



## **CRANLEIGH PARISH COUNCIL**

### **MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.30PM**

### **ON THURSDAY 07 JULY 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.

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 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 11 April 2022, having previously been circulated, were AGREED, and signed by the Chairman as a true record.

4.     CHAIRMAN'S REPORT

The Chairman thanked everyone for helping to prepare for this meeting and taking their fair share of the workload. There are many challenges and everything is moving very quickly, but we do need to maintain our standards. There are exciting times ahead and a long list of things to do.

5.     CLERK'S REPORT

The Committee NOTED the Clerk's Report:

- There was a request for a water bottle refill station at the Community Showcase. Purchase cost is £650 + VAT plus installation of £195 + VAT each. The Committee asked for this item to be included on the agenda for the July Council meeting.
- The Admin Clerk for Finance and Property had observed the heating on in the Snoxhall Pavilion changing rooms during the week as it is not isolated from the rest of the building. Goodwins suggest a motorised zone valve in the distribution pipework in the roof space which could be operated via a 7 day time clock. The Clerk said the energy consumption saving may help pay for the investment and purchase costs could be funded from the Property Maintenance revenue budget. The Property Committee were happy for the Clerk to use her delegated authority to proceed with the work.
- Cllr G Worthington will check if the new street light is working in Snoxhall Fields.
- The Clerk has instructed Goodwins to investigate the intermittent leak outside the Band Room.
- There have been issues with a tap at the Amlets Lane allotments and the unauthorised installation of a four way adaptor which poses a risk to other plot holders. The tap has been reverted to its original fitting.

6. PUBLIC SESSION - There were no members of the public present.

7. TIMETABLE OF COMMITTEE WORK FOR THE YEAR

The Clerk outlined current outstanding projects and available funding.

- Play Park Railings replacement. The Property & Asset Committee AGREED to ask for quotes for 23 September 2022 for 03 October Property & Asset Committee meeting and 20 October Council meeting.
- Car park re-surfacing, Downs Link re-surfacing and Footpaths replacement from s106 funding. These three projects on hold awaiting SCC completing their work on the Downs Link
- Storage compound. The Clerk is waiting to meet the planning consultant on site, delayed due to covid
- Pavilion showers and toilets upgrade from s106 funding. The Working Party to look at the future of the Snoxhall Pavilion and Snoxhall Community Centre before committing substantial funds for improvements.
- Cemetery toilets. The Property & Asset Committee AGREED to recommend to full Council to submit a CIL application for new cemetery toilets and provide 50% matched funding.

8. SNOXHALL FIELDS

- The Property & Asset Committee AGREED to submit an s106 application for environmental improvements funding for an information board at Snoxhall Fields.
- The Property & Asset Committee AGREED to top up the bark around the multi-play unit and blocks to be funded from the play park maintenance budget.
- The Property & Asset Committee AGREED to recommend to the Council to replace the rotten timbers around the multi-play unit and blocks from the Snoxhall Fields Charity Reserve.
- The Property & Asset Committee AGREED to seek three quotations to replace the sandpit.
- The Property & Asset Committee AGREED to seek three quotations for new swings.
- The Property & Asset Committee AGREED to seek three quotations for a giant air bag.
- The Property & Asset Committee AGREED to seek three quotations for trampolines.
- The Property & Asset Committee AGREED for the Clerk to investigate the facilities at the new play park at Knowle Park to avoid duplication. Cllr M Scully left the meeting.
- The Chairman advised that the Football Club are happy to submit an application to the Football Foundation for funding to replace three sets of goal posts with aluminum goalposts for the middle and bottom pitches and Bruce McKenzie Field. The application requires 50% matched funding of which the Football Club would like to ask the Council to pay half, thus 25% of the application. The Property & Asset Committee AGREED to ask the Council to match fund 25% of the goalpost application from General Reserve.
- The Property & Asset Committee AGREED to recommend to full Council to provide an additional dog litter bin close to the green container to be funded from the Snoxhall Fields Charity Reserve.
- The Property & Asset Committee AGREED to ask WBC to install a dog litter bin in the alley way at North Downs.

9. SNOXHALL PAVILION

Cllrs R Denton and D Nicholas left the room having previously declared an interest.

- The Property & Asset Committee AGREED to ask the Snoxhall Pavilion Working Party to consider storage costs for the Football Club. Cllrs R Denton and D Nicholas returned.
- The Property & Asset Committee AGREED to recommend to the Council to fund drainage improvements to the Public Toilet from the Snoxhall Pavilion Reserve.
- The Clerk will find out if the cleaner is happy to lock the public toilet in the evening to enable the mag lock to be disengaged, so that the Football Club can have a key.

10. BERYL HARVEY FIELD

- The Property & Asset Committee AGREED to adhere to the adopted Conservation Plan and ask the grounds staff to use the John Deere mower to cut the paths in the Beryl Harvey Field.
- The Property & Asset Committee AGREED to investigate ownership of the boundary of the Beryl Harvey Fields, consult with the adjacent land owner and conservation volunteers about replacement of the boundary fencing.

11. ALLOTMENTS

- The Property & Asset Committee AGREED to recommend to Council to update the allotments licence agreement to include shed or polytunnel (not both). The allotment shed application will be updated to become shed or polytunnel application. Poly tunnels to be no larger in size than a shed.
- The Property & Asset Committee AGREED to recommend to Council to update the allotments licence agreement to ban bonfires in accordance with the Council's adopted Climate and Ecological Policy.
- The Property & Asset Committee AGREED to recommend to Council to increase the allotments fee by 4% from 01 October 2023.

12. CEMETERY

- The Property & Asset Committee AGREED to fund two compost bins and two general waste bins from the cemetery revenue budget.
- The Property & Asset Committee AGREED to fund a replacement two seat bench in the ashes section from the cemetery revenue budget.
- The Clerk will ask cemetery staff to check the benches in the Garden of Remembrance.

13. TREE SURVEY

- The Clerk explained that she had received the final report as part of the 2020 tree survey which recommends work within three months. The Property & Asset Committee AGREED to include the work with the works arising from the 2022 tree survey.
- The Clerk explained that the Parish Council's Grounds Manager had raised concern about tree 0250 at the Bruce McKenzie Field given its close proximity to our users and the Knowle Parkland users. WBC had inspected the tree and carried out a micro-drill inspection. They advise re-inspection in October 2022 to assess what fungal fruiting bodies emerge and have another microdrill assessment undertaken in May 2023 to ascertain if further degradation of the base of the tree has occurred. The Property & Asset Committee AGREED the recommendation from WBC.
- The Clerk explained that the Parish Council's Sexton had raised concern about oak tree 0065 in the cemetery as he had discovered a hole at the base of the tree. WBC carried out a micro-drill inspection of the tree. At its present size, the tree presents an unacceptable risk to occupants in the area. The inspection report made a number of recommendations including reducing the height of the tree by 8m, installing a fence along the drip line of the tree and providing a mulch area using arisings from the tree in a circle with a radius of 6m from the trunk of the tree. The Grounds Manager had used road pins and tape to demonstrate the fence line and mulch line. Unfortunately these options encroach on the composting area, footpath and ashes graves. A stag beetle was also observed within the tree, so any work will need to be supervised by the Surrey Wildlife Trust. The Property & Committee AGREED to recommend to full Council to reduce the oak tree to a monolith under the supervision of the Surrey Wildlife Trust, to seek a wood carver to carve a suitable image into the monolith and plant a replacement tree.
- The Clerk advised that she is waiting for the report on the 2022 tree survey.
- The Chairman acknowledged that the Council had not lost any trees in the recent storms through its positive tree management.

14. WAR MEMORIAL

- The Parish Council has received a request from the Royal British Legion to illuminate the War Memorial. The Clerk is awaiting details of the nearest power source in order to obtain a quotation for the lighting. The Property & Committee AGREED to defer this item to the next meeting.
- The Council's structural engineer has advised that he has no concerns with the safety of the War Memorial, his full report is awaited.

15. PUBLIC CONVENIENCES – THE COMMON

The Clerk asked for help to identify a contractor to replace the door of the ladies public convenience at the Common.

16. TELEPHONE BOX ALFOLD ROAD

The Property & Committee AGREED to defer this item to the next meeting awaiting details of the highway improvements.

17. DEFIBRILLATOR EWHURST ROAD

Cranleigh in Bloom were not in favour of the Committee's suggestion to locate a defibrillator in the Ewhurst Road telephone box. The Property & Committee AGREED to investigate the installation of a publicly accessible defibrillator at the Park Mead shops. Cllr S Jeacock offered to speak with the shop manager.

18. BOOKHURST ROAD VILLAGE GATEWAY REPAIR

Borough Councillor R Reed asked the Parish Council to repair the Bookhurst Road gateway as she said the Parish Council had originally provided the gateway. The Parish Council had no records for the gateway. The Property & Committee DECLINED to fund the gateway repair as the Parish Council has no budget for this work.

19. BOUNCY CASTLES

Cllr N Sanctuary had reviewed the Council's insurer's advice about the use of bouncy castles on Parish Council premises. The Property & Asset Committee AGREED to include the following conditions in the standard terms and conditions of hire:

The Hirer agrees:

1. that Cranleigh Parish Council accepts no responsibility for any loss, damage or injury to either the persons or items arising from the use of Bouncy Castles or Inflatable equipment in use on the Council's property
- to demonstrate to Cranleigh Parish Council that they have carried out a risk assessment of the entire venue before and after the entertainment arrives describing the risks to users and members of the public and how they propose to mitigate these risks - including maximum number in accordance with manufacturer's guidelines, training of the operator and Annual inspection certificate for the device
2. to provide two competent adult supervisors to monitor activity and to prevent risk while the bouncy castle or inflatable equipment is on Parish Council Property
3. to demonstrate their signed compliance with the Bouncy Castle/Inflatable Equipment Hire Company's terms of use
4. to show evidence of their Public Liability Insurance arising out of the use of the bouncy castle and or inflatable equipment for at least £10 million, and include Cranleigh Parish Council as an additional insured under that policy, before the commencement of the hire

20. POLICIES REVIEW

The Property & Asset Committee AGREED to discuss the review of the following policies at the next meeting, with review responsibilities shown below:

- AED Policy - DN
- Allotment Sheds Policy - MS
- Allotments Waiting List Policy - CW
- Asbestos Policy - CW
- 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

21. YOUR FUND SURREY APPLICATIONS

The Property & Asset Committee NOTED the report from Cllr N Sanctuary o the two Your Fund projects:

- The first project, for the MUGA which has been approved for the next stage is well under way, with proposals being received from partners to whom we have put out a bid contract. The proposed new designs will also incorporate a Pump Track. The next stage is to apply for planning permission.
- The only issue the Parish Council has is that the new MUGA will be sited on the old Tennis Courts, leaving the village without Tennis facilities and an inconvenient journey for local tennis players to the next village to play tennis. So the Parish Council will certainly be pursuing the project for the Tennis Club too.

22. DATE OF NEXT MEETING

Monday 03 October 2022.

The meeting closed at 9.25pm

Signature.....

Date.....