



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM ON THURSDAY 07 FEBRUARY 2019 IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

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

ALSO PRESENT: Parish Clerk B Bell FSLCC, Ms Helen Jackson and Ms Gemma West from the Meath Epilepsy Charity.

1. APOLOGIES FOR ABSENCE
 The prior commitment apologies of Cllrs K Fernandes, M Forszewski, B Freeston and E Townsend were AGREED.
2. DECLARATION OF INTERESTS
 - Cllr D Nicholas declared that he is a member of the Football Club.
 - Cllrs R Burbridge and S Jeacock own graves in Dewlands Lane cemetery.
3. PROPERTY & ASSET COMMITTEE MINUTES
 The draft minutes of the Property and Asset Committee meeting held on 25 October 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.
4. GUEST SPEAKER
 Ms Helen Jackson and Ms Gemma West of the Meath Epilepsy Charity. Waverley Deputy Mayor and Parish Councillor M Forszewski had invited the Meath Epilepsy Charity to give a presentation on their forthcoming International Epilepsy Awareness Day (Purple Day).
 They explained that the Meath charity has 80 residential places and day centre in Godalming. They have a social enterprise called Changing Perceptions that provides a café, skills and work opportunities for people affected by epilepsy and disabilities.
 On 29 March 2019, Cranleigh, Godalming and Guildford are taking part in Purple Day to raise awareness of epilepsy. Prominent buildings will have purple illuminations and retail units will have purple window displays. In Cranleigh, 140, Manns, the Arts Centre and Informed Choice are taking part. The Meath charity provide two technicians to apply coloured film to existing lights so there is no cost to organisations wishing to take part.

The Committee AGREED to take part in Purple Day and to illuminate the Village Hall and Millennium Sculpture.

5. CHAIRMAN'S REPORT

The Chairman reported that parking bollards have now been installed to the front of the Co-op store in Village Way.

6. CLERK'S REPORT

Members NOTED the Clerk's Report:

- Two meetings have been arranged for the Recreation Users Group, but only one member of the adult football club attended both meetings.
- The Committee asked SSALC if they could ask the Chief Constable at their bi-annual meeting if Surrey Police could request funding from developers towards crime prevention measures to mitigate the impact of the increase in housing. Unfortunately the meeting had been held the day before the Property & Asset Committee, but the Borough Commander will be attending the SLCC Clerks meeting here in Cranleigh in March, so the Clerk will ask the question at that meeting.
- The Clerk has endeavoured to contact the land owner adjacent to Snoxhall Fields who reported that the Council had removed the fence and dug a ditch on land abutting the football pitch without his permission. The Clerk has closed the file having received no reply to a request for more detailed description on the area concerned.
- The outdoor gym equipment has been installed and the final payment of the Active Spaces grant is awaited.
- The order for the machine shed roller shutter repair has been placed.
- The Chairman of the Parish Council contacted the Chief Executive of UK Power Networks who resolved the power cable issue in the ditch along Knowle Lane at no charge and the clearance works have been done.
- A number coded padlock has been installed on the gate between the allotments and conservation field.

7. PUBLIC SESSION

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

8. CEMETERY

- The Committee carefully considered a request for a Memorial outside of the specification in the Council's adopted Rules and Regulations. The Committee looked at the proximity to other graves in the cemetery and UNANIMOUSLY DECLINED the request.
- Cllr R Burbridge provided a report on a proposed memorial wall for the cemetery. She suggested a rugged stone with stainless plaques located in the Garden of Remembrance to provide a lower cost option of remembrance for those that cannot afford a grave or ashes plot. The Committee UNANIMOUSLY AGREED the memorial stone in principle and asked the Clerk to provide a quotation for the stone and application form for the next Committee meeting.

9. TRAILER

This item was considered in private and confidential session, reason commercial in confidence. The Committee AGREED to recommend to the Council that a new trailer is purchased for the sum of £2,650 + VAT from the capital reserve budget 2019 -20.

10. SNOXHALL FIELDS

The following items were considered in private and confidential session, reason commercial in confidence.

- The Committee AGREED to offer the sum of £200 for the purchase of the former Nursery green storage container.

- The Committee considered four quotations for the purchase of play sand and bark top-up for the Play Park. The Committee AGREED to recommend to the Council that the play sand and bark top-up is purchased at a cost of £2,273 + VAT from the capital reserve budget 2019-20.

The Committee AGREED to defer the report from Cllrs R Cole and D Nicholas on the play park annual inspection report, play area review by the Surrey Playing Fields Association and their recommendation to the Committee on future improvements to the play park to the next meeting of this Committee.

11. ALLOTMENTS

The Committee considered the following requests made by ploholders at the Beryl Harvey Allotments:

- The Committee were asked to consider the re-instatement of the central haulage way in the allotments for vehicular access. The Clerk had taken the advice of the Council's insurers at the request of the Committee who advised that the Council should take reasonable precautions if vehicles are allowed in to the allotment site. Committee members considered the risk to other users and the ground conditions in the allotments and AGREED that a vehicular width central haulage way should not be re-instated and further that vehicles should no longer be permitted on the entire allotment site.
- The Committee looked at photographs of all the haulage ways and AGREED that the southern boundary haulage way should be cleared. The Committee AGREED that the wild flower border should be strimmed to return the area back to grass and the hawthorn tree should be removed. The Committee AGREED that the Conservation Volunteers should be invited to remove the tree and re-plant it within the Conservation Field. Cllr D Nicholas left the meeting.

Allotment Sheds

Waverley Borough Council had previously confirmed that planning permission is required for allotments sheds. This Committee had made a decision 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 from Waverley Borough Council. The Committee AGREED at the October meeting that whilst it is within six months of the original decision, the Clerk was instructed to contact the National Society of Allotment and Leisure Gardeners to find out how other areas have found solutions to this problem. The National Society of Allotment and Leisure Gardeners advised that it is a matter for the local planning authority and is subject to their interpretation of the legislation. They advised contacting the local planning authority and ask for their suggestion.

Waverley Borough Council has suggested that the Parish Council uses its permitted development rights in Part 12 of the General Permitted Development Order to install new allotment sheds and sell them to ploholders.

The Committee discussed the options around allotment sheds, the cost to the ploholder of applying for planning permission before installing shed and the Parish Council supplying and installing sheds using their permitted development rights.

The Committee AGREED for the Parish Council to use its permitted development rights to supply and install a 6 x 4 allotment shed on to railway sleepers at a cost of £500 + VAT. Other sizes of shed will be at the discretion of the Parish Council. The allotment shed will remain in the ownership of the Parish Council and will remain with the plot. The precise location of the shed on the plot will be at the discretion of the Grounds Manager taking into account ground conditions, and locations of other sheds on plots to avoid overshadowing plots.

12. BERYL HARVEY CONSERVATION FIELD

- The Chairman used his casting vote to give permission to the Conservation Volunteers to grow willow on the southern bank of the ditch between Snoxhall Fields and the allotments. The Committee AGREED that the location of the willow must be approved by the Grounds Manager to ensure that maintenance access is maintained for ditch clearance, and the Conservation Volunteers must maintain the willow.
- The Committee AGREED to give permission to the Conservation Volunteers to remove the bramble on the southern boundary of the allotments and conservation field, and to plant a native hedge leaving the wildlife corridor between the hedge and allotments boundary fence. The new hedge must not be allowed to grow higher than the boundary fence height.

13. POLICIES

- The Committee AGREED to recommend the Memorial Benches Policy to the Council for adoption.
- Councillors were concerned about the proposed Weed Control Policy and the safety of operators and members of the public. The Committee AGREED to defer this item to the full Council to consider a full COSHH assessment by a qualified professional.

14. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

- The Committee AGREED to continue to maintain the defibrillators located at the Richard Onslow, the White Hart, the Cranley Hotel, the Park Hatch and the Three Horseshoes public houses, and asked the Clerk to write to the public houses asking them to notify the Parish Council if the defibrillators are used.
- The Committee AGREED to recommend the AED Policy for future defibrillators to the Council for adoption.

15. COUNCIL OFFICE KITCHEN

The Committee AGREED to the replacement of the Council Office kitchen from the property maintenance revenue budget up to a maximum of £1,224 + VAT

16. VILLAGE HALL STRUCTURAL REPAIRS

The Clerk advised that the appointed contractor had pulled put of the contract due to staffing difficulties.

The Committee AGREED to re-issue the invitation to tender for the contract.

17. DATE OF NEXT MEETING

Thursday 11 April 2019.

The meeting closed at 9.30pm

Signature.....

Date.....