



CRANLEIGH PARISH COUNCIL
MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM
ON MONDAY 03 OCTOBER 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

The prior commitment apology of Cllr C Walker was AGREED.

2. DECLARATION OF INTERESTS

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

3. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 07 July 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:

- A new gents toilet door has been ordered for Snoxhall Pavilion.
- Goodwins are working in Council Office, Village Hall , Youth Centre and Snoxhall Pavilion to install timers for all hot water devices for climate change and legionella prevention.
- The Clerk has contacted the land owner adjacent to the Beryl Harvey Field to discuss replacement fencing style. The land owner has confirmed that they wish the style of fencing to remain the same.
- The faulty street light in Snoxhall Fields is being repaired on 05 October 2022. A new part has had to be purchased.

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

7. UPDATE ON OUTSTANDING PROJECTS

The Clerk outlined current outstanding projects and available funding:

- Water Bottle Filling Station was installed last month. It requires carbon filter replacement every six months.
- Play Park railings refurbishment has been ordered from S-Fabs. The railings do not need painting for preservation, but a colour contrast for the visually impaired to identify the gates is optional.

- Play Park timber replacement around equipment will be done in early October.
- Goal posts sockets will be installed by Grasstex.
- One new and one replacement dog litter bin will be installed at Snoxhall Fields.
- The Parish Council requested a dog litter bin for North Downs on WBC land. WBC confirmed they do not provide separate dog litter bins as dog waste may be deposited in general waste bins. The Clerk requested a general waste bin for the alleyway at North Downs and followed up the request but has not received a reply.
- The Clerk is waiting for WBC to confirm if there is sufficient s106 funding remaining for an information board at Snoxhall Fields.
- The automatic lock has been replaced with a keyed lock at the Snoxhall Fields public toilet. An emergency key is kept on site in case of blockages. ASL will be creating the new waste route on 18 October which should reduce the number of blockages.
- The planning application for the storage compound at Snoxhall Fields has been submitted to WBC. The Clerk can now apply to the Environment Agency for permission for the culvert.
- Cemetery toilets CIL application for public toilet and covered porch was considered by the Council. The Council deferred the CIL application for the cemetery machine shed extension to the Property & Asset Committee for consideration under item 15 - PID.
- The Clerk has enquired about the purchase of a two seater bench from Notcutts and is working with the Grounds Manager on the replacement bins for the cemetery.
- A replacement door for the ladies Public Conveniences on the Common has been ordered.
- There is £14,487 in an earmarked reserve from s106 funding to re-surface the Snoxhall Fields car park which must be spent by 01/04/2024. There is £28,438 in an earmarked reserve from s106 funding to re-surface a section of the Downs Link which must be spent by 26/05/2029. There is £38,143 in an earmarked reserve from s106 funding to re-surface the Snoxhall Fields footpaths which must be spent by April 2026. The Committee AGREED to join these three projects together to include new footpaths in the play park with roads markings for children to play and deferred this project to item 15 – PID.
- There is s106 funding in an earmarked reserve to improve Snoxhall Pavilion which must be spent by 20/11/2027.

8. SNOXHALL FIELDS PLAY PARK

The Clerk reported that both nest swings, the flat swings and the sandpit including equipment are at the end of their useful life. The Committee AGREED to defer this to item 15 – PID.

9. SCC TREES AND HEDGES OFFER

SCC are offering to provide and plant trees and hedges and to maintain them until they are established. The Committee AGREED for Cllrs C Gould and D Nicholas to meet with the Clerk and Grounds Manager and SCC to discuss the following planting:

- Hawthorn hedge on the Beryl Harvey Field eastern boundary.
- Hedge around the Snoxhall Fields access road fencing.
- Hedge around the play park fencing to negate the need to paint the gates a different colour for the visually impaired.
- Elmbridge Road One Stop area.
- Security hedging around the Snoxhall Fields storage compound.
- Snoxhall Fields car park to prevent anti-social driving.
- Anti-rabbit hedging at the Centenary Garden.
- Anti-rabbit hedging on the northern boundary of the Beryl Harvey Field allotments.

10. TELEPHONE BOX ALFOLD ROAD

Cllr C Gould had met with a second contractor and confirmed that the Alfold Road telephone box is beyond restoration. The Committee AGREED:

- To find out if the telephone box can be part exchanged for spares with a restored telephone box.
- To find out if planning permission is needed to install a refurbished telephone box further back on the green away from the highway.
- To write to all 47 people who offered help with the telephone box to find out if they are willing to help with the project.

11. DEFIBRILLATOR PARK MEAD

Further to Cllr S Jeacock's visit to the store, the Clerk had written to the manager of the Londis store to seek permission to install a defibrillator and cabinet on the side of the Londis store but had received no reply. Cllr S Jeacock will hand deliver a letter to the store manager.

12. POLICIES REVIEW

The Committee DEFERRED this item to the next meeting to enable the Clerk to collate Councillors' comments on policies.

13. SNOXHALL PAVILION

Cllr D Nicholas left the room having declared an interest as a member of the Football Club. Cllr G Worthington took the chair. This item was considered in private and confidential session: reason – commercial in confidence.

The Clerk explained that there are now more football clubs using Snoxhall Fields, but under the one club umbrella now. She said the Council needs to review its licence agreement in line with the intensification of use. Cllr S Jeacock suggested charging for the pavilion on the same basis as the other longer term hirers which the Committee AGREED.

The Committee AGREED to recommend the following fees to the Finance Committee:

- Snoxhall Pavilion Football Storage Room fee £800 per annum.
- Changing room use fee £25 per session, a session is Saturday or Sunday morning or mid week evening.
- Floodlights £30 + VAT per game.
- Pitch fee per football club £1,500: youth, adults, vets, girls, womens. Total £7,500 per annum. Cllr D Nicholas returned.

14. FORWARD MAINTENANCE PLAN 01/04/23 – 31/03/24

The Property & Asset Committee reviewed the draft Forward Maintenance Plan for 01/04/23 – 31/03/24 and AGREED to reduce the funding request to the Finance Committee from £79,918 to £67,718 recognizing that the Finance Committee are likely to significantly reduce this figure.

15. PROJECT INITIATION DOCUMENT (PID)

The Property & Asset Committee recognized the need to work strategically with all of the Council's assets, s106 funding held in reserve, neighbourhood CIL held in reserve, potential strategic CIL and SCC Your Fund. The Committee AGREED to launch the Business Plan survey tomorrow to provide the community consultation and evidence base for the PID.

The Committee AGREED for Cllrs D Nicholas and G Worthington and the Clerk to prepare a brief and issue an invitation to tender for consultants to assist the Council with the following projects:

- Snoxhall Pavilion, Youth Centre and Sports Hall
- Bruce McKenzie Field
- MUGA and tennis courts
- Village Hall
- Cemetery shelter and public toilet

- Skate Park
- Snoxhall Fields play park, footpaths and car park
- Council office and land at Village Way

The quotations will be presented to the Council to appoint a contractor and allocate the funding for the PID. The Committee would like the PID available for review at their next meeting on February 2023.

16. DATE OF NEXT MEETING
Monday 23 February 2023.

The meeting closed at 8.58pm

Signature.....

Date.....