



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM
ON MONDAY 08 FEBRUARY 2021
VIA GOTO MEETING

James Betts* Chairman
Rosemary Burbridge
Rob Denton*
Steve Jeacock* Vice Chairman
Dave Nicholas*
Marc Scully
George Worthington*
PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Admin Clerk Robin Pass.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

- Cllr S Jeacock declared an interest as a grave owner.
- Cllr R Denton declared an interest as a member of the Cricket and Football Clubs.

3. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 02 November 2020, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

The Chairman had no report but asked the Clerk to arrange for the orange netting fencing around the adult football pitch works to be re-erected.

5. CLERK'S REPORT

Members NOTED the Clerk's Report:

- The Council has had an enquiry from someone wishing to start a mobile café business located at Snoxhall Fields. They are working on their Business Plan and would need to purchase a vehicle for the business. The Clerk has quoted £550 + VAT per month for the pitch, which is in line with WBC's fees. The person has requested a 50% reduction on fees for a trial period. The Committee welcome new business ideas and would like to know more about this business venture before it can make any decisions on fee reduction. The Committee would like to see the Business Plan including days and hours of operation, type of vehicle, details of electricity and water supply, waste collection and litter arrangements, Food Hygiene certificates, cleanliness and menu with healthier options. The Committee said that whilst they might be able to offer a short term trial period fee, the Committee will need to see the Business Plan to understand that it is sustainable when the full fee is applied.
- A member of the public has contacted the Council about the gaps in the play park and missing swings. The Grounds Manager is replacing the swing bay at the play park entrance with flat swings and has reinstated the toddler cradle swings by the Centenary Garden. The previous flat bay swing area has been turned into a picnic area.

The Grounds Manager has managed to bring the tractor tyre replacement in significantly under budget, so the Council has sufficient reserves remaining to replace the missing basket swing. The Clerk has included this on the February full Council meeting agenda to enable the basket swing to be replaced before the school holidays at Easter. The Clerk said the Council is also awaiting the outcome of the CIL application for the train climbing frame feature.

6. PUBLIC SESSION

There were no members of the public present at the meeting.

7. SNOXHALL FIELDS

Littlemead Brook Fencing

The Council successfully applied for s106 environmental improvement funding to provide a post and rail fence from the tennis courts bridge to the Centenary Garden along Littlemead Brook. The Committee AGREED to appoint Grasstex to supply and install the fence.

Shade Shelter

The Clerk advised that there is some funding remaining from s106 planning obligations WA/2011/2129 which must be spent this year. She reported that the grass surface under the shade shelter has become a quagmire in recent weeks. The Grounds Manager had discussed a specification with Grasstex and obtained a quotation for a timber shuttered type 1 base with Breedon gravel surface. Councillors were unhappy with a gravel surface in a children's play area and felt that the timber shuttering would not be long lasting.

The Committee AGREED to ask Grasstex to provide a quotation for rolled top concrete edging with type 1 base, sand and artificial grass surface. On receipt of the quotation, the Clerk will submit an application for s106 funding.

8. DEWLANDS LANE CEMETERY

Composting Bays

The Clerk advised that the composting bays at the cemetery are at the end of their useful life and need urgent replacement. She had obtained a quotation to replace the composting bays at £3,849.55 + VAT and with removal of the compost at £5,688.09 + VAT. She said the Council staff are struggling to process green waste now that the Council has declared a climate emergency and burning of waste is prohibited. She said the Council now has piles of green waste opposite Snoxhall Pavilion, at the end of the main football field by the Beryl Harvey allotments, over the far side of the Bruce MacKenzie Field at the former bonfire site and at the end of the car park at the Bruce MacKenzie Field. She said the main composting site over the far side of the Bruce MacKenzie Field is inaccessible for several months of the year as the tractor cannot get access over the wet field.

Councillors realized that the topic is much broader than simply replacing the composting bays at the cemetery. The Clerk said this is further complicated by the low height Lych Gate at the cemetery entrance. All green waste has to be moved by digger and dumper on to a trailer and then moved from the cemetery by the tractor, there is no access for a grab lorry under the low Lych Gate.

The Clerk had obtained a quotation from Grasstex to remove the composted waste from the cemetery by trailer to outside the Lych Gate for collection by grab lorry and replacement of the composting bays like for like with wooden posts and scaffold planks.

The Committee felt that it is time to address the bigger green waste issue and to remove the composting bays from the cemetery in their entirety and base the composting facility off site. The Committee agreed that the end of the Bruce MacKenzie Field car park is a much better option as there is good vehicular access for a grab lorry. The Committee AGREED for the Clerk to obtain a quotation for the removal of the composting bays at the cemetery and return the area to grass and to obtain a quotation to supply and install a composting bay at the end of the Bruce MacKenzie Field car park constructed of steel posts and treated sleepers.

Footpath around the Cemetery Machine Shed

The Clerk advised that there has been a complaint from a member of the public that the bottom gate at the cemetery has been kept locked, preventing their thoroughfare from the top gate from Parsonage Road to the village. The Clerk said the bottom gate was originally installed for maintenance access for staff to maintain the hedge along the footpath. The gate has always been kept locked at night so no rights of way have been established.

At the start of the pandemic, the gate was kept locked all the time as the cemetery was closed unless people were tending a grave by government order. Once the restrictions started to lift, the gate was kept locked as members of the public were not maintaining social distancing from cemetery staff. There are no vision panels in the machine shed doors, so when staff exit the machine shed they can come face to face with pedestrians using the footpath. The footpath narrows to half a metre when the machine shed doors are open. The Clerk said she had made a site visit and this issue raised further health and safety issues, as cemetery staff could be exiting the machine shed carrying tools posing a risk to themselves and any pedestrians walking by on the narrow footpath. The Clerk said that disabled access to the cemetery is provided through the Lych gate.

The Clerk had obtained a quotation to re-route the footpath around the rear of the machine shed at a cost of £3,610.88 + VAT.

The Committee agreed that the health and safety issue will still be present, even when the pandemic situation improves, and could not justify spending the money to re-route the footpath to a gate that is provided for maintenance access. The Committee AGREED that the bottom gate should remain closed, and only be used for maintenance access. The Clerk was asked to purchase a sign for the gate.

Memorial Safety Inspections

The Clerk advised that the Council has provided training for staff to undertake memorial safety inspections, and just prior to the pandemic, inspections had commenced. However, staff resources have been re-deployed due to the pandemic. The Clerk reported that the Council's burial records are still maintained in handwritten ledgers, there are no computerized records of the 5,000 grave cemetery. The Clerk recommended that the Council look at the whole project to provide a digitized record of the cemetery and memorial safety inspection. She said the database would include grave details and a photograph of the memorial. Concerns were raised about photographing memorials, this would be discussed in more detail once the quotations have been received.

The Committee AGREED for the Clerk to obtain quotations for memorial safety inspection and digitization of cemetery records.

9. TREES

Medium Priority Tree Surgery

The Clerk reported that the ecologist has provided a full report on the medium priority trees for surgery week commencing 22 February 2021 and identified several trees with bat roosting suitability. The ecologist has quoted £400 + VAT per day to supervise the tree surgery work. The tree surgery is scheduled to last for 8 days, and the ecologist has said they may need to be on site for the 8 days but will reduce the length of their work if possible.

The Committee AGREED to appoint Surrey Wildlife Trust to supervise the tree surgery work, and to ask the Council to release funding from the general reserve.

Further Tree Survey Work

The Clerk had obtained a quotation from Waverley Borough Council to undertake the annual ash dieback inspection, and trees missed in the June 2020 tree survey due to overgrown vegetation or ivy due to be cut in the medium priority tree surgery works.

The Committee AGREED to appoint Waverley Borough Council to undertake the additional tree survey works at a cost of £1,330 + VAT to be funded from the recreation tree revenue budget.

10. PUBLIC CONVENIENCES

The Clerk said the roof of the Public Conveniences in Village Way is leaking and dripping into the electrics. The Committee AGREED to appoint Surrey Homes Roofing Company to remove the moss from the roof of the Village Way Public Conveniences to identify the source of the leak. The Committee asked if the roof repair could be funded within the quotation to remove the moss. The work will be funded from the property maintenance revenue budget.

The Committee AGREED to fund the cost of the electrician to install an AED cabinet on the front wall of the Public Conveniences at the Common and to insure the AED and cabinet. Cranleigh Lions are funding the cost of the defibrillator and cabinet. The work will be funded from the property maintenance revenue budget.

11. TELEPHONE BOX ELMBRIDGE ROAD

The Clerk had obtained a quotation for the restoration of the red telephone box in Elmbridge Road. It is in poor condition and requires £5,000 of works for restoration. The Council currently has no budget for these works. The Committee were impressed with the level of detail in the quotation. Cllr D Nicholas left the meeting.

The Committee are unhappy to commit this level of funding for the restoration of the telephone box which currently has no purpose. They recognize that it is a heritage asset and would like suggestions from the local community on future use, at either this location or moved elsewhere in the village.

The Committee AGREED for the Clerk to seek feedback from the local community through the next Parish Council newsletter. The Committee asked the Clerk to obtain a quotation to move the telephone box to another site in the village.

12. DATE OF NEXT MEETING

To be advised. Cllr R Denton asked for the Council to consider providing a pet cemetery within the parish.

The meeting closed at 9.00pm

Signature.....

Date.....