



CRANLEIGH PARISH COUNCIL

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

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

ALSO PRESENT: Cllr D Lazarus, Parish Clerk B Bell FSLCC

1. APOLOGIES FOR ABSENCE

The apologies from Cllr K Fernandes who is unwell, Cllr M Forszewski who has a prior commitment and Cllr R Tyler who is working were AGREED.

2. DECLARATION OF INTERESTS

- Cllr E Townsend declared that she is a Waverley Borough Councillor.
- Cllr S Jeacock declared that he is a grave owner at the Dewlands Lane cemetery.

3. ELECTION OF VICE CHAIRMAN

Cllr J Betts was ELECTED as Vice Chairman of the Property & Asset Committee.

4. PROPERTY & ASSET COMMITTEE MINUTES

The draft minutes of the Property and Asset Committee meeting held on 12 October 2017, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

Members NOTED the Chairman's Report:

The Chairman reported that he had spoken with the conservation volunteer to thank him for his hard work at the Beryl Harvey field and the conservation of this area, and she had also spoken to a tree surgeon in the London area about ivy on trees. The Chairman said she has visited the cemetery a couple of times and is very impressed about the beautiful way in which it is kept, even in the wet and windy weather of the past few days. The Chairman would like to thank Steve Jeacock for his time as Vice Chairman and his support in this role, even though it has been brief. The Chairman said she would also like to thank our Clerks and Grounds staff in all they do to keep our properties safe, well documented and in good order.

6. CLERK'S REPORT

Members NOTED the Clerk's Report:

- The replacement street lights for Snoxhall Fields should be installed shortly upgrading the lighting here to LED lighting.
- The ditch clearance has been booked for late April at Snoxhall Fields and the Beryl Harvey Field.
- The Clerk has contacted the managing agent organising the ditch clearance at the Bruce MacKenzie Field. The ditch on the northern side of the field has been flailed and a drainage channel will be cut soon to allow water to drain off the football pitch.
- The tree surgery works commence on Monday and will take one week.
- The Clerk continues to pursue the claim against a delivery firm for damage to the roof of the extension to the Village Hall.
- The five yearly basic electrical survey of the Village Hall ceiling lights has been ordered.
- Labelling in Council properties as advised by the Fire Risk Assessments is complete. The Clerk and Grounds Manager are working on the Dangerous Substances and Explosive Atmospheres Regulations 2002 assessment. The automatic fire detection and alarm systems will be installed in the first two weeks in April, the Clerk will then organize training for staff and regular hirers. This will complete the actions identified in the Fire Risk Assessments.
- The Clerk and Grounds Manager are working through the playground inspection report and recording repairs actioned. A replacement seat has been ordered for the adult fitness equipment rower.
- The Clerk and Grounds Manager are working through the Legionella Risk Assessments and actions.
- The washroom contract has been terminated from August 2018. The Clerk is preparing an invitation to tender.
- Men in Sheds are making a decorative sign for the Beryl Harvey allotments.
- Quarterly property inspections continue. Licence holders of untidy allotment plots have been sent letters asking them to tidy up their plots.
- The intruder alarm has been replaced in the cemetery machine shed. Following a month long advance notice, excessive memorials have been removed from cremation plots in accordance with the cemetery regulations and the plot owners notified by letter.
- A small plaque identifying that Commonwealth War Graves are located in the cemetery has been ordered from the War Graves Commission and installed in the Lych Gate.

7. PUBLIC SESSION

There were no members of the public present who wished to speak.

8. TREE SURVEY

The Clerk reported that this survey is required to include trees to the east of the Beryl Harvey allotments and within the Conservation Area that were not included in the December 2017 survey. The fence at the Beryl Harvey allotments does not run along the boundary of the land ownership, these trees are outside of the allotment boundary but still within land in the Parish Council's ownership.

The Council AGREED to instruct the Arboriculturalist to undertake a five yearly basic tree survey of the remaining trees at the Beryl Harvey Field at a cost of £500 + VAT.

9. CRANLEIGH VILLAGE HALL

- The Council AGREED to proceed with the quotation for the addition of emergency lighting in the toilets and alarm for the disabled toilet at a cost of £1,260 + VAT from the general reserve.
- The Council AGREED to the installation of four CCTV cameras to complete the system at a cost of £2,300 + VAT from the CCTV reserve, subject to the Clerk checking about planning permission as the Village Hall is in the Conservation Area.

- Cllr J Betts raised concerns about parking at the front of the Co-op. It was AGREED that the Clerk should write to the Co-op to express the Council’s concerns about the danger to members of the public from this unauthorized parking, and update the Co-op on the CCTV upgrade.
- The Council AGREED to write to Boots to advise them about the upgrade to the Village Hall CCTV and seek a donation towards the system as it will also benefit Boots.

10. PUBLIC CONVENIENCES – THE COMMON

- Members NOTED the Clerk’s report on the lease for the public conveniences. The Parish Council has entered into a 125 year lease with Waverley Borough Council from 01 August 2012 for the public conveniences with no early termination clause.
- Members AGREED to defer replacement of the privacy screen to the next meeting of the Committee to enable the Clerk to seek three quotations for the work. Cllr J Betts will check the wall again tomorrow, and if the work is considered urgent, the Clerk will instruct a contractor under emergency powers.

11. DEWLANDS LANE CEMETERY

The Council AGREED 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 CONSERVATION AREA

The Council AGREED to form a Working Party whose task will be to create a Conservation Plan for the Beryl Harvey Conservation Area, Risk Assessment for the volunteers and page for the Council’s website for approval by the Council.

The Council AGREED for the membership of the Working Party to include: The Grounds Manager, two volunteers from the Beryl Harvey allotments, Beryl Harvey Conservation volunteers, Mr Theo Trambinas from Naturdayz and Cllrs J Betts, R Burbridge and S Jeacock. It was AGREED that Cllr R Burbridge will chair the Working Party.

13. DATE OF NEXT MEETING

Thursday 29 March 2018. The meeting closed at 7.48pm

Signature.....

Date.....