



CRANLEIGH PARISH COUNCIL

**MINUTES OF THE PROPERTY & ASSET COMMITTEE HELD AT 7.00PM
ON THURSDAY 31 MAY 2018
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: Cllr A Richardson, Parish Clerk B Bell FSLCC

1. **ELECTION OF CHAIRMAN**
Cllr K Fernandes nominated Cllr J Betts as Chairman of the Property and Asset Committee, was seconded by Cllr R Tyler and AGREED UNANIMOUSLY.
2. **ELECTION OF VICE CHAIRMAN**
Cllr B Freeston nominated Cllr S Jeacock as Vice Chairman of the Property and Asset Committee, was seconded by Cllr K Fernandes and AGREED UNANIMOUSLY.
3. **APOLOGIES FOR ABSENCE**
The apology from Cllr E Townsend of prior commitment was AGREED.
4. **DECLARATION OF INTERESTS**
 - Cllr K Fernandes declared she is a member of the Civic Society.
 - Cllr M Forszewski said Ben Nicholson has done work for her.
 - Cllr R Burbridge said Ben Nicholson has done work for her.
5. **PROPERTY & ASSET COMMITTEE MINUTES**
The draft minutes of the Property and Asset Committee meeting held on 25 January 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.
6. **CHAIRMAN'S REPORT**
No report.
7. **CLERK'S REPORT**
Members NOTED the Clerk's Report:
 - The French drain and ditch clearance has been carried out by the adjacent land owner to the Bruce MacKenzie Field.

- The Cranleigh Youth Football Club have asked if they can install a noticeboard on the recess on the cricket field side of the Snoxhall Pavilion. The Committee are happy with this request provided that they maintain the noticeboard at their cost and use Perspex to prevent glass breakages. The Football Club would also like to install two 'respect the game' banners on the side of the containers. The Committee wish to see the banners first before giving their consent.
- The government has announced a Children's Funeral Fund for England. Fees will be waived by local authorities and met by government funding.

8. PUBLIC SESSION

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

9. CRANLEIGH VILLAGE HALL

The Clerk advised that the showers in the changing rooms at the Village Hall are rarely, if ever, used. The Council is paying for quarterly chlorination and de-scaling to reduce legionella risk and suggested removal of the showers to remove the risk. The Committee were unsure whether the showers need to be removed or simply disconnected to remove the legionella risk and DELEGATED AUTHORITY to the Clerk to organize their disconnection, and removal if needed to remove the legionella risk.

The Finance Committee has asked the Property and Asset Committee to look at the Village Hall income. The Clerk provided a report which was circulated with the agenda. The Committee AGREED to ask the Council to form a Working Party to look at the income of all the Council's buildings and provide a report to form part of the Council's Business Plan.

10. ALLOTMENT SHEDS

The Clerk provided advice from Waverley Borough Council that planning permission is needed for the installation of sheds on the Parish Council's allotments by ploholders. Existing sheds that have been installed for longer than four years will be deemed lawful development. The Council will record which plots currently have sheds. Once these sheds require replacement, planning permission will be required. The Clerk explained the terms of the licence agreement which requires ploholders to seek the Parish Council's permission for a shed, and the licence agreement does state that ploholders may need planning permission.

The Committee AGREED 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.

11. CCTV

The CCTV system at Snoxhall Fields needs extending to cover the Centenary Garden and other areas at Snoxhall Fields.

The Committee AGREED:

- To seek crime prevention advice from Surrey Police.
- To form a Working Party of the Clerk, Grounds Manager and Cllr B Freeston to provide a specification for the CCTV system.
- To obtain three quotations for the Council to consider.

12. THE BETTY RISELEY TRUST

The Council is eligible to apply for funding from the Betty Riseley Trust for new play equipment for Snoxhall Fields. The Clerk advised looking at the Surrey Playing Fields Association play area report and the latest play area inspection report to identify gaps in equipment and equipment that is due for replacement. The Committee AGREED to ask the Council to form a Working Party to look into new play equipment and to invite members of the public and the nursery to join the Working Party. The Clerk will provide details of s106 funding available.

13. DITCH CLEARANCE – KNOWLE LANE

This item was considered in private and confidential session.

The Committee AGREED to appoint Ben Nicholson to complete the ditch clearance in Knowle Lane.

The Committee asked for their thanks to be recorded to Mr Tony Fox for highlighting the problem to the Parish Council.

14. TREE SURGERY

This item was considered in private and confidential session.

The Committee AGREED to proceed with the health and safety tree work in the Beryl Harvey Field and to the tree previously struck by lightning at Snoxhall Fields to be funded from the recreation revenue budget.

The conservation volunteers will be advised of the tree surgery and offered the option to have the logs generated from the surgery.

15. KEY HOLDING SERVICE

This item was considered in private and confidential session.

The Clerk had endeavoured to obtain three quotations for a key holding service for the Council Office, Village Hall, Snoxhall Pavilion and Youth Centre, but had only received two as not many companies cover this area.

The Committee AGREED to proceed with a contract for the key holding service with Shield Guarding.

16. WAR MEMORIAL

This item was considered in private and confidential session.

The Committee requested two further quotations to be considered by full Council in July, so that the work can be completed before Remembrance Sunday.

17. YOUTH CENTRE

This item was considered in private and confidential session.

The Clerk reported that the Council has received enquiries from four organisations interested in the long term hire of the Youth Centre. The Clerk advised that she has spoken with the Council's solicitor about the requirements of the local government and charity law for the disposal of a building on a lease versus a licence agreement. A lease agreement would require a market rental valuation and the Council as Sole Managing Trustee of the charity must exercise best value in the disposal. A lease agreement is for the exclusion of all others using the building, whereas a licence agreement only permits use of the building at specific times. A licence agreement would not require a market rental valuation and can only be used for shorter term hire such as an annual basis.

The Committee AGREED to form a Working Party of Cllrs R Burbridge, K Fernandes, M Foryszewski and R Tyler to meet with two of the prospective hirers to discuss their requirements, seek a copy of their Business Plan and find out their thoughts on an annual licence agreement and associated fee. The Working Party will present a report to the June Council meeting.

The Clerk was asked to circulate the model licence agreement to all members.

18. DATE OF NEXT MEETING

Thursday 25 October 2018.

19. HIGH STREET BUS SHELTER

The High Street bus shelter belonging to Waverley Borough Council has two broken glass panels. Cranleigh in Bloom are concerned that the broken glass will reduce their score in the forthcoming South East in Bloom competition.

Surrey County Council has offered the Parish Council a grant of up to £2,000 to get the glass panes replaced. The Clerk has obtained a quotation for the glass and vinyl artwork. The Clerk advised that this work is not the responsibility of the Parish Council. The Committee AGREED to approve the grant application to Surrey County Council and on receipt of SCC approval for the Clerk to order the glass panes and vinyl artwork, however the Committee stated that this is a one off project to support Cranleigh in Bloom, the Parish Council is not taking on the responsibility for the maintenance of this bus shelter.

The meeting closed at 8.34pm

Signature.....

Date.....

DRAFT