CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Website:www.cranleigh-pc.gov.uk

Village Way
Cranleigh
Surrey
GU6 8AF

10 October 2019

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00 pm** on **THURSDAY 17 October 2019** in **Cranleigh Council Chamber.**

Beverley Bell FSLCC
Parish Clerk

To all Members

AGENDA FOR THE PARISH COUNCIL MEETING

1. APOLOGIES FOR ABSENCE.
Recommendation:
- **To receive apologies and reasons for absence.**

2. GUEST SPEAKER: Mr Martin Dyer and Mr Sean Murphy – Tennis Courts
Recommendation:
- **To note the presentation.**

3. PUBLIC SESSION
Recommendation:
- **To note any comments from parishioners.**

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. PARISH COUNCIL MINUTES
Distributed separately.
Recommendation:
- **The Council to approve and the Chairman to sign as a correct record, the Minutes of the extraordinary Parish Council meeting held on 19 September 2019 and the Minutes of the Parish Council Meeting held on 19 September 2019.**

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

- Personnel Committee Minutes 30 April 2019.
- Planning Committee Minutes 09 and 23 September 2019.

Recommendation:

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

10. OUTSIDE BODIES

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

Recommendation:

- **To receive any reports.**

11. COUNCIL STRUCTURE

Recommendation:

- **To update Committee membership.**

12. FINANCIAL MATTERS

1. The expenditure list for 17 October 2019 to follow.
2. Bank Reconciliation for 30 September 2019 to follow.
3. Cashbook Reconciliation for 30 September 2019 to follow.
4. Allocation of s106 funding to reserves.
5. Conclusion of External Audit 01/04/18 – 31/03/19
6. Grant applications: Cranleigh in Bloom, Friday Night Project, Men in Sheds, Safe Drive Stay Alive.

Recommendations:

1. **To agree the expenditure list to 17 October 2019.**
2. **To approve the bank reconciliation to 30 September 2019.**
3. **To approve the cashbook reconciliation to 30 September 2019.**
4. **To approve reserve allocations.**
5. **To consider the response from the External Auditor on the Council's query about the qualified opinion on the external audit 01/04/18 – 31/03/19.**
6. **To consider the grant applications.**

13. CALA HOMES COMMUNITY WORKHUB

Recommendation:

- **To consider an offer from CALA Homes for community facilities funding in lieu of the community workhub building in Amlets Lane.**

14. CHAMBER OF COMMERCE BUSINESS IMPROVEMENT DISTRICT TASK GROUP

Recommendation:

- **To nominate a representative from the Parish Council to join the Task Group.**

15. S106 FUNDING

- Report from the Clerk
- Request from Summerlands Residents Association for the Parish Council to submit an s106 funding application for benches on their behalf.

Recommendation:

- **To note the report from the Clerk.**
- **To submit the s106 application for benches on behalf of the Summerlands Residents Association.**

16. CENTENARY GARDEN - The Listening Project

Recommendation:

- **To consider the project proposal for the Listening Project at the Centenary Garden.**

17. WBC STREET NAMING APPLICATION A2 DOMINION DEVELOPMENTS LIMITED

Recommendation:

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

18. CCTV

- To consider a quotation for the extension of the CCTV coverage at Snoxhall Fields.
- To consider a quotation for a service agreement for the Village Hall CCTV system.

Recommendation:

- **To consider a quotation for the extension of the CCTV coverage at Snoxhall Fields.**
- **To consider a quotation for a service agreement for the Village Hall CCTV system.**

19. SNOXHALL PAVILION AND YOUTH CENTRE INTRUDER ALARM UPGRADE

Recommendation:

- **To consider a quotation to upgrade the Youth Centre and Snoxhall Pavilion intruder alarms.**

20. CEMETERY RULES AND REGULATIONS

Recommendation:

- **To consider adoption of the revised Rules and Regulations.**

21. RURAL SERVICES NETWORK

Recommendation:

- **To consider joining the Rural Services Network.**

22. CRANLEIGH IN BLOOM

Recommendation:

- **To consider a request to enter the Dewlands Lane cemetery and Snoxhall Fields recreation ground in South East in Bloom**

23. CLIMATE EMERGENCY

Recommendation:

- **To form a Working Party to assess how Cranleigh Parish Council can become carbon-neutral and to set a target date, and to investigate pollution in Cranleigh Waters.**

24. TREE CHARTER

The 10 Principles of the Charter for Trees, Woods and People offer the bedrock for better policy and practice regarding trees in the UK.

Recommendation:

- **To sign up to the Tree Charter.**

25. DEMENTIA FRIENDS

Recommendation:

- **To register Cranleigh Parish Council as a Dementia Friend.**

26. LLOYDS BANK

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To consider a request to provide a location for the Lloyds Mobile Bank.**

27. COUNCIL OFFICE TECHNOLOGY

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To consider the purchase of a new data projector.**
- **To consider quotations for the replacement of the photocopier.**

28. WAR MEMORIAL CLEANING

To consider a quotation for the annual clean of the War Memorial.

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To appoint a contractor to clean the War Memorial in readiness for Remembrance Day.**

29. STAFF MATTERS

Pension Discretions Policy Review.

(This item may be held in private and confidential session – reason: staff in confidence)

Recommendation:

- **To consider the recommendation of the Personnel Committee on Pension Discretions Policy.**

30. DATE OF NEXT MEETING

Parish Council Meeting Thursday 21 November 2019.

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleigh-pc.gov.uk 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.

Clerk's Report 17 October 2019

- 15 quotations were received for the play park extension and details submitted with the grant application to the Betty Riseley Trust who meet in early November.
- The Clerk has spent approximately 10 hours responding to questions raised by a member of the public about the land transfer to the Cranleigh Village Hospital Trust.
- Cllrs S Jeacock and E Townsend and the Clerk attended a meeting at WBC with the Cranleigh Civic Society. WBC had provided answers to questions from the Civic Society in advance of the meeting.
- The Clerk attended the WBC Economic Development meeting, discussions included climate change, article 4 direction and WBC business website.
- Cllr A Povey has provided the minutes of the High Street Working Party. The Clerk has asked when the next meeting will be and which SCC and WBC officers will be in attendance to assist with the project.
- The Clerk attended the SSALC Legal and Finance Day and learned about Making Tax Digital, standards and legal update.
- The Admin Clerks participated in SLCC training webinars on agendas and minutes, and planning.
- The Clerk has contacted the Chamber of Commerce to invite discussions about the Parish Council's involvement with the Christmas lights, and the High Street CCTV project.
- The Clerk has contacted Thames Water to invite them to speak at a future Parish Council meeting.
- The Chairman and Clerk have created a Cranleigh burst pipe map for Rt Hon Anne Milton MP.
- WBC has extended the response deadline for the assets of community value nominations for the Cranleigh Arts Centre,Rowleys Day Centre, Cranley Hotel, Cranleigh Village Hospital and Fountain Square from 23 January 2019 to 03 December 2019.
- Electrical repairs were carried out in the Village Hall and Snoxhall Pavilion.
- Building works continue on the Village Hall.
- Roofing repairs are being carried out at Snoxhall Pavilion.
- The land owner adjacent to the Bruce MacKenzie Field clearing their ditches at the request of the Parish Council.
- The new football stand sign has been ordered.
- The Council's IT will move to Sharepoint next week.
- The tree surgery from the annual tree hazard assessment is complete.
- The play park inspection report has been received and is being reviewed.
- Would the Parish Council like a presentation from CAGNE?
- There is a stakeholder consultation by WBC on off-street parking in Cranleigh Village Hall on Friday 18 October 1300 – 1500.
- Councillors are invited to the Surrey Hills Community Forum on Friday 08 November at the Burford Bridge Hotel.
- Councillors are invited to the Cranleigh Rotary 50th anniversary on Saturday 09 November 1430 – 1700 at the Cranleigh Arts Centre.
- The meeting with the Leader and Deputy Leader of WBC will be on Thursday 24 October at 6.00pm.

Cranleigh Parish Council (1)

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Cranleigh Parish Council (1)** for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.**
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Cranleigh Parish Council (1)** on application to:	
(a) MRS B.M. BELL PARISH CLERK CRANLEIGH PARISH COUNCIL COUNCIL OFFICES VILLAGE WAY CRANLEIGH SURREY GU6 8AF	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) MONDAY TO FRIDAY 9.30AM – 12.30PM	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £0.30(c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) MRS B.M. BELL PARISH CLERK	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 05 AUGUST 2019	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

CRANLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/05/19

and recorded as minute reference:

16/08

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.cranleigh-pc.gov.uk

Section 2 – Accounting Statements 2018/19 for

CRANLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	173,314	196,483	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	313,567	344,989	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	93,568	92,135	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	190,499	215,369	*Total expenditure or payments made to and on behalf of all employees. Include salaries and weges, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	10,662	10,662	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	182,805	203,878	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	196,483	203,698	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	201,618	205,647	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	RE-STATED 2,069,648	2,097,261	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	20,751	10,489	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✓		*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 14/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

16/05/19.

as recorded in minute reference:

16/09

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of Cranleigh Parish Council – SU0025

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Trust fund transactions and balances have not been excluded from the figures in Section 2 which is not in accordance with proper practices. We note that a Service Level agreement has been drawn up between the smaller authority and the trust fund and that trust fund transactions will be accounted for separately from 1st April 2019 onwards. We also note that trust fund fixed assets have been correctly excluded from the figures in Section 2, Box 9.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name: PKF LITTLEJOHN LLP

External Auditor Signature: [signature] Date: 31/07/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Clerk

From: SBA <SBA@pkf-littlejohn.com>
Sent: 03 October 2019 16:25
To: Clerk; SBA
Subject: RE: Qualified Audit Opinion Query

Dear Ms Bell

Further to your email and our telephone conversation, I would like to clarify a number of points we discussed.

Firstly, our report refers to the Service Level agreement being effective from 1 April 2019. This was based on information originally provided, however it has subsequently come to light that the agreement, signed 21 March 2019, is effective from **1 April 2018**. As a result of this, the basis of preparation of the 2018/19 AGAR of Cranleigh Parish Council would appear compliant with the agreement i.e. it does not separate out the transactions relating to the charitable trust from those of the Council. However, the figures relating to 2017/18 are also prepared on this basis and as this is prior to the effective date of the agreement, we can not conclude that they are in line with proper practice. Our opinion would still be qualified in this respect.

We note, and have stated in our report that the assets of the trust fund have correctly been excluded from Box 9, with the prior year restated accordingly. This is in line with our expectation and proper practice.

We confirm that in subsequent years we note the Council would propose to respond 'Yes' to Section 1, Assertion 9, to signify the Council has fulfilled its responsibility as a trustee and 'No' to Section 2, Box 11, as the figures will include those transactions of the trust fund covered by the Service Level agreement. All things being equal, we would not qualify our opinion in this respect.

Once we have issued our report and certified closure, we are unable to reissue our opinion. Therefore please feel free to publish a copy of this email alongside our report to clarify such matters. In addition, it would be acceptable for the Council to publish any such further information and documentation that it sees fit to explain the circumstances surrounding the accounting for the trust fund.

We trust this clarifies our position.

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP
T +44 (0) 20 7516 2200
sba@pkf-littlejohn.com

For and on behalf of
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15 Westferry Circus
London E14 4HD
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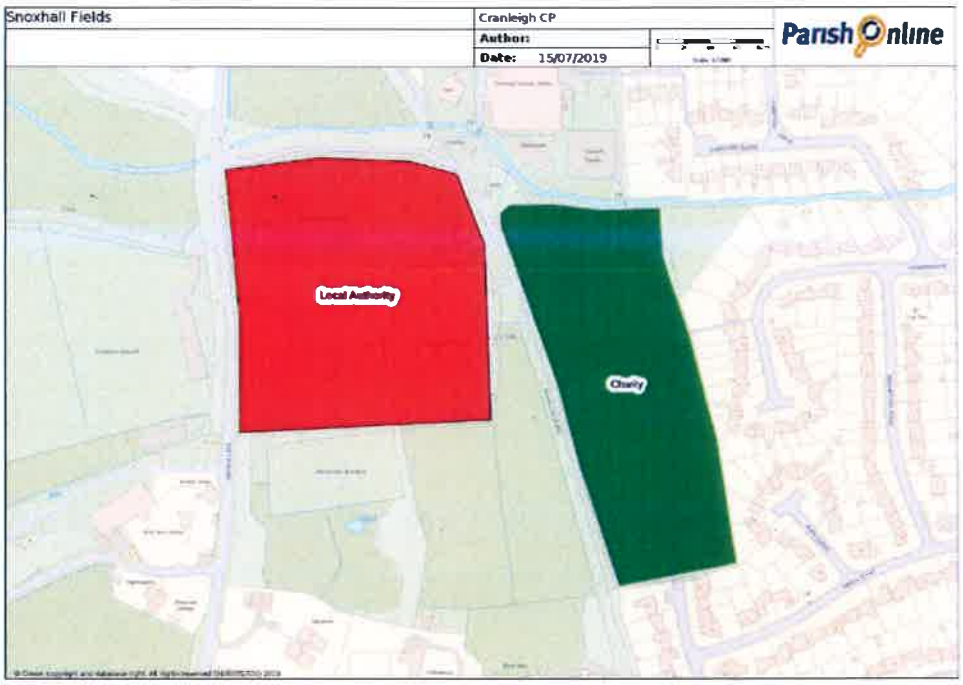
CRANLEIGH PARISH COUNCIL

Cranleigh Parish Council and the Snoxhall Field Charity

Cranleigh Parish Council was given a piece of land in 1948 as shown in green below. It later purchased another piece of land shown in red below. Combined these pieces of land form the Snoxhall Fields Recreation Ground.



When creating the Local Authority Land Register in 2017/18, it was discovered that the piece of land in green was given to the Council on charitable trust. This charity was never registered. The Parish Council completed the first registration of the charity on 29 May 2018, charity number 1178530.

As part of registering the charity, the Parish Council sought advice from Mulberry and Co on the handling of charity funds. Mulberry and Co advised the creation of a s297 agreement. The s297 agreement is such that the charity has given up its right to the charitable income in favour of the local authority and Mulberry and Co advised that as such the Council can disclose the income and expenditure as that of the local authority on the Annual Governance and Accountability Return (AGAR). No financial information is then reported to the Charities Commission – this will be a £nil set of accounts.

The charity's assets have been separated from the Council's Fixed Asset Register and box 9 section 2 of the AGAR 2017/18 has been re-stated.

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF
Telephone 01483 272311, Fax 01483 478867
Website: www.cranleigh-pc.gov.uk E-mail clerk@cranleigh-pc.gov.uk

09 OCT 2019

CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
CRANLEIGH,
Surrey,
GU6 8AF
Tel. 01483 272311
Fax 01483 277573
E-mail Clerk@cranleighpc.org

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	CRANLEIGH IN BLOOM
Contact Name	ANDREA BAMFORD
Position in Organisation	TREASURER
Organisation Address	C/O SUNDIAL HOUSE 20 HIGH STREET CRANLEIGH SURREY GU6 8AE
Post Code	GU6 8AE
Contact Telephone No	01483 274566
Registered Charity	YES / (NO)

PROJECT DETAILS

Project Name	COMMUNITY TROUGHS & FLOWER BEDS	
Project Location	CRANLEIGH HIGH STREET	
Project Start Date	OCTOBER 2019	
Project End Date	OCTOBER 2020	
Total Cost of Project:	£ 3500	
Amount Requested*	£ 500	Percentage of Project Cost% 14.28 %

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£ 4291
What is the applicants policy for use of those Reserves? *[brief outline to be given]*	WE KEEP 1 YEARS RESERVES IN CASE WE ARE UNABLE TO SECURE SUFFICIENT SPONSORSHIP/ VOLUNTEERS TO FUND THE PUBLIC DISPLAYS (ALL YEAR ROUND) & TO PROVIDE FUNDS FOR A LEGACY FOR THE VILLAGE IN THE FUTURE

PROJECT COSTS

Has a grant been paid by this Council previously ?	(YES) / NO
If YES give details:	£500 OCT 2018
Do you have funding from other authorities ?	NO
If YES give details	
Have any fundraising activities been arranged ?	(YES) / NO
Any other relevant additional information to support the request:	LOCAL BUSINESSES & ORGANISATIONS SUPPORT US WITH MONEY & VOLUNTEERS

GRANT DETAILS

What is the Grant required for ?	
Project Aims *[one/two sentences stating overall aim]*	TO ENCOURAGE CIVIC PRIDE AND ENHANCE OUR HIGH STREET AND ENVIRONMENT. TO HELP MAKE CRANLEIGH ATTRACTIVE AND WELCOMING TO RESIDENTS & VISITOR
Project Objectives *[state three/four key objectives]*	VISUAL ENHANCEMENT. COMMUNITY INVOLVEMENT VOLUNTEERING OPPORTUNITIES. SUPPORTING HABITAT FOR WILDLIFE

Project Description [outline a clear description of the project]	CONTINUATION OF CRANLEIGH IN BLOOM WHICH HAS BROUGHT THE VILLAGE TOGETHER, EVIDENCED BY OUR SUCCESS IN 2019, ACHEIVING THE COONTY AWARD IN SOUTH SOUTHEAST IN BLOOM. 92 POINTS OUT OF 100 OVERALL 29 POINTS OUT OF 30 FOR COMMUNITY.

Implementation	
Which Organisation will be responsible for implementation of the project?	CRANLEIGH IN BLOOM
If land/property is involved	
Has permission been obtained ?	
Are there any current contracts or leases which may be affected ?	
Who owns the land ?	
Are any other consents required?	

Timings	
When is the grant required by?	WHEN AVAILABLE
Timetable *[kindly provide a timetable to implement the project]*	
Date	**Milestone**

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
BRINGING THE COMMUNITY TOGETHER BY ENCOURAGING INVOLVEMENT IN THE ENHANCEMENT OF OUR ENVIRONMENT.
Who and how many of the local community will benefit ?
RESIDENT'S, VISITORS, HIGH STREET & LOCAL BUSINESSES
How do you know there is a need for this project ?
IN A TIME OF GREAT CHANGE, CRANLEIGH NEEDS THIS COMMUNITY INIATIVE SO WE CAN WORK TOGETHER TO MAKE A DIFFERENCE. CRANLEIGH HAS ACHEIVED A GOLD AWARD THREE TIMES & WON THE TOWN CATEGORY TWICE. THIS YEAR OVERALL WINNER FOR SURREY. OUR NOMINATION TO BE IN THE NATIONAL FINALS OF BRITIAN IN BLOOM IS A WONDERFUL ACHIEVEMENT

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	YES/NO
Copy of organisation's latest audited accounts	YES/ NO
Copy of constitution or set of rules	YES/NO
Evidence of any permissions or consents	YES/NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES/NO

Signed:	Date: 9/10/2019
Position in Organisation: TREASURER - CRANLEIGH IN BLOOM	

CONSTITUTION

1 Name

The organisation's name is **Cranleigh in Bloom (CIB)**.

2 Purposes, Aims and Objectives

CIB is a voluntary community organisation with the goal of promoting civic pride, encouraging people to get involved in their community and bringing together various groups of people. It is a not-for-profit organisation.

CIB will have a range of objectives related to caring for and improving the local environment in Cranleigh, in particular:

- to increase environmental responsibility
- to strive for horticultural excellence (public, business and residential areas)
- to encourage community participation
- to support endeavours to achieve awards in the South & South East in Bloom (SSEiB) and Britain in Bloom competitions, as applicable
- to nurture and support wildlife

In order to achieve these objectives, CIB shall:

- raise funds, receive grants and donations
- encourage the widest participation possible in all its activities
- co-operate with organisations and individuals working towards the same purpose, and assist where possible
- develop public awareness and encourage all sectors of the community, through organisation and the promotion of participation in horticulturally based competitions and events.
- buy and grow plants and purchase necessary associated horticultural sundries.
- contribute to and encourage sustainable environmental improvements within the village .
- participate in public events

3 Committee

The Committee shall be made up of at least one representative from Cranleigh Chamber of Commerce, one representative from Waverley Borough Council, one representative from Cranleigh Parish Council, plus other members who live or work within the village. The maximum Committee size is 12 persons. All Committee members have one vote with the Chairman having a second casting vote if necessary to reach a decision.

Three officers – Chairman, Secretary and Treasurer, should be appointed (or reappointed) at the first CIB meeting following the annual awards. This meeting is the Annual Meeting (AM).

If an officer resigns, the Committee may elect an interim replacement to stand until the next AM.

The Committee of CIB will be made up of people willing to give their skills and time for the benefit of Cranleigh in Bloom core objectives. Participation from across the village is encouraged.

4 Conduct of Meetings

All meetings at which proposals are made and adopted must be quorate meetings as defined in this constitution. A quorum shall consist of 4 Committee members. The quorum must be valid at the point a vote is taken. Proposals may not be implemented where no vote is taken.

Where there was a previous meeting the minutes of that meeting must be read, corrections determined by the meeting, after which the minutes must be put to the meeting as 'reflecting a true and accurate record of the meeting held on the previous date', agreed by those present and signed by the Chairman.

Any proposer must be a valid Committee member. As an example and for the avoidance of doubt, a non-Committee member in attendance may not formally propose a motion to the committee even if invited to take part in a committee meeting.

All those voting on a proposal must each be valid Committee members of the relevant meeting. Guests of the meeting have no vote.

Where notice is required for a meeting that notice may be sent by email to the last known email address of the members concerned.

Meetings will be chaired by the Chairman. If the Chairman is not available, the meeting will elect a chairman, first from the Committee members present.

In the event that the meeting is to discuss the person who is chairing the meeting at that time they will vacate the chair, and a new chairman take their place for the duration of the discussion.

If at a meeting a new volunteer wishes to become part of the Committee, he or she must be proposed and seconded by a current Committee member and a vote taken. Only Committee members may vote. If there is no vacant position on the Committee then voting must take place for all non-Officer positions (9).

4.1 Minutes of meetings

All meetings must be minuted by the Secretary or if unavailable by the person appointed for this purpose at a meeting, and the minutes must be available to members in advance of the next CIB meeting.

The person minuting the meeting has the power to ask the chair of the meeting to pause the meeting in order to ensure that the minutes are recorded in a proper manner. The chair of the meeting must accede to this request and pause the meeting.

If the person minuting the meeting is in any doubt over what to record they may ask the chair of the meeting for clarification. This includes the reading back of contemporaneous notes to ensure their correct understanding. Such clarification may be requested at any time. However, in compiling the minutes, the Secretary may not be instructed by the meeting to record in the minutes anything which is, in the Secretary's opinion, not the facts of the meeting.

5 Meetings

Members should present their apologies to the chairman and/or Secretary in advance of any meeting which they are unable to attend.

5.1 Annual Meeting (AM)

The AM must be held every year, within two calendar months of the annual awards, with at least 14 days' notice given to all members informing them what is on the agenda.

All officers, including retiring officers, must endeavour to be present.

A quorum of 4 Committee members must be present for the AM to go ahead.

The officers of the Committee shall present the annual report and accounts.

Any Committee member may put themselves forward for election as an officer of the Committee at the AM.

Every Committee member has one vote at the AM. The Chairman does NOT have a casting vote at an AM.

Members shall elect a Chairman, Secretary and Treasurer:

- The retiring chairman will preside over the election and will be replaced by the incoming Chairman immediately after the election. The retiring Secretary will minute the election and be replaced by the incoming Secretary immediately after the election.

If at the Annual meeting a new volunteer wishes to become part of the Committee, he or she must be proposed and seconded by a current Committee member and a vote taken. Only Committee members may vote. If there is no vacant position on the Committee then voting must take place for all 12 positions.

5.2 Committee

Decisions may be made either at formal meetings or by circulation of emails. Decisions taken by email will be ratified at the next formal CIB meeting.

5.3 Extraordinary or Special General Meetings

The Chairman may call an extraordinary or special general meeting to resolve a serious problem, decide on an urgent or important issue, or if a change to the constitution is proposed. 14 days' notice must be given to all Committee members prior to an extraordinary or special general meeting.

A Committee member who is not the Chairman may call such a meeting backed by 6 signatures of other members, which signatures may include the Chairman acting as an ordinary member.

An Extraordinary or Special General Meeting is needed for the following changes:

- Changing the Constitution
- To allow the members to decide on important issues.
- Excluding members including officers
- Winding up

Special Proposals made at Extraordinary or Special General Meetings will be passed by a majority of not less than 75% of the members who, being entitled to do so, vote on the resolution.

Committee members may be removed by Special Proposal at an Extraordinary or Special General meeting, if passed by a majority of not less than 75% of the members who, being entitled to do so, vote on the resolution.

The organisation may exclude a Committee member from an Extraordinary or Special General Meeting whose conduct is judged to bring the organisation CIB into disrepute by Special Proposal at an Extraordinary or Special General meeting if passed by a majority of not less than the members who, being entitled to do so, vote on the resolution. At such a meeting the member in question must be allowed to make his or her case before the vote if they so desire.

The constitution can only be amended by Special Proposal at an Extraordinary or Special General Meeting, if passed by a majority of not less than 75% of committee members of the members who, being entitled to do so, vote on the resolution.

The group may be wound up by Special Proposal at an Extraordinary or Special General Meeting, if passed by a majority of not less than 75% of committee members of the members who, being entitled to do so, vote on the resolution. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes. If such a group cannot be identified, the organisation will ask Cranleigh Parish Council to allocate money or property remaining to local charitable group/s within the Parish.

6 Finance

CIB handles public funds. It is constituted as a 'not-for-profit' organisation and may not make a profit, though it may hold reserves. It may also not make a loss. Any orders placed for any goods and services, except as stated below, must be with the approval of a quorate Committee meeting.

Funds must be held in CIB bank account. All cheques must be signed by 2 of 3 nominated Committee members. Online payments must be authorised by 2 of the same 3 nominated Committee members.

A float of £200 of petty cash may be held by one nominated Committee member at any time. All disbursements from petty cash must be documented with a petty cash slip and a cash book record kept.

Income and expenditure of all kinds must be accounted for.

Funds cannot be used to pay Committee members except to refund legitimate expenses approved in advance by the Committee, against a claim form and with a correct receipt.

Funds and property must only be used for the purposes of the group. It has no power to make donations to other organisations, including charitable donations.

At least once a year an Honorary qualified accountant appointed by the Committee shall examine the group's Accounts and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

No Committee member shall commit CIB to any expenditure exceeding the sum of £25 without prior approval from a quorate Committee meeting.

No Committee member nor Committee meeting shall commit CIB to spend more at any one time than it holds in its bank accounts, having considered all other committed expenditure.

All funds must be fully accounted for. Any income from events must be counted by two Committee members in the presence of each other, a tally sheet created and signed by both of them together and correct paying in books kept.

Special floats for events will be authorised at a Committee meeting and withdrawn from the bank to be held against signature of one nominated Committee member for the purposes of that event. The balance of the float together with income from the event will be paid in to the bank after verification by two Committee members, verifying the sum in the presence of each other, a tally sheet created and signed by both of them together and correct paying in books kept.

7 Compliance with the law

Cranleigh in Bloom must at all times comply with the law. Its members and officers may not break the law in the pursuit of CIB's objectives, neither cause nor incite others, whether members or not, to break the law.

- While as a non-profit organisation, Cranleigh in Bloom has determined that it is exempt from notification under the Data Protection Act 1998 it must comply with that act at all times.

- Cranleigh in Bloom must comply with the Privacy and Electronic Communication Regulations (EC Directive) 2003.

8 Communication with members

Cranleigh in Bloom may use electronic communication in order to make any reasonable communication with its membership. This may be used instead of paper communication.

9 Adoption of this constitution

This constitution was adopted on 14th March 2017 by the people whose signatures appear below:

Martin Bamford

Mark Collings

Jeanette Stennett

Andrea Bamford

Sue Dale

Jane O'Leary

CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
CRANLEIGH,
Surrey,
GU6 8AF
Tel. 01483 272311
Fax 01483 277573
E-mail Clerk@cranleighpc.org

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	Waverley Borough Council
Contact Name	Tom Crowe
Position in Organisation	Assistant Leisure Development Officer
Organisation Address	The Burys Godalming
Post Code	GU71HR
Contact Telephone No	01483523169
Registered Charity	NO

PROJECT DETAILS

Project Name	Cranleigh Friday Night Project	
Project Location	Cranleigh Leisure Centre	
Project Start Date	19/10/18	
Project End Date	N/A	
Total Cost of Project:	£22,000 per annum	
Amount Requested*	£11,000 (Nov 2019 to Oct 2020)	Percentage of Project Cost% 50

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£0
What is the applicants policy for use of those Reserves? *[brief outline to be given]*	N/A

PROJECT COSTS

Has a grant been paid by this Council previously?	YES
If YES give details:	£3000 for Cranleigh Friday Night Project (Nov 2018 to Oct 2019).
Do you have funding from other authorities?	Yes
If YES give details	Places Leisure will cover the cost of room hire and additional staffing to facilitate the increased attendance. Waverley Borough Council will cover cost of marketing and equipment and any other remaining costs.
Have any fundraising activities been arranged?	No
Any other relevant additional information to support the request:	The project received an Active Surrey grant of £7,000 which was available for the first year implementation only (Nov 2018 to Oct 2019). This funding is no longer available to sustain the project in future years.

GRANT DETAILS

What is the Grant required for?	
Project Aims [one/two sentences stating overall aim]	1. To increase the physical activity levels of young people (11 to 18 year olds) and to provide knowledge of the available opportunities for a sustained active lifestyle. 2. To provide a safe space for young people to access on Friday evenings, 5:30 to 8:30pm, which will contribute to reducing anti-social behaviour within the Cranleigh area.
Project Objectives [state three/four key objectives]	1. To increase the total number registered on the project by 20 individuals by November 2020. 2. To increase the average attendance per week. 3. To increase the number of females attending the project by 10 individuals.

Project Description [outline a clear description of the project]	After the reduction in Surrey County Council funding for youth provision within the Cranleigh area, the Friday Night Project was created to fulfil this gap. Waverley Borough Council in partnership with Cranleigh Parish Council, Active Surrey and Places Leisure, currently offer a youth club based in the leisure centre. Aimed at 11 to 18 years old, the project provides the opportunity to access the following activities from 5:30pm to 8:30pm every Friday: - Gym - 3 x Fitness Classes - Spin Classes - Table Tennis - Pool - Squash - Café - Football (Summer Months) - Netball (Summer Months) - Tennis (Summer Months) Participants pay £3.60 (£1.80 for those with a Waverley Access to Leisure card) per session. This includes all activities stated above and participants are free to leave and comeback to their choosing. The first year has exceeded all expectation and has seen fantastic success, with over 350 participants registered and over 2250 attendances across 42 sessions. Averaging over 50 participants a week. In addition, it has utilised and enhanced the skills of the local community with over 25 registered volunteers.

Implementation	
Which Organisation will be responsible for implementation of the project?	Waverley Borough Council, in partnership with Places Leisure.
If land/property is involved	
Has permission been obtained?	Yes
Are there any current contracts or leases which may be affected?	No
Who owns the land?	Waverley Borough Council
Are any other consents required?	No

Timings	
When is the grant required by?	1/11/19
Timetable *[kindly provide a timetable to implement the project]*	

Date	Milestone
November 2019	Project has been implemented and successfully run for a year and signifies the end of the first year of funding.

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community?
The project provides a safe space where 11 to 18 year olds can access physical activity opportunities for a reduced price. This leads to healthy lives and a change in behaviour to promote sustained active lifestyles. Offering a reduced fee provides those with low income the ability to use the centre.
The Friday Night Project provides opportunities for young people to meet and socialise. Providing a space which gives an alternative compared to meeting on the streets and therefore potentially reduces anti-social behaviour.
Participants are able to meet new people from the village creating friendships.
Volunteers are able to enhance their skill set and CV through volunteering on the project.
Who and how many of the local community will benefit?
Over 350 participants have access the benefits the Friday Night Project offers however, with more turning 11, this is due to increase. We would like to see at least 20 new participants register. These participants are 11 to 18 years old of all genders, disabilities and races.
The project currently has over 25 volunteers which will increase over the next year. This is a mix of demographics from the local community.
How do you know there is a need for this project?
The project is required due to the withdrawal of youth provision from Surrey County Council. The project's success in its first year with over 350 registered participants has proven the need for youth activities.

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	NO
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	NO – No other venues can offer the variety of activities for this project therefore the only suitable facility in Cranleigh is the leisure centre.

Signed:	Date: 03/10/19
Position in Organisation: Assistant Leisure Development Officer	

25 SEP 2019

CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
CRANLEIGH,
Surrey,
GU6 8AF
Tel. 01483 272311
Fax 01483 277573
E-mail Clerk@cranleighpc.org

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	Cranleigh Men's Shed
Contact Name	Philip Loring
Position in Organisation	Chairman
Organisation Address	Oliver House, 93 High St, Cranleigh (Correspondence to; 14 Broad Walk Cranleigh GU6 7LS)
Post Code	GU6 8AU
Contact Telephone No	07947 695524
Registered Charity	NO

PROJECT DETAILS

Project Name	Purchase of Band Saw	
Project Location	Oliver House, 93 High St, Cranleigh	
Project Start Date	October	
Project End Date	October	
Total Cost of Project:	£520	
Amount Requested*	£260	Percentage of Project Cost% 50%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£
What is the applicants policy for use of those Reserves? *[brief outline to be given]*	

PROJECT COSTS

Has a grant been paid by this Council previously ?	NO
If YES give details:	
Do you have funding from other authorities ?	No
If YES give details	
Have any fundraising activities been arranged ?	NO
Any other relevant additional information to support the request:	We have just moved into new premises and have spent the majority of our funds fitting out the shed and installing electricity.

GRANT DETAILS

What is the Grant required for ?	
Project Aims [one/two sentences stating overall aim]	Men's Shed is a place where men of all ages can come together to relax and socialise combined with the opportunity of making, restoring or repairing something of benefit to themselves or the community
Project Objectives [state three/four key objectives]	We are a new organisation wishing to grow Undertake projects that can improve the skills of our members Extend the range of what we can produce Produce items that we can sell in order to better fund the organisation
Project Description [outline a clear description of the project]	Our new shed facility lacks certain specialist equipment which prevents us undertaking bigger projects. The purchase of a 10" Band Saw with dust extractor would enable us to significantly improve the quality of our existing work and extend the repertoire of the products we make and projects we undertake.

Implementation	
Which Organisation will be responsible for implementation of the project?	Cranleigh Mens Shed
If land/property is involved	
Has permission been obtained ?	
Are there any current contracts or leases which may be affected ?	
Who owns the land ?	
Are any other consents required?	

Timings	
When is the grant required by?	*ASAP*
Timetable *[kindly provide a timetable to implement the project]*	
Date	**Milestone**
October 2019	Purchase of Equipment
October / November 2019	Training of members in safe use

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
Improve the skills of members and enable us to undertake other projects within the community
Who and how many of the local community will benefit ?
15 Mens Shed Members plus others.
How do you know there is a need for this project ?
Our work for the Cottage hospital, Cranleigh In Bloom, Beryl Harvey Conservation area etc proves there is a need for a well facilitated Men's Shed group. We hope to increase the range of projects that we can undertake

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	NA
Copy of organisation's latest audited accounts	NA
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	NA
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES

Signed:	Date: 25/9/19
Position in Organisation: CHAIRMAN	

CRANLEIGH MEN'S SHED CONSTITUTION

1. **Description:** The Cranleigh Men's Shed is a workshop and social environment based upon the ethos of the 'UK Men's Shed Association'. The Shed will not be gender or age specific, however, members must be over the age of 18.
2. **Objective:** The object of the Shed is social and recreational for those interested in working with wood or other materials.
3. **Aims and purposes:** - To provide a base for its members to connect with others while participating in group, community, or individual projects.
   To provide opportunities for socialising in a safe, friendly environment, while at the same time endeavouring to provide the space, expertise and facilities for its members to pursue hobbies, crafts and creative activities.
   To undertake projects which are acceptable to the group and which are of benefit to the community and or individuals involved in the wider community.
   To endeavour to assist its members to maintain or improve their health and well-being as a result of participation alone, while hopefully making new friends and enjoying working on a range of projects.
4. **Property:** The property of the Shed is vested in a Committee, appointed at the Annual General Meeting. In the event of death or retirement of any member of the Committee, the Shed Committee shall have the power to fill any vacancy subject to confirmation at the next General Meeting.
5. **Officers:** The Officers of the Shed are the Chairman, Treasurer, Secretary and up to three committee members.
6. **Election of Officers:** The Chairman, Treasurer and Secretary shall be elected at an Annual General Meeting to serve for a term of one year and may be re-elected at the Annual General Meeting.
7. **Committee:** The affairs of the Shed will be organised by a Committee consisting of the Officers, and three ordinary members. The Committee will meet three times each year. Four committee members will form a quorum at any meeting of the Shed Committee.
8. **Election of Committee:** Officers of the Shed Committee will be elected annually. Members of the Shed Committee may serve for not more than 3 years from their election and will not be eligible for re-election within one year of their retirement. Committee members will be elected on a one, two, or three-year basis and will automatically retire at the end of that term. In the event of the resignation or death of an Officer or a Committee Member, their place may be filled by a person chosen by the Committee until the next Annual General Meeting at which time the vacancy will be dealt with by the Shed meeting. The Committee in any event, has the power to co-opt not more than 2 extra Members.
9. **Finances:** The Shed is a non-profit making organisation. All profit and surpluses will be re-invested into the Shed to improve the Shed's facilities. No profit or surplus will be distributed other than to another non-profit making body on winding up or dissolution of the Shed. Any capital expenditure must be approved by at least three committee members. The Shed's funds shall be kept in an account at Lloyds Bank Cranleigh, and operated in accordance with bank treasury account rules.
10. **Accounts:** A copy of the accounts of the Shed for the past year will be available for the perusal of Members in the Shed, and copies of the same will be available to all Members at least 14 days before each Annual General Meeting. The accounts of the Shed will be subject to an independent review if requested by the membership.
11. **Membership:** Membership is open to anyone, male or female, over the age of eighteen. There will be a limit on the number of members allowed, with due regard to workspace safety. The current membership limit is 15 which will be reviewed by the committee periodically.

12. **Attendance Fees:** Ordinary Members will pay such fees as may from time to time be determined by the Shed Committee.
13. **Subscriptions:** Subject to any directions which may from time to time be given to the Shed Committee by a General Meeting of the Shed, the rates of annual subscription, will be determined by the Shed Committee and posted on the Shed notice board. Members joining during the year will pay a pro rata rate according to the number of months remaining in the subscription year, calculated from the beginning of the month following their joining.
14. **Breaches of Rules:** The Shed Committee will, as soon as reasonably practicable, consider what action, if any, should be taken on any breach of Shed Rules and may suspend the membership or any rights of membership of any Member who is guilty of any such breach. A breach of rules may lead to expulsion of the Shed.
15. **Unworthy Conduct** Any breach of the Rules of the Shed or any conduct of a Member, be it on the Shed's premises or not, which in the opinion of the Shed Committee is either unworthy of a Member, is in any way injurious to the interests of the Shed or is of a criminal nature, may result in that Member having their membership cancelled. The Member will be given the opportunity to furnish to the Shed Committee, at a meeting, an explanation of their conduct, either in writing or in person. A resolution must be brought to the Shed Committee which has the power to cancel the membership. A vote on such a resolution will only be carried if not less than three-quarters of those present vote in favour. The Member may, at the discretion of the Shed Committee, be given the opportunity to resign. Any Member who has either resigned at the request of the Committee, or had their membership cancelled, may not re-join as a Member, visit or take part in any activity of the Shed. No fee or part fee will be refunded to the Member in these circumstances. The decision of the Shed Committee is final and there is no right of appeal.
16. **Non-Payment of Subscriptions** If any Member's subscription be not paid within one calendar month after it is due, the Shed Secretary will give written notice of non-payment. If the subscription remains unpaid within two calendar months after it is due the Shed Secretary will write requesting immediate payment. Failure to comply by the member will result in automatic expulsion.
17. **Resignation** Any Member may resign from the Shed by giving written notice to the Shed Secretary. If such notice is received by the Secretary before 1st June, the Member will only be liable for one-half of the subscription for that year. If such notice is received by the Secretary after 1st June the Member will be liable for the full subscription year. Members who have resigned at the request of the Committee will not be refunded any part of any fee that has been paid.
18. **Annual General Meeting:** At least 28 days' notice will be given of the Annual General Meeting, to be held in January on a day to be decided by the Shed Committee. The Committee will put before the Members a report and abstract of the state of the accounts and affairs of the Shed, and prepare an agenda for the meeting. The Agenda will include only those items proposed by the Shed Committee or a Member at least 21 days before the meeting. No resolution which would, if carried, have the effect of making any new rule, will be discussed or put to the vote unless written notice has been received by the Secretary at least 21 days before the meeting.
19. **Voting:** At the Annual General Meeting or any other meeting of the Shed, each Member will be entitled to one vote.
20. **Extraordinary General Meeting:** The Shed Committee may call an Extraordinary General Meeting of the Shed on 28 days' notice. The Shed Committee will be required to call such a meeting on the written request of at least 35% of the membership, none of whom is a member of the Shed Committee. Notice of an Extraordinary General Meeting will specify distinctly the resolution or resolutions to be discussed and to which alone the discussion and decision of the meeting shall be confined.

21. **Publication of Rules**: Copies of the Shed Rules and List of all Members will be supplied to any Member on request
22. **Opening times:** The Shed will be open on days and times as decided by the committee. The operating times may be adjusted by agreement depending on the membership demand.
23. **Complaints:** Any Member may make a complaint in writing to the Chairman who shall, if appropriate, include the same on the agenda of the next Committee meeting.
24. **Use of Shed**: No Member will be allowed to use the Shed for any political or business purpose whatsoever or, address any political or business letter, circular of any kind or electronic communication in any form from the Shed. Neither shall there be use of the Shed's Website, social media account nor any intellectual property belonging to the Shed. No pamphlet, advertisement or notice can be displayed in the Shed without the prior approval of the Shed Committee.
25. **Health and Safety:** Members are responsible for ensuring that they read and understand the Health and Safety notices posted in the Shed and on any individual machinery. Members must use safety glasses and dust masks where applicable when using machinery, The Shed and the Committee accept no responsibility for any accident to members when using the tools and equipment in the shed.

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APPLICATION FOR GRANT

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When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	Surrey Fire & Rescue Service
Contact Name	Mark Taylor
Position in Organisation	Children and Young People Team Manager
Organisation Address	Headquarters, Croydon Road, Reigate, Surrey.
Post Code	RH2 0EJ
Contact Telephone No	Switchboard: 01737 242444. Mobile: 07968 834523
Registered Charity	NO

PROJECT DETAILS

Project Name	Safe Drive Stay Alive	
Project Location	Dorking Halls, Dorking	
Project Start Date	4 November 2019	
Project End Date	14 November 2019	
Total Cost of Project:	£110 000	
Amount Requested*	£500	Percentage of Project Cost% 0.45

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£40 000
What is the applicants policy for use of those Reserves? *[brief outline to be given]*	Funding is reliant on a combination of private corporate, public sector and third sector external funding (not SCC/FRS core budget) and the level of funding available and successful bids can vary year to year. Reserves are carried forward each year to help ensure that Safe Drive Stay Alive can continue to be offered free of charge to all Surrey schools, colleges, youth groups and army bases, including free transport.

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES
If YES give details:	£150 in 2018/19 towards the cost of Safe Drive Stay Alive
Do you have funding from other authorities ?	Yes
If YES give details **Parish, town, village councils** **Agreed funding in 2019** **(2018 funding shown in brackets)** Caterham Valley Parish Council £500 (£500) Oxted Parish Council £500 (£475) Burstow Parish Council £250 (£250) Shalford Parish Council Bid/enquiry(£300) Horley Town Council £100 (£100) Whyteleafe Village Council Bid/enquiry(£500) Worplesdon Parish Council £500 (£500) Bletchingley Parish Council Bid/enquiry(£250) Lingfield Parish Council Bid/enquiry(£50) Normandy Parish Council £100 (£100) East Horsley Parish Council Bid/enquiry(£500) Felbridge Parish Council Bid/enquiry(£100) Godalming Town Council Bid/enquiry(£500)	
Have any fundraising activities been arranged ?	NO

Any other relevant additional information to support the request:	

GRANT DETAILS

What is the Grant required for ?	
Project Aims [one/two sentences stating overall aim]	Safe Drive Stay Alive is a road safety education initiative that aims to highlight to all young people their responsibilities whilst being in a car - as a driver or passenger – as well as the consequences should these responsibilities not be taken seriously. Through a more informed and responsible attitude to driving young people will develop as more responsible, better and safer drivers and passengers, to the benefit of the wider community on Surrey's roads. The ultimate aim is to reduce risk and the number of road traffic collisions caused by, or involving young people (age 17 - 24), and therefore positively influence the number of injuries or deaths on the roads in Surrey involving this at risk group.
Project Objectives [state three/four key objectives]	• Make young people aware that road safety is a big issue for their age group (road death is one of the single biggest killers of young people in the UK) • Positively influence young peoples' attitude to driving and reduce the risk of becoming involved in a road traffic collision • Signpost young people, schools/colleges, parents to further information post attendance – including choices such as driving instructors/tuition and insurance • Encourage Young people to sign up, with prize incentives, to receive ongoing road safety and driving advice via monthly emails • Promote the use of the Young Driver's Guide, issued to all young people who attend • Promote the use of, in school/colleges, an independently researched and created tutor resource.
Project Description [outline a clear description of the project]	Safe Drive Stay Alive is a road safety education initiative, delivered by Surrey Fire & Rescue Service, in partnership with Surrey Police, South East Coast Ambulance Service and Frimley Health NHS Trust, that aims to highlight to all young people their responsibilities whilst being in a car - as a driver or passenger – as well as the consequences should these responsibilities not be taken seriously. Through a more informed and responsible attitude to driving young people will develop as more responsible, better and safer drivers and passengers, to the benefit of the wider community on Surrey's roads. The ultimate aim is to reduce risk and the number of road traffic collisions caused by, or involving young people (age 17 - 24), and therefore positively influence the number of injuries or deaths on the roads in Surrey involving this at risk group.

Implementation	
Which Organisation will be responsible for implementation of the project?	Surrey Fire & Rescue Service
If land/property is involved	
Has permission been obtained ?	Not applicable
Are there any current contracts or leases which may be affected ?	Not applicable
Who owns the land ?	Not applicable
Are any other consents required?	Not applicable

Timings	
When is the grant required by?	October 2019
Timetable *[kindly provide a timetable to implement the project]*	
Date	**Milestone**
January 2018	Venue dates booked for November 2019
January 2018 to October 2019	Promotion and funding bids submitted to various organisations
January 2017	3 year coach contract agreed
December 2018 - October 2019	Speakers agreed and sourced and content planning
May - July 2019	Schools/colleges invited to provisionally book places
August 2019	VIP performance invitations sent
September 2019	Schools colleges asked to confirm booking numbers
October 2019	Contracted coach company notifies pick up/drop off times
November 2019	Up to 19 performances delivered, including VIP performance. Each with up to 790 attendees.
November 2019 - January 2020	Monitoring, evaluation and feedback collections and collation and summary report to partners and financial supporters.

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?

11 500 - 12 000 young people from across Surrey attend SDSA each year, a large proportion of whom attend schools or colleges whose catchment areas include Cranleigh and the surrounding areas within Waverley and Surrey. Also, many of those who live outside the Cranleigh Parish Council area, may also be drivers in or through the parish as they learn to drive and in their early years of driving. Safety of these drivers, their passengers and others using the roads could be positively affected by attendance following attendance at SDSA.

Please see word documents submitted with this application. A summary report for the 2018 performances, along with a summary of the number of places booked, and attendance, by boroughs/districts, for the 2018 performances. All schools/colleges who attended are named.

Who and how many of the local community will benefit ?

Local (Waverley) schools/colleges that attended in 2018.

Organisation - Name	**Total Attendance**	**Total Booking**
All Hallows Catholic School	115	128
Charterhouse	209	217
Cranleigh School	110	126
Frensham Heights School	67	80
Godalming College	474	506
Godalming College	498	506
Guildford College (Farnham)	73	91
King Edward's School	68	80
More House School	32	45
Priors Field School	47	50
St Catherine's School	91	95

The Royal School	41	43

How do you know there is a need for this project ?

Young drivers are at greater risk of involvement in a road traffic collision than most other driver age groups. The Office of National Statistics now estimates the financial costs of an RTC death as £1.7 million. The costs of long term or life-long medical care for seriously injured casualties can be higher. This would be in addition to the more numerous lower level casualties.

Car occupants have made up the largest road user group in each casualty severity according to the most recent 'Reported Road Casualties Great Britain' Annual Report, with vulnerable users accounting for disproportionately more casualties based on total distance travelled. Road crashes cost the British economy £15 - £30 billion pa (1.2 – 2.3% GDP). ***Source:*** *Cranfield University, Safer Driver Behaviour Stakeholder Engagement: Information sheet.*

There is also scientific evidence (Cranfield University) that young people are more at risk due to the under development of the frontal lobe in the brain, which controls risk and decision making processes, this is not fully developed until aged 25.

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	Not applicable
Copy of organisation's latest audited accounts	Held by Surrey County Council Finance Team, within a dedicated budget code (profit centre)
Copy of constitution or set of rules	Not applicable
Evidence of any permissions or consents	Not applicable
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	Coach transport invoice (for Nov 2018) included with this funding bid, as evidence of expenditure. The three year coach contract (2017, 2018, 2019) was led by SCC Transport Coordination Centre (TCC), on behalf of Surrey FRS, following procurement and tendering rules.

Signed:	Date: 19 August 2019
Position in Organisation: Children and Young People Team Manager, Community Safety.	

Safe Drive Stay Alive - Surrey - November 2018

Location/Borough/District	Places booked	Number of attendees
Elmbridge	1082	953
Epsom & Ewell	1757	1434
Guildford	1569	1318
Mole Valley	1203	1083
Reigate & Banstead	1659	1331
Runnymede	1073	883
Spelthorne	246	224
Surrey Heath	321	291
Tandridge	565	544
Waverley	1967	1838
Woking	987	950
Kingston, Richmond, Sutton*	682	541
Total	13 111	11 390
Total (including VIPs, public, extras)	13 407	11 544
Total (2005 - 2018)	173 394	149 520

*Non Surrey schools pay £3 per person towards the cost of coach transport.

Schools, colleges, youth groups and army - November 2018 - Booked

ACS Cobham International
ACS Egham
All Hallows Catholic School
Alternative Learning Project (Hinchleywood sch)
Alternative Learning Programme
Bishop Wand
Blenheim High School
Box Hill School
Brooklands - Weybridge Campus
Carshalton College
Caterham School
Charterhouse
Children's Rights Services
Christ's School
City of London Freemen's School
Claremont Fan Court School
Collingwood College
Cranleigh School
Dunottar School
East Surrey College
Epsom & Ewell High
Epsom College
Ewell Castle School
Frensham Heights School
GASP Project
Notre Dame Senior School
NW Surrey Secondary Short Stay School (Kingsway)
Orleans Park School
Oxted School
Priors Field School
Radnor House
Reeds School
Reigate College
Reigate Grammar School
Rosebery School
Royal Alexandra and Albert School
Royal Grammar School
Salesian Roman Catholic School
Sir William Perkins School
South East Surrey Short Stay School
St Andrew's Catholic School
St Bede's School
St Catherine's School
St George's College
St John the Baptist Catholic School
St Paul's Catholic College
St Peter's Catholic Comprehensive School
St Teresa's School
Strode's College
Surrey Care Trust -STEPS Woking

George Abbot School
Glyn School
Godalming College
Gordon's School
Grey Court School
Guildford College (Merrist Wood)
Guildford College (Stoke Park)
Guildford College (Farnham Campus)
Guildford County School
Halliford School
Heathside School
Hinchley Wood School
Hollyfield School
Hope Service – Epsom & Guildford
Howard of Effingham School
Hurtwood House
King Edward's School
George Abbot School
Lingfield College
MOD Army - Princess Royal, Deepcut
More House School
NE Surrey Secondary Short Stay School
North East Surrey College Of Technology
Teddington School
The Ashcombe School
The Beacon School
The Priory C of E
The Royal School
The Well Project
Therfield School
Three Rivers Academy
Tomlinscote School
Tormead School
UK PowerNetworks
Warlingham School
Wey Valley College
Woking Sixth Form
Woldingham School

Schools and colleges - November 2018 - Did not book

Chart Wood School	Reigate & Banstead	Special
Christ's College	Guildford	School
Esher College*	Elmbridge	FE College
Guildford High School for Girls	Guildford	School
Kings College for Arts & Tech	Guildford	School
St Dominic's RC School	Waverley	Special School
St James Boys School*	Spelthorne	School
Reigate Valley College	Reigate & Banstead	PRU
Sycamore Centre Short Stay School	Epsom & Ewell	Special school
TASIS (The American School in England)	Runnymede	School
Wey Valley College	Guildford	PRU
Wishmore Cross	Surrey Heath	Special school
Woodfield School	Reigate and Banstead	Special school
Yehudi Menuhin School*	Elmbridge	School

*Have never attended SDSA

Safe Drive Stay Alive - Surrey

November 2018 performances

Summary report

www.safedrivesurrey.org

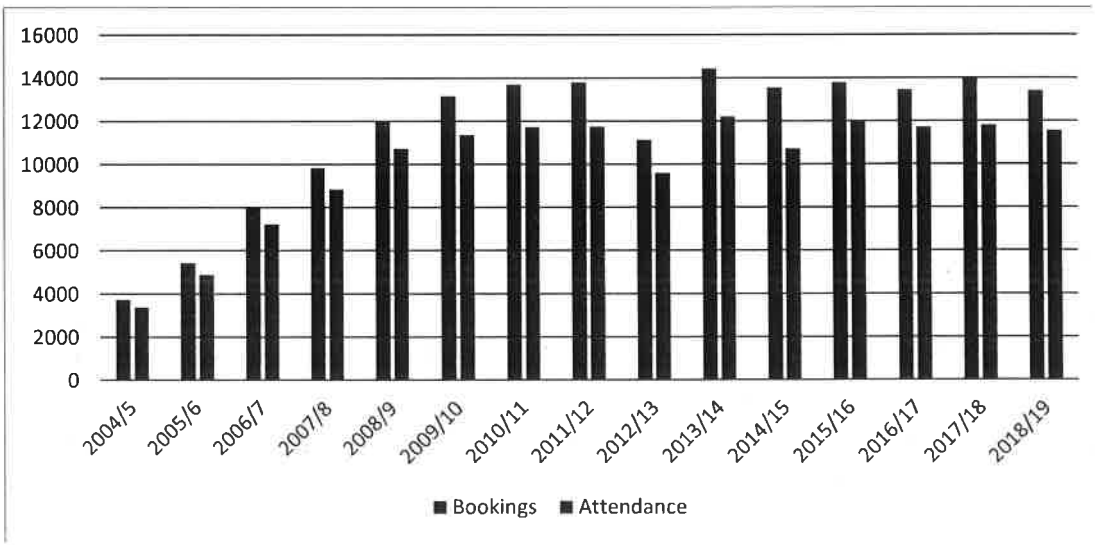
SURREY COUNTY COUNCIL

Overview

SDSA aims to positively influence the attitudes and driving behaviours of young people, reducing the likelihood, frequency and severity of road traffic collisions and, therefore, the number of deaths and injuries on Surrey's roads. Over the last 14 years we have invited, received and collated a large amount of feedback from students, teachers, parents, VIP invited guests, partner agencies and financial supporters. Visit www.safedrivesurrey.org to see some the feedback, which has been overwhelmingly positive, supporting the SDSA team's belief that SDSA is positively influencing young people's attitude to risk - both as a car driver and as a passenger.

November 2018 performances

11 544 people attended the 19 performances in late October and early November, bringing the total audience, since March 2005, to 149 520. Our audience comprised 11 390 students, teachers/tutors/instructors, from over 90 schools, colleges, youth groups and the armed forces, and over 100 invited VIP guests.



NB: A charge of £2.50 per person, towards transport costs, in November 2012 (2012/13), affected booking numbers and attendance. Attendance in November 2014 (2014/2015) was affected by the cancellation of a performance, as 500 students from Strodes College were not able to attend as the M25 was partially closed due to an accident.

Partners and Financial Supporters

The delivery of ***Safe Drive Stay Alive*** performances is made possible through Surrey Fire & Rescue Service working in partnership with other emergency service organisations and members of the public and due to the generosity of many financial supporters, all of whom we would like to thank.

Thank you to our partner organisations

Frimley Health NHS
NHS Foundation Trust

St George's University Hospitals NHS
NHS Foundation Trust

Representatives from our financial supporters and partner organisations join Chief Fire Officer, Steve Owen-Hughes, SCC Executive Director, Jason Russell and the VIP performance 'cast' - 1 November 2018.

Thank you to our financial supporters

ExxonMobil

Office of the Police and Crime Commissioner for Surrey

KIER

highways england

TOYOTA

TOYOTA (GB) PLC

Surrey Education Trust

esure®

Sheilas Wheels

High Sheriff Youth Awards

Helping young people make Surrey safer

MoleValley District Council

SURREY

NEXTBASE Dash Cams

insure the box

CATERHAM VALLEY PARISH COUNCIL

Oxted Parish Council

Whyteleafe Village Council

WORPLESDON PARISH COUNCIL

EAST HORSLEY

Farnham Town Council

SPC
representing the civil parish of Shalford, Peasmarsh and Chilworth

Godalming Town Council
Supporting Our Community

BURSTOW PARISH COUNCIL

WEST HORSLEY

HORLEY Town Council

LINGFIELD
Parish Council

The Community Safety Partnerships of Epsom & Ewell, Elmbridge, Guildford, Mole Valley, Reigate & Banstead, Runnymede, Spelthorne, Surrey Heath, Tandridge, Waverley & Woking

The Lord Lieutenant of Surrey, the High Sheriff of Surrey, Mayors & Councillors from Surrey, Mole Valley, Tandridge, Surrey Heath, parish & town councils join the VIP performance 'cast' - 1 November 2018.

VIP performance and event - Thursday 1 November 2018 - Speakers

Around 100 invited guests, including Surrey dignitaries, representatives from partner organisations and financial supporters, joined Surrey Fire & Rescue Service senior officers to view one of the live performances. Following the performance a networking event was held to recognise individual contributions towards the delivery of another 'season' of performances.

Steve Owen-Hughes, Chief Fire Officer, Surrey Fire & Rescue Service and Jason Russell, Executive Director, Highways, Transport & Environment, Surrey County Council

Jim Glover - High Sheriff of Surrey (2018 - 2019) and Patrick Rutherford, UK Retail Sales Manager, ExxonMobil.

James Birch, Regional Director, Kier Highways & Elspeth Hackett, Head of Personal Lines, esure & Sheila's Wheels.

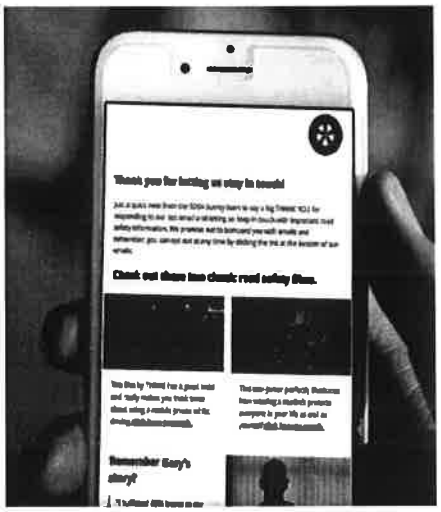
Colin Evans, Regional Safety Co-ordinator, Highways England & Leslie Jamieson, Paramedic, South East Coast Ambulance Service, receiving an engraved Surrey FRS plaque to mark her farewell to Safe Drive Stay Alive, after 6 years as a speaker.

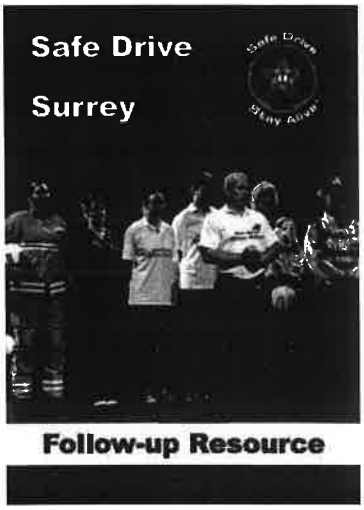
Rowan Roberts receiving an engraved Surrey FRS plaque to mark 14 years as host of SDSA performances and his forthcoming retirement from Surrey Fire & Rescue Service in January 2019. Rowan and Leslie with their plaques and some of the SDSA team.

Extended learning

Since 2015, every attendee has received a copy of the Young Driver's Guide (see 2018 version below), as well as a SDSA locker/trolley coin key ring (since 2016) and (since 2017) have been encouraged to 'check in' to register their details via the RSGB Connect online platform using the link www.safedrivesurrey.org/checkin . Those that registered had a chance of winning a prize and then would receive, by email, driving and road safety information updates in the 12 months post performance.

All schools have received copies of the Follow Up Tutor resource (see below) to support follow up work on Impulsivity, Distraction, Peer pressure, Mobile phones and Drink/Drug driving. The resource, incorporates activities, in four modules, that draw upon the latest Behaviour Change Techniques (BCT) research.





Metrics

Check-Ins - 807 - Higher rates compared to 2017 engagement.

email 1 - December 2018 - Online questionnaire
2017: 44% open rate // 19% click through rate
2018: 56% open rate // 25% click through rate

email 2 - January 2019 - First message
2017: 35% open rate // 16% click through rate (in 12 months)
2018: 53% open rate // 13% click through rate (in 2 months)

Prize winners

From 17 schools, colleges and army barracks

Car insurance policy discount - £500 each - courtesy of insure the box

AW	Gordon's School
EW	Strode's College

Car dash cams - RRP £99 each - courtesy of NextBase

JF	Carshalton College
AR	Fullbrook 6th Form
SA	Halliford School
AJ	Heathside School
CH	Orleans Park School
ZB	Oxted School

Amazon gift cards - £30 each

HM	Carshalton College
OR	Glyn School
HR	Gordon's School
KB	Gordon's School
NR	Heathside School
HC	Hinchley Wood School
JE	Hinchley Wood School
MM	Hinchley Wood School
SR	Hinchley Wood School
OW	Howard of Effingham
LC	Princess Royal Barracks, Deepcut
GC	Reigate College
GR	St Peter's Catholic School
AH	Strode's College
AF	The Ashcombe School
DS	The Beacon School
JF	The Beacon School
OB	The Beacon School
SB	The Beacon School
HC	Tormead School

RSGB Connect

Links to two examples of targeted emails

https://rsgbconnect.createsend.com/campaigns/reports/viewCampaign.aspx?d=i&c=C8F2402CC7DC93EF&ID=91870FD0BDE20BF32540EF23F30FEDED&temp=False&tx=0

https://rsgbconnect.createsend.com/campaigns/reports/viewCampaign.aspx?d=i&c=C8F2402CC7DC93EF&ID=358BA91F186DB0322540EF23F30FEDED&temp=False&tx=0

The Safe Drive Stay Alive - Surrey team - 1 November 2018.

Selection of feedback - November 2018

I still remember going to see this in November 2016, months before passing my driving test. What I watched, what I heard, who spoke about what was an eye-opener for me. One careless move, one moment of distraction can change everything. 18 months after passing my driving test, I'm still driving safely. The words of those have never left me, and I thank Safe Drive Stay Alive for being that voice for me, back then an eager wannabe driver, now a safe driver
Andy Patterson - via Facebook.

I would like to say thank you for the presentation you gave us in Dorking yesterday. My peers and I certainly found it moving, and from the other, 'wellbeing' lectures, I have been to with my school, this one stood out by miles. On the coach back we all agreed that it was well put together, and well worth the time we spent there.
Oliver Webb - Student.

Rowan Roberts, Surrey Fire & Rescue Service and performances Host, Simon Down, Roads Policing Officer - Surrey Police and Trevor Coldman, Surrey Fire & Rescue Service.

A huge thank you to all the volunteers who always do such a fantastic job of delivering such a powerful message. I know this will be the topic of conversations for days to come which really shows how much of an impact it has on our students
Daniel Guyte, Head of Year 12, Woking College.

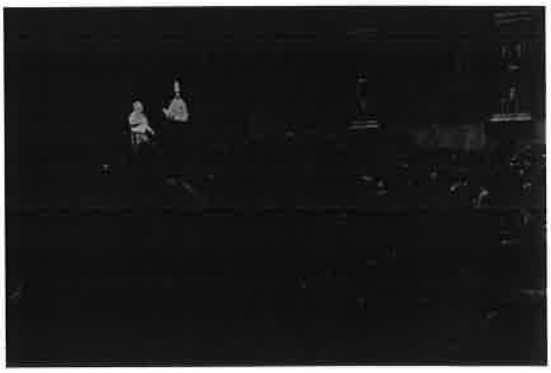
Teachers' comments (From on-line questionnaire)

- It was a genuinely moving and effective presentation, packed full of valuable, common sense information.
- The students were silent as they listened to the stories shared. They were engaged and couldn't stop speaking about it on the coach home.
- Students have told me that since attending they have thought twice about how they conduct themselves when driving their cars.
- I did a feedback session with our group and they all felt that they had learnt something from the performance that would stay with them. Each one mentioned something different that had really stood out for them
- Students have taken pride in telling me that they have told parents/friends/family members to slow down or pay better attention when they have been travelling with them.
- From the feedback I received there is no doubt. One said it "opened up a light bulb".
- Several said they would be more careful + refuse lifts or stop someone driving who was drunk.
- There was a valuable insight into the responsibilities borne not only of the driver, but also of the passenger.
- It provides so many excellent angles on this very important topic. Having nearly killed myself as an 18 year old driving I know how dangerous it is when you are new to driving
- There is no doubt that even to the most resistant of students (mine!) you can get through to them and this cannot be under-estimated

Leslie Jamieson - South East Coast Ambulance Service, Magda Winser, St George's Hospital, and Kevin Read - Father of Andy.

Young people's comments (From on-line questionnaire)

- The performance overall was fantastic. It really opened up my eyes that even the people who go to the scene are also at risk of being affected, it's not just those that are physically on the scene and those who don't know about the scene being the family and friends.
- It was informative and very helpful. Thank you for putting it together and helping my generation learn to drive safely.
- Great performance. Learned a lot from the experience.
- The knowledge that 5 mph can have a great difference in a crash when a car crashes, it also has made me aware that it is very easy to make a mistake when travelling at high speeds
- The fact there were personal real life situations and how influential the tone emotion and all was. Having actual people talking and telling us about the impact it had on them and putting us into the feet of actual teenagers and when we are on the high of fun how we act.
- I think that it was all brilliant and that each one had its own unique message that affected me in different positive ways.
- I always wear my seat belt in the car now due to what I saw at safe drive stay alive.

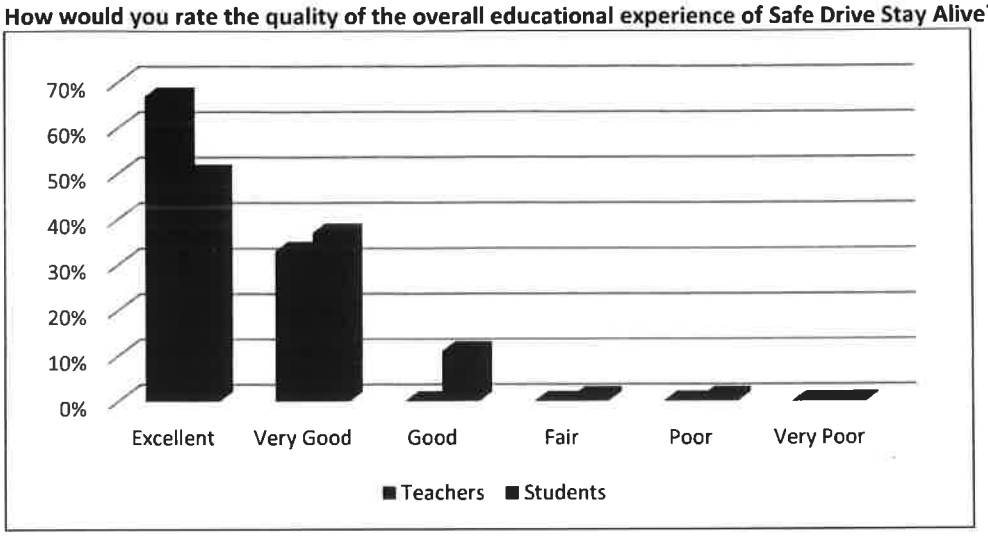


Abi Phillips, sister of Kelly, speaking on stage, and students standing, representing the number of young people killed or seriously injured on Surrey's roads each year - 1 November 2018.

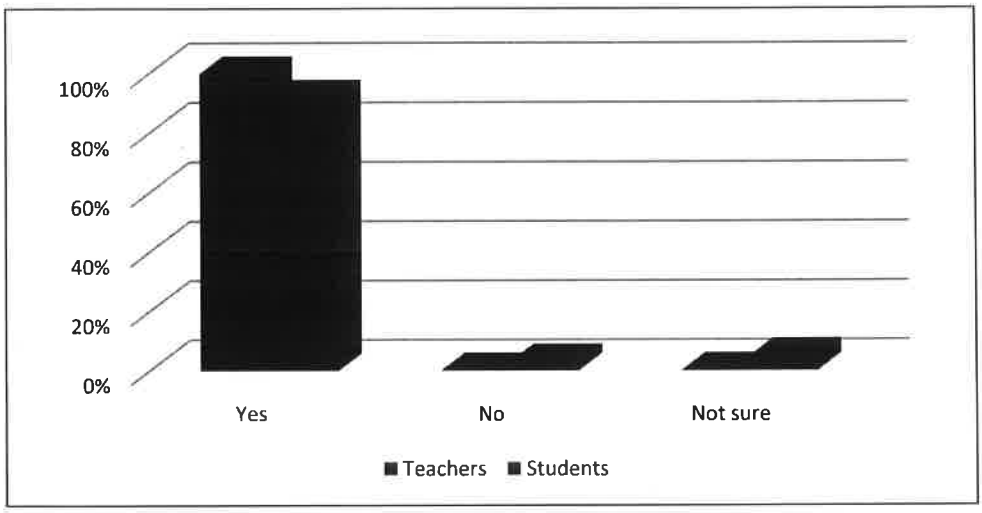
The High Sheriff of Surrey presenting a High Sheriff Youth Awards Certificate to Steve Owen-Hughes, Chief Fire Officer and Mark Taylor, Children and Young People Team Manager, Surrey Fire & Rescue Service. VIP guests assembled, over lunch, networking and awaiting VIP welcome and speeches - 1 November 2018.

Online questionnaires - November 2018 - Teachers and students

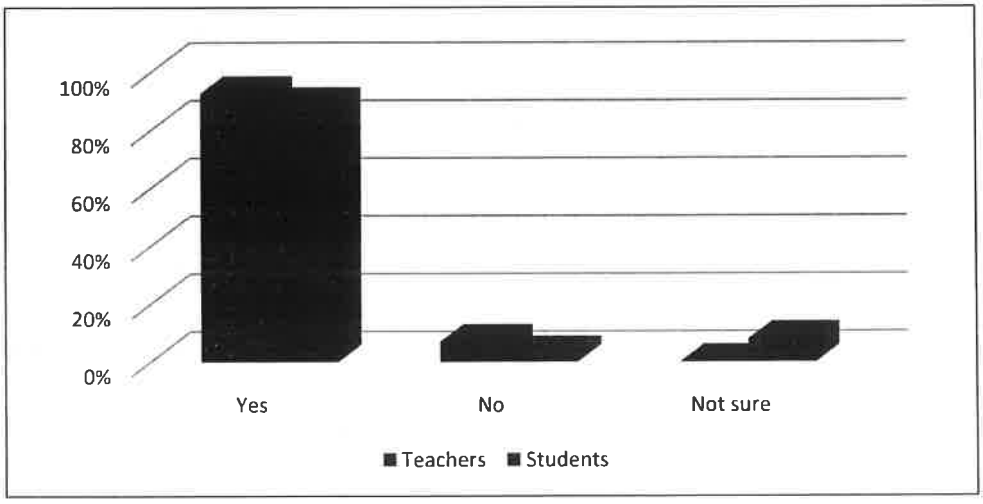
How would you rate the quality of the overall educational experience of Safe Drive Stay Alive?



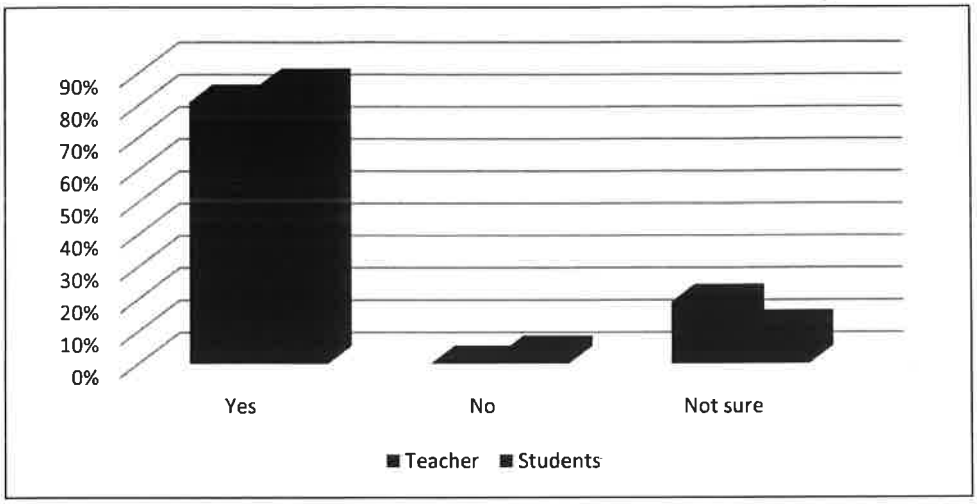
Do you feel your students/you benefitted from attending Safe Drive Stay Alive?



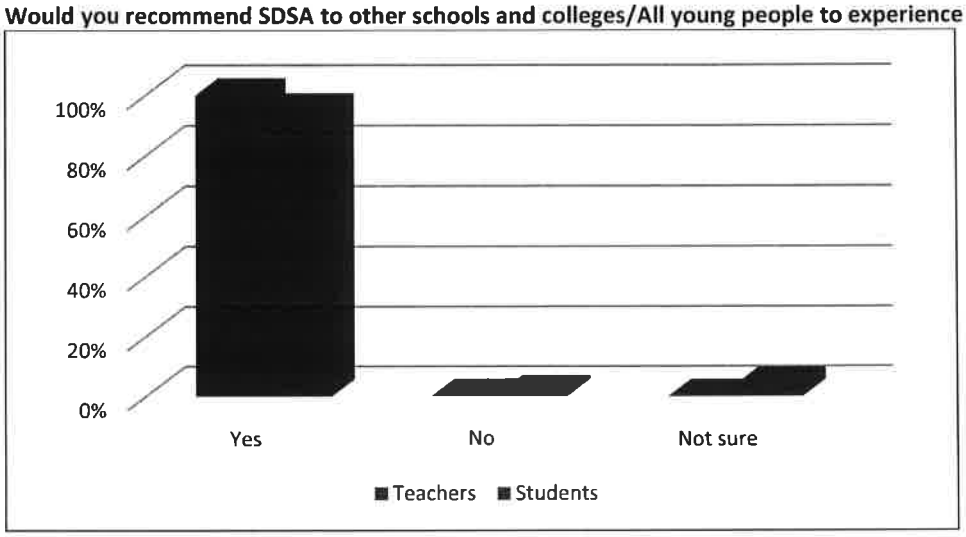
Do you think the attitudes of your students to <u>driving</u> responsibly, has improved by attending Safe Drive Stay Alive/Do you think SDSA has affected how you will <u>drive</u>?



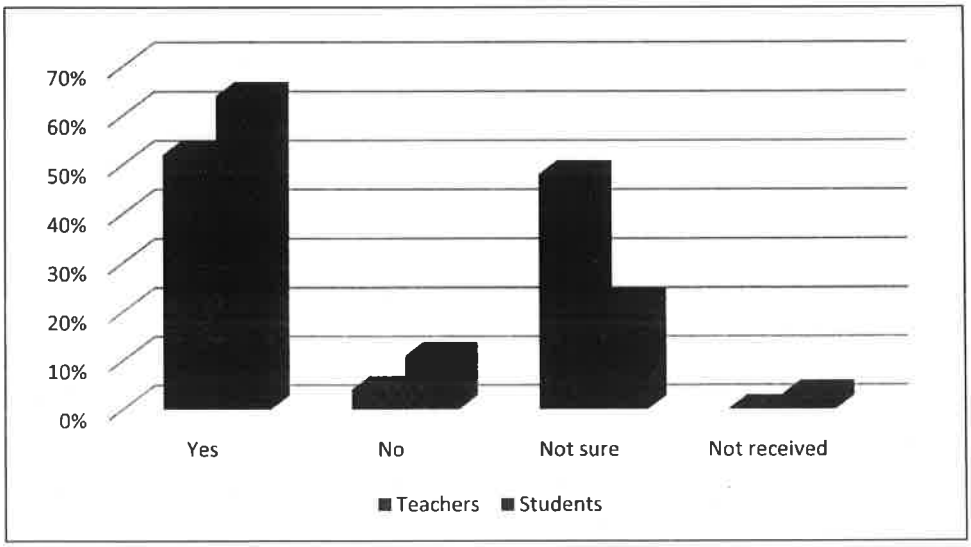
Do you think the attitudes of your students, to being a passenger in a car, has improved by attending Safe Drive Stay Alive/Do you think SDSA has affected how you will behave as a passenger in a car?



Would you recommend SDSA to other schools and colleges/All young people to experience SDSA?

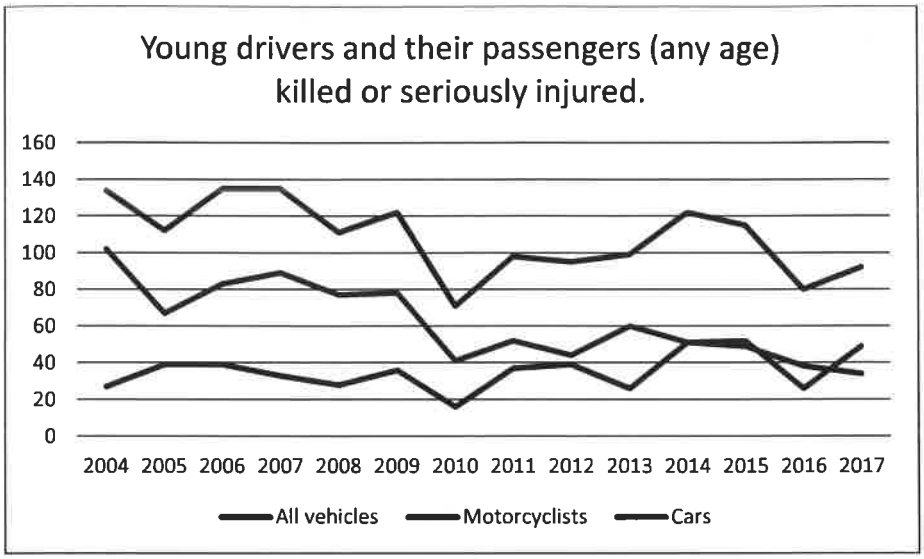


Do you feel the Young Driver's Guide will be useful for your students/you?



Results based on responses from 27 teachers/school staff (from 18 schools or colleges) and 239 students/young people (from 47 schools, colleges and 'others').

Surrey roads - Killed or seriously injured - 2004 to 2017



Source: Surrey County Council: 2018

Performances delivery costs - November 2018

Transport (coaches)	£67 860
Venue (Dorking Halls)	£14 513
Young Driver Guides (12 000)	£7 200
Key rings (12 000)	£4 280
Follow up resource (200 copies)	£1 186
Road Safety GB Connect (12 months)	£2 900
Amazon gift cards x 30 (RSGB check-in prizes)	£600
Catering (9 days for 25 people + VIP event)	£5 331
Photographer (VIP event)	£333
Website annual charge	£84
Total	£104 287

£104 287 equates to £9.07 per attendee, compared to the estimated societal cost of £1.8 million for each road traffic collision fatality.

Plans for 2019

Deliver **19 performances** to **11 500 - 12 000 attendees**.

Continue to make available and promote to schools and colleges, **post attendance resources**, including the follow up **Tutor Resource pack**, the **Young Driver's Guide** and the online **Road Safety GB Connect**.

Continue **regional and national collaboration**, chairing the national Road Safety Performances Forum.

Submit entries to the 2019 **First Car Awards** and the **First Car Young Driver Road Safety Awards**

Secure ongoing **financial support** from existing supporters and identify potential new supporters to ensure delivery of SDSA into the future.

Performances dates - November 2019

- Monday 4 November - Friday 8 November
- Monday 11 November - Thursday 14 November
- VIP performance on Thursday 7 November - 10:30am
- Evening performance on Wednesday 13 November - 7:30pm

2015

2016

2017

2006

Contacts
Surrey Fire & Rescue Service

Mark Taylor	mark.taylor@surreycc.gov.uk	07968 834523
Chris Gill	chris.gill@surreycc.gov.uk	07790 934748
GC Bryn Strudwick	bryn.strudwick@surreycc.gov.uk	07800 621958
	safedrive@surreycc.gov.uk	01737 242444

Mark Taylor
Children & Young People Team Manager
Surrey Fire & Rescue Service

February 2019

www.safedrivesurrey.org

www.facebook.com/sdsa.surrey

www.twitter.com/sdsa_surrey

SMH488/818640

3100386963

GRd 14/11/18

Edward Thomas & Son

442 Chessington Road, West Ewell, Surrey, KT19 9EJ
Telephone 02083974276/3774
Fax 02083975276
Email info@edwardthomasandson.co.uk

INVOICE

Mark Taylor
Surrey Fire and Rescue
HDQ Room 16
Croydon Road
Reigate
RH2 OEJ

Vendor no. 105063

9th November 2018
Invoice Number JTSFR091181

To provide a service from Various Schools to Dorking Halls 261 coaches in total

Date	Coach	Pick up	To	Cost
30.10.18 – 02.11.18		Various Schools	Dorking Halls	£260
05.11.18-09.11.18		Various Schools	Dorking Halls	£260

261 coaches at a cost of £260.00 per coach Total £67,860.00

Please find our bank details below.
Please quote invoice number on payment to the bank.

HSBC
54 High Street
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Clerk

From: Stuart Forrester <SFORRESTER@cala.co.uk>
Sent: 10 October 2019 14:29
To: Clerk
Cc: Nick Brown
Subject: FW: Community Hub Building Amlets Lane CRANLEIGH
Attachments: 15-935-240 Community building Flats Wheelchair Accessible.pdf; Allotment sketch.pdf

Dear All

Hope all is well.

With reference to the above and following on from our attendance at the recent parish council meeting we would like to take this opportunity to present to you the proposals as suggested at that meeting.

As a starting point it is worth noting that both CALA and indeed the Parish Council have raised concerns frequently since the initial planning permission was granted in relation to how the Community Hub would be used. In particular its long term objective and the high possibility that the building could end up as a very expensive *'white elephant'* should a long term sustainable solution not be found. It is well known that the proposal of a Community Hub was put forward by the original applicant with no supportive long term reports re its future usage and viability which leads us to now where we are.

As a starting point we did promise to the parish that we would undertake a detailed marketing strategy as a starting point to fully understand the potential demand for such a building.

The marketing period was for a period of 6 months and due to the very poor feedback we can reasonably conclude that there is no demand. Similarly, CALA Homes also also ran Facebook ads which again yielded no credible interest.

One potential party who came forward was Co-Tribe who wished to run the building as a not for profit entity, as a work hub. Co-Tribe themselves kindly undertook a marketing process. They had 15 applicants in total via Facebook - from local 'entrepreneurs'.
The view of our commercial advisors Vail Williams however was that these parties will entertain this new idea on their social platforms but the likelihood is, very few, if any, will actually follow through when the realisation for tenants sinks in that they can operate just as efficiently at home or in a local coffee shop without the financial overheads.

The commercial advice, taking in significant build costs at day 1, was that the building would need to generate £100k pa on a consistent basis. We do not believe there is enough evidence that the property will generate this figure at any one point, let alone consistently and sustainably. A potential of £40 psf rent is very bold for an area not suitable/recognised for this kind of commercial space – these rents aren't even achieved in Brighton nor Crawley which we've been involved in, which are known as commercial hubs.

We have therefore sadly arrived at the view there is not significant demand for the building as a Community Hub building.

Moving forward and for the reasons as set out above we have now come up with a solution which hopefully will be acceptable to the parish council and in turn to the LPA.
As a starting point we are very aware of the reference to 'Community' relating to this parcel of land and due to this we have sought a long term solution which has a community benefit to our proposal.

We would like therefore to suggest that we apply for the Change of Use to the building to enable it to be built and occupied on the basis of providing 3no 2 bedroom shared ownership affordable dwellings. They will sit within the

footprint of the building approved and likewise the accommodation will remain as single storey again within the silhouette of the approved massing of the building. Furthermore following the request made at the most recent Parish Council meeting we have made two of the three flats, M4 (3) Wheelchair compliant. These have separate points of access and will be served by a ramp accordingly. Due to the ground levels located to the rear (east) of the building it would not be possible to create the ramp to achieve the access into this flat therefore though the flat is suitably large it would not be M4(3) compliant. In summary two of the flats (rather than 3 as previously hoped) are fully M4(3) compliant.

To further reinforce the Community point we would also like to make the following suggestions.

Financial contributions

- Make a financial contribution made payable directly to the Cranleigh Parish Council to the sum of £20K for towards maintenance works to the Village Hall

Allotments

We have amended the site plan re the allotment area and split them into circa 80m2 allotment plots which now totals a maximum of 22 allotment plots.

- Upon completion of the allotments CALA to transfer the ownership to the Cranleigh Parish Council who will maintain and manage thereafter in perpetuity. It is envisaged that the allotments will be made available June / July 2020.
- 25% of the allotments plots will be made available for residents to Amlets Place contractually covered with the Cranleigh Parish Council / Cala.
- CALA to write to all occupants irrespective of tenure to establish demand for allotments in early 2020. An initial list of parties who wish to take an allotment from our development is passed to the parish and they will be the first to take the plots. The balance will come from the Parish Council's waiting list.
- The allotments will be provided with water supply, car parking and walkways only.
- The management of the car parks will be within the development Management Company i.e. Remus.
- Any structures-sheds etc that people / parish wish to erect on the land should be approved by Remus, not acting unreasonably.
- Remus to have step in rights should (in the unlikely event) the allotments be mis-managed by the occupants to make good. This will be contra charged to the parish.

We do hope the information as provided is adequate to enable the parish council to make a decision on our proposal however if you require any further information please do not hesitate to contact me. Hopefully the parish council will support our proposal and as such recommend approval to the proposal and if so on that basis we will be submitting a planning as soon as possible as if approved we can commence building operations straight away and as such deliver for the council/parish this much valued accommodation.

Hope this is acceptable however if you require any further information please do not hesitate to contact me.

Regards

Stuart

Stuart Forrester
Director of Planning and Design

Mobile: 077666 96684

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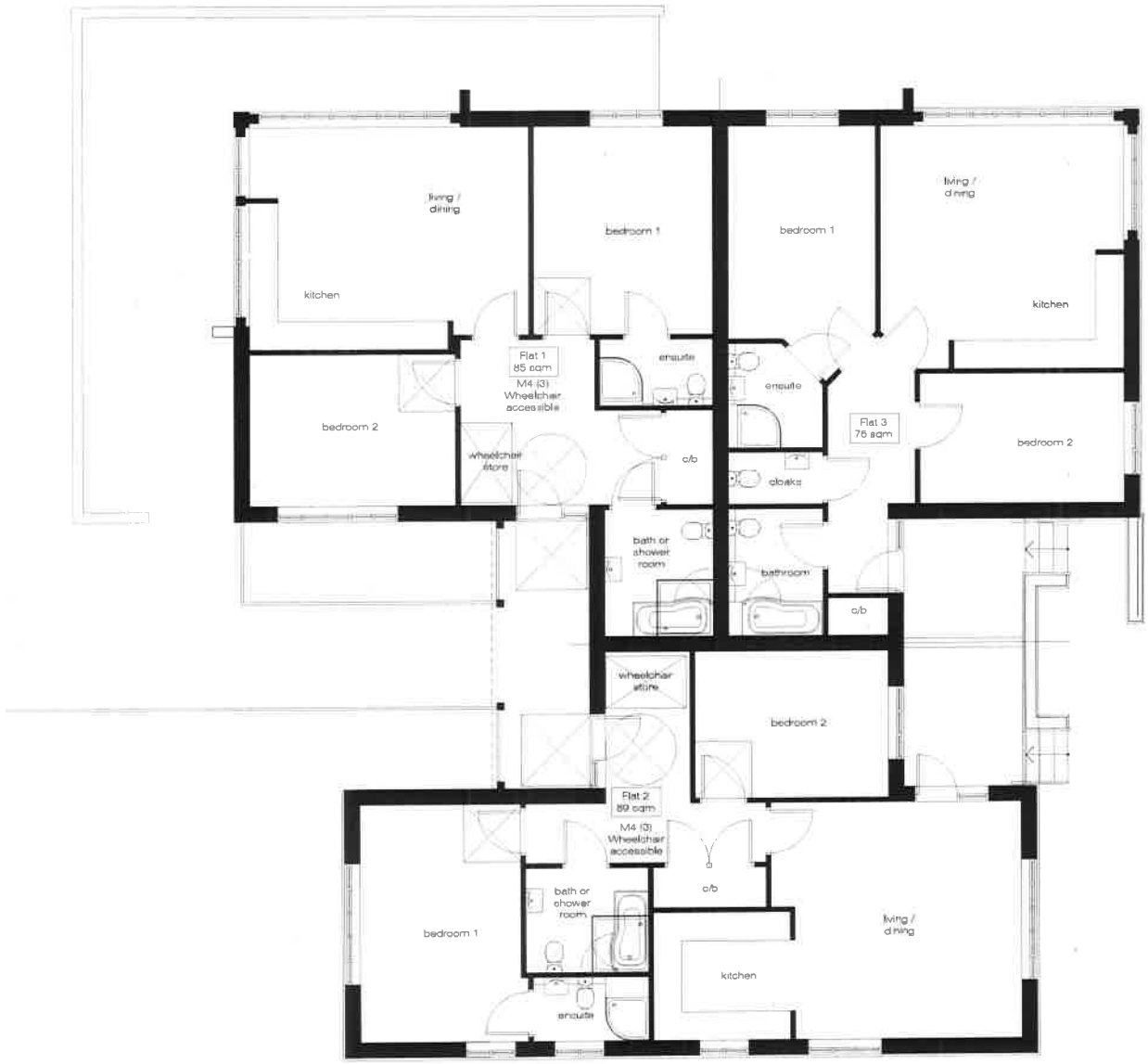
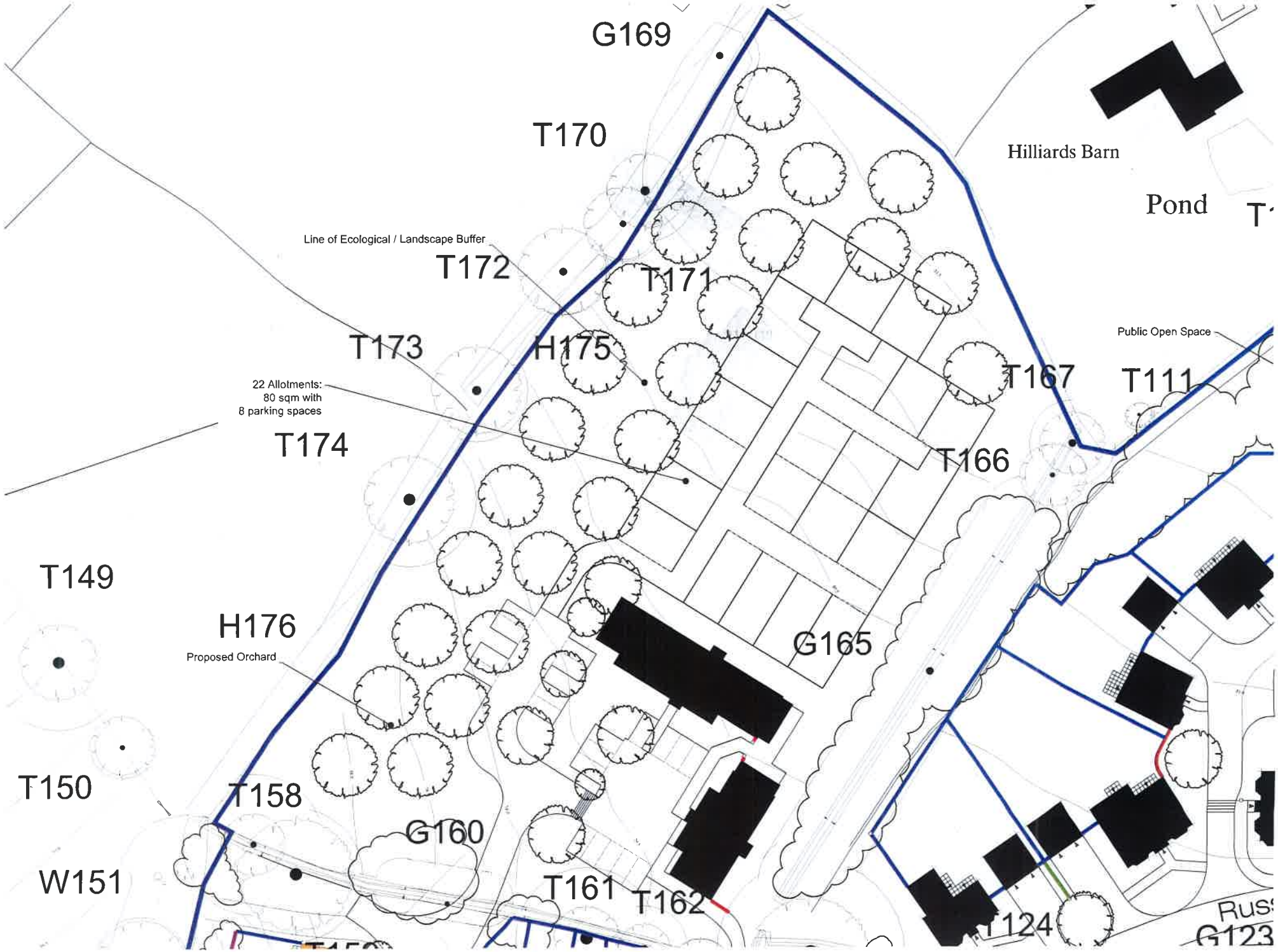


Feasibility Plan - Workhub Building - Flat Alternative
Amlets Lane, Cranleigh

RIBA Chartered Architects

Date Sept/19 Scale: 1/50@A1

Dwg No: 15-935-240


G169
T170
Hilliards Barn
Pond
Line of Ecological / Landscape Buffer
T172
T171
T173
H175
Public Open Space
T167
T111
22 Allotments:
80 sqm with
8 parking spaces
T174
T166
T149
H176
Proposed Orchard
G165
T150
T158
G160
W151
T161
T162
T124
G123

27 Summerlands

Dear Cranleigh Parish Councillors

In the Summerlands estate management plan adopted by Waverley Borough Council in 2018 it was stated that users of the green spaces on the estate would benefit from the presence of a number of benches. It is proposed that these benches be purchased using Section 106 money from Waverley Borough Council which requires an application from Cranleigh Parish Council hence the reason for Summerlands Estate Residents Association (SERA) writing to you.

The rational for the installation of these benches is as follows:-

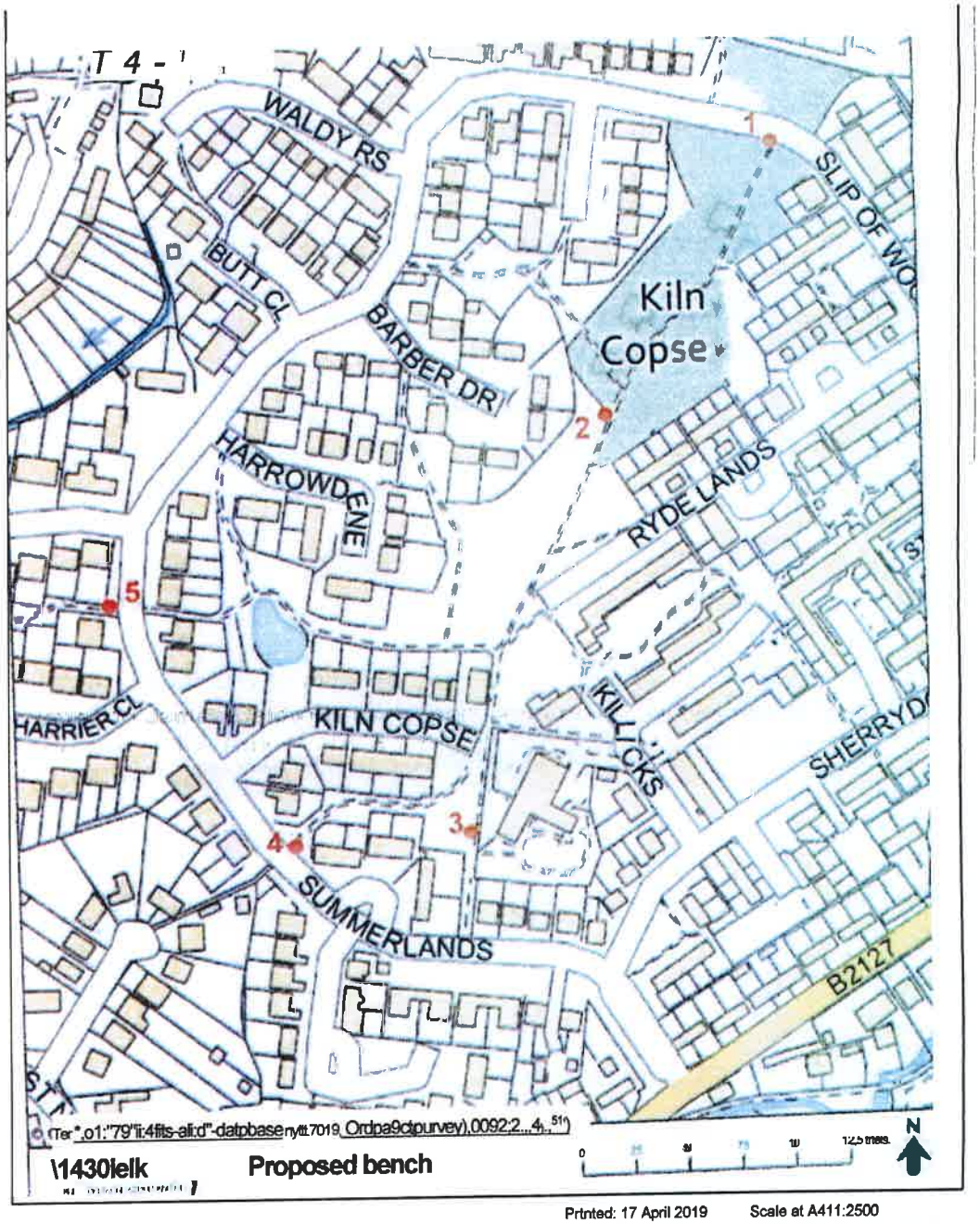
The Summerlands estate is bordered by three more estates – Glebelands to the west and Nuthurst to the east, both well established, and a new estate to the north, Amlets Park. Residents from Nuthurst and Amlets Park who want to walk into the centre of Cranleigh use the paths through Summerlands. The maximum walking time is about 30 minutes in one direction. When carrying their shopping home these residents have nowhere to rest en route. Benches would be most appreciated by these residents especially as many of them are elderly or young mothers with babies in buggies and toddlers. Furthermore Summerlands is located between two of the larger schools in Cranleigh, the senior school, Glebelands, to the west and the junior school, Park Mead, to the east. Pupils attending both schools use the paths in Summerlands to get to and from their schools. The Summerlands estate is also popular with joggers as it is the only place in Cranleigh where there is a change in elevation. Benches would provide them with a stopping place to do their stretching exercises. The presence of an ageing community has also resulted in an increase in the number of wheelchair users and their carers accessing the estate in order to enjoy the wildlife found there. Dog walkers also appreciate the variety of habitat which includes the pond with its great crested newts and the woodland with its wild flowers. Benches where users can rest, just for a short while, would really enhance the experience. Careful selection of bench style will reduce the congregation of people and a sufficient number will avoid any tendency towards anti-social behaviour. Hence the bench selection is the Bookham Bench available from Norbury Park Sawmill which cost £341 each. It is 1800mm wide in green English Oak. The cost for 5 benches including VAT would be £2046. This bench is in line with Waverley Borough Council Parks and Countryside memorial bench policy. The proposed locations of these benches are shown in the attached map and are being recommended after all residents of the Summerlands estate were consulted. Also consulted were Waverley Borough Councillors Foryszewski, Reed and Townsend who gave their support.

It is hoped that, if money is forthcoming for the purchase of these benches, their installation will be carried out by local residents, as a community activity, organised by SERA and supervised by Waverley Borough Council ranger, James Caldwell.

Thank you in advance for your consideration of this application.

Yours faithfully

Susan Dewhurst Ph.D. (SERA secretary)



Printed: 17 April 2019 Scale at A411:2500

Wavaley Borough Council
The Burys, Godalming -
Surrey, Gt11111R
Telephone. 01463 523333
Fax No: 01483 426337

Please submit any comments you may have relating to this proposal by writing to James Caldwell, Parks and Countryside, Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR or email to

Centenary Garden Listening Project

CENTENARY FIELDS

Commemorating World War I 2014-2018

fit fields in trust

“In Flanders fields the poppies blow…”

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Introduction

In partnership with Cranleigh residents, Fields in Trust and The Royal British Legion, a Centenary Garden has been created in an area of Snoxhall Fields - a significant green space at the heart of the village - it was opened in November 2018 to commemorate the 100th anniversary of the signing of the Armistice.

The garden is designed to commemorate local people lost in conflict in WWI and since, as well as those who remained and contributed on the Home Front.

Stage One of the garden is complete and it has attracted universal praise from residents and visitors alike. The impact on the area has exceeded all expectations in that it is bringing people together and providing a focus and a much-needed enhancement of identity. Not a day goes by without the garden being used by young and old, for viewing the sculpture or for quiet contemplation.

It is now time to create Stage Two - 'The Listening Project'. This will be an online oral history archive or museum with an interactive garden and bring the garden into the virtual world. It will place individual stories of local people right within its heart. In one part of the garden you will be able to listen to voices from the past. The dedicated website will provide audio and video via QR codes and a trigger mechanism direct to the garden.

This is an ideal opportunity to capture an oral history of the area, including residents' memories of conflict. The use of hi-tech in the garden is designed to be attractive to the younger generations and thus create a hub that will grow through the years.

Local voices, both famous and unknown will bring the substantial archive of letters to life. The whole will be produced to the highest professional standards.

This will make the Centenary Garden at Cranleigh unique in the British Isles.

The total Stage Two costs amount to **£48,162**

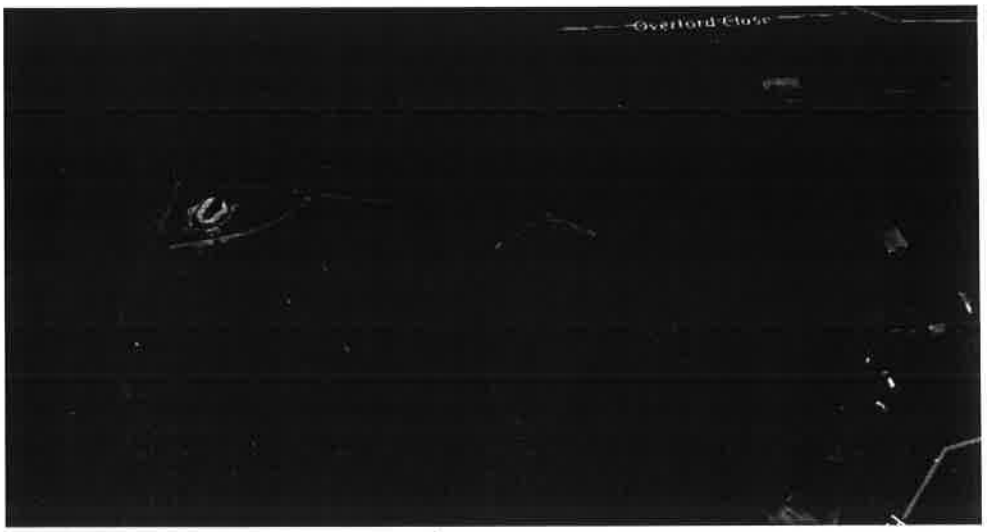
Meeting a Need

The objectives of this garden are multi-faceted. The memorial garden has already started to enhance a sense of place and identity for Cranleigh and the surrounding villages of Blackheath, Alfold, Dunsfold, Ewhurst, Shamley Green and Wonersh. The addition of a virtual story-telling experience through the listening project will give the public a much stronger sense of identity.

This will be effectively a living museum, an outside portal to the history of the area, its hi-tech nature attracting the younger generations to the stories of their area. This will improve accessibility and inclusivity and enable children to start taking ownership too.

The Memorial Garden Stage One and Two is a unique way to commemorate the WWI Centenary, and to honour those who lost their lives during this and other conflicts over the past 100 years, as well as remembering those left behind who 'kept the home fires burning'. They bravely faced the huge daily challenges that the war imposed whilst enduring the terrible loss of loved ones.

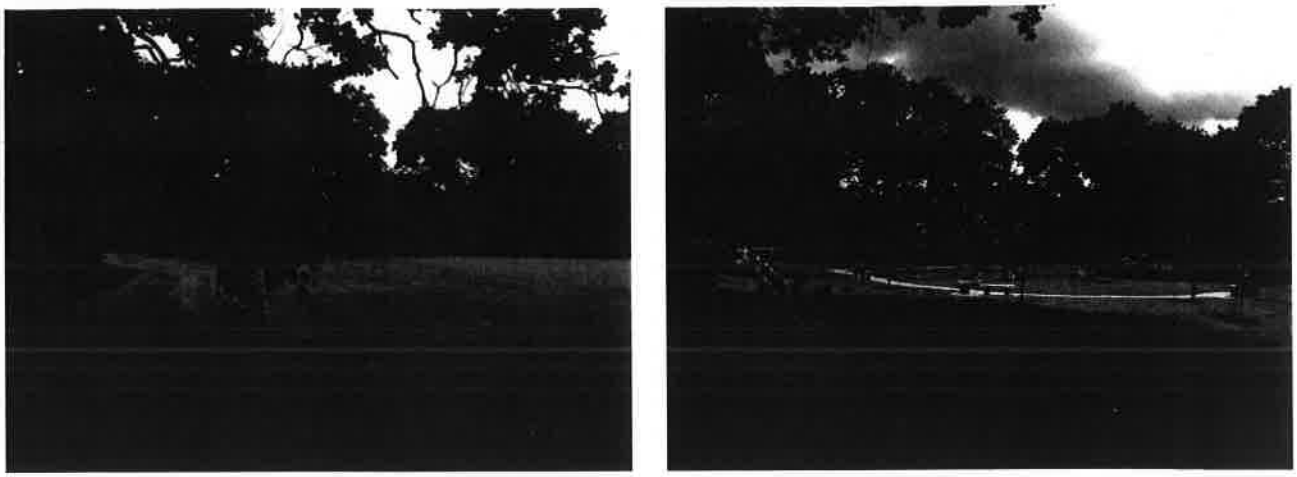
In the Cranleigh area there are no public places to draw people in to listen to stories from the past. The Centenary Garden will provide not just a physical commemoration but also a virtual hub and celebration of the villages' residents' shared history. By creating a strong identity for long-standing residents and for the large influx of outsiders in all our villages, the project will play a significant role in not only maintaining our cohesiveness as communities, but to enhance it.



The Centenary Garden at Cranleigh Summer 2018

The site is located on the north-eastern edge of Snoxhall Field in an area that already has established trees and an area of open grassland. It is adjacent to the Snoxhall Play Area.

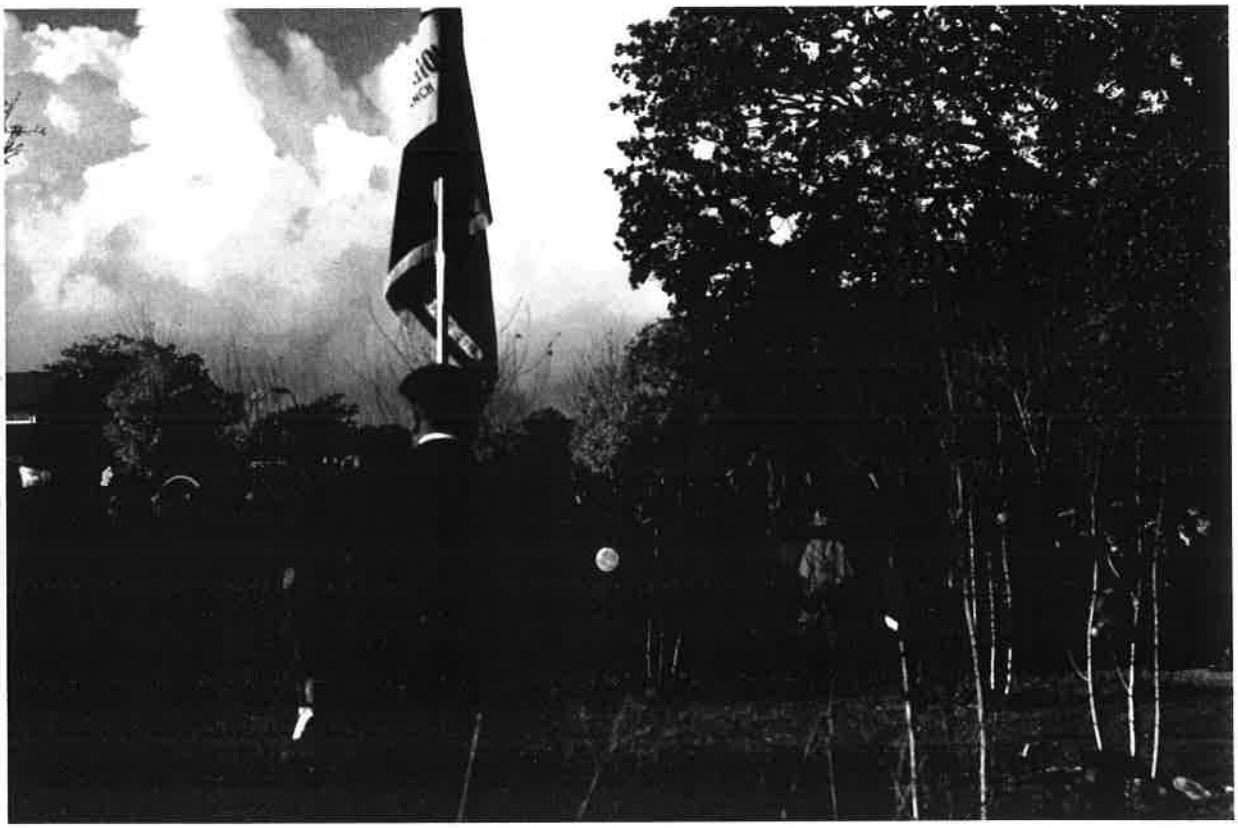
Visitors enter down a paved pathway to a centre circle. This circle, about ten meters wide is enclosed to the rear and sides with a hornbeam hedge. Two feature benches to the back of the circle frame a simple steel sheet some two meters in height. Cut through the steel are inscribed the numbers of Fallen against the list of villages surrounding and including Cranleigh. In the centre of the circle and some 2.5 metres in diameter is a sculpture made from steel poppies - the same number of the Fallen. Some steel poppies will spill out of the circle at the front by the open metal gates. This area is flanked by herbaceous perennials, two paths branch from the main paved path on either side. These paths have seating areas along their length and end in a small circle with natural oak benches. The interactive listening project will feature on one bench to the right.



View before and after Stage One looking to the North on the Centenary Garden site

Some of the Park Mead primary school children who helped with the paper- plates poppies November 2018

415 steel poppies - one for each local life lost in conflict



Opening of the Centenary Garden November 2018

First World War **Local History**

The names of those lost in conflict during WWI is engraved on the War Memorials in the villages of Blackheath, Alfold, Ewhurst, Cranleigh, Dunsfold, Shamley Green and Wonersh and more details are available from the National Archives and Service Records. However, little is widely known of activities on the Home Front, in civilian and military activities. The Centenary Garden, intends to celebrate and present these to a much wider audience through the garden and the listening project.

The Home Front - Cranleigh 1914-18 (by Joy Horn)

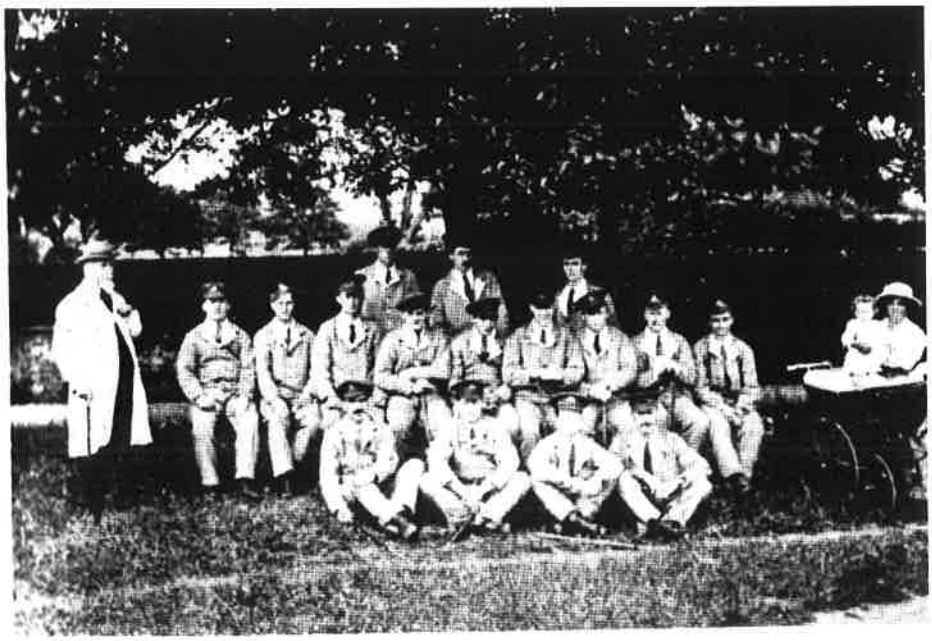
The following articles provide details of some of the activities on the Home Front in Cranleigh during WWI:

Oaklands Red Cross Hospital, Knowle Lane

One of the reasons for the outbreak of war in 1914 was the German invasion of Belgium. This resulted in a large number of refugees flooding into SE England. Sir George Bonham of Knowle put at their disposal an 8-bedroomed house he owned in Knowle Lane (since rebuilt), opposite the entrance gates to his own house, here seen in a postcard of 1908. Cranleigh people put on entertainments in the Village Hall to raise money to help them.

Refugees at Oaklands in Knowle Lane 1908

By the beginning of 1916, the Belgian refugees had moved out, and Sir George Bonham made 'Oaklands' available as a Red Cross Hospital. It was one of 3,000 temporary hospitals set up in the country to cope with the flood of wounded soldiers. It cared for 20 patients at a time, later increased to 30. The nurses were from the Voluntary Aid Detachment of the Red Cross. The people of Cranleigh were enormously supportive during the next few years. They put on weekly entertainments at 'Oaklands'; the Boy Scouts did daily orderly duties; the gentry gave or loaned cars. Cranleigh residents showered them with presents at Christmas and gave concerts to raise money for them. The recovering soldiers, in their blue uniform (known as 'Blighty Blues'), became a familiar sight at village events, and, as a gesture of thanks, gave a concert of their own in the Village Hall.



Oaklands soldiers on the Common, with Dr Alexander Hope Walker (courtesy, Michael Miller)

The Women's War Work Depot

Cranleigh Baptist Chapel

In the very first week of the war, a branch of Queen Mary's Needlework Guild, with Mrs E.L. Rowcliffe of Hall Place as President, was set up to run sewing meetings to make garments for the forces which were not included in the uniform provided by the government. It met in the 'schoolroom' of the Baptist Chapel. Garments made were sent to Friary Court, St James's Palace.

By December, they had made 200 shirts and had knitted over 100 pairs of socks, plus bed-jackets and knitted mufflers. It sounds reminiscent of the popular song written that autumn, 'Sister Susie's sewing shirts for soldiers'.

By the end of 1915 the 'War Work Depot' had over 100 lady workers, making 'all kinds of comfortable things - shirts, scarves, gloves - for our soldiers at the front, and other articles for the wounded in the hospitals'. It must have been a hive of activity.

When the Red Cross hospital at 'Oaklands' in Knowle Lane opened for wounded soldiers in January 1916, the energetic Mrs Rowcliffe became commandant there. In one month the Women's War

Work Association produced 33 pairs of pyjamas, 31 pairs of socks, 14 comforters (scarves) and 14 pairs of mittens. By now it was operating for five days each week. In December 1916, it was reported that there were now 132 workers enrolled. They had made 1,163 attendances during the year, and had produced 1,098 articles. These supplied most of the needs of 'Oaklands' and a steady stream of parcels was sent to Friary Court, the central depot, where, it was alleged, Queen Mary herself helped in the sorting!

In April 1917, Queen Mary made a special appeal, 'owing to the submarine menace ... for more work and more funds'. The Cranleigh Women's War Work Association made a big effort, and sent away 147 articles this month.

Up to November 1918, the Depot had recorded 1,953 attendances, and had made 2,143 articles of clothing and hospital requisites. It was formally closed in early 1919. Seven long-service badges were awarded to particularly hard-working women and a message from Queen Mary was read.

Women Land Workers

Local farmers found themselves in a difficult position when many of their labourers volunteered for the armed forces in 1914. The problem was increased in 1916 when conscription was introduced. At the same time, farmers were exhorted to increase production of food, so that the country would not depend so much on imported supplies. Farmers were obliged to rely on workers over military age, or teenagers before they were called up.

Another possibility was to make use of women as farm workers. Mrs Welch of 'Stonewall' on the Common started a registry of women available for farm service, but farmers were initially reluctant to employ them. It was decided that relations between farmers and women workers were most smooth if the women worked in gangs under a leader who took instructions and was in charge of time-sheets. The picture shows a group of women hoeing turnips at New Park Farm, working in this way.

(From Bygone Cranleigh, by B. Seymour & M. Warrington ((1984))

A number of Cranleigh women went in 1916 to Cambridgeshire to help harvest soft fruit for Chiver's, the jam makers. Their first job was to hoe around strawberry plants, apple trees and gooseberry bushes, which they found strenuous work. Then, for gooseberry pulling, they were supplied with strong boots and leggings, shady hats, over-sleeves and gloves, as it was a very thorny job. Strawberry-picking followed, and then raspberries, which they found easier. They returned home declaring that it had been 'healthy and patriotic work for women'.

Eventually, some of the farmers' prejudice against women workers disappeared, and 50 Cranleigh women were awarded the armband of the Women's Land Army for working 240 hours.

School Meals

School children celebrating Empire Day, early 20th century

In June 1917, a 'Royal Proclamation on the Consumption of Grain' was read in church on four successive Sundays. It called on people to cut their consumption of bread by one quarter. For some families, this was more easily said than done. Bread really was the staple food of the working classes, and was eaten in large quantities at breakfast, dinner and tea, so this threatened their health.

To help relieve the situation, the managers of the village school decided to provide a 2d midday meal for schoolchildren, in the hope that it might help families to save on bread. The meals were served on three days a week (later rising to four), and soon 130 children were eating them. Their first dinner consisted of 'barley stew, with flaked maize pudding afterwards', and we are told that 'they very much enjoyed it'. For their part, older schoolchildren were granted time off school in order to make the most of the blackberry harvest. The fruit was used to make jam - tea consisted of bread and jam for many families.

The organiser of the school dinners, one Mrs Lomas, and her team gave their time and services free of charge, and Mr Edmund Davis of 'Belwethers' behind the school allowed the meals to be served in one of his buildings free of charge. The dinners were so appreciated by the children that efforts were made after the war to find funds to continue them. This was not successful, and they came to an end in April 1919.

A local girl's comments on her brother enlisting

"My brother joined up in the First World War and was killed at the age of nineteen - but he was really only eighteen year. He told my mother when he was seventeen that he had seen a recruiting sergeant in the village who asked him how old he was. My brother told the sergeant he was seventeen. The sergeant told him to walk round the village and go back and say he was eighteen, then he would be able to sign up. That was how desperate the Army was for recruits.

My mother forbade my brother to enlist so young, and said 'Your time will come soon enough.' She was right - it did. Before he was nineteen he was posted as missing in France. He was a carrier - that is what young boys were wanted for."

Overall Plan

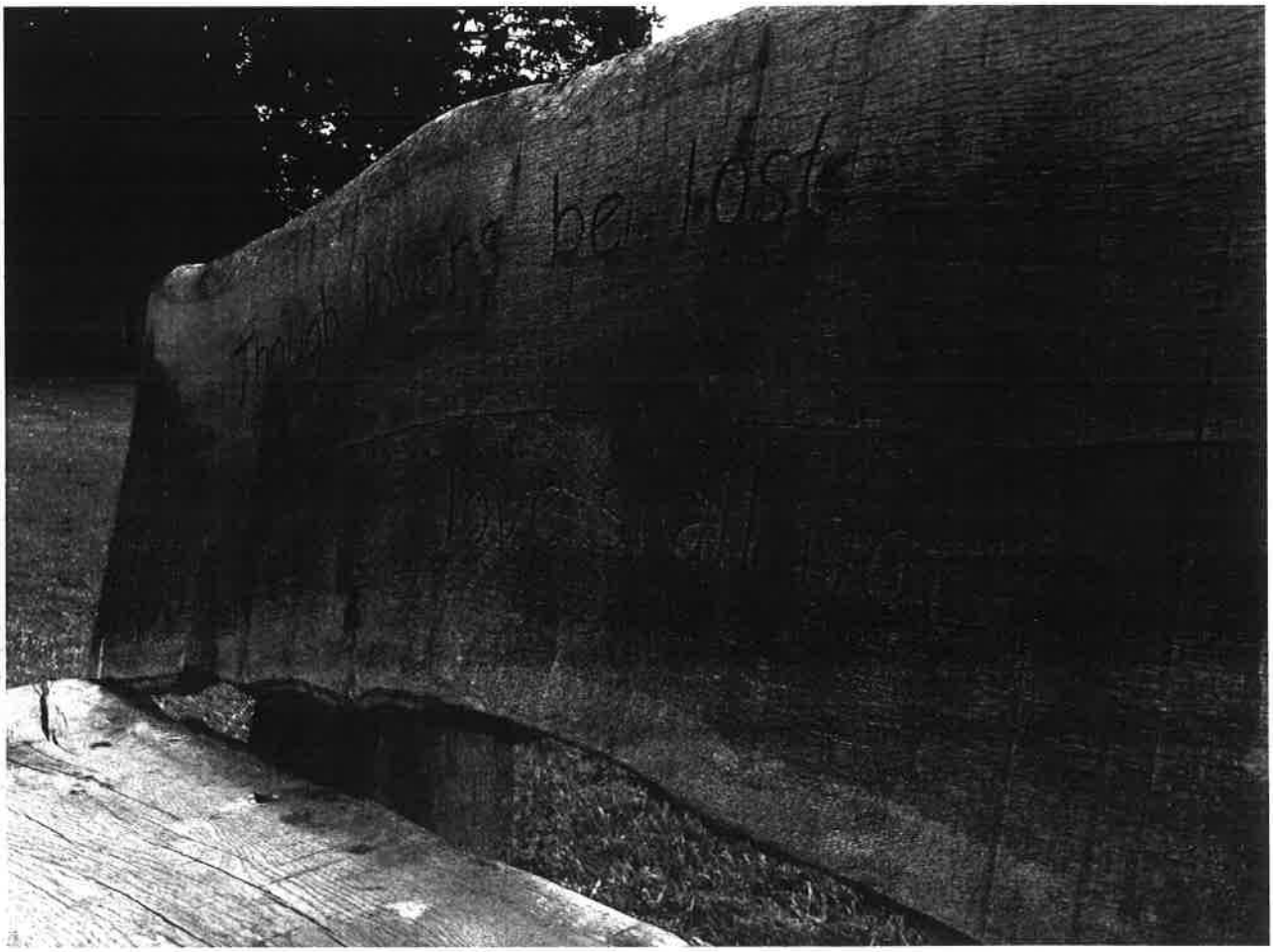
A virtual interactive garden to be a physical hub for the villages' memory of conflict. Conflict from the First World War, Second World War, Korea, Afghanistan and other engagements in the last 100 years. Our stories will be re-voiced, edited, sound designed and digitised, as well as other first hand accounts being filmed and archived forever on a dedicated website.

The final versions to include a plethora of other material will be accessed online, as well as from the garden.

The presence of an individual sitting at a specific bench will trigger voices from the past. QR codes in the garden will enable visitors to access audio visual material from the website. By swiping your smartphone next to the poppy sculpture you will see the 415 names of the fallen, and their details.

Listening Projects as well as capturing local oral history, have been proved to contribute toward community cohesion and are an effective tool to broaden community support and involvement, as well as contributing towards a sense of local identity. Now, with our villages facing an unparalleled rapid increase in population from outside, community cohesion is even more important.

All the schools in the area have given the project a good deal of support and can see the direct benefit to their curricula, so where possible we would want to reach out to the schools' education programmes. The use of hi-tech to access stories is specifically designed to attract the younger generations to the garden, the hub and our history. So they can also feel an increased sense of belonging to our community.



Once the budget target has been reached the content gathering and physical construction can begin. This entails the laying of an armoured cable from the pavilion on Snoxhall Fields to the garden to provide power for the audio equipment, timing and trigger mechanisms that will be placed in a secure cabinet. A couple of speaker cables and wiring will be laid in subsoil tubing to a mound behind a bench that backs onto a low drystone wall in which the speakers will be hidden. Part of the trigger mechanism sensor will be placed nearby.

The trigger and timing mechanism will be set so the audio cannot be activated before 9.00 am and will cut off before sunset. Audio will be kept low so the sound cannot be heard beyond the confines of the bench area.

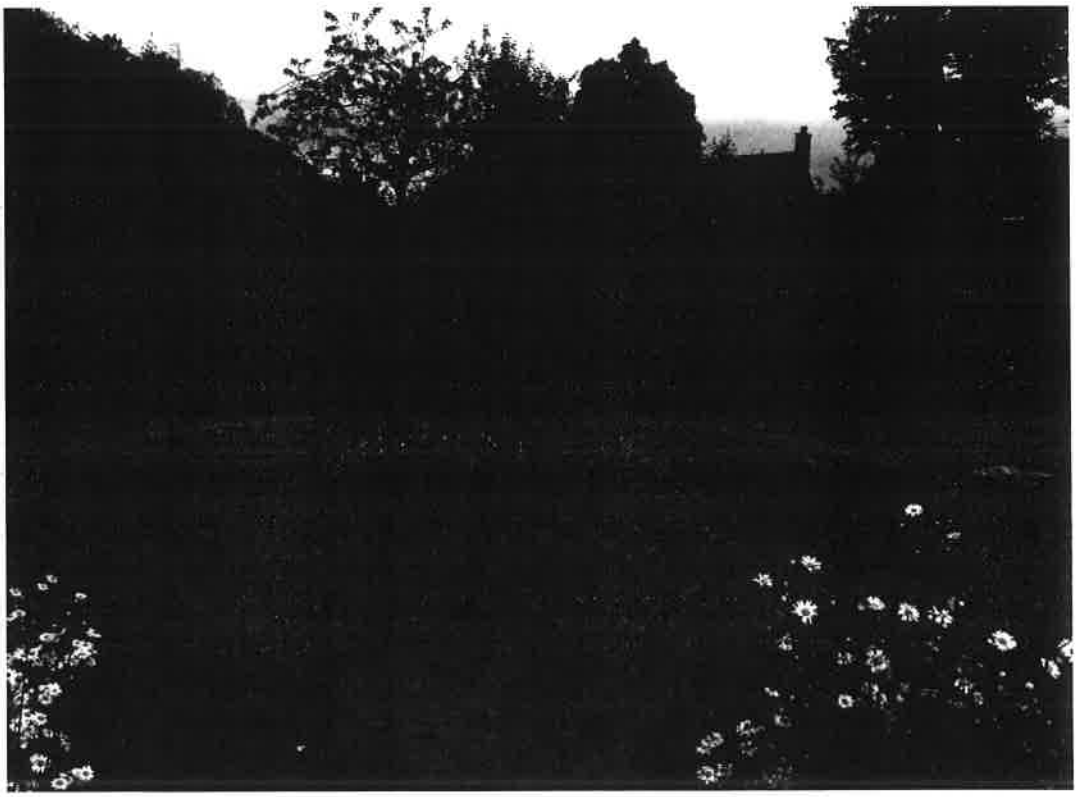
The audio content will consist of approximately 90 minutes of items that last a maximum of about 5 minutes. The items will play in a randomised order and the system will switch off after about 5 minutes use and will have to be triggered again. Content will be gathered by media appeals, by word-of-mouth and through the villages' history societies.

The sound package will consist of local voices (both the man-in-the street as well as national well-known locals, some of whom have already agreed to help). The sound scape will be professionally designed.

Themes online would be Experience of the Front Line; Experience of the Home Front; Experience related directly with Cranleigh, Dunsfold, Ewhurst, Alfold and Shamley Green/Wonersh. Areas would be categorised online into content groups.

The project would be open ended, to collect further interviews for the website as word of mouth feeds back.

It is estimated that the creation of the sound package will take a year. Planning the overall audio and audio visual experience, the Listening Project will involve research, writing, travel, filming/ interviewing, audio production, editing, sound design, image licences, legal work, web design and content population, as well as the purchase of hardware and installation in the garden.

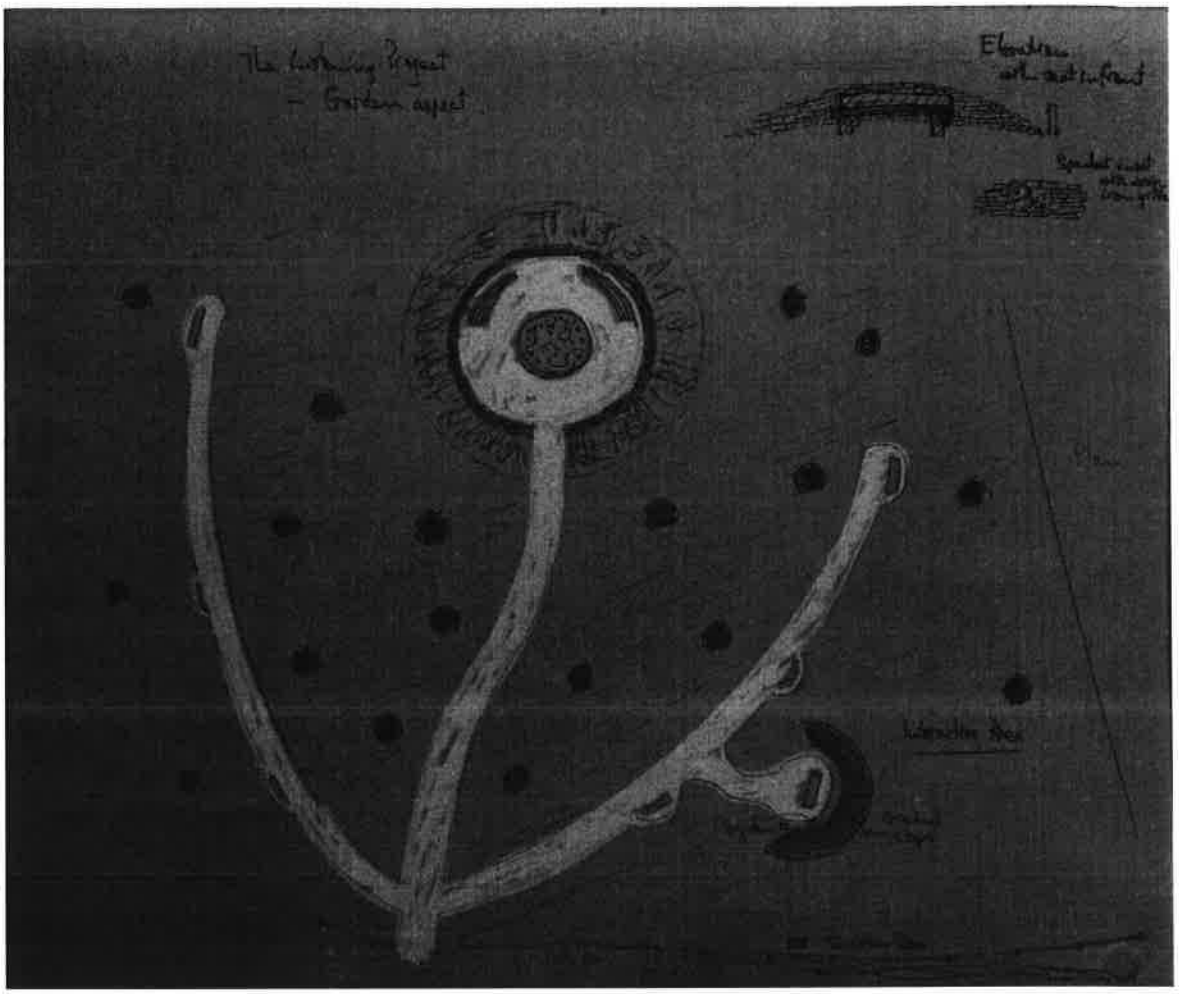


Centenary Garden Listening Project Costings Outline:

Item	Cost
Labour - building, artwork, sound editing, landscaping and electrical	5800
Material - hardware audio, electrical, landscaping and software hire	8240
Consultancy - audio interviews, production management and sound design	10500
Other - website, clearances and maintenance	10360
Contingency	6282
VAT	6980
Total	**48,162**

Total Cost £48,162

Design of Interactive Garden:



List of major donors for the physical garden to date:

AJ Fabrications
Alan Rivers Foundation
AVS Fencing
Barrell Tree Consultancy
Cala Homes (South Home Counties) Limited
Cozens-Smith Steel Fabricators
Cranleigh Lions
Ethos Environmental Planning
GACT (Gatwick Community Trust)
GB Fencing
Holdhurst Farm Estate
Informed Choice
Jewson
Land and Partners
Lenmark Construction
Motion
Notcutts of Cranleigh
Roger Coupe
Stonescapes
Surrey County Council - Member's Allowance
Surrey Playing Fields Association
Thrower Signs
Wienerberger
Clifford David
Cranleigh School and Preparatory School
Dawe Steve
Hamlyn Richard
Harbottle Jonathan
Harwood Adrian
Lane Dick
Maple Ian
Mountain Richard
Robertshaw Jon
Rossiter Barrie
Sparkes Paul
Stonescapes
Thorburn Ian
Thrower Simon
Tunnell Gavin

Clerk

From: Lindsay Goodman <Lindsay.Goodman@waverley.gov.uk>
Sent: 09 October 2019 12:36
To: Clerk
Subject: SNN2044A – Acer Avenue, Woodmans Close, Broadleaves Close, Buckthorn Grove, and Key Drive, Cranleigh
Attachments: Road plan.pdf; SNN2044A - LOCATION PLAN.pdf

STREET NAMING APPLICATION SNN2044A – Acer Avenue, Woodmans Close, Broadleaves Close, Buckthorn Grove, and Key Drive, Cranleigh

You are probably already aware that A2 Dominion Developments Ltd is currently in the process of building a new development incorporating 73 new houses and 5 new roads in Cranleigh, Surrey. A location plan is enclosed showing the site development.

Waverley as you know is the Street Naming & Numbering Authority for the Borough and is required under legislation to approve names for newly built highways. A2 Dominion Developments Ltd have proposed the following names for the highways shown on the attached plan:

Road 1: Acer Avenue
Road 2: Woodmans Close
Road 3: Broadleaves Close
Road 4: Buckthorn Grove
Road 5: Key Drive

Waverley's Street Naming and Numbering policy states that the only basis for objecting to a new street name can be on the grounds of:

- duplication;
- difficulty of pronouncing or spelling; and/or
- if the name could cause offence.

We ask that you assess the street names in this regard as there may be some local considerations that the Address Development team may not be aware of.

I would be grateful if you could email your response to the new street name by **12 noon, 23 October 2019**. If Waverley does not receive a response from you by that date, the Address Development team will put the proposed names by the developer forward for approval.

Please find a link below to the Street Naming & Numbering Policy for Waverley Borough Council:

http://www.waverley.gov.uk/downloads/download/1029/street_naming_and_property_numbering_policy

Thank you for your assistance with this matter of street naming.

Kind Regards,

Lindsay

Lindsay Goodman
Business Support Team Leader
Waverley Building Control

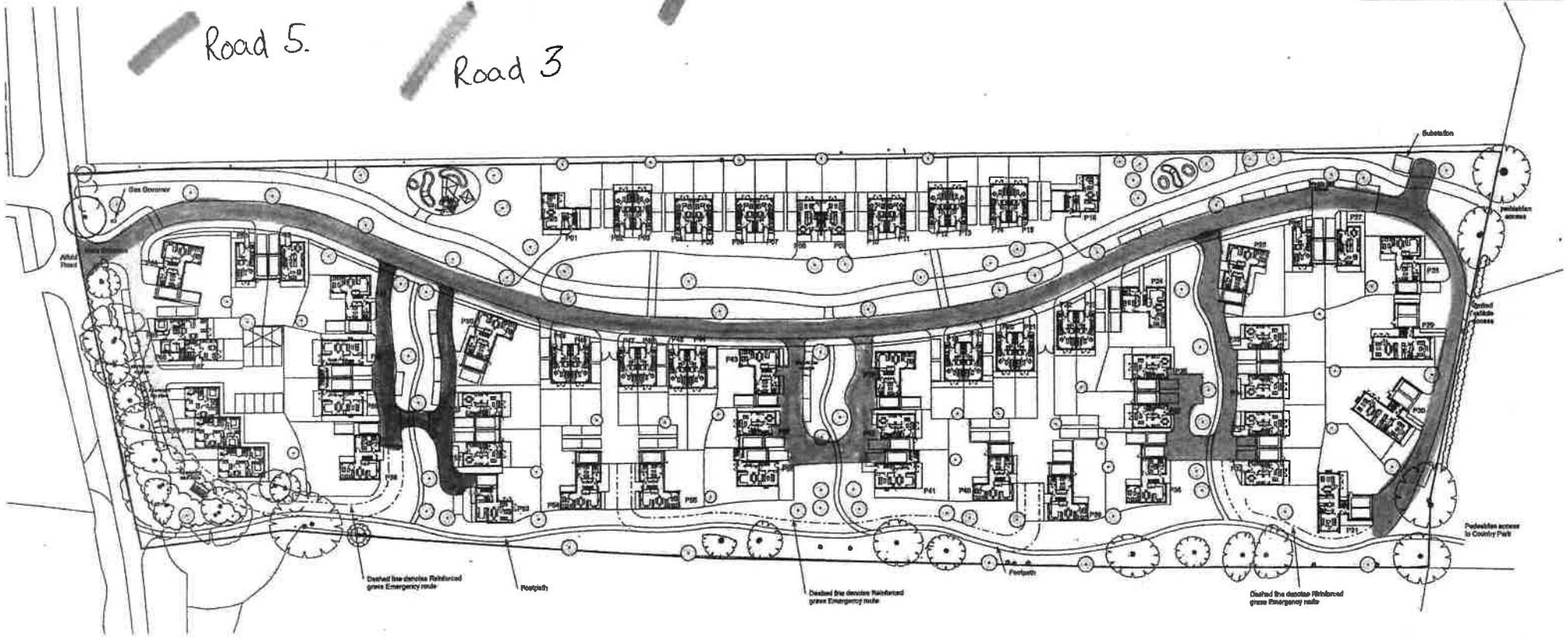
Road 1

Road 2

Road 4.

Road 5.

Road 3



Notes

Do not scale from this drawing.
All contractors must visit the site and be responsible for taking and checking dimensions.
All coordination information should be taken from figured dimension only.
Any discrepancies between drawings, specifications and site conditions must be brought to the attention of the supervising officer.
This drawing & the works depicted are the copyright of JTP.

This drawing is prepared for the specific project stage in the Drawing Status section below and it is not intended to be used for any other purpose. Whilst all reasonable efforts are taken to ensure drawings are accurate, JTP accept no liability for any reliance placed on, or work made of, this plan by anyone for purposes other than those stated in the Drawing Status below.

Rev	Date	Description	Drawn	Chkd
P2	03.12.19	Amendments to Masterplan	JBS	MO
P1	01.12.19	Pre-Submission	JBS	MO

Drawing Status
PLANNING

Client
a2dominion

jtp
63-66 Great Sutton Street
London EC1V 0AX
44 (0) 20 7017 1780
www.jtp.co.uk

Project
Knowle Park, Cranleigh

Drawing title
Phase 1 Masterplan Ground Level

Scale@A1 1:500 Job no. 01332

Drawing No. 01332_MP1.02_Resub Revision P2

Scale bar
0 50 100 150 200 250 mm

Key
- Site Boundary
- Reinforced grass Emergency route
- Proposed tree
- Existing tree to be retained
- Existing treefridge to be removed

Notes:
Do not scale from this drawing.
All contractors must visit the site and be responsible for taking and checking dimensions.
All construction information should be taken from figured dimensions only.
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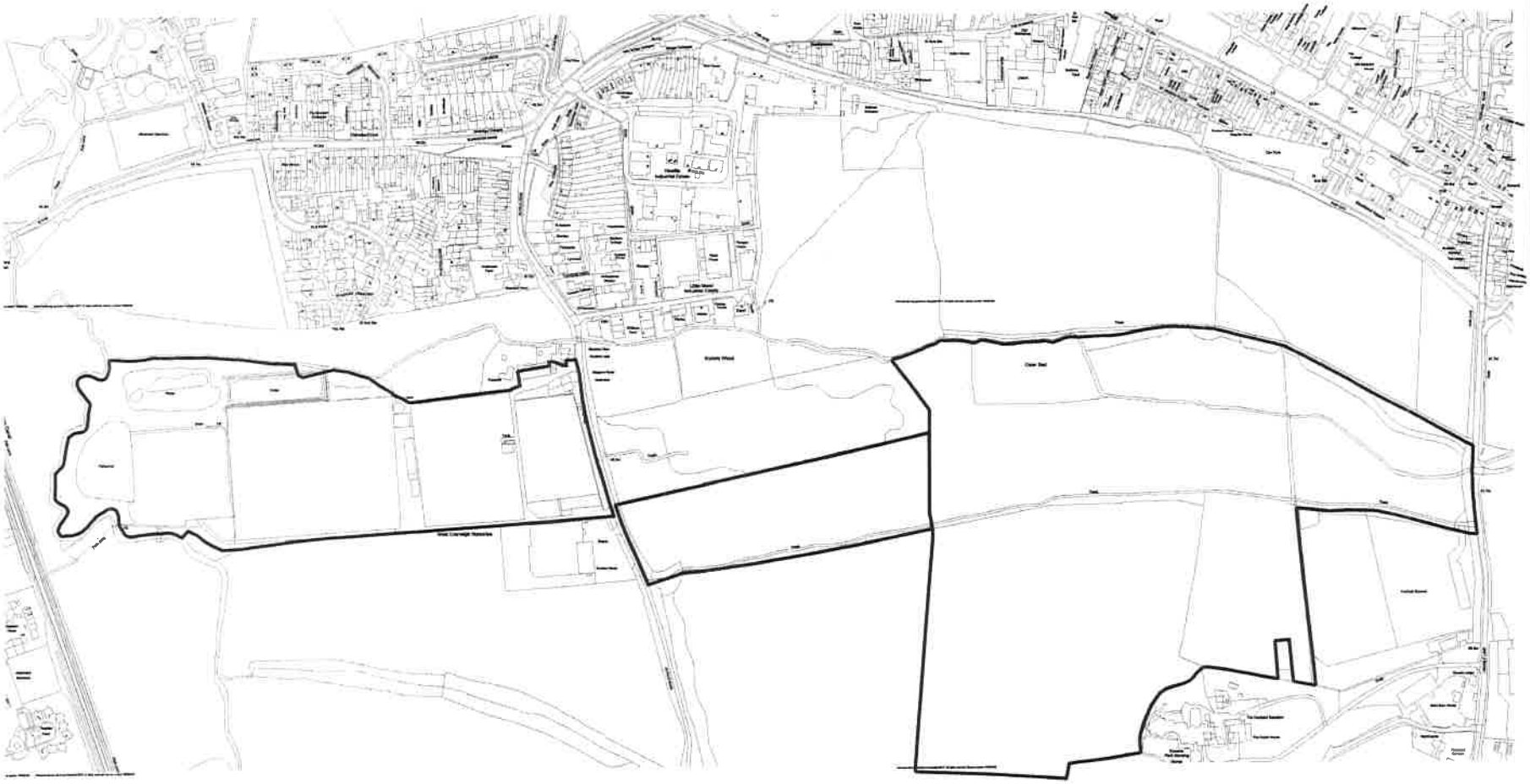
This drawing and the works depicted are the copyright of JTP.

This drawing is for planning purposes only. It is not intended to be used for construction purposes. Whilst all reasonable efforts are used to ensure drawings are accurate, JTP accept no responsibility or liability for any reliance placed on, or use made of, this plan by anyone for purposes other than those stated above.

Key

Outline Application Boundary

Phase 1 Site Boundary



Rev	Date	Description	Drawn	Chkd
P3	18.04.16	Outline Application Boundary Amended	JO	MO
P4	09.05.16	Reserved Matters Application	MO	IP

Drawing Status
Information

Client
A2Dominion

jtp
23-28 Great Sutton Street
London, EC1V 0DN
+44 (0)20 7017 1780
www.jtp.co.uk

Project
Knowle Park, Cranliegh

Drawing Title
Site Location Plan

Scale @ A1 1:2500 Job Ref. 01332

Drawing No. 01332_MP1_S01 Revision P2

Scale Bar 0 20 40 60 80 100m

04 October 2019

Cranleigh Parish Council Youth Centre
Snoxhall Fields
Off Knowles Lane
Cranleigh
Surrey
GU6 8JW

Dear Mrs Page

Re: Engineers Site Visit

With reference to our engineers site visit to your premises, please find the following quote to replace the control panel and keypad and add 20x proximity tags onto your Intruder Alarm system:

TOTAL	£840.30	(£1,008.36 inc VAT)

ALL PRICES EXCLUDE VAT
QUOTE VALID FOR 28 DAYS

If you would like to proceed with this work, please sign below and return at your earliest convenience.

Yours sincerely

Neil Mason
Service Administration Department

Our terms and conditions of sale are available online at:-
http://www.ciaalarms.co.uk/downloads/Terms_and_Conditions_Large_Print_Format.pdf
If you do not have internet access we will be happy to send a copy upon request.

Site ID:- GU68JWSNFI **Name:- Cranleigh Parish Council Youth Centre**

I would like to proceed with the repair, at the cost of £840.30 + VAT (£1,008.36 inc VAT)

I/We the customer accept the quotation subject to the Terms and Conditions which I/We have read and understood.

Signed:- ---------- **Date:-** ----------

Name:- ---------- **Order No:-** ----------

Cranleigh Parish Council

Cranleigh Cemetery
Rules and Regulations

Please take time to read through the Cranleigh Cemetery Rules and Regulations carefully.

- Please show respect for those who are buried in the cemetery.
- Please be aware that monuments may become unstable over time. Take care in the cemetery and do not lean on any monument.
- Cars are only permitted to tend graves. Please drive very slowly with care. Cars must not be parked on grass verges.
- No dogs are allowed (except guide or hearing dogs).
- No unaccompanied children under the age of sixteen are allowed in the cemetery.
- Adults must supervise children in their charge.
- Please use the litter bins provided to dispose of rubbish.
- Wreaths and floral tributes that have deteriorated will be removed by the Sexton.
- Monuments, kerb sets and inscriptions may only be installed with a memorial permit.

We are here to help, please do not hesitate to contact us if you have any queries by telephone on 01483 272311 or email clerk@cranleigh-pc.gov.uk

Interpretation of Terms

"Council" means the Cranleigh Parish Council.
"Cemetery" means the Cranleigh Burial Ground.
"Clerk" means to the Cranleigh Parish Council.
"Resident" means a person residing in Cranleigh at the time of death.
"Monument" means any memorial or gravestone which is placed or erected on a grave.
"Responsible Person" means an adult over 18 years of age.

1. Burials

1.1 Notice of interment is to be given on the prescribed form to the Clerk between the hours of 9.00 am and 4.00 pm three whole days previous to the interment, which days shall be exclusive of Sundays, Bank Holidays, Christmas Day, Good Friday and Saturdays and no notice will be accepted on these aforesaid days provided that this regulation shall not apply to cases of death from epidemic disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority.

1.2 The Notice of interment must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission, no other signature will be accepted. The only exceptions being new Exclusive Rights of Burial, owner's interment and cases of death from epidemic disease.

1.3 Coffins only of wood or other bio-degradable material shall be used in earthen graves and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.

1.4 The Council does not undertake the digging of full size graves. Provision for such work is the responsibility of the person requiring the same and must be carried out by an approved gravedigger and must be carried out to the satisfaction of the Council acting through the Clerk. Graves can only be dug at times agreed with the Sexton and only between the hours of 9.00 am and 4.00pm, Monday to Thursday. All graves must be left in a safe condition and must be inspected by the Sexton (or nominated member of staff) on completion.

1.5 No body shall be buried in a grave in such a manner that any part of the coffin is at a depth exceeding 8 feet nor a depth less than 3 feet below the level of the ground of the adjoining grave. Undersize (children's) coffins shall be buried at a depth not less than 4 feet below the level of the ground of an adjoining grave.

1.6 No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.

1.7 Where, in the cemetery, any grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains interred therein nor remove there from any soil which is offensive.

1.8 All fees and charges, as prescribed from time to time by the Parish Council, are to be paid at the offices of the Clerk. Fees and charges relating to interments shall be paid before the interment takes place. Fees relating to monuments shall be paid when application is made for permission to place or erect a monument.

1.9 No interment may take place on Sundays, Bank Holidays, Christmas Day, Good Friday, and Saturdays, nor before 10.00 am in the morning or after 3.30 pm in the afternoon on the remaining days provided. This regulation shall not apply to interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority or in the case of exceptional circumstances, in which case the day and time of interment is subject to the approval of the Chairman of the Cemetery Committee.

1.10 No burial shall take place until the Registrar's Certificate of Disposal (Green or White as appropriate), the Coroner's Order for Burial where an inquest has been held, or a certificate from the Registrar in the case of a still-born child, is lodged with the Council.

1.11 Cremated remains shall not be scattered in the cemetery.

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1.12 The grave space for the burial of persons over 12 years shall be 7 feet (2130 mm) x 3 feet (920 mm).

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2. Exclusive Right of Burial

2.1 Applications for Exclusive Right of Burial will only be accepted from Cranleigh residents, their close relatives (i.e. parents, siblings) or those with a close Cranleigh connection.

2.2 The Exclusive Right of Burial for a grave may only be purchased at the time of the interment on payment of the appropriate fee.

2.3 A family may purchase Exclusive Right of Burial for two graves but only at the time of the first interment.

2.4 Exclusive Rights of Burial for a grave are granted for a period of 100 years.

2.5 New graves will be allocated in strict rotation, unless there are exceptional circumstances in which case a grave will be allocated in another part of the Cemetery.

2.6 It is recommended where possible that there are two Grantees for each Exclusive Right of Burial.

3. Walled Graves and Vaults

3.1 Only earthen graves will be permitted in the cemetery. No walled or vaulted graves will be allowed.

4. Memorials

4.1 Monuments will only be allowed in accordance with the table of fees.

4.2 Application for new monuments and of alterations to existing monuments and copies of all inscriptions proposed to be placed thereon, must be delivered to the Clerk on the appropriate Memorial Application Form, for the approval of the Council. A certificate of such approval must be obtained before they can be admitted within the cemetery.

4.3 The Memorial Application Form must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission. No other signature will be accepted.

4.4 The Council reserve the right to remove any unauthorised memorials following a period of 28 days notice to the person(s) responsible for the installation, at a cost to the person(s) responsible for the installation and also have a statutory right to sue persons placing an unauthorised memorial for the cost of the removal.

4.5 Any monument admitted to the cemetery must be installed by a stone mason who is a member of BRAMM or NAMM and must be installed in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415 and therein shall remain at the sole risk of the owner thereof.

4.6 All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non rusting clamps.

4.7 No fixed monument shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling

4.8 No trade inscription will be allowed upon any monument.

4.9 All monuments shall have the number of the grave space cut thereon in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such work shall be at the expense of the owner of the monument.

4.10 No hewing or dressing will be permitted within the cemetery, and all materials for monuments and all tackle and material shall be conveyed into the cemetery in such a manner as will avoid annoyance to persons or injury to the ground or walks; and all refuse, soil and rubbish, shall be removed in like manner; any damage caused to paths, ground and road to be repaired by and at the expense of the contractor.

4.11 Two clear working days notice must be given to the Council before any monument may be fixed.

4.12 Each monument shall be kept in repair by the owner, and if not kept in repair may be repaired or laid flat by the Council at its discretion and at the expense of the owner.

4.13 The size of a memorial on a single grave may not exceed 915mm (3') in height from ground level, 915mm (3') in width and 102mm (4") in depth and a kerbstone may not exceed 2430mm x 915mm (8'x 3').

4.14 The size of a memorial on a children's grave may not exceed 610 mm (2') in height from ground level, 508 mm (20") in width and 51 mm (2") in depth.

4.15 A plaque on an Ashes grave may not exceed 300mm x 460mm (12"x 18").

4.16 A plaque on a children's Ashes grave may not exceed 559mm x 457mm (22"x18")

4.17 Excluding a headstone and vases it is not permitted to have additional raised memorials on a full grave.

4.18 No kerbing or chippings will be permitted around ashes graves.

4.19 Monuments shall not be painted.

4.20 Temporary memorials in the set form of a wooden cross can be erected providing they do not exceed 914mm (3') in height above ground. These shall be allowed for twelve months after a burial until a permanent memorial can be installed.

4.21 Memorial plaques for the Garden of Remembrance wall may be applied for with a plaques purchase enquiry form, to be approved by the Council and then installed by the Council following a signed form of Agreement. Memorial plaques may only include text, be constructed of stainless streel with text engraving, have only three lines of text with a maximum of 75 characters and must not exceed 1500m x 150mm (5.9"x5.9").

4.22 Memorial items may not be placed, secured or hung on any trees, hedges, shrubs or structures within the Cemetery.

5. Memorial Benches

5.1 Memorial benches may be placed within the cemetery and their style and location subject to the approval of the Property and Asset Committee. Memorial benches may be placed within the cemetery subject to the approval of the memorial bench purchase enquiry form by the Council and signed form of Agreement. The location of the bench will be agreed as near to the requested location as possible, the Council's decision on the location will be final.

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5.2 The owner of an approved memorial bench is responsible for the supply, erection and maintenance of their bench. Benches that are not maintained or fall into disrepair may be removed by the Council and plaques kept for return to the owners.

5.3 Approved memorial benches will be installed by Council staff using appropriate fixings for the location. All benches installed in the Cemetery are done so at the owner's risk.

5.4 The Council reserves the right to re-locate or remove any bench from the Cemetery without prior notification to allow maintaince and refurbishment works to be carried out.

5.5 All benches must remain natural wood in colour, therefore it is not permitted to paint benches in any colour other than natural wood colouring, stain or vanish.

Deleted: Approved memorial benches should be erected on, and secured to, a solid foundation. All benches installed in the Cemetery are done so at the owner's risk. ¶

6. Grave Maintenance

6.1 The Council reserves the right to level and turf or sow with grass seed any mounded grave after one year from the date of the interment.

6.2 No more than two items are allowed on an ashes grave. The items must have a base not exceeding 6" x 6" or 6" in diameter and must be no more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.

6.3 Glass vases, jars, bottles and artificial turf shall not be permitted on graves as they pose a Health and Safety risk. The Council reserves the right to remove these items.

6.4 Shrubs, plants or flowers may, subject to the prior approval of the Council be planted on any purchased grave. Upon the completion of such work all refuse must be conveyed to the nearest receptacle for litter. The Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers at any time, when in its opinion, the same have become unsightly, neglected or overgrown.

6.5 The Council reserves the right to remove any neglected, damaged or decayed tributes.

6.6 All tributes must remain within the boundary of the grave space and must not cause an obstruction, disturbance to neighbouring graves or distress to visitors of the Cemetery.

6.7 Receptacles of alcohol may not be placed on grave spaces in order to not cause offence or distress to visitors of the Cemetery, and for the health and safety of employees and cemetery visitors.

7. General

7.1 The Cemetery will be open every day of the year from 9.00 am until dusk.

7.2 No vehicle except those accompanying funerals or used in connection with the work of the cemetery or the attendance to graves will be permitted in the cemetery provided that this regulation shall not apply to any wheeled chair. No vehicles are permitted to drive on grassed areas in the cemetery.

7.3 No child under the age of sixteen years are allowed into the cemetery unless under the care of a responsible person.

7.4 Dogs shall not be brought in nor allowed in the cemetery other than guide or assistance dogs and such dogs must be kept on a lead at all times.

7.5 Pets may not be buried in the cemetery.

7.6 No work of any kind which is undertaken for the purpose of profit shall be executed in the cemetery on Sundays, Bank Holidays, Christmas Day, Good Friday or Saturdays,

except work in connection with burials carried out in accordance with the proviso to Regulation number 1.1.

7.7 No person shall disfigure, injure, maim, or destroy wilfully or otherwise any building, wall, fence or other structure or any tree, plant or other item being in or part of the cemetery whether the same belongs to the Council or any other body or person. Nor shall any bill, placard, poster or structure or other item at any time be placed or erected in the cemetery or on any item therein.
Furthermore no game, sport or recreation shall be practised in the cemetery nor shall (save at Military Funerals) any firearm be discharged. No person shall at any time disturb or annoy by action, words or otherwise any person in the cemetery or create any nuisance thereon.

7.8 Without prejudice to any other remedy available to the Council or other body or person, any person contravening these rules shall be liable to a fine of up to £1000 or such other fine as shall from time to time be lawfully demanded by the Council.

7.9 The Council reserves the right to make from time to time any alterations and additions to these regulations.

7.10 Anyone who fails to comply with these Regulations may be refused access to the cemetery or where this is a breech of legislation, legal action may be taken.

The foregoing Rules and Regulations were adopted by Cranleigh Parish Council on 7th October 2010 and last amended by the Council on 17 October 2019. The Rules and Regulations previously in force in respect of Cranleigh Cemetery are hereby superseded.

These regulations are in addition to the Local Cemeteries Order 1977.

Deleted: Property and Asset Committee 13 July 2017

RURAL/MARKET TOWNS GROUP
Part of the Rural Services Network
RURAL TOWNS

Dear Clerk and Councillors

Rural Services Network (RSN) is seeking to establish a Rural/Market Towns Grouping to sit within its network. The towns approached we feel all serve as the centre or market place for the rural area surrounding them. We are approaching over 200 centres in seemingly diverse rural locations across England with the intention of setting up both a more comprehensive national rural network and a separate grouping.

All councils approached we hope are acting as key service and employment centres for their surrounding rural hinterland. The town (or large village in some cases) will have a population itself of between 3,000 and 30,000. *(The vagaries of whether or not the Councils approached have adopted s245 of the Local Government Act and put the name Town in their Council's title or whether they remain under the title 'Parish' is not important from our perspective.)* If you are one of the 200 rural centres we have selected we very much wish to work with you.

RSN is an organisation seeking to establish and present the rural view as well as evidencing and sharing best practice. We are concerned that, whist treating other home countries differently, Government is often tempted to consider English issues through an urban looking glass and too frequently consider urban facing situations without giving any particular consideration to rural areas. We would like to change that and we think the right operational networks, such as the one proposed here, will very much assist. We attach diagrams showing how the new group would work as part of our extensive and growing network.

We feel at a time of material change, there needs to be some special consideration of rural matters and therefore our current call on Government is for a Rural Strategy
https://www.rsnonline.org.uk/time-for-a-rural-strategy

We also feel that Government needs to return to giving special attention to rural/ market towns as shopping habits change. It is absolutely vital to the national economy that 'market' towns remain buoyant and lively places and support their wider rural hinterlands.

We wish therefore to establish as part of our development as a Network, and as part of our current Call for a Rural Strategy from Government, a Rural/Market Towns Grouping that is representative of rural and towns and markets across the many rural areas of England. These are of course spread across very many diverse areas and are also spread across 200 Local Authorities. That statistic of 200 authorities has given us our starting point for this search so that a local council representing a town or large village in each of those authorities rural area is being approached. To establish successfully a Rural/Towns Group involving a rurally based centre serving each of those 200 differing hinterlands would constitute a really forceful message that rural areas are working together at a difficult time. This is why we are sending out this invitation at this time.

As you are acting as a council at the centre of one of those 200 rural areas we have selected, we wish to work with you. We hope to progress to an even wider ring of Rural/Market Towns over time however you are getting the first opportunity to be an inaugural member..... It is time for the local councils serving as centres of rural hinterlands to once again be properly acknowledged by government for the role they play nationally.

We have to charge a small fee as that is the only way we can operate as a Network but we hope this is low enough for it not to be too much of an issue. The fee will reflect your population size.

- Towns with over 10,000 population - £150 per annum
- Towns with over 5,000 population but less than 10,000 - £ 130 per annum
- Towns with less than 5,000 population - £110 per annum

(All subs incur VAT)

The important question is can you make a difference by joining? We think that you can. Collectively we are sure we can get rural centres across England and their challenges given considerably more recognition.

At a time of material change we think it is vital that rural areas in England are provided with a national profile. As said we are calling on the Government to undertake and fund a Rural Strategy. There has been no exercise focusing on the rural aspects of England for many decades and given the current situation relating to rural areas it is really important a strategic approach is taken. We think the establishment of this Rural /Market Towns grouping is an important element in this national call. We attach our initial report in relation to this 'Call', 'Time for a Rural Strategy' which sets out why we think Government should develop a Rural Strategy which we hope your members will find helpful.

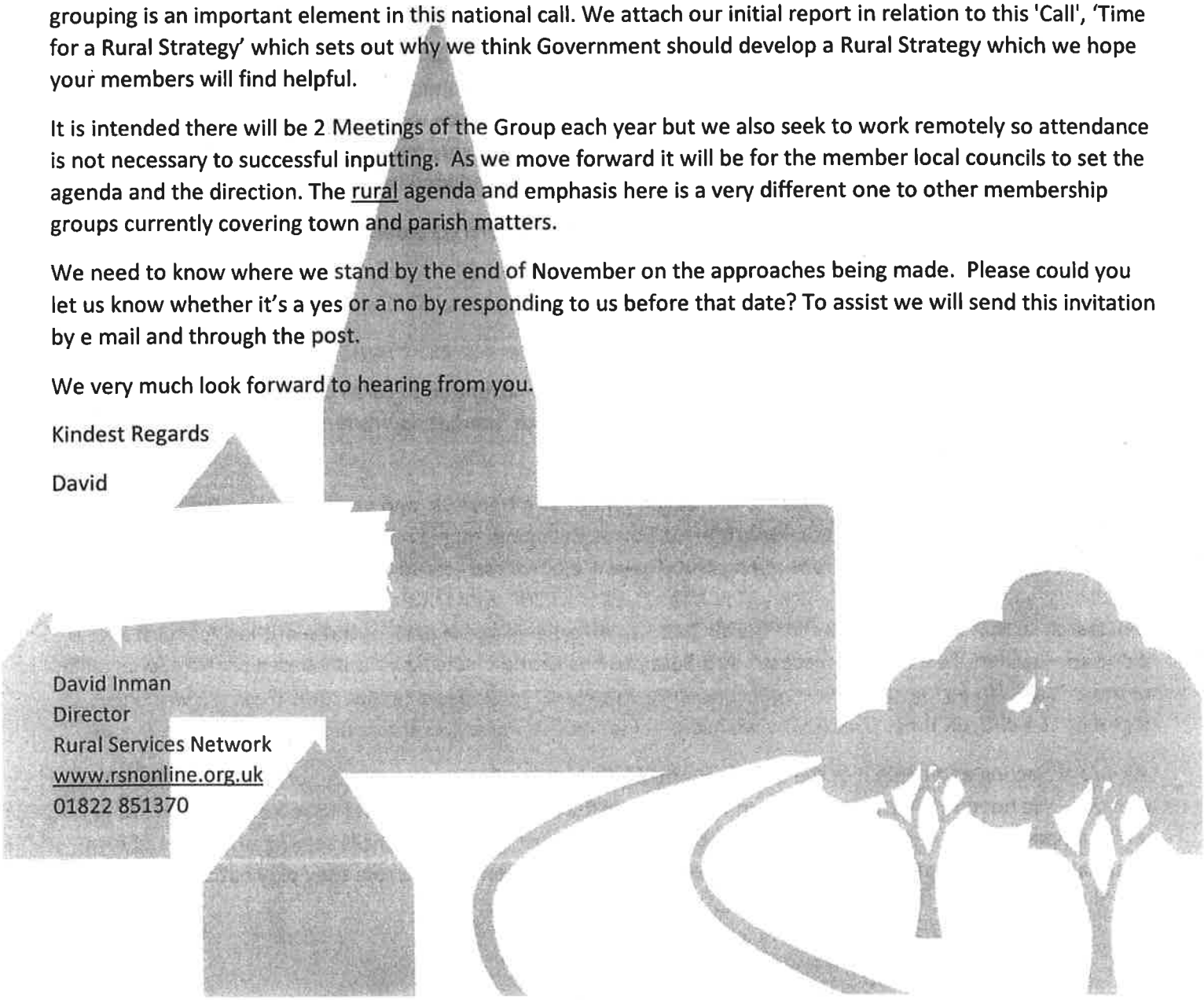
It is intended there will be 2 Meetings of the Group each year but we also seek to work remotely so attendance is not necessary to successful inputting. As we move forward it will be for the member local councils to set the agenda and the direction. The rural agenda and emphasis here is a very different one to other membership groups currently covering town and parish matters.

We need to know where we stand by the end of November on the approaches being made. Please could you let us know whether it's a yes or a no by responding to us before that date? To assist we will send this invitation by e mail and through the post.

We very much look forward to hearing from you.

Kindest Regards

David



David Inman
Director
Rural Services Network
www.rsnonline.org.uk
01822 851370

Summary:

Our target is to form a Rural Market Towns Group of approximately 125 towns in 2019 and harness the argument of these rural areas. Both the town councils, people in the towns, and their surrounding hinterlands will be better placed to put their arguments across and contribute to the rural voice. We hope you can help us grow from the start!

As we exit the EU we are currently calling on government to produce a 'Rural Strategy ' giving both direction and promise to rural areas. Our wish is that Rural and Market Towns should be given clear opportunities in such a Strategy. To date government has received this call somewhat negatively. It is only by working together and by establishing and pursuing common goals that your town can input into the national picture. Please back us to back your town and your area.

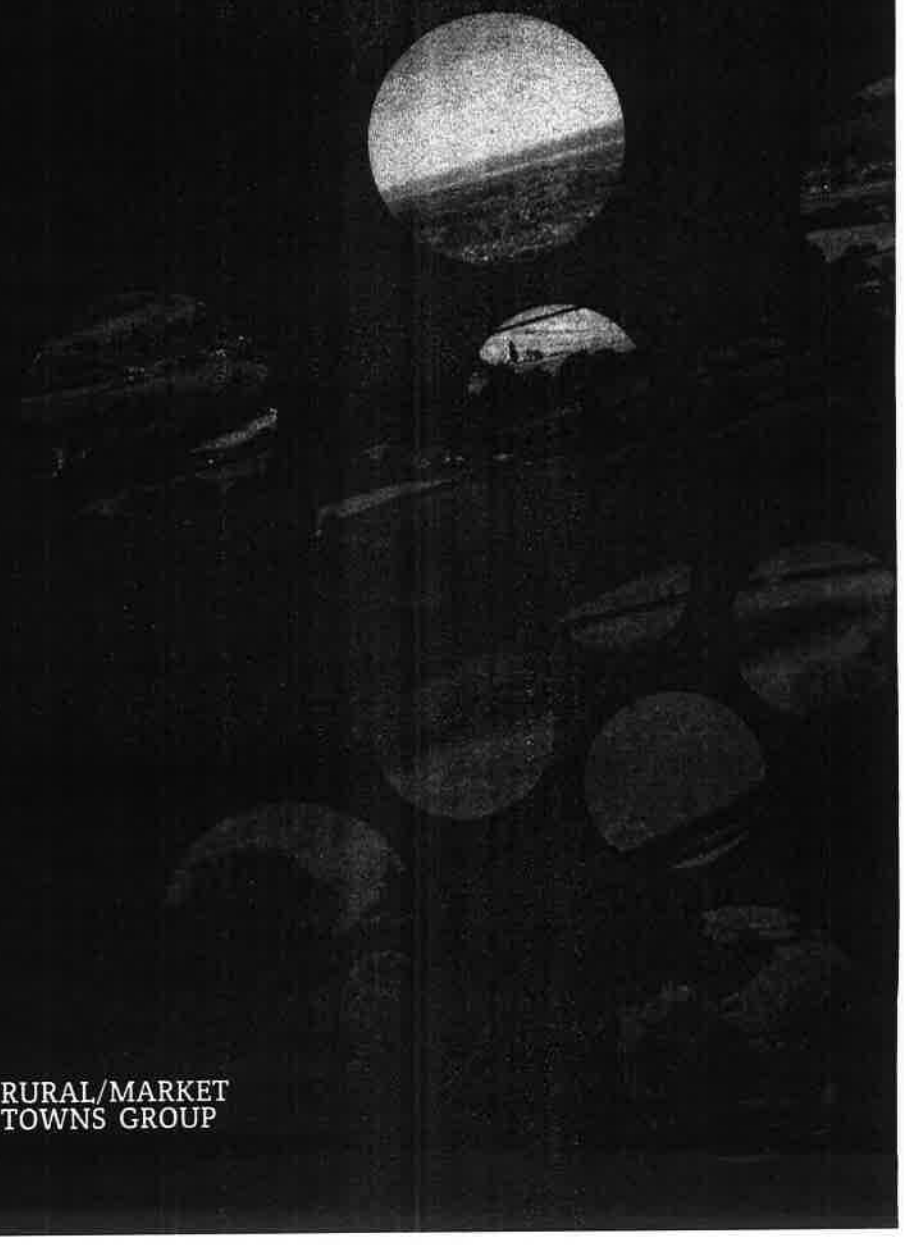
LET'S BRING & ARGUE THE RURAL CASE TOGETHER

If you would like further information about the Rural/Market Towns Group please contact us:

Rural Services Network
Kilworthy Park, Tavistock,
Devon
PL19 0BZ
01822 851370
www.rsnonline.org.uk
david.inman@sparse.gov.uk
twitter: @rsnonline

RURAL/MARKET TOWNS GROUP

The Rural/Market Towns Group



RURAL/MARKET TOWNS GROUP

A RURAL/MARKET TOWNS GROUP- A FORMAL INVITE

We are a Special Interest Group of The Local Government Association representing Rural Areas across England. Our mission is to be the national champion for rural services, ensuring that people in rural areas have a strong voice. We have 127 Principle Authority members from across England. We also have a grouping of some 170 non- local authority service providers (the RSP) and we issue a Rural Bulletin weekly to around 23,000 rural contacts across England. We also issue a monthly Funding Digest of rural grant opportunities and Government consultations. The following links show our inter connection with Parliament and how we bring our members together. We show how a Rural Market Town Grouping could fit well into our network.
Our website is www.rsnonline.org.uk

What we do:

We aim to ensure rural issues are given a high profile, unfortunately we now find ourselves as the only organisation in England currently undertaking this vital work. Our network is the countries' largest rural network. We ourselves deliberately don't work from a grant or government funding base but from member subscription. We provide value for money to our members. This has allowed growth and continuity of operation together with the ability to make the rural case honestly and from within ourselves without fear of upsetting any external funding stream on which we may be dependent.

What we have achieved to date:

- The first general rural parliamentary groups in history
- Better finance settlements for rural authorities
- Continual Pressure on Government in relation to issues ranging from broadband to rural housing and vulnerability
- The creation of Rural Crime, Rural Health and Rural Research organisations

The facts:

There are many rural areas in England spun across 200 different local authorities. Only by working together can we present a cohesive approach to an urban facing government. It is easy for urban areas to gather support but more difficult for dispersed rural areas. We have to get rural messages across and backed if they are to properly be heard and acted upon.

What we want from you:

The wider our membership the stronger the rural voice- it's a simple fact. We want to establish a Rural/Market Towns Group to allow towns a conduit into our services and policies and operation. We wish to see Rural Towns given the opportunity to establish the commonalities of their case and to be able to argue for it. We charge an annual subscription which is low and affordable but it's what it can give back that we wish to be judged upon.

What we can give you back:

- Formation of a dedicated Rural/Market Towns Group, offering some peer-to-peer networking and discussion opportunities (either face-to-face or online) and input into the national rural agenda. (Representation on this Group can be by Council Clerk or Member)
- Development of a representational role, for example responding to selected public policy consultations or meeting with interested Parliamentarians. There is no rural or market or small towns APPG
- Development of good practice and learning material related to the key policy areas and delivery challenges and opportunities for rural/market towns
- Provision of a dedicated quarterly newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities (perhaps drawn from the Rural Funding Digest)
- Where made possible by published material - provision of some benchmark statistics about rural/market towns
- Management of occasional online surveys of the member rural/market towns, to gather comparative information about topics of particular interest to this grouping and to the RSN as a whole
- Free RSN community membership for your local organisations
- Entry onto a bulletin calendar of the major local rural/market town events
- The ability to establish and present the collective voice of rural/market towns
- The ability to say what your council think about English rural issues which affect their area as and when they arise
- An expectation that those views will be taken forward
- Full entitlement to attend, free of charge, any of the seven regional seminars and meetings based around specialist topics held around the country annually
- Involvement in the English Rural Sounding Board system
- Discounted rates at the National Rural Conference every September

If you don't receive these currently you will also get:

- The weekly Rural Bulletin
- The monthly RSN Funding Digest

South & South East in Bloom Small Cemetery / Cemetery/Crematoria/ Large Cemetery/ Crematoria of the Year 2018

SECTION A – General Site Assessment			
		MAX	**ACT**
A1.	Design, layout and accessibility	10	
A2.	Signage and visitor information	10	
A3.	Infrastructure - condition of building, roads, paths, provision for parking, availability of facilities.	10	
SECTION B– Horticulture			
B1.	Overall appearance of the site - *including general maintenance, cleanliness, trees, shrubs, grass, perennial and seasonal flowers (both ornamental and native)*	25	
B2.	Horticultural practice – *design & layout, presentation, cultivation and maintenance, quality of plants*	25	
B3.	Horticultural management – *evidence of a sustainable development including new plantings*	25	
SECTION C – The Environment & Conservation			
C1.	Nature Conservation Areas - *including meadows, woodlands, hedges, areas to encourage and support wildlife*	15	
C2.	Management of natural & scarce resources (water & peat), actions to reduce pesticide	15	
C3.	Recycling – provision of facilities to encourage recycling, including green wastes	15	
SECTION D –Pride of Place			
D1.	Local environmental quality – management of litter, graffiti, fly-tipping etc.	15	
D2.	Pride of place – management and maintenance of street furniture, signage, art in the landscape and hard landscaping	15	
SECTION E– Public Relations & Customer Care			
E1.	Marketing, brochures, leaflets and public information	20	
GRAND TOTAL POINTS AWARDED		**200**	
AWARD ACHIEVED			

South & South East in Bloom Small Park/Park/Large Park of the Year Award 2018

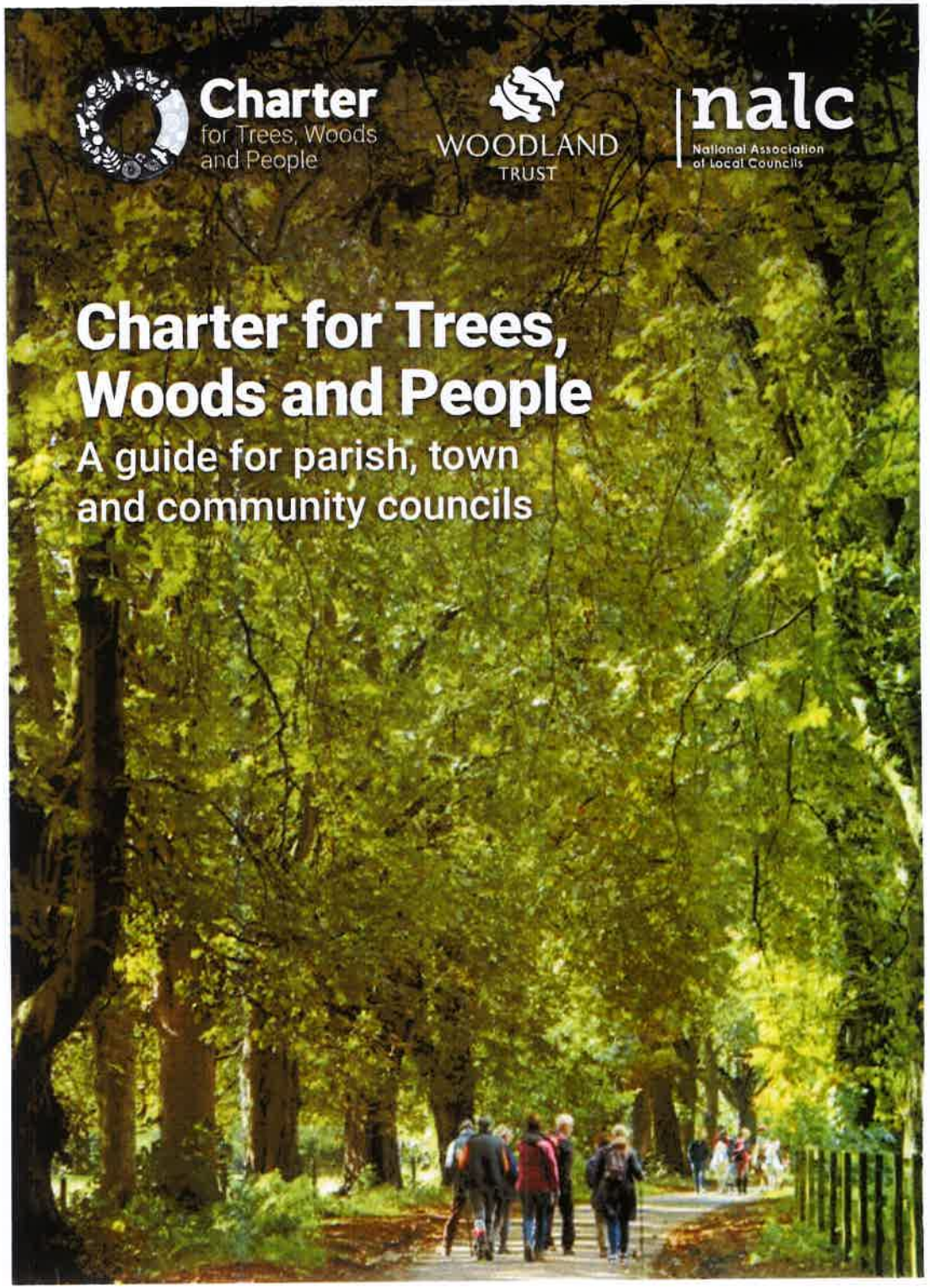
		MAX	ACT
SECTION A – Making Way for People			
A1.	Access for all	15	
A2.	Signage and visitor information	15	
SECTION B– Design			
B1.	Appearance and practicality of layout	20	
SECTION C– Welfare of Park Users			
C1.	Staff/voluntary presence *	10*	
C2.	Control of dog fouling	10	
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)			
D1.	Maintenance of facilities *	25*	
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)			
E1.	Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas	25	
SECTION F –Maintenance of hard landscape features			
F1.	Paths, benches, bins, play areas and artificial surfaces	10	
F2.	Control of litter, graffiti & vandalism	10	
SECTION G– Environmental sustainability (Management of natural resources)			
G1.	Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *	20*	
SECTION H–Conservation			
H1.	Management of natural features, wildlife and flora *	20*	
SECTION I – Community Involvement			
I1.	Volunteering & promotion of the park as a community resource	20	
Judges may apply N/A to any of the starred items (maximum of 4 sections) See method of calculation overleaf		**200**	
Award Achieved			

Charter for Trees, Woods and People

WOODLAND TRUST

nalc
National Association of Local Councils

Cover image: Matt Larsen-Daw



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WTML/ALAN ROWELL

Introduction

In 2017 more than 70 organisations came together to call for a better relationship between trees and people in the UK with the creation of the new Charter for Trees, Woods and People.

Throughout the year hundreds of parish, town and community councils joined in to add their support for the new Tree Charter. Councils gathered stories about their local trees, participated in the National Association of Local Councils Tree Charter survey, planted hundreds of Tree Charter Legacy Trees as a sign of commitment to trees in the future, and collected thousands of signatures of support for the charter.

This toolkit provides guidance on applying the 10 Principles of the Tree Charter for local councils. It offers guidance on how the Tree Charter can be used, in conjunction with strategies such as neighbourhood planning and the Tree Warden Scheme, to support local council practice regarding trees.

87% of councils discuss issues around trees during council meetings.

22.8% of councils have guiding policies concerning trees.

Response taken from NALC's Tree Charter Survey

Just the beginning

This is just the beginning of an exciting new time for trees in the UK. By embracing the Tree Charter, parish, town and community councils have placed themselves at the centre of the conversation about policy and practice regarding trees. By adopting and enacting the 10 Principles of the Tree Charter, councils will become a leading force for good practice for trees in the UK.

WTML/MATT LARSEN DAW

WTML/MATT LARSEN DAW

The 10 Principles of the Tree Charter

The 10 Principles of the Charter for Trees, Woods and People offer the bedrock for better policy and practice regarding trees in the UK. Composed by the experts developing the Tree Charter, each principle is accompanied by evidence, articles and calls to action.

In this toolkit, we give a brief introduction to each principle and explain what, in practice, they mean for your council. We hope these principles will inform and inspire councils to enact the Tree Charter, partly through strategies such as neighbourhood planning and the Tree Warden Scheme (see page 26-27) but also through defining their own initiatives and activities.

You can find more resources, information and evidence about each principle on the Tree Charter website: **treecharter.uk**

WTML/MATT LARSEN DAW

Principle: Sustain landscapes rich in wildlife

Each tree is a world within itself, teeming with life. A fallen branch is a feast for beetles, fungal-rich woodland soil is a wildflower bed. A hedgerow is a living network, where a host of creatures share their home. Forests are full of opportunities for people, but their natural wealth is the wildlife. Our future good means thinking in the round, adapting plans to what is on the ground. New urban and transport projects should make routes for our native wildlife to move forward too. Take heed of nature's needs.

WTML/AMY LEWIS

Landscapes must have a rich diversity of trees, hedgerows and woods if they are to provide the homes, food and safe routes necessary to support the UK's wildlife. Through planting projects and good management, councils can support tree diversity in the environments under their care.

Councils in England have a biodiversity duty. Ensure your council has proper knowledge of this duty.

98% agreed the wildlife habitats trees provide were of benefit to their community.

Response taken from NALC's Tree Charter Survey

Take action

- Learn more about the wildlife that depends on woods and trees: www.woodlandtrust.org.uk/visiting-woods/trees-woods-and-wildlife
- Help track the effects of weather and climate change on wildlife near you: www.naturescalendar.org.uk
- Create a local nature action plan with this guide from RSPB: www.rspb.org.uk/get-involved/activities/give-nature-a-home-in-your-garden
- The Wildlife Trust's ideas for helping UK wildlife: www.wildlifetrusts.org/how-you-can-help
- For support regarding hedge management, check out: www.hedgelink.org.uk
- Orchard Network works to conserve orchard and fruit tree heritage: www.ptes.org/campaigns/traditional-orchard-project/orchard-network

Principle: Plant for the future

When we enjoy the company of a treasured tree or the beauty of a favourite wood we often owe thanks to those with the foresight and confidence to invest in the future. We must show that same generosity of spirit, that same sense of hope for the future, and plant more now. Line streets with living greenery, let trees allow shifting colour into every life. More orchards for communities, more hedges for wildlife, more forests for timber and jobs. Nurture people's pride in their local trees and empower them to care for their future.

Right tree, right place, bright future.

WTML/MATT LARSEN DAW

New trees can enhance streets, private gardens, hospitals and schools, in both rural and urban settings. Councils are perfectly placed to set up community orchards and work with local schools to get children involved in planting activities. Councils can introduce guiding policies or neighbourhood plan policies on planting. Aspire to replace every tree which is felled in your community. Some, local authorities have adopted 2 for 1, or even 3 for 1, replacement policies.

Remember to plan your planting activities responsibly. Make sure you understand how large the trees you plant will become – both above and below ground – and plan for the cost of maintenance.

Around a third of councils said they were already involved in planting activities within their community, often in partnership with volunteer conservation groups, schools, national charities or other bodies.

Response taken from NALC's Tree Charter Survey

Take action

- Use neighbourhood planning to create positive planting policies. Read the three strategies on page 25 and visit the Woodland Trust's website for more information: www.woodlandtrust.org.uk/get-involved/campaign-with-us/in-your-community/neighbourhood-planning
- Get free trees to plant in your community: www.woodlandtrust.org.uk/plant-trees
- Think about the type of tree you are going to plant. Learn more about the UK's trees at: www.woodlandtrust.org.uk/visiting-woods/trees-woods-and-wildlife/british-trees
- Learn how to plant a tree that will thrive: www.rhs.org.uk/Advice/profile?pid=237
- Plant a tree to help green a town or city: www.treesforcities.org/get-involved
- Plant a tree and help increase tree cover in Scotland: www.treesforlife.org.uk/plant-trees
- Create a new community orchard with The Orchard Project: www.theorchardproject.org.uk
- Find out more about the Hedgerow Campaign: www.treecouncil.org.uk/Our-Work/Hedge-Tree-Campaign
- Gather seeds to grow local trees with known provenance. Find out more at: www.treecouncil.org.uk/Take-Part/Seed-Gathering-Season
- Check out The Tree Council's grant schemes for community groups and schools: www.treecouncil.org.uk/Grants

WTML/MATT LARSEN-DAW

Principle: Celebrate the power of trees to inspire

Stories have always grown on trees. Artists are drawn to their intricacies. Woods are rooted in memories, but it's the leaf mould of tales told that nourishes future growth. The poetry of trees is always living, for every older work sends out new shoots. We grow attached to trees in books and learn to look for them in life. We feel connected to trees we know and love to see them painted well. Celebrate Tree Charter Day each year to strengthen this cultural legacy and help our living traditions thrive.

Trees are woven into the fabric of our local stories. They inspire our art, literature, folklore, place names and traditions. Councils can be a prominent voice in promoting local tree heritage at village fetes and local events. Get creative and run a competition to find your community's favourite tree. Allow submissions in the form of photography, paintings or poetry.

Every year, on the last Saturday of November, National Tree Charter Day provides an opportunity to remind local residents of the Tree Charter Principles and the fact that your community is part of a UK network of Charter Branch Local Councils devoted to shaping a future in which trees and people stand stronger together. This Saturday always falls during National Tree Week, marking the start of planting season, so it is a perfect time to organise a community planting, to get the community together for a tree dressing event, or simply to meet and review the progress in delivering the Tree Charter Principles locally.

80% of local councils listed beauty as a key benefit of trees.

"Trees and woods make the village."

Response taken from NALC's Tree Charter Survey

Take action

- Explore the Tree Trails map to discover art and heritage sites around the UK: www.treecharter.uk/legacy.html
- Find a local National Tree Charter Day event or register yours: www.treecouncil.org.uk/Take-Part/Near-You
- Celebrate Apple Day in October: www.commonground.org.uk/apple-day
- Organise a local Tree Dressing Day in December: www.commonground.org.uk/tree-dressing-day
- Take part in National Tree Week: www.treecouncil.org.uk/Take-Part/National-Tree-Week

Principle: Grow forests of opportunity and innovation

Forests, woods and trees all flourish under the stewardship of skilled professionals. Trees reward us with fuel for enterprise, craft and invention, green energy and fires. Consider the source of wooden products and choose the home-grown from well-managed forests. Teach the rising generation that with responsible management a wooded land is a thriving nation.

WTML/COLIN VARNDELL

A thriving tree economy can provide jobs, forest products, environmental benefits and economic opportunities for your community. You can lead your community in better understanding and respecting the role of tree professionals and the importance of responsible sourcing of forest products. As well as ensuring that local community publications and developments use materials from certified sources (eg FSC – Forest Stewardship Certification), you can help to build understanding in your local community of the meaning and importance of these choices.

When installing signage or benches, make the craftspeople that created them and the source of the wood part of the story when informing local residents. Where possible, use local sources of timber and local businesses to create and install.

Local woods can offer opportunities for small businesses and vocational training. You can play a role in linking landowners to schools, universities, businesses and individuals who can benefit from woodland while helping to ensure it is well managed for the future.

Take Action

- Learn more about sourcing FSC certified products: www.fsc-uk.org/en-uk/about-fsc
- Advice and support on managing small woods: www.smallwoods.org.uk
- The Royal Forestry Society programme for schools, Teaching Trees: www.rfs.org.uk/learning/teaching-trees
- Support UK-grown timber: www.growninbritain.org
- Advice, training and database of tree professionals from The Arboricultural Association: www.trees.org.uk

Principle: Protect irreplaceable trees and woods

Ancient woods have been continuously wooded since before records started: they are living descendants from Britain's prehistory. A tree may be a village's oldest inhabitant, a founding figure in a region's identity, a natural monument in the nation's story. Thorn-bushes and hedgerows harbour our history. Old orchards are habitats for some of our rarest species and living museums of disappearing ways of life. A country that cares for its future cares for its past: we need laws and commitment to protect these irreplaceable natural treasures.

Councils can work to prevent any further loss of our precious ancient woodland and important trees. Monitor the Tree Preservation Orders in your area. Appoint a volunteer tree warden or hire a tree officer who can focus on your local threats. Introduce a guiding policy or neighbourhood plan policy to highlight your commitment to your ancient and important trees.

Local council members described their most important role regarding trees and woods as 'protection'.

"Local councils are best placed to reflect the interests, needs and concerns of their residents. Residents of this parish value and respect the trees, woods, and open spaces available to them and the Parish Council works to ensure their preservation."

Response taken from NALC's Tree Charter Survey

Take action

- Explore recruiting a Tree Council tree warden: www.treecouncil.org.uk/Take-Part/tree-wardens/scheme-details
- Use your neighbourhood plan to protect ancient woodland, and aged and veteran trees. Read our strategy advice and visit the Woodland Trust's website for more information: www.woodlandtrust.org.uk/get-involved/campaign-with-us/in-your-community/neighbourhood-planning
- Search the www.woodlandtrust.org.uk/visiting-woods/ancient-tree-hunt to identify and record the important trees in your area.
- Support the Woodland Trust's call for better ancient woodland protection: www.woodlandtrust.org.uk/get-involved/campaign-with-us/our-campaigns/protect-ancient-woodland

Principle: Plan greener local landscapes

The trees that touch us most are those that live among us, along our street, in the local park, beside our school or place of work. Like us, they grow and change, need space to breathe and support to thrive. Trees give places their distinctive character. Local community networks have a vital role to play in caring for woods and trees. Trees provide long-lasting good, so well-informed planning reaps long-term rewards. Take guidance on planting, felling and replanting from skilled professionals. Good landscapes of the future depend on care for trees today.

WTML/MATT LARSEN DAW

Councils should consider the future of their local trees when making planning decisions. Adopt a guiding policy, ideally formalised into a neighbourhood plan, to increase tree cover in new developments and to prevent wanton felling. Ensure the value and benefits of veteran trees are considered before supporting new developments which would result in their loss or deterioration. Guarantee an accurate survey of all existing trees and hedgerows on site is conducted, in accordance with British Standards 'Trees in relation to design, demolition and construction – Recommendations' (2012) by a competent arborist. Work to ensure protective measures are put in place during the development process to safeguard the health of trees and hedgerows on site.

"Key responsibility: Making sure that the value of trees is recognised in the planning system."

Response taken from NALC's Tree Charter Survey

Take action

- If you belong to a council in England, explore including a tree policy in your neighbourhood plan. Read the tree strategies on page 25 and visit the Woodland Trust's website for further information: www.woodlandtrust.org.uk/get-involved/campaign-with-us/in-your-community/neighbourhood-planning
- Visit Trees and Design Action Group for guides to inform your decisions and neighbourhood planning policies around trees, including Trees in Hard Landscapes and Trees in the Townscape: www.tdag.org.uk/guides--resources.html
- For guidance and support regarding tree risk management, visit the National Tree Safety Group's website: www.ntsgroup.org.uk

Principle: Recover health, hope and wellbeing with the help of trees

Peace grows quietly in tree-lined places, where bees, fresh scents and birdsong revive our jaded senses. Sprays of greenery ensure cleaner air and clearer minds, and fitter bodies, more inclined to take a walk or meet a friend. Spirits lift and stress recedes when we stroll through healing glades. Parks and woodlands keep us well and help to quell fears of illness, ageing, loss – we breathe more freely under trees. Healthcare and tree-care go hand in hand: harness the therapeutic power of trees.

Councils can work to promote the physical and mental health benefits of trees. Often councils are already involved in looking after open spaces for the public. Put extra effort into making sure these spaces are well maintained and accessible to all.

You can also play a role in helping local residents understand the benefits of time among trees. Initiate or support activities and events that encourage people of all ages to spend time among trees.

"Key responsibility: Better communication of how trees benefit us all."

"The therapeutic value of trees to one's emotional and mental wellbeing cannot be overestimated."

Responses taken from NALC's Tree Charter Survey

Take action

- NHS Forest is opening up healthy green spaces for communities: www.nhsforest.org
- Learn more about the role of trees in healthcare: www.networks.sustainablehealthcare.org.uk/resources
- Create outdoor experiences for children and young people with Learning through Landscapes: www.ltl.org.uk

WTML/MICHAEL HEFFERNAN

Principle: Make trees accessible to all

Trees offer shared experience to every age, religion and race. In woods people can work together, sharing experiences and learning from each other and their natural surroundings. Those who no longer move with ease can still find pleasure among the trees. Cheerful voices ring through leaves, from makeshift pitches and games of make-believe. There should be room for us all beneath spreading canopies.

Every person in society should be able to enjoy the benefits of trees regardless of age, wealth, ethnicity or disability. If there are members of your community who spend less time in woodland or green spaces with trees you could undertake local consultation to understand what barriers they may face and how these could be overcome. In some cases you may find it is simply that people were not aware what opportunities exist on their doorstep, and you can play a role in making this information accessible to all.

Promote awareness of local opportunities to access woods and trees

Clear information about local accessible woods and green spaces with trees should be available to all in society, including details of public transport links and structured opportunities for volunteering, socialising and exercising among trees.

Look for opportunities for local residents to get involved in planting, managing or monitoring local trees and woods. This is a great way to enable and encourage people to spend time among trees, but also builds understanding and a sense of ownership in the community for trees and woods locally.

Working with the schools in your area can help ensure that everybody has the chance to build a connection with trees early on. Highlight the opportunities that exist for schools to plant trees, learn about trees and woods, and take the classroom out into woods or among trees. Encourage local schools to sign up as Tree Charter Branch Schools and play their part in making the Tree Charter Principles a reality for future generations.

"We have just agreed to a bird box building scheme with the local Brownies."

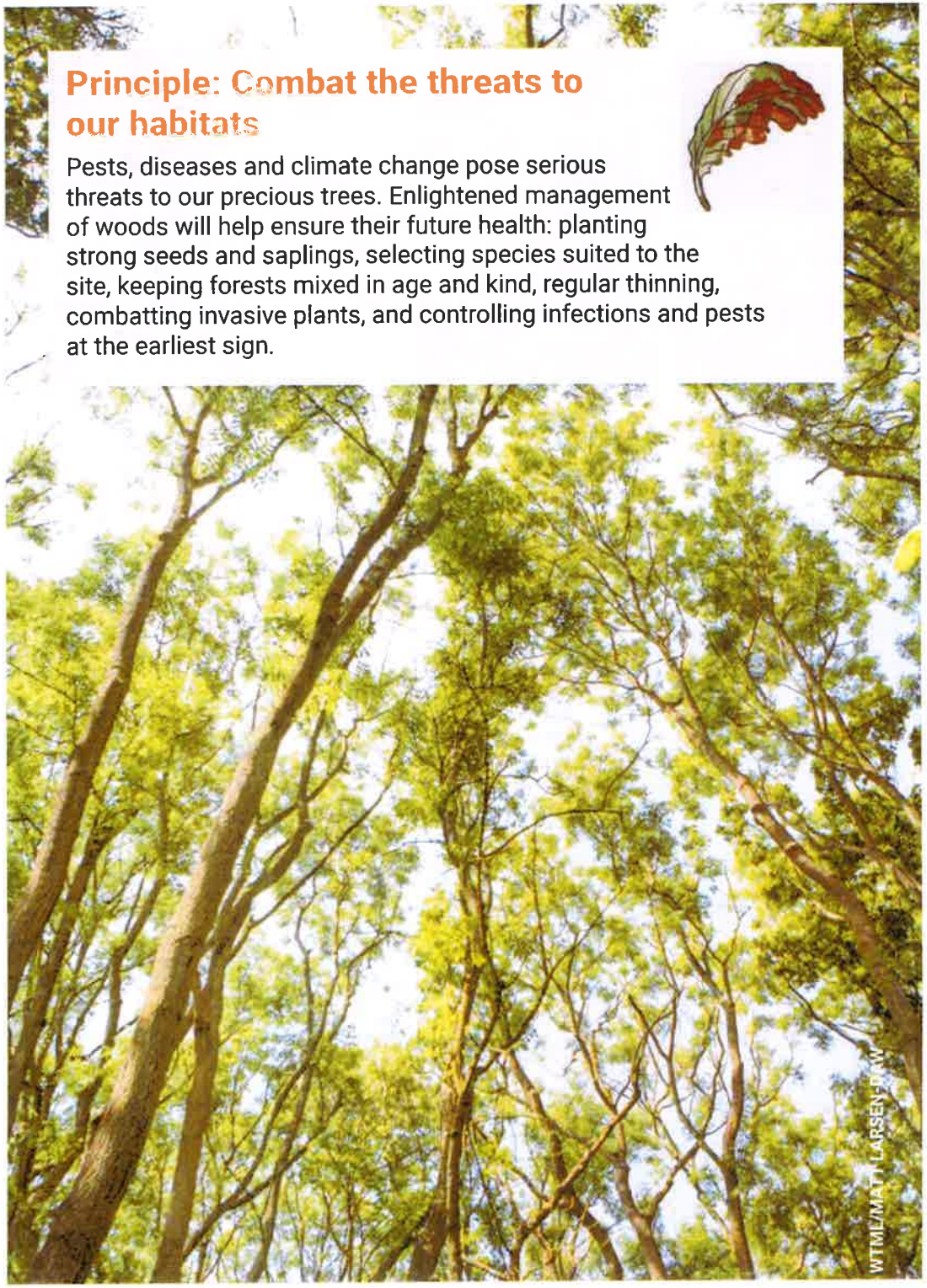
Response taken from NALC's Tree Charter Survey

Take action

- Make use of Tree Charter Schools resources: www.treecharter.uk/education.html
- Inspire children with Going Wild's great ideas for enjoying time in woods: www.goingwild.net
- Ideas for getting everyone involved in a community orchard: www.theorchardproject.org.uk/guides-and-advice
- The Tree Council's Tree Futures grant scheme offers help for schools and communities: www.treecouncil.org.uk/Grants

Principle: Combat the threats to our habitats

Pests, diseases and climate change pose serious threats to our precious trees. Enlightened management of woods will help ensure their future health: planting strong seeds and saplings, selecting species suited to the site, keeping forests mixed in age and kind, regular thinning, combatting invasive plants, and controlling infections and pests at the earliest sign.



Through good management at a local level, councils may take the lead in ensuring our trees and woods are able to face increasing threats from pests, diseases and climate change. Appoint a volunteer tree warden to regularly monitor your trees, and ensure risks are highlighted to the wider community so that others can help keep an eye out for problems. Ensure tree surveys are routinely conducted by experts, as and when required. Ensure you have up-to-date records of the trees in your locality so that you can identify if issues start to affect tree health, or if malpractice by landowners or contractors damages local hedges or trees.

If you are concerned that woodland, trees or hedges are not being managed appropriately for safety and the health of the habitat, you can report this to the local authority tree officer.

"Key responsibility: Ensuring trees are safe and that woodland is managed sustainably."

Response taken from NALC's Tree Charter Survey

Take action

- Free woodland management tools and guidance from Sylva Foundation: www.sylva.org.uk/myforest/woodlandmanagement
- Find out how to recognise, manage and treat tree pests and diseases: www.forestry.gov.uk/pestsanddiseases
- FSC's advice and opportunities for promoting responsible sourcing of forest products in schools: www.fsc-uk.org/en-uk/get-involved/teachers
- The Ecological Site Classification (ESC) decision support system matches key site characteristics with the ecological requirements of tree species and, crucially, includes climate change projections for 2050 and 2080: www.forestry.gov.uk/esc

Principle: Strengthen our landscapes with trees

From roots that bind and enrich the soil to leaves that shade and shelter, from locking carbon into timber and purifying air and water, trees make our landscapes better. Rising water swells and floods, so strengthen riverbanks with roots. Bare hills need trees to keep the soil stable, to slow the flow of nature's deluge, to shelter sheep or shade the cattle. The right tree in the right place earns its keep again and again. As farmers and landowners benefit from woods, the country will be strengthened in the years ahead.

WTML/MATT LARSEN DAW

Trees absorb carbon, clean our air, reduce flooding risk, improve soil stability and shade waterways, thereby making our landscapes more resilient, economically valuable and better for people and wildlife. Council members should learn about the benefits of trees and work to promote them. Opportunities to improve the local landscape can be identified in neighbourhood plans, put forward to the local authority in consultations for local plans, and promoted to landowners to influence their decisions around planting and management.

Take action

- Advice on choosing the right tree for the right place: www.woodlandtrust.org.uk/plant-trees/advice
- I-Tree Eco offers a tool to calculate the value of your local trees' contribution to ecosystem services: www.itreetools.org/eco
- Map your local trees and help build a picture of their value to the landscape: www.treezilla.org
- Identify the best tree species for a site based on its characteristics and climate change projections: www.forestry.gov.uk/esc

Embedding the Tree Charter – three strategies

Local councils can employ a range of strategies to look after the trees in their care and help realise the 10 Principles of the Tree Charter. Here are three suggestions.

Neighbourhood planning

If you are a parish or town council in England, neighbourhood planning is a powerful tool at your disposal which can help you enact the 10 Principles of the Tree Charter.

Background

Neighbourhood planning was introduced by the Localism Act of 2012. Neighbourhood plans allow parish and town councils in England to produce general planning policies for the development and use of the land in their neighbourhoods. Along with national and local policy, successful neighbourhood plans become part of the development plan of an area and will be a material consideration in all planning decisions.

For councils in Scotland and Wales:

At the moment, there is no exact equivalent to neighbourhood planning for Scottish and Welsh community and town councils. In Scotland, there is a Community Planning system which aims to connect public bodies and local communities to improve local service delivery. In Wales, the Place Plans scheme aims to involve councils in the development of planning guidance for local communities. Both initiatives, however, lack the formal and statutory weight of neighbourhood planning as it exists in England.

There is no fixed approach or model for your plan

Plans can cover a range of policy matters, including policies around trees. Plans can stretch over a few streets or a large area, and equally can be a few pages or hundreds. There is no right or wrong way to form your plan, as long as it truly reflects the wishes of your whole community and is in general conformity with local and national policy.

The flexibility of neighbourhood planning makes it an ideal strategy for councils to enact the Tree Charter. The 10 Principles of the Tree Charter can be used as direct inspiration for the policies you adopt into your plan. Policies may cover everything from the protection of ancient woodland to planting or canopy cover.

Your proposals will ultimately have to pass independent inspection. Local plans need to comply with the Localism Act and the 2012 Neighbourhood Planning Regulations. See how you can build on the policies set out in the National Planning Policy Framework, adapting them to meet the specific needs of your local community.

Burden of evidence

Importantly, because neighbourhood plans enjoy statutory weight, you will need good evidence in support of what you decide to include. You need to seek the views of as many of the people that live and work in your neighbourhood as possible. Use questionnaires, workshops, community information sessions, model building and social media as tools to gather evidence of your community's support for your proposals.

Get to know your local trees

Before considering trees in your plan it is critical to understand your existing tree cover. Some useful resources include:

- Ancient Woodland Inventory – Held by Natural England (NE), and currently lists woods over 2ha in size (with exceptions in some counties in the South East of England: see *A review of the revision of the Ancient Woodland Inventory in the South East (NERR042)*, Natural England, 2011).
- Ancient Tree Inventory – This is the definitive record of ancient and veteran trees across the UK. Thus far over 158,000 ancient, veteran and notable trees have been recorded across the UK, although it is estimated that at least 500,000 of these special trees might exist. Map yours and add them to the inventory.
- The Wood-Pasture and Parkland (PWPP) BAP Priority Habitat Inventory for England - Owned and managed by NE and can be accessed as a provisional layer on MAGIC (DEFRA's mapping system).
- Local Environmental Record Centre – Not for profit organisations that collect, collate and manage information on the natural environment for a defined geographic area, a font of useful information.
- Access standards – Does your community have good enough access to woodland?

More information

- Visit www.mycommunity.org.uk/take-action/neighbourhood-planning for more information and resources regarding neighbourhood planning.
- For specific information about trees and neighbourhood planning, visit the Woodland Trust website: www.woodlandtrust.org.uk/get-involved/campaign-with-us/in-your-community/neighbourhood-planning
- For guidance and support regarding tree risk management, visit the National Tree Safety Group's website: www.ntsgroup.org.uk

Tree wardens

The Tree Warden Scheme is a national initiative coordinated by the Tree Council to enable local people to play an active role in conserving and enhancing their local trees and woods.

Tree wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage projects.

Sustain strong local networks of tree expertise

A durable culture of expertise in tree management and protection can connect and empower local communities and local authorities in maintaining a healthy tree population. Local volunteers, dedicated local authority staff and specialist tree and landscape consultants should work together to ensure informed decisions are made about their trees and woods.

Charter for Trees, Woods and People Plan Greener Local Landscapes – article 2

The Tree Council's tree wardens are a mixture of volunteer enthusiasts and experts involved in looking after UK trees. A tree warden is a useful role parish councils may employ to gather information about their local trees. They can be a great point of contact regarding planting and tree management. They can ascertain what further advice may be needed and identify threats to your local trees which may need to be brought to the attention of another tier of government.

You can take the lead in encouraging and supporting a local resident to become a tree warden, help them to connect with the local authority, raise their profile in the community and create a forum for regular updates and proposals on local trees and woods to the local councils.

For more information about how the Tree Council supports its tree wardens visit the Tree Council website at: www.treecouncil.org.uk/Take-Part/Tree-Wardens

WTML/MATTHEW ROBERTS

WTML/STEPHEN T SMALLMAN

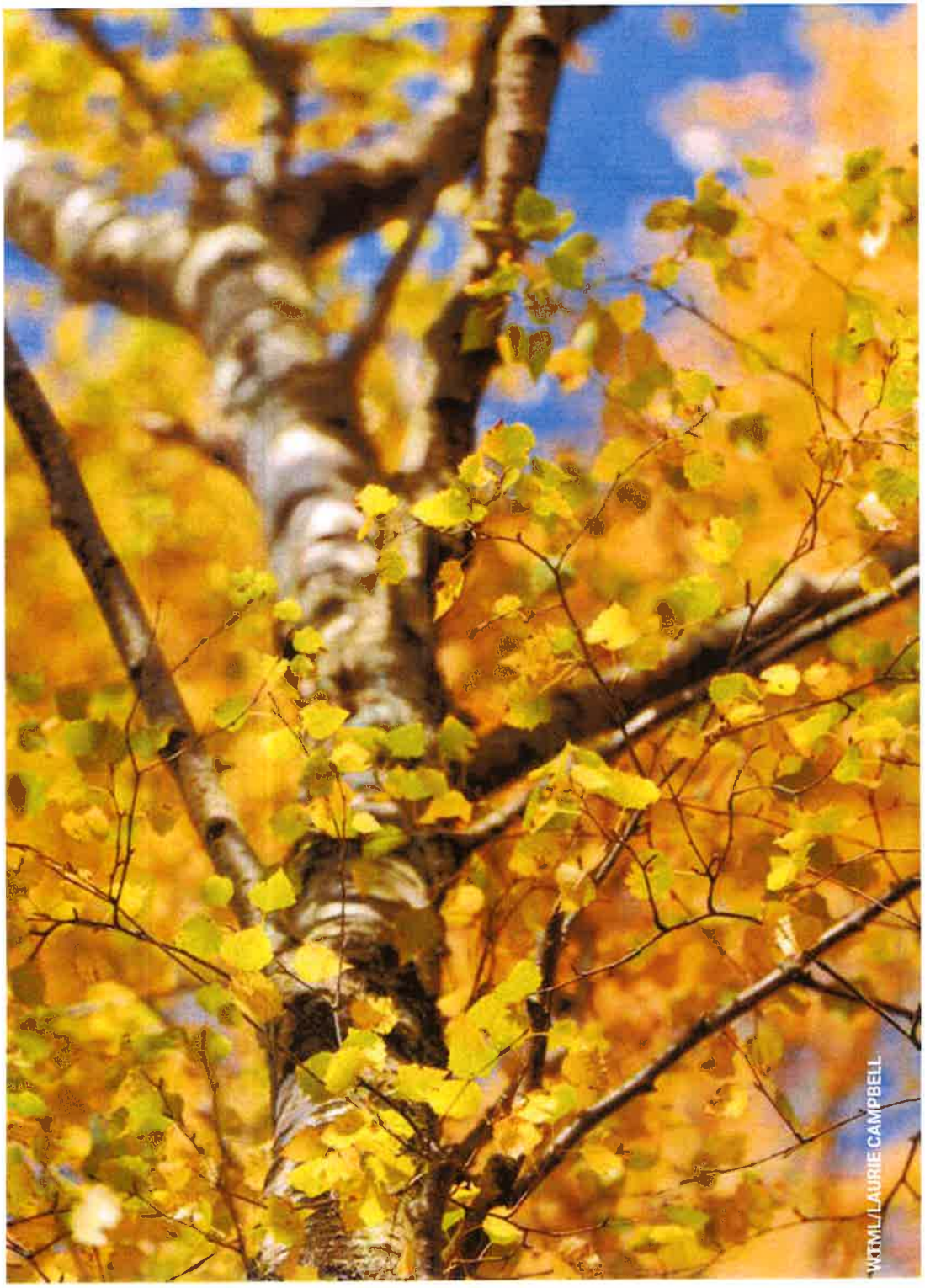
Tree guidance document

Councils may consider drafting a tree guidance document to clarify and improve their current management practices regarding trees. This document can serve as a point of reference for the public, councillors and officers, to ensure councils have a consistent, structured and transparent approach to the management of their trees.

Numerous examples of such 'parish tree policies' are available online, through a quick engine search. A good tree guidance document will have an introduction, explaining its purpose and the benefits that trees bring so that their importance is understood, before covering the council's current management practices regarding tree surveys, tree felling, hedge and tree maintenance, dispute management policies, Tree Preservation Orders and tree officer/warden contact information. Your guidance document may also include your council's aspirations around trees. For instance, it may include a replacement policy and your tree cover ambitions.

Such a document can be a useful overview of your council's activities and a chance to review your council's aspirations. You can measure your council's progress and ambitions against the 10 Principles of the Tree Charter. Draw on the information in this document to identify what opportunities and issues apply to your local community, and consider what plans you might propose in a tree guidance document to improve the local situation for trees, woods and people.

WTML/MATT LARSEN DAW



Suggested content for your tree guidance document

1. A brief overview of the characteristics of your local treescape
2. Benefits of trees
   - Health and wellbeing
   - Air quality
   - Preventing flooding
   - Beauty
   - Heritage
3. A list of significant tree features in the community (mapped if possible)
   - Ancient and veteran trees
   - Ancient woodland
   - Mature woodland
   - New planting
   - Established hedgerows
   - Woodland walks
   - Memorial trees and woods
4. Key contacts for tree enquiries and issues
   - Tree warden
   - Tree officer
   - Trusted local arborists and nurseries
5. Local council responsibilities and policies
   - Inspections
   - Management of trees and woods
   - Maintaining safe access to public woodland
   - Annual celebrations (eg Tree Charter Day, Walk in the Woods Month)
6. Tree care and management guidelines for residents
7. Explanation of key terms
   - Tree Protection (previously referred to as Tree Preservation Orders) Orders (what a TPO is, how to request one and where to get information about TPOs in the community)
   - Conservation area (if applicable)
   - Native / non-native tree species
   - Deciduous / evergreen

Appendix: Summary of the Tree Charter

Sustain landscapes rich in wildlife

1) Understand and protect the role of trees in supporting wildlife
2) Strengthen important habitats with new planting
3) Create transport networks for wildlife as well as people
4) Sustain precious and vulnerable woodland habitats
5) Farm the land to provide for wildlife as well as people
6) Allow the natural cycle of life
7) Be respectful neighbours to our wildlife
8) Let nature do what it does best

Plant for the future

1) Increase canopy cover across the UK
2) Plant the right tree in the right place
3) Take a landscape view
4) Plant with purpose
5) Plant for beauty
6) Plant more hedges and replenish those that become damaged
7) Plant more orchards
8) Plan ahead
9) Involve everyone in planting trees

Celebrate the power of trees to inspire

1) A national day for trees, woods and people
2) Preserve our woodland culture
3) Celebrate trees and woods in art and literature
4) Recognise trees as living heritage
5) Consider our future tree heritage
6) Respect and strengthen local identity
7) Bring beauty to our landscapes
8) Celebrate and preserve our rich orchard heritage
9) Provide common roots for multicultural communities

Grow forests of opportunity and innovation

1) Promote careers working with trees and woods
2) Create opportunities for sustainable forestry across the landscape
3) Empower the custodians of our woods and trees
4) Source timber and forest products responsibly
5) Encourage innovation in timber use
6) Support small woodland businesses
7) Promote UK-grown timber products
8) Support UK fruit producers
9) Encourage and support sustainable woodland management

Protect irreplaceable trees and woods

1) Prevent any further loss of the UK's precious ancient woodland
2) Identify and protect important tree heritage

3) Empower custodians of our tree heritage to restore important landscapes
4) Identify and map important trees and woods
5) Clarify responsibilities for the care of important trees and woods
6) Give legal protection to historic orchards
7) Protect and manage established hedgerows for the future
8) Conserve the unique qualities of ancient woodland
9) Safeguard our future tree heritage

Plan greener local landscapes

1) Increase tree cover in new developments
2) Sustain strong local networks of tree expertise
3) Recognise the full value of trees and woods
4) Plan for the future when making decisions about trees and woods
5) Take a strategic approach to tree management, planting and protection
6) Share learning and good practice about the benefits of trees
7) Prioritise sustainable timber as a building material
8) Ensure compensation for any loss of trees or woodland

Recover health, hope and wellbeing with the help of trees

1) Develop an action plan to harness the health benefits of trees
2) Create health opportunities through cross-sector partnerships
3) Create healthier environments with trees
4) Create spaces that heal
5) Promote the benefits of green surroundings
6) Give children a daily dose of trees

Make trees accessible to all

1) Help children build a connection with trees in school
2) Support landowners to open their woods to people
3) Involve communities in planting and managing trees and woods
4) Identify and overcome barriers to accessing woods and trees
5) Promote awareness of local opportunities to access woods and trees
6) Promote diversity and inclusivity in forestry and arboriculture
7) Support the creation of community woodland groups
8) Foster a love of trees and woods across society

Combat the threats to our habitats

1) Bring all woods into management
2) Provide clear good practice guidelines on planting and management
3) Ensure diversity of trees across the landscape
4) Let woods breathe
5) Actively manage orchards for the future
6) Act fast on pests and invasive species
7) Invest in research to find solutions to tree diseases
8) Ensure an early warning system for tree disease and pests
9) Maintain a disease-free supply chain for trees and timber

Strengthen our landscapes with trees

1) Champion the positive impact of trees in the landscape
2) Take a joined-up approach to land management
3) Value trees for all of the benefits they bring
4) Maximise the role of trees in flood prevention
5) Improve waterways with trees
6) Promote the role of trees on farms
7) Recognise and support custodians of valuable landscapes

WTML/ALAN SOUTHWORTH

WTML/TERRY MORRIS

Contacts

National Association of Local Councils
109 Great Russell Street, London WC1B 3LD
t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

NALC is the national membership body for local councils in England, working with county associations to support, promote and improve these councils. For the Tree Charter project NALC has coordinated with networking organisations in Wales, Northern Ireland and Scotland to ensure a UK reach for the survey and promotion of the Charter Branch network.

The Woodland Trust
Kempton Way, Grantham, Lincolnshire NG31 6LL
t: 01476 581 111
e: charter@woodlandtrust.org.uk
w: www.woodlandtrust.org.uk
w: TreeCharter.uk

Join the online conversation as part of the Tree Charter Branch Facebook group: www.facebook.com/groups/treecharterchampions

The Woodland Trust is the UK's largest woodland conservation charity with over 500,000 members and supporters and more than 1,000 sites, covering over 26,000 hectares, all over the UK. The Trust's vision is a UK rich in native woods and trees, for people and wildlife.

We're standing up for woods and trees. We protect and campaign, plant trees, and restore ancient woodland for the benefit of wildlife and people. To realise our vision we need to rekindle people's love for woods and trees and show them the benefits trees can bring to our lives and communities.

Special thanks to
One Voice Wales (www.onevoicewales.org.uk)
Scottish Community Councils (www.communitycouncils.scot)
Northern Ireland Environment Link (www.nienvironmentlink.org)

Dementia Friends
An Alzheimer's Society initiative

Sign in (/login)

(/)

Subscribe to our updates (/subscribe)

FAQs (Frequently Asked Questions)

Like 0 Tweet Pin it (https://www.pinterest.com/pin/create/button/?url=http%3A%2F%2Fdementiafriends.org.uk%2F&media=http%3A%2F%2Ffarm8.staticflickr.com%2F7027%2F6851755809_df5b2051c9_z.jpg&description=Next%20stop%
Share 2

Dementia Friends Initiative

- I've lost my Dementia Friends badge – can I have a replacement?
- I would like to donate/fundraise – how can I do that?
- Can I use the Dementia Friends logo on my website/leaflet/etc.
- I would like to host an Information Session for my group – can you organise that for me?
- Why is Dementia Friends different in England, Wales, Scotland and Northern Ireland?
- Will I need to befriend someone with dementia?
- Do I need to become a Dementia Friend before I can be a Dementia Friends Champion?
- I became a Dementia Friend online - why haven't I received my pack yet?
- I'm having trouble logging in to my account on the website - what should I do?
- I'm having trouble registering on the website.
- How do I get involved in creating a Dementia Friendly Community?

Organisations

- How can I create Dementia Friends in my organisation?
- What's included in the online videos for organisations?
- I am the administrator for my organisation. Can I track who in my organisation has watched the videos?
- My organisation is signed up to Dementia Friends. What do I do if my staff have already signed up individually?
- How can my organisation become more dementia-friendly?
- My organisation's staff are all Dementia Friends. Can we be recognised as a dementia friendly business?
- My organisation has created Dementia Friends. How do I order badges and action cards?

Dementia Friends Initiative

I've lost my Dementia Friends badge – can I have a replacement? Back to top
If you have lost your Dementia Friends badge, please email your details to dementiafriends@alzheimers.org.uk (mailto:dementiafriends@alzheimers.org.uk) and we can arrange for a replacement to be sent out to you.

I would like to donate/fundraise – how can I do that? Back to top
Dementia Friends is an initiative run by Alzheimer's Society. Whilst it is not possible to donate/fundraise directly for Dementia Friends, you can find out more information on donating and fundraising for Alzheimer's Society here (https://www.alzheimers.org.uk/info/20014/donate?_ga=2.150015731.47499215.1509704255-1487681079.1503677677).

Can I use the Dementia Friends logo on my website/leaflet/etc. Back to top
The Dementia Friends logo may be used to promote the Dementia Friends initiative, show your support and encourage others to sign up as Dementia Friends. It may not be used as a kite-mark, accreditation or endorsement. For more information please email dementiafriends@alzheimers.org.uk

I would like to host an Information Session for my group – can you organise that for me? Back to top
Absolutely! You can request an Information Session for your group here. (https://www.dementiafriends.org.uk/WEBRequestInfoSession)

Why is Dementia Friends different in England, Wales, Scotland and Northern Ireland? Back to top
Alzheimer's Society operates in England, Wales & Northern Ireland therefore these are the areas Dementia Friends covers.

This website lists Information Sessions for England and Wales only. If you are in Northern Ireland and want to get involved, please contact Alzheimer's Society in Northern Ireland. (https://www.alzheimers.org.uk/info/20028/contact_us/833/northern_ireland)

If you are in Scotland and want to get involved, please see the Dementia Friends Scotland initiative website. (http://www.dementiafriendsscotland.org/)

At Alzheimer's Society we have committed to helping other countries to develop their own Dementia Friends programmes, by sharing resources, learnings and advice. Find out more here (https://www.alzheimers.org.uk/info/20025/policy_and_influencing/1065/international_activity/2).

Will I need to befriend someone with dementia? Back to top

Dementia Friends is not a befriending initiative. Dementia Friends and Dementia Friends Champions should not be seeking relationships with people with dementia outside the relationships that they already have. A Dementia Friend or Dementia Friends Champion is not checked to see if they have a criminal record or otherwise vetted as a 'safe' person for people with dementia.

If Dementia Friends or Dementia Friends Champions decide they'd like to take on a befriending or other role providing personal care to people with dementia, they can find out more about the training and support on the Alzheimer's Society website. (http://www.alzheimers.org.uk)

Do I need to become a Dementia Friend before I can be a Dementia Friends Champion? Back to top
No, you will get a chance to become a Dementia Friend during the Champions induction.
However, if you are unsure about the Champions role, it may be useful to attend a Dementia Friends' Information Session first so that you can learn more about the initiative.

I became a Dementia Friend online - why haven't I received my pack yet? Back to top
It is great to hear that you have become a Dementia Friend – you should receive your Dementia Friends pack within 28 days of registering. If you still haven't received your pack after this time, please call 0300 222 5855 and our customer care team will investigate this for you.

I'm having trouble logging in to my account on the website - what should I do? Back to top
Sorry to hear you cannot login to your account on the website. You can try resetting your password here (https://www.dementiafriends.org.uk/forgot-password). If resetting your password does not work please email dementiafriends@alzheimers.org.uk (mailto:dementiafriends@alzheimers.org.uk) or call 0300 222 5855.

I'm having trouble registering on the website. Back to top
Sorry to hear you are experiencing issues on our website. Please email dementiafriends@alzheimers.org.uk (mailto:dementiafriends@alzheimers.org.uk) or call 0300 222 5855 for assistance.

How do I get involved in creating a Dementia Friendly Community? Back to top
Establishing a steering group is key to the success and sustainability of creating a Dementia Friendly Community. (https://www.alzheimers.org.uk/get-involved/dementia-friendly-communities/making-your-community-more-dementia-friendly) There are different ways you can do this, such as forming a Dementia Friendly Community steering group or a local Dementia Action Alliance (DAA). To find out if there is an existing group, or which route is best for your community get in touch with your local Dementia Friendly Communities Officer by contacting DementiaFriendlyComm@alzheimers.org.uk (mailto:DementiaFriendlyComm@alzheimers.org.uk)

Organisations

How can I create Dementia Friends in my organisation? Back to top
Any type of organisations from large to small across the private, public and third sector can roll out Dementia Friends to their workforce.

- **Video route - recommended for all organisations:** By registering your organisation (https://www.dementiafriends.org.uk/register-partner-admin), you will get access to a set of videos that are specific to customer service scenarios. You'll be provided with a unique code that anyone in your organisation can use to watch the videos online. To become Dementia Friends, employees need to watch the introductory video and at least one of the four others available.
- **Dementia Friends Staff Champion:** You can attend a community Dementia Friends Champions Induction (6 hours) in order to run Information Sessions for your organisation, customers, friends, family or the wider community. This is only recommended for those with the time and commitment. Read more about the criteria here. (https://www.dementiafriends.org.uk/WEBArticle?page=champion-am-eligible#.WVptR9IrKUk)
- **Information Sessions:** An Information Session is an interactive awareness-raising session and usually 45-60 minutes long. Find out more about Information Sessions here (https://www.dementiafriends.org.uk/WEBArticle?page=what-is-a-friend#.WVptWNIrKUk). You can request an Information Session for your organisation by emailing dementiafriends@alzheimers.org.uk (mailto:dementiafriends@alzheimers.org.uk)
- **Planning to make more than 5,000 Dementia Friends in your organisation?** Email programmepartnerships@alzheimers.org.uk (mailto:programmepartnerships@alzheimers.org.uk) with more details about your plans.

What's included in the online videos for organisations? Back to top
The videos for organisations offer a comprehensive overview of customer service scenarios that could be faced by a person living with dementia and demonstrate how to handle that scenario. The videos cover public transport, reading and writing, paying for things and speaking on the phone. After watching the videos, employees can receive their Dementia Friends badge and an action card. The action card features our five key messages about dementia and signposts to help and further information.

I am the administrator for my organisation. Can I track who in my organisation has watched the videos? Back to top
We don't register contact details so we will only know the number of people who have watched the videos. We recommend that you keep your own track of this.

My organisation is signed up to Dementia Friends. What do I do if my staff have already signed up individually? Back to top
If staff have become Dementia Friends through another route, they will already count towards the overall total of Dementia Friends in England and Wales. Unfortunately we aren't able to link them to your organisation account.

How can my organisation become more dementia-friendly? Back to top
If you are already involved with Dementia Friends and want to know more about working towards becoming a more dementia-friendly organisation, please visit Alzheimer's Society website. (https://www.alzheimers.org.uk/info/20116/making_organisations_more_dementia-friendly)
Alzheimer's Society also offers comprehensive dementia training. Our Training & Consultancy team develop and deliver high quality training based on best practice in dementia care, providing whole staff teams with common skills and knowledge in dementia. To find out more, please visit Alzheimer's Society website. (https://www.alzheimers.org.uk/info/20050/training_and_consultancy)

My organisation's staff are all Dementia Friends. Can we be recognised as a dementia friendly business? Back to top
Becoming a Dementia Friend or Dementia Friends Champion is an individual commitment and cannot be used as a kite mark for a group or organisation.

Having Dementia Friends is a great start but there are many more steps a business would need to take to work towards becoming a dementia friendly organisation. If you would like to explore ways in which your organisation could become more dementia friendly, please email programmepartnerships@alzheimers.org.uk (mailto:programmepartnerships@alzheimers.org.uk)

My organisation has created Dementia Friends. How do I order badges and action cards? Back to top
If all employees have completed your chosen route, your Organisation Administrator can now request badges and action cards for your staff. Please email programmepartnerships@alzheimers.org.uk with the following information:

1. Name of organisation and unique organisation code (i.e. ABCD1234).
2. Address for badges to be sent to.
3. Number of Dementia Friends created.