



**CRANLEIGH PARISH COUNCIL**

Tel: 01483 272311  
Fax: 01483 478867  
Website: www.cranleighpc.org

Village Way  
Cranleigh  
Surrey  
GU6 8AF

08 February 2018

**NOTICE OF A MEETING OF THE PARISH COUNCIL**

Councillors are respectfully summoned to attend the Parish Council meeting to be held at **6.00 pm** on **THURSDAY 15 February 2018** in the Parish Council Office, Village Way, Cranleigh.

**Beverley Bell FSLCC**  
**Parish Clerk**

To all Members

**AGENDA**

1. **APOLOGIES FOR ABSENCE.**  
**Recommendation: To receive apologies and reasons for absence.**
2. **PUBLIC SESSION**  
**Recommendation: To note any comments from parishioners.**
3. **PARISH COUNCIL MINUTES**  
Distributed separately.  
**Recommendation: The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 18 January 2018 and the Minutes of the Extraordinary Parish Council Meeting held on 25 January 2018.**
4. **DECLARATIONS OF INTEREST**  
**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.**
5. **CO-OPTION OF NEW MEMBER**  
**Recommendation: To receive application letters from prospective new members and to decide on the co-option of one Parish Councillor.**
6. **CHAIRMAN'S REPORT**  
**Recommendation: To note the report.**
7. **CLERK'S REPORT**  
**Recommendation: To note the report.**

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

**Recommendation: To note the reports.**

9. MINUTES OF COMMITTEES

Copies sent separately.

- Planning Committee Minutes of the meeting held on Monday 08 January 2018.
- Neighbourhood Plan Minutes of the meeting held on Thursday 07 December 2017 and 11 January 2018.
- Property and Asset Committee Minutes of the meeting held on 12 October 2017.

**Recommendation:**

- **To receive the minutes listed above.**

10. COUNCIL STRUCTURE

**Recommendation:**

- **To appoint Cllr J Betts to the Neighbourhood Plan Committee.**
- **To appoint an additional member to the Community Showcase Working Party.**

11. OUTSIDE BODIES

Brief written reports from outside bodies to be notified prior to the meeting.

**Recommendation:**

- **To receive any reports.**

12. FINANCIAL MATTERS

1. The expenditure list to 15 February 2018 to follow.

2. Bank Reconciliation for 31 January 2018.

3. Cashbook Reconciliation for 31 January 2018.

4. To approve the release of £1,260 from general reserve for the Village Hall emergency lighting and disabled toilet alarm and the release of £2,300 from CCTV reserve for the Village Hall CCTV upgrade.

*Item 5 may be held in private and confidential session – reason commercial in confidence.*

5. Publicity contract 01/04/18 – 31/03/19.

**Recommendations:**

1. **To agree the expenditure list to 15 February 2018.**
2. **To approve the bank reconciliation to 31 January 2018.**
3. **To approve the cashbook reconciliation to 31 January 2018.**
4. **To approve the release of £1,260 from general reserve for the Village Hall emergency lighting and disabled toilet alarm and the release of £2,300 from CCTV reserve for the Village Hall CCTV upgrade.**
5. **To appoint the publicity contract 01/04/18 – 31/03/19.**

13. SURREY COUNTY COUNCILLOR COMMUNICATION SURVEY

Closing date 28 February 2018

**Recommendation:**

- **For the Council to complete the survey during the meeting.**

14. WBC PRE-CONSULTATION ON PROPOSED DOG FOULING AND DOG CONTROL PUBLIC SPACE PROTECTION ORDERS FOR THE BOROUGH OF WAVERLEY

Closing date 28 February 2018

**Recommendation:**

**To submit a response to the pre-consultation.**

15. ASSETS OF COMMUNITY VALUE

**Recommendation:**

- To note the presentation by the Clerk on the nomination of Assets of Community Value and Community Right to Bid.
- To re-nominate Cranleigh Village Hospital as an Asset of Community Value.
- To consider suggestions for other nominations.

16. CENTENARY GARDEN

**Recommendation:**

- To receive an update from the Management Group including project cashbook.
- To consider the Stage 1 Delivery Plan.
- To consider the Risk Assessment for Stage 1.
- To consider the quotations to purchase bare root planting and metal poppies.
- To consider the quotations for the supply of HERAS fencing.
- To approve the specification for the tender for the listening project.

17. A NATION'S TRIBUTE

To commemorate 100 years since the end of the First World War

**Recommendation:**

- To decide on the location for the Silent Soldier as part of the Surrey Royal British Legion project across Surrey to commemorate the end of the First World War.
- To form a Working Party to organize the event on 11 November 2018 to commemorate 100 years since the end of the First World War.

18. YOUTH COUNCIL

**Recommendation:**

- To approve the Youth Council Terms of Reference.
- To seek additional Councillors to help with the Youth Council.
- To consider the changes requested by the Youth Council to the Youth Council Constitution:  
*Structure and membership*  
3. To be nominated, members must, live in Cranleigh or go to school within the Parish of Cranleigh. They must be from Year 7 up to the age of 18.  
4. The agenda will be drawn up by the YC officers and agreed by the Parish Council YC Councillors. It will be published on the PC's website.
- To approve the Youth Council Safeguarding Policy.
- To approve the Youth Council Data Protection Policy.
- To approve the Youth Council Risk Assessment.
- To approve the Youth Council Consent and Record Forms.
- To approve the purchase of Youth Council badges.

19. PIC FUNDING FOR ENVIRONMENTAL IMPROVEMENTS

**Recommendation:**

- To consider requests for PIC funding for environmental improvements.

20. DATE OF NEXT MEETING

**Thursday 15 March 2018.**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleighpc.org](http://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.

**CRANLEIGH PARISH**



**COUNCIL**

NAME	Theodore Allen
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Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF  
Telephone 01483 272311, Fax 01483 478867  
Website:- [www.cranleighpc.org](http://www.cranleighpc.org), E-mail [Clerk@cranleighpc.org](mailto:Clerk@cranleighpc.org)

Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.

At 23 years old, I have spent over three quarters of my life living in and around Cranleigh. I love everything about the village and would love any opportunity I get to assist in the success of the village and its inhabitants.

My desire to get involved in local politics stems from the current international political climate and current affairs. Ever since a young age I have always been incredibly interested in politics and what is going on in the world, and have often campaigned on behalf of the Conservative Party during elections. But recent events have encouraged me to try and take more of an active role in local politics in order to try and influence and inspire as many young people as possible.

One of my desires for wanting to join Cranleigh Parish Council is to be able to represent young people within the village. This is because I feel that there is a lack of representation on the behalf of young people from local up to national levels of politics. I believe that this is a factor of younger generations growing distrust in politicians and loss of faith in the political system. This ultimately will work against us as a nation, as I believe that success can only be achieved through cooperation and communication. Having more young people representing the government at both national and local levels will help regain trust and allow the government and councils to create and adapt policies to benefits all people.

I also wish to join the council to help communicate with village members more effectively through the use of social media. I am aware that the council has a Twitter page, which is great for keeping people up to date with recent goings on. However, I feel that a Facebook page would be far more valuable in communicating and connecting with the residents of Cranleigh and giving them a platform to have a say and give feedback to the council.

Sustainability and the environment are very important to me. I would like the opportunity to help make Cranleigh a greener and more sustainable village to benefit all. Whether this is through increased emphasis on recycling or through greater awareness of the benefits of renewable energy.

As someone who has grown up for most of my life in Cranleigh, I also feel that it is appropriate to give something back to the village. I would like to play an active part in helping with the continuing development of the village and working with residents to solve arising issues.

Currently, I am working as an aircraft engineer at Gatwick Airport, as well as being the owner of a small company that creates performance drinks. I believe that the skills that I have learned as an engineer, and from starting my own business, will come in useful on the council.

I am a hard working, innovative individual who thrives on achievement, and I feel that I would be great fit for Parish Council. If selected, I will work hard aim to make a positive impact on the village and it's residents.

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## CRANLEIGH PARISH COUNCIL

### Report by the Clerk February 2018

- The Clerk continues to pursue the claim against the delivery firm that hit the rear of the Village Hall breaking part of the iron guttering.
- The Clerk attended a meeting at Waverley Borough Council to learn about affordable housing in the borough.
- The Clerk met with the Chairman, Vice Chairman and Cllr E Townsend to discuss the Youth Council policies attached to this agenda.
- A new intruder alarm has been installed in the cemetery machine shed.
- DBS checks have been carried out on two members of staff and a Councillor member of the Youth Council.
- The Chairman and Clerk met with the Monitoring Officer and Deputy Monitoring Officer to discuss Code of Conduct training.
- Pat testing has been carried out in Council properties.
- The Grounds Manager has attended training and is now able to carry out PAT testing for the Council.
- Health and safety tree surgery has been completed.
- An arboricultural survey of trees at the Beryl Harvey Field has been ordered.
- The Clerk and Assistant Clerk attended training on the General Data Protection Regulations.
- The Chairman and Clerk met with the Chairman and Chief Executive Officer of Waverley Citizens Advice to talk about their work in Cranleigh.
- CIA did a survey for the installation of the fire alarm and detection systems.
- A meeting has been organised with Waverley Borough Council and the Football Clubs and Nursery to discuss permit parking in the Snoxhall Fields car park.
- A meeting has been organised to discuss a Conservation Plan for the Beryl Harvey Field.
- An agreement for the maintenance of the High Street flowerbeds has been sent to Cranleigh in Bloom.
- The new grounds maintenance contract has been placed.
- The new waste collection contract has been placed.
- The ditch clearance at Snoxhall Fields and Beryl Harvey Field will be carried out in late April.
- All Deeds of Dedication with Fields in Trust are ready for signature apart from the tennis courts.
- The Clerk is attending a meeting at Waverley Borough Council on 13 February 2018 to learn more about the adoption of the Local Plan Part One.
- Waverley Borough Council have offered to provide litter pickers and collect bags of litter, this has been forwarded to Cranleigh in Bloom who are co-ordinating litter collection in Cranleigh.
- PCSO Dave Boxall is leaving Cranleigh after 10 years to work at HQ.

**CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2017/18**

Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Property & Asset Committee (Max. 12)	Personnel Committee (Max. 4)	Neighbourhood Plan Committee (Max.6)
James Betts Rosemary Burbridge** Richard Cole Kate Fernandes Mary Foryszewski Brian Freeston Angela Richardson Liz Townsend Rowena Tyler Steve Jeacock Dominic Lazarus Angela Richardson Liz Townsend Rowena Tyler	Rosemary Burbridge Richard Cole** Mary Foryszewski Brian Freeston Angela Richardson Liz Townsend	James Betts Rosemary Burbridge Richard Cole** Kate Fernandes Mary Foryszewski Brian Freeston Liz Townsend Rowena Tyler	James Betts Rosemary Burbridge* Kate Fernandes Mary Foryszewski Brian Freeston Steve Jeacock** Liz Townsend Rowena Tyler	Rosemary Burbridge Richard Cole Brian Freeston** Angela Richardson	Richard Cole Brian Freeston** Steve Jeacock Angela Richardson Liz Townsend *  Non-Councillor Members: Philip Townsend

\* Chairman

\*\* Vice Chairman

PARISH COUNCIL OBSERVERS	Observer	Deputy
Allford Flood Forum	Kate Fernandes	
Beryl Harvey Allotments	Kate Fernandes	
CAB	Vacancy	
Christopher Robin Sure Start Centre	Brian Freeston	
Cranleigh Arts Centre	Rosemary Burbridge	
Cranleigh Community Fund	Mary Foryszewski	
Cranleigh in Bloom	Rosemary Burbridge	
Cranleigh Conservation Area Appraisal	Kate Fernandes, Brian Freeston, Steve Jeacock, Angela Richardson, Liz Townsend	
Cranleigh Flood Forum	Vacancy	
Cranleigh Networking Group	Vacancy	
Cranleigh Transportation Task Group	Vacancy	
Cranleigh Valiendar Club	Vacancy	
Cranleigh Neighbourhood Watch	Liz Townsend	
Dumentia Friendly Cranleigh	Richard Cole	
Gatwick - CAGNE	Angela Richardson, Liz Townsend	
Internal Audit	Rosemary Burbridge	
Library	Vacancy	
Rowleys Management Committee	Liz Townsend, vacancy	
SSALC	Vacancy	
Surrey Community Action	Liz Townsend	Rowena Tyler
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Angela Richardson	
Waverley Cycle Forum	Liz Townsend	
Cranleigh Brick and Tile Liaison Group	Rowena Tyler	
Cranleigh Village Hospital Trust	Vacancy	Kate Fernandes as Reserve Observer
Henry Smith Charity - 2 Councillors + 3 independent members	Brian Arendell	Roy Glasper
WBC Town and Parish Planning Forum	James Betts, Dominic Lazarus, Liz Townsend, Reserve: Steve Jeacock	
Waverley Communities Health and Social Inclusion Group	Vacancy	
<b>If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.</b>		
<b>WORKING GROUPS</b>		
Task related working group	R Burbridge, M Foryszewski, vacancy	
Annual Parish Meeting	R Burbridge, K Fernandes, B Freeston	
Challenger	Cllrs B Freeston, E Townsend and Micki Marks, Andy Bamford, Gwyn Bullen, Gill Ford, Mike Ford, Joy Horn, Casplan	
Centenary Gardens Management Group	Robertson.	

Updated 22 January 2018

SD/Civic/Councillors Information/Outside Committees

## Clerk

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**From:** Isabelle Mouland <isabelle.mouland@ssalc.co.uk>  
**Sent:** 24 January 2018 15:31  
**Subject:** FOR ACTION - Surrey County Councillor Communication Survey  
**Importance:** High

Dear Surrey ALC Member Councils,

The Leader of Surrey County Council, David Hodge, has recently announced at Council the wish to shape services around places and communities. This has prompted communication with Surrey ALC to see where there might be additional opportunities to link up and support each other more closely.

As part of this approach we would like to invite your council to complete this short online survey (approx. completion time of 5 minutes) by Wednesday 28<sup>th</sup> February for us to understand how/what you communicate with your county councillor and any suggestions your council has to improve communication –  
<https://www.surveymonkey.co.uk/r/XZ2PY3S>

*Please note that we wish to collect the council's opinion rather than individuals, so only one survey is to be completed per council. This will help us when collating responses to present to Surrey County Council.*

We will continue to keep you updated on any new initiatives which arise as a result.

**Kind Regards,**

**Mrs Isabelle Mouland**  
**Member Support Officer**  
**SSALC Ltd.**

**DD - 01273 830205**

SSALC Limited (Sussex & Surrey Associations of Local Councils)

Main SSALC Line – 01273 830200

Suite C, Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ

[www.surreyalc.org.uk](http://www.surreyalc.org.uk) / [www.sussexcalc.org.uk](http://www.sussexcalc.org.uk)

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\* 1. Council Name:

\* 2. Council's District/Borough:

Elmbridge Borough

Guildford Borough

Mole Valley District

Reigate & Banstead Borough

Surrey Heath Borough

Tandridge District

Waverley Borough

\* 3. Who is your county councillor?

\* 4. What is your preferred method of engagement/communication with your county councillor?

The county councillor attending parish meetings

Email

Telephone

Newsletters

Other (please specify)

\* 5. Does your county councillor attend your meetings -

Regularly **-IF THIS GO TO QUESTION 6**

Occasionally **- IF THIS GO TO QUESTION 6**

Not at all **-IF THIS GO TO QUESTION 7**

Other (please specify)

\* 6. Do they have input/provide an update at the meeting -

ONLY ANSWER THIS QUESTION IF  
YOU ANSWERED "REGULARLY"  
OR "OCCASIONALLY"  
AT Q5

Throughout the meeting

As an agenda item

Not at all

\* 7. Do you know the reason why they do not attend the meetings?

- Yes
- No

ONLY ANSWER THIS QUESTION IF YOU ANSWERED "NOT AT ALL" AT Q5

If yes, please specify an example reason

\* 8. Do you have easy access to your county councillor outside of meetings?

Regularly

Occasionally

IF EITHER OF THESE GO TO Q9

Not at all - IF THIS GO TO Q10

ONLY ANSWER THIS IF ANSWERED  
/ "REGULARLY" OR "OCCASIONALLY" AT Q8

\* 9. Can you provide examples of accessing your county councillor outside of meetings?

— ONLY ANSWER THIS IF ANSWERED  
"NOT AT ALL" AT Q8

\* 10. What is the reason for the council not having access to its county councillor outside of meetings?

**\* 11. Do you include your county councillor on the following circulation list(s)?**

Parish/town council newsletter circulation

Meeting agenda/minutes circulation

Both

Neither

Other (please specify)

**12. Can you provide an example(s) of where your county councillor has provided support and/or has been particularly helpful?**

**13. Finally, do you have any other comments or suggestions regarding communication with your county councillor?**

Dear Colleague,

**Pre-consultation on proposed dog fouling and dog control Public Space Protection Orders for the borough of Waverley**

This year, Waverley Borough Council wants to set up a borough-wide Public Space Protection Order (PSPO) to combat dog fouling and a second PSPO to target a lack of dog control in specified parts of the borough, parks and green spaces. We'd like to hear your views on our proposals.

PSPOs, which come under the Anti Social Behaviour, Crime and Policing Act 2014, can be used to deal with a range of issues that can cause nuisances or problems in a particular area and that impact on the community. They work by imposing conditions on an area, which apply to everyone.

PSPOs do not impact the majority of law-abiding people; they allow them to enjoy public spaces, protect the natural environment and combat anti-social behaviour. Many of the powers that the PSPOs will provide are discretionary and allow for some leniency in certain circumstances, where it is appropriate. The council has also carried out an equality impact assessment, which has resulted in a number of exemptions that are laid out in the orders.

However, breaching a PSPO without a reasonable excuse is an offence and, as a result, the council or police can carry out enforcement action and issue fixed penalty notices to offenders. Failure to pay the fixed penalty could result in prosecution.

The council monitors the number of reports it receives about dog related issues and this data has helped to form the PSPO proposals.

Copies of the latest draft orders are attached for your information and consideration.

The dog fouling order covers the entire borough, requiring the person in control of the dog to dispose of its faeces in an appropriate way.

The dog control order covers the issues of:

- requiring dogs to be on leads in certain circumstances, including in specified areas and during summer seasons to protect ground nesting birds and other wildlife
- exclusion of dogs from designated areas, such as children's play areas
- a specified limit of the number of dogs that can be under the control of a single person.

We'd like to get your views on:

1. Whether the proposed orders are appropriate and proportionate for the issues.
2. Whether there are any other aspects of irresponsible dog ownership that have not been covered by the current proposals that you think should be. Please include any evidence you have.
3. Whether there are any areas of land that are not included in the schedules in the current proposals (e.g. land owned by town and parish councils or other organisations) that are affected by the issues covered in the draft orders or any land that you think should be included but isn't.
4. What other issues of anti-social behaviour you think impact your community and should be subject to enforcement.

Please give us your views by 5.15pm on Wednesday 28 February 2018. You can do this by either:

1. Completing our online survey:  
<https://www.surveymonkey.co.uk/r/9S9F6DT>
2. Emailing: [waste@waverley.gov.uk](mailto:waste@waverley.gov.uk) (please include dog PSPO in the subject line)
3. Writing to: Richard Homewood, Head of Environmental Services, Waverley Borough Council, The Burys, Godalming, GU7 1HR

We will use your feedback to update the proposals before holding a borough-wide consultation with the general public.

If you have any questions please contact myself by emailing [richard.homewood@waverley.gov.uk](mailto:richard.homewood@waverley.gov.uk) or Matthew Nicholls on [matthew.nicholls@waverley.gov.uk](mailto:matthew.nicholls@waverley.gov.uk).

Yours sincerely,

**Richard Homewood**  
Head of Environmental Services

## **Waverley Borough Council**

### **The Anti-Social Behaviour, Crime and Policing Act 2014**

#### **Part 4, Section 59**

#### **The Public Spaces Protection Order (No 1) – Waverley Borough Council 2018**

Waverley Borough Council (the Council) in exercise of the power under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following order:

#### **Dog fouling of land**

1. Any person in charge of a dog in a public place within the Restricted Area shall be in breach of this Order if he/she at any time fails to remove the faeces from the land forthwith and dispose of it in an appropriate receptacle such as a litter or dog waste bin, unless:
  - a. he/she has a reasonable excuse for failing to do so; or
  - b. the owner, occupier or other person or authority having control of the relevant land has consented to his failing to do so.
2. It will be an offence for any person in charge of a dog to fail to provide evidence of the means of a suitable device or means to pick up dog faeces when requested to do so by an authorised officer.
3. Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.

#### **Definitions**

4. The Authority means Waverley Borough Council (the Council).
5. Authorised Officer means an employee of the Council, police officer, police community support officer, or other person who is authorised in writing by the Council.
6. Person in charge means the person who has the dog in his/her possession, care or company at the time the relevant offence is committed, or the person who habitually has the dog in his/her possession, care or company.
7. Relevant Land means the piece of land in the Restricted Area.
8. Restricted Area means the land designated in the Schedule of Land to this Order.
9. This Order comes into force on [            ] and will remain in force for a period of three years from that date unless extended by further order under the Council's statutory powers.

#### **Exemptions**

10. Nothing in this order shall apply to a person who –

- a. is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or,
- b. has a disability which affects his/her mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise, move everyday objects, in respect of a dog trained by a prescribed charity and upon which he/she relies for assistance.

### **Penalty**

11. Any person who without reasonable excuse fails to comply with this Order shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.
12. An Authorised Officer may issue a fixed penalty notice to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order.

### **SCHEDULE OF LAND**

This order applies to all land in the area of Waverley Borough Council that is open to the air and to which the public are entitled or permitted to have access (with or without payment). For the purposes of this Schedule, land which is covered is to be treated as land which is open to the air if it is open to the air on at least one side.

## Waverley Borough Council

### The Anti-Social Behaviour, Crime and Policing Act 2014

#### Part 4, Section 59

#### The Public Spaces Protection Order (No 2) – Waverley Borough Council 2018

Waverley Borough Council (the Council) in exercise of the power under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following order:

##### **1. Dogs on leads**

1a. A person in charge of a dog shall be guilty of an offence if he or she, at any time, on any land in the Restricted Area specified in schedule 1 does not keep the dog on a lead unless –

- (i) he/she has a reasonable excuse for failing to do so: or
- (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

##### **2. Dogs on leads by direction**

2a. A person in charge of a dog in a public place shall be shall be guilty of an offence if she/he at any time, on any land in the Restricted Area specified in schedule 2 does not comply with a direction given by an Authorised Officer to put and keep the dog on a lead, unless-

- (i) he/she has a reasonable excuse for failing to do so: or
- (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

##### **3. Dogs on leads (seasonal : to protect ground nesting birds and other wildlife)**

3a. A person in charge of a dog in a public place shall be shall be guilty of an offence if she/he at any time between 1st May and 31st July within the Restricted Area specified in Schedule 3 does not keep the dog on a lead unless-

- (i) he/she has a reasonable excuse for failing to do so: or
- (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

##### **4. Exclusion of Dogs from designated areas**

4a. A person in charge of a dog shall be guilty of an offence if, at any time, he/she takes the dog onto, or permits the dog to enter or to remain on, any land within the Restricted Area specified in schedule 4, unless -

- (i) he/she has a reasonable excuse for failing to do so: or
- (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

## **5. Specified Number of Dogs**

5a. A person found to be in charge of more than five dogs at the same time whilst in a public place within the Restricted Area in schedule 5 shall be guilty of an offence, unless:

- (i) he/she has a reasonable excuse for failing to do so: or
- (ii) the owner, occupier or other person or authority having control of the land has given consent (generally or specifically) to them failing to do so.

## **Definitions**

6. The Authority means Waverley Borough Council (the Council).

7. Authorised Officer means an employee of the Council, police officer, police community support officer, or other person who is authorised in writing by the Council.

8. Person in charge means the person who has the dog in his/her possession, care or company at the time the relevant offence is committed, or the person who habitually has the dog in his/her possession, care or company.

9. Each of the following is a 'prescribed charity': Dogs for the Disabled (registered charity number 700454), Support Dogs Limited (registered charity number 1088281) and Canine Partners for Independence (registered charity number 803680)

10. Relevant Land means the piece of land in the Restricted Area.

11. Restricted Area means the land designated in the Schedule of Land to this Order.

12. This Order comes into force on [ ] and will remain in force for a period of three years from that date unless extended by further order under the Council's statutory powers.

## **Exemptions**

13. Nothing in this Order shall apply to a person who –

- a. is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948;
- b. is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he/she relies for assistance;
- c. has a disability which affects his/her mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise, move everyday objects, in respect of a dog trained by a prescribed charity and upon which he/she relies for assistance; or
- d. has an accredited assistance dog.

## **Penalty**

14. Any person who without reasonable excuse fails to comply with this Order shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1,000).

15. An Authorised Officer may issue a fixed penalty notice to anyone he or she has reason to believe has committed an offence under section 67 of the Act in relation to this Order.

## **SCHEDULE OF LAND**

This order applies to all land in the Borough of Waverley that is open to the air and to which the public are entitled or permitted to have access (with or without payment). For the purposes of this Schedule, land which is covered is to be treated as land which is open to the air if it is open to the air on at least one side.

Restricted Area – schedule 1 – dogs on lead

All public roads, pavements and footways, (the pedestrianised roads) within the Borough of Waverley, or any grass verge which is adjacent to the carriageway or footway and which is maintainable at public expense, and all cemeteries, churchyards, small parks and open spaces listed below:-

<b>DOL/CBID</b>	<b>Cemeteries and churchyards</b>
WAV/DOL/CB001	Birtley Road Cemetery, GU5
WAV/DOL/CB002	Derby Road Cemetery, GU27
WAV/DOL/CB003	Shottermill Cemetery, GU27
WAV/DOL/CB004	St Andrew's Cemetery, GU9
WAV/DOL/CB005	St Bartholomew's Cemetery, GU27
WAV/DOL/CB006	St John's Cemetery, GU7
WAV/DOL/CB007	St Peter and St Paul's Cemetery, GU7
WAV/DOL/CB008	St Stephen's Cemetery, GU27
WAV/DOL/CB009	Thursley Road Cemetery, GU8
WAV/DOL/CB010	Weycombe Road Cemetery, GU27
<b>DOL/OSID</b>	<b>Small Parks and Open Spaces</b>
WAV/DOL/OS001	Batting Garden, GU9
WAV/DOL/OS002	Boundstone Recreation Ground, GU10
WAV/DOL/OS003	Cranleigh Fountain Square and War Memorial, GU6
WAV/DOL/OS004	Evelyn Borelli Garden of Rest, GU9
WAV/DOL/OS005	Hallifax Gardens, GU10
WAV/DOL/OS006	Lammas Lands, GU7
WAV/DOL/OS007	Mardens Recreation Ground, GU9
WAV/DOL/OS008	Woolmer Hill Estate - Lower Hanger Recreation Ground, GU27

Restricted Area – schedule 2 – dogs on lead by direction

All public places within the whole area of Waverley Borough Council.

Restricted Area – schedule 3 – dogs on lead (seasonal : to protect ground nesting birds and other wildlife)

All public places within the area of Waverley Borough Council listed below:-

WAV/DSC/001	Bealeswood Common, GU10
WAV/DSC/002	Blackheath Common, GU4
WAV/DSC/003	Frensham Common, GU10
WAV/DSC/004	Frensham Flashes, GU10
WAV/DSC/005	Frensham Great Pond, GU10
WAV/DSC/006	Gostrey Meadow, GU9

WAV/DSC/007	Lammas Lands, GU7
WAV/DSC/008	Mare Hill, GU8
WAV/DSC/009	The Phillips Memorial Park, GU7

Restricted Area – schedule 4 – exclusion of dogs from designated areas

All public places within the area of Waverley Borough Council listed below:-

Children's Fenced and Unfenced Play Areas, Skate Parks, Ball Courts and Multi Use Games Area (MUGA)

WAV/DE/CP001	Aarons Hill Play Area, GU7
WAV/DE/CP002	Aarons Hill Skate Park, GU7
WAV/DE/CP003	Abbotts Cottages Play Area, GU10
WAV/DE/CP004	Amberley Road Play Area, GU8
WAV/DE/CP005	Badshot Lea Green Play Area, GU9
WAV/DE/CP006	Baldreys Play Area, GU9
WAV/DE/CP007	Beacon Hill Play Area, GU26
WAV/DE/CP008	Beldhams Basketball Hoop
WAV/DE/CP009	Beldhams Play Area, GU9
WAV/DE/CP010	Border Road Play Area, GU27
WAV/DE/CP011	Bourne Play Area, GU10
WAV/DE/CP012	Broadwater Park MUGA, GU7
WAV/DE/CP013	Broadwater Park Play Area, GU7
WAV/DE/CP014	Canon Bowrings Basketball Hoop, GU7
WAV/DE/CP015	Canon Bowrings Play Area, GU7
WAV/DE/CP016	Chestnut Way Play Area, GU5
WAV/DE/CP017	Combe Road Play Area, GU7
WAV/DE/CP018	Chiddingfold Play Area, GU8
WAV/DE/CP019	Cranleigh Leisure Centre Basketball Hoop, GU6
WAV/DE/CP020	Cranleigh Leisure Centre Skate Park, GU6
WAV/DE/CP021	Crownpits Play Area, GU7
WAV/DE/CP022	Downhurst Road Play Area, GU6
WAV/DE/CP023	Eight Acres Play Area, GU26
WAV/DE/CP024	Farnham Leisure Centre Skate Park (Narm), GU9
WAV/DE/CP025	Farnham Park - Adventure Play Area, GU9
WAV/DE/CP026	Farnham Park - St James Play Area, GU9
WAV/DE/CP027	Forty Degreez Basketball Court, GU9
WAV/DE/CP028	Gostrey Meadow Play Area, GU9
WAV/DE/CP029	Grayswood Play Area, GU27
WAV/DE/CP030	Hale Recreation Ground MUGA, GU9
WAV/DE/CP031	Hale Recreation Ground Play Area, GU9
WAV/DE/CP032	Hale Recreation Ground Tennis Courts, GU9
WAV/DE/CP033	Hascombe Play Area, GU8
WAV/DE/CP034	Haslemere Leisure Centre Skate Park, GU27
WAV/DE/CP035	Haslemere Leisure Centre MUGA, GU27
WAV/DE/CP036	Haslemere War Memorial Recreation Ground Play Area, GU27

WAV/DE/CP037	Haslemere War Memorial Recreation Ground Tennis Courts, GU27
WAV/DE/CP038	Heath End Play Area, GU9
WAV/DE/CP039	High Lane Play Area, GU27
WAV/DE/CP040	Holloway Hill MUGA, GU7
WAV/DE/CP041	Holloway Hill Play Area, GU7
WAV/DE/CP042	Holloway Hill Tennis Courts, GU7
WAV/DE/CP043	Langhams Play Area, GU7
WAV/DE/CP044	Lashmere Play Area, GU6
WAV/DE/CP045	Longbourne Green Play Area, GU7
WAV/DE/CP046	Lower Hanger Play Area, GU27
WAV/DE/CP047	Middlefield Play Area, GU9
WAV/DE/CP048	Middlemarch Play Area, GU8
WAV/DE/CP049	Morley Road Play Area, GU9
WAV/DE/CP050	Oak Cottages Play Area, GU27
WAV/DE/CP051	Oast House Crescent Play Area, GU9
WAV/DE/CP052	Ockford Ridge MUGA, GU7
WAV/DE/CP053	Ockford Ridge Play Area, GU7
WAV/DE/CP054	Peakfield Play Area, GU10
WAV/DE/CP055	Queensway Play Area, GU6
WAV/DE/CP056	Roman Way Play Area, GU9
WAV/DE/CP057	Rowledge Play Area, GU10
WAV/DE/CP058	Rowledge Recreation Ground Tennis Courts, GU10
WAV/DE/CP059	Runfold Play Area, GU10
WAV/DE/CP060	Sandy Hill Topfield MUGA, GU9
WAV/DE/CP061	Sandy Hill Top Field Play Area, GU9
WAV/DE/CP062	Shepherds Way Play Area, GU10
WAV/DE/CP063	Sicklemill Play Area, GU27
WAV/DE/CP064	Springfield Play Area, GU8
WAV/DE/CP065	The Burys Field Skate Park, GU7
WAV/DE/CP066	The Chantrys MUGA, GU9
WAV/DE/CP067	The Chantrys Play Area, GU9
WAV/DE/CP068	The Phillips Play Area, GU7
WAV/DE/CP069	Tilford Road Play Area, GU26
WAV/DE/CP070	Town Meadow Play Area, GU27
WAV/DE/CP071	Wentworth Close Play Area, GU9
WAV/DE/CP072	Weybourne Recreation Ground Tennis Courts, GU9
WAV/DE/CP073	White Cottage Close Play Area, GU9
WAV/DE/CP074	Woolmer Hill Estate - Hatchetts Drive Play Area, GU27
WAV/DE/CP075	Wrecclesham Recreation Ground Play Area, GU10
WAV/DE/CP076	Wrecclesham Recreation Ground Tennis Courts, GU10

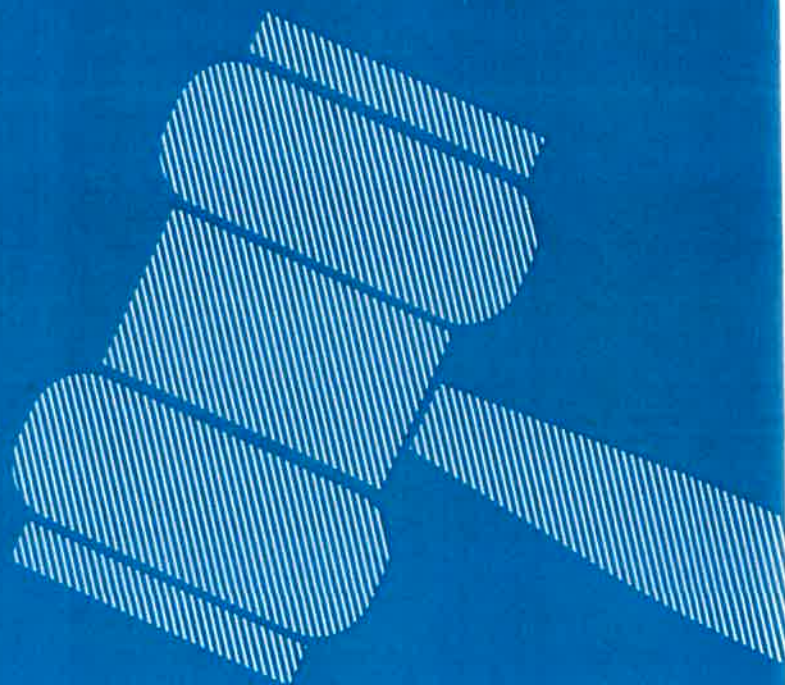
Restricted Area – schedule 5 – specified numbers of dogs

All public places within the whole area of Waverley Borough Council.

**My Community**

**Community** Right to Bid

# Understanding the Community Right to Bid



The Social  
Investment  
Business



# Understanding the Community Right to Bid

The Community Right to Bid (Assets of Community Value in legislation) is one of a raft of new initiatives introduced in the Localism Act 2011, and comes into force when it has completed its final Parliamentary stage in Autumn 2012.

The Community Right to Bid allows communities and parish councils to nominate buildings or land for listing by the local authority as an asset of community value. An asset can be listed if its principal use furthers (or has recently furthered) their community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business and to make a bid to buy the asset on the open market.

## Background

### The Localism Act

The Localism Act 2011 includes new freedoms and flexibilities for local government. It also introduces new rights and powers for individuals and communities to take over public services, community assets and influence planning and development. This includes the Community Right to Bid. The other main new rights are Community Right to Challenge and Community Right to Build.

## The other Community Rights

### Community Right to Build

Community Right to Build is a new power that gives local organisations the right to bring forward small-scale community-led

developments. The new right forms part of the Neighbourhood Planning provisions in the Localism Act that give parish councils, or neighbourhood forums the right to develop plans for their area. Development proposals in neighbourhood plans, and Community Right to Build will need to be agreed through an independent examination, and have the agreement of 50% of people who vote through a community referendum. Local Authorities have a duty to assist and advise community organisations, which are also free to involve partners such as developers or housing associations.

### Community Right to Challenge

Community Right to Challenge is the right for community organisations to say that they are interested in running a particular public service and potentially get the chance to bid to do this. If a community group, charity, parish council or group of public sector staff identifies a service they would like to run then they can submit an expression of interest to the authority. If accepted this will trigger a procurement exercise. The interested group will then most likely need to compete with others in a competitive tendering process.

### Community Asset Transfer

Community Asset Transfer is the transfer of management and/or ownership of land or buildings from a public body to a community-based organisation, at less than market value, in order to promote social, economic or environmental well-being.

The Community Right to Bid is sometimes confused with Community Asset Transfer. Although they share some of the same objectives, these are substantively different

mechanisms that communities can use to acquire land and buildings. The crucial differences are:

- Community Asset Transfer is the transfer of ownership or management of publicly owned assets, whereas the Community Right to Bid applies to some public and some privately owned assets.
- Community Asset Transfer is the transfer of management or ownership at less than market value. Community Right to Bid gives a window of opportunity for a community group to compete to buy an asset on the open market.
- Community Asset Transfer is a voluntary process entered into proactively by public bodies. The Community Right to Bid is a pre-emptive legal right pertaining to communities.

## How the Community Right to Bid will work

### The Legislation

How the Community Right to Bid works is set out in the Localism Act and Regulations:

With the Community Right to Bid, Local Authorities must keep a 'List of Assets of Community Value'; the legislation sets out in detail the process they must enter into and what information they must include.

The legislation also outlines the definition of an asset of community value, what groups can legitimately nominate, the appeals process for land owners, timescales for groups interested in buying land or property on the list, and compensation available to the owners of land or property on the list.

### What is an Asset of Community Value?

A building or other land is an asset of community value if its main use has recently been or is presently used to further

the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that "social interests" include cultural, recreational and sporting interests.

The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium. These include homes, hotels, assets being transferred between kindred businesses, and Church of England land holdings.

### Who can nominate Assets of Community Value

A number of community organisations can nominate land and buildings for inclusion on the list: parish councils, neighbourhood forums (as defined in Neighbourhood Planning regulations), unconstituted community groups of at least 21 members, not-for-private-profit organisations (e.g. charities).

Community organisations also have to have a local connection, which means their activities are wholly or partly concerned with the area, or with a neighbouring authority's area.

### Decisions and appeals

If a community organisation nominates land or buildings that meet the definition of an Asset of Community Value, and the nomination process was undertaken correctly (i.e. came from a group entitled to nominate), then the Local Authority must include the asset on its list. Assets will remain on the list for at least 5 years.

If the council decides that the nomination doesn't meet the criteria, then they must write to the group who nominated the asset and provide an explanation. They must also keep a list of unsuccessful nominations for at least 5 years.

Landowners can ask local authorities to review the inclusion of an asset on the list, and this triggers an appeal to an independent body, called a First Tier Tribunal.

### **Moratorium Periods**

The Community Right to Bid does not give the right of first refusal to community organisations to buy an asset that they successfully nominate for inclusion on the local authority's list. What it does do is give time for them to put together the funding necessary to bid to buy the asset on the open market.

If an owner wants to sell property/land that is on the list, they must tell the local authority. If the nominating body is keen to develop a bid, they can then call for the local authority to trigger a moratorium period, during which time the owner cannot proceed to sell the asset.

There are two moratorium periods. Both start from the date the owner of the asset tells the local authority of their intention to sell. The first is the interim moratorium period, which is 6 weeks, during which time a community organisation can decide if they want to be considered as a potential bidder. The other is a full moratorium period, which is six months, during which a community organisation can develop a proposal and raise the money required to bid to buy the asset.

The regulations list some situations where the Moratorium will not be applied, even when it is an Asset of Community Value on the list. These exceptions include the sale of assets from one partner or another (for example in a divorce).

### **Funding**

In August 2012, the government announced grant funding which community organisations can apply for in order to make use of the Community Right to Bid or Community Asset Transfer. The Social Investment Business is managing the £16 million grants programme 'Community Ownership and Management of Assets' on behalf of the Department for Communities and Local Government.

### **Glossary**

- Assets of Community Value – building or land used to further the social wellbeing in particular, though not exclusively, the cultural, recreational or sporting interests of the local community
- Community organisation – parish council, charity, community group, neighbourhood forum, not-for-profit company
- Disposal of land/property – sale
- First Tier Tribunal – independent body to decide on appeals by owners against assets being listed, and against decisions on compensation
- Local connection – the connection that community organisations have with the area that the asset in question is in
- Moratorium period – periods during which a sale cannot go through, which community organisations can consider if they are a potential bidder, and if so, time to raise the money to buy
- Not-for-profit company – companies whose activities benefit the community and who reinvest surplus made from trading back into the community (often called Social Enterprises or Community Interest Companies)

**List of Assets of Community Value in Waverley Borough**  
(Properties highlighted yellow have been nominated but not yet listed)

Reference	Nomination Validation Date	Name and Address of Asset			Postcode	Boundary Map	Listing Decision Date	6 Year Expiry Date	Date of Review Decision	Date of Appeal Decision (if applicable)	Notice of Intention to Dispose Receipt Date	Interim Moratorium Period Expiry	Full Moratorium Period Expiry	Protected Period Expiry	Date Removed From Asset List
		Line 1	Line 2	Street											
ACV/0344	07/03/2013	The Villagers Public House	Blackheath Lane	Blackheath	GU4 8RB	<a href="#">View plan</a>	02/05/2013	01/05/2018	12/11/2013	17/01/2014	23/11/2015	04/01/2016	23/06/2016	23/06/2017	21/10/2016
ACV/0343	11/04/2013	Cranleigh Village Hospital	High Street	Cranleigh	GU6 8AE	<a href="#">View plan</a>	05/06/2013	04/06/2018							
ACV/0654	23/07/2013	Haslemere Police Station	West Street	Haslemere	GU27 2AB	<a href="#">View plan</a>	17/09/2013	16/09/2018			05/11/2013	17/12/2013	05/06/2014	05/06/2016	
ACV/0783	22/08/2013	Rowledge Village Hall	The Long Road	Rowledge	GU10 4DH	<a href="#">View plan</a>	17/10/2013	16/10/2018			09/11/2016	21/12/2016	09/05/2017	09/05/2018	
ACV/1257	13/01/2014	White Horse Pub	The Street	Hascombe	GU8 4JA	<a href="#">View plan</a>	24/02/2014	23/02/2019	15/07/2014						
ACV/1330	03/02/2014	Alford Stores	Loxwood Road	Alford	GU6 8ER	<a href="#">View plan</a>	28/03/2014	27/03/2019							
ACV/2443	23/01/2015	The Haslemere Youth Campus	Wey Hill	Haslemere	GU27 1BX	<a href="#">View plan</a>	18/03/2015	17/03/2020							
ACV/2673	09/02/2015	The Georgian Hotel	High Street	Haslemere	GU27 2JY	<a href="#">View plan</a>	02/04/2015	01/04/2020	20/07/2015	N/A	N/A	N/A	N/A	N/A	21/07/2015
ACV/3035	21/07/2015	The Sun Inn	The Common	Dunstable	GU8 4LE	<a href="#">View plan</a>	30/07/2015	29/07/2020							
ACV/3216	16/08/2016	Chiddingfold Ex-Servicemen's Club	Woodsides Road	Chiddingfold	GU8 4DD	<a href="#">View plan</a>	21/09/2016	20/09/2020	04/02/2016		08/02/2016	21/03/2016	08/08/2016	08/08/2017	07/11/2017
ACV/3981	17/05/2016	The Bulls Head PH	The Street	Ewhurst	GU6 7QD	<a href="#">View plan</a>	04/07/2016	03/07/2021			13/03/2017	02/05/2017			
ACV/344-1	24/10/2016	The Villagers Public House	Blackheath Lane	Blackheath	GU4 8RB	<a href="#">View plan</a>	02/03/2017	01/03/2022							
ACV/4597	30/01/2017	The Cherry Tree Public House	Cherry Tree Road	Rowledge	GU10 4AB	<a href="#">View plan</a>									

**List of unsuccessful Community Nominations**

Reference	Nomination Validation Date	Name and Address of Asset			Postcode	Boundary map of Asset	YEAR	Reason asset is not listed
		Line 1	Line 2	Street				
ACV/0065	15/03/2013	Brightwell House and Former Redgrave Theatre		Farnham		<a href="#">View plan</a>	2013	a) There is no actual current use or use in the recent past of the building that furthers the social wellbeing or social interests of the local community, and (b) it is not realistic to think that the building will further the social wellbeing or social interests of the local community again during the next five years
ACV/0474	07/03/2013	Brightwell Garden Courts and Former Brightwell Bowling Green		Farnham		<a href="#">View plan</a>	2013	a) It is not realistic that the land can continue to be used in its present form as open space, a bowling green and tennis courts because it is part of a site that has planning permission for redevelopment; and therefore (b) it is not realistic to think that the building will further the social wellbeing or social interests of the local community again during the next five years.
ACV/2573	09/02/2015	The Georgian Hotel	37-41	Haslemere	GU27 2JY	<a href="#">View plan</a>	2015	It is considered that whilst the Georgian falls within the definition of residence contained in Schedule 1 to the Assets of Community Value (England) Regulations 2012/2421, it is a residence of the kind excepted in Schedule 1(5) and could be listed as an asset of community value. The Council considered however that whilst the hotel could be listed at some time in the future, at the present time the use of the facilities by the community and by extension the community benefit is disproportionate and ancillary to the use of the hotel for accommodation purposes and therefore the building should not be listed.
ACV/3978	N/A	The Jolly Sailor	64	Farnham	GU9 7EH	<a href="#">View plan</a>	2016	The nomination was submitted by CAMRA Surrey Hants branch. The Council does not consider that CAMRA or its Surrey & Hants branch is eligible to nominate an asset for inclusion in Waverley's list of Assets of Community Value. The eligibility requirements in the Assets of Community Value (England) Regulations 2012/2421 have not been met. It is not considered that CAMRA has a local connection with Waverley and CAMRA has not provided evidence that it applies its surplus wholly or partially for the benefit of Waverley.
ACV/0344	07/03/2013	The Villagers Public House		Blackheath	GU4 8RB	<a href="#">View plan</a>	2016	Removed from Asset list by Waverley Borough Council

**Centenary Garden Cashbook**

Date	Receipt	Balance	Payment	
30/11/2017	£100	£100.00		
06/12/2017	£10	£110.00		
04/12/2017	£20	£130.00		
07/12/2017	£20	£150.00		
14/12/2017	£2,500	£2,650.00		
19/12/2017	£120	£2,770.00		
20/12/2017	£100	£2,870.00		
21/12/2017	£500	£3,370.00		
27/12/2017	£50	£3,420.00		
05/01/2018	£30	£3,450.00		
16/01/2018	£250	£3,700.00		
19/01/2018	£200	£3,900.00		
22/01/2018	£1,000	£4,900.00		
25/01/2018		£4,650.00	Diego Artwork	£250.00
		£2,327.09	Van Arnhem Nurseries	£2,322.91
26/01/2018	£20	£2,347.09		
29/01/2018	£20	£2,367.09		
01/02/2018	£2,000	£4,367.09		
02/02/2018	£5,000	£9,367.09		
		£9,367.09		

Item	Action	Responsibility	Volunteers Needed	Cost	12/02/2018	19/02/2018	26/02/2018	05/03/2018	12/03/2018	19/03/2018	26/03/2018	02/04/2018	09/04/2018
Artwork	Purchase artwork and copyright	BB		250									
Artwork	Signed copyright agreement	BF		0									
Utilities	Check for underground services	NB	Jewsons	47.04									
Silver birch trees	Order from Arnhem Nurseries	BB		2500									
	Site Risk Assessment	BB		0									
	Volunteers personal accident and public liability insurance	BB		0									
	Obtain public liability, personal accident and PPE info from Lenmark	BB		0									
	Digger/dumper insurance	BB		0									
	Driver licence checks	SS		0									
	Order HERAS Fencing	BB	Brandon Hire	170									
	Order digger/dumper	BB	Jewsons	0									
	Order topsoil	BB	Guilford Tipper	0									
	Order drain pipework	BB	Jewsons	0									
	Order cable ducting	BB	Jewsons	0									
	Order Lenmark help	BB	Cala	0									
	Order sharp sand and cement from Cala	BB	Cala	0									
	Order brendon paving from Stonescapes	BB	Stonescapes	0									
	Order delivery of pavers	BB	Weinerberger	0									
	Order bare root plants	BB	Van Arnhem Nurseries	800									
	Order steel poppies	BB	Cranleigh Forge	1000									
	PPE checks for volunteers	BB		0									
Site Security	Take delivery of HERAS Fencing	NB		2					1				
Site Security	Volunteers to load/unload fencing	BF		2					1				
Site Security	Move HERAS Fencing across to site	NB		2					1				
Site Security	Install HERAS Fencing	NB		2					1				
Site Security	Create lockable compound for plant	NB		2					1				
Site Security	Install Site Safety sign and information signs	NB		0					1				
Groundworks	Digger/dumper delivery	BB		0					1				
Groundworks	Move to compound	NB		2					1				
Groundworks	Mark out site layout using rope pins	BF		2					1				
Groundworks	Excavate gathering area	GB + BF		2					1				
Groundworks	Soil removal - load on to trailer	BF		2					2				
Groundworks	Excavate drain	GB + BF		2					384				
Groundworks	Lay drain pipe provided by Jewsons	GB		2					384				
Groundworks	Excavate cable ducts	GB + BF		2					5				
Groundworks	Lay cable ducts	GB		2						6			
Groundworks	Excavate line of path	GB + BF		2						7			
Groundworks	Clear areas for planting	GB + BF		2						8			
Groundworks	Cranleigh School to help with planting	BF		10						8			
Groundworks	Create undulations	GB + BF		2						9			
Path	Lay topsoil donated from Guilford Tipper	GB + BF		2						10			
Path	Prepare base using sharp sand donated by Cala/Lenmark	GB		2						11			
Path	Lay brendon path	GB		2						12-13			
Planting	Silver birch trees	GB		10						14-15			
Planting	Bare root hedging	GB		10						16-17			
Gathering Area	Plant steel poppies	GB		2						18-19			
Gathering Area	Transport pavers from pavilion to site	NB		3						20			
Gathering Area	Installation of pavers	GB	Lenmark	0									21
	Removal of waste	GB + BF		2									22
	Removal of fencing	NB		2									24

# Risk assessment form

Activity: Centenary Garden Stage 1 Delivery

Assessment date: 05 February 2018

Hazard and risk	People at risk	Optional controls	Our controls	Risk level	Responsibility
<b>Site Management</b> - Fencing collapse - Break ins	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Site responsibility identified</li> </ul>	Site safety sign Site ownership sign Responsibility for each stage of work clearly identified in Delivery Plan In touch system to manage volunteers on site Contact details for Clerk out of hours Contact details for access to health out of hours	L L M L L L	NB NB BB BF BF BB
<b>Site Fencing</b> - Fencing collapse - Break ins	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Site responsibility identified</li> </ul>	Transportation of fencing to site Installation of fencing Fencing security Site responsibility for daily check of fencing Removal of fencing	M L M M M	NB NB NB NB + BF NB
<b>Excavations</b> - Trips - Falls - Vehicular movements	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Site responsibility identified</li> <li>Banksman for all vehicle movements</li> </ul>	Site responsibility for excavations Banksman for vehicle movements PPE for volunteers	H H M	GB BF BB
<b>Planting</b> - Trips - Falls - Heavy Lifting	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Site responsibility for allocation of work</li> </ul>	Responsibility for allocation of work Check of site to identify trip hazards Training on lifting techniques	L M M	GB GB GB
<b>Ditches</b> - Injury - Infectious disease.	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Area fenced to keep members of the public out.</li> </ul>	Welfare facilities available for handwashing Open ditches marked with hazard tape and rope pins	L M	BB GB
<b>Unexpected find in excavation</b>	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Area fenced to keep members of the public out.</li> </ul>	Records checked, location of sewer identified Grounds Manager to check site with cable avoidance tool prior to commencement of excavations Site work to stop if ordnance found	L M H	BB NB BF

# Risk assessment (continued)

Assessment date: 05 February 2018

Activity: Centenary Garden Stage 1 Delivery

Hazard and risk	People at risk	Optional controls	Our controls	Our future controls	Risk level	Responsibility
<b>Materials Storage</b> - Trips - Falls	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Separate compound for materials storage</li> </ul>	Grounds Manager to supervise delivery of materials to compound Access to compound limited Pavers to be stacked up to 0.5m high to ensure good compound visibility and safe manual handling techniques Sand and topsoil to be stored in compound with easy access for wheelbarrows		M H M M	NB BF NB NB
<b>Vehicles</b> - Injury accidents	Employees Volunteers Members of the public	<ul style="list-style-type: none"> <li>Driving of vehicles limited to named individuals</li> </ul>	Tractor and trailer to transport materials to and from site Digger and dumper for excavations. Named driver GB and Banksman BF at all times. Licence check for digger/dumper driver. Personal accident and public liability insurance for digger/dumper driver Theft and damage insurance for digger/dumper		H H M M M	NB/JP GB SS BB BB
<b>Welfare Facilities</b>	Employees Volunteers	<ul style="list-style-type: none"> <li>Toilets, kitchen available</li> </ul>	Toilets and kitchen available at Council Office weekdays and Youth Centre weekends First Aid kit No lone working on site		L M	BF BF
<b>Volunteers</b> - Accident.	Volunteers	<ul style="list-style-type: none"> <li>Responsibility for volunteer management identified</li> </ul>	Responsibility for management of pool of volunteers In touch contact system for booking on and off site Training for volunteers in their task		M L L	BF BF BF
<b>Contractors</b> - Accident.	Contractors	<ul style="list-style-type: none"> <li>Responsibility for management of contractors identified</li> </ul>	Responsibility for management of contractors on site Copy of contractors personal accident and public liability insurance Copy of contractors risk assessment for task		M L L	BF BB BB

Assessor's signature:

Clerk's signature:

Date:

Date:

# Centenary Garden at Cranleigh

## Health & Safety Assessment

The project as a whole will involve the use of a Mini-Digger-JCB-8014X-1-5-ton and a mini dumper truck-I1600-1 for stage 1. Other work will involve manual digging and shovelling with spades and further horticultural work with spades, trowels, hammers in stage 1 and 2.

In stage 2 there will be work which will involve pipe laying, 'mole-ing' and electrical connection.

### Stage 1

1. When plant is being used there will be a maximum of three volunteers, including the operator, on site at any one time. This is so the operator is aware at anytime of the position of other workers. Likewise the volunteers must always be aware of the position and movement of plant.
2. Workers must at all times when using spades be conscious that harm can be done to themselves and others through the misuse of spades, for example cutting through feet etc.
3. Protective shoes and high-viz jackets should be worn. Gardening gloves would protect hands.
4. Do not lift anything that could do harm to your back.
5. Be aware at all times of the ground around you, as there could be holes in which you could trip up or fall back into.
6. Follow the instructions of the person responsible for Health & Safety on site.
7. When minors are on site they should always have a responsible parent in attendance. When minors from school are onsite then a responsible teacher must be in attendance and in case of accident and the teacher needs to be with the injured, then at least two adults must also be in attendance to look after the other minors, until further help comes from the school.

### Stage 2

8. In addition to stage 1 when electricity is connected a professional electrician would be employed to carry out the connections. The use of any machine would need to be carried out as per the instructions.

## Clerk

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**From:** Brian Freeston <brianfcpc@gmail.com>  
**Sent:** 22 January 2018 17:19  
**To:** Clerk  
**Subject:** Centenary Garden Listening Project

Dear Beverley,

As the garden funding is growing apace we need to look more closely at the next stages. In particular the creation of a professional quality interactive area. Here the content is of paramount importance and so I have drawn up a specification for the parish to publish in its endeavour to get the best skills to create such content.

The amount that would need to cover the fee would be over the £3000 watershed, so would have to go out to tender.

The following should help you in the formulation of the job spec.

Work specification for the creation of audio and audio/visual content for the Centenary Garden at Cranleigh.

Cranleigh Parish Council is looking for an audiovisual producer to create a high quality oral history of the area which includes Cranleigh as well as the neighbouring villages, with particular reference to the First and Second World Wars and conflict in more recent times.

Initially we would be looking for the creation of discrete content of about 15 minutes duration each with the total amount of content being about 90 minutes. The source material from WW1 would be brought to life through the spoken word and in WW2 and later increasingly through a curated 'listening style' approach where the presence of the producer would function as an unrecorded catalyst for conversations.

All conversations would be filmed for the website and other visual material too would be placed on the website. For Armistice Day the name of each of the village's fallen will be read out by one of their descendants. All content will be produced with a sound design and where necessary material will be cleared. The successful applicant will need to be available for further work to input additional material for up to 18 months from the project going live.

The Cranleigh Listening Project is designed to halt the fading of memories, and by using modern technology it will capture first hand accounts of conflict and its impact on those at the Front Line and also the Home Front. The use of multi-media and state-of-the-art interactive story-telling techniques will make these memories relevant to today's villagers. By tapping into age-old oral traditions it will help to renew Cranleigh's sense of history and deepen our sense of identity, especially important when the village is facing a significant and sharp increase in population in a time when much is being lost.

Please supply a CV along with your quote.

Kind regards,

Brian

--  
Brian Freeston

CLlr. Cranleigh East Ward,



## CRANLEIGH PARISH COUNCIL

### Youth Council Terms of Reference January 2018

#### Membership of the Youth Council

- Council nominates Councillor members at the annual meeting.
- A minimum of four Councillor members required.

#### Councillor Members of the Youth Council will:

- Have enhanced DBS checks every three years.
- Complete the SCC Safeguarding training every three years.
- The Clerk will maintain the DBS and training records.

#### Link to Surrey County Council

- The Council will appoint one of the Councillor Members of the Youth Council as Lead Link Councillor with Surrey County Council at the annual meeting.
- The Lead Link Councillor will ensure:
  - All communications with Surrey County Council are copied to Youth Council Councillor members and the Clerk.
  - Agenda and minutes for Youth Council meetings are circulated to Youth Council Councillor members and the Clerk.

#### Communications Protocol

Any electronic communication with a member of the Youth Council must be copied to another Youth Council Councillor member.

#### Record Keeping

- Before any young person can participate in the Youth Council, the Parish Council must have:
  - A completed consent form.
  - A completed record form.
- An attendance register will be maintained by the Lead Link Councillor, or other Youth Council Councillor member, at every Youth Council meeting or attendance at an outside event.

#### Outside Events

- Members of the Youth Council may attend outside events on behalf of the Parish Council provided that:
  - A completed consent form for the event has been received.
  - Two Youth Council Councillors are in attendance at the event.

#### Press and Social Media

- All press releases about the Youth Council should be issued through the Clerk in accordance with the Council's Press and Media Policy.

- All social media posts about the Youth Council should be issued by the Clerk in accordance with the Council's Press and Media Policy.

### **Website**

- The Youth Council will agree content for the Youth Council page on the Parish Council website to be uploaded by the Clerk.



# CRANLEIGH YOUTH COUNCIL

## CONSTITUTION

1. The name of the organisation shall be Cranleigh Youth Council

### **AIMS AND OBJECTIVES**

2. The main aims and objectives of the Youth Council are to:
  - i) Provide a voice for all young people across Cranleigh.
  - ii) Provide young people with the opportunity to convey their ideas and priorities to the Parish Council and other partners.
  - iii) Provide an opportunity for Young People to be involved in important decision making processes that assist with the development of local services that affect them.
  - iv) Provide the opportunity to contribute and Comment on Parish Council policies that may affect the quality of life and opportunities for young people.
  - v) Develop links with schools and outside organisations such as the Surrey Youth Collective, British Youth Council, UK Youth Parliament, Surrey Police, Surrey Youth Services and Waverley Borough Council.
  - vi) Celebrate the achievements of young people.
  - vii) Research and access funding opportunities to benefit youth projects and ideas.
  - viii) Encourage a culture of participation in the democratic process and to develop an awareness of citizenship.

### **Structure and Membership**

3. To be nominated, members must live, work or go to school within the parish of Cranleigh and be in Year 5 (Primary School) up to age 21.

The following schools, are represented on the youth council at present;

- i. Cranleigh Primary School
  - ii. Park Mead Primary School
  - iii. St Cuthbert Mayne Catholic Primary School
  - iv. Glebelands School
4. The Agenda will be drawn up by the Parish Council Link Councillor to the Youth Council in conjunction with the Youth Council Chairman and will be published on the Parish Council's website at least five days prior to the meeting.
  5. Any Youth Councillor can suggest items for inclusion on the agenda which must be accompanied by a brief explanation of why the item should be discussed and what it is hoped could be achieved.
  6. The Annual General Meeting (AGM), will aim to take place in May each year.
  7. Officers will hold their position on the Youth Council for 1 year, with re-elections taking place at each AGM. Officers can be re-elected to the same role for a maximum of 3 consecutive years.
  8. Meetings will be held at least once a month during term time.
  9. Everyone must respect each other and their views/opinions. Members attending meetings must put their questions and discussions through the Chairman.
  10. Additional meetings may take place as and when required to support the work of the youth council.

11. Minutes of the meeting will be taken and signed at the next meeting and will be held as public record.
12. Members should send their apologies if they are unable to attend a meeting of the Youth Council.
13. Members, who do not attend three or more youth council meetings without sending their apologies, will cease to be part of the youth council.
14. Any Parish Councillor can attend Youth Council meetings and take part in discussions but cannot vote
15. The Youth Council may appoint sub-committees to look at specific projects
16. The meeting will not take place unless a quorum is present. A quorum will consist of one third of the membership.
17. Voting on items under discussion will be by a show of hands of those present and eligible to vote, unless it is agreed that a secret ballot would be appropriate.
18. In the event of a vote being equal, the Chairman will have the casting vote.
19. Changes to the Constitution will be agreed at a meeting of the Youth Council following consultation with the Parish Council. A majority of those present and eligible to vote must agree any changes to the constitution.
20. Members of the Youth Council will have the opportunity to present their activities and decisions to the Parish Council.
21. The Parish Council may provide a start-up budget but the Youth Council will be expected to explore the possibility of grant funding from other organisations.

**January 2017**



## **CRANLEIGH PARISH COUNCIL**

### **Youth Council Safeguarding Policy November 2017**

**It is the policy of Cranleigh Parish Council to safeguard the welfare of all members of the Youth Council.**

The Council will:

- Taking the interests and well-being of young people into account, in all our considerations and activities.
- Respecting the rights, wishes and feelings of the young people with whom we work.
- Taking all reasonable practicable steps to understand the symptoms of neglect and abuse.
- Promoting the welfare of young people and their protection within a position of trust.

Members of the Council and the staff will:

- Be responsible for putting this policy into practice at all times.
- Be responsible to ensure that young people are protected from harm.

Each adult should ensure that:

- Their behaviour is appropriate at all times.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people under their care are appropriate.

Councillor Members of the Youth Council will:

- Have enhanced DBS checks every three years.
- Complete the SCC Safeguarding training every three years.

Other Relevant Policies:

- Code of Conduct
- Dignity at Work Policy
- Youth Council Data Protection Policy
- Health and Safety Policy
- Officer – Member Protocols
- Youth Council Premises Risk Assessment
- Press and Media Policy
- Social Media Policy

## **Good Practice Principles for working with the Youth Council**

- Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.
- Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.
- Adults should ensure that at least one DBS checked and one other adult are present sufficiently early before a meeting of the Youth Council to greet any early arrivals.
- Electronic communications to a young person will be copied to another Councillor member of the Youth Council.
- It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or where not to do so may place a child at risk. If circumstances permit, the parent/carer or line manager should be informed before the lift is provided. The event must always be recorded and reported to a senior manager and parents/carers.
- Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.
- Always report any accidents/incidents or situations where a child becomes distressed or angry to the Chairman of the Council.

## **What to do if a child or third party makes an allegation. If a child or third party makes an allegation or discloses information which raises concern about significant harm**

- The initial response should be to listen carefully to what the child or third party says without interruption.
- Offer reassurance about how the child will be kept safe.
- Be understanding but do not give your opinion.
- Explain that what they say cannot be kept in confidence and will be passed to Children's Services and/or the police. If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality. Such well intentioned actions could prejudice police investigations, especially in cases of sexual abuse. An interpreter should be used if necessary. If the child can understand the significance and consequences of making a referral to Children's Services, he or she should be asked his or her view by the referring professional. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.
- Do not undertake your own investigation.
- Make careful notes of what has been said to you or you have seen. Use the actual words said. Sign and date and time your notes.
- Pass the matter on to MASH within 24 hours.

## **What is the MASH?**

The Surrey Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses. The Surrey MASH achieves this by co-locating agencies. It brings together Surrey County Council social care workers for children and adults, early help services, health workers and police as well as other partners across Surrey. Its aim is to identify need, risk and harm accurately and to facilitate the most appropriate and timely intervention.

## **The MASH partners**

The Surrey MASH comprises representatives from Adult Social Care, Children's Social Care, Health and Surrey Police. There is also a virtual team of partners who support the MASH via information sharing. This includes Education Workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Surrey Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-ordination Hubs. Because of closer partnership working, there is clearer accountability and less duplication.

## **Raising Alerts with MASH**

To ensure timely response to Safeguarding concerns, alerts should be made by telephone to Surrey Multi Agency Safeguarding Hub (MASH):

- The team of multi-agency staff are based at Guildford Police Station, working hours 9am to 5pm Monday to Friday.
- MASH phone number: 0300 470 9100
- MASH Email: [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk)
- MASH Secure email: [mash@surreycc.gcsx.gov.uk](mailto:mash@surreycc.gcsx.gov.uk)
- MASH team Surrey Police PO Box 101 Guildford GU1 9PE

## **What is abuse?**

### **Safeguarding children from abuse**

#### **Physical abuse**

This is a form of significant harm which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following are often regarded as indications of concern;

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Reluctance to give information or mention previous injuries.

If you notice that a child or young person has injuries such as bruising, bite marks, burns and scalds, or scars and are concerned about the cause, it should be reported using the procedures set out in this policy.

#### **Emotional Abuse**

Emotional abuse is a form of significant harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Staff must also be aware and report concerns relating to domestic abuse. The definition of domestic abuse was changed by Government in September 2012 and is now defined as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality. This can encompass, but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

## **Sexual Abuse**

Sexual abuse is a form of significant harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Staff must also be aware of Child Sexual Exploitation as an emerging, high priority concern. CSE is defined as: *...involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.*

Sexual exploitation can have a serious long term impact upon every aspect of a child or young person's life, health and education. It also damages the lives of families and carers and can lead to families breaking up. It is a multi-agency responsibility of partner agencies to identify those children and young people at risk of exploitation, to protect them and safeguard them from further risk of harm and to prevent children from becoming victims of this form of abuse.

## **County Lines**

County Lines refers to urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or deal lines. This criminal activity often involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money.

New guidance has been developed by the Home Office to support frontline staff – particularly those who work with children, young people and potentially vulnerable adults – in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies.

Any practitioner working with a vulnerable person who they think may be at risk of county lines exploitation should follow their local safeguarding guidance and share this information with local authority social care services. If you believe a person is in immediate risk of harm, you should contact the police.

The guidance is available here: <https://www.gov.uk/government/publications/criminal-exploitation-of-children-andvulnerable-adults-county-lines>

## **Neglect**

Neglect is a form of significant harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If physical, emotional, sexual or neglect significant harm is suspected, or you have any other concerns regarding significant harm, it is important to report them immediately using the referral method outlined below. A piece of information, no matter how small, could mean that a child at risk is identified. Several small pieces of information from different agencies have in the past identified horrific cases of abuse that would not have been identified by one single agency.



## CRANLEIGH PARISH COUNCIL

### Cranleigh Youth Council Data Protection Policy November 2017

The Data Protection Act 1998 governs the collection, recording, storage, use and disclosure of personal data, whether such data is held electronically or in manual form. Young people have the same rights as adults under the Act.

#### Contents

1. What is 'Data Protection'?
2. What is 'Personal Data'?
3. What are the rules?
4. How does Data Protection apply to the Youth Council?
5. How Personal Data must be processed.
6. Dealing with Subject Access Requests (SARs).

#### 1. What is Data Protection?

Data protection aims to protect an individual's rights to privacy by regulating how organisations obtain, store and use their personal data. So, data protection rules provide individuals with certain rights whilst also imposing certain duties and obligations on organisations. Young people and adults have the same data protection rights under the law.

##### a) The Law and Regulation

Data protection is governed by the Data Protection Act 1998 - DPA which is overseen and regulated by the Information Commissioner's Office - ICO.

##### b) What records are subject to Data Protection?

The rules apply particularly to computer or automated records (including email) but also apply to manual records kept in such a way that specific information about a particular individual can easily be retrieved e.g. manual records filed by the name or role etc.

Examples of automated records include:

- Computer files - files stored on hard file or floppy discs, CD Roms, DVD's, hard disks, back-up files
- Audio/Video-CCTV, webcam images
- Digitalised images- scanned photos, digital camera
- Examples of manual records include:
  - Files on employees, volunteers, young people
  - Index systems names, addresses, other details
  - Microfiche records- containing personal data

A mere passing reference to an individual is not necessarily classed as personal data e.g. the Minutes of a meeting will not be considered personal data about those attending in general. However, if an individual was specifically discussed and is identifiable from such discussion in the Minutes, then the Minutes will be personal data about that individual.

## **2. What is Personal Data?**

This is any information held about a living individual who can be identified from the information itself or other information also held. Names, addresses or specific roles are obvious ways of identifying individuals but they can also be identified in photos or CCTV images.

For Cranleigh Youth Council, Personal Data might include: Parental consent forms, photographs, minutes of Youth Council meetings.

There are special rules applying to 'Sensitive Personal Data' where extra care must be taken when handling or disclosing it to third parties. Personal data becomes sensitive if it includes information about:

- Racial or ethnic origin;
- Political opinions;
- Religious beliefs;
- Trade union membership;
- Physical or mental health; or
- Sexual life;
- Commission of offences or alleged offences.

## **3. What are the rules?**

The law states that when processing any personal data the Data Controller must apply 8 basic Data Protection Principles.

### **a) What is 'Processing'?**

Processing has a wide meaning and includes all aspects of handling personal data e.g. from obtaining, recording, retaining (incl. editing and revising it), storing, sharing it to archiving and destroying it.

### **b) What is a Data Controller?**

A Data Controller can be either individuals, organisations or other incorporated or unincorporated bodies of persons who determine what personal data is held, why it is held and how it is processed.

Data Controllers are responsible for ensuring compliance with data protection. At Cranleigh Parish Council, the Data Controller is the Proper Officer.

The DPA also refers to a data processor who processes personal data on behalf of the data controller, and for the Youth Council, the data processor will be the Councillor that collects and holds the parental consent forms including emergency contact details for members.

As the Data Controller is ultimately responsible for what the data processor does with the data, there should be a proper agreement specifying the Data Controller's instructions for the handling of the parental consent forms.

### **Youth Council Data**

- When the parental consent forms are not in use at a meeting or outing of the Youth Council, they should be stored in the locked personnel filing cabinet in the Council Offices.
- Minutes of Youth Council meetings should be kept in a designated file and stored in the locked personnel filing cabinet in the Council Offices.

- Electronic copies of photographs of the Youth Council should be held on the secure area of the Council's server and hard copies stored in the locked personnel filing cabinet in the Council Offices.

c) What are the 8 basic principles of the DPA?

The 8 basic principles address fairness, lawfulness, relevance, excessiveness, accuracy, up-to-datedness and security. Thus, when processing personal data, the Data Controller must ensure that the data is:

- Processed fairly and lawfully;
- Obtained for a specified and lawful purpose;
- Adequate, relevant and not excessive for purpose;
- Accurate and up-to-date;
- Kept only for as long as required;
- Processed in accordance with the data subjects rights;
- Be kept secure proportionately to the level of harm that could result if unauthorised access occurs;
- Not transmitted outside the European Economic Area (EEA) without consent from the data subject.

**4. How does Data Protection apply to the Youth Council?**

4.1. Does data protection apply to the Youth Council?

Data protection law applies in full to the Youth Council as it collects and stores personal data about Youth Council members.

a) Does the Youth Council have to register with the ICO?

No as the Parish Council is registered as a Data Controller with the ICO and the Youth Council operates with a constitution agreed with the Parish Council.

b) Who within the Youth Council is responsible for Data Protection?

All Councillors at each meeting or outing will be the designated data processor and responsible for collecting and holding parental consent forms including emergency contact details for members.

c) How could Data Protection impact the Youth Council?

- The processing of personal data.
- When individuals make a 'Subject Access Request' ('SAR') i.e. a request for disclosure of all their personal data.

**5. How Personal Data must be processed**

The Youth Council must apply the 8 basic Data Protection Principles when processing Personal Data and the following are some basic essentials to be applied:

(a) When obtaining Personal Data

- have legitimate grounds for collecting and using it in the first place.
- be transparent about the purpose for which it is collected and who it will or may be shared with by providing privacy notices when collecting it.
- ensure you have consent from the individual.
- ensure that the source is clear.

(b) When retaining Personal Data

- only hold and retain data sufficient for the intended purpose.
- take reasonable steps to ensure accuracy as to facts and consider any challenges to this
- update, edit and revise it regularly in accordance with the purpose it was collected, e.g. changes to names, addresses, contact details, medical needs etc.
- review how long it should be retained in accordance with the purpose it was collected.
- give individuals access to their personal data.

(c) When storing Personal Data

- ensure secure system policies of storage, including encryption where necessary, and access in order to prevent accidental loss, alteration or breaches of security.
- be clear about who is responsible for ensuring information security.
- swiftly and effectively respond to any breach of security including reporting this to the ICO.

(d) When sharing Personal Data

- personal data must always be processed fairly, handled for intended purpose and only in ways that an individual would reasonably expect. This means that a data controller should not share personal data without legitimate reason.

(e) When deleting, destroying or archiving Personal Data

- Delete or destroy when no longer required securely.
- Archive securely where retention is justified.

(f) What are the special rules for processing 'Sensitive Personal Data'?

- All the above rules are also applicable when processing sensitive personal data but an additional rule applies to sensitive personal data which may only be held with the explicit consent of the data subject i.e. where sensitive personal data is to be processed, you must ensure that individuals have given explicit consent for this to happen. The DPA does not define the method of obtaining explicit consent, however, the best method is to obtain such consent in writing requiring the individual to e.g. tick a box or sign a declaration etc, agreeing that their sensitive personal data may be processed.

(g) Data controllers must not:

- Use personal data in ways which have an unjustifiable adverse effect on the individual.
- Transfer personal data to a country or territory outside the European Economic Area (EEA) unless first ensuring that country or territory also ensures a like level of protection for the processing of personal data.

## **6. How to deal with Subject Access Requests (SARs)**

### **(a) What is an SAR?**

One of the main rights which the Data Protection Act gives to individuals is the right to access their personal information. An individual can make a request in writing to an organisation for a copy of any personal information held about them. This is known as a Subject Access Request (SAR).

Following a request, a data subject is entitled to a copy of personal data being held or being processed about them (with only a few exemptions possible). The data controller may charge a standard fee to the data subject (a maximum of £10).

You must comply with the SAR within 40 calendar days of receiving payment.

### **(b) What can the Subject do following receipt of their Personal Data?**

Subjects can:

- ask to have inaccurate data rectified, erased or destroyed.
- ask that data be stopped from being processed if it is unnecessary or causing unjustified damage or distress.
- ask the ICO whether the Act has been contravened.
- If necessary, apply to court to exercise their rights and may receive compensation if damages are suffered due to any contravention of the Act.

# Risk Assessment Form

Activity: Council Office

Assessment date:  
21 November 2017

Review date:  
November 2018

Hazard and risk		People at risk	Optional controls	Our controls	Risk level	Target date and by whom
<b>Building condition</b> - Injury caused by defect.		Employees Contract cleaners Members of the public	<ul style="list-style-type: none"> <li>Regular building inspection internally and externally.</li> <li>Repairs carried out according to risk posed.</li> <li>Adequate storage facilities provided.</li> <li>Adequate lighting (internal &amp; external) provided.</li> <li>Fixed electrical installation inspected &amp; maintained on a 5 year rolling programme.</li> <li>Portable electrical appliances tested annually by competent person.</li> <li>Equipment removed from use if defective.</li> <li>Use of electrical extension cables minimised.</li> <li>Use of circuit breakers on distribution board.</li> <li>Asbestos survey carried out and condition of asbestos containing materials monitored.</li> <li>Asbestos register provided to all contractors carrying out work to the building structure.</li> </ul>	Weekly inspection of entire building.  Weekly inspection highlights repairs needed. Urgent repairs actioned immediately. Budget to replace kitchen in 2017/18. Ensure chairs/tables do not block fire exit in Council Chamber. Cleaning supplies moved to caretaker's cupboard at the Village Hall.  Five yearly electrical inspection carried out December 2016. Remedial repairs March 2017.  Annual PAT testing and reports filed.  Cable covers provided for use by hirers.  Circuit distribution board checked December 2016.  Asbestos Survey carried out in June 2017 and appropriate advisory labelling complete.	M M M M L M L L	Caretaker Caretaker Caretaker SS SS Caretaker SS SS
<b>Footpath around building</b> - Slips, trips, falls.		Employees Contract cleaners Members of the public	<ul style="list-style-type: none"> <li>Surface condition regularly inspected and recorded.</li> <li>Defects repaired according to risk they pose.</li> <li>Posts and markers inspected regularly and recorded.</li> <li>External Lighting.</li> </ul>	Weekly inspection  Weekly inspection.  Weekly inspection	L L L	SS SS SS

## Risk Assessment (continued)

Activity: Council Office		Assessment date: 21 November 2017.	Review date: November 2018.
Hazard and risk	People at risk	Optional controls	Our controls
<b>Security</b> - Fire - Vandalism - Injury	Employees Contract cleaners Members of the public	<ul style="list-style-type: none"> <li>• Regular premises inspections.</li> <li>• Training of staff on building security.</li> <li>• Intruder alarm system incorporates a high decibel interval sounder to discourage intruders from remaining in the building.</li> <li>• Keyholder list updated annually.</li> </ul>	Weekly inspections. All new staff to be trained on operation of the intruder alarm. Intruder alarm installed and tested annually.
<b>Hiring out facility</b> - Fire/ injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>• SEE HIRING OF FACILITY RISK ASSESSMENT.</li> <li>• Hall considered suitable for activity.</li> <li>• See First Aid Risk Assessment</li> </ul>	Assistant Clerk keeps a log of keys loaned to external hirers.
<b>Slips, trips and falls</b> - Injury.	Employees Contract cleaners Members of the public	<ul style="list-style-type: none"> <li>• Building regularly inspected for defects.</li> <li>• Defects repaired according to the risk posed.</li> </ul>	Weekly inspection of building.
<b>Hazardous substances</b> - Burns/ rashes/ eye injuries	Employees Members of the public Contract cleaners	<ul style="list-style-type: none"> <li>• Non or least hazardous substances used where possible.</li> <li>• Hazardous chemicals in locked cupboard.</li> <li>• Protective equipment provided where necessary.</li> <li>• Storage facilities limited to authorised employees</li> <li>• Hazard data sheets provided.</li> <li>• COSHH assessments completed / obtained.</li> <li>• Fuel bund behind office, power supply from office.</li> </ul>	Requested from contractor.
			Risk level L L L L L L L L M
			Target date and by whom Caretaker SS SS SS SS SS SS SS SS Grounds Manager

# Risk Assessment (continued)

Activity: Council Office

Assessment date:  
21 November 2017.

Review date:  
November 2018.

Hazard and risk	People at risk	Optional controls	Our controls	Risk level	Target date and by whom
<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>- Burns.</li> <li>- Smoke inhalation.</li> <li>- Death.</li> </ul>	<p>Employees Contract cleaners Members of the public</p>	<ul style="list-style-type: none"> <li>• See fire risk assessment for site.</li> <li>• Fire safety instructions given to hirers/users as part of hire agreement.</li> <li>• Fire exits clearly marked and hirers to keep clear at all times.</li> <li>• Fire fighting equipment available and maintained (recorded).</li> <li>• Fire evacuation drills carried out and recorded.</li> <li>• Smoke detectors installed.</li> <li>• Emergency lighting installed, maintained and recorded.</li> <li>• Electrical equipment and installations inspected and well maintained (recorded).</li> <li>• Employees trained in fire awareness and or the safe use of extinguishers.</li> <li>• Limited storage of flammable substances.</li> <li>• Recorded inspection of the premises on a regular basis.</li> <li>• First Aid Risk Assessment</li> </ul>	<p>Incorporated into terms and conditions of hire.</p> <p>Weekly inspection of fire exit signs.</p> <p>Presence of fire equipment checked weekly and log maintained. Routine maintenance of fire equipment done by contractor. Twice yearly fire evacuation drills recorded.</p> <p>Tested weekly by caretaker. Installed and tested during five yearly electrical safety inspection in December 2016.</p> <p>Five yearly electrical safety inspection in December 2016. Remedial repairs March 2017.</p> <p>Grounds Manager trained as Fire Warden.</p> <p>Weekly inspection of the whole premises. See annually updated First Aid Risk Assessment</p>	<p>L L L L L L L L L L L L</p>	<p>BB SS Caretaker Caretaker SS Caretaker SS SS SS Caretaker SS</p>

# Risk Assessment (continued)

**Activity: Council Office**

**Assessment date:  
21 November 2017.**

**Review date:  
November 2018.**

Hazard and risk	People at risk	Optional controls	Our controls	Risk level	Target date and by whom
<b>Cash handling and collections</b> - Violence - Theft	Employees	<ul style="list-style-type: none"> <li>• Sources of cash handling identified.</li> <li>• Only authorised employees allowed to handle cash.</li> <li>• Cash is kept to a minimum.</li> <li>• Petty cash tin used to store cash.</li> <li>• Employees trained in procedures.</li> <li>• Day and time for carrying cash to bank varied.</li> <li>• No banking of cash in hours of darkness.</li> <li>• Employees instructed to hand over monies if confronted.</li> </ul>	Petty cash kept in locked tin.  Hirer receipt banked within 48 hours.	L  L	SS  JC
<b>Unsociable behaviour</b> - Injury.	Employees Members of the public	<ul style="list-style-type: none"> <li>• Police notified.</li> <li>• Employees advised/trained in 'challenging behaviour'.</li> </ul>	Door kept locked during periods of lone working.	M	All
<b>Lone working</b> - Illness - Injury - Violence	Employees Hirers Contract cleaners	<ul style="list-style-type: none"> <li>• Hall doors locked at times of lone working.</li> <li>• Landline for emergency communication.</li> <li>• First aid equipment available.</li> <li>• Logging in and out procedures adopted and monitored.</li> </ul>	The Council Offices will be occupied fifteen minutes before the start of the Youth Council. Two DBS checked Councillors must ensure that they arrive at least 15 minutes before the commencement of the Youth Council meeting to receive any early arrivals.	H  H	Councillors  Councillors

**Assessor's signature:**

**Date:**

**Clerk's signature:**

**Date:**



## CRANLEIGH PARISH COUNCIL

### Consent Form

If you are under 18 years old your parent or carer will need to sign below to say they're happy for you to be involved in the Cranleigh Youth Council.

**Without your parent or carer's agreement, you won't be able to participate.**

If you are over 18 years old you can fill these in yourself.

I give permission for \* ..... to participate in ..... and take part in related publicity. This includes photos, videos and any other media. It can also be shared internally and externally.

We would you to complete the space below if your son/daughter has any medical conditions/requirements that we should be made aware of (e.g diabetes, adhd, disabilities etc) so that we can seek to provide appropriate support, where able, to enable them to fully participate.

.....  
.....  
.....  
.....  
.....  
.....

(If the above is left blank we will assume there are none that we need to be aware of)

Parent/carers signature:.....

Please print name:.....

Date .....



**CRANLEIGH PARISH COUNCIL**

**YOUTH COUNCIL RECORD FORM**

Name:.....

Address:  
.....  
.....  
.....

Post Code:  
.....

Male/Female  
.....

Parent/Guardian name(s):  
.....  
.....

Tel:  
.....

Mobile No.  
.....

E-mail address (we will use this to save paper, fuel and postage)  
.....

Alternative contact name & address  
(for emergency use only):  
.....  
.....

Telephone Numbers:  
.....

Is your son/daughter taking any regular medication? (Includes inhalers etc) **Yes/No**

If 'Yes', please give details:

.....  
.....

Does he/she have any allergies to food, medicines or other?

.....  
.....

Has you son/daughter been prescribed an EpiPen in case of a severe allergic reaction?  
**Yes/No**

Does he/she have any special dietary needs?

.....  
.....

Does he/she have any special needs or anything else we need to know?

.....  
.....

Child's date of birth: .....  
Place of worship/faith: .....  
Doctor's name/address: .....  
.....  
.....  
Tel: .....  
National Health No: .....

If there is any more information that you feel we should be aware of, please use the space below.

Signature: ..... Date: .....

Beverley Bell  
Cranleigh Parish Council

Sarah Wells  
Planning Project Team Leader  
**Planning Services**  
E-mail: [sarah.wells@waverley.gov.uk](mailto:sarah.wells@waverley.gov.uk)  
Direct line: 01483 523488  
Calls may be recorded for training or monitoring  
Date: 22 December 2017

Dear Kathy

### **Funding opportunity – environmental improvements**

I am writing with regard to the availability of Section 106 money to fund environmental improvement schemes in your area.

For Cranleigh Parish Council the current available funds are £18,860.46. This is a finite pot, but it may grow slightly if planning permissions prior to 2015 are implemented.

There are a number of criteria that have to be met to access this funding. I am happy to provide some advice if you have a project in mind, however the following information may be helpful:

- the project must be a new capital project,
- the funding cannot be used to repair or maintain existing equipment/facilities or undertake services that you would normally be expected to carry out,
- the funding can not be used to maintain the new project in the future,
- the project must be reasonably related to the new development (\*),
- there needs to be a clear relationship between the new development and the proposed project (\*).

(\*) we can help with these two aspects.

The types of projects that fall within the environmental improvement budget include (but are not limited to):

- village / town signs,
- notice boards,
- lighting projects (although not general street lighting as this is a Surrey County Council function),
- benches,
- litter bins (this may need a review with Paul Redmond in Waverley if they are on the Waverley collection round),
- planters (although generally not new planting),

- plaques (for example the tank traps plaque in Grayswood),
- bollards,
- public realm enhancements (for example the Bishops Steps project in Farnham).

If you are unsure whether a project would fall within the environmental improvement category, please feel free to call or email me, and I will be happy to provide assistance and give some advice.

There is a process to apply for the funding. Initially a form will need to be completed (one per project) and returned to me (a copy is attached). The project will then be checked to ensure it meets the criteria and that it is an appropriate environmental improvement project. It will then move through the sign off process, and once fully agreed the funds will be released. If the project needs planning permission (an entirely separate process), the funds would be released once permission has been granted.

For clarity, developments permitted after 2015 are subject to a separate process and those funds will be targeted to a specific project as they can no longer be 'pooled' in the same way. If a new development is submitted Sophie Piper or I will be in contact to discuss appropriate schemes.

Please feel free to contact me (telephone number and email above), if you have any questions or comments.

Yours sincerely



Sarah Wells