



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 23 FEBRUARY 2023 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.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs S Jeacock, C Walker and G Worthington were AGREED.

2. DECLARATION OF INTERESTS

- Cllr D Nicholas declared an interest as a member of the Football Club.
- Cllr R Burbridge declared she is a Trustee of Rowleys.

3. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 03 October 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:

- Three black waste bins and two green bins for flower composting have been ordered for the cemetery.
- The Clerk is trying to establish who is responsible for the electricity cabinet by the War Memorial and its five yearly electrical safety inspection.
- Thank you to Cllr C Walker and his wife for assisting Cranleigh in Bloom with the flower beds at the War Memorial. They cleared an entire trailer load of leaves and weeds.
- Stoolball will be returning to Snoxhall Fields hopefully this summer.
- WBC Planning Department will not sign off our Certificate of Lawful Use for the Snoxhall storage compound without drawings of the ground levels. We have already had to provide drawings to Surrey County Council to obtain ordinary watercourse consent. This request for further drawings will delay the project and increase our costs again. The Clerk is arranging for a topographical survey to be undertaken to enable the drawings to be prepared.
- The Clerk has located a specialist contractor to remove and safely dispose of the old fuel bund once ground conditions improve and the Grounds Manager can use the tractor to extract it.

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

7. SNOXHALL FIELDS

- The Committee AGREED to hire the pavilion cellar to Surrey Fitness Camps for storage on an annual licence agreement at £250 + VAT per annum.
- The Committee AGREED to ask the Sports Consultancy to assist the Parish Council and Football Club with pitch drainage specification and grant funding.
- The Clerk reported on expenditure deadlines for s106 funds, with the most urgent deadline of 01 March 2024 to spend the funds to re-surface the Snoxhall car park. The Clerk showed an example of a play park footpath in Croydon with tram markings and the Committee AGREED they would like to investigate railway markings as a nod to Cranleigh's railway heritage for the play park footpath. The Committee AGREED to recommend to the Council to issue an invitation to tender for the car park, Parish Council footpaths, play park footpaths and section of the Downs Link between the car park entrance and pavilion to be re-surfaced, subject to the outcome of the Clerk and Grounds Manager's meeting with the SCC Access Officer to discuss SCC's town path which runs parallel with the car park and is uneven due to root disturbance.

8. YOUTH CENTRE

The Clerk reported that the oven door no longer closes properly and the entire oven may require replacement. Cllr M Scully offered to investigate replacement of the oven door.

9. ALLOTMENTS LICENCE AGREEMENT

- The Committee AGREED to recommend to the Council to adopt the amended licence agreement proposed by the Senior Admin Clerk with the amendment to replace 'under cultivation' with 'is tended'.
- The Committee AGREED to recommend to the Council to adopt the fowl and rabbit keeper agreements.

10. ELMBRIDGE ROAD ALLOTMENTS

The Chairman had met with a plotholder at the Elmbridge Road allotments to hear their request for a dropped kerb and parking area. The Committee AGREED to seek a quotation from its planning consultant for design of a parking area and planning permission application.

11. CEMETERY

The Committee AGREED to recommend to the Council to adopt the amended cemetery Rules and Regulations and updated master forms prepared by the Senior Admin Clerk.

12. WAR MEMORIAL SAFETY INSPECTION

The Committee DEFERRED this item to the next meeting, but NOTED that no work is required in the next three years.

13. BERYL HARVEY ALLOTMENTS

- The Council has received a request from plotholders to provide a screen on the northern boundary of the allotment site. The Committee AGREED to ask SCC for more free native hedgerow whips to create a hedgerow on the northern boundary and to ask for volunteers from the allotments to plant, water and maintain the hedgerow.
- The Council had received requests from two plotholders for crown reduction of two trees that are shading the allotments. The Council has a Tree Work Policy to only undertake health and safety work on trees. The Committee discussed the Council's response to tree applications through the Planning Committee and AGREED a consistent response to only undertake health and safety tree work. The plotholders will be offered the next available plot elsewhere on the site.

14. SNOXHALL FIELDS PLAY PARK

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

- The Clerk and Grounds Manager had reviewed the annual safety inspection of the play equipment and recommend the repair of the basket swing by the Centenary Garden, removal of the flat swings and replacement of the basket swing by the snake swing with a two bay flat swing and basket swing set.
- The Committee AGREED to recommend to the Council to appoint Playdale to repair the basket swing next to the Centenary Garden to be funded from the Snoxhall Fields Charity Reserve.
- The Committee AGREED to recommend to the Council to review three quotations for the replacement of the other basket swing with a basket swing and two bay flat swing set to be funded from the Snoxhall Fields Charity Reserve.
- The Committee AGREED to appoint Grasstex to remove the flat bay swing set and return it to grass.
- The Clerk reported that she had met a specialist fabricator on site to discuss the play park fencing and gates. The Council had previously had quotations to replace the entire fencing and gates but had opted for a repair to reduce costs. The fabricator said the fencing is sound, but had been unable to source a gate self closing mechanism that they were confident would not introduce a finger entrapment risk. They recommended replacing the entire gate and post set with a manufactured gate and post self with concealed self closing mechanism mounted at the base of the gate, which is also ROSPA compliant.
- The Committee AGREED to recommend to the Council to appoint specialist contractor SFabs to replace six gates and posts at the play park with ROSPA compliant self closing gates to be funded from the Snoxhall Fields Charity Reserve, subject to confirmation of maintenance requirement and guarantee. The Clerk will also find out about gate colour choices.

15. TREE SURGERY

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

The Clerk advised that she had sought two quotations for the tree surgery arising from the tree survey of the boundary by the tennis courts. The Council AGREED to recommend to Council to appoint Charterhouse Tree Care to undertake the tree surgery and to appoint Surrey Wildlife Trust Ecology Services to supervise the work to be funded from the General Reserve.

16. BERYL HARVEY FIELD

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

- The Committee discussed the recent ecological survey of the Beryl Harvey Field and AGREED to purchase two wildlife cameras to conduct its own monitoring of the field.
- The Committee AGREED to share the ecological survey with the Beryl Harvey conservation volunteers and to organize an annual meeting with the volunteers.

17. PROJECT INITIATION DOCUMENT

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

The Clerk reported that work is still in progress, but the report is due to be delivered to the next Council meeting.

18. SNOXHALL PAVILION

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

Cllr D Nicholas declared an interest and left the meeting. The meeting became inquorate, the Clerk reported that she is in discussion with a potential new hirer for Snoxhall Pavilion. Cllr D Nicholas returned.

19. LICENCE AGREEMENTS

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

The Committee AGREED for the Chairman and Vice Chairman to meet with both long term hirers before renewal of their licence agreements.

20. CRANLEIGH VILLAGE HALL

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

The Committee AGREED to invite the potential new hirer to submit a grant application to the Council if they require funding assistance.

21. DATE OF NEXT MEETING

To be arranged.

The meeting closed at 8.34pm

Signature.....

Date.....