CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

14 November 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 21 November 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. PUBLIC SESSION
   Recommendation:
   - **To note any comments from parishioners.**

3. 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.**

4. PARISH COUNCIL MINUTES
   Distributed separately.
   Recommendation:
   - **The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 17 October 2019.**

5. CHAIRMAN'S REPORT
   Recommendation:
   - **To note the report.**

6. CLERK'S REPORT
   Recommendation:
   - **To note the report.**

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS
Recommendation: To note the reports.

8. MINUTES OF COMMITTEES
- Finance Committee Minutes 30 April 2019.
- Planning Committee Minutes 14 October 2019.

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

9. OUTSIDE BODIES
Brief written reports from outside bodies to be notified prior to the meeting.
Recommendation:
- **To receive any reports.**

10. COUNCIL STRUCTURE
Recommendation:
- **To appoint a Trustee to the Henry Smith charity.**
- **To nominate a candidate for appointment as Parish Representative to Waverley Borough Council's Standards Committee.**

11. BUSINESS PLAN 2019 – 2023 REVIEW
To consider the updated Business Plan following section 106 funding
Recommendation:
- **To adopt the updated Business Plan 2019 – 2023**

12. FINANCIAL MATTERS
1. The expenditure list for 21 November 2019 to follow.
2. Bank Reconciliation for 31 October 2019 to follow.
3. Cashbook Reconciliation for 31 October 2019 to follow.
4. Funding applications: Friday Night Project.
5. Internal Audit 22 October 2019.
6. Effectiveness and Scope of the Internal Audit.
7. Budget 01/04/20 – 31/03/21

Recommendations:
1. **To agree the expenditure list to 21 November 2019.**
2. **To approve the bank reconciliation to 31 October 2019.**
3. **To approve the cashbook reconciliation to 31 October 2019.**
4. **To consider the funding request.**
5. **To note the Internal Audit Report.**
6. **To note the report from Cllr A Richardson.**
7. **To discuss and agree the budget and precept, and to sign the salary budget 01/04/20 – 31/03/21.**

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. KNOWLE LANE S278 WORKS
To create a footpath on the eastern side of Knowle Lane at the crossing point to the Bruce McKenzie Field
Recommendation:
- **To consider highway proposals and to give permission for proposed footpath works.**

15. S106/CIL
Update from the Clerk
Recommendation:
- **To note the update from the Clerk**

16. CLIMATE EMERGENCY
Recommendation:
- **To discuss how Cranleigh Parish Council can become carbon-neutral and to set a target date, and to investigate pollution in Cranleigh Waters.**

17. CEMETERY RULES AND REGULATIONS
Recommendation:
- **To consider adoption of the revised Rules and Regulations.**

18. RURAL SERVICES NETWORK
Recommendation:
- **To consider joining the Rural Services Network.**

19. CRANLEIGH IN BLOOM
Recommendation:
- **To consider a request to enter the Dewlands Lane cemetery and Snoxhall Fields recreation ground in South East in Bloom**

20. CRANLEIGH ROTARY
To consider a request for reduced rate hire of Cranleigh Village Hall
Recommendation:
- **To consider a request for reduced rate hire of Cranleigh Village Hall**
- **To consider a request for a retrospective refund of reduced rate hire for an event on 21 September 2019**

21. SCC PROPOSED TRAFFIC REGULATION ORDER FOR AMLETS LANE
Consultation to reduce the speed limit to 30mph for the entire road
Recommendation:
- **To consider submitting a response.**

22. SCC ALLEGED PUBLIC FOOTPATH
Alleged Public Footpath between Footpath 393 (Cranleigh) and Bridleway 280a (Alfold)
Recommendation:
- **To consider submitting a response.**

23. CRANLEIGH NEIGHBOURHOOD PLAN
Independent examination
Recommendation:
- **To appoint an independent examiner.**

24. SCC HIGHWAY SERVICES SURVEY
Closing date 24 November 2019
Recommendation:
- **To consider submitting a response.**

25. SCC SCHOOL ADMISSIONS POLICY CONSULTATION
Closing date 11 December 2019
Recommendation:
- **To consider submitting a response.**

26. CYBER INSURANCE

Recommendation:

- **To consider taking out a cyber insurance policy.**

27. BEEKEEPING AT BERYL HARVEY FIELD

Recommendation:

- **To adopt the Bee Keeping Policy and Licence Agreement for Bee Keeping.**

28. TENNIS COURTS

Recommendation:

- **To consider the request for a Cranleigh Tennis Club.**

29. LAND AT VILLAGE WAY

To consider removal of the diamond fencing and location for the installation of the new fingerpost.

Recommendation:

- **To consider removal of the diamond fencing and location for the installation of the new fingerpost.**

30. CRANLEIGH VILLAGE HOSPITAL TRUST

- To consider a request for a nominated representative to attend stakeholder meetings.
- To receive an update on the restrictive covenant.

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

Recommendation:

- **To consider a request for a nominated representative to attend stakeholder meetings.**
- **To consider next steps.**

31. SNOXHALL FIELDS IMPROVEMENTS

Create a scale drawing for the adult pitch improvements to include pitch dimensions and run-off, path, fencing and dugouts.

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

Recommendation:

- **To appoint a contractor to prepare a scale drawing funded from s106 pitch funding**

32. COUNCIL OFFICE INTRUDER ALARM UPGRADE

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

Recommendation:

- **To consider a quotation to upgrade the Council Office intruder alarm.**

33. SNOXHALL PAVILION INTRUDER ALARM UPGRADE

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

Recommendation:

- **To consider a quotation to upgrade the Snoxhall Pavilion intruder alarm.**

34. OUTDOOR TABLE TENNIS TABLE

To accept a donation from the Lions for the purchase of an outdoor table tennis table

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

Recommendation:

- **To accept the donation from Lions.**
- **To purchase an outdoor table tennis table.**

35. SNOXHALL PLAY PARK EXTENSION

To receive an update on the Betty Riseley Trust grant application and select a contractor for the play park extension.

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

Recommendation:

- **To approve the Betty Riseley Trust grant conditions.**
- **To select a contractor for the play park extension.**

36. VILLAGE HALL CEILING LIGHTS

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

Recommendation:

- **To consider a quotation to upgrade the fall arrest system.**
- **To consider a quotation to replace the main ceiling lights with LED fittings.**

37. CEMETERY MEMORIAL REQUEST

To consider a request for a memorial outside of the Council's adopted Rules and Regulations

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

Recommendation:

- **To consider the request.**

38. GUIDE HALL LEASE

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

Recommendation:

- **To consider a request by the Guide Hall to sub-let the Guide Hall.**

39. DATE OF NEXT MEETING

Parish Council Meeting Thursday 19 December 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 21 November 2019

- Congratulations to Cranleigh in Bloom for winning the Silver Gilt in the Britain in Bloom UK finals.
- Further to complaints about the removal of a pedestrian guard rail on the North Downs footpath to Snoxhall Fields by Surrey County Council, SCC has provided the Parish Council with some pedestrian guard rail for the Parish Council's ground staff to install at the corner of Snoxhall Fields.
- One of the pillars in the porch of Cranleigh Village Hall has been hit and dislodged. The Clerk has organised a repair.
- The Clerk has organised the re-setting of a loose stone in the Post Office flower beds.
- Lloyds Bank will be closing its Cranleigh branch on 28 November 2019. The Parish Council offered the use of the Snoxhall Fields car park, but Lloyds have reached an agreement with WBC to use the Village Way car park.
- The Clerk met with an officer from WBC to view the open space in Queensway with a view to providing further allotments in Cranleigh. Further details are awaiting from WBC on the lease or transfer of the land.
- The trees have arrived from the Woodland Trust. Volunteers have planted some to complete the hedge at the Centenary Garden and the remainder will be planted in the conservation area at the Beryl Harvey Field by Cranleigh School volunteers.
- Men in Sheds will re-hang the entrance gate to the Beryl Harvey Field.
- SCC repaired the High Street fingerpost only for it to be hit again and broken one day later. SCC have dropped off the spare arms to the Parish Council which do not include a spare for the latest broken arm. The Clerk will endeavour to get a replacement made.
- Tile hanging to the rear elevation of Cranleigh Village Hall is complete. Some re-painting work is needed to downpipes and louvres, repair of any broken tiles on removal of the scaffolding and internal re-decoration work.
- Surrey County Council advise that the remainder of the S278 works for the Knowle Lane crossing point are in the process of road space permits being booked, the additional works should also be planned soon. SCC will let the Parish Council know when the start meeting has been organized.
- The goat willow tree at Snoxhall Fields is being removed on Friday 15 November 2019 as it is nearing the end of its life.
- The Council has received complaints about the overgrown vegetation along the Downs Link, Surrey County Council hope to address the worst parts in the spring of 2020.
- WBC have confirmed that there is no CIL funding due to Cranleigh Parish Council for the period 01 April 2019 – 30 September 2019.
- WBC agreed that the street name Woodmans Close sounded too much like Woodlands Close and have agreed to re-name the road Stillwater Close.
- Places for People Leisure are holding a Health and Wellbeing Fair on 14 January from 5.30pm and invite the Parish Council to participate.
- Thames Water are still considering the Parish Council's invitation to attend a Council meeting.
- WBC give early notice of proposed changes to polling stations (not affecting the December general election). They propose to move Cranleigh East polls from the Leisure Centre to the Arts Centre and Cranleigh West polls from the Youth Centre to the Leisure Centre.

- The Recreation Users met on 28 November to discuss improvements to the adult football pitch at Snoxhall Fields.
- A group of local medal collectors have contacted the Parish Council to ask if there is a place where they could securely display WW1 and possibly WW2 medal collections so that they are not lost from the village. The Clerk has suggested the Council Chamber and they are discussing this possibility.
- The Council has moved over to Sharepoint.
- The Clerk attended the Clerks Technical Networking Day for training on cyber security, business planning and climate change. The Clerk has organised the Centre for Sustainable Energy to give a presentation to the next meeting of the SLCC Surrey Branch and asked WBC to include climate change policy on the agenda for the Town Clerks meeting.

Clerk

From: Ema Dearsley <ema.dearsley@waverley.gov.uk>
Sent: 12 November 2019 15:36
To: Town & Parish Clerks
Subject: Town/Parish representative on the Borough Standards Committee

Dear Clerks,

Apologies, I have received a number of emails regarding the roles and responsibility for a representative on the Standards Committee. I thought it easier to write to all than individually further to any nominations.

There are roughly 4 meetings a year of which not all would need to be attended. If there were a complaint that went to a hearing regarding a town or parish councillors then they would be asked to participate. I attach a very useful personal spec that Beverley from Cranleigh PC supplied (thank you!) which is used by Horsham Association of Local Councils. It provides an insight into their role if that helps.

Responsible to: The Standards Committee and to the Council

Liaison with: Members of the Standards Committee, Officers and Members of Horsham District Council, Independent Persons, Parish Councils, key stakeholders within the community.

1. To attend regularly and participate in meetings of the Standards Committee and any sub-committees (they meet normally at 5pm for Committees and 10am for hearings)

2. To participate in sub-committees making an initial assessment, or reviewing, allegations in relation to complaints of member misconduct under the Code of Conduct.

3. To participate in sub-committees conducting hearings in relation to investigations of complaints of member misconduct under the Code of Conduct.

4. To analyse and exercise fair and impartial judgement on conduct issues and to set high standards of ethical behaviour.

5. To develop and apply knowledge of the Code of Conduct in relation to any and all matters brought before the Committee, including the determination of allegations of member misconduct.

6. To provide a view on the governance of the Council from a Parish Council perspective which will better enable the Committee to advise the Council on conduct and ethical issues.

7. To be aware of the views of the local community on ethical standards and to reflect these in the activities of the Committee.

8. To develop a sound understanding of the ethical and wider regulatory framework within which the Council operates and to contribute to the overall effectiveness of the work of the Committee.

9. To participate in training events relevant to the work of the Committee.

Kind Regards,

Ema Dearsley
Democratic Services Officer
Committee Services
Telephone: 01483 523224
If I am not available and you need assistance before my return please contact Committees on 01483 523226 or at committees@waverley.gov.uk
www.waverley.gov.uk

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CRANLEIGH PARISH COUNCIL

Caring for the Community

Business Plan For Cranleigh

'The largest village in England'

2019 – 2023

Adopted 20 September 2018
Updated 21 November 2019

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CRANLEIGH PARISH COUNCIL

Caring for the Community

Welcome to Cranleigh Parish Council's Business Plan

It is with great privilege that we embark on the first adopted Business Plan for Cranleigh Parish Council.

The parish of Cranleigh, self titled, 'the largest village in England' has grown considerably from its humble origins of hawking and hunting to the arrival of the railway which enabled people to travel more easily out of the parish for work. The parish is situated in the countryside surrounded by green belt and only accessible by vehicles on minor 'B' roads. It is some 2 miles distant of the A281 main Horsham to Guildford Road. In planning terms, Cranleigh village is described as one of the four main settlements in the borough of Waverley, with a wide range of shops, many of which are independent and contribute to our village character.

The parish has retained buildings of historic and architectural merit and has a large conservation area in the heart of the village. Cranleigh enjoys an extremely good environmental quality, with a large green common area extending into its centre and a shopping area that is notable for being attractive and pedestrian friendly. Lack of green belt protection, excellent facilities and proximity to Guildford has resulted in an explosion of development with even what is termed affordable housing out of reach of local people.

At the heart of the plan is our commitment to the moto for Cranleigh embodied in our Coat of Arms, CRANLEIGH CARITATEM HABET, translated as Cranleigh Cares.

- Care for our Past – through the creation of the Centenary Garden as an area of quiet contemplation and remembrance of those that went to war and for those who kept the home fires burning.
- Care for today – by dedication of our open spaces with Fields in Trust in perpetuity.
- Care for our future – the creation of this Business Plan to help guide the new Council in May 2019.

As a Council we are enabled to use the General Power of Competence which is a tool that gives the Council the legal capacity to act for our community. It encourages Councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. Over the term of this plan, Cranleigh Parish Council will be looking to see how it can use this powerful tool to make a difference our Cranleigh community.

Our Business Plan is ambitious and needs to serve our growing community with flexibility to adapt as the needs and wishes of our community change.

We look forward to working with you.

Liz Townsend
CHAIRMAN

Angela Richardson
VICE CHAIRMAN

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What is a Parish Council Business Plan?

The Cranleigh Parish Council Business Plan is a statement of the Parish Council's vision for the parish, its purpose, values, objectives and key priorities. It includes the Council's financial plan and how it hopes to achieve the priorities.

What is the aim of the Business Plan?

The aim of the Business Plan is:

- To provide a framework for the incoming Council in May 2019 to continue the vision and strategy of Cranleigh Parish Council.
- To inform our borough and county councils of the Parish Council's future aspirations to enable smarter working and shared resources.
- To work with organisations within our community to provide the best possible facilities for the largest village in England.

What period does it cover?

The Business Plan covers the period between 2019 to 2023.

How was it created?

Three consultation sessions have been held with Parish Councillors to discover what their hopes and aspirations are for Cranleigh through their role on the Parish Council. These consultations developed the vision for consultation with our residents in Cranleigh Village Hall July 2018. Our residents were asked to help prioritise the projects for the new Council in May 2019.

Interaction with other Strategies

- The consultation for the Business Plan was held in parallel with the consultation on the draft Cranleigh Neighbourhood Plan to ensure that there is synergy between the plans.
- The Business Plan will be used in the preparation of the annual budget for Cranleigh Parish Council.

When will it be reviewed?

The Parish Council will review the progress of the actions in its Business Plan at the annual meeting of the Council.

Publication

A copy of the adopted Business Plan will be available on the Parish Council's website at www.cranleigh-pc.gov.uk

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About Cranleigh Parish Council

Cranleigh Parish Council was formed in 1894 under the reformation of local government under the Local Government Act 1894. It consists of 12 elected Parish Councillors across five wards: Cranleigh East, Cranleigh West, Cranleigh North, Cranleigh Rural and Elmbridge. There is a Chairman and Vice Chairman and four standing Committees:

- Finance
- Neighbourhood Plan
- Planning
- Property and Asset

The Council meets on the third Thursday of every month except August. It has adopted the NALC model Standing Orders and Financial Regulations to govern its operation and has a full suite of policies and procedures which can be found on the Council's website.

Cranleigh Parish Council has an extensive portfolio of property in the heart of Cranleigh village.

Cranleigh is located in the borough of Waverley and county of Surrey. The approximate population is 12,500 which is expected to rise rapidly in the next 10 years with the increase in house building in the village.

Council Staff

The Council has eight members of staff for the administration of the Council and maintenance of its properties. The head of paid service is the Parish Clerk Beverley Bell FSLCC MIET IEng who is a Qualified Clerk and the Council's Proper Officer required to carry out the Council's functions required by law and is also the Council's Responsible Financial Officer. The Parish Clerk is ably assisted by an Admin Clerk responsible for the Council's property and finance, an Admin Clerk who oversees planning, Grounds Manager, Grounds Person and Sexton who care for the Council's buildings and open spaces. The six posts are staffed equivalent to 5.8 full time posts.

The Councils benefits from an experienced and loyal staff who together have amassed over 90 years experience in local government and the current incumbent in the role of Parish Clerk is only the ninth Parish Clerk since the inception of the Parish Council in 1894.

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Our Resources

Assets

Cranleigh Parish Council has a broad property portfolio. Our Local Authority Land Register is available to view on our website. The Council owns and manages the following facilities in Cranleigh:

- Snoxhall Fields Recreation Ground

Split across three HM Land Registry titles, the eastern portion of Snoxhall Fields containing the pavilion and car park is held on charitable trust under charity registration number 1178530.

The recreation ground comprises of professional standard football pitches including full size adult, and multiple smaller pitches, sports pavilion, youth centre including sports hall, play park, outdoor gym equipment and Centenary Garden.

CRANLEIGH PARISH COUNCIL

Caring for the Community

Play Park

Cranleigh Parish Council has a destination play park that attracts visitors from within Cranleigh and further afield:

The Centenary Garden

Commemmorating 100 years since the end of the First World War, a unique garden in a corner of Snoxhall Fields to remember those that did not return and those that kept the homes fires burning. Designed and created by the community as a place of quiet remembrance.

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- **Beryl Harvey Field Conservation Area**

The Parish Council has a Management Plan for the Beryl Harvey Conservation Area which is cared for by the Council's Grounds Maintenance team and a group of dedicated volunteers. Left to the Parish Council in memory of his late wife by Mr Gordon Harvey, this field rich with flora and fauna is cherished as an area where wildlife can flourish and nature be conserved within the heart of the village.

- **Bruce McKenzie Field**

Part of the land swap agreement with the Cranleigh Village Hospital Trust, the Bruce McKenzie Field provides an adult football pitch and adjacent agricultural land for development at a future date as another adult football pitch.

- **Tennis Courts**

Adjacent to Cranleigh Leisure Centre, the Parish Council owns and operates two full size outdoor tennis courts.

- **Allotments at Beryl Harvey and Elmbridge**

The Parish Council owns and manages 43 allotment plots at the Beryl Harvey Field and Elmbridge Road. There is a small waiting list for both sites.

- **Dewlands Lane Cemetery**

The large cemetery with over 5,000 graves located in Dewlands Lane is owned and managed by the Parish Council for full burial, cremation plots, children's section and garden of remembrance. This is a tranquil area for quiet remembrance.

- **Cranleigh Village Hall**

A grand old building in a prominent location in Cranleigh High Street. Suffering from some structural problems which the Parish Council is steadily working on addressing with a specialist Conservation Architect and structural engineer to ensure this fabulous building continues to be a building of local merit and service to the community.

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- **Council Offices, CAB, Scout HQ, Guide Hall and Band Room**

The Parish Council owns a large area of land in Village Way serving the community through the Parish Council Offices, and leases to the Citizens Advice Bureau, Scout HQ, Guide Hall and Band Room.

- **Public Conveniences**

The Parish Council owns and operates the public conveniences in Village Way and leases the public conveniences on the Common from Waverley Borough Council and operates them.

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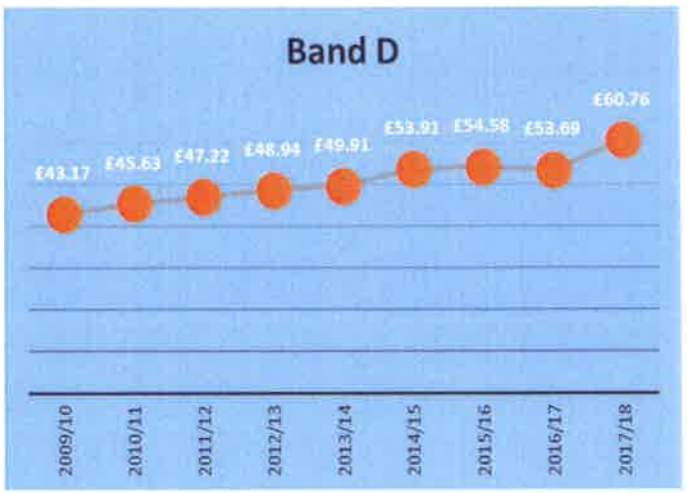
CRANLEIGH PARISH COUNCIL

Caring for the Community

Our Finances

The Parish Council collects a proportion of the Council Tax called the precept. The Council's income is mainly from the precept, but it is supplemented by a diminishing grant from Waverley Borough Council called the compensatory grant for the provision of leisure facilities in Cranleigh and the diminishing Council Tax reduction grant following the Council Tax benefit review. The remainder of the Council's income is generated through the provision of services to the community through venue hire, sports facilities hire and cemetery fees.

The reduction in grant income and demands of maintaining a very old Village Hall have placed pressure on the precept and seen the Parish Council element rise in recent years from 2013/14 when the Parish Council took out a loan from the Public Works Loan Board to re-roof the Village Hall to its present figure of £60.76 per annum for a band D equivalent property in 2017/18.



The Parish Council has an expenditure budget of £415,102 and a precept of £344,989 for financial year 2017/18.

One of the challenges this Council faces is the growing demand for a higher standard of facility and service against the reducing financial support to the Parish Council from external sources.

The Parish Council has a limited amount of reserves to ensure the smooth running of the Council business and must look for innovative ways to bring in new income in these times of austerity.

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The Vision

To make the largest village in England a vibrant place to live, work and play

Our Mission

- To be the democratically elected voice representing our community
- To listen to the aspirations of our community
- To provide excellent customer service
- To provide a high standard of facilities
- To strengthen partnerships with community and voluntary organisations and local businesses
- To manage the Council's resources wisely
- To promote a sustainable community

Our Values

To meet our fiduciary and statutory obligations through:

- Leadership - Councillors are elected to represent their communities and to lead on issues that will affect the lives of local people.
- Integrity – operating with integrity, being ethical, trustworthy and reliable and treating others with respect.
- Tenacity/ Persistence – work proactively to achieve the vision of the Council.
- Transparency – to work with openness and transparency.
- Communication – to engage with our community.
- Strong financial management – to ensure that the Council's resources are managed effectively and efficiently.
- Training – to support the best possible service from our Councillors and staff.
- Working as a corporate body – to respect decisions made democratically.

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CRANLEIGH PARISH COUNCIL

Caring for the Community

Our Objectives

The Parish Council's objectives have been clustered around the following themes:

- Our Property
- The Public Realm
- The Economy
- Our Residents
- Protecting our World
- Leisure

Our Property

The Clerk and Grounds Manager have compiled a comprehensive Forward Maintenance Plan for the Council's properties and open spaces. This Forward Maintenance Plan is reviewed annually by the Finance Committee and is used to set the maintenance budget, over and above normal routine maintenance of the Council's properties and open spaces. The Forward Maintenance Plan links into the overall budget and precept calculation, and for financial year 01/04/20 – 31/03/21 will require £30,000 collected from the precept to meet the Council's maintenance plan requirements.

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Deleted: Within one year
Deleted: Year 2
Deleted: Year 3
Deleted: 4 years +
Deleted: Elections
Deleted: £11,000
Deleted: Play Park bark top-up
Deleted: £5,000
Deleted: Replace Wallgate units
Deleted: £10,000
Deleted: Council Offices roof maintenance
Deleted: ~~£2,000~~
Deleted: Council Offices furniture
Deleted: £2,000
Deleted: Central heating boilers
Deleted: £13,000
Deleted: £7,000
Deleted: Snoxhall AED
Deleted: £2,000
Deleted: Snoxhall outdoor storage and security
Deleted: £7,000
Deleted: Snoxhall CCTV
Deleted: ~~£15,000~~
Deleted: Snoxhall outdoor gym equipment
Deleted: ~~£5,000~~
Deleted: Snoxhall Car Park and Downs Link re-surfacing
Deleted: £25,000 plus s106
Deleted: Grounds maintenance vehicles
Deleted: £6,000
Deleted: £30,000
Deleted: Sports Hall windows
Deleted: £6,000
Deleted: Village Hall stage replacement
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The Public Realm

The Parish Council is committed to the moto of our Coat of Arms, 'Cranleigh Cares'. The Parish Council will seek to conserve and enhance the public realm of Cranleigh through:

- Supporting Neighbourhood Watch with a nominated representative of the Parish Council
- Undertaking a Walking Streets Audit and lobbying responsible authorities to maintain the public realm and make our streets accessible for all
- Work with volunteers on an annual clearance of public footpaths leading to our village centre to provide safe and accessible routes to the village
- Respect our Areas of Special Character and ensure they are conserved and enhanced for future generations
- Provide an annual Community Showcase for our volunteers to engage with the community, to be able to seek new volunteers and continue their good work
- To recognise the work of our volunteers through an annual Chairman's Award
- To provide a small budget for community and voluntary organisations for grants
- To investigate the devolution of street cleansing from Waverley Borough Council to Cranleigh Parish Council

The Economy

The Parish Council recognises that a vibrant economy will support our residents, provide the facilities and services they need and bring much needed employment to the heart of the village. The Parish Council will support the development of the village economy through:

- Investigate the use of the Bruce McKenzie Field car park for long stay parking for workers in the village
- Seek to bring adult education to Cranleigh
- Improve links with Chamber of Commerce
- Promotion of Council buildings for business usage
- Business start up days at the Village Hall to help fledging businesses advertise their services and products

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

Our Residents

Providing activities for all ages of our community is an important objective for the Parish Council and something that the Parish Council will be seeking to deliver more working in partnership with other community, voluntary organisations and business in the village:

- Friday Night Project at the Leisure Centre to provide an activity drop in and café for our young people
- Look at improved access to our Sports Hall and tennis courts
- Endeavour to start a Short Mat Bowls Club in our Village Hall
- Investigate afternoon tea drop in at Village Hall to open up this venue to more parishioners in the heart of the village
- Look into setting up a Community Land Trust to provide much needed affordable/social housing

Protecting our World

We have one world and this objective is the Parish Council's commitment to play its part in protecting it through:

- Delivering a made Neighbourhood Plan
- Investigating the installation of electric vehicle charging points in its car park
- Lobby Waverley Borough Council for air quality monitoring
- Continue to appreciate the amenity value of our trees and commit to caring for trees on Parish Council land through five yearly basic tree survey and implementing not only the health and safety actions but the recommended actions for the amenity value of the tree
- Approach Waverley Borough Council to take on the management of the Queensway allotments
- Approach CALA Homes to take on the management of the Amlets Lane allotments
- Investigate renewable energy for Council buildings
- Investigate potential for adoption of open spaces on new developments

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Leisure

Cranleigh is fortunate to have excellent recreational facilities at Snoxhall Fields, but our community is growing, and expectations are growing. Our facilities need to keep pace with public requirements. The following projects were consulted on at the public consultation in July 2018, and our community has assessed and selected their priorities for the life of the Business Plan:

- Public Conveniences for Snoxhall Fields
- Café at Snoxhall Fields
- Multi Use Games Area
- Improvements to the Play Park
- Snoxhall Pavilion modernisation
- Miniature running track in a figure of 8 around Snoxhall Fields
- Drainage improvements to Snoxhall Fields pitches
- Improvements to football stand, dugouts and pitch fencing at Snoxhall Fields
- 3G pitch for Cranleigh
- An additional adult football pitch at the Bruce McKenzie Field
- Tennis courts improvements

Our Budget

The Parish Council pledged through its Business Plan adopted in September 2018 to an innovative approach from the Council to investigate new avenues of funding. This Council has worked hard to generate new income and lessen the burden on the Council Tax payer:

- A new nursery business has started up in the Snoxhall Pavilion providing a great new educational service to our local community and much needed income to help fund improvements to the pavilion.
- Car parking charges have been introduced in the Snoxhall Fields car park and are being directly fed back into the charitable side of Snoxhall Fields, enabling improvements that do not draw on the precept.
- The Parish Council has also actively pursued section 106 funding from developer planning obligations through Waverley Borough Council.

The Parish Council has been awarded the following s106 funding:

Description	Amount
MUGA at Cranleigh Leisure Centre or Snoxhall Fields	£47,417
Youth sports pitch Snoxhall Fields	£51,634
Snoxhall pitch and pavilion	£33,075
Re-surfacing Downs Link between pavilion and car park	£28,439

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Circular path Snoxhall Fields	£14,487

The receipt of this funding has enabled the Council to move forward the leisure aspirations in this Business Plan and start to plan for their implementation.

Below is a table of estimated project costs, s106 received, s106 requested and outstanding balance to be collected through the precept, or other fundraising.

Project	Estimated Cost	S106 Received	S106 Requested	Balance
Public Conveniences for Snoxhall Fields	£50,000		£30,000	£20,000
Café at Snoxhall Fields	£20,000			£20,000
Multi Use Games Area	£100,000	£47,417		£52,583
Improvements to the Play Park	£50,000			£50,000
Snoxhall Pavilion modernisation	£50,000	£33,075		£16,925
Miniature running track in a figure of 8 around Snoxhall Fields	£15,000	£14,487		£0
Drainage improvements to Snoxhall Fields pitches				
Improvements to football stand, dugouts and pitch fencing at Snoxhall Fields	£75,000	£51,634	£10,771	£12,595
3G pitch for Cranleigh				
An additional adult football pitch at the Bruce McKenzie Field				
Tennis courts improvements				
Total cost	**£360,000**			**£172,103**

At the time of this update, the MUGA and tennis court improvements projects are not being progressed until more information is known about the location for the Cranleigh Leisure Centre. The Football Clubs have acknowledged that the cost to create a second football pitch at the Bruce McKenzie Field is prohibitive, and the drainage at Snoxhall Fields pitches is being helped by good maintenance of ditches, and regular pitch aeration work.

The Parish Council commits through this Business Plan to:

- To include the sum of £30,000 in the annual budget for the Forward Maintenance Plan expenditure.
- To include a sum of £20,00 in the annual budget to meet the balance required to deliver the Business Plan leisure projects.

The Parish Council included the sum of £25,000 in the capital expenditure budget for 2018/19 which has enabled the Parish Council to proceed with a number of projects to improve its properties and open spaces. The Parish Council included the sum of £21,100 for capital expenditure in its annual budget for 2017/18 for capital

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improvements to the Council's properties to ensure that they are fit for purpose and well maintained.

This Business Plan and the Council's Forward Maintenance Plan demonstrate, that the Parish Council needs to commit to its programme of general maintenance and care of its properties through an annual allocation in its budget for forward maintenance of £30,000 and capital projects of £20,000.

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Peter J Consultants
Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex RH16 2QA
Email: peter.j.consultants@btinternet.com
Tel: 01444 412423 – Mob: 07763 174800

CRANLEIGH PARISH COUNCIL
Internal Audit Interim Review – 22/10/2019

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2019 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

There are not any matters to raise – well done.

Peter Frost
Peter J Consultants
22/10/2019

Cranleigh Parish Council 'CPC'

Internal Audit 22/10/19

Attendees: Parish Clerk, Finance Clerk, Peter Frost Internal Auditor, Cllr Liz Townsend, Cllr Angela Richardson

Meeting commenced at 10.05am

Answers to Questions:

- Auditor advised CCLA is not covered under the Financial Services Compensation Scheme. Finance Committee meeting to discuss risk appetite of council as to the level of risk we are prepared to accept.
- Last VAT return 30th September 2019
- Financial Regs and Standing Orders last reviewed in September 2019 and adopted.
- Last Review of Risk Management Register 17th January 2019. Clerk prepares risk assessment and new Finance Clerk will countersign.
- CPC is not involved in any current Court cases.
- In terms of Cybersecurity, Council is switching to Sharepoint which will be backed up in the Cloud. Finance System has no option but to sit on the hard drive in Clerk's office and is backed up.
- CPC does not use Electronic Banking, however it is something that will continue to be reviewed.
- Changes to the Asset Register include new Trailer and new Crane for Tractor and agrees with the Insurance Schedule.
- CPC does not publish anything independently, but does have a monthly page in the Challenger.
- CIL Charging schedule came into effect on 1st March 2019 at Waverley. No funds have been received by the Council as yet.
- Late debtors are reviewed quarterly at Finance Committee meetings. As a Council, we keep on top of our debtors list.
- PAYE continues to be done externally by Mulberry and Co.
- Bank Reconciliations are completed weekly. Auditor reviewed latest reconciliation as at 30th September. One bank error of £6 notified by Clerk to Auditor. Bank have agreed error is theirs and will adjust.
- Auditor compared RBS Statement to Cashbook Balance to ensure the carried forward balance is correct.
- Checks were made against an invoice issued by CPC and invoice presented to CPC for payment.
- Brexit Risk – Discussion on risk to CPC
- Auditor looked at Cheques issued.
- Discussion around the Charging of VAT for Parish Councils, specifically re: charging for Tennis Courts Management by the Leisure Centre. Clerk will contact HMRC for advice.

Meeting concluding at 11.30am

INCOME BUDGET 2020 - 21

Cost Centre	Description	Budget 2019/20	Actual at 30/09/19	Budget 2020/21
101	Administration	£1,000	£406	£1,000
201	Recreation	£6,700	£137,454	£8,200
202	Car Park		£1,521	£0
203	Youth Centre	£4,500	£2,757	£4,500
204	Allotments	£3,750	£3,783	£3,750
205	Snoxhall Pavilion	£3,600	£2,717	£3,600
301	Village Hall	£24,645	£12,982	£24,645
401	Cemetery	£26,000	£15,625	£26,000
		£70,195	**£177,245**	**£71,695**

21/10/2019

REVENUE EXPENDITURE 2020 - 21				
Cost Centre	**Description**	**Budget 2019/20**	**Actual at 30/09/19**	**Budget 2020/21**
101	Administration	£98,489	£39,891	£100,897
102	Civic Activities	£3,890	£389	£3,890
105	Public Conveniences	£24,252	£10,669	£24,159
107	FGP Grants	£2,000	£0	£2,000
201	Recreation	£115,540	£50,250	£118,969
202	Car Park		£967	£1,800
203	Youth Centre	£22,747	£12,108	£25,292
204	Allotments	£7,936	£2,883	£8,067
205	Snoxhall Pavilion	£30,477	£13,412	£30,748
301	Village Hall	£51,903	£27,923	£48,780
401	Cemetery	£61,012	£26,114	£63,575
501	Planning	£8,548	£3,219	£8,485
		£426,794	**£187,825**	**£436,661**

21/10/2019

PRECEPT CALCULATOR						
	2019/20	**2020/21**	**2020/21**	**2020/21**	**2020/21**	**2020/21**
			Option 1	Option 2	Option 3	Calculator
Forward Maintenance Plan	25000	0	25000	30000	30000	30000
Capital for Business Plan					20000	10000
Income	£70,195	£71,695	£71,695	£71,695	£71,695	£71,695
Expenditure	£426,794	£436,661	£436,661	£436,661	£436,661	£436,661
Capital	£25,000	£0	£25,000	£30,000	£50,000	£40,000
Total Expenditure	381,599	£364,966	£389,966	£394,966	£414,966	404,966
Council Tax Support Grant	3,170	£2,380	£2,380	£2,380	£2,380	2,380
Compensatory Grant	16,240	£12,180	£12,180	£12,180	£12,180	12,180
Precept	362,189	£350,406	£375,406	£380,406	£400,406	390,406
Tax base	5,265.30	5444.9	5444.9	5444.9	5444.9	5444.9
Band D equiv	68.79	£64.35	£68.95	£69.86	£73.54	71.70
% Increase	3.16	-6.44	0.23	1.57	6.91	4.24

29/10/2019

CALCULATIONS FOR FORECAST 2019/20 AND BUDGET 2020/21

101	Finance				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	59,087	21,932	62,297	Forecast includes pension contributions. Budget includes pension contributions plus 1%
4008	Training	1,240	300	1,400	
4009	Travel expenses	300	79	300	
4011	Rates	4,190	2,516	5,200	
4014	Electricity	1,800	722	2,000	
4016	Cleaning	750	324	800	
4018	H&S	600	599	1,300	Includes PAT testing £300 , servicing fire extinguisher £10, sanitary facilities £14, remote monitor fire alarm £400 + phone line £144, keyholding £250
4019	Security	600	340	850	Intruder alarm servicing *£90*
4020	Misc Expenses	1,000	591	1,000	
4021	Telephone	2,000	431	2,500	Telephone, cloud and broadband £137.22 per month
4023	Stationery/printing	4,000	1,760	4,000	
4024	Subs	3,500	2,548	3,500	SLCC £780, SALC £2320, Various £85
4025	Insurance	1,200	408	1,400	
4026	Computer/ IT costs	3,600	2,018	3,600	Website £420, Domain name £110, IT support, Cllr Office 365, Staff Office 365, anti-virus, Sharepoint backup £3,00
4030	Recruitment Advertising	0	0	0	
4032	Publicity	3,300	0	0	Full page monthly advert
4036	Prop Maintenance	2,000	1,412	2,000	Hanging baskets £68
4038	Equip hire	1,000	0	0	
4051	Bank Charges	650	237	750	
4055	Accounting support	2,000	1,423	2,000	RBS £1300, Mulberry payroll £520, Mulberry VAT £150
4057	Audit fees	2,000	-49	2,000	Internal £700, External £1000
4059	Other professional fees	2,000	2,300	4,000	Parishes Online £450
		96,817	**39,891**	**100,897**	
INCOME					
1090	Interest received	1,000	406	1,000	
		1,000	**406**	**1,000**	
		-95,817	-39,485	-99,897	

102	Civic				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4006	Chairman's Allowance	450	0	450	
4008	Training	1320	140	1740	See Councillor training budget
4009	Travel expenses	500	0	500	
4020	Misc Expenses	3000	249	1000	War Memorial cleaning
	Civic service	200	0	200	Annual Parish Meeting
		5,470	**389**	**3,890**	
		1,800	389	3,890	

105	Public Conveniences				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	5,105	1,495	4,805	
4011	Rates	2,260	1,117	4,304	
4012	Water	400	60	400	
4014	Electricity	400	187	400	
4016	Cleaning	9,500	4,464	10,500	Initial £611, cleaning £8,580, Musketeer Wallgate bacteria screen
4018	H&S	2,000	1,450	2,000	DJ Long annual electrical inspection of Wallgate
4025	Insurance	350	350	350	
4036	Prop Maintenance	1,200	1,546	1,400	Hanging baskets £68
		21,215	**10,669**	**24,159**	
INCOME					
1078	Other Grants Received	0		0	
		21,215	10,669	24,159	

501	Planning				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	9,781	3,219	8,485	
		9,781	**3,219**	**8,485**	
		9,781	3,219	8,485	

107	F&GP

Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4701	Grant GPC	2,000	0	2,000	
4750	Cranleigh in Bloom	0		0	
		2,000		**2,000**	
		2,000	0	2,000	

CALCULATIONS FOR FORECAST 2019/20 AND BUDGET 2020/21					
401	Cemetery				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	38,459	14,269	36,927	
4003	Temporary worker	10,196	7,438	14,000	£17.34 per hour +5%, 16 hours per week at cemetery for 35 weeks per annum
4008	Training	500	0	500	
4011	Rates	750	396	800	
4012	Water	152	132	160	
4014	Electricity	240	128	260	
4017	Refuse collection	1,025	439	1,100	5% increase
4018	H&S	300	10	350	PPE is required on an ongoing basis. Includes PAT testing, servicing of fire extinguishers £10
4019	Security	150	0	160	Alarm maintenance contract £150 for new intruder alarm
4020	Misc Expenses	600	528	600	Grave markers purchased
4021	Telephone	200	38	200	Mobile
4024	Subs	318	95	318	Annual fee for ICCM £90 and Cemetery Management System
4025	Insurance	222	175	250	
4036	Prop Maintenance	1,000	352	1,000	Re-painting of Lych Gate
4037	Grounds Maintenance	750	429	750	
4038	Equip hire	500	0	600	Digger and dumper to turn compost only.
4039	Flowerbeds	1,200	220	1,200	
4041	Equipment maintenance	1,400	517	1,400	
4042	Tree management	1,000	109	1,000	
4044	Fuel and Oil	700	144	800	
4048	Equip purchase	1,100	699	1,200	Replacement equipment for ageing items
4059	Professional Fees	250	0	0	
	Total Expenditure	**61,012**	**26,118**	**63,575**	
INCOME					
1040	Burial Fees	10,000	7,125	10,000	
1041	Memorial fees	10,000	4,350	10,000	
1042	Grant of Rights	5,000	3,100	5,000	
1078	Other Grants Received	0		0	
	Transfer of graves	1,000	1,050	1,000	
	Total Income	**26,000**	**15,625**	**26,000**	
		31,687	10,493	37,575	

CALCULATIONS FOR FORECAST 2019/20 AND BUDGET 2020/21

201	Recreation				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	75,386	24,777	71,969	
4003	Temporary worker	2,000	2,710	2,000	8 hours per month @£17.34 per hour + 5% minimum for play park March - November inclusive
4008	Training	800	0	800	Chainsaw certification and spraying certification.
4009	Travel expenses	500	0	500	
4012	Water	200	44	200	High St flower beds
4014	Electricity	700	686	0	Moved to 202 Car park for street lights
4017	Refuse collection	5,200	2,284	5,700	Dumpy bin and 5 dog bins weekly, one skip per annum
4018	H&S	1,500	178	1,500	Protective equipment and clothing; PAT testing £500, rodent control .
4019	Security	500	178	500	CCTV £30 per month
4020	Misc Expenses	2,000	425	2,000	
4021	Telephone	1,500	751	1,500	Mobile telephone x 2 £500, Phone & broadband £714
4024	Subs	150	0	150	IOG £150 membership for Council & staff
4025	Insurance	900	900	950	Tractor insurance
4037	Grounds Maintenance	6,800	5,246	6,800	Include £1,000 for Centenary Garden
4038	Equip hire/ contracts	5,000	5,345	10,000	Tennis court moss control £325, Worm cast suppressant £1000, Weedkiller buildings £500, Weedkiller playing fields £500, fertiliser £750, weedkiller cemetery £500, weedkiller boundary edges £250. £500 to hire digger for heavy lifting, bonfire work
4040	Play equipment maintenance	2,000	1,592	2,000	
4041	Equipment maint	2,100	753	2,100	
4042	Tree management	4,000	630	4,000	Annual Tree Hazard Assessment
4043	Tractor Maintenance	1,200	1,226	1,300	
4044	Fuel and Oil	2,200	1,421	3,000	
4048	Equip purchase	1,200	1,104	2,000	
		115,836	**50,250**	**118,969**	
INCOME					
1020	Pitch Hire	3,700	2,008	5,200	
1021	tennis income	2,500	530	2,500	
1089	Miscellaneous income	500	134,916	500	One off events at Snoxhall Fields
		6,700	**137,454**	**8,200**	
		-109,136	87,204	-110,769	

202	Car Park				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4011	Rates	987	281	1,050	
4014	Electricity	700	686	750	
		1,687	**967**	**1,800**	
INCOME					
	Parking Charges	0	1,521	0	
		0	**1,521**	**0**	
		-1,687	554	-1,800	

203	YOUTH CENTRE				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	8,994	2,584	8,642	
4011	Rates	3,355	246	3,400	
4012	Water	800	567	1,200	
4014	Electricity	650	305	700	
4015	Gas	1,000	1,114	1,300	
4016	Cleaning	2,200	1,131	2,200	£30 per week cleaning, PHS£500
4018	H&S	2,600	2,071	2,700	PAT testing £300, fire extinguisher £148, maintenance, gas safety £85, fire alarm monitoring £383, gym net £650, CWS clean and sample £588
4019	Security	900	125	900	Intruder alarm £141, keyholding service £250
4020	Misc Expenses	100	0	150	
4021	Telephone	0	0	0	Shared with pavilion
4025	Insurance	1,300	1,007	1,300	
4036	Prop Maintenance	1,000	2,958	2,000	£1,470 for floor maintenance
4059	Professional Fees	800		800	PRS £550
		22,899	**12,108**	**25,292**	
INCOME					
1030	Letting Income	4,500	2,757	4,500	
		4,500	**2,757**	**4,500**	
		-18,399	-9,351	-20,792	

204	Allotments				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					

4001	Staff Pay	5811.29	2126	5767.3	
4012	Water	1400	189	1400	
4025	Insurance	200	178	200	Plotholders insurance
4037	Grounds Maintenance	600	390	700	Grasstex £120 mowing and £240 hedge cutting
		8,011	**2,883**	**8,067**	
INCOME					
1010	Rent received	3,750	3,783	3,750	
		3,750	**3,783**	**3,750**	
		-4,261	900	-4,317	

VILLAGE HALL BUDGET 2020 - 21

301	Village Hall				
Code	Description	Budget 2019/20	Mid Year Actual	Budget 2020/21	
EXPENDITURE					
4001	Staff Pay	17,934	3,481	12,592	
4003	Temporary workers	500	0	500	
4008	Training	200	0	200	
4011	Rates	2,306	1,215	2,500	
4012	Water	1000	86	1,000	
4014	Electricity	1,500	920	1,550	
4015	Gas	3,400	1,369	3,450	
4016	Cleaning	3,000	1,187	3,000	Initial £600, cleaning £45 per week
4017	Refuse collection	850	423	925	
4018	H&S	2,500	2,043	2,500	Includes PAT testing, Gas £95, Total Access Service £400, Kave theatre £300, Fire alarm phone line £144, fire alarm monitoring £485, fire extinguishers £40, Hydroboil service £256, CWS clean & sample £500
4019	Security	250	250	300	Keyholding service £250
4020	Misc Expenses	300	85	300	Misc kitchen supplies, lamps etc.
4021	Telephone	0	190	700	Telephone and broadband
1600	Insurance	3,500	3,500	3,500	Engineering Insurance £140
4032	Publicity	0	0	100	Church magazine, Bonfire magazine
4036	Prop Maintenance	3,000	7,720	4,000	Annual costs for misc. repairs and £2,930 for floor maintenance
4038	Equipment hire	0	0	0	
4048	Equip purchase	0	0	0	
4059	Professional fees	1000	123	1,000	Performing Rights Licence £632, Piano £66
4065	Village Hall Roof	10,663	5,331	10,663	Public Works Loan Board repayment.
	Total Expenditure	**51,903**	**27,923**	**48,780**	
INCOME					
1013	Cupboard hire	1,300	293	1,300	
1030	Letting Income	23,345	12,689	23,345	
	Total Income	**24,645**	**12,982**	**24,645**	
		-27,258	-14,941	-24,135	

Clerk

From: Stuart Forrester <SFORRESTER@cala.co.uk>
Sent: 25 October 2019 14:43
To: Clerk
Cc: Nick Brown
Subject: FW: Community Hub Building Amlets Lane CRANLEIGH

Subject: RE: Community Hub Building Amlets Lane CRANLEIGH

Dear Beverley

Thank you for your e mail. I have spoken with Nick Brown our Land Director and we can advise unfortunately that the figure you suggest would not be achievable. The figure of £20K we felt is a very fair offer bearing in mind the cost of building the apartments, the gift of the allotments and this financial offer.
Bearing in mind the tight timescale for us to apply for planning approval (and I am on leave next week) could we possibly try and sort this remaining obstacle out as soon as possible to ensure its delivery will take place, otherwise we may to take the regrettable position of leaving the building 'plot' redundant and not build anything, which would be a frustrating option but as we understand it legitimate under planning law.

Clearly we want to, as we have always done so, work in harmony with the parish and bearing in mind time is of the essence could we possibly discuss the issue further on the phone with representatives of the parish on either Monday or Tuesday of the 4th or 5th November respectively?
I hope that is helpful and have a good weekend.

Regards

Stuart

Nick Brown
Land Director

DD: 01252 736762 E: nick.brown@cala.co.uk
Mob: 07554 436493

CALA Homes (South Home Counties) Ltd.
Tilford House, Farnham Business Park, Weydon Lane, Farnham, Surrey, GU9 8QT.

Registered in England & Wales: 08800163
Registered Office: CALA House, 54 The Causeway, Staines-Upon-Thames, Surrey, TW18 3AX.

Agent for CALA Management Ltd
Registered in Scotland no SC013655
Registered Office: Adam House, 5 New Mid Cultins, Edinburgh, EH11 4DU, Scotland.

Clerk

From: Clerk
Sent: 22 October 2019 12:40
To: Nick Brown; Stuart Forrester
Subject: RE: Community Hub Building Amlets Lane CRANLEIGH

Importance: High

Cranleigh Parish Council
Village Way
Cranleigh
Surrey, GU6 8AF
Parish Clerk
Beverley Bell FSLCC MIET IEng
Tel no. 01483 272311

Dear Nick

I am sorry with the delay in the reply, due to audit here.

Please see the Council's response below:

- The Council AGREED to request funds for a new community facilities project in the Parish Council's Business Plan rather than community facilities funds specifically for Cranleigh Village Hall.
- The Council AGREED to request the level of funding to be commensurate with one year's running costs of the proposed community workhub.
- The Parish Council AGREED to accept the transfer of the ownership and management of the allotments at Amlets Lane provided that the management company have no input in the management of the allotments.
- The Parish Council AGREED to give priority for allotment plots to Amlets Lane residents in their first year of occupation of their new house.

Please do let me know if you have any questions.

Kind Regards
Beverley Bell FSLCC
Parish Clerk

Please think of the environment. Don't print this email unless really necessary.

This e-mail message neither creates nor is intended to create a contract between Cranleigh Parish Council and the addressee or the addressee's organisation. It is confidential to the Council and the addressee. If you receive this e-mail message in error, please destroy it and delete it from your machine. Please note that any views or opinions expressed in this e-mail are solely those of the author, and do not necessarily represent those of Cranleigh Parish Council. If this e-mail message or any attachments are incomplete or unreadable, please telephone 01483-272311 or e-mail clerk@cranleighpc.org

From: Nick Brown <Nick.Brown@cala.co.uk>
Sent: 21 October 2019 17:25
To: Stuart Forrester <SFORRESTER@cala.co.uk>; Clerk <clerk@cranleigh-pc.gov.uk>
Subject: RE: Community Hub Building Amlets Lane CRANLEIGH

Hi Beverley
Is there any feedback yet to our proposal as to the community hub building?

Look forward to hearing from you

Kind regards
Nick

Nick Brown
Land Director

DD: 01252 736762 E: nick.brown@cala.co.uk

Clerk

From: Richard Cooper <richard.cooper@surreycc.gov.uk>
Sent: 13 November 2019 13:09
To: Clerk; Dave Pearcey; Liz Townsend
Cc: Matthew Furniss
Subject: RE: S278 works - Knowle Lane
Attachments: RECORD P18-113 - 13D CPC Additional Works.pdf; RECORD P18-113 - 10K Section 278 Engineering Layout.pdf

Dear Beverley,

Further to your committee decision, please find attached a drawing showing the additional works to be undertaken on the CPC side of Knowle Lane. Please note that the engineers have advised that it is not feasible to extend the drainage ditch further up Knowle Lane due to it`s buildability. Excavating an extension of this ditch whilst retaining the current invert level will undermine the tree roots in this area. Furthermore, a minimum clearance of 0.5m between the ditch and the carriageway would need to be adhered to which is not practicably possible in this instance and we cannot compromise on the existing ditch profile. It is therefore proposed to upgrade the existing situation with a concrete bag headwall, together with rodding the existing culvert and removing any debris etc to assist with maintenance procedures.

With regard to your additional requests, I also attach the S278 drawing for the Bruce MacKenzie Field access works, which has been amended to show the speed limit terminals re-located further south with the introduction of a 'gateway' feature' comprising speed limit road marking roundels on a red background. Pedestrian Crossing warning signs will also be provided on both approaches to the crossing. We do not consider that guardrail on the western side of Knowle Lane is necessary on safety grounds.

To proceed with the works on east side of Knowle Lane, the parish council will need to enter into a mini-278 agreement with the Highway Authority, which will provide the necessary consent for the contractors to work on the highway. I will send you a draft agreement within the next week for review.

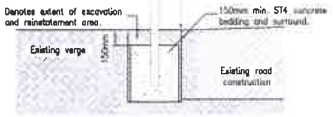
Any queries do let me know.

Regards,

Richard Cooper
Principal Transport Development Planner
Transport Development Planning
Surrey County Council

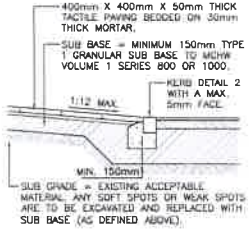
Tel: 020 85417635
Mob: 07800 588570
www.surreycc.gov.uk/tdp

From: Clerk [mailto:clerk@cranleigh-pc.gov.uk]
Sent: 12 November 2019 13:54
To: Dave Pearcey <dave.pearcey@surreycc.gov.uk>; Liz Townsend <Liz.Townsend@waverley.gov.uk>; Richard Cooper <richard.cooper@surreycc.gov.uk>
Cc: Richard Cooper <richard.cooper@surreycc.gov.uk>; Matthew Furniss <matt.furniss@surreycc.gov.uk>
Subject: RE: S278 works - Knowle Lane



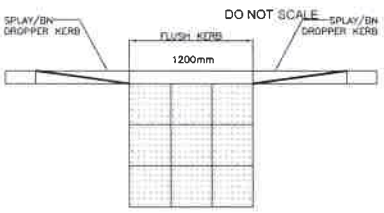
SPECIFICATION FOR NEW SIGN FOUNDATION

SCALE 1:25



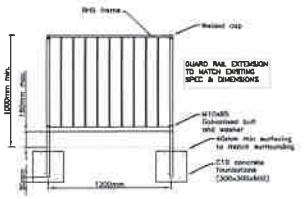
TYPICAL SECTION THROUGH TACTILE PAVING

SCALE 1:25



LAYOUT OF TACTILE PAVING AT UNCONTROLLED CROSSING

SCALE 1:25



TYPICAL PEDESTRIAN GUARDRAIL DETAIL

SCALE 1:25

LEGEND

- HIGHWAY BOUNDARY
- [1004] ROAD MARKING AND SIGN DIAGRAM NUMBER
- KD1 NEW 125 x 255 PRECAST CONCRETE HALF BATTERED KERB (TYPE HB2) WITH A 125mm UPSTAND (KERB DETAIL 1)
- KD2 NEW 125 x 150 PRECAST CONCRETE BULLNOSED KERB (TYPE BN) WITH A 0 TO 5mm UPSTAND. (KERB DETAIL 2)
- DK NEW DROPPER KERBS INSTALLED BETWEEN KERB DETAIL 1 AND KERB DETAIL 2.

GENERAL NOTES

1. THIS DRAWING IS SUBJECT TO THE APPROVAL OF SURREY COUNTY COUNCIL.
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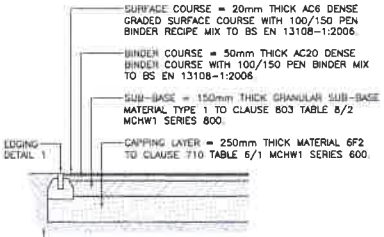
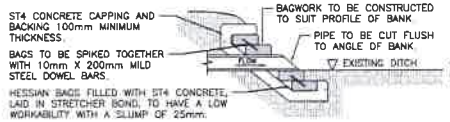
4. DIMENSIONS NOT TO BE SCALED.
5. UNLESS NOTED OTHERWISE, CLAUSES REFER TO THE SPECIFICATION FOR HIGHWAY WORKS: VOLUME 1 OF THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS.
6. BITUMOUS MATERIAL TO BE IN ACCORDANCE WITH BS EN 13108:2006.
7. IF SURFACE COURSE IS NOT CONSTRUCTED IMMEDIATELY AFTER BASE COURSE, THEN BASE COURSE MUST BE CLEANED AND HOT BOND COAT APPLIED PRIOR TO LAYING.



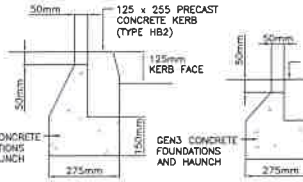
SPECIFICATION FOR NEW ASPHALT FOOTWAY

SCALE 1:25



TYPICAL CONCRETE BAG HEADWALL

SCALE 1:25

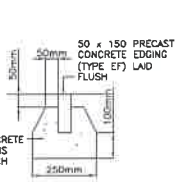


KERB DETAIL 1

SCALE 1:10

KERB DETAIL 2

SCALE 1:10

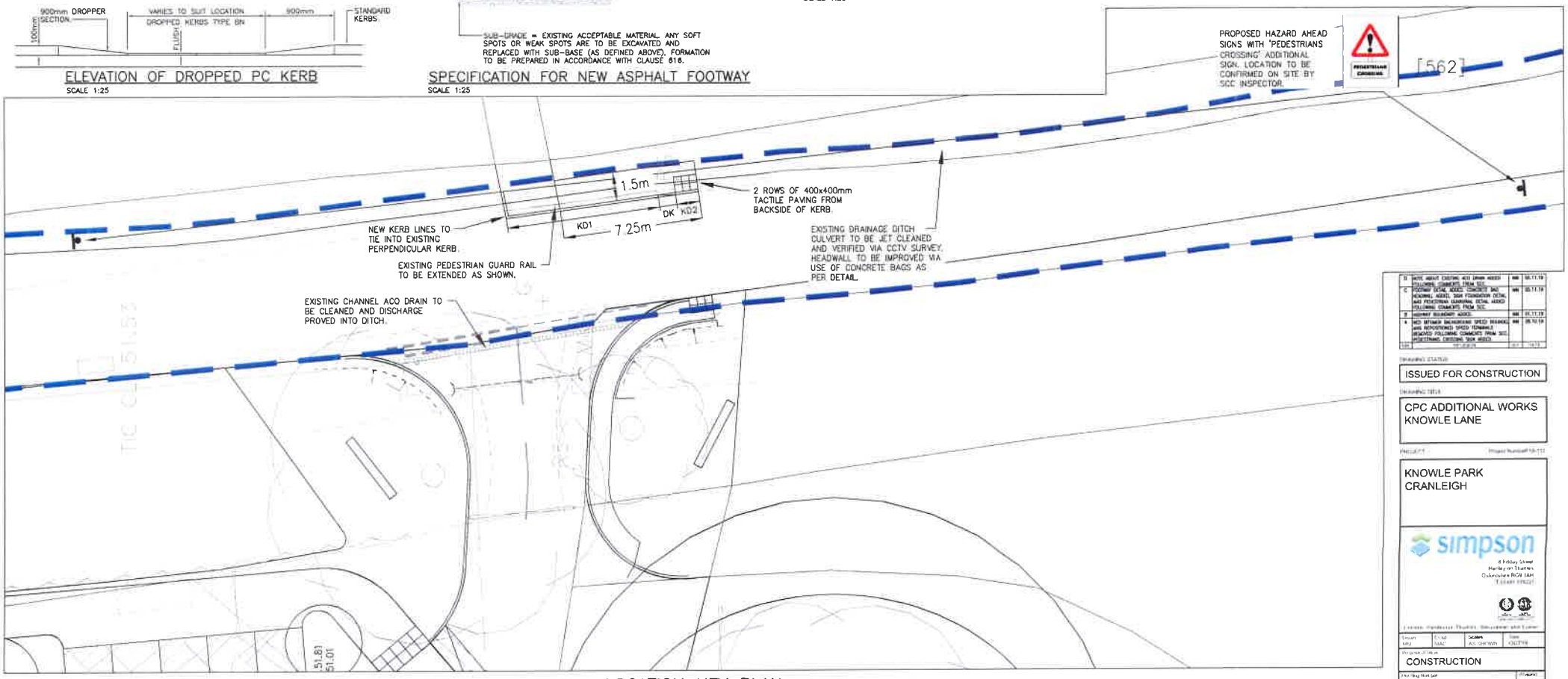


EDGING DETAIL 1

SCALE 1:10

ELEVATION OF DROPPED PC KERB

SCALE 1:25



LOCATION KEY PLAN

SCALE 1:100

D	NOTE ADDED EXISTING ACO DRAIN ADDED FOLLOWING COMMENTS FROM SCC	MW	05.11.19
C	FOOTWAY DETAIL ADDED, CONCRETE BAG HEADWALL ADDED, SIGN FOUNDATION DETAIL AND PEDESTRIAN GUARDRAIL DETAIL ADDED FOLLOWING COMMENTS FROM SCC	MW	05.11.19
B	HIGHWAY BOUNDARY ADDED.	MW	01.11.19
A	KD1 BETWEEN DROPPER KERBS AND REPOSITIONED SPEED TERMINALS REVISED FOLLOWING COMMENTS FROM SCC HIGHWAYMAN, CROSSING TEXT ADDED.	MW	25.10.19
Issue	Description	Drawn	Date

DRAWING STATUS

ISSUED FOR CONSTRUCTION

DRAWING TITLE

CPC ADDITIONAL WORKS KNOWLE LANE

PROJECT

KNOWLE PARK CRANLEIGH

simpson
6 Friday Street
Henley-on-Thames
Oxfordshire RG9 1AH
T 01491 579221

Drawn	Chkd	Scales	Date
MU	MAC	AS SHOWN	OCT19

Status of Issue

CONSTRUCTION

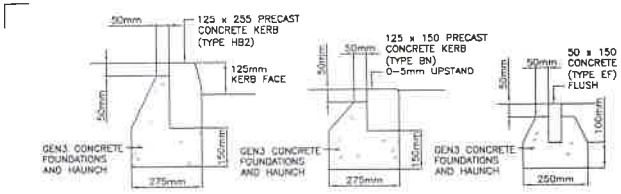
Drawing Number

P18-113:13

Revision

D

A1

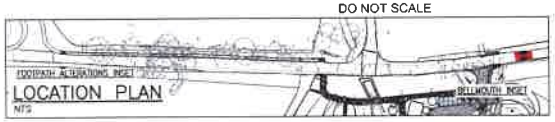


KERB DETAIL 1
SCALE 1:10

KERB DETAIL 2
SCALE 1:10

EDGING DETAIL 1
SCALE 1:10

DO NOT SCALE



LOCATION PLAN
NTS

ROAD MARKINGS SCHEDULE

DIAGRAM NUMBER TSRGD (2004)	DESCRIPTION	MARK LENGTH (mm)	GAP LENGTH (mm)	LINE WIDTH (mm)
1003	TRANSVERSE GIVE WAY LINES (EXIT)	600	300	200
1004	CENTRE LINES	4000	2000	100
1009	TRANSVERSE GIVE WAY LINES (ENTRY)	600	300	100

DESIGNERS RESIDUAL RISK SCHEDULE

CONSTRUCTION

LEGEND

84.80 + [1004] CG — PROPOSED LEVEL

ROAD MARKING AND SIGN DIAGRAM NUMBER

CHANNEL DRAIN AND TRAPPED OUTFALL UNIT

PROPOSED SURFACE WATER DRAINAGE

PROPOSED SURFACE WATER HEADWALL

EXISTING SURFACE WATER DRAINAGE

EXISTING SURFACE WATER HEADWALL

EXISTING TRAPPED ROAD GULLY

SURFACE WATER DRAINAGE TO BE REMOVED

VISIBILITY SPLAY

DENOTES EXTENT OF AREA ENCROACHED BY VISIBILITY SPLAY

PROPOSED GRASS VERGE AND GRADIENT

KD1 — NEW 125 x 255 PRECAST CONCRETE HALF EMBEDDED KERB (TYPE HB2) WITH A 125mm UPSTAND. (KERB DETAIL 1)

KD2 — NEW 125 x 150 PRECAST CONCRETE BULLNOSED KERB (TYPE BN) WITH A 0 TO 5mm UPSTAND. (KERB DETAIL 2)

DK — NEW DROPPER KERB INSTALLED BETWEEN KERB DETAIL 1 AND KERB DETAIL 2.

SITE BOUNDARY

GENERAL NOTES

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5. UNLESS NOTED OTHERWISE, CLAUSES REFER TO THE SPECIFICATION FOR HIGHWAY WORKS: VOLUME 1 OF THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAY WORKS.
6. BITUMINOUS MATERIAL TO BE IN ACCORDANCE WITH BS EN 13108:2006.
7. IF SURFACE COURSE IS NOT CONSTRUCTED IMMEDIATELY AFTER BASE COURSE THEN BASE COURSE MUST BE CLEANED AND HOT BOND COAT APPLIED PRIOR TO LAYING.

ROWS OF 400x400mm TACTILE PAVING FROM BACKSIDE OF KERB.

PROPOSED HAZARD AHEAD SIGNS WITH "PEDESTRIANS CROSSING" ADDITIONAL SIGN. LOCATION TO BE CONFIRMED ON SITE BY SCC INSPECTOR. [562]

PROPOSED WHITE 30MPH ROUNDEL ON RED BITUMEN BACKGROUND.

PROPOSED 30 AND 40mph SPEED LIMIT SIGNS TO BE INSTALLED.

2 ROWS OF 400x400mm TACTILE PAVING FROM BACKSIDE OF KERB.

EXISTING DRAINAGE DITCH CULVERT TO BE JET CLEANED AND VERIFIED VIA CCTV SURVEY. HEADWALL TO BE IMPROVED VIA USE OF CONCRETE BAGS.

APPROXIMATE LOCATION OF GAS MAIN.

40 [670] 600ø

30 [670] 600ø

PROPOSED 30 AND 40mph SPEED LIMIT SIGNS TO BE INSTALLED.

CONSTRUCTION WORKS AFFECTED BY EXISTING TELEGRAPH POLE. CONTRACTOR SHOULD ARRANGE FOR RELOCATION IN ACCORDANCE WITH STATUTORY UNDERTAKERS REQUIREMENTS PRIOR TO CONSTRUCTION OF PROPOSED ACCESS.

APPROXIMATE LOCATION OF GAS MAIN.

EXISTING PEDESTRIAN GUARD RAIL TO BE EXTENDED AS SHOWN.

KNEE RAIL FENCE TO BE INSTALLED AS SHOWN.

NEW KERB LINES TO TIE INTO EXISTING.

CONSTRUCTION WORKS AFFECTED BY ASSUMED EXISTING CULVERT. IF ENCOUNTERED THE CONTRACTOR SHOULD CARRY OUT REPLACEMENT PRIOR TO CONSTRUCTION OF PROPOSED ACCESS.

CONTRACTOR SHOULD ENSURE SITE PERSONNEL HAVE APPROPRIATE TRAINING & USE APPROPRIATE PPE WHEN CARRYING OUT WORKS IN THE HIGHWAY AND THE CONSTRUCTION HEALTH & SAFETY PLAN SHOULD INCLUDE METHOD STATEMENT THAT ADOPTS BEST PRACTICE HEALTH AND SAFETY POLICIES FOR ALL SITE PERSONNEL THROUGHOUT THE DURATION OF THE WORKS ON / ADJACENT TO HIGHWAY.

WHILST THE TOPOGRAPHICAL SURVEY TO DATE HAS NOT IDENTIFIED ANY EXISTING SEWERS / DRAINAGE & SERVICES BELOW THE PROPOSED ACCESS IT IS POSSIBLE THAT THEY MAY STILL EXIST & BE ENCOUNTERED DURING WORKS. CONTRACTOR SHOULD ENSURE SITE PERSONNEL USE APPROPRIATE PPE WHEN CARRYING OUT EXCAVATIONS & THAT THE CONSTRUCTION HEALTH & SAFETY PLAN SHOULD INCLUDE METHOD STATEMENT OUTLINING SAFE METHOD OF WORKING AGREED WITH RELEVANT STATUTORY UNDERTAKER WHERE NECESSARY. CONTRACTOR SHOULD ARRANGE FOR DIVERSION / LOWERING / PROTECTION BY STATUTORY UNDERTAKER WHERE NECESSARY PRIOR TO COMMENCEMENT OF WORKS.

NEW KERB LINE TO TIE INTO EXISTING.

PROPOSED CONNECTION TO EXISTING DRAINAGE DITCH VIA NEW HEADWALL.

EXISTING TELEGRAPH POLE TO BE RELOCATED IN ACCORDANCE WITH STATUTORY UNDERTAKERS REQUIREMENTS.

ASSUMED ROUTE OF EXISTING CULVERT PASSING BENEATH PROPOSED ACCESS TO BE REPLACED VIA INSTALLATION OF NEW CULVERT PIPE AND HEADWALLS TO MATCH EXISTING.

PROPOSED FINISHED LEVELS FROM LEVEL 51.90 SHOWN ARE TO FALL AWAY FROM EXISTING HIGHWAY TO ENSURE THERE IS NO ADDITIONAL RUNOFF DISCHARGED INTO EXISTING DITCH. REFER TO WATER ENVIRONMENT DRAWINGS FOR REFERENCE OF FINISHED LEVELS.

BELLMOUTH LAYOUT PLAN
SCALE 1:125

PROPOSED ENTRANCE

SURFACE COURSE = 40mm THICK AC10 CLOSE GRADED SURFACE COURSE WITH 100/150 PEN BINDER RECIPE MIX AND 60PSV TO BS EN 13108-1:2006.

BINDER COURSE = 80mm THICK AC20 DENSE BINDER COURSE WITH 100/150 PEN BINDER MIX TO BS EN 13108-1:2006.

BASE COURSE = 130mm THICK AC32 DENSE BASE COURSE WITH 100/150 PEN BINDER MIX TO BS EN 13108-1:2006.

SUB-BASE = 200mm THICK GRANULAR SUB-BASE MATERIAL TYPE 1 TO CLAUSE 803 TABLE 8/2 MCHW1 SERIES 800.

CAPPING LAYER = 250mm THICK MATERIAL 6F2 TO CLAUSE 710 TABLE 6/1 MCHW1 SERIES 600.

SUB GRADE = EXISTING ACCEPTABLE MATERIAL. ANY SOFT SPOTS OR WEAK SPOTS ARE TO BE EXCAVATED AND REPLACED WITH SUB-BASE (AS DEFINED ABOVE). FORMATION TO BE PREPARED IN ACCORDANCE WITH CLAUSE 616.

EXISTING ROAD

TABLE 1

(CBR VALUES)	SUB-BASE	CAPPING LAYER
0.5% – 0.9%	200	350&150*
1.0% – 1.9%	200	300*
2% – 2.5%	200	250*
2.5% – 5%	200	350
5% – 15%	200	225

STAGGERED JOINT

250mm
250mm
250mm

EXISTING BITUMINOUS MATERIAL CUT BACK TO A VERTICAL FACE AND PAINTED WITH HOT BITUMEN.

EXISTING ROAD CONSTRUCTION

SURFACE COURSE = 20mm THICK AC6 DENSE GRADED SURFACE COURSE WITH 100/150 PEN BINDER RECIPE MIX TO BS EN 13108-1:2006.

BINDER COURSE = 50mm THICK AC20 DENSE BINDER COURSE WITH 100/150 PEN BINDER MIX TO BS EN 13108-1:2006.

TREETEX T300 GEOTEXTILE SEPARATION FABRIC OR SIMILAR APPROVED

75mm DEEP CELLWEB TREE ROOT PROTECTION SYSTEM (GEOSYNTHETICS LTD.). 40/20mm CLEAN ANGULAR STONE

EDGING DETAIL 1

SPECIFICATION FOR NEW CELLWEB FOOTWAY
SCALE 1:25

175mm THICK REINFORCED C20 CONCRETE SLAB WITH B785 MESH TOP & BOTTOM WITH 50mm COVER. SLAB TO BE EXTENDED A MINIMUM OF 450mm EITHER SIDE OF SERVICE.

ASSUMED POSITION & DEPTH OF REPLACEMENT CULVERT PIPE TO MATCH EXISTING. EXACT POSITION & DEPTH TO BE CONFIRMED PRIOR TO CONSTRUCTION OF PROPOSED ACCESS.

450mm

PRIVATE ROAD CONSTRUCTION

ACO DRAINAGE CHANNEL.

SECTION AA – SECTION THROUGH PROPOSED ENTRANCE
SCALE 1:25

CARRIAGEWAY CONSTRUCTION IS BASED ON AN ASSUMED CBR VALUE OF 2.5% CONTRACTOR SHOULD CONFIRM CBR VALUES DURING CONSTRUCTION TO VERIFY CONSTRUCTION DEPTHS IN ACCORDANCE WITH TABLE 1.

TYPICAL SECTION THROUGH TACTILE PAVING
SCALE 1:25

400mm X 400mm X 50mm THICK TACTILE PAVING BEDDED ON 30mm THICK MORTAR.

SUB BASE = MINIMUM 150mm TYPE 1 GRANULAR SUB BASE TO MCHW VOLUME 1 SERIES 800 OR 1000.

KERB DETAIL 2 WITH A MAX. 5mm FACE.

1:12 MAX.

MIN. (150mm)

SUB GRADE = EXISTING ACCEPTABLE MATERIAL. ANY SOFT SPOTS OR WEAK SPOTS ARE TO BE EXCAVATED AND REPLACED WITH SUB BASE (AS DEFINED ABOVE).

VISIBILITY SPLAY PLAN
SCALE 1:250

2.4m x 120m Visibility Splay

ST4 CONCRETE CAPPING AND BACKING 100mm MINIMUM THICKNESS.

BAGS TO BE SPIKED TOGETHER WITH 10mm X 200mm MILD STEEL DOWEL BARS.

HESSIAN BAGS FILLED WITH ST4 CONCRETE, LAID IN STRETCHER BOND. TO HAVE A LOW WORKABILITY WITH A SLUMP OF 25mm.

BAGWORK TO BE CONSTRUCTED TO SUIT PROFILE OF BANK.

PIPE TO BE CUT FLUSH TO ANGLE OF BANK.

POND BASE LEVEL

TYPICAL CONCRETE BAG HEADWALL
SCALE 1:25

EDGING DETAIL 1

SURFACE COURSE = 20mm THICK AC6 DENSE GRADED SURFACE COURSE WITH 100/150 PEN BINDER RECIPE MIX TO BS EN 13108-1:2006.

BINDER COURSE = 50mm THICK AC20 DENSE BINDER COURSE WITH 100/150 PEN BINDER MIX TO BS EN 13108-1:2006.

SUB-BASE = 150mm THICK GRANULAR SUB-BASE MATERIAL TYPE 1 TO CLAUSE 803 TABLE 8/2 MCHW1 SERIES 800.

CAPPING LAYER = 250mm THICK MATERIAL 6F2 TO CLAUSE 710 TABLE 6/1 MCHW1 SERIES 600.

TERRAM 1000 GEOTEXTILE FILTER FABRIC.

SUB-GRADE = EXISTING ACCEPTABLE MATERIAL. ANY SOFT SPOTS OR WEAK SPOTS ARE TO BE EXCAVATED AND REPLACED WITH SUB-BASE (AS DEFINED ABOVE). FORMATION TO BE PREPARED IN ACCORDANCE WITH CLAUSE 616.

SPECIFICATION FOR NEW ASPHALT FOOTWAY
SCALE 1:25

FOOTPATH SETTING-OUT

POINT	EASTINGS	NORTHINGS
F1	505677.500	138823.342
F2	505677.500	138822.250
F3	505677.366	138821.536
F4	505678.878	138821.461
F5	505679.000	138822.111
F6	505679.000	138825.342

CONTRACTOR SHOULD ENSURE SITE PERSONNEL HAVE APPROPRIATE TRAINING & USE APPROPRIATE PPE WHEN CARRYING OUT WORKS IN THE HIGHWAY AND THE CONSTRUCTION HEALTH & SAFETY PLAN SHOULD INCLUDE METHOD STATEMENT THAT ADOPTS BEST PRACTICE HEALTH AND SAFETY POLICIES FOR ALL SITE PERSONNEL THROUGHOUT THE DURATION OF THE WORKS ON / ADJACENT TO HIGHWAY.

IT IS POSSIBLE THAT EXISTING SEWERS / DRAINAGE & SERVICES MAY EXIST & BE ENCOUNTERED DURING WORKS. CONTRACTOR SHOULD ENSURE THAT THE CONSTRUCTION HEALTH & SAFETY INCLUDES METHOD STATEMENT OUTLINING SAFE METHOD OF WORKING AGREED WITH RELEVANT STATUTORY UNDERTAKER. WHERE NECESSARY, CONTRACTOR SHOULD ARRANGE FOR DIVERSION / LOWERING / PROTECTION BY STATUTORY UNDERTAKER WHERE NECESSARY PRIOR TO COMMENCEMENT OF WORKS.

APPROXIMATE LOCATION OF TELECOMS CABLE.

EXISTING ROAD GULLIES TO BE REUSED.

APPROXIMATE LOCATION OF TELECOMS CABLE.

PROPOSED FOOTPATH AND KERB TO TIE INTO EXISTING.

EXISTING WEIGHT LIMIT SIGN TO BE RELOCATED TO BACK OF FOOTPATH WITH 2.1m MOUNTING HEIGHT.

EXISTING 30 AND 40mph SPEED LIMIT SIGNS TO BE REMOVED.

PROPOSED KERB FACE TO BE APPROXIMATELY 0.25m FROM DOUBLE YELLOW LINING.

COVERS TO BE PLACED OVER GULLIES, AS PER THE ARRANGEMENT IN THE ADJACENT PHOTO:

PROPOSED GULLIES TO DISCHARGE INTO EXISTING DITCHES VIA CONSTRUCTION OF A CONCRETE BAG HEADWALLS.

KNEE RAIL FENCE TO BE INSTALLED AS SHOWN.

2 ROWS OF 400x400mm TACTILE PAVING FROM BACKSIDE OF KERB.

FOOTPATH ALTERATIONS PLAN
SCALE 1:250

FINAL

SECTION 278 ENGINEERING LAYOUT

KNOWLE PARK, CRANLEIGH

simpson

CONSTRUCTION

P18-113:10 | K

A1

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.

Deleted: July 2017

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.

Deleted: July 2017

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

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

Deleted: July 2017

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 x 51mm (12" x 18" x 2").

4.16 A plaque on a children's Ashes grave may not exceed 559mm x 457mm x 51mm (22" x 18" x 2")

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

Deleted: July 2017

will be agreed as near to the requested location as possible, the Council's decision on the location will be final.

5.2 The owner of an approved memorial bench is responsible for the 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.

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.

Deleted: July 2017

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 £100 or such other fine as shall from time to time be lawfully demanded by the Council.

Deleted: 0

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 21 November 2019. The Rules and Regulations previously in force in respect of Cranleigh Cemetery are hereby superseded.

Deleted: 17 October

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

Deleted: July 2017

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

Most Frequently Asked Questions about Rural Services Network and the Rural/Market Towns Group

What is our mission statement? In other words, why are we here and why we are doing this?

To put it simply, Rural Services Network (or RSN) seeks to improve the lives of people living in rural areas. The Defra definition of rural dwellers includes those living in market towns (below a population of 30,000) and other centres serving rural areas. We feel in England rural people get a poorer deal than other parts of the country due to more restrictive government funding, grants and services as well as a bigger emphasis being put on urban-centric areas. We at RSN seek to represent the rural case and amplify the rural voice on behalf of all our groupings to argue fairer funding for rural areas.

Is Rural Services Network a quango?

Definitely not! RSN is an independent and completely non-political organisation that has been operating for more than 18 years. We get no government funding whatsoever nor do we want any because government funding can restrict the ability to argue a case that government may not wish to encourage. RSN is a voluntary organisation operating from an earnt subscription pot. We are a Special Interest Group of the Local Government Association, and because we handle money, we are a legal entity – a not for profit company limited by guarantee.

Why should Town Councils join the Rural/Market Towns Group?

RSN is the national champion for rural services and aims to provide a strong voice for rural communities. We want to focus on giving the town councils a voice in the national debate and enable them to have their voice heard. By coming together the rural towns will have a stronger voice on issues that matter to them.

Why is this initiative important for every rural resident?

Rural areas and their intricate network of rural communities are capable of being a much more important part of the national economy and need to be appropriately recognised and supported in government thinking and actions. We want to help our rural communities to reach their potential, and we think that by working together, it provides all those in rural areas with a collective voice to raise issues.

What are the benefits of membership?

Services provided to the group will include:

- Development of some good practice and learning material related to the key policy areas and delivery challenges or opportunities for rural/market towns;
- Receiving the Rural Bulletin, a weekly newsletter provided by the Rural Services Network highlighting rural news, issues affecting rural communities, and highlighting the work of the Rural Services Network;
- Provision of a dedicated newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities;
- Occasional online surveys of the members of rural/market towns, to gather comparative information about topics of interest to this grouping;
- Engagement in Rural Strategy campaign to ensure feedback from Market Town Group is included within consultation.

How will this group work within the RSN?

The Rural Services Network in partnership with local authorities, housing associations, health organisations and other organisations providing services in rural areas has already established several groups highlighting rural matters. We felt the time was right to establish a Rural/Market Towns Group to support these crucial rural areas. We believe that by working together on key rural issues with rural market towns and other rural organisations and service providers we can amplify the rural voice and persuade the Government to address rural concerns.

What is RSN intending to do?

We seek to argue the rural and the market town case in order to persuade Government to provide special focus to rural areas and develop a cross governmental, properly funded Rural Strategy, which could serve as a national framework as far as is practicable with local delivery. We also want to establish a best practice role for the group allowing rural based information to be disseminated and shared between members.

We are seeking to establish a group to form a collective voice for Rural/Market Towns. We will hold a few meetings a year, but we appreciate that attending meetings can be costly and time consuming for all members. Hence why we are planning to start by collecting information from each council via online surveys to gain member views. This will allow us to establish consensus rural market town viewpoints with input from all our members whether they attend meetings or not. Going forward we would aim to work with all members to develop this group further, so that every council feels represented.

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

Will there be additional cost above the small subscription?

No additional income other than the subscription will be requested.

Why have we contacted your parish/town council?

Rural areas are all very different as England is a particularly diverse country. We have selected 200 places with seemingly varying rural characteristic to initially invite, with a view to ensuring input can be fairly claimed to be cross national. We have largely so far generally avoided using neighbouring parishes/towns for that reason. However, having established such an initial operating platform we do plan to incrementally grow the grouping out from there and all rural parishes towns will in time be involved.

Towns are often members of organisations like NALC and Market Operation Associations. Is there an overlap with other organisations?

No, our role is very different. NALC deal with Local Council representation and Market Operation Associations deal with the operation of Markets. Their work is across rural and urban authorities. We work solely on rural issues – rural representation and the spread of rural best practice.

Has there been a Market Towns initiative before?

Yes, there has, and some good work was done but it was for a time limited period. It was grant and project based, and it included all English Towns. The essential difference is that this initiative is subscription based from the start to seek continuity and is solely rurally based. It seeks to find commonality of argument across rural town and their rural hinterland to mutual advantage.

Already recruitment for this group has started strongly. Many towns are enthusiastic about establishing this initiative as they believe that forming such a group is long overdue. We are aware that a collective grouping clearly cannot carry out local projects, but it can enhance the importance of these needs.

Clerk

From: Jane Oleary
Sent: 12 November 2019 11:31
To: Clerk
Subject: RE: Hire of Village Hall 21 September 2019

Importance: High

Dear Beverley

Yes I am still unhappy. I've already said I have two year's documented accounts in front of me that confirm the charge for the hall has not varied in the last two years, 2017 and 2018 were both charged out at £69.30. It should be and is immaterial knowing the Liontamers were closing. I would venture to suppose and probably know that the hall was booked last year for this year's event and the decision to close the Liointamers was not made until last month.

Please ensure my request and correspondence are on the agenda for November's Council meeting.

Thanks and
Best regards
Jane Briggs

The Old Forge, Smithbrook Barns, Horsham Road, Cranleigh, Surrey GU6 8LH.
Tel: 01483 276100 Fax: 01483 273614

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From: Clerk <clerk@cranleigh-pc.gov.uk>
Sent: 12 November 2019 11:20
To: Jane Oleary
Cc: Finance <finance@cranleigh-pc.gov.uk>
Subject: RE: Hire of Village Hall 21 September 2019

Cranleigh Parish Council
Village Way
Cranleigh
Surrey, GU6 8AF
Parish Clerk
Beverley Bell FSLCC MIET IEng
Tel no. 01483 272311

Dear Jane

Thank you for your reply. The fee this year was agreed as this is their last Lion Tamers event. On Friday, they have permission to drop their things off at the hall if there are no other clients in the building.

If you are still unhappy with this response, please let me know and I will include your request and correspondence on the next Council meeting agenda.

Kind Regards
Beverley Bell FSLCC
Parish Clerk

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From: Jane Oleary
Sent: 12 November 2019 10:14
To: Clerk <clerk@cranleigh-pc.gov.uk>
Cc: Finance <finance@cranleigh-pc.gov.uk>
Subject: RE: Hire of Village Hall 21 September 2019

Dear Beverley

Yes the Liontamers advise me their charge for the village hall is £50 plus VAT for Saturday 7 December as it has been for the last 2 years. And they are allowed to come in on the Friday night at no cost!

Their documented accounts for both 2017 and 2018 confirm the charge for the village hall for the Saturday Xmas bazaar was £69.30 both years and is to be the same this year.

Please address this issue as a matter of urgency and importance.

Thanks and
Best regards
Jane Briggs

The Old Forge, Smithbrook Barns, Horsham Road, Cranleigh, Surrey GU6 8LH.
Tel: 01483 276100 Fax: 01483 273614

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From: Clerk <clerk@cranleigh-pc.gov.uk>
Sent: 12 November 2019 09:56
To: Jane Oleary
Cc: Finance <finance@cranleigh-pc.gov.uk>
Subject: RE: Hire of Village Hall 21 September 2019

Cranleigh Parish Council
Village Way
Cranleigh
Surrey, GU6 8AF
Tel no. 01483 272311
Parish Clerk
Beverley Bell FSLCC MIET IEng

Dear Jane

Please can you provide details of the organisations that you believe are being charged a reduced rate on a Saturday?

I have made the Council Chairman aware of your concerns.

Kind Regards
Beverley Bell FSLCC
Parish Clerk

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From: Jane Oleary
Sent: 12 November 2019 09:51
To: Clerk <clerk@cranleigh-pc.gov.uk>
Cc: Finance <finance@cranleigh-pc.gov.uk>
Subject: RE: Hire of Village Hall 21 September 2019
Importance: High

Dear Beverley

I'm sorry to disagree with you but you are charging other organisations the rate of £15 per hour on a Saturday so why is it different for the Rotary Club?

I still fail to see if this is an administrative error why it needs to go before the whole council? There again perhaps it should to highlight the errors being made by the admin team at the Parish Council.

Okay make the cheque out to the Rotary Club and we will be satisfied.

I'm sorry to send you a disappointing reply, but I'm getting on my high horse about this and standing by the facts I've been given by other organisations- this needs to be addressed. Not only the charging structure but the very fact that the council feel it is good commercial practice to charge such a high fee for the hall- no wonder it is empty so much of the time- perhaps it needs to be readdressed because surely it is better to have the hall used and make a small profit or break even rather than have it empty and make a loss!

Please put this before the council this month and let us have a cheque in settlement of the difference before Christmas. Please acknowledge this request and if you wish me to address the council personally I'm more than happy to do so.

Thanks and
Best regards
Jane Briggs

The Old Forge, Smithbrook Barns, Horsham Road, Cranleigh, Surrey GU6 8LH.
Tel: 01483 276100 Fax: 01483 273614

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From: Clerk <clerk@cranleigh-pc.gov.uk>
Sent: 12 November 2019 09:19
To: Jane Oleary
Cc: Finance <finance@cranleigh-pc.gov.uk>
Subject: RE: Hire of Village Hall 21 September 2019

Cranleigh Parish Council
Village Way
Cranleigh
Surrey, GU6 8AF
Parish Clerk
Beverley Bell FSLCC MIET IEng
Tel no. 01483 272311

Good Morning Jane

Thank you for your email, Robin did have this on a list of things to do, and I am sorry that we did not answer within the time you expected.

The Parish Council has set the fees for Cranleigh Village Hall and does indeed offer a reduced rate for charities mid week. However the Council does charge a premium rate for weekend use, and the Rotary were made aware of the fees at the time of placing the booking. Therefore the booking has not been over charged, and I am not able to agree your request for payment for the difference without recourse to the Council, and I definitely cannot make a payment to a third party organisation as this is not in accordance with our Financial Regulations and audit procedures.

I am sorry this is not the answer you require.

Please do let me know if you wish this to be taken to Council.

Kind Regards
Beverley Bell FSLCC
Parish Clerk

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From: Jane Oleary
Sent: 12 November 2019 08:54
To: Clerk <clerk@cranleigh-pc.gov.uk>
Cc: Finance <finance@cranleigh-pc.gov.uk>
Subject: Hire of Village Hall 21 September 2019
Importance: High

Dear Beverley

I emailed about 2 weeks ago about the charge for the village hall to the Rotary Club being rather large and how it has affected our donation to Shooting Star Chase. I have not yet received a reply other than from Robyn to say she would bring it to you attention.

I am reliably informed that other charitable organisations rent the hall from you at a rate of £15 per hour, on a Saturday.
It would appear equable that you should be charging us the same rate and we wonder why and how this overcharging has happened.
Can you please recalculate our rent for the period we had it and let us have your payment of the difference please? The cheque should be made payable to Shooting Star Chase please and sent to our treasurer so we can acknowledge safe receipt and then send it on to the charity.- Mr B Arendell 50 Horsham Road, Cranleigh GU6 8DU.
As this must be an administrative oversight, I'm sure this does not require any delay by putting this through the Parish Council meeting this month.

We shall appreciate your confirmed reply within seven days please.

Best regards
Jane Briggs FCPA
Managing Director

Oakwood Business Consultants

The Old Forge, Smithbrook Barns, Horsham Road, Cranleigh, Surrey GU6 8LH.
Vat No 866401519 Company Reg No. 5148912
Tel: 01483 276100 Fax: 01483 273614

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Clerk

From: highways@surreycc.info
Sent: 08 November 2019 10:13
To: victoria.young@surreycc.gov.uk; andrew.f.povey@surreycc.gov.uk; Clerk; chris.howard@waverley.gov.uk; louise.norie@waverley.gov.uk; enquiries@waverley.gov.uk; dave.ward@veolia.com; roy.fulton@veolia.com; yvette.ortel@surreycc.gov.uk
Subject: Reference: ME-727727 - Surrey Highways: TRO Amlets Lane, Cranleigh
Attachments: PC1021 Amlets Lane Cranleigh - TRO PLAN.pdf

Dear Sir/Madam,

THE SURREY COUNTY COUNCIL
AMLETS LANE (D191) CRANLEIGH
(30 MPH SPEED LIMIT) ORDER 202-

SURREY COUNTY COUNCIL PROPOSE TO MAKE the above named Order, under Section 84 of and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 (as amended) and all other enabling powers, the effect of which will be to impose a 30 mph speed limit on the entire length of Amlets Lane (D191), Cranleigh, including both arms of the grassed island sites at each end of the road. The speed limit proposed by this Order shall not apply to vehicles used by special forces in accordance with the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011. That part of The Surrey County Council (Various Roads in Cranleigh and Alfold in the Borough of Waverley) (30 mph 40 mph and 50 mph Speed Limit) Order 2009 ("the 2009 Order") will be revoked in so far as it imposes a 40 mph speed limit on the above length of road.

A copy of the proposed Order and the 2009 Order, together with plans showing the length of road to which the Order relates, a statement of the Council's reasons for proposing to make the Order and a Statement of the Council's guidelines on the acceptance of objections to traffic regulation orders, may be inspected free of charge at (i) Surrey County Council (Reception), Hazel House, Merrow Lane, Guildford, Surrey GU4 7BQ Monday to Friday 9am to 5pm; and at (ii) Cranleigh Library, High Street, Cranleigh, Surrey GU6 8AE, during normal opening hours.

If you wish to object to, or make any other representations relating to the proposed Order (including any representations in support), you must send the grounds of your objection or representations, in writing, to the undersigned, at Traffic Regulation Orders Team, Surrey County Council, Hazel House, Merrow Lane, Guildford, Surrey GU4 7BQ, by 6 December 2019.
Date: 8 November 2019
Lucy Monie – Head of Highways & Transport
Enquiries to: Traffic Regulation Orders Team, Hazel House, Merrow Lane, Guildford, Surrey, GU4 7BQ, Tel: 0300 200 1003

Yours faithfully

Geoffrey Trott
Senior Traffic Regulation Orders Clerk

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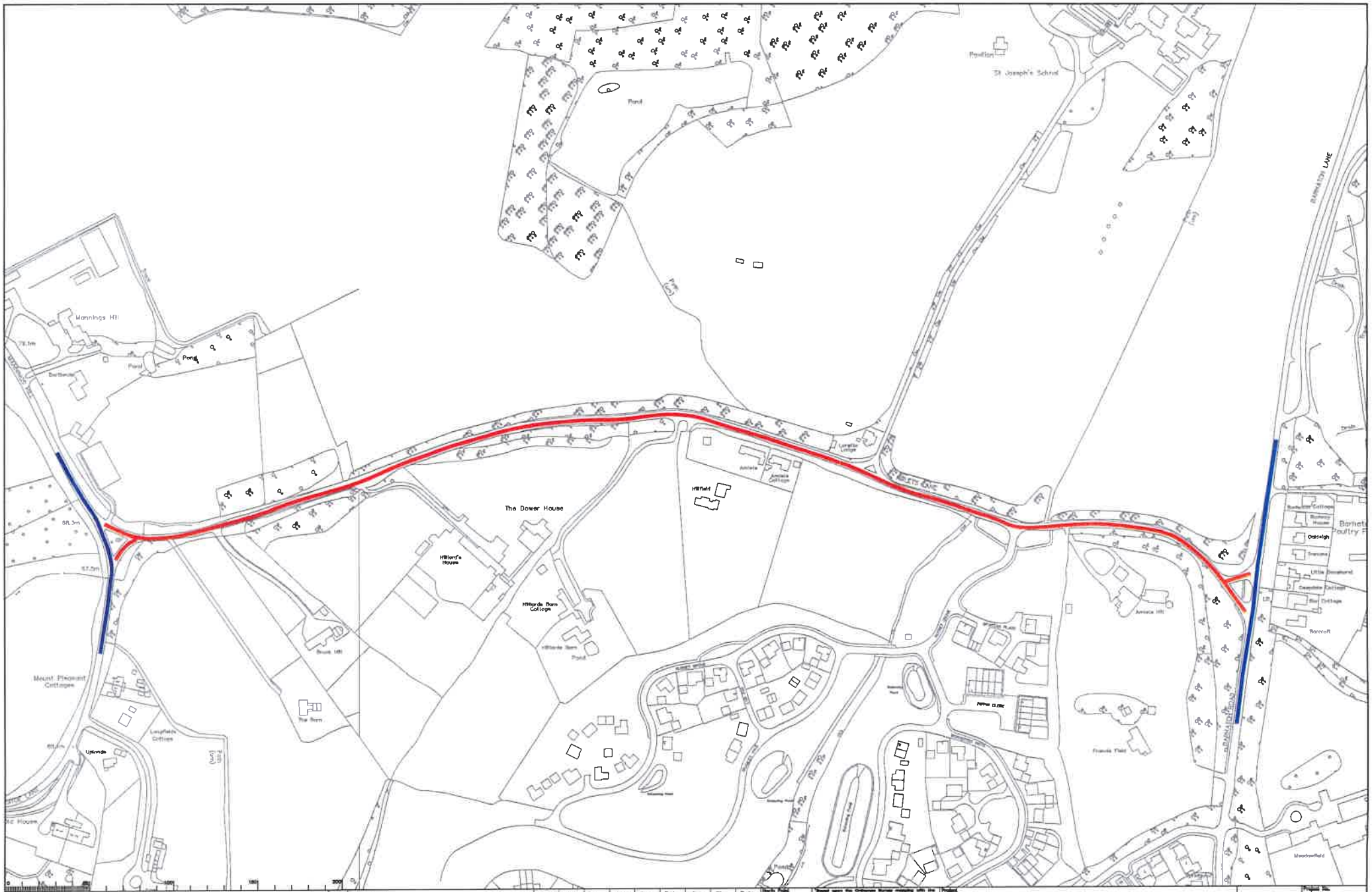
-LAEmHhHxduxBITWta4Hgs7pbKI



Notes

EXISTING 40mph LIMIT TO BE REDUCED TO 30mph LIMIT.

EXISTING 40mph LIMIT TO REMAIN.

Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date

North Point

Project: AMLETS LANE, CRANLEIGH.

Drawing: TRO PLAN

Drawn by	CHB	Sig.	Date
Checked by originator	CHB	Sig.	Date
Approved by		Sig.	Date

SHEET 1 OF 1

SURREY COUNTY COUNCIL

Project No. PC1021

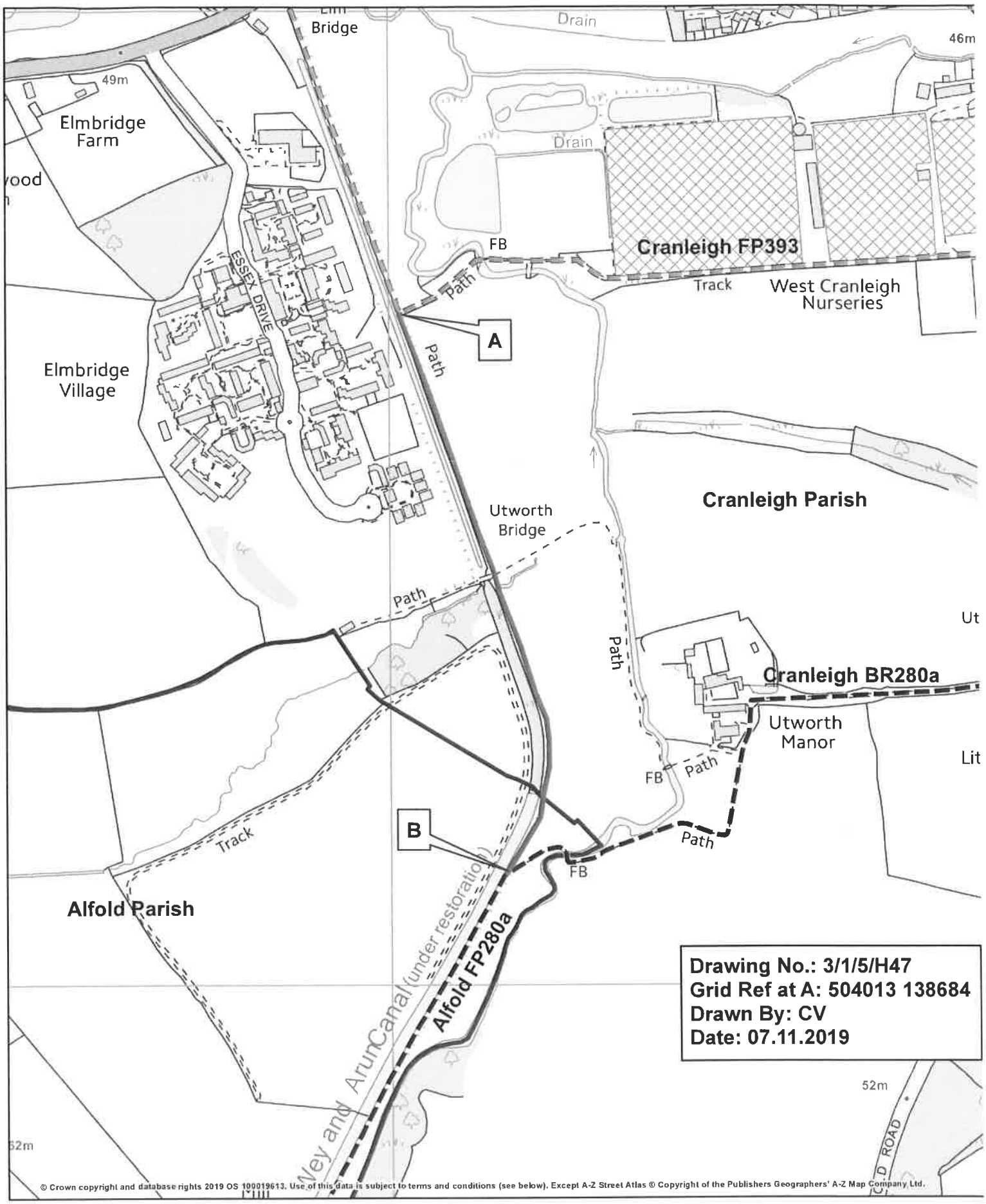
Drawing No. PC1021_02

Rev. -

Classification DRAFT

SIZE A3

CP588 Application to register a Public Footpath between FP393 Cranleigh and FP280a Alfold



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1:5,000

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Claimed Path A-B

Date: 07/11/2019

SURREY COUNTY COUNCIL

Surrey County Council
Proposed admission arrangements for community and voluntary controlled schools in September 2021

Introduction

Surrey County Council is consulting on proposed changes to admission arrangements for community and voluntary controlled schools for September 2021. Details of the changes being proposed are set out in this document.

A copy of the proposed admission arrangements for all community and voluntary controlled schools and Surrey's coordinated schemes are set out in the following documents, with changes highlighted in bold in each document:

Enclosure 1	Admission arrangements for community & voluntary controlled schools
APPENDIX 1	Published admission numbers
APPENDIX 2	Schools to operate shared sibling priority
APPENDIX 3	Schools to be excluded when assessing nearest school
APPENDIX 4	Catchment map for Southfield Park Primary School
APPENDIX 5	Proposed supplementary form for staff applicants
Enclosure 2	Primary and secondary coordinated schemes
Enclosure 3	Equality impact assessment

What changes are being proposed?

1. Priority for children of staff – all community and voluntary controlled schools

The School Admissions Code permits admission authorities to give priority to children of staff in either or both of the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

In a survey of the 100 community and voluntary controlled schools in June 2019, 49 schools responded that they were in favour of Surrey introducing priority for children of staff within the admission arrangements. Two schools were not in support and one had no opinion. 48 schools did not respond.

Community and voluntary controlled schools which responded in favour indicated that giving priority to children of staff would help with staff recruitment and retention.

It is therefore proposed to introduce priority for children of staff within the admission arrangements for community and voluntary controlled schools for 2021 admission. The definition of children of staff is proposed to be in line with the School Admissions Code and has been added as a new criterion after criterion 2 for exceptional social/medical need. This change is reflected in Enclosure 1 and is highlighted in bold within sections 7, 8 and 11.

2. Worplesdon Primary School – Guildford

For September 2021, the local authority is proposing to reduce the published admission number (PAN) at Reception for Worplesdon Primary School from 60 to 57.

Worplesdon Primary School currently has a Reception PAN of 60 which means that the school admits 60 children in to the mainstream school each year. However there is a proposal to create a new specialist centre at the school which would create places for primary pupils with an Education, Health and Care Plan (EHCP) and who have Communication and Interaction Needs (COIN) in Surrey. This specialist centre will be based at Worplesdon Primary School and operated in partnership with Freemantles School.

It is intended that the three children being admitted to the centre each year will spend more than 50% of their time in the mainstream class. However with a PAN of 60 this would put the school in breach of infant class size legislation which only permits 30 children in a class to one teacher.

As such it is proposed to reduce the PAN from 60 to 57 to ensure that each year group can accommodate three centre children in the mainstream classes and thereby ensure that class sizes do not breach 30. This reduction in PAN would therefore reduce the likelihood of the school having to take qualifying measures to comply with Infant Class Size legislation.

It is anticipated that there would still be sufficient places in the area if the PAN is decreased and this decrease would have no impact on children who are currently on roll at the school.

This reduction in PAN is subject to a statutory notice being agreed.

3. Schools to be included in the assessment of nearest school

Section 13 of Enclosure 1 sets out that a school will be considered in the assessment of nearest school if it has admitted children without regard to faith in each of the previous three admissions years. Whilst no change is proposed to this policy, each year a review of the previous three years' intakes must take place to ensure that the schools to be considered in the assessment of nearest school are in line with this policy.

For 2021 admission, this policy means that the following schools will be **removed** from the list in Appendix 3 as schools which will be **excluded** when assessing nearest school:

- St Joseph's Catholic Primary School, Epsom & Ewell
- St Thomas of Canterbury Catholic Primary School – Guildford
- St Anne's Catholic Primary School – Reigate & Banstead
- St Joseph's Catholic Primary School, Reigate & Banstead
- St Francis Catholic Primary School – Tandridge
- St Cuthbert Mayne Catholic Primary School - Waverley
- St Edmund's Catholic Primary School - Waverley
- St Polycarp's Catholic Primary School – Waverley

This is because in each of the admission years 2017, 2018 and 2019, these schools admitted children without regard to faith.

In addition, Section 13 of Enclosure 1 sets out that an out of County school might be excluded from the assessment of nearest school if it would not have offered places to Surrey applicants in the initial allocation of places in 2017, 2018 and 2019, where that school's inclusion in the assessment of nearest school would lead to difficulty in identifying a school for a Surrey resident. A review of the schools currently excluded under this

provision means that the following schools will be **removed** from the list in Appendix 3 as schools which will be **excluded** when assessing nearest school:

- Charters School – Windsor & Maidenhead: This school has admitted children from beyond its designated area in each of the years 2017, 2018 and 2019
- The Wavell – Hampshire: It is no longer believed that the inclusion of this school as nearest would lead to a difficulty in identifying a school for a Surrey resident because Ash Manor is increasing its PAN to 240 for 2021 entry.

The consequence of these changes will be that each of these schools will be included in the nearest school assessment and this may change a child's nearest school when comparing 2021 with previous admissions' intakes. This may in turn affect the priority a child may receive for some community and voluntary controlled schools.

How can you respond to the consultation?

The consultation on the admission arrangements for community and voluntary controlled schools and these proposed changes will run until Wednesday 11 December 2019. If you would like to take part please complete an online response form available at Surreysays (www.surreysays.co.uk). Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondent's name and address will be accepted.

What happens next?

After the closing date, responses will be collated and presented to the County Council's decision making Cabinet on 28 January 2020. It will decide whether to proceed with the proposed changes as well as determining the admission arrangements for all community and voluntary controlled schools for which no changes are proposed. Cabinet's decision will then need to be ratified by the full County Council on 4 February 2020. Once determined the final admission arrangements for all community and voluntary controlled schools for 2021 will be placed on Surrey's website at www.surreycc.gov.uk/admissions.

came&company
local council insurance

Part of the Stackhouse Poland Group

Mrs Beverley Bell
Cranleigh Parish Council
Council Offices
Village Way
Cranleigh
Surrey
GU6 8AP

Our Ref: 1458334/HH
Date: 29th October 2019

Dear Mrs Bell,

Re: Optimum Speciality Risks Cyber Package Insurance:

Thank you for the opportunity to provide a quotation for your Cyber Package insurance requirements. This quotation is valid for 30 days from 4th November 2019.

My Personal Recommendation
I have assessed your risk requirements in respect of your Cyber Package insurance and the Optimum Cyber Plus policy from Optimum Speciality Risks is my personal recommendation to meet your needs.

This recommendation is based upon the information provided to us as shown in the attached documents and you should check the cover details to ensure that the policy continues to meet your requirements. Please note that any amendments to your details or requirements may result in a change to the premium quoted and/or the terms and conditions of the policy.

Premium and Payment
Please find enclosed the quotation from Optimum Speciality Risks. The cost of this insurance is:

Premium	
Insurance Premium Due	£285.00
Insurance Premium Tax	£34.20
Total Payable	£319.20

Payment Options	
Bank Transfer	Bank: Lloyds Account: 13267268 Sort: 30-80-12 Reference: 1458334
Cheque	Payable to Came & Company

Subjectivities
Cover is subject to agreement to the Insured Declaration which is shown in the Quotation Schedule. If any of the information is incorrect then please let us know immediately. It is important that the information is correct otherwise the insurer may refuse a claim or cancel the policy.

All insurance policies contain **Conditions** and **Conditions Precedent** with which you must comply for cover to apply, and may also include **Warranties** which are very strict requirements that insurers have attached to **your Policy**, based upon the risk details supplied. As such, failure to continually meet the terms of a Policy Condition, Warranty or Condition Precedent throughout the policy period could leave you without any insurance protection in the event of a claim, and may give underwriters the right to void the policy in its entirety.

It is, therefore, vital that you read and understand the cover restrictions applicable to this insurance, which are contained in full within the policy document issued by your insurers, **and notify us immediately if you cannot comply with them.**

All such terms can restrict policy cover, however, from our assessment of your risk details we would particularly draw your attention to the following, which apply to your policy;

Your Responsibility to Provide Information
You have a duty under the Insurance Act 2015 to make a fair presentation of the risk to insurers and this duty applies when you take out your insurance cover, throughout the life of your policy, and when you renew your insurance.

This duty includes a need for you to undertake a reasonable search throughout your business for *material information* which is known, or ought reasonably to be known, by your senior management (i.e. anyone playing a significant role in making business decisions in your business) and staff responsible for your insurance.

You must ensure that all *material statements* of fact are substantially correct and not misleading, and any *material information* which is a matter of expectation or belief such as an estimate or forecast, is provided in good faith as failure to do this, or to advise changes in circumstances to your insurers which could influence the cost, or their decision to accept your insurance, could mean that your policy could be invalidated or cancelled without refund, or that part or all of a claim may be not be paid.

Examples of the type of information that should be disclosed include:

- Incidents that could have led to a claim, criminal convictions, CCJ's, bankruptcy, liquidation, HSE prosecutions

However this is not a complete list and if you are unsure whether something should be disclosed I would urge you to discuss the matter with us.

Enclosures
To conclude matters I enclose the following:

1. Statement of Demands and Needs
2. Status Disclosure Document entitled "Our Capacity and Service".
3. Our Terms of Business. This contains important information about us, the way we conduct business and your rights as a Came & Company Local Council Insurance client
4. Privacy Statement
5. Your insurer's quotation documentation

I trust the above is in order and that you are in agreement with my recommendation. However, if you should have any questions whatsoever, regarding this or indeed any other insurance matter, then please do not hesitate to contact me.

Yours sincerely,

Harry Hovey
Trainee Account Handler
Direct Tel: 01483 462890
Email: harry.hovey@cameandcompany.co.uk

Statement of Demands and Needs

Following my assessment of your risk requirements in respect of your Cyber Risks Insurance I have identified the Optimum Speciality Risks policy as suitable.

If you have any additional, particular demands and needs which I have omitted, please contact me for details of how this policy will meet your requirements.

Our Capacity and Services

Important Information

Insured:	Cranleigh Parish Council
Insurer:	Optimum Speciality Risks
Policy Type:	Cyber Package

The capacity in which we are acting

Sourcing a suitable policy	We act as your agent	✓
	We act as agent of the insurer	
Placing the insurance	We act as your agent	✓
	We act as agent of the insurer	
In the event of a claim	We will act as your agent	✓
	We will act as agent of the insurer	

How we made our selection

I can only offer cover from a single insurer in respect of this type of insurance.	✓

Our remuneration

We arrange the policy with the insurer on your behalf. You do not pay us a fee for doing this. We receive commission from the insurer which is a percentage of the total annual premium.	✓
When you take out a policy with us we charge you an administration fee of £50.00. In addition, we receive commission from the insurer which is a percentage of the total annual premium.	

You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing your insurance business.

Quotation Schedule

POLICY REFERENCE:	5540597
BINDING AUTHORITY REFERENCE:	B1145S190550
THE POLICYHOLDER:	Cranleigh Parish Council
BUSINESS DESCRIPTION:	Council
PRINCIPAL ADDRESS:	Council Offices Village Way Cranleigh Surrey GU6 8AP
THE INSURER:	Talbot Syndicate #1183 60 Threadneedle Street London EC2R 8HP
BROKER:	Came&Company
DATE OF PROPOSAL FORM:	29 October 2019
PERIOD OF INSURANCE:	**FROM:** 04 November 2019 **TO:** 03 November 2020 Both days inclusive Local Standard Time at the Policyholder's Principapal Address stated above in this Schedule
LIMIT OF LIABILITY:	£250,000 This is the maximum amount the policy will pay including **Defence Costs**, irrespective of the number of **Claims**, **Losses**, or **Business Interruption Losses** £25,000 in respect of E-Theft Extentsion
RETENTION:	£1,000 in respect of Insuring Clauses 1.1, 1.2 and 1.4: (NIL in respect of Insuring Clause 1.3) **Waiting Period**: 8 hours in respect of Insuring Clause 1.2 £250 in respect of E-Theft Extension
PREMIUM:	£285.00
INSURANCE PREMIUM TAX:	£34.20
TOTAL:	£319.20
POLICY WORDING:	Optimum Cyber Plus Insurance v1.6
RETROACTIVE DATE:	04 November 2018
LAW AND JURISDICTION:	This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales
TERRITORY:	Worldwide

ENDORSEMENTS:

001: AMENDED GENERAL DEFINITION 2.2

AMENDED GENERAL DEFINITION 2.2

It is herby noted and agreed that General Definition 2.2 is deleted and replaced with the following:

Business Interruption Loss means the **Insured's** reasonable expenses necessary to maintain the operation, functionality or services of the **Insured's** business, as direct result of a **Business Interruption Event** but only:

- (i) after the expiration of the **Waiting Period,** and
- (ii) until the date on which the **Insured's** business is restored to the same or equivalent condition, functionality and service that existed prior to the loss, however not exceeding 180 days from the date on which the outage, interruption or degradation commenced, such 180 day period not to be limited by the expiration of **Period of Insurance;**

Business Interruption Loss shall also include costs and expenses incurred to avoid mitigate the effects of a system outage or network interruption or degradation of the network, preserve evidence and/or substantiate the Insured's loss.

002: E-THEFT ENDORSEMENT

E-THEFT ENDORSEMENT

Section A:Funds Transfer Fraud

The **Insurer** agrees, up to the limit set out in the Schedule, to reimburse the **Insured** for any financial loss first discovered by the **Insured** and reported to the **Insurer** during the **Period of Insurance** as a direct result of any third party committing:

- a. any unauthorized electronic transfer of the **Insured's** funds;
- b. theft of money or other financial assets from **Insured's** bank by electronic means;
- c. theft of money or other financial assets from **Insured's** corporate credit cards by electronic means;
- d. any fraudulent manipulation of electronic documentation whilst stored on the **Insured's** computer systems; and/or
- e. any phishing, vishing or other social engineering attack against the **Insured's** that results in the transfer of **Insured's** funds to an unintended third party.

Section B:Theft of Funds Held in Escrow

The **Insurer** agrees, up to the limit set out in the Schedule, to reimburse the **Insured** for any financial loss legally first discovered by the **Insured** and respond to the **Insurer** during the **Period of Insurance** as a direct result of the **Insured** having to reimburse any third party for theft, committed by a third party by electronic, telephonic, facsimile or written means, of their money or other financial assets from a bank account held by **Insured** on their behalf.

Applicable to Sections A & B:

It is a condition precedent to cover under this Endorsement that the **Insured** on receipt of instructions received for the transfer of money credit, securities or other funds or property of value must authenticate each transaction by a call back to the telephone number held on file for the individual or entity and that the **Insured** receive oral confirmation from the individual at that telephone number that the transfer is valid.

INSURED DECLARATION:

The Insured has confirmed the following information to the Insurer. It is important that the information is correct otherwise insurers may refuse a claim or cancel the policy :

Can you confirm that the proposer(s), or any partner, or any director, or any officer, have:- a) never been declared bankrupt or disqualified from being a company director b) no outstanding County Court Judgement(s) or Sheriff Court Decree(s) c) never been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986 d) never been convicted or have any prosecutions pending or been given an official police caution, in respect of any criminal offence other than motoring offences e) never had any insurance proposal declined, renewal refused, had any special or increased terms applied or had insurance cancelled or avoided by Underwriters	Yes
Are all changes to vendor/client/customer contact and/or bank account details agreed in writing, confirmed and validated over the telephone with the client/customer?	Yes
Does the insured receive confirmation that all requests for transfer of monies or other assets are authenticated with the recipient prior to execution over the telephone?	Yes
Does the Insured deploy commercial grade antivirus and firewalls across their network? If No, you agree to install and use within 30 days of policy inception the AVAST Antivirus for free available with this policy.	Yes
Does the insured password protect (or use biometrics) their operating systems and all portable media including, but not limited to smartphones, tablets and memory sticks?	Yes
Does the Insured (or your outsource provider) back up critical data at least every 7 days? If not, you agree to install and use within 30 days of policy inception the AVAST free backup available with this policy.	Yes
Has the Insured suffered any unplanned outage in the last 12 months that has lasted more than 4 hours?	No
If the Insured process or stores any credit or debit card information they are PCI Compliant?	Yes
Have you had any claims or incidents in the past 5 years that may have resulted in a claim if the policy had been in force?	No

Signed by and on behalf of Optimum Speciality Risks:

Jermain Aidoo | Director
Optimum Speciality Risks
St Clare House,
30-33 Minories,
London,
EC3N 1PE

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

Optimum Speciality Risk is a trading name of Channing Lucas & Partners Ltd, which is authorised and regulated by the Financial Conduct Authority with number 490683. Registered address: St Clare House, 30-33 Minories, London EC3N 1PE. Registered in England No. 6229756.

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

OSR

Optimum Speciality Risks

T: **+44 (0) 20 3675 0910**
E: **support@optimumsr.co.uk**
W: **www.optimumsr.co.uk**
St Clare House, 30 - 33 Minories, London EC3N 1PE

Avast Business Pro Plus Antivirus and Cloudcare Backups included with your OSR Cyber Plus Policy

OSR have partnered with Avast to help protect your staff from viruses, cyber-attacks and loss of data. Avast is one of the largest security companies in the world using next-gen technologies to fight cyber-attacks in real time.

Avast Business Pro Plus, Antivirus and Cloudcare backup solution, includes award-winning endpoint protection and data backups for your business. If you purchase our Optimum Cyber Plus insurance policy and are a business with a turnover of under £5m, you are eligible for up to 10 device licences of Avast endpoint protection and data backup free of charge.

PRODUCT OVERVIEW:

- **File Shield** Scans files and programs before allowing them to open or run.
- **CyberCapture** Sends suspicious files to the Threat Lab for analysis.
- **Firewall** Filters network traffic and stops untrusted connections.
- **Behaviour Shield** Stops dangerous programs and applications on your device.
- **Web Shield** Blocks dangerous websites before they open.
- **Email Shield** Continuously checks for threats in incoming and outgoing emails.
- **Anti-spam** Blocks unwanted spam and phishing emails.
- **Smart Scan** Quickly checks for any performance or security issues.
- **Sandbox** A safe environment to test dubious files and programs.
- **Wi-Fi Inspector** Discovers vulnerabilities in your network.
- **Real Site** Keeps you away from fake sites designed to steal your data.
- **Rescue Disk** Creates an external backup antivirus to salvage compromised PCs.
- **Data Shredder** Permanently deletes files you don't want recovered.
- **Browser Clean up** Erases junk files slowing down your browser.
- **Webcam Shield** Alerts you before your webcam is turned on to protect your privacy.
- **Passwords** Protects your passwords and streamlines your online accounts.
- **Secure line VPN** Makes open, vulnerable networks safe, anywhere in the world.

OSR
Optimum Speciality Risks

Protect Customer Data

It's crucial that customers know their data is secure. With Avast Business Cloud Backup, data is protected both in-transit and at rest using three-tier encryption. Avast Business Cloud Backup data centre's also have ISO9001 and ISO27001 certification giving customers peace of mind that their data won't be compromised.

Restore and Back up anytime

Set schedules to automatically back up data whenever a device is connected to the Internet. Should the worst happen, customer data can be restored on-demand ensuring the impact of any data loss is minimized.

Data Reporting

Generate real-time reports on stored data usage, individual device usage, backup plans, history and much more.

View and restore files anytime

If data is lost or becomes corrupt, backed up data can be viewed and restored directly from the Avast Business Cloud Care portal.

SQL and Exchange back up

Backup and restore SQL 2008 and 2012 databases, Exchange 2003, 2007, 2010 and 2013 mailbox databases from the Avast Business Cloud Care portal.

Protect Servers

ShadowProtect® enables you to image and back up servers to protect against hardware failures, lost information or even issues that arise with a location move.

Cloudcare Architecture

- 256-bit AES encryption at device level
- 128-bit SSL encryption in transit
- 256-bit AES encryption at data centres
- Private Cloud, fully redundant data centres
- Secure user password enforcement
- Compatible with existing firewalls
- Log in to CloudCare using your
- Apple iPhone™ & iPad™ with our CloudCare app

For more information on these and other products please see the broker pack or visit the website.
Please contact a member of our team if you have any questions. We are here to help.

Peace of mind in a changing world

Optimum Speciality Risks

OPTIMUM CYBER PLUS

Policy Document

APPLICATION – IMPORTANT NOTICE

Under the Insurance Act 2015 all **Insureds** have a duty of fair presentation prior to the commencement of the policy of the risks assumed by the **Insurer**. This duty applies to the statements contained in the Application, any Application for renewal, and any supplemental materials submitted with any such Application(s).

In the event of a breach of the duty of fair presentation by an **Insured** which is deliberate or reckless, the **Insurer** may treat the policy as if it were never made and need not return any of the premiums paid.

In the event of a breach of the duty of fair presentation by an **Insured** which is neither deliberate nor reckless the **Insurer's** remedies will depend on whether, but for the breach, it would have entered into the policy at all and if so whether the terms and the premium would have been the same or different.

The phrases 'duty of fair presentation' and 'deliberate or reckless' have the meanings set out in the Insurance Act 2015.

1. INSURANCE COVER

In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, in excess of the applicable **Retention**:

1.1 **Loss** of the **Insured** in respect of any **Claim** first made against the **Insured** and reported to the **Insurer** during the **Period of Insurance**;

1.2 **Business Interruption Loss** resulting from a **Business Interruption Event** commencing on or after the **Retroactive Date** and discovered during the **Period of Insurance**;

1.3 **Remediation Costs** incurred by the **Insured** following an actual or threatened **Business Interruption Event**, **Data Liability Event** or **Network Security Event** first discovered by the **Insured** and reported to the **Insurer** during the **Period of Insurance**;

1.4 **Loss** of the **Insured** in respect of **PCI Fines and Assessment Costs** caused by a **Data Liability Event** discovered by the **Insured** and reported to the **Insurer** during the **Period of Insurance**.

2. GENERAL DEFINITIONS

2.1 **Business Interruption Event** means:
(i) a **Cyber Event** that causes any unplanned system outage, network interruption, or degradation of the **Insured**'s network, or the network of any **Cloud Service Provider** or
(ii) a **Reputational Harm Event**.

2.2 **Business Interruption Loss** means the **Insured's** loss of gross profit, plus reasonable expenses necessary to maintain the operation, functionality or service of the **Insured's** business, as a direct result of a **Business Interruption Event,** but only:

(i) in respect of a **Cyber Event,** after the expiration of the **Waiting Period**, and
(ii) until the date on which the **Insured's** business is restored to the same or equivalent trading conditions, functionality and service that existed prior to the loss, however not exceeding 180 days from the date on which the outage, interruption or degradation commenced, such 180 day period not to be limited by the expiration of the **Period of Insurance**;

Business Interruption Loss shall also include costs and expenses incurred to avoid or mitigate the effects of a system outage or network interruption, discover and minimize such interruption or degradation of the network, preserve evidence and/or substantiate the **Insured's** loss.

2.3 **Claim** means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event, Media Liability Event** or **Network Security Event**.

2.4 **Cloud Service Provider** means any third party with whom the **Insured** has a written contract for the provision of computing services, infrastructure platforms or business applications.

2.5 **Credit Monitoring Costs** means reasonable fees, costs and expenses incurred with the prior written consent of the **Insurer** for the monitoring services of identity or credit theft including the purchase of identity theft insurance for a period of 12 months from the date of any **Data Liability Event**.

2.6 **Cyber Extortion Costs** means reasonable fees, costs and expenses paid with the prior written consent of the **Insurer**, such consent not to be unreasonably withheld, to terminate or mitigate any credible threat of a **Business Interruption Event, Data Liability Event** or **Network Security Event** resulting from an actual or attempted extortion by a third party.

2.7 **Cyber Event** means:
(i) **Unauthorised Access**;
(ii) **Operator Error**;
(iii) a denial of service attack;
(iv) the introduction of any **Malware** into a network owned or operated by an **Insured**, including the network of any **Cloud Service Provider**,

2.8 **Data Liability Event** means:
(i) the loss or suspected loss of any third-party non-public data or information for which the **Insured** is legally responsible;
(ii) the breach of any privacy legislation worldwide by the **Insured** or someone for whom the **Insured** is legally responsible provided always that such **Data Liability Event** occurs on or after the **Retroactive Date** specified in the schedule.

2.9 **Data Restoration Costs** means reasonable fees, costs and expenses for the restoration and/or replacement of data and/or programs that have been lost, erased corrupted or encrypted by a **Cyber Event** or **Data Liability Event** and costs to prevent or minimise any further damage and

preserve material evidence of civil, criminal or malicious wrongdoings. These costs include the cost of purchasing replacement licenses for programs where necessary.

2.10 **Defence Costs** means reasonable fees, costs and expenses (including but not limited to lawyers' fees and experts' fees) incurred by the Insured relating to the defence, settlement or appeal of a **Claim**.

2.11 **Forensic Costs** means reasonable fees, costs and expenses of the **Insured** to investigate the cause, scope and extent of any **Data Liability Event, Business Interruption Event** or **Network Security Event**.

2.12 **Insured** means the **Policyholder,** and any subsidiary at inception and/or acquired subsequent to inception provided notice is given to the **Insurer** of such acquisition and the **Insurer** has not objected within 30 days of such notice.

2.13 **Insurer** means Talbot Syndicate #1183.

2.14 **Legal Representation Expenses** means reasonable and necessary fees, costs and expenses incurred to obtain legal advice or representation to protect the **Insured's** interests in connection with a **Data Liability Event** or **Network Security Event**.

Legal Representation Expenses shall include the costs associated with the investigation, adjustment and defence of regulatory proceedings.

2.15 **Loss** means judgments, settlements, awards, and costs, including, without limitation, damages, consumer redress funds, fines, penalties and punitive and exemplary damages in respect of a **Claim** covered under this policy to the extent permitted by law. **Loss** shall also include **Defence Costs** and **Legal Representation Expenses**.

2.16 **Malware** means any code designed to:
(i) erase, deny access to or corrupt data, including but not limited to ransomware;
(ii) damage or disrupt any network or system;
(iii) circumvent any network security product or service.

2.17 **Media Liability Event** means
(i) an infringement of any copyright, title, slogan, trademark, trade name, or domain name;
(ii) plagiarism, piracy, or the misappropriation or theft of ideas
(iii) defamation, including the disparagement of any product or service
(iv) any breach of confidentiality or invasion or interference with any right of privacy
Provided always that such **Media Liability Event** occurs in the course of the **Insured**'s usual business practices and that such **Media Liability Event** occurs on or after the **Retroactive Date** specified in the schedule.

2.18 **Merchant Services Agreement** means a contractual agreement between the **Insured** and any other organisation which allows the **Insured** to accept payment by credit or debit card.

2.19 **Network Security Event** means:

(i) the transmission of any **Malware** from the **Insured's** network, or from the network of any **Cloud Service Provider**;
(ii) failure to secure the Insured's computer system or network that results in **Unauthorised Access**;
(iii) failure to prevent a denial of service attack launched from the **Insured's** network or from the network of any **Cloud Service Provider,** provided always that such **Network Security Event** occurs on or after the **Retroactive Date** specified in the schedule.

2.20 **Notification Costs** means reasonable fees, costs and expenses in respect of notifying any natural person or legal entity whose data or information has been or may have been lost, or the cost of notifying any data protection authority or equivalent, as a result of a **Data Liability Event**.

2.21 **Operator Error** means the accidental erasure, destruction or modification of the **Insured's** data or programs by an employee or a **Cloud Service Provider**.

2.22 **PCI Fines and Assessment Costs** means all amounts that the **Insured** is legally required to pay under a **Merchant Services Agreement** following a **Data Liability Event** that leads to a breach of the Payment Card Industry Data Security Standard, including but not limited to fines, case management fees, non-compliance fees, re-imbursement of fraudulent transactions, and the costs incurred in card re-issuance and the appointment of a PCI Forensic Investigator.

2.23 **Period of Insurance** means the period denoted as such in the Schedule.

2.24 **Policyholder** means the entity denoted as such in the Schedule.

2.25 **Public Relations Costs** means reasonable fees, costs and expenses incurred with the prior written consent of the **Insurer**, such consent not to be unreasonably withheld, for obtaining advice and support to protect, or mitigate any damage to, the **Insured's** reputation following a **Reputational Harm Event**.

2.26 **Remediation Costs** means any:

(i) **Credit Monitoring Costs**;
(ii) **Cyber Extortion Costs**;
(iii) **Data Restoration Costs**;
(iv) **Forensic Costs**;
(v) **Legal Representation Expenses**;
(vi) **Notification Costs**; and
(vii) **Public Relations Costs.**

2.27 **Reputational Harm Event** means adverse media, including social media, caused solely by a **Cyber Event** or a **Data Liability Event** that directly leads to a **Business Interruption Loss**.

2.28 **Retention** means the amount denoted as such in the Schedule.

2.29 **Retroactive Date** means the date denoted as such in the Schedule.

2.30 **Unauthorised Access** means use of the **Insured's** computer system or network infrastructure by any person or persons not authorised to do so, including employees.

2.31 **Waiting Period** means the number of hours denoted as such in the Schedule which must elapse following a **Business Interruption Event** before a **Business Interruption Loss** is agreed to have occurred. The **Waiting Period** will apply to each **Business Interruption Event**.

3. EXCLUSIONS

The **Insurer** shall not be liable to make any payment or provide any benefit or service in respect of any **Claim** or **Loss**:

3.1 for death, bodily injury or loss of or damage to tangible property, however this exclusion shall not apply to mental anguish or mental injury as a result of a **Data Liability Event** or **Network Security Event**. For the avoidance of doubt data held in electronic format is not tangible property.

3.2 arising from, attributable to, or based upon any fact or circumstance known to the **Insured** prior to the inception of the **Period of Insurance**.

3.3 arising from, attributable to or based upon any intentional, criminal or fraudulent acts committed or condoned by any Principal, Partner or Director of the **Insured**.

3.4 arising from any failure, outage, or disruption of power, utility services, satellites, or telecommunications external services not under the direct operational control of the **Insured**.

3.5 arising from any physical act of war, invasion, or warlike operations, civil war, riot, civil commotion, rebellion, revolution, insurrection or civil uprising.

3.6 arising from any bankruptcy, liquidation or insolvency of the **Insured** or any other person, including any **Cloud Service Provider**.

3.7 to the extent that such cover, payment, service, benefit and/or any business or activity of the **Insured** from which the **Claim** or **Loss** arises would violate any applicable trade or economic sanctions or any law or any regulation worldwide. This provision overrides all other terms of this policy.

3.8 arising from or representing the costs for the upgrading or betterment of any application, system or network of the **Insured**.

3.9 a) brought against a director or officer of the Insured, in their capacity as such

b) arising from any obligation owed by the Insured as an employer or potential employer to any employee, including claims for wrongful dismissal or under any contract of employment or under any retainer with any consultant or under any training contract or work experience placement;

c) whether by any employee or not, alleging sexual, racial or other harassment or molestation, or sexual, racial, ethnic, disability, sexual orientation, religious and/or age discrimination or victimisation, or discrimination or victimisation of any other kind.

3.10 a) directly or indirectly, arising out of, or resulting from, asbestos or any actual or alleged asbestos related loss injury or damage involving the use, presence, existence, detection, removal, elimination or avoidance of asbestos or exposure to asbestos;

b) arising from, based upon, attributable to or as a consequence of, whether direct or indirect, or in any way involving:

(i) ionising radiation or contamination by radioactivity or from any nuclear fuel or from any nuclear waste;

ii) the radioactive, toxic, explosive or other hazardous properties of any nuclear assembly or component thereof.

c) arising out of, based upon, attributable to, as a consequence or in any way involving, pollution or directly or indirectly the actual, alleged or threatened discharge, dispersal, release or escape of pollutants;

d) arising from, based upon, attributable to or as a consequence of any electromagnetic field, electromagnetic radiation or electromagnetism, which terms are defined as follows;

i) electromagnetic field means any field of force that is made up of associated electric and magnetic components;

ii) electromagnetic radiation means any succession of electromagnetic waves;

iii) electromagnetism means magnetism that is developed by a current of electricity.

3.11 arising from any fire, lightning, explosion, aircraft, impact or any other natural peril.

3.12 arising from the loss of any portable media that is not password or biometrically protected by the **insured**; such media includes, but is not limited to: laptops, smart phones, tablets, and memory sticks.

3.13 arising out of any violation of anti-Spam or telemarketing legislation worldwide.

3.14 arising out of the electronic transfer of any funds, monies or goods belonging to the **Insured**, or for which the **Insured** is legally liable.

3.15 arising from any contractual liability assumed by the **Insured**, unless such liability would have attached in the absence of such contract. This exclusion shall not apply to Insuring Cover 1.4.

3.16 arising out of the misappropriation or infringement of patent or trade secret.

3.17 arising out of the actual or alleged failure to render any professional services.

4. GENERAL CONDITIONS

LIMIT OF LIABILITY

4.1 The limit of liability denoted as such in the Schedule is the maximum amount the policy will pay, including **Defence Costs**, irrespective of the number of policy claims.

RELATED CLAIMS

4.2 Any claims or **Losses** under all applicable sections of this policy, directly or indirectly arising out of or in any way connected with the same originating cause or event, will be deemed to be a single claim, reported at the date of the first such claim. Any claims or losses under all applicable sections of this policy, triggering more than one coverage section, will be deemed to be a single claim.

CLAIMS HANDLING AND NOTIFICATION

4.3 All notifications of a **Claim**, **Loss**, or **Business Interruption Event** shall be made to the agreed incident response provider as detailed in the Schedule, as soon as reasonably practicable, but in no case later than 7 (seven) days after the **Insured** has become aware of such incident. The **Insured** shall provide such information and documentation relating to the incident as the **Insurer** may require in its sole discretion.

4.4 The **Insured** may give notice to the **Insurer** of circumstances which may reasonably be expected to give rise to a **Claim** specifying the reasons for anticipating such a **Claim**. If such notice is given, any **Claim** directly or indirectly subsequently made against the **Insured** alleging, arising out of or in any way connected with such circumstances shall be deemed to have been made at the time such notice of circumstances was given by the **Insured** to the **Insurer**.

4.5 No **Insured** shall admit nor assume any liability, enter into any settlement agreement nor consent to any judgment in respect of any **Claim** without the prior written consent of the **Insurer**, such consent not to be unreasonably withheld or delayed.

4.6 The **Insured** shall co-operate with the **Insurer**, including any counsel that the **Insured** shall appoint to investigate any **Claim** or **Business Interruption Event** and render all such information and documents as the **Insurer** shall require in its sole discretion.

DEFENCE COSTS AND LEGAL REPRESENTATION EXPENSES

4.7 Subject to the **Insured's** compliance with the provisions of paragraphs 4.3, 4.4 and 4.5 and to the **Limit of Liability** and **Retention** set out in the Schedule to this policy, the **Insurer** agrees to advance **Defence Costs** on an on-going basis and prior to the final disposition of a **Claim**. **Insured** agrees to refund all such **Defence Costs** should it be found that the **Claim** is not valid.

CHANGE OF CONTROL

4.8 If during the **Period of Insurance** any person, group or entity acquires control of more than 50% of the issued share capital of the **Policyholder** or of the composition of the board of the **Policyholder**, the cover provided by this policy shall be restricted so as to apply only to **Claims** in respect of **Business Interruption Events**, **Data Liability Events** or **Network Security Events** occurring prior to the effective date of such sale, consolidation, merger or acquisition of control, unless the **Insurer** has agreed to extend coverage under the policy and the **Policyholder** has agreed to the terms of any such extension of coverage.

ASSIGNMENT

4.9 This policy and any rights under it cannot be assigned without the prior written consent of the **Insurer**.

CANCELLATION

4.10 The **Policyholder** may cancel this policy at any time by giving written notice to the **Insurer** and such cancellation being effective 10 business days after such notice is received by the **Insurer**. In such case, the **Insurer** shall refund any unearned premium calculated at pro-rata rate of the annual premium, except in the event of a **Claim** as defined under 4.1 having been notified prior to the date of cancellation whereupon no refund shall be due, unless agreed otherwise by the **Insurer**.

This policy may not be cancelled by the **Insurer** except for non-payment of the premium, upon expiry of a period of notice of not less than 21 days.

APPLICABLE LAW

4.11 This agreement and any dispute or claim between the **Insured** and the **Insurer** arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales. If any term of this agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability and all other terms of this agreement shall remain in full force and effect.

MEDIATION AND ARBITRATION

4.12 All disputes arising out of or in connection with this agreement, which remain unresolved after 90 days will be referred by written notice from either party to the other to a mediator acceptable to both parties (or one nominated by CEDR if a mediator cannot be agreed within 7 days of the written notice). The mediation shall take place within 28 days of the written notice. If no agreement is reached at mediation the parties agree that either party may by written notice to the other refer the dispute to arbitration in London in English under the rules then in force of the London Court of International Arbitration before a sole arbitrator acceptable to both parties (or one nominated by the LCIA if an arbitrator cannot be agreed within 7 days of the written notice).

INDEMNITY AND SETTLEMENT

4.13 The Insurer has the right but not the duty to assume control, defence and settlement of any **Claim** or investigation. At any stage of a **Claim** the **Insurer** may choose to pay the **Limit of Liability** or any amount that remains following any earlier payment(s).

4.14 The **Insurer** shall have the right to make an investigation it deems necessary including, without limitation, any investigation with respect to the Application and statements made in connection with the procurement of the policy and with respect to coverage.

4.15 With respect to any **Claim** under Section 1.1, if the **Insured** refuses to consent to a settlement the **Insurer** recommends and the claimant will accept, the **Insured** may continue the defence and investigation of that **Claim**. However, the further costs and expenses incurred will be paid by the **Insured** and the **Insurer** on a proportional basis, with 25% payable by the **Insurer** and 75% payable by the **Insured**.

USE OF FIREWALL, ANTI-VIRUS, BACK UP OF DATA AND PCI COMPLIANCE

4.16 The **Insured** will deploy and maintain commercial grade anti-virus and firewall across the **Insured's** network.

4.17 The **Insured,** or the **Insured's Cloud Service Provider**, will back-up critical data at least every 7 days. Where such data is copied to portable media, such portable media will be secured off-site.

4.18 The **Insurer's** liability for a **Loss,** suffered by the **Insured** under insuring clause 1.4 **(PCI Fines and Assessment Costs),** is conditional on the **Insured** being compliant with the relevant Payment Card Industry Data Security Standard in relation to all circumstances leading up to the **Loss.**

NOTICE CONCERNING PERSONAL INFORMATION

Personal information

Your insurance cover includes cover for individuals who are either insureds or beneficiaries under the policy (individual insureds). We (the Lloyd's underwriter(s) identified in the contract of insurance), being Talbot Underwriting Limited, and other insurance market participants collect and use relevant information about individual insureds to provide you with your insurance cover and to meet our legal obligations.

This information includes individual insured's details such as their name, address and contact details and any other information that we collect about them in connection with your insurance cover. This information may include more sensitive details such as information about their health and criminal convictions.

We will process individual insureds' details, as well as any other personal information you provide to us in respect of your insurance cover, in accordance with our privacy notice(s) and applicable data protection laws.

Information notices

To enable us to use individual insureds' details in accordance with applicable data protection laws, we need you to provide those individuals with certain information about how we will use their details in connection with your insurance cover.

You agree to provide to each individual insured our short form information notice, which we have provided to you in connection with your insurance cover, on or before the date that the individual becomes an individual insured under your insurance cover or, if earlier, the date that you first provide information about the individual to us.

Minimisation and notification

We are committed to using only the personal information we need to provide you with your insurance cover. To help us achieve this, you should only provide to us information about individual insureds that we ask for from time to time.

You must promptly notify us if an individual insured, contacts you about how we use their personal details in relation to your insurance cover so that we can deal with their queries.

LMA9154

Further information about Lloyd's personal information protection policy may be obtained from your broker or by contacting Lloyd's on +44 (0)207 327 5933

keyfacts®

About our Insurance Services

Channing Lucas and Partners Limited

St Clare House
30-33 Minories
London
EC3N 1PE

1) The Financial Conduct Authority (FCA)

The FCA is the independent watchdog that regulates financial services. It requires us to give you this document. Use this information to decide if our services are right for you.

2) Whose products do we offer?

We offer products from a limited number of insurers. Ask us for a list of the insurers we offer insurance from.

3) Which services will we provide you with?

We do not offer an advised sales service. We will assess your demands and needs and select a suitable insurer from a limited range of insurers we do business with, not as a result of assessing the market as a whole. You will then need to make your own choice about how to proceed.

Where we hold binding authorities with certain underwriters at Lloyd's, we may also act for them by:-
- binding cover and amendments
- receiving premiums and settling refunds
- issuing certificates of insurance and endorsements
- collecting, receiving and processing premiums and return premiums.

4) What will you have to pay us for our services?

We receive our remuneration in the form of commission and administration fees from insurers.

You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing your insurance business.

5) Refund of Premium

If you or your client cancels the policy we will make a refund in accordance with the policy conditions.

6) Who Regulates us?

Channing Lucas & Partners Limited. St. Clare House, Minories, London EN3N 1PE is authorised and regulated by the Financial Conduct Authority. Our FCA register number is 490583.

Our permitted business is arranging and advising on general insurance.
You can check this on the FCA's register by visiting the FCA's website www.fca.gov.uk/register or by contacting the FCA on 0845 606 1234.
We are also a registered Lloyd's broker.

7) Ownership

Channing Lucas & Partners Limited is a private limited company, a wholly owned subsidiary of Channing Lucas Holding Limited.

8) What to do if you have a complaint?

If you wish to register a complaint, please contact us:
In writing:-
The Compliance Officer
Channing Lucas & Partners Limited
St. Clare House
30-33 Minories
London
EC3N 1PE
Or by telephoning: - 0207 977 5680

If you are not satisfied with the outcome you can refer matters to the Complaints Dept at Lloyd's.
Telephone 020 7327 5693 or by email at complaints@lloyds.com

If you cannot settle your complaint with us you may be entitled to refer it to the Financial Ombudsman Service.

If you are a consumer, as defined by your local regulator, and you are domiciled in the EU you may also be able to submit your complaint via the EU ODR (online dispute resolution) platform. This allows consumers to submit complaints to a trader based in their or another EU member state and is available at: http://ec.europa.eu/odr

9) Are we covered by the Financial Service Compensation Scheme (FSCS)?

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.
Further information about the compensation scheme is available from the FSCS
10th Floor, Beaufort House
15 St Botolph Street
London EC3A 7QU
Tel: **0800 678 1100** or **020 7741 4100.** or visit their website at www.fscs.org.uk

PRIVACY NOTICE

Channing Lucas & Partners Ltd of St Clare House, 30-33 Minories, London, EC3N 1PE is registered in England No. 6229756 and is authorised and regulated by the Financial Conduct Authority. Our FCA register number is 490683.

In accordance with Data Protection legislation, including General Data Protection Regulations (GDPR), we are advising you that any personal and/or sensitive data requested from you will be stored securely and will only be used in order to manage the contract of business, including insurance requirements, we are arranging for you where we have a legal obligation in handling your data. We may also have a legitimate interest in handling your data when dealing with third parties, such as your insurers. This information will only be made available to third parties, such as insurers or their claims handling agents, in order to further manage and service your insurance policy.

What is the lawful basis of processing your Personal Data?

The basis is one or more of the following:

- To perform or take steps to enter into a contract (where you are a party to the contract)
- Where there are legitimate interests for us to do so (where you are not a party to the contract)
- You have given consent (solely for health and criminal record data).

Where we need your consent we will request it. You do not have to give your consent and can withdraw it at any time; however, not giving it or withdrawing it may mean we cannot arrange cover or prevent us handling claims involving you.

What types of Personal Data do we collect and process?

The types of personal data vary but typically include name, address, email address, telephone numbers, nationality and date of birth. Other details may be needed depending on the type of insurance required. We aim to keep the data to the minimum required to administer the contract.

For certain types of business we may require sensitive data from you in order to arrange or service insurance contracts, for example, health data and criminal convictions. If required we will seek your consent to this.

Why do we collect this Personal Data and what do we do with it?

We collect, use and store your Personal Data to perform or take steps to enter into a contract; to manage the lifecycle of a risk including adjustments, renewals and claims servicing; to assist us in identifying the necessary insurance products and services required to support your business; to enable investigation and resolution of complaints and to explore potential financial crime.

How long will we retain your Personal Data?

We will retain your information for a period of time which is necessary to ensure no further liability, such as any insurance claims, exists and solely for the purpose that it was originally collected and for the purposes for which you have consented. This period is detailed in our internal Data Retention Policy which is applied to all Data in our care. We will retain data relating to quotations that we have provided to you for a period of 15 months or until the next renewal date whichever is greater and we may contact you to offer our services at future renewals and to send you details of other insurances that we consider may be of interest to you.

Do we pass your Personal Data to others?

We may need to pass your data to other parties such as insurers, their claims handling agents, regulators and fraud detection and law enforcement agencies.

International Transfers of Personal Data

We may need to transfer your data to insurance market participants or their affiliates or sub-contractors which are located outside of the European Economic Area (EEA). Those transfers will always be made in compliance with the GDPR and for the purposes for which the data was collected. Countries outside the EEA may not be required to have the same standard of data protection laws as the UK. However, if we do transfer any personal information outside of the EEA, we will protect all personal information in accordance with all applicable data protection requirements. If you would like further details of how your personal data would be protected if transferred outside the EEA, please contact the data protection contact of the relevant participant. Your insurers and/or their third party agents may pass data outside the EU and if so, we will seek their confirmation that this is adequately protected.

What rights do you have?

You have the right to:-

- See a copy of the personal information we hold about you, free of charge;
- Ask us to delete any of your personal data where there is no legitimate reason for continuing to hold it;
- To have any inaccurate or misleading data corrected or deleted;
- Restrict the processing of your data unless there are legitimate grounds for the processing to continue and override the interests, rights and freedoms of the individual or where processing is necessary for legal claims;
- Ask us to provide you with a copy of your data (not applicable where you are not a party to the contract);
- Lodge a complaint with the Information Commissioners Office if you are unhappy with the manner in which we store or handle your data.

What if you provide Personal Data to us about other people?

You must provide this notice to those individuals covered under an insurance contract we arrange before you provide their data to us. You must obtain their consent before you provide health or criminal record data to us and advise us promptly if they withdraw consent. They have the right to request amendment of data. You must promptly notify us if they contact you about our use of their personal data or request any amendments.

We have a legitimate interest in the collection, use and storage of third parties Personal Data, for example to process claims. Where you have provided the Personal Data of a third party and it is sensitive data, we will need to obtain their consent for its use. As it is not always possible to obtain consent in these circumstances we may have to process this data anonymously.

You should only provide us with the personal data we need to administer the insurance.

If at any time you wish to know what information we hold on you, or have any queries relating to the above, please contact our director responsible for Data Protection issues at:-

Email: Dataprotection@clpinsurance.com
Telephone: 020 7977 5680
Or write to:
Data Protection
Channing Lucas & Partners Ltd
St Clare House
30-33 Minories
London EC3N 1PE

For an overview of how and why the Insurance industry uses and shares Personal Data please refer to the London Insurance Market Core Uses Information Notice https://www.londonmarketgroup.co.uk/gdpr.

OSR
Optimum Speciality Risks

T: **+44 (0) 20 3675 0910**
E: **support@optimumsr.co.uk**
W: **www.optimumsr.co.uk**
St Clare House, 30 - 33 Minories, London EC3N 1PE

GDPR 123 Training Benefits

OSR have partnered with GDPR 123, to bring you staff training as part of your Optimum Cyber Plus policy. We understand that your reputation matters, so we have partnered with a range of industry experts to help you avoid data breaches or other Cyber attacks.

Having helped with your C Suite data, through KryptoGuard and your firewall security through Avast, we now turn to perhaps the most difficult area, your staff. It is a simple matter to inadvertently open an email that downloads a virus behind your firewall, or for a member of staff to bring a USB stick to work that includes a virus.

HOW GDPR 123 TRAINING WILL HELP:

Compliance

GDPR 123 training will help you to meet your obligations under:

1. **The GDPR regulations**
2. **The Directors' due diligence criteria**
3. **The ICO's Breach Response question**
4. **Staff disciplinary scenarios**

Cyber Awareness Training in the following areas:

1. **Email and Password security**
2. **Virus's and Malware**
3. **Using the internet and cloud services more safely**
4. **Social media**
5. **Physical security**

Data Awareness Training:

1. **Disposal of data**
2. **Data Classification (PII, Special Category, Corporate Sensitive, Prohibited Data)**
3. **Data Rights and Freedoms**
4. **Methods of Communication**
5. **Data Collection and Handling**
6. **Data Sharing**
7. **Data Law**

Overview

Our objective is to help your organisation to help itself. From training new and existing staff to identify and mitigate areas of weakness, thereby reducing risk, to ensuring those actions have, and continue to be, acted upon, by providing high level reports to senior management and department managers, with drill down capabilities for your IT team, where a problem is identified.

OPTIMUM SPECIALITY RISKS

IMPORTANT INFORMATION REGARDING COMPLETION OF THIS FORM

The completion and signature of this proposal does not bind the Proposer or Insurers to complete a Contract of Insurance. If there is insufficient space to answer questions, please use an additional sheet and attach it to this form.

DUTY OF DISCLOSURE

The Insurance Act 2015 contains new measures which we need to bring to your attention as a Business Insured (i.e. an insured buying insurance wholly or mainly for purpose related to their business).

You have a duty to disclose every material circumstance you know or ought to know, after a reasonable search. This applies before the cover is placed, when renewed and if altered at any time during the duration of the Policy. A circumstance is material if it would influence an Insurer's decision whether to accept the risk, including its terms and pricing.

If you are in any doubt whether a circumstance is material to the risk, it should be disclosed, as failure to disclose may entitle your Insurer to either void the Policy from inception or impose different terms. Any claims made would either not be paid or may be reduced in value.

Where there are Warranties, Conditions Precedent or any onerous conditions applicable to your insurance policy, failure to meet such conditions could invalidate the cover (and hence no claims would be paid), or suspend cover until such warranty etc, is remedied (and any claims during the suspension period may not be paid).

Data Protection

Our policy and procedures comply with all known legislation involving the collection, use, storage and disclosure of personal information. You are entitled to access the information we hold concerning you and we can supply a copy of our full policy and procedures on request.

We and our agents need to collect, use and disclose your information in order to consider your application for insurance and provide the cover you have selected, administer your policy and handle any claim. This may involve disclosing your information to third parties who assist in providing such services.

If you provide information concerning another person who you represent, eg as their broker or agent, you are confirming that you have made them aware that their information is being disclosed to us and that you have their authority to do so.

By supplying personal information to us you are confirming that you have understood the above and that it meets with your approval'

OPTIMUM SPECIALITY RISKS

Council Name:

Council Address:

Additional Insured(s)?
Maximum of 3

Does the Insured currently have a Cyber Policy YES / NO
If yes, What is the retroactive date on the Insured's current Cyber policy?

Policy Inception date required?

Declaration

Cover for each individual Insured is subject to agreement to the following declaration. If any of the information is incorrect then please let us know immediately. It is important that the information is correct otherwise insurers may refuse a claim or cancel the policy:

The proposer(s), or any partner, or any director, or any officer, have:-
a) never been declared bankrupt or disqualified from being a company director
b) no outstanding County Court Judgement(s) or Sheriff Court Decree(s)
c) never been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986
d) never been convicted or have any prosecutions pending or been given an official police caution, in respect of any criminal offence other than motoring offences
e) never had any insurance proposal declined, renewal refused, had any special or increased terms applied or had insurance cancelled or avoided by Underwriter

The Insured deploy commercial grade antivirus and firewalls across their network. If No, the client agrees to use commercial grade antivirus. The client will have access to AVAST Antivirus for free with their purchase of this product

The insured password protect (or use biometrics) their operating systems and all portable media including, but not limited to smartphones, tablets and memory sticks.

The Insured (or you outsource provider) back up critical data at least every 7 days. If not, your client agrees to install and use within 30 days of inception date the Avast free back-up available with this product.

The Insured has not suffered any unplanned outage in the last 12 months that has lasted more than 4 hours

If the Insured process or store any credit or debit card information, they are PCI Compliant

All changes to vendor/client/customer contact and/or bank account details agreed in writing, confirmed and validated over the telephone with the client/customer

The insured receive confirmation that all requests for transfer of monies or other assets are authenticated with the recipient prior to execution over the telephone

No claims or incidents in the last 5 years, that may have resulted in loss under the policy

Optimum Speciality Risks is a trading name of Channing Lucas & Partners Limited is authorised and regulated by the Financial Conduct Authority. Our FCA register number is 490683. Channing Lucas & Partners Limited. Registered in England No. 6229756. Registered Address: St Clare House, 30-33 Minories, London EC3N 1PE

CRANLEIGH PARISH COUNCIL

Bee Keeping Policy
November 2019

Objective

Bee keeping is a very old and traditional hobby. It is a source of food production reflecting local quality and flavour. It has been estimated that honey bees pollinate about 34% of the crops in the UK and having bees near to the allotment site at the Beryl Harvey Field will result in higher yields and better quality produce.

Purpose

The purpose of this policy is to provide guidance to prospective bee keepers who wish to place bee hives on the Council's Beryl Harvey Field. It sets out the process to follow and the actions that have to be taken prior to formal approval being given by the Parish Council.

Duty of Care

The bee keeper owes a duty of care to:

- the public in the vicinity of the hives
- conservation volunteers working in the Beryl Harvey Field
- Council staff working in the Beryl Harvey Field
- other visitors to the Beryl Harvey Field even if it is clear that their intention was to disturb the colony.

Process for Bee Keeping Permission

Bee keepers wishing to install hives at the Beryl Harvey Field must first obtain permission from the Parish Council. They will need to demonstrate their experience in bee keeping through evidence of membership of the Bee Keeping Association, training and insurance. To obtain permission from the Parish Council, the application form in appendix 1 should be completed with copies of the evidence required and returned to the Parish Council for consideration. If approved, the Council will issue a 12 month licence agreement for bee keeping at the Beryl Harvey Field. The licence agreement will set out the terms and conditions for the apiary.

Siting of Bee Hives

- Bees have very precise flight paths in order to save energy and do not generally go off course.
- An area within the Beryl Harvey Field has been designated for the location of the hives to avoid bees becoming a nuisance to walkers or allotment plot holders, and sited away from the public highway.

- The designated area is shown below.

- A fine mesh screen of a gauge of less than 10mm will be installed around the hives to ensure that bees are encouraged to rise in excess of 2 metres before leaving the hive to ensure that the flight path is not directly over the conservation field. The bees should be screened for two reasons, so not to draw attention to them and to create a barrier to ensure the bees fly upward quickly to their normal flight height.
- No more than 3 hives should be grouped together.

Handling of Bees

All honey bees try to swarm, although not every year. This is the only way they can reproduce. An inspection of each hive is required at least once a week to check for signs of swarming preparations during the 'swarming season', which is roughly April to July in the UK.

- The bee keeper should as far as they are able ensure that the strain of bees used is gentle, for example by using a queen from a docile strain.
- All swarm precautions must be taken. It must be noted that swarms do happen sometimes and may also come from other sources.
- Do not handle bees when other people are gardening in the immediate vicinity.
- Do not allow the strength of colonies to increase to swarming strength in an unmanaged way.
- Handling bees should be done at times when the bees are very active, thus leaving fewer in the hive.
- Always ensure there is someone else on site in case of emergency when handling bees.
- A source of water should be easily accessible to the bees and be in place before the bees are established. Otherwise bees may congregate around taps or any open water.
- When opening hives every care should be taken to ensure that it is not a busy time (i.e. busy weekend afternoons), and that the weather conditions are favourable (not raining, windy or thundery).
- Signage notification, a "Bee keeper at work" sign placed prominently while the bee keeper is working and for around half an hour after will ensure that no one walks too near unless they want to.
- Phone numbers in case of emergencies should be clearly displayed in a prominent position.

- Unused equipment should not be left around as it could spread disease.
- If bee keepers are happy to show any interested parties the hives then additional sets of protective clothing should be made available.

Vandalism
Please try and ensure that long objects, are not available near the hives as these may be used to push over hives from a safe distance.

Diseases
The bee keeper is required to register all hives with the National Bee Unit's 'Beebase' (part of Defra). Guidance is available from their website: http://www.nationalbeeunit.com/ If a bee keeper suspects their honey bees have Notifiable Brood Diseases such as AFB/EFB they should report the issue immediately to the National Bee Unit (NBU) to arrange for an inspector to assess the honey bees by contacting the National Bee Unit Sand Hutton, YorkYO41 1LZ, UK Email: nbu@apha.gsi.gov.uk Telephone 0300 3030094
If diseased bees are to be disposed, advice should be taken from the NBU on appropriate disposal methods or their local bee keeping association. NBU inspectors will supervise the destruction of bees and hives in the case of American Foulbrood (AFB) and if need be for European Foulbrood (EFB), and as needed in the case of imported pests.

Education
Consideration should be given to arranging an initial session/briefing for the allotment plot holders to learn and be educated about the bees, how the bee keepers are planning to operate and advice on what to do in case of emergencies etc. Once established, there could be further opportunities to extend the education process with the neighbouring schools, either by way of talks, site visits and honey tasting etc subject to the necessary precautions and completed risk assessment.

Training
The bee keeper must have completed the Basic Bee Keeping Course and gained the Basic Certificate. A copy of this must be provided with your application

Conditions
- Bee keepers seeking permission for a bee hive must be a member of the British Bee Keeping Association and provide a copy of their membership annually to the Parish Council.
- Bee keepers must have completed the Basic Bee Keeping course and provide a copy of their certificate.
- Work to the good practice guidelines of the British Bee Keeping Association.
- Bee keepers must provide a copy of their public liability insurance.
- The bee keeper will be responsible for hive security.
- Maintenance responsibility lies with the bee keeper.
- Hives will remain on site as long as they are adequately maintained.
- The Council accepts no liability for loss, damage or theft from bee hives.
- Emergency contact details must be provided and displayed at the hive in case of swarm.
- Permission in writing must be sought from the Parish Council prior to installation of the bee hive using the form in Appendix 1.

Reference Documents:

- British Bee Keeping Association LO15 Allotment Bee Keeping
- The National Allotment Society and Leisure Gardeners Honey Bees and Wild Pollinators

November 2019

Policy Review Date: April 2022

Appendix 1
Bee Hive Permission Request Form

Please complete, print and return to: Cranleigh Parish Council, Council Office, Village Way, Cranleigh, Surrey GU6 8AF

Section A
Your Contact Details

Name .....

Address .....

.....

Telephone .....

E-mail .....

Section B
Evidence Required

Evidence	Enclosed Y/N
Membership of the British Bee Keeping Association	
Membership of the local Bee Keeping Association	
Basic Bee Keeping Certificate	
Public Liability Insurance	
Emergency contact details for alternative Bee Keeper	

I hereby wish to apply for permission for the installation of a bee hive at the Beryl Harvey Field and agree to abide by the Parish Council's Bee Keeping Policy. Failure to abide by this policy may result in the termination of permission and removal of the bee hive by the Parish Council.

Signed:_____ Date:_____
BEE KEEPER

Cranleigh Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: www.cranleigh-pc.gov.uk for further information)

Emergency Contact Details for Alternative Bee Keeper

Name .....

Address .....

.....

Telephone .....

E-mail .....

Evidence for Alternative Bee Keeper	Enclosed Y/N
Membership of the British Bee Keeping Association	
Membership of the local Bee Keeping Association	
Basic Bee Keeping Certificate	
Public Liability Insurance	

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CRANLEIGH PARISH COUNCIL

Beekeeping Licence Agreement

THIS AGREEMENT is made the.....day of.....

BETWEEN

(1)

of

("the Council") and

(2)

of

("the Tenant")

NOW IT IS AGREED as follows

1. Interpretation

1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.

1.2. Where the Tenant is more than one person the obligations and liabilities will be joint and several obligations and liabilities of those persons.

1.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

2. Bee Hive Plot

2.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at ("the Beryl Harvey Field Bee Hive Site") numbered on the Council's bee hive plan.

3. Tenancy and Rent

3.1. The bee hive plot shall be held on a yearly tenancy from 01 October at an annual rent of £50 which is payable to the Council by the Tenant on the first day of October each year ("the Rent Day").

3.2. 12 months notice of any rent increase will be given by the Council to the Tenant in of the preceding year to take effect the following year.

4. Rates and Taxes

4.1. The Council will pay all rates and taxes

5. Prohibition on Under letting

5.1. The Tenant shall not underlet, assign or part with possession of the bee hive plot or any part thereof.

6. Conduct

6.1. The Tenant must at all times during the tenancy observe and comply fully with the Council's Bee Keeping Policy.

6.2. The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site and must conduct himself appropriately at all times.

6.3. The bee hive plot may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice for Bee Keeping.

6.4. The Tenant is responsible for the actions of children and others entering the bee hive site with his permission.

6.5. The Tenant must not remove produce from any other plot without the express permission of the relevant plot holder.

7. Lease Terms

7.1. The Tenant must observe and perform all conditions that apply to the bee hive site as Appendix 2.

8. Termination of Tenancy

8.1. The tenancy of the bee hive plot shall terminate:

8.1.1. automatically on the Rent Day next after the death of the Tenant, or

8.1.2. by either the Council or the Tenant giving to the other at least twelve months notice in writing expiring on or before 6 April or on or after 29 September in any year, or

8.1.3. by re-entry by the Council after 3 months previous notice in writing to the Tenant on account of the bee hive site being required:

8.1.3.1. for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or

8.1.3.2. for any purpose for which it was acquired by the Council, or has been appropriated under any statutory provision, or

8.1.4. by re-entry if the rent is in arrears for not less than 40 days, or

8.1.5. by re-entry if the Tenant is not duly observing the conditions of this tenancy, or

8.1.6. by re-entry if the Tenant becomes bankrupt or compounds with his creditors, or

8.1.7. by the Council giving the Tenant at least one months notice in writing if, not less than 3 months after the commencement of this Agreement, it appears to the Council that the Tenant is resident more than one mile out of the borough, district or parish.

9. Termination

9.1 In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to him during the Tenancy and shall leave the plot in a clean and tidy condition. If in the opinion of the Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant.

10. Change of Address

10.1. The Tenant must immediately inform the Council of any change of address.

11. Notices

11.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by registered post or recorded delivery. A notice may be sent by fax or email if a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day.

11.2. Any notice served on the Tenant should be delivered at or sent to his last known home address. Any address served on the Council should be sent to the address given in this agreement or any address specified in a notice given by the Council to the Tenant.

11.3. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting whether it is received or not.

11.4. A notice sent by fax or email is to be treated as served on the day on which it is sent or the next working day where the fax or email is sent after 1600 hours or on a non working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

Executed by the Council by

In the presence of

Signed by the Tenant

In the presence of

Appendix 2

Terms and Conditions

- Beekeepers seeking permission for a beehive must be a member of the British Beekeeping Association and provide a copy of their membership annually to the Parish Council.
- Beekeepers must have completed the Basic Bee Keeping course and provide a copy of their certificate.
- Work to the good practice guidelines of the British Bee Keeping Association.
- Beekeepers must provide a copy of their public liability insurance.
- The beekeeper will be responsible for hive security.
- Maintenance responsibility lies with the beekeeper.
- Hives will remain on site as long as they are adequately maintained.
- The Council accepts no liability for loss, damage or theft from beehives.
- Emergency contact details must be provided and displayed at the hive in case of swarm.

Evidence for Bee Keeper	**Enclosed Y/N**
Membership of the British Bee Keeping Association	
Membership of the local Bee Keeping Association	
Basic Bee Keeping Certificate	
Public Liability Insurance	

Emergency Contact Details for Alternative Bee Keeper

Name .....

Address .....

.....

Telephone .....

E-mail .....

Evidence for Alternative Bee Keeper	**Enclosed Y/N**
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