

# Grasstex Ltd

Pollingfold Works • Horsham Road • Ellens Green • Rudgwick • Horsham • RH12 3AS



FAO – Beverley Bell  
Parish Clerk  
Cranleigh Parish Council

01 February 2021

Dear Beverley

## Re: Quotations to replace green waste compound at Cemetery

Further to your request to provide a quotation for works, please find below our quote set out below.

### Option 1

To remove the timber green waste bays at Cranleigh cemetery, all posts and scaffold boards and posts will be disposed of, waste currently situated within the bays will need to be moved by the parish council prior to Grasstex Arrival to allow adequate access to bays.

To then supply and install replacement bays constructed of approx. 73 of 38mm X 225mm X 3900mm boards secured by timber lock bolts to 150mm X 150mm timber posts set in concrete to create 2 forward bays measuring 8m X 4m and 1 rear bay across the rear of the front bays 8m X 2.4m with side access. Height of bays circa 1.6m

**Cost to undertake the above works £3849.55 +VAT**

### Option 2

To carry out the removal and supply of new green waste bays as above and to include the removal and disposal of existing green waste situated within bays.

The waste will be transported by our utility truck to an area outside of the lynch gate, tipped on the tarmac so as grab lorries can collect the waste and dispose of.

We estimate that there will be 3 grab lorry loads of waste, cost below is based on 3 loads, additional loads will be charged at £290.00 per load, should 3 loads not be required we will adjust our invoice accordingly to reflect this.

**Cost to undertake the above works £5688.09 +VAT**

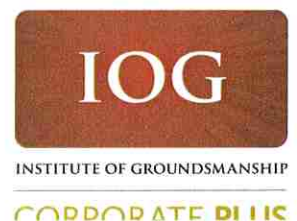
Please note that in order to carry out the above we will need to set up a work site to restrict access to the work area

Works to be undertaken on days when there are no funerals scheduled

I trust that the above meets with your approval, please do not hesitate to contact me should you require any further assistance

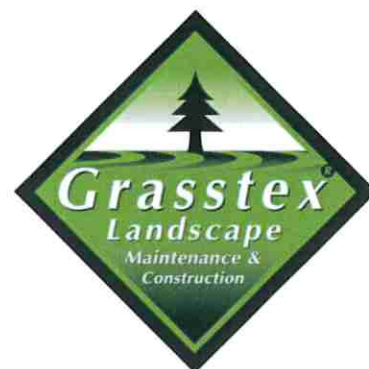
Simon King  
Contracts Manager  
Grasstex

Tel 01403 823299 • www.grasstex.co.uk • info@grasstex.co.uk  
VAT GB 602 5885 43 • Registered in England No: 2657824



# Grasstex Ltd

Pollingfold Works • Horsham Road • Ellens Green • Rudgwick • Horsham • RH12 3AS



FAO – Beverley Bell  
Parish Clerk  
Cranleigh Parish Council

18 December 2020

Dear Beverley

## Re: Quotations for works at machinery shed area at Cemetery

Further to your request to provide a quotation for works, please find below our quote set out below.

### Pathway

To install a breedon gravel pathway from the access gate and link to the existing pathway by the leylandii hedge to the rear of the machinery shed. Pathway to be 1.8m wide to exceed requirements of the disability discrimination act and to allow ample passing room for pedestrians

Pathway to be constructed of an MOT type 1 sub base with self-binding breedon gravel surface, timber edge to side, pathway to be level with existing pathway and slabbed area to mitigate surface water. Spoil dug out to be removed from site

Chain link gate to be removed from posts and re hung on opposite post to allow for opening away from pathway so does not impact pedestrian access to path

Pathway to be sited approx. 1m from building to allow for climbing plant overhang

Approx. route of pathway & example of finished surface



Tel 01403 823299 • [www.grasstex.co.uk](http://www.grasstex.co.uk) • [info@grasstex.co.uk](mailto:info@grasstex.co.uk)  
VAT GB 602 5885 43 • Registered in England No: 2657824



Accredited Contractor  
[CHAS.co.uk](http://CHAS.co.uk)



INSTITUTE OF GROUNDSMANSHIP  
CORPORATE PLUS

**Gates and fence**

Trailer parking end of shed

To supply and install a 2-rail post and rail bay, to supply and install a 5-bar gate hung on a 200mm post across path 1500mm wide supply 100mm landing post for gate

Far end of shed

To either supply and install one of the following

- 1- Supply and fit a 1800mm 5 bar gate fixed to the shed wall and supply and install a 100mm landing post
- 2- Supply and fit a 2-rail post and rail bay by existing pedestrian access gate to close of access route to front of shed



**Cost to undertake the above works with option no1 £3610.88 +VAT**

**Cost to undertake the above works with option no2 £3469.88 +VAT**

Please note that in order to carry out the above we will need to set up a work site to restrict access to the work area

Works to be undertaken on days when there are no funerals scheduled

I trust that the above meets with your approval, please do not hesitate to contact me should you require any further assistance

Simon King  
Contracts Manager  
Grasstex

## Clerk

---

**From:** Mark Buckman <mark@surreyhomesroofing.co.uk>  
**Sent:** 14 December 2020 15:24  
**To:** Clerk  
**Subject:** Re: Village Way Public Toilets

Good afternoon Beverley.

I hope all is well and a very Merry Christmas 🎄

I have popped down and undertaken a quick survey from the ground level and I think the best approach would be to completely remove all the moss and debris from all elevations to enable us to see for any damage to the tin roof tiles.

We can see that there is a concaved area at the very top and some missing cement work but will be clearer once access and moss has been removed.

Estimated costings for access, materials and labour £960.00

Anything unforeseen may effect the costs but we will not know until we undertake the work.

If you would like me to forward you an email on headed paper please let me know and I will arrange ASAP.

I hope everything is to your satisfaction and I hope to hear from you soon.

Many thanks

Regards

Mark

Surrey Homes Roofing Company

## Clerk

---

**From:** David J Long Ltd <davidjlongltd@gmail.com>  
**Sent:** 21 September 2020 14:59  
**To:** Clerk  
**Subject:** Re: Quote for connection for defib cabinet

Hi Beverley,

Cost to be £336.00+VAT to fit the cabinet and wire it up.

Let me know if you need a full, written quotation.

Thanks

Rob

### David J Long Ltd

Domestic & Light commercial electricians.

[www.davidjlong.co.uk](http://www.davidjlong.co.uk)

Tel: 01403 264982

Like us on Facebook! [www.facebook.com/ElectricianHorsham](https://www.facebook.com/ElectricianHorsham)

Review us on Which? [Click Here](#)

Review us on Trading Standards [Click Here](#)

Registered in United Kingdom

Company No. 04702325



Virus-free. [www.avast.com](http://www.avast.com)

On Mon, 21 Sep 2020 at 14:28, Clerk <[clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)> wrote:



**Cranleigh Parish Council**  
Village Way  
Cranleigh  
Surrey, GU6 8AF  
Tel no. 01483 272311

Parish Clerk  
Beverley Bell FSLCC MIET Eng



# RALPH RESTORATIONS

01903 892418  
07746 928597

ralph\_restorations@btinternet.com

## CRANLEIGH TELEPHONE KIOSK (Alfold Road)

### 1 INTRODUCTION

The red telephone box at the junction of Elmbridge Road and Alfold Road in Cranleigh dates from the period 1953 – 1955. I inspected the box in late December 2020 and this report covers my appraisal of its condition, suggested work to be carried out and my likely charges to carry out the work.

### 2 CURRENT CONDITION

- 2.1 Structurally the box has suffered damage to the cast iron with several breaks/cracks and there is some substantial rusting to the rear panel. These issues are covered in more detail in section 3 below.
- 2.2 The hardwood door has been vandalised and broken apart.
- 2.3 The paintwork is in very poor condition and will need stripping right back to bare metal before repainting.
- 2.4 I was not able to view the condition of the glass within the door but on the 2 sides of the box there are 3 broken panes of glass which will require replacement. In addition 4 of the large panes are faded polycarbonate units and these will also need replacing with glass and replacement steel inner glazing frames. More replacement glass and/or glazing frames may be required for the door.
- 2.5 The leather check straps for the door and their shackles are present and reusable. The door closer mechanism appears to work correctly although one of its mounting screws has broken off. The top door hinge is badly worn and should be replaced but the other 2 hinges appear to be sound.
- 2.6 The 4 TELEPHONE transom signs will require replacement.
- 2.7 Part of the floor is uneven and breaking up. It should be patched up.
- 2.8 The level of the ground is rather high at the back and will benefit from being 'cut back' slightly as it can allow water to seep into the box where the base is joined to rear panel. All joints at the base should be sealed inside and out.

### 3 STRUCTURAL DAMAGE

#### 3.1 BROKEN CORNER POSTS

The tops of all 4 corner posts are broken. It is most unusual for all of these to have broken unless either an attempt has been made to lift the box via a crane with the lifting strop positioned through the openings for the transom signs or the box has perhaps been hit some time ago by a large vehicle.

In effect there is actually very little holding the whole top of the box to the rest of it although it cannot come off (unless an attempt is made to crane it up) due to the weight of it and the way all the panels are fitted together.

Rust is forming between the panels and will try to force the outer panels away from the posts as the rust expands over time.

All the paintwork will need to be removed to reveal the full extent of the problem and to enable the best solution to be ascertained. The breaks can be welded up but this is not an easy task and it is unlikely to be as strong as an unbroken panel. All joints will need fully sealing to try and prevent further ingress of condensation and dampness but it will not be possible to remove the rust between the joints.



#### 3.2 CRACKS IN SIDE PANEL

The RH side panel is cracked/broken in 2 places. In addition, at least 3 glazing bars are broken. These will all need welding up. It is difficult to get a really good weld on these as the cast iron should ideally be extensively pre-heated. The repair will be strong enough but it is possible that some small cracks may reappear in the future due to the slight expansion of the metal in hot sunshine.





### **3.3 REAR PANEL**

The rear panel is a replacement that has been made out of fabricated steel rather than cast iron. The original panel may have been broken during an attempt to prise the cash box away from the panel or perhaps the panel was hit by a large vehicle and the corner posts were broken at the same time. Extensive rusting is taking place between the panel and the bottom decorative moulding strip attached to it. The strip is starting to be pushed away from the panel by the rust. The surface rust will have to be removed but it will not be possible to eliminate all the rust between the panel and the strip. The slight gap that has formed will need filling.



## **4 SUGGESTED WORK TO BE CARRIED OUT**

### **4.1 STRUCTURAL REPAIRS**

All of the surrounding area around the breaks/cracks will need cleaning right back to bare metal to allow the full extent of problems to be revealed. The breaks will need to be welded up as far as possible. Additional strengthening pieces may need to be fitted at some of the broken corner posts.

### **4.2 DOOR REPAIRS**

A new hardwood door surround will need to be fitted. The cast glazing frame from the old door will need transferring to the new surround. If the original door was not fitted with a reinforcing plate by the top hinge I will need to supply one. The door appears to have been a poor quality replacement and the necessary plate was often omitted from them. The top hinge requires replacement.

### **4.3 PAINTWORK**



The entire paintwork should be stripped back to bare metal before repainting using high quality paint.. This will give a consistent and long-lasting finish. It will require the removal of all the windows to avoid possible damage to them and to enable the paintwork to be cleaned off right up to them.

#### **4.4 GLASS AND GLAZING FRAMES**

The existing glass will need to be removed for the metalwork to be effectively stripped of paint. After thorough cleaning to remove all paint and sealant it can be refitted using silicone sealant. Most of the panes do not appear to be badly scratched and should look acceptable if reused.

All broken panes and any polycarbonate units will need replacing with new glass. Any missing glazing frames will require replacement.

If preferred, a full set of new glass could be fitted at an extra cost of approximately **£210**.

The 72 metal inner glazing frames require refurbishment through sanding/blasting and repainting.

#### **4.5 TELEPHONE SIGNS**

New transom signs are required for the top of the box. These currently read TELEPHONE but alternative wording may be desired depending on the use of the box. The cost is similar whether the original style or alternatives are used

#### **4.6 BACKBOARD**

Depending on the intended use of the box you may wish a replacement board to be fitted to the rear of the interior.

#### **4.7 FLOOR**

The uneven part of the concrete floor should ideally be broken out and repaired.

### **5 COSTS**

My anticipated cost to carry out a full restoration of the telephone box including repairing the structural damage and supplying and fitting a replacement wooden door is **£4675**. This will include all paints and materials. No VAT is payable as I am not VAT registered.

Some additional expense may be needed if a new backboard, a full set of new glass, several panes of glass/glazing frames is needed for the door or more structural repairs are needed than anticipated. I would not expect the overall figure to exceed **£5000** though

The full work would involve:-

- Remove all glass, inner glazing frames, backboard, door & fittings, light unit
- Strip all accessible existing exterior and interior paint back to bare metal
- Repair breaks/cracks in the cast iron panels
- Fill exterior joints as required and seal interior joints
- Apply 2 coats high-quality red oxide primer
- Apply 2 coats high-quality gloss Post Office Red enamel paint
- Apply 2 coats high-quality white enamel to underside of roof panel
- Thoroughly clean all existing glass removing any sealants and paint adhering to it
- Reglaze using silicone sealant.
- Refurbish existing inner glazing frames.

Refit glazing frames with new brass pins and crimp washers.  
Remove glazing panel from remains of the door and strip it back to bare metal, repair if necessary.  
Fit glazing panel to new hardwood door surround, sealing all edges.  
Polish all brass hinges, screws, shackles  
Repaint door and closer fixings  
Supply and fit new TELEPHONE transom signs

All work would be carried out to the highest standards and would be completed promptly. Subject to weather conditions I would envisage the timescale for a complete refurbishment to be approximately 4 weeks from commencement.

The prices quoted will remain valid for 6 months. After that a revision may be required for cost increases.

**Tim Ralph**  
**26/1/2021**