all times.

Sheds must be kept structurally sound and free from a build-up of algae or grime. The Council will remove any shed that it considers to be unsafe.

Annex 2
Allotment Shed Purchase Enquiry Form

Please complete, print and return to: Cranleigh Parish Council, Council Office, Village Way, Cranleigh, Surrey GU6 8AF

Section A
Your Contact Details

Name

Address

Telephone

E-mail

Section B
Your Allotment Plot

Allotment Site Beryl Harvey/Elmbridge (Please circle)

Your plot number.....

Section C
Requested Location

Please specify your preferred location for the shed below:

I would like my shed to be installed on my plot in the following location:

.....
.....

Please include a map or photograph of the preferred location.

Annex 3
Form of Agreement for an Allotment Shed

Allotment Shed Agreement between Cranleigh Parish Council and (name & address)

Name.....

Address.....

This letter sets out the agreement regarding the purchase of an allotment shed to be placed within the allotment site on plot number at the location shown by the attached map.

(name)will pay the sum of £500 + VAT being the full cost of the installation on site of the allotment shed.

The Council will place the allotment shed in the agreed location within two months of receiving the cheque.

(name).....will be responsible for maintaining the shed.

- Please note that sheds which are not maintained and fall into disrepair may be removed.
- The Council accepts no responsibility for loss, damage or theft from the allotment shed.

I understand and agree to all the conditions above and enclose my cheque for £500 + VAT

Signed..... Date.....

Contact telephone number.....