



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 25 OCTOBER 2018 IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

*James Betts** Chairman
*Rosemary Burbridge**
Kate Fernandes
Mary Foryszewski
Brian Freeston
Steve Jeacock Vice Chairman
*Dave Nicholas**
*Elizabeth Townsend**
Rowena Tyler
PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs M Foryszewski, B Freeston and S Jeacock were AGREED.

2. DECLARATION OF INTERESTS

- Cllr E Townsend declared that she is a Waverley Borough Councillor.
- Cllr D Nicholas declared that he is a member of the Football Club.

3. GUEST SPEAKER

Stephen Cake, Designing Out Crime Officer, Surrey Police to discuss the Security Review of Snoxhall Fields

Stephen Cake attended the meeting to discuss the security review of Snoxhall Fields that he undertook in August 2018. He made the following recommendations:

- Install a height restriction barrier with Ingersoll shrouded padlock at the entrance to Snoxhall Fields.
- Install ditches on southern boundary of the access road to prevent unauthorized access on to the pitch.
- Remove the dugouts and replace with mobile dugouts.
- Install a storage compound.
- Install centre barriers in the car park.

It was AGREED to call a meeting of the Recreation Users Group to discuss the recommendations of the Security Review and see if funding can be obtained by the Football Clubs from the Football Foundation.

Stephen Cake agreed to provide a link to the Secure by Design guidance for the Council's Planning Committee and he will contact the Community Safety Team to ensure that they are submitting comments on security aspects of new development. It was AGREED to ask SSALC at their meeting with the Chief Constable to ask him to request funding from developers towards crime prevention measures to mitigate the impact of the increase in housing. Stephen Cake said he would also look into the legislation for the Parish Council to provide CCTV cameras on the High Street lighting columns.

4. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 31 May 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Committee NOTED the Chairman's Report which had been previously circulated.

6. CLERK'S REPORT

Members NOTED the Clerk's Report:

- Cllr R Burbridge has suggested the idea of a memorial wall at the Cemetery, the Committee AGREED for her to discuss this with the Sexton and bring back to the next meeting.
 - An adjacent landowner has complained that the Parish Council has removed the fence and dug a ditch on land abutting the football pitch without his permission. The Committee asked the Clerk to investigate the Land Registry titles and discuss this with the Grounds Manager.
 - The Parish Council had Asbestos Surveys undertaken of its properties in June 2017. The company are advising re-inspection. Asbestos was found in the following locations:
 - Council Offices undercloaking of roof – label and manage
 - Snoxhall Pavilion – ceilings and toilet cisterns – label and manage
 - Cemetery Machine Shed – undercloaking of roof – label and manage
- The Committee AGREED unless the properties are damaged or changes are proposed to them, this item can be brought back to the Committee in one year's time.

7. PUBLIC SESSION

There were no members of the public present at the meeting.

8. SNOXHALL FIELDS

- To consider the Security Review of Snoxhall Fields.
See item 3.
- To select a contractor for the installation of outdoor gym equipment from the Active Spaces grant.
The Committee considered three quotations in private and confidential session and DELEGATED AUTHORITY to the Clerk to select the contractor with a maximum budget of £5,750 with the balance over the £5,000 grant from Active Spaces coming from the Recreation budget.
- To consider a quotation for the repair of the Machine Shed roller shutter.
The Clerk had struggled to obtain more than one quotation. The Committee AGREED that one further quotation must be obtained and circulated to Committee members by email and DELEGATED AUTHORITY to the Clerk to appoint a contractor for the repair work.
- To consider the quotation from UK Power Networks to isolate power cable to complete ditch clearance works.
The Committee considered a quotation of £17,000 to isolate the power cable to enable the Parish Council to clear the ditch for the safety of road users is excessive. The Committee AGREED to write to the Chief Executive of UK Power Networks. The Committee did not support an intermediate measure of cutting grips in the verge, as the water could still flow on to the highway and freeze.
- To consider purchasing the nursery outdoor store.
The Committee will not consider purchasing the store until the hirer has resolved all outstanding matters by 30 November 2018.

9. POLLING STATION

The Committee AGREED to the use of the Youth Centre as a Polling Station by Waverley Borough Council. Members of the public will enter and exit the Sports Hall by the fire exit for voting. The Committee AGREED that hirers must be alerted that their booking may be cancelled if the use of the Youth Centre is required as a Polling Station, and this will be included in future hire agreements.

10. ALLOTMENTS

- To consider and respond to the queries raised by ploholders.
- Northern boundary fence height
The ploholders have complained that rabbits are able to jump from the earth bund created by the ditching works into the allotments. The Committee AGREED to wait until the vegetation has re-grown to see if this reduces the problem.
- Re-instatement of central haulage way in Beryl Harvey allotments.
The Clerk advised that this would involve cutting back some of the plots to ensure a vehicle width can be achieved. The Committee AGREED to ask the Grounds Manager to do a practical report on the re-instatement of the central haulage way and for the Clerk to investigate the insurance implications of allowing vehicles in the allotments.
- Re-instatement of haulage way on the southern boundary of the Beryl Harvey allotments and clearance of planting and items stored.
The Committee said it is not reasonable for ploholders to store items outside of their plot and AGREED for the Clerk to write to the ploholder to ask them to remove the stored items. The Committee also AGREED to ask for the planting in the haulage way to be cleared so that the Council can continue its own routine maintenance. The Committee also AGREED to prune the hawthorn tree on the boundary between the allotments and conservation field.
- Clearance of rubbish on the eastern boundary of the Beryl Harvey allotments.
The Committee AGREED to ask the Grounds Manager to remove the rubbish dumped outside of the eastern boundary of the allotments.
- Request for additional water tap at the Beryl Harvey allotments.
The Committee did not agree to request for an additional water tap at the Beryl Harvey allotments, but asked the Grounds Manager to ensure that the existing taps are all working satisfactorily.
- Replacement of padlock on gate between Beryl Harvey allotments and conservation area.
The Committee AGREED for the Grounds Manager to cut off the keyed padlock and replace with a coded padlock.
- Allotment shed policy
The Clerk provided advice from Waverley Borough Council which confirms that planning permission is required for allotments sheds and the decision made by this Committee to undertake a pilot for six months to write to ploholders with their new licence agreement to advise that the Parish Council's permission for a shed is required, and that the ploholder will require planning permission and advising of the cost for the planning application. The Committee AGREED that whilst it is within six months of this decision, the Clerk was instructed to contact the National Association of Allotment and Leisure Gardeners to find out how other areas have found solutions to this problem. This item is deferred to the next meeting of the Committee.
- A ploholder asked if a camera going to be installed on the existing football flood lighting structure, pointing at the allotment site?
The Committee said this had been considered but it would provide minimal coverage of the allotments.
- A ploholder asked if the football dug outs going to be demolished and portable ones used on match days?
The Committee said the Recreation Users Group will be looking at this.

- A plotholder asked for the boundary on eastern edge of Conservation Area Field to be cleared to prevent people walking across the adjacent privately owned land to the Downs Link.
The Committee said there are no plans to clear this boundary and asked the Grounds Manager to monitor this.
- A plotholder had comments about individual plots
The Clerk advised that the Council has its own inspection regime and will contact individual plot holders if the Council feels there are any issues.

11. BERYL HARVEY FIELD CONSERVATION AREA

The Committee were delighted with the video report from the Conservation volunteers and the newly created log circle and AGREED for the Grounds Manager to provide fuel for the strimming equipment.

12. TEXTILE CLOTHING BANK

The Committee DECLINED to install a textile clothing bank at Snoxhall Fields as it can encourage fly tipping.

13. SUMMERLANDS ESTATE MANAGEMENT PLAN

Cllr E Townsend declared an interest in the Management Plan as she had helped to set it up.

The Committee AGREED to submit the following comments to the consultation:

The plan has been created through good partnership working and the Council is fully supportive of the Management Plan. The Council is pleased that Waverley Borough Council are providing public liability insurance for the volunteers and helping to clear the rubbish that they collect from their voluntary work. The Council would like to see the Management Plan fed into the planning system at Waverley Borough Council.

14. ITEMS FOR BUDGET 01/04/19 – 31/03/20

The Committee AGREED to recommend the following items to the Finance Committee for inclusion in the 01/04/19 – 31/03/20 budget:

- Purchase of a self propelled vacuum with wander house £1,289 + VAT & hose £240 + VAT
- Replacement of the grounds maintenance trailer £2,650 + VAT
- Sanding and re-sealing of the Sports Hall and Village Hall floors at Sports Hall £1,470 + VAT and Village Hall £2,930 + VAT
- Hanging baskets for Council properties from Cranleigh in Bloom at £34 per basket

15. POLICIES

- AED Policy
The Committee AGREED that the Council should only be responsible for providing funding for AEDs in the future, and not for their maintenance and insurance. The Committee asked the Clerk to contact Waverley Borough Council for advice and deferred this policy to the next meeting of the Committee.
- Legionella Policy
The Committee AGREED to recommend this Policy for adoption by the Council.
- Memorial Benches in Cemetery Policy
The Committee AGREED to recommend this Policy for adoption by the Council, with the removal of the statement about owner's risk.
- Memorial Safety Policy
The Committee AGREED to recommend this Policy for adoption by the Council, with the removal of the requirement for a faculty for day to day management on advice of the ICCM.
- PAT Testing Policy
The Committee AGREED to recommend this Policy for adoption by the Council.

- Tree work policy
The Committee AGREED to recommend this Policy for adoption by the Council.
- Weed control policy
The Committee asked the Clerk to look at alternative chemicals that are not harmful to bees and deferred this policy to the next meeting of the Committee.

16. MEMORIAL BENCH

This item was considered in private and confidential session.

The Committee AGREED to the request for the installation of a memorial bench in the cemetery.

17. DATE OF NEXT MEETING

Thursday 31 January 2019.

The meeting closed at 9.30pm

Signature.....

Date.....

DRAFT