



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM**  
**ON MONDAY 20 SEPTEMBER 2021**  
**VIA ZOOM**

Rosemary Burbridge\*

Rob Denton\*

Dave Nicholas\*                      Chairman

Marc Scully\*

George Worthington\*

PRESENT\*

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

1.     APOLOGIES FOR ABSENCE

There were no apologies for absence.

2.     DECLARATION OF INTERESTS

- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr R Burbridge declared an interest as an owner of a grave in the cemetery.

3.     PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 25 March 2021, having previously been circulated, were AGREED and recommended for approval by full Council to be signed by the Chairman as a true record.

4.     CHAIRMAN'S REPORT

The Chairman noted all the Council has achieved since March:

- Village Hall vaccination centre
- New public toilet at Snoxhall Fields
- Adult pitch improvements
- Play train
- Composting bays at the Bruce McKenzie Field
- Drainage and memorial safety inspection at the cemetery
- New street light coming soon at Snoxhall Fields close to North Downs

The Chairman thanked the Council staff for delivering these projects in such challenging circumstances.

5.     CLERK'S REPORT

The Clerk had no report.

6.     PUBLIC SESSION

There were no members of the public present at the meeting who wished to speak.

7.     SNOXHALL FIELDS

- The Committee considered three quotations for new litter bins around the play park. The Committee AGREED to recommend to Council to purchase a Nexus 140 city litter bin to replace the tidy bear in the play park and four plaza litter bins at a cost of £2,018.02 + VAT to be funded from the Snoxhall Fields Charity Earmarked Reserve (EMR).

- The Committee asked the Clerk to provide a map of the Council's litter bins and find out about business recycling so that the Council can consider the provision of recycling bins at Snoxhall Fields.
- The Clerk advised that she had applied for s106 funding for a new surface under the shade shelter but there is no funding remaining. The Committee considered a quotation for Breedon surfacing that can be topped up when it wears and a quotation for artificial grass which looks nicer but is more prone to vandalism. Both quotations were of similar value. The Committee AGREED to recommend to Council that the Council purchases a Breedon surface for under the shade shelter at a cost of £2,467.60 + VAT to be funded from the Snoxhall Fields Charity EMR.
- The Committee considered four quotations for a tractor mounted flail to enable Council grounds staff to turn the materials in the composting bays generated from the hedge around the charitable side of Snoxhall Fields. The Committee AGREED to recommend to Council to purchase a Winton 200 flail at a cost of £2,947.34 + VAT to be funded from the Charity EMR.
- The Committee AGREED to recommend to Council to apply for strategic CIL for the replacement of the play park railings and to provide 50% matched funding from the Snoxhall Fields Charity EMR.
- The Committee discussed the provision of inclusive play equipment and a sensory area in the play park at Snoxhall Fields and AGREED to ask the Youth Council to investigate this project. The Clerk will visit the Springboard Project in Horsham for ideas.
- The Committee AGREED to form a Working Party of Cllrs D Nicholas and G Worthington and the Clerk to investigate re-surfacing the car park at Snoxhall Fields, the section of the Downs Link between the car park entrance and the pavilion and the concrete town path at Snoxhall Fields and to bring a report back to this Committee.

#### 8. BERYL HARVEY FIELD

The Conservation Volunteers advised that the funding opportunity for trees at the conservation field has closed. Cllr G Worthington will provide details of an alternative funding opportunity.

#### 9. BRUCE MCKENZIE FIELD COMPOSTING BAYS

The Clerk advised that people had been entering the composting bays, and for health and safety reasons there should be gates to block public access.

The Committee AGREED to recommend to Council that access gates and fencing be erected at a cost of £1,424.32 + VAT to be funded from the Business Plan EMR.

#### 10. CEMETERY

- The Clerk advised that the Council had taken advice from the Institute of Cemeteries and Crematoria Management (ICCM) about the recording of the exclusive rights of burial in Council registers. The Council has been advised to seek a statutory declaration when the owner of an exclusive right of burial is recorded as 'Mr and Mrs Smith' rather than their full names. Through the Council's membership of the Surrey Association of Local Councils, free legal advice was obtained which confirmed that the Council is not admitting liability for incomplete or incorrect drafting of the record. The Committee AGREED to recommend to Council that there should be no administrative fee charged for change of ownership in these circumstances.
- The Clerk reported that the memorial safety inspection is complete and a total of 124 memorials had failed the safety inspection. Memorials are in private ownership, so the Council had written to the last known address of the owner of the exclusive right of burial to seek repairs to memorials. Notices were also placed on all graves whose memorial had failed the inspection asking the family to contact the Parish Council. So far just over 20 owners have contacted the Council and organised repair of their memorial. This leaves approximately 100 memorials requiring repair. The Clerk advised that the Council is obliged to carry out a minimum repair to make the memorial safe from the Council's funds. She said the Council has two options:

- Stake and banding - The banding should be replaced every two years due to UV and weather elements making the banding brittle. Cost per memorial £42 + VAT
- Laying down – the memorial will be sensitively laid flat over the grave with the inscription face up. Cost per memorial £22 + VAT

The Committee carefully considered both options and AGREED to recommend to Council that memorials that have failed the safety inspection and not been repaired by their owners should be laid flat by the contractor that carried out the safety inspection and funded from the cemetery staff costs budget.

The Committee asked for notices to be displayed in the cemetery explaining the Council's actions. Cllrs R Burbridge and D Nicholas offered to review the list of failed memorials to establish if they could help locate the memorial owners.

#### 11. TREE SURVEY AND SURGERY

Following the update to the original 2020 tree survey, the Clerk sought quotations from the contractor who carried out the original 2020 tree surgery work, as they had been selected following competitive tender. The Committee AGREED to recommend the following tree surgery to the Council:

Elmbridge £1,390 + VAT – to be funded from recreation grounds maintenance budget

Cemetery £530 + VAT – to be funded from cemetery tree budget

Beryl Harvey £830 + VAT – to be funded from recreation grounds maintenance budget

Snoxhall £1,025 + VAT – to be funded from recreation tree budget

The Committee NOTED that the Council's tree budgets should be increased next year.

Further tree survey work has been advised by WBC's Arboriculturalist at a cost of £320 + VAT.

The Committee AGREED to recommend the further tree survey work to Council to be funded from the recreation grounds maintenance budget.

#### 12. CRANLEIGH VILLAGE HALL

This item was considered in private and confidential session – reason: commercial in confidence.

The Clerk explained that the project to replace the ceiling lights had been started prior to COVID which had delayed the project and required revised quotations to be sought. The costs of the project have increased to £61,082. The Council has £56,234 in the Village Hall EMR so the balance will need to be funded from the General Reserve. The Chairman reminded the Committee that the Village Hall had been built as a memorial to the 100 young men from the village lost in the Great War.

The Clerk said the architect had endeavoured to obtain three quotations for the building work but to date only one quotation had been received. She also urged caution with the budget and advised a 15% contingency fund as the building is very old and may yet produce some surprise problems. She said the three smoke detectors in the roof space are over 10 years old and require replacement and this should be done whilst the scaffolding is in situ at extra cost.

The Committee AGREED to recommend the appointment of the following contractors to the Council and to set a budget including 15% contingency funded from the Village Hall EMR and balance from the General Reserve:

- Case Electrical – ceiling lights
- Cooper & Withycombe – CDM
- Crucial Environmental – asbestos sealing
- Robin Nugent – architect
- Southern Fabrications – access ladder
- Valley Builders – ceiling walkway

The Committee AGREED to recommend to full Council to appoint the same contractor to make good the leak damage to the stage at the same time as the ceiling lights work.

The Chamber of Commerce has approached the Council for assistance with funding Christmas lights to be erected around the gable of the Village Hall, tree and Millennium Sculpture outside the Village Hall at a cost of £1,831,92.

The Council usually considers a grant of £500 towards the overall Christmas lights project, however as the request is for Christmas lighting for a Council property, the Committee AGREED to recommend to full Council that a grant is made to the Chamber of Commerce of £1,831.92 to be funded from the Village Hall property maintenance budget.

13. COUNCIL OFFICE

The Clerk advised that the Council has moved its meetings from the Council Chamber at the Council Office to the Village Hall to aid social distancing. Staff are still rotating attendance in the Council office. The Clerk suggested moving the Council Office into the Committee Room at the Village Hall and leasing out the Council Office to provide income to cover the increasing maintenance costs of the Village Hall. The Clerk said there are already four interested parties who would like to move into the Council Office for the New Year.

The Committee AGREED to recommend to Council that a Working Party be formed of Cllrs D Nicholas, M Scully and G Worthington and the Clerk to undertake formal consultation with the Council staff and investigate the project and bring a report to the October Council meeting to enable the ceiling lights work and office work to be completed at the same time to minimize disruption to the Village Hall hirers.

14. FORWARD MAINTENANCE PLAN 01/04/22 – 31/03/23

The Committee AGREED to include the following items in the 2022/23 budget:

- Replacement John Deere mower (including looking at with electric options)
- Laser marking of the football pitches at the start of the season
- New big container for Grounds Manager, moving Football Club into old container and freeing up old score room for potential hirers

The Committee invited further suggestions from members by 30 September 2021 to enable the Clerk to include them in the first draft of the budget to the Finance Committee.

The Committee expressed their concern at the ongoing delay of the plans for the replacement Leisure Centre. It is hindering the Parish Council making decisions about the tennis courts, amongst other things. The Committee AGREED to recommend to Full Council to write to the Portfolio Holder at WBC to ask for further details of their Leisure Centre plans.

15. DATE OF NEXT MEETING

Monday 22 November 2021. The meeting closed at 9.00pm

Signature.....

Date.....