



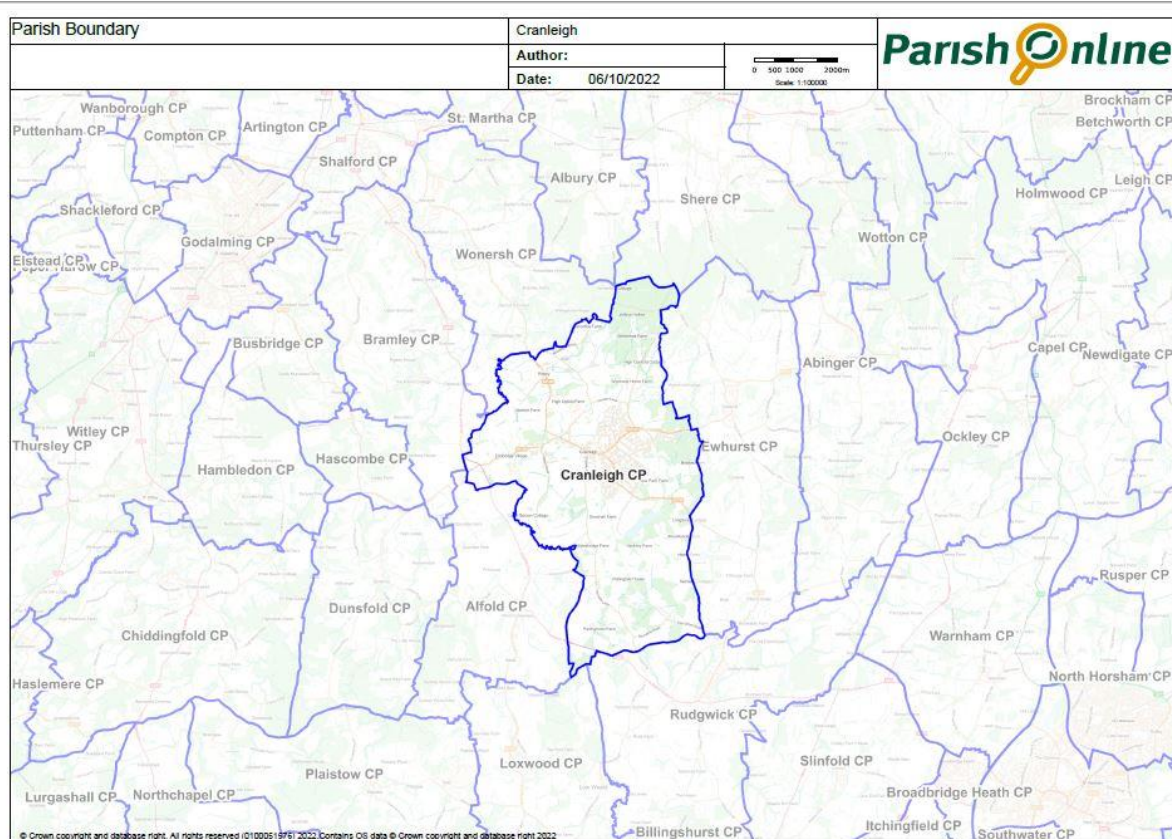
## CRANLEIGH PARISH COUNCIL

### PROJECT INITIATIVE DOCUMENT (PID)

#### Invitation to Tender

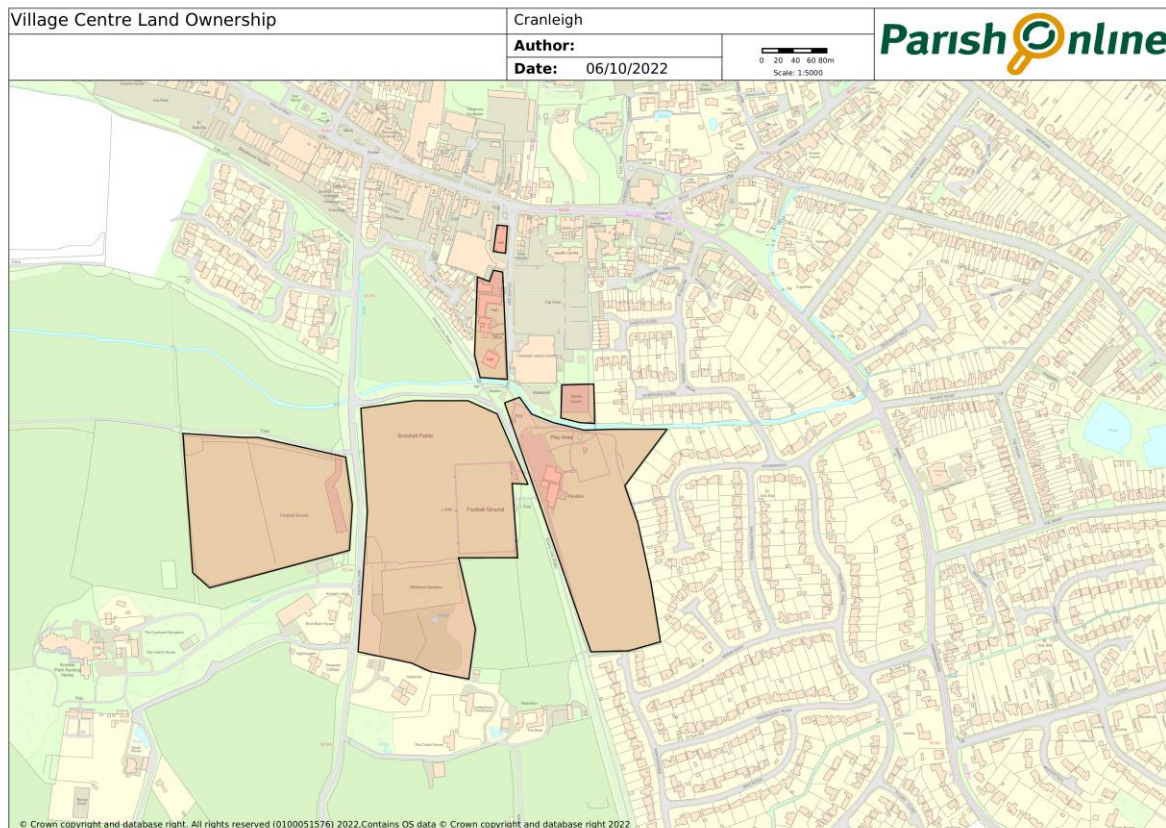
#### Cranleigh Facts

- Cranleigh Parish is located in Surrey in the borough of Waverley.
- Population is approximately 12,500 people.
- Cranleigh Parish Council has 12 Parish Councillors, six full time staff and one apprentice.
- Precept 2022 – 2023 is £445,582



## Background

Cranleigh Parish Council (CPC) owns a variety of properties, land and assets across different locations in the village. Many of these are in a state of disrepair and now require significant investment to ensure they continue to be functional and usable for all. The Council already has a number of new projects under consideration for investment within the Business Plan.



The CPC are seeking an independent advisory service to review the current properties and assets and align them to the finalised Business Plan to find a suitable way forward for the level of investment available. CPC need to be certain that the best course of action is taken with our assets to ensure that any benefits of aligning services can be achieved. Value for money and long term vision will be required to allow the funds available can be spent effectively.

Solutions should include:

- How various assets can be used to generate income to ensure the assets can become self sufficient is required.
- How all funding used in their building/repair, is to the benefit of the community.
- A good understanding of the needs of the village and community and how the CPC properties and assets can be improved to support as large a proportion of this population as possible.
- Consultation on initial findings with the Council.
- As many solutions to encourage visitors to the village to use the facilities and support local businesses.

## Business Plan

The Parish Council is nearing the end of its current Business Plan:

<https://www.cranleigh-pc.gov.uk/UserFiles/Files/Cranleigh%20Parish%20Council%20Business%20Plan%202020%20FINAL.pdf>

The Parish Council is consulting on its next Business Plan for 2023 – 2027:

<https://www.surveymonkey.co.uk/r/Q3WWPDS>

## Funding

### S106 Funds

The Council holds the following funds in earmarked reserves:

Project	Amount	Spend Deadline
Snoxhall Fields car park	£14,487	01/03/2024
Snoxhall Fields footpaths	£38,143.98	01/04/2026
Downs Link re-surface by car park	£28,438.90	26/05/2029
MUGA at Snoxhall Fields or by Leisure Centre	£47,417	26/05/2029

### Neighbourhood CIL

The Council holds the following funds in earmarked reserves:

Neighbourhood CIL				
Date	Amount	Received	Spend By	Spent
01/04/20 - 30/09/20	£1,970.27	10/05/2021	31/03/2026	
01/10/20 - 31/03/21	£16,907.44	23/04/2021	31/03/2026	
01/04/21 - 30/09/21	£26,002.58	08/11/2021	30/09/2026	
01/10/21 - 31/03/22	£345.28	09/05/2022	31/03/2027	
	<b>£45,225.57</b>			

### Surrey Your Fund

<https://www.surreycc.gov.uk/community/voluntary-community-and-faith-sector/funding/community-projects-fund>

- Project 1 – The Parish Council is through to the second round for funding for a youth hub including MUGA, youth shelter and fitness trail.
- Project 2 – The Parish Council is through the first round for a tennis hub.

### Future Funding

The Parish Council can bid for strategic CIL Funding:

<https://www.waverley.gov.uk/Services/Planning-and-building/Planning-strategies-and-policies/CIL-S106-and-planning-obligations/Bidding-for-CIL-money>

## Invitation to Tender:

### Project Timescale

10 October 2022	Invitation to tender advertised on Contracts Finder
30 November 2022	Tender closes at 9.00am
15 December 2022	Parish Council meeting to select contractor
03 January 2023	Works commencement
28 February 2023	Works completion

### Procurement Type

Open procedure

### Budget

£10,000

### Information to be included with your quotation:

1. Copy of your public liability insurance.
2. Copy of your professional indemnity insurance.
3. Copy of your relevant qualifications.
4. Details of your membership of professional organisations.
5. Details of a reference.
6. Copy of testimonials.
7. Please detail any areas that you feel the Parish Council may have overlooked in this invitation to quote.

The Council will consider the appointment of a contractor at its meeting on Thursday 15 December 2022.

Please submit your quotation and copies of further information required Cranleigh Parish Council **by 9.00am on Tuesday 30 November 2022.**

### Questions about the PID Tender

Please contact Parish Clerk Beverley Bell on 01483 272311 or by email: [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)