



CRANLEIGH PARISH COUNCIL

SCHEME OF DELEGATION

MAY 2023

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

COUNCIL AND ITS COMMITTEES

1. Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Business Plan
- The appointment of the Parish Clerk and the Responsible Finance Officer taking into account the advice of the Personnel Committee
- The dismissal of the Parish Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Personnel and Finance Committee
- Matters of principle or policy
- Adopting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Planning Committee (Full Council to submit responses for major development)
- Prosecution or defence in a Court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

For the day to day business of the Council, there are four Standing Committees of the Council:

- Finance
- Neighbourhood Plan
- Personnel
- Planning
- Property & Asset
- Subject Access Request

The terms of reference and accountability of each Committees is set out in Appendix A of this scheme.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for adoption as a public record by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3. Proper Officer

The Parish Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Chairman of the Council and Chairman of the Personnel Committee, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal
- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Personnel Committee)

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- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Parish Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Parish Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Parish Clerk acting in the name of the Parish Clerk

A delegation to a subordinate Officer shall not prevent the Parish Clerk from exercising the same power or duty at the same time.

4. Position of Chairman of the Council

The Council will appoint a Chairman of the Council.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Chairman to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Business Plan
- Managing Urgent Business

The Chairman of the Council and the Chairman of the Personnel Committee will provide line management for the Parish Clerk.

5. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Parish Clerk shall forthwith consult with the Chairman of the Council and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Parish Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Council.

6. Absence of the Parish Clerk

The Parish Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the Council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services:

The tactical delivery of council services lies with the staff member responsible for the day to day delivery of the service. However, in the unlikely event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Parish Clerk, they may consult directly with the Chairman of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Parish Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services;

In the unplanned/unexpected absence of the Parish Clerk, the Admin Clerk is to inform the Chairman of the Council and the Chairman of the Personnel Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 15bii – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Parish Clerk which has or is likely to exceed 7 days, the Admin Clerk is authorised to liaise with the Chairman of the Council in order to call an extraordinary meeting of the Council, for the purposes of agreeing arrangements appropriate for the situation.

7. Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Council's investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Parish Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices.

Table 1 – Authority to Incur Expenditure			
AUTHORITY	LIMIT	OFFICER	COMMENTS
To incur expenditure	Within budget	Parish Clerk	As Proper Officer for the Council, the Parish Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
Emergency Expenditure	£2,000	Parish Clerk	Report to next Council/Committee Meeting as appropriate
Authorise Invoices	All invoices	Parish Clerk and two Councillor signatories.	The Parish Clerk confirms expenditure and determines cost centre allocation. The Admin Clerk for Finance carries out an additional level of checks whilst inputting into the accounts system. The Council delegates authority to the Clerk and any two Councillor signatories to approve the accounts for payment. Such payments to be presented to the next meeting of the Council.

9. Council and Committee Meetings

Members of the public are welcome to attend meetings of the Council and its Committees, provided that members of the public are not excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality relating to staff or commercially sensitive matters.

Meetings of the Council and its Committees will also be broadcast on zoom, provided that members of the public are not excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality relating to staff or commercially sensitive matters.

10. Review of this Scheme

This Scheme will be reviewed at the annual meeting of the Council.

Finance and General Purposes Committee

Main Function: The undertaking of Parish Council financial matters.

Membership: 7 Councillors. Membership of the Finance Committee shall consist of the Chairman and Vice Chairman of the Council, the Chairmen of the Planning, Property & Asset and Neighbourhood Plan Committees, and two members appointed from the remainder of the Council. If the Chairman of any Standing Committee is unable to attend a meeting of the Finance Committee, the Vice Chairman of that Standing Committee shall attend in his place and shall be entitled to vote.

Chairmanship:

Elected as the first item of business at the annual meeting.

Terms of Reference:

1. Developing the Council's annual budget and recommending to Council the annual precept required.
2. Developing and providing guidance to Standing Committees on wages, salaries and inflation to be incorporated in those committees' annual budget submissions.
3. Reviewing annual budget submissions from Standing Committees, and incorporating the agreed annual budgets into the Finance and General Purposes Committee's budget recommendations to Council.
4. Recommending to Council the allocation of grants and donations.
5. Reviewing all Council revenue and capital expenditure throughout the year, intervening as necessary should any Standing Committee's spending exceed that committee's agreed budget.
6. To make a recommendation to the Council on Investment Strategy.
7. To make a recommendation to the Council on investment approach.
8. Considering any public consultations and preparing a response for the Council to consider for submission in response to the consultation.
9. The Chairman and Vice Chairman of the Committee have delegated powers to deal with urgent or minor financial matters, details of which will be reported at the next meeting of the Committee.

Neighbourhood Plan Committee

Main Function: Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Cranleigh.

Membership: 6 Councillors so voting quorum is 3, plus a maximum of 6 non-Councillor members.

Chairmanship:

Elected as the first item of business at the first meeting and subsequent annual meetings from amongst the Councillor members to ensure the Chairman is able to exercise a casting vote (if required).

Voting: In accordance with s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), only Councillor members are eligible to vote at meetings.

Terms of Reference:

- To define a timetable for the completion of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To apply for grant funding to complete the Neighbourhood Plan process.
- To work with the planning consultants and the community to finalise the vision for the parish for approval by the Parish Council.
- To complete the evidence base to support the Neighbourhood Plan.
- To review and develop the policy, guidance and proposals for the Neighbourhood Plan.
- To review the call for site request and allocations.
- To present the revised pre-submission consultation Neighbourhood Plan to the Council for approval.
- To consider any advice or recommendations from Waverley Borough Council on the revised pre-submission Neighbourhood Plan.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

Secretariat: Cranleigh Parish Council to provide full secretariat support to the Committee in accordance with Standing Orders. The Neighbourhood Plan Committee agendas, minutes, consultations and updates will be added to the Council's website.

Financial: Cranleigh Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with its Financial Regulations.

Personnel Committee

Main Function:

The undertaking of all employment related matters.

Membership: Maximum of 5 Councillors.

Terms of Reference:

- To make a recommendation to the Council on all employment related matters including contracts, performance management, salary reviews and superannuation.
- To make a recommendation to the Council on staffing levels.
- To make a recommendation to the Council for the setting of the annual staffing budget.
- To review Council policy documents in accordance with statutory advice: Discipline and Grievance Procedure, Staff Handbook, Pension Policy and other such policies that directly relate to staffing matters.

Planning Committee

Main Function: Responding to planning consultations as a statutory consultee.

Membership: Maximum of 12 Councillors.

Terms of Reference:

The Council delegates authority to the Parish Clerk to carry out all Committee recommendations below:

1. Examining all planning applications, applications for consent, applications for Certificate of Lawfulness and major amendments which are submitted to the Planning Authority from within the Parish of Cranleigh, and the prompt submission of any comments it considers necessary on such plans to the Planning Authority.
2. Examining applications for work on trees within the Parish of Cranleigh and the prompt submission of any comments it considers necessary to the Planning Authority.
3. Arranging the necessary level of representation of the Parish Council's views to any Planning Appeal or Inquiry which relates to the Parish of Cranleigh
4. Drafting for final approval by the full Council, the Parish Council's response to any consultations by the Planning Authority or the County Council on future Local Plans and Structure Plans and major planning applications, and if required, to respond to Central Government Consultation Papers on planning matters.
5. Developing the annual budget for the Committee for consideration by the Finance and General Purposes Committee during the Council's budget-making process.
6. The Chairman and Vice Chairman of the Committee and the Clerk have delegated powers to deal with urgent or minor planning matters, details of which will be reported at the next meeting of the Committee.

Property & Asset Committee

Main Function:

The management of all Parish Council property including buildings, playground equipment, open spaces, allotments and cemetery.

Membership: Maximum 12 Councillors.

Terms of Reference:

- The maintenance of Cranleigh Village Hall, Public Conveniences, Snoxhall Fields Sports Pavilion, Snoxhall Fields and play equipment, Beryl Harvey Field, Bruce Mackenzie Field, Youth Centre, Council Offices, Allotments and Cemetery within the Committee's approved budget.
- To make a recommendation annually to the Finance Committee for revenue and capital budgets for these facilities.
- To consider requests for additional street furniture including bus shelters, notice boards and seats.
- To work in partnership with Waverley Borough Council on the maintenance of the monuments at Fountain Square, the Obelisk and the War Memorial.
- To review the schedule of inspection of Council property and open spaces including five yearly electrical safety, gas safety, legionella prevention and emergency lighting inspections.
- To review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- To maintain the Local Authority Land Register.

Strategy:

The efficient and effective administration and maintenance of all Parish property.

Policy:

Seek to maintain and enhance the appearance of all the Parish Council's land holdings and property recognizing the significance and importance of such standards.

Financial:

- To spend within the Council's adopted revenue budget.
- To seek the Council's approval for expenditure from earmarked reserves.

Subject Access Request Committee

Main Function

To consider Data Subject Access Requests made under the Data Protection Act 2018.

Membership

All Parish Councillors, any available three to form Committee.

Terms of Reference:

- To validate the identity of the requester.
- To identify the data requested.
- To consider any redaction or permission required for release of third party data.



CRANLEIGH PARISH COUNCIL

Snoxhall Fields Footpaths Report for the Parish Council Meeting 21 March 2024

- 1. Snoxhall Fields Footpaths Specification**
- 2. Results of Community Consultation**
- 3. Planning Permission**
- 4. Funding**

1. Snoxhall Fields Footpath Specification

Purpose

- To create a circular footpath around Snoxhall Fields.
- To re-surface the play park footpaths with a tarmac road with painted road markings.
- To provide a footpath to the maintenance access gate.

a) Circular Footpath

Snoxhall Fields has two distinct sections: east and west of the Downs Link.

East of the Downs Link

- To install new footpaths as shown in blue on the map below.
- The concrete footpaths in red to remain as shown.

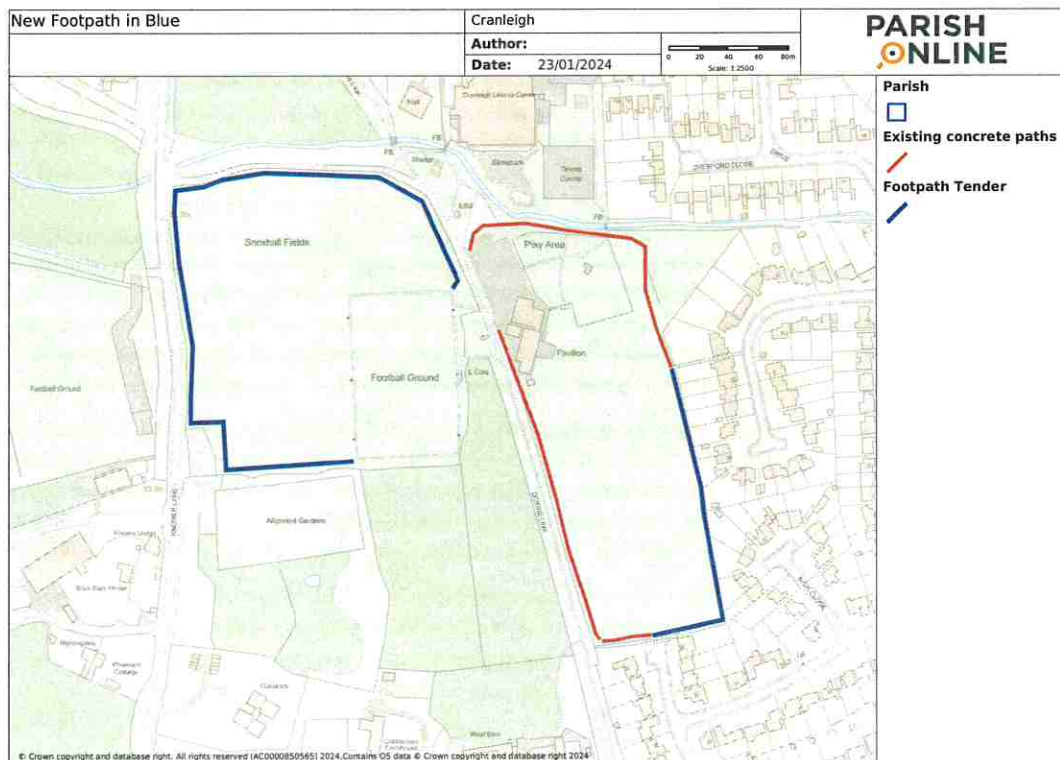
West of the Downs Link

- To install new footpaths as shown in blue on the map below.
- To connect the new footpaths to the tarmac adult football pitch perimeter path.

New Footpath Specification

(To be similar to the footpath running adjacent to the western edge of the car park)

- To grade soil to raise footpath and create natural water run off of the new footpath.
- Lay 100mm compressed depth clean crushed concrete (or similar) base layer over Terram ground cloth or similar.
- Lay 100 mm compressed depth Clean Limestone Type 1 MOT.
- Finish with layer of granite dust.



b) Play Park Footpaths

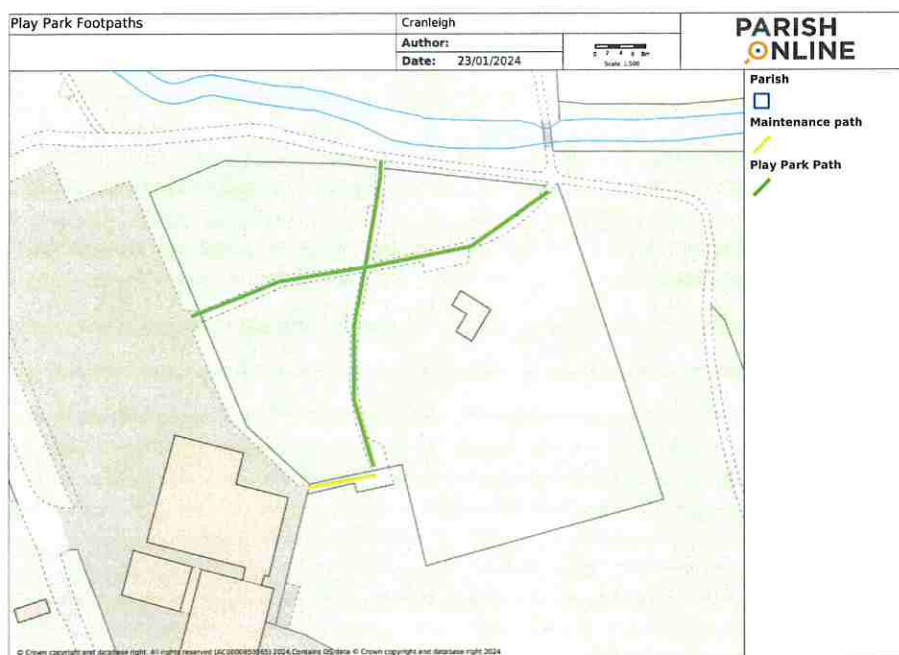
- To clean off any loose material.
- To re-surface the footpaths with tarmac and grade the edges to remove any trip hazards, shown in green below.
- To line mark the footpath with road markings: central long dotted line, painted roundabout at the intersection and give way markings at the gates.
- To include bases for benches and bins as shown in photographs below:



c) New Footpath to maintenance access gates

New Footpath to maintenance access gates shown in yellow below.

- Lay 100mm compressed depth clean crushed concrete (or similar) base layer over Terram ground cloth or similar.
- Lay 100 mm compressed depth Clean Limestone Type 1 MOT.
- Finish with layer of granite dust.



Procurement Type

Open procedure

Budget

£38,144

Project Works

September 2024

Information to be included with your quotation:

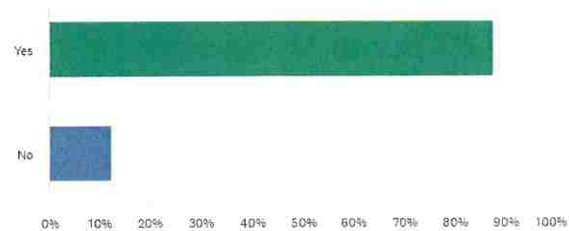
1. Copy of your public and employer liability insurance.
2. Copy of your relevant qualifications.
3. Details of your membership of professional organisations.
4. Details of a reference.
5. Please detail any areas that you feel the Parish Council may have overlooked in this invitation to quote.

The Council will consider the appointment of a contractor at its meeting on Thursday 27 June 2024.

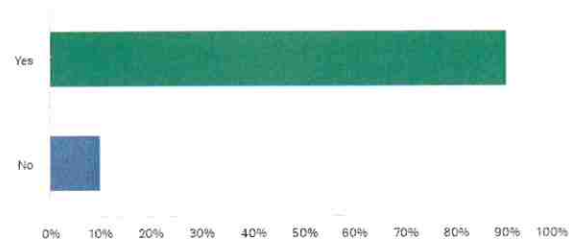
Please submit your quotation and copies of further information required Cranleigh Parish Council by **9.00am on Friday 17 May 2024**.

2. Results of Community Consultation

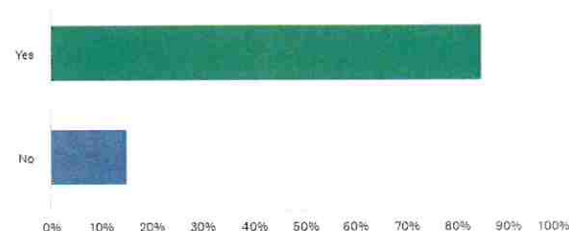
Q1 Do you support this new footpath linking North Downs to Hitherwood?



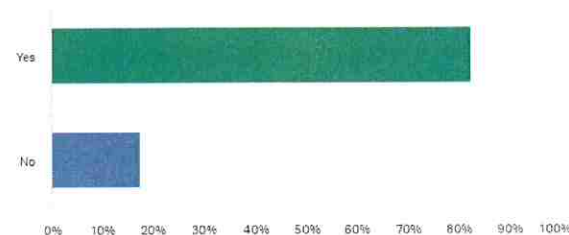
Q2 Do you support this new footpath linking the adult football pitch to the Beryl Harvey Field and Knowle Park crossing point?



Q3 Do you support this circular footpath around the football field?



Q4 Do you support overlaying the existing footpaths with tarmac and adding white lining roadmarkings for play?



Comments submitted to the consultation:

- Thank you.
- Yes this is a good idea especially as these areas can get very muddy. However the track for the old railway line urgently needs attention as it is very difficult for people with buggies to negotiate the wet muddy conditions.
- Recently SCC have been replacing some of the pavements on Hitherwood - the spoil from this work could be a economical way of solving this problem, particularly on the first 500m of the track
- Thank you
- This will really help accessibility for wheelchair users and for all members of the community when the grass is wet/muddy
- From the proposed new football field peripheral path, could there be a spur/link to the entrance to the Beryl Harvey Allotments
- Prioritisation: if necessary, I would prioritise installing new footpaths between the football pitch and the allotment, and around the perimeter of Snoxhall fields.
- I would also support widening the principal footpaths linking the Village away car park with Hitherwood and Northdowns, as these are the most heavily used
- Hopefully these improvements will not involve long-term disruption while being undertaken
- Great plan.
- There is talk about creating a link path from halfway along the southern side of the football field over the big ditch & through the trees & bluebells alongside the opposite end of the allotments to their gate, up into Beryl Harvey. I am totally opposed to that. You would destroy a valuable wildlife corridor, trees, protected bluebells & encourage the wrong people into Beryl Harvey, those that don't respect its purpose as a quiet wildlife friendly area for quiet enjoyment. People who would take dogs in, disturbing wildlife & contaminating the field with dog excrement or go there to take drugs out of the sight of CCTV. Would also facilitate easier access for breaking into allotment sheds.
- If these footpaths are being created, I would like to see a pavement (or footpath) established at the north west corner of the Snoxhall Fields, where the access road joins Knowle Lane. A new pavement has been built but it starts further up Knowle Lane, towards the village. In order to use this pavement, you are forced to walk for a (short) distance on the Knowle Lane road, at one of the many points of the road where it is particularly narrow and therefore hazardous for pedestrians. It is only a short section to be built, in terms of new construction, but it can feel like a long distance on foot when trying to negotiate the traffic on Knowle Lane. Thanks for your attention on this matter.
- Complete waste of money to put footpaths in. Its a field. Leave it as a field.
- The path around the Snow hall field is a good idea but not in MOT type 1 gravel as this will be noisy to walk on.
- This is not a good use of the money. The money could be better spent in making existing pavements & roads safe by mending potholes.
- People can wear wellies, if they want to walk the perimeter.
- I think a straight line footpath from near the Snoxhall pavilion/youth centre to the Knowle Lane crossing for Knowle Park, but between the football pitches, would be more useful.

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- Option 1. The field at the end of the alleyway that runs between 35 and 37 Hitherwood is a quagmire in winter. How will the new footpath deal with this? If it is raised up to prevent it flooding will it cause the gardens alongside, which already flood to some extent, to collect even more water? I would be in favour of the footpath if these concerns can be overcome.
- Great idea/improvement
- None
- Wheelchair user friendly paths would be good
- Great idea to have all weather circular path
- This is really good. Only part I'm not in favour of is the part which runs along the back of the houses.
- To make all pathways accessible for everyone within the community including those with buggies or who use wheelchairs, or are disabled, even during wet weather. It should be an all inclusive footpath that can be used in all weathers by the whole community ensuring that the paths are well maintained and safe to use ie as flat as possible and not a surface that is not going to get footwear stuck in when walking on it when wet, so that everyone can use them, no matter what age, ability, or disability they may have and to prevent falls!
- Make it into a dirt track so motorcycles can use it on Saturdays and after 4pm Monday to Friday.
- Wider pavement down knowle lane from the corner of the high street
- Waste of money , ok as it is
- Please can we try and plant a hedge along the fence at Snoxhall fields and maybe include some specimen trees. Generally more of an approach for the enhancement of nature would be appreciated by the community. A tree planting/ re-wilding Cranleigh campaign would be a brilliant idea. Thank you again.
- I support the new playground paths but am concerned that if they were marked for play then it would be blocked by children playing rather than for pushchairs/wheelchairs.
- No
- No
- Could the footpath surface go further up the downs link to join up with the footpath access into North Downs?
- Please can the dog poo bins be emptied more they are overflowing every day at the moment especially the one in the far corner by the downlink.
- Excellent plan
- I am glad to see the council is providing new footpaths, but hope that older paths keep being maintained properly
- We've always wanted to be able to walk round snoxalls via path with the pushchair/kids scooters, it's so annoying to have to turn back in the winter when the grass is so boggy. This will be such a great improvement and I would visit more!
- Most important part for me is providing a footpath to get to knowle park, without having to walk across grass
- The tennis courts need to be refurbished/replaced either as tennis courts or paddle courts. Could some of the money from the developer be used to provide Cranleigh residents with a decent tennis court/paddle court?
- No

- Northdowns is one word....Absolutely no point in Northdowns to Hitherwood footpath
- The current footpath covering is very muddy , it would be good if an accessible gravel type material could be put down, to avoid the muddy ness.
- These are all good ideas for both adults and children! The footpaths around Snoxhall would make a lovely jogging track and the ones in the playground would stimulate play. Could the Parish Council run to some road signs by the playground paths?
- The danger is urbanising a rural area.
- Can the paths in Knowle park be redone so they arent so muddy and clayey? Good in summer but awful in winter
- Would work very well with me as a wheelchair user and dog owner
- The pavement along Alford Road from Key Drive up to One Stop needs to be resurfaced as it is dangerously uneven. Residents west and south of the traffic light controlled bridge on Elmbridge Road need a proper surfaced path into the village
- These are playing fields / green areas - formal footpaths would be totally inappropriate and change the character of the area.
- anything to improve the village infrastructure
- NorthDowns to Hitherwood should have been done many many years ago
- Would it be possible to make the footpath from the car park to the memorial garden a bit smoother for buggies and adult walking aids?
- What about sorting the short piece of muddy downslink from band room to M&S carpark.
- May be nice to have it plenty wide enough for two people to walk comfortably
- Lighting?
- Useful walking area
- Please consider improving the footpath from Snoxhall to Village Way car park, alongside the tennis courts. It needs repairing and widening to allow two people to pass without going on the muddy grass. A double width of flag stones would be a huge improvement. Thank you.
- Path across centre of football pitches to the exit to Knowle Lane and park opposite??
- Although I dont normally approve of covering grass with hard surfaces, I think this is a brilliant plan as Snoxhall fields are virtually unusable for several months of the year for people like me taking daily exercise to maintain my fitness and mobility. The surface gets extremely slippery in places and in would be a joy to be able to do circuits safely.
- Green tarmac to blend with grass colour please.
- Yes, excellent proposal. What the area is in dire need of - giving access to Knowle Park without having to go on the muddy field or Knowle Lane which has no footpath. Also makes the whole area accessible for walking, including with prams and dogs, year round. In their existing state without paths, most of the year the fields are too muddy to be used and lack of paths puts off recreational users.
- More footpaths the better. Will the existing path from northdowns to the car park be widened, and the top end by northdowns raised higher so it is not wet and muddy all the time.

- Sounds a sensible plan. Hopefully, people and dogs will keep to the new pathway!
- I feel it's a total waste of good money.
- Better and more essential things to spend £38K on.
- All sounds a good idea
- As an pensioner living in Longhurst Avenue I would be able to exercise around the fields
- All great but still missing a very important path. From the path coming down Knowle Lane to access Football pitches you have to step out into the road over the stream before coming into Snoxhall. This is a serious area for accidents with pedestrians and vechiles in Knowle Lane. It just needs sorting with a small tarmaced bridge joining the Knowle Lane path into Snoxhall.
- Great idea - much needed investment
- All good.
- To make all footpaths accessible for everyone, rather than the proposed surface of MOT type 1, it should all be asphalt. Try using a wheelchair on a type 1 path! It is horrendous and often impossible to use.
- 100% back the new layouts for all footpaths
- we do not need any more football pitches
- I thought that Bruce Mackenzie land was to the west of Knowle Lane and not on the Snoxhall side
- Lighting is poor at night in certain areas of the footpath. Particularly Hitherwood alleyway entrance to carpark past tennis courts.
- There needs to be a path that cuts across the fields from Snoxhall to Knowle Park. People are already walking this route. There should also be a pedestrian crossing linking Snoxhall playing fields to Knowle Park .
- Good plan for exercise walking, dog walking and access.
- Good proposals. It provides an alternative jogging and walking route. Great idea.
- A path from the Downs Link across to Knowle Park is necessary for pedestrians walking from the southern side of the village.
- Thanks for consulting
- This is a great idea. Snoxhall can get quite muddy. It will be great safe are for kids to cycle and people to use when watching sports too.
- Think this is a great idea and makes use of these recreational facilities more accessible to all.
- I agree to the plan suat have r reservations about how much further green will be further swallowed up
- Fully support the proposals
- I think it will make the area more accessible
- I often walk across the football pitch area with a buggy and it makes the wheels muddy this is a great idea to make it more accessible to mums and dads with pushchairs and the disabled and walking impaired
- Waste of money. People will always follow the quickest route, and not a path
- Regards FOOTPATH 3 - Perimeter of the Football Field. The northern part parallel to the entry road is unnecessary. Simply link the path parallel to Knowle lane to access road and save money for another job.
- People walk across the centre of the large football field - can a path be laid? or is it necessary to stop that?

3. Planning Permission

Advice from our planning consultant:

The permitted development rights for Parish Council's is the same as it is for Local Authorities

I reproduce below the relevant regulations.

I think footpaths would come under improvement or other alteration which would also include associated infrastructure, required in connection with the operation of any public service administered by the Parish Council.

Its only proposed buildings that are restricted to a height and size.

PART 12
Development by local authorities

Class A

Permitted development

A. *The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—*

- (a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;*
- (b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.*

Interpretation of Class A

A.1 For the purposes of Class A, "urban development corporation" has the same meaning as in Part 16 of the Local Government, Planning and Land Act 1980 (urban development)(1).

A.2 The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

4. Funding

s106 Remaining Funds						
Developer	Planning Application	Prescribed Use	Amount	Spend deadline	CPC EMR	Amount Remaining
Crest Nicholson	WA/2016/0417	Environmental improvements	£38,143	April 2026	358	£38,143

Clerk

From: Andrew Longley <Andrew.Longley@waverley.gov.uk>
Sent: 01 March 2024 16:55
To: Town & Parish Clerks; 'Jenny de Q'
Cc: Matthew Ellis; Katherine Dove; Sarah Ball; Abi Lewis; Dawn Hudd; Claire Upton-Brown; Pedro Wrobel; Liz Townsend; Paul Follows
Subject: Updates on the Waverley Local Plan

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Town and Parish Clerks

I am writing to update you on work on the new Local Plan and to seek your views on various matters. There will be an opportunity to discuss these issues at the Town and Parish Forum on the 12th March.

1. We have today launched our CommonPlace engagement platform as a means of seeking input to work on the new local plan and other planning policy documents <https://planningwaverley.commonplace.is/>. You will receive a separate communication about this next week. Please use CommonPlace to provide your comments on the revised Statement of Community Involvement (deadline 19th April) and any early feedback you wish to provide on the scope of the local plan and priorities that should be addressed in its overarching vision.
2. The Call for Sites (CFS) is underway and runs until 31st March 2024. Where requested, we will provide you with copies of submissions relating to sites within your parish as soon as possible after the closing date. I appreciate that some of you are keen to receive information sooner. Unfortunately, this is not possible because we will need to check the submitted information, filter out any invalid sites, and map and reference all sites before circulating them. Otherwise, we are likely to be passing on incomplete or inaccurate information. We will contact you next week to seek your views on the proposed methodology for assessing sites in the Land Availability Assessment (LAA) for the Local Plan. This will be based on the previous LAA and national planning practice guidance.
3. We are currently considering the approach to allocating sites for housing development over the period to 2043. The NPPF (para 69) requires us to identify specific, deliverable sites for 5 years following the intended date of adoption of the Local Plan, together with specific, developable sites or broad locations for growth for the next 5 years and, where possible for the remaining plan period. The current LPP1 identifies the overall housing requirement and its distribution across the Borough. It allocates 'strategic' housing sites (defined as being capable of delivering 100 or more homes). LPP2 allocates additional sites (of any size) in parishes where this was not being done through non-strategic sites allocated in neighbourhood plans. As you will be aware, the problem with this approach is that sites have not come forward at a sufficient rate to meet identified housing requirements. This is in part due to the time lag in bringing forward plans and to delays in the delivery of strategic sites. Consequently, Waverley has not been able to demonstrate a 5 year supply of housing land and has been vulnerable to speculative development proposals. In order to tackle this, it is likely that the new Local Plan will need to identify a wide range of housing sites of all sizes to give greater certainty over delivery at the point of adoption, together with neighbourhood plans identifying additional sites where appropriate. The Council wishes to work closely with the town and parish councils on this issue. We recognise that a one-size-fits-all approach is unlikely to be appropriate across Waverley and would welcome feedback on the following questions:
 - a. Does your council intend to prepare a neighbourhood plan or to update an existing neighbourhood plan in the next 5 years?

- b. If Yes, please provide an indication of likely work programme. If this is not available, please say if work will commence before or after the proposed adoption of the local plan at the end of 2027?
 - c. If you will be preparing/ updating a neighbourhood plan, is it likely to allocate sites for housing or will this be left to the local plan (with input from the town or parish council)?
 - d. Is the current LPP1 definition of strategic sites as those able to deliver 100+ dwellings still appropriate? If not, what threshold would you suggest and why?
4. Finally, as part of updating the evidence base for the local plan we are reviewing the settlement hierarchy set out in LPP1 paragraph 5.10 and the evidence underpinning it. We will be contacting you to share the information that we have in relation to services in your parish and to seek your help in verifying or correcting this. Linked to this, we are starting to update the Infrastructure Delivery Plan (2016 as amended in 2021) that identifies current and future infrastructure needs. As part of this, we will be seeking your input in identifying any current problems within your parish in relation to mainly physical infrastructure (such as energy, water, drainage, broadband, and transport) although broad comments on social and green/blue infrastructure will also be collected. Understanding existing problems will assist in our engagement with service providers/infrastructure stakeholders. We will provide a template to record these issues but please contact sarah.ball@waverley.gov.uk if you have any queries in the meantime.

I look forward to discussing the above with you on the 12th March but please do not hesitate to contact me, Matthew, Katherine, or Sarah (cc'd above) if you have any questions in the meantime.

Regards

Andrew

Andrew Longley
Interim Planning Policy Manager
01483 523427

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Please visit our website at <https://www.waverley.gov.uk>

Clerk

From: Rik Catling <Rik.Catling@surreycc.gov.uk>
Sent: 19 February 2024 16:52
Subject: Consultation: Application to divert public bridleway no. 352, Cranleigh parish
Attachments: _352 (Cranleigh) diversion consultation plan.pdf

Dear Sir / Madam

Surrey County Council has received an application from the Wey and Arun Canal Trust to divert part of public bridleway no. 352 (Cranleigh) as shown on the attached plan (Ref: 3/1/5/H50).

The diversion has been applied for in the interests of the public. The canal trust intends to restore the nearby section of canal and construct a new towpath to carry the diverted bridleway in order to provide a car free waterside route.

The existing bridleway runs along a shared private access drive from Elmbridge Road (B2130) heading generally north. The section to be diverted commences at a point 100 metres north west of Elmbridge Road and continues north for 330 metres between points A and B on the plan. It has a tarmac surface.

The proposed diversion route would leave the driveway at point A and follow a parallel route north on the new towpath for 340 metres via point C before rejoining the existing bridleway at point B. The diversion route is separated from the driveway by a grassed area lined with trees.

The diversion route would be 3.0 metres wide with a crushed stone surface and a 1.0 metre grass verge between the bridleway and the edge of the canal.

The Council can make a diversion order if it is satisfied that the new path would be substantially as convenient as the old one. The Council must also consider the effect that the diversion would have on public enjoyment of the path as a whole.

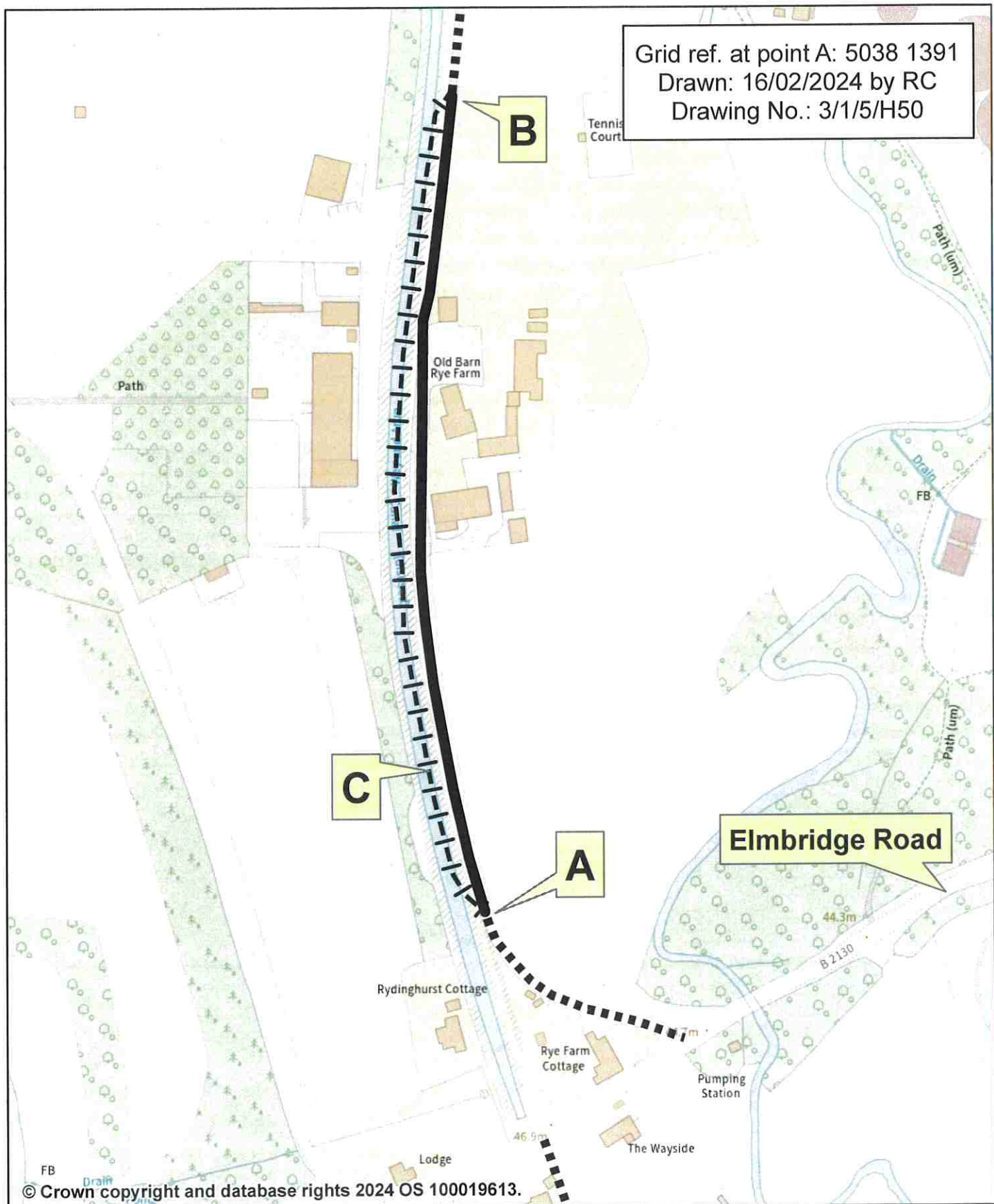
If you have any comments on the application, please respond to this email by **25 March 2024**. Please note that I will be on leave from 4-18 March inclusive, but I will respond to any replies received during that period as soon as possible when I return.

Please note that any personal information that you provide in response to this consultation will be used to help determine whether or not the Council should make a diversion order. In due course it may be necessary to disclose any responses to third parties or the Planning Inspectorate, or to include the information provided in reports or inquiry documents that will be publicly available. If you do not wish for your information to be used in this way, please state this as part of your response, in which case any responses that you provide will still be considered but may be given less weight as a result.

Yours faithfully

Rik Catling
Countryside Access Officer (Legal Definition Team)
Surrey County Council
Whitebeam Lodge, Merrow Depot,
Merrow Lane, Guildford, Surrey, GU4 7BQ
Tel: 0300 200 1003 (Highways Contact Centre)

Public bridleway no. 352 (Cranleigh) Proposed diversion Order



N
1:2,000

Proposals:

Bridleway to be extinguished A-B 330m

Bridleway to be created A-C-B 340m

Unaffected public rights of way



Clerk

From: Licensing Policy <Licensing.Policy@waverley.gov.uk>
Sent: 01 March 2024 14:44
To: All Councillors Email Group
Cc: Clerk
Subject: Licensing Act 2003 - Application
Attachments: Joannas Boutique Tearoom new prem lic app.pdf; Joannas Boutique Tearoom plan.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dear Sir/Madam

An application has been received for a new premises licence. The application is for On sales of alcohol 09:00-23:00 Monday to Sunday; and Opening hours 09:00-23:30 Monday to Sunday. If you would like to make comment or representation on this application, the last date for representations is **29th March 2024**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to licensing@waverley.gov.uk.

Premises Type	Address	Application	Applicant
Joanna's Boutique Tearoom 8AU	New Joanna's Boutique Tearoom (Cranleigh) Ltd		101-105 High Street, Cranleigh, Surrey, GU6

Regards

Kate Halsall

Licensing Administrator, Regulatory Services

(Monday and Wednesday 09:00-17:00, Tuesday and Thursday 09:30-17:00 and Friday 09:00-16:45)

Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR

01483 523219 (ext 3219)

www.waverley.gov.uk/licensing

www.businesswaverley.co.uk

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Please visit our website at <https://www.waverley.gov.uk>

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We

Joanna's Boutique Tearoom (Cranleigh) Ltd (Insert name(s) of applicant)
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Joanna's Boutique Tearoom, 101, High Street,			
Post town	Cranleigh	Postcode	GU6 8AY
Telephone number at premises (if any)		07538 620980	
Non-domestic rateable value of premises		£NIL	

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over			I am 18 years old or		<input type="checkbox"/> Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	Joanna's Boutique Tearoom (Cranleigh) Ltd
Address	
Registered number (where applicable)	15473151
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company
Telephone number (if any)	
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY	
0	1	0	4	2	0
2	4				

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY	

Please give a general description of the premises (please read guidance note 1)

Boutique Tearoom /Cafe

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

--	--	--	--	--	--	--	--	--	--

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish			
Mon					
Tue					
Wed					
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors <input type="checkbox"/>
Mon				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			Please give further details here (please read guidance note 4)	
Wed				
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)	
Fri				
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sun				

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	09.00	23.00			
Tue	09.00	23.00			
Wed	09.00	23.00			
Thur	09.00	23.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	09.00	23.00			
Sat	09.00	23.00			
Sun	09.00	23.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	Horsham DC

□□□□

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)		
Day	Start	Finish
Mon	09.00	23.30
Tue	09.00	23.30
Wed	09.00	23.30
Thur	09.00	23.30
Fri	09.00	23.30
Sat	09.00	23.30
Sun	09.00	23.30

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The premises will operate as a boutique tearoom/cafe

b) The prevention of crime and disorder

Alcohol can only be sold to persons seated at table by waiter or waitress service.
CCTV will be installed.

c) Public safety

Existing legislation applies that should not be duplicated in this licence.

d) The prevention of public nuisance

Given the nature of the premises, its location and proposed hours of opening no conditions are required to meet this objective.

e The Protection of Children from Harm

Challenge 25 will apply. No unusual risks of harm to children have been identified.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☐

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	Stephen Thomas (Solicitor for Applicant)
Date	29/02/2024
Capacity	Solicitor for Applicant

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Stephen Thomas, 8, Grassmere Leybourne			
Post town	West Malling	Postcode	ME19 5QP
Telephone number (if any)	07774 612651		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
st@stephentomaslaw.co.uk			

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- **Cross activity exemptions:** no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and

Consent of individual to being specified as premises supervisor

I
[full name of prospective premises supervisor]

of

.....
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor
in relation to the application for

[type] Grant of a New Premises Licence

.....
[of application]

by

Joanna's Boutique Tearoom (Cranleigh) Ltd

.....
[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

Joanna's Boutique Tearoom
Unit 1, 101 - 105 High Street,
Cranleigh,
Surrey, GU6 8AY

.....
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by
Joanna's Boutique Tearoom (Cranleigh) Ltd

.....
[name of applicant]

concerning the supply of alcohol at
Joanna's Boutique Tearoom
Unit 1, 101 - 105 , High Street,
Cranleigh,
Surrey, GU6 8AY

.....
[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to
apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

.....
[insert personal licence number, if any]

Personal licence issuing authority

Horsham D C

.....
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

.....
Joanne Belenchia

Name (please print)

Date

.....
27/02/2024

LICENSING ACT 2003

NOTICE OF APPLICATION FOR A NEW PREMISES LICENCE

Joanna's Boutique Tearoom (Cranleigh) Ltd are applying for a new premises licence at the

101, High Street, Cranleigh, GU6 8AY to be known as

JOANNA'S BOUTIQUE TEAROOM

NOTICE IS HEREBY GIVEN that an application has been made to the Licensing Authority of WAVERLEY BOROUGH COUNCIL under the Licensing Act 2003. Details of the application are as follows:

To operate the premises as a tearoom and to permit the sale of alcohol on and off the premises Between 09.00 and 23.00 daily

A copy of the application may be inspected during normal office hours at the address shown below or at:

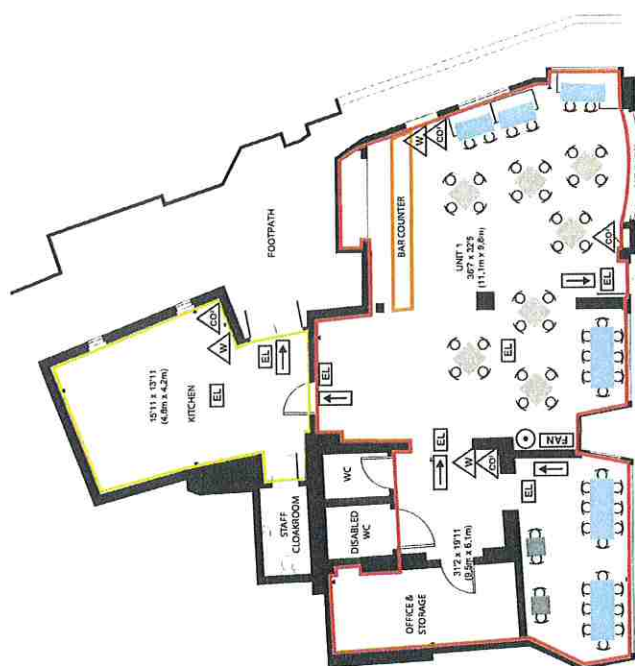
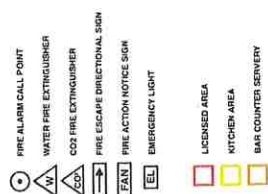
www.waverley.gov.uk/publicregister

A Responsible Authority or any other person wishing to make representations on this matter must submit those representations in writing to Licensing Section, Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey, GU7 1HR by not later than

29th MARCH 2024

stating the grounds on which the representation is made. Written representations may also be made by e-mail to licensing@waverley.gov.uk.

Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and, on summary conviction for the offence, a person is liable to a fine not exceeding level five on the standard scale (currently £5,000).



Job Title	Unit 1 101-105 High Street, Granleigh
Drawing Title	Proposed Ground Floor
Client	
Date	27/02/24
Drawn	
Scale	1:100 on A2
Dwg No.	

Clerk

From: Licensing Policy <Licensing.Policy@waverley.gov.uk>
Sent: 01 March 2024 14:21
To: All Councillors Email Group
Cc: Clerk
Subject: Licensing Act 2003 - Application
Attachments: Altitude new prem lic app.pdf; Altitude plan.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sir/Madam

An application has been received for a new premises licence. The application is for On and off sales of alcohol 10:00-17:00 Sunday to Wednesday and 10:00-23:00 Thursday to Saturday (Christmas Eve 08:00-00:00 and New Year's Eve 08:00-01:00); and Opening hours 08:00-17:30 Monday to Wednesday, 08:00-23:30 Thursday to Saturday and 09:00-17:30 Sunday (Christmas Eve 08:00-00:30 and New Year's Eve 08:00-01:30). If you would like to make comment or representation on this application, the last date for representations is **29th March 2024**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to licensing@waverley.gov.uk.

Premises	Application Type	Address	Applicant
Altitude	New	50 High Street, Cranleigh, Surrey GU6 8AG	Altitude F & B Ltd

Regards

Kate Halsall

Licensing Administrator, Regulatory Services

(Monday and Wednesday 09:00-17:00, Tuesday and Thursday 09:30-17:00 and Friday 09:00-16:45)

Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR

01483 523219 (ext 3219)

www.waverley.gov.uk/licensing

www.businesswaverley.co.uk

This email, and any files attached to it, is confidential and solely for the use of the individual or organisation to whom it is addressed.

The opinions expressed in this email are not necessarily those of Waverley Borough Council.

The Council is not responsible for any changes made to the message after it has been sent. If you are not the intended recipient of this email or the person responsible for delivering it to them you may not copy it, forward it or otherwise use it for any purpose or disclose its contents to any other person. To do so may be unlawful.

Please visit our website at <https://www.waverley.gov.uk>

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We

Altitude F and B Ltd *(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Altitude 50, High Street			
Post town	Cranleigh	Postcode	GU6 8AG
Telephone number at premises (if any)		07595 - 860269	
Non-domestic rateable value of premises		£50,500	

Part 2 – Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/> Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	Altitude F and B Ltd
Address	50, High Street Cranleigh GU6 8AG
Registered number (where applicable)	14950287
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company
Telephone number (if any)	07595 880269
E-mail address (optional)	

Part 3 Operating Schedule

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)	
Mon				
Tue				
Wed			State any seasonal variations for performing plays (please read guidance note 5)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat				
Sun				

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Both	<input type="checkbox"/>
Tue					
Wed					
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>			
Mon			Please give further details here (please read guidance note 4)			
Tue						
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)			
Sat						
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed					
			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri					
Sat					
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	10.00	17.00			
Tue	10.00	17.00			
Wed	10.00	17.00			
Thur	10.00	23.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) Christmas Eve – 08.00 – 24.00- and New Year's Eve – 08.00 – 1.00		
Fri	10.00	23.00			
Sat	10.00	23.00			
Sun	10.00	17.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Lauren Dyckes
Date of birth	
Address	
Postcode	
Personal licence number (if known)	Taking Personal Licence Exam on 7 th March – DBS applied for
Issuing licensing authority (if known)	Waverley BC

□□□□

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)		
Day	Start	Finish
Mon	08.00	17.30
Tue	08.00	17.30
Wed	08.00	17.30
Thur	08.00	23.30
Fri	08.00	23.30
Sat	08.00	23.30
Sun	09.00	17.30

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

Christmas Eve – 08.00 – 00.30 and
New Year's Eve – 08.00 – 1.30

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The purpose of the application is to provide a coffee and cocktail bar with speciality coffee and artisan pastries, light snacks and tapas and over the winter period drinks like Mulled Wine and Cider, and alcoholic Coffees and Hot Chocolate

b) The prevention of crime and disorder

CCTV will be installed.

All staff to receive in house training concerning licensing law

Refusals Register to be kept.

Alcohol will only be sold for consumption off the premises in sealed containers except for the period 1st November to 31st December when festive hot alcoholic drinks like Mulled Wine and alcoholic hot chocolate and other similar beverages will be sold in lidded containers.

c) Public safety

Existing legislation applies that should not be duplicated in this licence.

d) The prevention of public nuisance

Given the nature of the premises, its location and proposed hours of opening no conditions are required to meet this objective.

e The Protection of Children from Harm

Challenge 25 will apply. No unusual risks of harm to children have been identified.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☐

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

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Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	Stephen Thomas (Solicitor for Applicant)
Date	29/02/2024
Capacity	Solicitor for Applicant

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Stephen Thomas, 8, Grassmere Leybourne			
Post town	West Malling	Postcode	ME19 5QP
Telephone number (if any)	07774 612651		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) st@stephentomaslaw.co.uk			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

- **Indoor sporting events:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- **Cross activity exemptions:** no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;

Consent of individual to being specified as premises supervisor

I Lauren Dyckes
[full name of prospective premises supervisor]

of

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Variation of DPS

[type of application]

by

Altitude F& B Ltd

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

Altitude,
50, High Street,
Cranleigh, Surrey, GU6 8AG

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Altitude F&B Ltd

[name of applicant]

concerning the supply of alcohol at

Altitude,
50, High Street,
Cranleigh, Surrey, GU6 8AG

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

To Be Applied for – taking Personal Licence exam on 7th March

[insert personal licence number, if any]

Personal licence issuing authority

Waverley Borough Council

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

Name (please print) LAUREN DYCKE.

Date

29/02/24

LICENSING ACT 2003

NOTICE OF APPLICATION FOR A NEW PREMISES LICENCE

Altitude F and B Ltd are applying for a new premises licence at the

50, High Street, Cranleigh, GU6 8AG to be known as

ALTITUDE

NOTICE IS HEREBY GIVEN that an application has been made to the Licensing Authority of WAVERLEY BOROUGH COUNCIL under the Licensing Act 2003. Details of the application are as follows:

To operate the premises as a coffee and cocktail bar and to permit the sale of alcohol on and off the premises Between 10.00 and 17.00 Sunday to Wednesday and 10.00 to 23.00 on Thursdays, Fridays and Saturdays, and Midnight on Christmas Eve and 01.00 on New Year's eve

A copy of the application may be inspected during normal office hours at the address shown below or at

www.waverley.gov.uk/publicregister

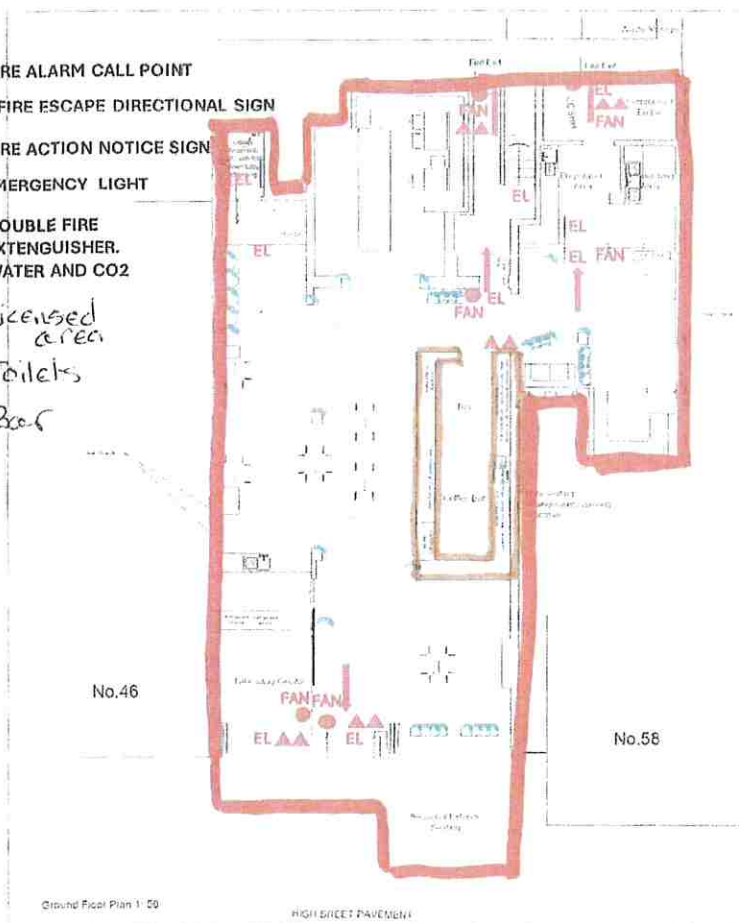
A Responsible Authority or any other person wishing to make representations on this matter must submit those representations in writing to Licensing Section, Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey, GU7 1HR by not later than

29th MARCH 2024

stating the grounds on which the representation is made. Written representations may also be made by e-mail to licensing@waverley.gov.uk

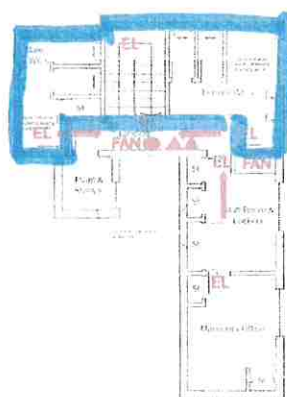
Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and, on summary conviction for the offence, a person is liable to a fine not exceeding level five on the standard scale (currently £5,000).

- FIRE ALARM CALL POINT
- FIRE ESCAPE DIRECTIONAL SIGN
- FAN FIRE ACTION NOTICE SIGN
- EL EMERGENCY LIGHT
- ▲▲ DOUBLE FIRE EXTINGUISHER. WATER AND CO2
- Licensed area
- Toilets
- Bar



Ground Floor Plan 1:50

HIGH STREET PAVEMENT



First Floor Plan 1:50

N

0 1 2 3 4 5
Metres

NOTES
1. All fire safety equipment should be maintained in accordance with the relevant standards.
2. All fire safety equipment should be inspected and tested at regular intervals.
3. All fire safety equipment should be replaced when it is found to be defective or damaged.

Revision	
No.	Description
1	Initial Design
2	Revised Design
3	Final Design
4	As Built
Draft Floor Plan	
Author	DS
Check	1.02

Clerk

From: Gisella De Gennaro <Gisella.DeGennaro@waverley.gov.uk>
Sent: 01 March 2024 12:18
To: info@surrey-chambers.co.uk; Catherine Knight; 'highways@surreycc.gov.uk'; Adrian.selby@surreycc.gov.uk; jack.roberts@surreycc.gov.uk; Fire Safety Admin; ! SNT Waverley (Surrey); Jeanette Guy; Richard Homewood; Churt Clerk; Tony Fairclough; Jacquie Keen; planning@farnham.gov.uk; Alfold Clerk; Bramley Clerk; Chiddingfold Clerk; Clerk; Dockenfield Clerk; dunsfoldparishclerk@btconnect.com; Elstead Clerk; Ewhurst Clerk; Farnham Clerk; Frensham Clerk; Suzie Gortler | Godalming Town Council; Hambledon Clerk; Hascombe Clerk; Haslemere Clerk; Ilaron Gad; PeperHarow Clerk; Thursley Clerk; Tilford parishClerk; Witley Clerk; Womersh Clerk
Subject: Street Trading Consent Application - Whippy King Ices
Attachments: App form Craig King_redacted.pdf; 1000002036.jpg; 1000002035.jpg; 1000002038.jpg
Follow Up Flag: Follow up
Flag Status: Completed

Dear All,

Waverley Borough Council is currently in receipt of an application for a Street Trading Consent from Whippy King Ices operating in the Waverley area. Please find attached details of the application (redacted where appropriate), including:

- Application
- Photos of the van

From time to time the Council will receive such applications for Street Trading Consents and our policy requires that you to be informed of any relevant applications - you do not have to do anything unless you wish to object to the application.

To make your objections please use the link below and click on Representation –

[M3 Licensing Online \(waverley.gov.uk\)](https://www.waverley.gov.uk/m3-licensing)

Details of the matters that can be considered for valid objections are contained within Waverley Borough Council's Street Trading Policy on the Waverley website.

If you are not the person to deal with this query within your organisation, please pass this on to the correct person and advise me accordingly.

The last date for relevant objections is 27th March 2024.

If you have any questions with regards to this matter, please do not hesitate to contact me.

Kind regards

Gisella De Gennaro CEnvH MCIEH
Chartered Senior Environmental Health Officer

Environmental Protection

Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey, GU7 1HR

Tel: 01483 523431



If you find the text in this form difficult to read we can supply it in a format better suited to your needs

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
The Burys, Godalming, Surrey, GU7 1HR

I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application	<input type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	Sole Trader	<input checked="" type="checkbox"/>	Special/Community Events	<input type="checkbox"/>
If special/community events please state the number of stalls/traders to be present				

I submit the following particulars for consideration:

1.	Applicant Full name	CRAIG STEPHEN KING	Date of Birth	
2.	Trading as	WHIPPY KING ICES		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)	N/A		
5.	Daytime telephone number			
6.	E-mail			
7.	Address where articles are stored (if applicable)			
8.	Proposed trading location/address*	N/A		

* For special/community event applications please provide the details of all of the traders separately as part of your application.

9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	MERCEDES BENZ SPRINTER 5 METRE
10.	Registration no. or identification mark	[REDACTED]
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	ICE CREAM WITH CONES ICE LOLLIES CANDY FLOSS POP CORN SLUSH DRINKS
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	10AM TO 4PM 7 DAYS PER WEEK SEASONAL - FEB TO SEPT
13.	Insurance Company and Policy No.	[REDACTED]
14.	If a food business please provide the name of the local authority you are registered with	WANDERLEY BOROUGH COUNCIL

I enclose:

enclosed ✓

1. A passport style photograph of myself (sole traders only)

enclosed ✓

2. Photographs showing the sides, back and front of each vehicle (sole traders only). If you are an existing trader please provide a photo of the vehicle(s) in the trading location.

3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.

enclosed ✓

4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent

is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).

5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.

6. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its plan for living with COVID

COVID is still present in the community. As the organiser of an event(s) you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE Guidance is available on how to assess COVID related risks and there is also a risk assessment template.

You should continue to follow the guidance to keep yourself and others safe. Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)

If you require any COVID advice, please do not hesitate to get in contact with Environmental Health on 01483 523393 or send an email to Environmentalhealth@waverley.gov.uk

7. Confirmation that if trading from privately owned land that the land owner has given permission for me to trade/the event to go ahead there.

I confirm that:

- I will pay the required fee within 48 hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed. *call on*
- I am aware that the required fee is payable per trading site. *make card payment*
- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48hrs of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
- I am aware that if valid objections are received to my application, the application will need to be considered and determined by Waverley Borough Council's Licensing Sub-Committee. This may delay a street trading consent being granted.

Signed 

Print Name *CECIL RIVY* Date *17.2.24*

Notes:

Fees are reviewed annually. They are published on the Council's website, or please contact Environmental Health

Making a deliberately false statement in connection with any application is an offence punishable on summary conviction by fine of up to £400.

DELICIOUS ICE CREAM

FABULOUS SUNDAES

WATER SLUSH

Tango Truck

Tango
ICE BLAST

Tango
ICE BLAST



Clerk

From: Planning Policy <planningpolicy@waverley.gov.uk>
Sent: 07 March 2024 15:20
Subject: Consultation on the Statement of Community Involvement (SCI) and preparation of the new Waverley Borough Local Plan

Consultation on the Statement of Community Involvement (SCI) and preparation of the new Waverley Borough Local Plan

Dear Sir/ Madam

I am writing to notify you that the council is consulting on an updated Statement of Community Involvement (SCI) and is seeking early feedback on the approach to the new Local Plan, which will guide development in our borough for the next 20 years. Details are here <https://planningwaverley.commonplace.is/>.

The SCI sets out how and when the council will involve and consult with the community and other stakeholders in the preparation of planning policy documents (including the new Local Plan) and during the planning application process. The deadline for comments is **Friday 19 April 2024**.

We are also inviting comments on the proposed scope of the new Local Plan and the priorities for a new overarching vision for Waverley in 2043. There is also information about the current 'call-for-sites' to be assessed through the plan-making process.

Commonplace makes it simple for you to share your thoughts and ideas with the council. It is a way for us to share policies, proposals and useful information with you at an early stage, and for us to gather valuable feedback.

We have contacted you because you or your organisation are on our Local Plan consultation database. This may be because you have responded to a consultation at some time in the past. Please register your details on the commonplace link (above) if you wish to remain on our database to be notified about consultations on planning policy matters. If there is someone else in your organisation who should be our point of contact, please forward this email to them.

Please contact the Planning Policy Team if you have any queries about the above, by email at planningpolicy@waverley.gov.uk or by telephone on 01483 523291.

Regards

Andrew Longley

Interim Planning Policy Manager

This email, and any files attached to it, is confidential and solely for the use of the individual or organisation to whom it is addressed.

The opinions expressed in this email are not necessarily those of Waverley Borough Council.

Clerk

From: Wiebke Cook <Wiebke.Cook@waverley.gov.uk>
Sent: 06 March 2024 12:39
To: Clerk
Cc: Liz Townsend; ; Caroline Wallis
Subject: Electricity cabinets on Cranleigh Common

Dear Beverley,

Power Supply installed on WBC Common land near the War Memorial, High Street, Cranleigh

By way of background, Cranleigh Parish Council enquired who was carrying out the electrical safety inspection and keeping the boxes installed on WBC owned common land up to date.

WBC Estates team checked their records and could find no reference to the installation of an electrical supply and 3 control boxes on the common land.

WBC Legal team also checked the title deeds but could find no reference.

Cranleigh Parish Council subsequently sent through a copy of the electrical safety inspection carried out on behalf of Cranleigh Chamber of Commerce in September 2023.

Cranleigh Parish Council advise that the electricity supply is used to power the Christmas lights and other events equipment by the Chamber of Commerce and other community organisations.

Responsibility & risk: We should make it clear WBC does not pay for the electricity account and WBC is not responsible for carrying out the electrical safety inspection and keeping the control boxes up to date. The beneficiaries of the supply therefore use it at their own risk.

Going forward, it would be sensible to formally document the installation of the electricity supply and control boxes on the common land, perhaps by way of a lease from WBC to Cranleigh Parish Council for a nominal rent (£1) with a plan showing the location of the electrical apparatus and setting out basic terms such responsibility for repair, maintenance, safety certificates and insurance.

We can prepare Heads of Terms for your consideration and once approved, we can instruct the Legal team to prepare a draft Lease.

We look forward to hearing from you.

Best wishes,

Wiebke

Assistant Asset Manager
Assets & Property Services
Direct Line 01483 523043
Working Mon-Fri 8.30-2.30