



CRANLEIGH PARISH COUNCIL
MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM
ON THURSDAY 25 MARCH 2021
VIA ZOOM

Rosemary Burbridge*
Rob Denton*
Dave Nicholas* Chairman
Marc Scully*
George Worthington*
PRESENT*

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

1. ELECTION OF CHAIRMAN

The Committee Chairman has left the Council, and the Vice Chairman has resigned from the Committee.

It was UNANIMOUSLY AGREED to elect Cllr D Nicholas to the office of Chairman of the Committee. Cllr D Nicholas took the chair.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATION OF INTERESTS

Cllr D Nicholas declared an interest as a member of the Football Club.

4. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 08 February 2021, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The new Chairman had no report.

6. CLERK'S REPORT

Members NOTED the Clerk's Report:

- The John Deere ride on mower requires extensive repairs and is in the workshop at the moment leaving grounds staff with no small mower for the play park. The Clerk is going to order a 30" pedestrian Mower at £962.63 + VAT.
- The Clerk is going to order some new signs: Snoxhall Community Centre, new sign for Bruce MacKenzie Field gate which has been vandalised and signs for the gates of the new spectator rail fencing asking people not to exercise their dogs on the football pitch.
- The Snoxhall Fields public toilet will be opened on 29 March 2021.
- The contractors working on the adult football pitch improvements have unearthed the pitch drainage to connect it to the new main drain. The lateral drains are only 60mm in diameter and heavily silted up, making them inoperative. The Clerk showed the Committee a photograph of the silted drain. The Grounds Manager advises that the verti-drain works carried out every year are essential for pitch drainage. The Chairman asked for the Committee's thanks to be passed on to the Grounds Manager for the quality of the adult football pitch and improvements. He said the Football Club are willing to assist with the painting of the stand.

8. PUBLIC SESSION

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

9. TENNIS COURTS

The Clerk advised that the tennis courts last had surface treatment in June 2015. The contractor Colour Works advised that it was the final treatment possible as the surface of the tennis courts had deteriorated. The Leisure Centre Manager and Grounds Manager have looked at the surface of the tennis courts recently. The surface is now very slippery and too dangerous to play tennis. The Grounds Manager advises permanent closure of the tennis courts by removal of the tennis nets and padlocking the tennis courts.

The Clerk had obtained a quotation last year to turn one of the courts into a MUGA and re-surface the other tennis court, and replace all fencing. The quotation was £50,445.60 + VAT. The Council has £47,417 in the MUGA reserve. The Clerk said the Council is waiting to hear about the proposed Leisure Centre works, skate park replacement and One Public Estate bid before it can make a decision about the tennis courts. The Chairman said the permanent closure of the tennis courts is regrettable, especially at this time. Cllr R Denton joined the meeting.

Cllr G Worthington said the Council is working on submitting a funding bid to SCC's Your Fund for a tennis club to potentially be based at the Bruce MacKenzie Field. The Committee reluctantly AGREED to the permanent closure of the tennis courts and for Cllrs D Nicholas, N Sanctuary and G Worthington to prepare a press release as communication of the reason for closure is very important. The Clerk will also notify the Friday Night Project as they had been making use of the tennis courts.

10. SNOXHALL FIELDS

The Committee AGREED to enter private and confidential session for the rest of the meeting as the following items are commercially sensitive.

Additional Street Light

The Council had received a request from a member of the public for an additional street light at Snoxhall Fields in the corner closest to North Downs and the Downs Link, between columns 9 and 10. The Clerk had obtained a quotation from Case Electrical who did the street lighting upgrade a couple of years ago. The Committee AGREED in the light of recent public safety concerns to appoint Case Electrical to install the additional street light, subject to a 28 day consultation with local residents, and to ask the Council to release funding from the Charity Reserve.

Electric Vehicle Charging Point

The Council had asked the Clerk to investigate an electric vehicle charging point. WBC are looking at the provision of additional electric vehicle charging points. The Committee AGREED for the Clerk to work with WBC to investigate an electric vehicle charging point for the Snoxhall Fields car park and apply for funding from the Office for Low Emission Vehicles, if applicable.

Play Park Railings and Access Road Barrier

The Clerk advised that the play park railings and gates need replacement to meet modern standards. The Clerk had issued an invitation to tender for the supply and installation of RoSPA compliant railings for the play park, and the re-purposing of the current pedestrian guard railings around the park to form a barrier along the southern boundary of the access road. The Chairman raised concern that the re-use of the pedestrian guard railing along the access road is not in keeping with Snoxhall Fields designation as an Area of Strategic Visual Importance.

The Clerk advised that the Council had received 14 quotations. The two cheapest quotations were discounted as they did not include the supporting documentation requested.

The third cheapest and most comprehensive bid was from Centurian, who are currently doing the adult football pitch improvements. The Committee noted that they have kept a very clean and tidy site. The Committee AGREED to ask Centurian to provide a second quotation for the supply and installation of RoSPA complaint green bow topped railings for the southern boundary along the access road and DEFERRED the decision on the style of barrier along the southern boundary of the access road to the full Council. Once the Council has agreed on the style of barrier, the Clerk will make an application for s106/PIC funding using the quotations from Centurian.

11. YOUTH CENTRE FLOORING

The Admin Clerk had sought three quotations for the replacement of the flooring in the meeting room, kitchen, toilets and office. The three companies had quoted for slightly different materials. The Clerk was asked to re-check one of the quotations with the contractor. The Committee RECOMMENDED the replacement of the Youth Centre flooring to the Council and asked the Council to release funding from the Charity reserve.

12. CEMETERY

Composting Bays

The Clerk advised that she is in the process of obtaining three quotations for the removal of the composting bays at the cemetery and their replacement at the Bruce MacKenzie Field. The Committee DEFERRED this item to their next meeting.

BRAMM & NAMM Membership

The Clerk advised that the Admin Clerks and the Clerk had attended ICCM training. Memorials installed in the cemetery should be installed to British Standard 8415. The most efficient method to ensure compliance with this British Standard is to only permit monumental masons who are members of either BRAMM or NAMM to work in the cemetery. Membership of BRAMM ownerships is free for burial authorities. The Committee AGREED for the Council to join BRAMM and RECOMMENDED to the full Council to amend the Cemetery Rules and Regulations to only permit BRAMM and NAMM registered monumental masons to work in the cemetery.

Memorial Safety Inspection

The Clerk advised that the Council staff have had training for the safety inspection of memorials and the Council has an adopted Memorial Safety Policy which requires the safety inspection of memorials in the cemetery every five years. Memorials are in private ownership, the Council is required to contact the memorial owner to ask them to make their memorial safe. The Council will only intervene if there is an immediate danger posed by the memorial by: cordoning the memorial, staking and banding and only laying flat as a last resort. The Council had just started the memorial safety inspection prior to the COVID-19 lockdown, but staff have been re-deployed and there is insufficient staff time to do a full inspection.

The Clerk had obtained four quotations to outsource memorial safety inspection. Three of the companies also specialise in providing cemetery management software. The fourth company provide the memorial safety inspection service to Farnham Town Council. They advised that they would inspect all the memorials in the cemetery but only provide a report for memorials that had failed the inspection.

The Committee AGREED to appoint Haven Memorials to undertake a full memorial safety inspection of the cemetery and to ask the full Council to release funding from the 2021/22 Forward Maintenance Plan reserve. The Committee thanked the Clerk for researching the memorial safety inspection and significant cost saving to the Council.

13. DATE OF NEXT MEETING -

To be advised. The meeting closed at 8.23pm

Signature.....

Date.....