



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax: 01483 277573
Website: www.cranleighpc.org

Village Way
Cranleigh
Surrey
GU6 8AF

18 January 2018.

NOTICE OF A MEETING OF THE PROPERTY & ASSET COMMITTEE

Members of the Property & Asset Committee are respectfully summoned to a Meeting to be held on **Thursday 25 January 2018 at 7.00p.m.** in the Council Chamber, Village Way, Cranleigh.

Beverley Bell FSLCC
PARISH CLERK

To:- The Property & Asset Committee

James Betts
Rosemary Burbridge Chairman
Kate Fernandes
Mary Foryszewski
Brian Freeston
Steve Jeacock
Elizabeth Townsend
Rowena Tyler

AGENDA

1. **APOLOGIES FOR ABSENCE**
Recommendation: To accept apologies and reasons for absence.
2. **DECLARATION OF INTERESTS**
Recommendation: To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.
3. **ELECTION OF VICE CHAIRMAN**
Recommendation: To elect a Vice Chairman.
4. **PROPERTY & ASSET COMMITTEE MINUTES**
Distributed separately.
Recommendation: The Committee to approve and the Chairman to sign as a correct record, the Minutes of the Property & Assess Committee Meeting held on 12 October 2017.

5. CHAIRMAN'S REPORT

Recommendation: To note the report.

6. CLERK'S REPORT

Recommendation: To note the report

7. PUBLIC SESSION

Recommendation: To note any comments from parishioners.

8. TREE SURVEY

To consider a quotation for a five yearly basic tree survey of trees at the Beryl Harvey Field.

Recommendation:

- To appoint a contractor to undertake the five yearly basic tree survey of trees at the Beryl Harvey Field.

9. CRANLEIGH VILLAGE HALL

- To consider a quotation for the addition of emergency lighting in the toilets and alarm for the disabled toilet
- To consider an upgrade of the CCTV system at the Village Hall.

Recommendation:

- To appoint a contractor to install the emergency lighting and alarm.
- To appoint a contractor to supply and install four CCTV cameras and to seek funding from the CCTV reserve.

10. PUBLIC CONVENIENCES – THE COMMON

To consider quotations for the removal of the privacy screen wall adjacent to the gentleman facility and replace with a close boarded fence.

Recommendation:

- To receive an update on the lease from the Clerk.
- To appoint a contractor to remove the privacy screen wall and replace with a close boarded fence and seek funding from the General Reserve.

11. DEWLANDS LANE CEMETERY

Memorial permit request

Recommendation:

- To write to a memorial applicant with confirmation that the law only entitles owners of the exclusive right of burial to seek a memorial permit.

12. BERYL HARVEY FIELD CONSERVATION AREA

Recommendation:

To create a Working Party whose remit is:

- To work with the Conservation Area volunteers to create a Conservation Plan for the Beryl Harvey Field for approval by the Council.
- To work with the Conservation Area volunteers to create a Risk Assessment for their work for approval by the Council's insurers.
- To work with the Conservation Area volunteers to create a page about their work on the Parish Council's website.

13. DATE OF NEXT MEETING

Thursday 29 March 2018

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleighpc.org.

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Fox Arboricultural Consultants

Name Tobias Fox
Address 16 The Greenway
Epsom Common
Surrey, KT18 7HZ

TO: Beverly Bell - Parish Clerk
Cranleigh Parish Council
Village Way
Cranleigh
Surrey
GU6 8AF

SERVICES QUOTATION

QUOTE N° 0009/2018
OUR REF CPC/VTA/JAN18
YOUR REF

*Thank you for your inquiry.
We are pleased to quote you the following:*

ITEM	QUANTITY	DESCRIPTION	PRICE	DATE
1	1	Carry out an industry standard Visual Tree Assessment (VTA) of all trees on the boundary of the allotments to the south of Snoxhall fields and within the conservation field to the south of the allotments. Preparation of associated report, tree survey schedules and tree location site plans.	£ 500.00	January 12, 2018

We will be happy to supply any further information you may need and trust that you call on us to fulfill your order, which will receive our prompt and careful attention.

January 12, 2018

DATE



Beverley Bell
Cranleigh Parish Council
Village Way
Cranleigh
GU6 8AF

15th January 2018

Dear Beverley,

Re: Electrical Installation Quotation in Village Hall.

Thank you once again for your valued enquiry, quotation as follows. To supply and install:

Village hall rear passage

- Disconnect and remove existing faulty emergency exit sign above door.
- Replace with 10w LED emergency exit sign.

Gents WC

- 2 – 3w Emergency lighting bulkheads. 1 sited either side of internal doors.
- 1 – Emergency light key switch.

Ladies WC

- 2 – 3w Emergency lighting bulkheads. 1 sited either side or internal doors.
- 1 – Emergency light key switch.

Disabled WC

- 1 – Disabled toilet panic alarm system. System comes complete with Control Panel, Pull cord, Reset Button, and Over Door flasher.
- All wiring to be surface mounted and enclosed within white plastic trunking, complete with fire clips where relevant

David J. Long Ltd

31 Oakhill Rd, Horsham, West Sussex, RH13 5SD

Telephone 01403 264982

Email davidjlongltd@gmail.com

Website www.davidjlong.co.uk

VAT Reg. NO. 209 9973 16





Installation total to be £1260.00 + vat @ 20%

Kindly note

We have been trading in Horsham since 1971, fully approved by the 'NICEIC' since 1973 and fully insured, together with membership of **Which?** 'Trusted Traders', Trading Standards 'Buy with Confidence' and Government Endorsed 'Trust Mark' Schemes.

All operatives have also been CRB checked.

If you have any questions, then please do not hesitate to contact us.

Kind regards.

David & Robert Long

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JM Installations

24 Sherrydon

CRANLEIGH

Security Installations

Surrey GU6 7BZ

26th September 2017

Cranleigh Parish Council

Council Offices

Village Way

CRANLEIGH

Surrey

Proposed Additional Cameras at Cranleigh Village Hall

The proposed additional cameras to consist of 2 No. 3MP bullet cameras with 2.8 – 12mm varifocal lens. These two cameras to be positioned on the Village Way elevation looking towards each other.

It is also proposed to have 4 No. 2MP static eye ball domes with 2.8 – 12mm varifocal lens, positioned on the Boots elevation of the building as follows:-

1 No. Looking from the Co-Op end of the building towards the telephone box on a specialized bracket.

2 No. Boots elevation main entrance end both on a specialized bracket one looking towards the Co-Op and the other towards the telephone box.

1No. To be positioned inside the Main Entrance.

All the above cameras to be connected to the existing recording equipment.

The above works including all equipment, installation materials and labour for the sum of £2,300.00.

Our terms and conditions are 50% with order and remainder on completion of the works.

26th September 2017

JM Installations

Cranleigh, Surrey

01483 267424



CRANLEIGH PARISH COUNCIL

Dear

Thank you for your email dated 28th November 2017 and please accept our apologies for the delay in replying.

We, as a Parish Council are governed by statutory laws and regulations that we must adhere to. Whilst, we have every sympathy with your situation, due to the law the Parish Council is unable to allow the memorial for xxxxx to be placed without the permission of the rightful owner of the grave. We have attached the relevant section of law that applies to the burial rights and memorials for your information.

As per the law, we are only able to take instruction from the rightful owner of the grave for a memorial to be placed. If the owner is the deceased, then we require a valid Will or Grant of Probate which names the Executors of the deceased estate. Although Executors automatically become the rightful owner(s) of any graves space the deceased owns, when there is a Will in place and no Grant of Probate, the Executor must sign the Statutory Declaration to take legal ownership of the grave to allow a memorial to be approved and placed.

In this instance, the Executor of xxxxx's Will must sign a Statutory Declaration, witness by the Commissioners of Oaths to become the legal rightful owner of the grave. Once this signed and witnessed form has been received by us, we can accept the memorial application signed by the new rightful owner of the grave (executor) and any fees payable for the approval and issue of the memorial permit.

If the Executor declines to sign the Statutory Declaration, then we advise that you seek legal advice regarding the will.

We confirm we have only received payment for the burial charges of £344.00. We have not received any application for approval of the memorial or requested any payment for memorial permit for xxxxx. Therefore, any other fees you have paid will be a civil matter between yourselves and the funeral director/stonemason.

As stated above, we are only able to accept memorial permit applications which are signed by the rightful owner of the grave. We are unable to assist any further without receipt of the signed and witness Statutory Declaration.

We trust this clarifies the situation.

Yours sincerely
CRANLEIGH PARISH COUNCIL

Beverley Bell FSLCC MIET IEng
PARISH CLERK

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF
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