CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON MONDAY 11 APRIL 2022 IN THE COUNCIL CHAMBER

Rosemary Burbridge*
Rob Denton*
Cathy Gould*
Steve Jeacock*
Dave Nicholas* Chairman
Marc Scully*
Clive Walker*
George Worthington Vice Chairman
PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Admin Clerk R Pass, Grounds Manager Nick Barnett via zoom.

1. APOLOGIES FOR ABSENCE

The prior commitment apology of Cllr G Worthington was AGREED.

2. DECLARATION OF INTERESTS

- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr R Burbridge declared an interest as a Trustee of Rowleys.
- Cllr S Jeacock declared an interest as a grave owner.

3. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 03 February 2022, having previously been circulated, were AGREED, and signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

The Chairman had no report.

5. CLERK'S REPORT

The Committee NOTED the Clerk's Report:

- Anti-social behaviour continues to be a major issue at Snoxhall Fields resulting in many hours spent repairing criminal damage. Cameras have been focused on hot spots and CCTV evidence provided to the Police. Police have engaged with the young people and will speak with parents if the problems continue.
- The wild flower bed for the Jubilee has been built and seeded and the Queen's Green Canopy planted at the cemetery, the plaques have been ordered.
- All compost bays are now complete.
- The Grillo machine and tractor front loader have been ordered.
- The surge protection has been installed at the pavilion.
- The Lych Gate at the cemetery will be re-painted this summer.
- The ERDF funds for the Wallgate units in the Village Way toilets have finally been received so the Clerk will now order new Wallgate units for the Common toilets, as previously agreed by the Council.

6. PUBLIC SESSION

There were no members of the public present.

DRAFT

7. SNOXHALL PAVILION BAR

The Parish Council had a presentation at their March meeting from a member of the public who wished to hire the pavilion bar and start six-a-side football over the summer. The Parish Council were very receptive to the idea and asked the member of the public to submit a Business Plan to the Parish Council; the Clerk provided some detail on content required. The Business Plan has not yet been received, so the item was deferred until the Business Plan is available. Cllr R Denton joined the meeting.

8. DEWLANDS LANE CEMETERY

Garden of Remembrance

The Clerk reported that the Admin Clerk had attended the ICCM training for Gardens of Remembrance. The Clerk advised that the Council should no longer offer the burial of cremated remains in the Garden of Remembrance, as all cremated remains should be interred in individually marked plots.

The Committee AGREED to recommend to the Council that the burial of cremated remains is no longer permitted in the Garden of Remembrance, as there are a very small number of requests each year.

The Clerk advised that the Council could offer the scattering of ashes within the Garden of Remembrance. She said the Council would need to update their Rules and Regulations, agree a fee structure and create a register of scattered remains. Staff will also require training on the processing of scattered remains. The ICCM advise that the lawn would need to be cut more frequently with a cut and drop mower, rather than collecting grass cuttings. The Grounds Manager said the Council does not currently have the appropriate cutting equipment, and this extra work would have an impact on staff resources. He also raised concern about the quality of the lawn in the Garden of Remembrance which is largely moss.

The Committee AGREED to recommend to the Council that the scattering of ashes is not offered in the Dewland Lane cemetery.

The Committee AGREED for the Grounds Manager to prepare a quotation to improve the lawn in the Garden of Remembrance later this year, which will involve a temporary closure for the new lawn to establish.

Memorial Safety Inspection

The Clerk report that 125 memorials had failed the memorial safety inspection in June 2021. The Council has located the owners of 35 memorials leaving 90 to be made safe. The Property & Asset Committee asked for Cllrs R Burbridge and D Nicholas in September 2021 to review the remaining list to help identify owners. Since that meeting, one memorial has fallen over in Storm Eunice. The Property & Asset Committee had previously recommended to the Council to lay flat any memorials whose owner could not be located.

The Clerk said 90 memorials need to be laid flat at a cost of £22 + VAT each totalling £1,980 + VAT. The Council has responsibility under LACO 1977 and HSWA 1974 to manage the cemetery to maintain safety. She advised that the Council must advertise the laying down of the memorials 28 days in advance. The Committee recognized the impact of the safety work at the cemetery and will advertise the work as widely as possible, and will display explanatory notices for the public as to why and who to contact if grave ownership is known.

The Committee AGREED to recommend to the Council to lay the failed memorials flat to be funded from the General Reserve.

9. FOOTBALL PITCH DRAINAGE IMPROVEMENTS

The Committee DEFERRED this item to a future meeting awaiting details from the Football Club.

10. SNOXHALL FIELDS

Storage Compound

The Clerk said details have been sent to D&M Planning to apply for the Certificate of Lawfulness of Proposed Use and Development.

Play Park Railings

The Clerk advised that the Council's application for strategic CIL for 50% of the cost of the replacement of the play park railings with ROSPA bow topped fencing had been unsuccessful. She said the quotations are now over a year old and costs will have increased.

The Grounds Manager advised that the main issue with the current pedestrian guard rail fencing is the self-closing gates. The Committee AGREED to compare the cost of ROSPA compliant bow topped fencing and replacing the pedestrian guard rail gates and spray painting the pedestrian guard rail fencing.

The Committee AGREED to re-tender for the ROSPA compliant bow topped fencing, and to seek a quotation to replace the gates in the current pedestrian guard rail fencing with self-closing gates, and to have the pedestrian guard rail spray painted green, with the gates a contrasting colour for the visually impaired.

Bins on Football Field Side

The Clerk advised that new bins are approximately £307 + VAT each plus installation. The Grounds Manager said there are over 20 bins within the recreation ground, but litter is still left lying around. He is planning to install two small bins adjacent to the dugouts for match days.

The Committee AGREED not to proceed with new litter bins.

Sensory Planting

The Committee had asked the Youth Council to make suggestions for sensory planting. The Youth Council had made some suggestions and this had also generated the idea for the wild flower Jubilee planting outside of the Council Office.

The Grounds Manager reported that several established shrubs in the play park had been damaged through anti-social behaviour. The Committee AGREED not proceed with new planting until the anti-social behaviour issues improve. The Council has a Working Party considering anti-social behaviour and steps to address the issue.

11. SNOXHALL PAVILION

Storage Request

The Clerk reported that the Council had received a request from a hirer to store equipment at Snoxhall Fields. She advised that two classes store equipment in the Community Centre and the Football Club use the old cricket score room. She said neither are currently paying for storage. The Grounds Manager confirmed that storage is at a premium at Snoxhall Fields and there is no available storage.

The Committee AGREED to recommend to the Finance Committee to review storage charges as part of the 2023/24 budget setting.

The Committee AGREED that there was no storage available to offer the hirer who had requested it.

Pavilion Improvements

The Clerk advised that the Football Club had provided category G requirements for the pavilion. The Clerk had reviewed the requirements and said the pavilion meets all the requirements apart from the provision of male and female officials changing rooms. The category G requirements state that individual shower cubicles are preferable but not mandatory.

The Clerk advised that it is not possible to convert the current building for individual shower cubicles. The Clerk said there is £29,921 left in s106 funding for improvements to the pavilion.

The Committee AGREED for the Clerk to issue an invitation to tender for improvements to the toilets and to convert a store room to a female officials changing room. The Committee AGREED that any alterations would be considered in conjunction with the Working Party looking at the wider development project.

12. TREE SURVEY

This item was considered in private and confidential session: reason – commercial in confidence. The Council had received four quotations for the two yearly basic tree survey. The Committee prioritized the quotations on the level of arboricultural qualifications followed by price.

The Committee AGREED to recommend to full Council to appoint Waverley Borough Council to be funded from the recreation tree management revenue budget.

13. POLICIES REVIEW

The Committee AGREED the following Councillors to review the policies below and bring their comments to the next meeting:

- AED Policy - DN
- Allotment Sheds Policy - MS
- Allotments Waiting List Policy - CW
- Asbestos Policy - GW
- Bee Keeping Policy - RD
- Legionella Policy - CG
- Memorial Benches in Cemetery - RB
- Memorial Safety Policy - SJ
- Memorial Wall Policy - RB
- PAT Testing Policy – CG
- Tree Work Policy - DN

14. DEFIBRILLATOR REQUEST

The Clerk reported that the defibrillator from the Park Hatch is being installed in an external cabinet at One Stop on Alfold Road. The League of Friends have funded the unlocked cabinet and One Stop have funded the electrical installation of the cabinet. One Stop have now asked the Parish Council to sign an agreement to provide training now and in the future for their staff in the use of the defibrillator as the cabinet is unlocked. The Clerk advises that Council staff are not qualified to provide this training. The cabinet will need to be replaced with a locked cabinet at One Stop.

The Clerk advised that the Council has received an offer by a member of the public to have a defibrillator installed externally in the porch of their property in Wanborough Lane or attached to their garage. Councillors would like a defibrillator to be more visible to members of the public from the highway and suggested installing a defibrillator in an unlocked cabinet within the telephone box on Ewhurst Road.

The Committee asked the Clerk to check with the electrician if this is possible and to speak with Cranleigh in Bloom as they have carried out the improvements to the telephone box to make it into a community library.

The Committee AGREED to ask the League of Friends for funding for a defibrillator and cabinet for the Ewhurst Road telephone box.

15. RED TELEPHONE BOX IN ALFOLD ROAD

The Council had carried out consultation on the red telephone box in Alfold Road. 236 people responded to the consultation of which 68% wished to retain the telephone box. Ideas for future use included 63 responses for a community library and 33 responses for a defibrillator. 47 people offered to help. Concerns were raised about the proximity of the telephone box to the public highway and suggestion to rotate the box so that the door opens away from the road.

The Committee AGREED to ask our County Councillor about the junction improvements and any potential impact on this telephone box.

The Committee asked the Clerk to contact the 47 offers of help for their suggestions to raise the funds to improve this telephone box which are a minimum of £5,000, as the Council currently has no budget for the improvements.

The Committee AGREED to ask the Council to consider the restoration of the telephone box in its budget for financial year 2023 – 24.

16. YOUR FUND SURREY APPLICATIONS

The Clerk provided a report from Cllr N Sanctuary that he is meeting companies to obtain quotations for the Multi Use Games Area (MUGA) and youth shelter in May.

17. SNOXHALL COMMUNITY CENTRE

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

The Committee AGREED to recommend to the Council to have the floor repaired, sanded and sealed to be funded from the general reserve.

18. CRANLEIGH VILLAGE HALL

Pop Up Craft Event and Arts Centre

The Committee AGREED to ask Cllr N Sanctuary to raise this during his discussions with the Arts Centre as part of the discussions about collaborative working between the Village Hall and Arts Centre.

Village Hall Heating

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

The Clerk advised that she had met three contractors to request quotations for renewable energy heating for the Village Hall, but none had been able to provide a quotation. The Clerk had attended seminars on renewable energy in community buildings and the main issues the Council faces is that the Village Hall is within the conservation area which has implications for planning permission and the building is old and energy inefficient. Renewable energy works better with energy efficient buildings.

The Clerk said the replacement of the heating is long overdue and the Council is at risk of a permanent failure of the old gas boilers. The Clerk had sought three quotations and received two quotations, both companies specifying the same equipment.

The Committee AGREED to recommend the appointment of Goodwins to install two gas boilers to be funded from the Village Hall Boilers reserve and general reserve.

19. DATE OF NEXT MEETING

To be arranged.

The meeting closed at 8.50pm

Signature…..……. Date**……**