



## CRANLEIGH PARISH COUNCIL

NAME	Trevor Cobby
<p>Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.</p> <p>I have lived in Cranleigh since 1974 except for when my wife Stephanie and I got married, and we lived in Broadbridge Heath for two years. I have also spent most of my working life working for businesses in Cranleigh.</p> <p>We have two grown up children who were baptised in St Nicolas Church, attended school in Cranleigh and married at St Nicolas. We now have four grandchildren as well.</p> <p>I have played cricket for Cranleigh Cricket club, where I used to coach young people from the age of 10 to 18 and umpire games. During my time at the club, I served on the committee and ran the bar.</p> <p>I also played football for Cranleigh Football Club and again was involved with coaching and refereeing young people.</p> <p>More recently I have been Secretary and Chairman of the Cranleigh and District Branch of the Royal British Legion. During my time as chairman the branch was awarded the Surrey County Chairman's Cup for being the most outstanding branch in Surrey.</p> <p>I currently serve on the committee of Cranleigh Village Sports and Social Club.</p> <p>I volunteer for the Commonwealth War Graves Commission as a speaker and carry out cemetery inspections to assess the condition of headstones and the condition of the cemeteries, and I must say that Cranleigh Cemetery is the best kept that I have inspected.</p> <p>Over the last few years, I have been involved with the Parish Council for the planning of Remembrance Sunday where I have done risk assessments and event management plans. I was also part of the planning committee for the Kings Coronation event in the village.</p> <p>During my many years in Cranleigh I have got to know many people and how they feel about the village, past, present and future. Many of these people have commented on the way that the Parish Council are giving much more to the village than in years gone by. For instance, the children's play area at Snoxhall, the help given to Cranleigh Football Club, and the organisation of various events in the village.</p> <p>Therefore, I feel I could serve the Parish Council well with my understanding of the local community.</p> <p>I would welcome the opportunity of being involved in the planning of future events for the village such as VE Day 80 which is coming up in May, and to continue to contribute towards the planning for Remembrance Sunday each year.</p> <p>I quite often use the phrase 'giving something back'. This refers to all the good things that I have been involved with over the years as part of the community, and have taken great satisfaction from, and I wish to continue to do so as part of Cranleigh Parish Council.</p> <p>Please note that this form will be included as a background paper with the agenda for the Council meeting at which your co-option is considered and will be accessible on the Parish Council's website.</p>	



## CRANLEIGH PARISH COUNCIL

NAME	Jacek Golab
<p>Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.</p> <p>I have been living in Cranleigh since 2022 and I presently work on the Rydinghurst Estate. I am originally from Poland but have been a Permanent Resident in the UK since February 2006 and have lived in different parts of the UK previous to moving here.</p> <p>I have a Masters Degree from Poland in the field of Mechanical Engineering, Economics and Business Management. I have a great deal of experience in Project Management and have worked as Business Analyst, Business Development Manager and Managing Director in the fields of Construction, Production and Logistics for over 18years</p> <p>I was also a non-executive member of the Board of Polish National Industry</p> <p>In my hometown I served as a councillor for 4 years, where I worked especially on ensuring road safety. I held regular listening sessions to hear from my residents and did what I could to support them.</p> <p>I would like to join Cranleigh Parish Council and become a Councillor because I want to share my knowledge and professional experience and maybe even bring some new points of view for the local community.</p> <p>I am a good listener, and I believe that it is an important skill for a councillor, to listen and to act for the good of everyone– with the aim of making Cranleigh an <i>even</i> nicer place to live.</p> <p>Please note that this form will be included as a background paper with the agenda for the Council meeting at which your co-option is considered and will be accessible on the Parish Council's website.</p>	



## CRANLEIGH PARISH COUNCIL

NAME	Brian David Steel
<p>Please use the space below to outline your reasons for seeking co-option to Cranleigh Parish Council.</p> <p>I have lived in Cranleigh since the early 1980s, when I moved down from Kingston-upon-Thames, initially living on the Park Mead estate, but about 37 years ago moved to the house on Alfold Road where I still live with my wife, Barbara.</p> <p>My interests and skill set include the Musical Arts (I am an active pianist, and have been musical director of numerous amateur shows, including in Horsham, Woking, Epsom, Dorking, Worthing and (more locally) Peaslake). I also work as a software programmer (my "day") job, and hold a close interest in the natural environment, backed by my degree in Plant Biology from Imperial College, London.</p> <p>Following the disastrous (in my opinion, at least) BREXIT vote and subsequent termination of Britain's membership of the EU, I decided to get more involved with politics, joining the Liberal Democrats in about 2018.</p> <p>During the television debates between Johnson and Corbyn, I was creating graphics and memes in "real time", for Guildford Lib Dems to put out on social media during the broadcasts, on behalf of Zoe Franklin. I also did telling duties for the 2019 general election.</p> <p>After the COVID pandemic lockdowns, I began doing further volunteering with local Lib Dems, including canvassing in Cranleigh, Bramley and Shalford, attending meetings of local activists, and also taking high-quality photos of local events, such as Sir Ed Davey's visit to Milford and Ripley last year, for Laura Cavaliere and James Barratt for their respective local election campaigns. I also did likewise for Paul Follows for his General Election publicity.</p> <p>So in short, I have got to know a number of local Lib Dem councillors, and would now like to get even more deeply involved; hence, my interest in being co-opted onto Cranleigh Parish Council. I'd like to be active, and hopefully "make a difference".</p>	

**CRANLEIGH PARISH COUNCIL – STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2024/25**

Parish Council	Finance Committee (Max. 7)	Planning Committee (Max. 12)	Personnel Committee (Max. 5)	Neighbourhood Plan Committee (Max.6)	Property & Asset Committee (Max. 12)	Subject Access Request
Claire Bennett Rosemary Burbridge Alan Morrison Dave Nicholas Hannah Nicholson Marc Scully Liz Townsend Rowena Tyler Clive Walker** George Worthington	Rosemary Burbridge Dave Nicholas** Liz Townsend Clive Walker Mark West George Worthington	Claire Bennett Rosemary Burbridge** Dave Nicholas Hannah Nicholson Marc Scully Rowena Tyler* Clive Walker George Worthington	Rosemary Burbridge** Hannah Nicholson Marc Scully Rowena Tyler Mark West*	Liz Townsend* Mark West**	Rosemary Burbridge Alan Morrison Dave Nicholas* Marc Scully Clive Walker George Worthington**	Dave Nicholas** Marc Scully Liz Townsend Rowena Tyler Clive Walker* George Worthington

\* Chairman

\*\* Vice Chairman

PARISH COUNCIL OBSERVERS	Observer	Deputy	Reserve
Acute Treatment Centre	G Worthington	Vacancy	
Chamber of Commerce	M Scully		
Climate Change Lead	M West		
Cranleigh Arts Centre	M Scully		
Cranleigh Brick and Tile Liaison Group	D Nicholas		
Cranleigh Community Fund	R Burbridge		
Cranleigh Flood Forum	M Scully, E Townsend		
Cranleigh Health and Wellbeing	M Scully		
Cranleigh Heritage Trust	R Burbridge		
Cranleigh Library	R Burbridge		
Cranleigh Networking Group	E Townsend, R Tyler		
Cranleigh Vallendar Club	M Scully		
Cranleigh Neighbourhood Watch	D Nicholas		
Dementia Friendly Cranleigh	H Nicholson		
Destination Cranleigh	D Nicholas		
Draft Business Plan	D Nicholas, E Townsend, C Walker		
Dunsfold Advisory Group	Vacancy		
Gatwick - CAGNE	Vacancy		
High Street SCC Working Party	C Walker		
Internal Audit	D Nicholas, C Walker		
Knowle Park	R Burbridge, H Nicholson		
Leisure Centre	C Walker, G Worthington		
Older Persons Network	R Burbridge		Rowena Tyler
Recreation Users Group	R Burbridge		
Remembrance Day	D Nicholas, E Townsend, G Worthington		
Rowleys	M Scully		
SALC	R Burbridge		
SCC Wayfinding Working Party	M Scully, C Walker		
Surrey Police	R Burbridge		
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Clerk	Vacancy	
Waverley Cycle Forum	R Burbridge		
WBC Economic Development Strategy	D Nicholas, G Worthington		
WBC Town and Parish Planning Forum	M Scully, M West		
Wey & Arun Canal	M Scully, G Worthington, vacancy, vacancy		
Youth Council	R Burbridge		
Youth Lead	B Bell, R Burbridge, H Nicholson, A Morrison, M Scully, E Townsend, R Tyler		
Henry Smith Charity - 2 Councillors + 3 independent members	B Bell		
	Brian Cheesman	C Walker	Cathy Gould
		Roy Gaspar	

If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.

**MINUTES OF THE ANNUAL PARISH MEETING  
HELD IN THE VILLAGE HALL ON THURSDAY 06 MARCH 2025 at 7.00PM**

**PRESENT**

Chairman: Cllr M Scully.

Clerk: Parish Clerk B Bell FSLCC and Senior Admin Clerk L Glazier.

There were 49 members of the public at the meeting including Parish Councillors: M Scully (Chairman), C Bennett, R Burbridge, D Nicholas, H Nicholson, E Townsend, R Tyler, M West.

Apologies: Cllrs A Morrison, C Walker, G Worthington.

The Council Chairman welcomed everyone to the Annual Parish Meeting.

**MINUTES OF THE LAST MEETING ON 07 MARCH 2024**

The minutes were AGREED as a correct record.

**MATTERS ARISING**

There were no matters arising.

**REPORT FROM THE CHAIRMAN OF THE PARISH COUNCIL**

The Chairman gave a presentation detailing the work of the Council since the last Annual Parish Meeting in 2024. His report was following by a short video diary of events in the last year in Cranleigh.

**CHAIRMAN'S AWARDS**

The Chairman wished to acknowledge the work of members of our community who have contributed their time to helping others and presented the following persons with a small trophy:

- Val at Sainsburys for the donation of food for the Christmas lunch.
- Karl at Co-op for the donation of food for the Christmas lunch and topping up when they needed more items.
- Jennifer and Sarah from Cook for providing frozen and fresh foods for the Christmas lunch.
- Rob at Rawlings for the donation of meat for the Christmas lunch.
- Vivianna and her family who cooked the Christmas lunch.
- Martin Bamford for being a great support to the Parish Council and community.

**PRESENTATION BY SURREY COUNTY COUNCIL ON THE HIGH STREET IMPROVEMENTS**

Surrey County Council gave the presentation appended to these minutes. The presentation detailed the outcome of the recent community engagement and High Street improvements that will and will not be advanced. They explained that the next steps are to procure a designer for the High Street improvements scheme to prepare the detailed designs. Surrey County Council will then provide a further update.

**PRESENTATION BY CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID)**

Cranleigh BID gave the presentation appended to these minutes. Cranleigh BID are working to provide public WIFI in the village. They encouraged members of the public to use the QR code provided to access a survey about public WIFI in the village.

### **PRESENTATION BY CRANLEIGH HERITAGE TRUST**

Cranleigh Heritage Trust gave the presentation appended to these minutes. The old cottage hospital dates back to the Battle of Agincourt in 1446. The Heritage Trust have succeeded in obtaining National Lottery Heritage funding to restore the hospital. The next steps are to recruit experts to support the project using the funding provided.

Dr Napper founded the village hospital in 1859 providing healthcare free for all. He was an apothecary growing his own medicinal plants in the hospital grounds, something which the Cranleigh Heritage Trust would like to replicate in the future. The Weald and Downland Museum have made a visit to the hospital and provided some advice on restoration.

### **PRESENTATION BY CRANLEIGH HEALTH AND WELLBEING**

The health and wellbeing project looks at Cranleigh being the nucleus serving its hinterland of Alfold, Dunsfold and Ewhurst. The project aims to make community connections and members of the public were invited to access their survey using the QR code provided.

### **QUESTIONS FROM ELECTORS**

#### **Are the pedestrian islands remaining in the High Street?**

Surrey County Council confirmed they will be staying.

#### **What have you done to address the flooding at the Post Office crossing point?**

Surrey County Council said the detailed design of the raised crossing point should help with the flooding.

#### **Can you ask the Traffic Warden to visit Knowle Lane more frequently.**

Surrey County Council said they have requested more enforcement, the Traffic Warden currently visits twice a week.

#### **Concerns were raised about the loss of free parking in the High Street during the High Street improvement works and the impact on businesses. A request was made for free parking bays in the main car parks.**

Surrey County Council said they are not removing the free parking in the High Street and will endeavour to carry out the improvement works at night to minimise disruption to businesses. Surrey County Council had asked Waverley Borough Council if they could provide some free parking in their car parks but Waverley Borough Council declined their request.

#### **Concerns were raised about the safety of the High Street pavements which has a range of users.**

Surrey County Council said they would need to widen the pavements to make improvements which would narrow the road, which was not supported in the community engagement.

#### **A request was made to re-surface the current pavements without widening them.**

Surrey County Council said their preferred pavement width is 1.2m and some of the pavements are narrower than this. The pavements are in multiple ownerships and re-surfacing of the pavements in Surrey County Council ownership could result in flooding of the privately owned pavements.

#### **There has been no presentation this year about the Leisure Centre.**

Cllr E Townsend said Waverley Borough Council had unanimously agreed to support the planning application for the new Leisure Centre last night. The new Leisure Centre is due to open at the end of 2027, the current Leisure Centre will remain open until then.

#### **Concerns were raised about the reduced parking available during the Leisure Centre build.**

Parish Council Chairman Cllr M Scully said the Parish Council had offered its former tennis courts to Waverley Borough Council for the duration of the project as either a storage compound or temporary parking.

**A member of the public said they were delighted that new posts had been installed on grass verges in the last year to prevent vehicles damaging the verges.**

**A member of the public asked why Alfold Road is closed for road works but there seems to be very little happening.**

Surrey County Council said the road has to be closed for the safety of the workforce and it enables them to start work immediately in the morning.

**A member of the public asked what is happening in Stocklund Square.**

Cllr M Scully said Stocklund Square is in private ownership but planning permission has been granted to replace the shelter to enable people to shelter from the rain whilst waiting for the bus.

**Cllr M Scully said that when Thames Water undertake road works, there can be a delay to completion of the work whilst they await water analysis results.**

**A member of the public advised that the High Street will be closed for four nights from 17 March 2025 by the Cranley Hotel for roadworks.**

**A member of the public said that public WIFI will not completely supplement the need for a better 4 or 5G signal in Cranleigh.**

Chairman Cllr M Scully thanked the guest speakers for their presentation, the residents for their questions and the Councillors for all their hard work.

The Chairman closed the meeting at 8.45pm.

Signed.....

Date.....



## CRANLEIGH PARISH COUNCIL

### ANTI-HARASSMENT AND BULLYING POLICY

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## **Introduction**

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

## **Policy**

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

## **What type of treatment amounts to bullying or harassment?**

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Sexual harassment is a form of unlawful harassment (as defined above) which entails unwanted conduct of a sexual nature. A person of any gender can be a victim of sexual harassment, and it may be committed by a person of any gender.

Third party harassment and discrimination refers to the harassment and/or discrimination of an employee or worker that is carried out by someone who is not an employee or worker and may include:

- customers or clients
- suppliers and
- independent contractors and consultants.

The use of the word 'harassment' throughout this policy includes sexual harassment.

Examples of bullying and harassment include:

- **unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex/gender, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.
- **unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation, distribution or display of suggestive or offensive pictures, objects or written materials (including "pin-up" calendars) or videos through any means.
- **bullying** - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.
- **virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- **conduct of a sexual nature** – includes unwanted physical, verbal and non-verbal conduct as discussed above; further examples include displaying pornographic or explicit images, indecent exposure, e-mails with sexual content, sexual innuendo, sexual solicitation, sexual assault; see also, coercion.
- **coercion** - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.
- **isolation or non-co-operation at work** - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

## **Sexual Harassment**

Sexual harassment is unlawful and will not be tolerated. Complaints resulting in the finding of sexual harassment having taken place will be subject to disciplinary action, up to and including summary dismissal (without notice). Or in the case of a worker, their engagement with us may be terminated.

- Sexual harassment can include, but not limited to:
  - unwanted physical, verbal and non-verbal conduct of a sexual nature
  - displaying pornographic or explicit images
  - indecent exposure
  - using e-mail or social media to make inappropriate, derogatory or offensive content that is of a sexual nature, which can include sexual innuendos, sexual solicitation, sexual assault. This can include sharing, posting, liking or tagging someone in a post
  - unwanted physical, verbal and non-verbal conduct of a sexual nature that is towards another person, such as a colleague, customer, client, suppliers, contractors or any other third party associated with us

Examples of situations involving sexual harassment:

- A male colleague alters a pornographic image by placing an image of their female colleague's face onto it. He then sends it to other colleagues causing them to ridicule her.
- An employee has a sexual relationship with their supervisor. They then end their relationship as they think it was a mistake. The next day, the supervisor grabs the employee's bottom and says, "come on, don't play hard to get".
- Male workers download pornographic images onto their computers in an office where a woman works. She finds out about the images being downloaded and that the images are creating a hostile and humiliating environment for her.
- During a busy dinner service, one member of the waitressing team is helping in the kitchen to prepare orders. The chef makes inappropriate comments of a sexual nature about her appearance and makes advances towards her that include touching her back and shoulder whilst passing by or reaching for items.

Employees and workers should be aware that individuals may be held personally liable for their own acts and behaviour.

### **Third party harassment and discrimination**

Third party harassment and discrimination refers to harassment and/or discrimination of an employee or worker, that is carried out by someone who is not. Third party harassers and discriminators may include:

- customers or clients
- suppliers and
- independent contractors and consultants.

Third party harassment will not be tolerated, and we take reasonable steps to prevent it from occurring. This includes:

- Warning notices to our service users
- Having a recorded message at the beginning of telephone calls
- Information in terms and conditions
- Providing regular training for managers and staff to raise awareness of rights related to sexual harassment and of this policy
- Provide specific training for managers to support them in dealing with complaints
- Take steps to minimise occasions where staff work alone
- Where possible, ensure lone workers have additional support
- Carry out a risk assessment when planning events attended by clients/customers and/or suppliers

Any employee or worker who believes that they have been the victim of third-party harassment and/or discrimination should immediately report the incident to their manager. In the case of an agency worker, they should immediately report it to both their temporary recruiting agency and to their point of contact within our organisation. Where an employee or worker has been harassed and/or discriminated against by a third party, we will take reasonable steps to prevent any recurrence. The options may include:

- Issuing a warning about their behaviour
- Banning a other type of 3rd party
- Reporting criminal acts to the police
- Sharing information with other branches of our organisation

If an employee harasses and/or discriminates against a, supplier or an independent contractor or consultant the employee will be subject to disciplinary action. In the case of a worker, may have their agreement terminated.

Examples of third party harassment and/or discrimination:

- A young member of the bar staff is subjected to sexually offensive terms by a customer.
- In a retail store, an employee faces repeated harassment from a regular customer. The customer makes inappropriate comments about the employee's appearance and personal life, and sometimes behaves in a rude or aggressive manner. Despite the employee's attempts to handle the situation politely and report the behaviour, the harassment continues, causing significant stress and discomfort.

### **Victimisation**

Victimisation is when someone is treated less favourably because they have committed, or it is believed they may commit a "protected act". "Protected acts" include bringing legal proceedings relating to harassment or discrimination against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer about their alleged discriminatory and unlawful practices, etc.

We encourage employees and workers to challenge or raise incidents of unacceptable behaviour should they witness or experience it directly. Disciplinary action, including summary dismissal, without notice, may be taken against an employee who is found guilty of victimisation. In the case of a worker being found guilty of victimisation, their terms and conditions of engagement may be terminated with immediate effect.

Examples of victimisation:

- A casual worker gives a witness statement as part of a grievance and disciplinary process that supports a colleague's claim of sexual harassment. As a result, their line manager fails to provide them with any further work.
- an employee files a complaint about racial discrimination by their manager. After raising the complaint, the employee's performance reviews become increasingly negative, even though their performance has not changed. The unfair reviews are used as a basis for denying them a promotion.

### **Risk assessment**

We will identify and assess the risks associated to bullying and harassment and identify reasonable measures to prevent it from occurring. The findings will be recorded in writing, and we will keep our assessment under continuous review.

A copy of the risk assessment can be found in the Council Office and can be supplied to employees, workers, or third parties as requested.

We encourage all employees and workers to inform their manager of areas in which they believe harassment protection could be further improved.

We also consider risks relating to bullying and harassment in our other organisational risk assessments, including our risk assessments for lone workers.

Employees should not go alone to visit clients in their own homes unless the client is well known to them, or us and a risk assessment has been undertaken. Information on the name and address to be visited and estimated time of return must be given to the appropriate manager when home visits are arranged.

## Reporting concerns

### What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

### What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

### What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

### What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

## Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague or another councillor to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### **Raising a formal complaint**

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council, if the behaviour was not from a Councillor (if it was please see raise to the Monitoring Officer). A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

#### ... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

#### ... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

#### ... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

### **During the investigation**

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF  
Telephone 01483 272311

Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk) E-mail [clerk@cranleigh-pc.gov.uk](mailto:clerk@cranleigh-pc.gov.uk)

## **Hearing**

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

## **Victimisation**

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

## **False allegations**

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

## **Disclosure and confidentiality**

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

## **Use of the disciplinary procedure**

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.

March 2025

Review: October 2026



## Notes

### 1. Protected characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Harassment is unwanted conduct related to a 'protected characteristic'. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

### 2. Legal risks

An employee does not need to be employed to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed because of a health condition can make a discrimination claim at a tribunal.
- An employee in their probationary period may claim discrimination if their employment has been ended for no credible reason.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### 3. Culture and behaviour

Modern day workforces are eclectic, and a positive culture throughout the council enables staff with different backgrounds and beliefs to share ideas and shape how the council achieves what councillors decide for the community.

Different people find different things acceptable. It may not be obvious that some behaviour would be unwelcome or could offend a person. Those in positions of 'power' over an employee may not always understand how words or actions are received. An employee may not always find it easy to communicate how they really feel. 'Banter' that on the face of it is reciprocated may nonetheless be unwelcomed and damaging. Others who overhear comments, or learn of them third hand, will form judgements about the culture.

Whilst both staff and councillors jointly determine what the working culture is like, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies. Examples of unacceptable behaviour at work include (but are not limited to):

- physical conduct ranging from touching to sexual advances and serious assault;
- the offer of rewards for going along with sexual advances, e.g. promotion, access to training;
- suggestions that refusing sexual advances will adversely affect aspects relating to employment (such as pay, promotion, training, work opportunities, or any other condition of employment or development);
- comments about a person's appearance;
- jokes or comments of a sexual or racial nature or about an individual's age, disability, sexual orientation or religion;
- questions about a person's sex life;
- unwanted nicknames, especially related to a person's age, race or disability;
- the use of obscene gestures;
- excluding an individual for a non-work reason
- treating an employee differently because they have, or are perceived to have, a 'protected characteristic' or are associated with someone who does;
- the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person;
- spreading malicious rumours or insulting someone;
- picking on someone or setting them up to fail;
- making threats or comments about someone's job security without good reason;
- ridiculing someone;
- isolation or non-cooperation at work; and
- excluding someone from social activities.

#### 4. During the investigation

Employers have duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it's important to consider their wellbeing and mental health.

Ensure that you regularly communicate with both parties.

## 5. Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelled a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

## 6. False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially Gross Misconduct.

## 7. Complaints against councillors

Following the Ledbury case, the law is clear that any formal complaint regarding a breach of the Code of Conduct must be referred to the Monitoring Officer for investigation. During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees with the employee reasonable measures to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person to whom the complaint has been made etc.

## **Notice of Making of an Order**

**Highways Act 1980  
Wildlife and Countryside Act 1981  
Surrey County Council  
Public Bridleway no. 352 (Cranleigh)  
Public Path Diversion and Definitive Map  
and Statement Modification Order 2025**

The above Order, made on 27 February 2025 under section 119 of the Highways Act 1980 and section 53A(2) of the Wildlife and Countryside Act 1981 will, if confirmed, divert public bridleway no. 352 (Cranleigh) from a point 100 metres north west of its junction with the B2130 Elbridge Road (grid ref. 503869 139112) proceeding generally north for 330 metres to point B (grid ref. 503857 139440) to a line running adjacent to the Wey and Arun Canal, starting from the same point and proceeding northwest and generally north to grid ref. 503845 139171, then generally north and northeast to rejoin the current bridleway at grid ref. 503857 139440, a total distance of 340 metres.

A copy of the order and map may be seen free of charge at the Countryside Access Office, Surrey County Council, Merrow Depot, Merrow Lane, Guildford GU4 7BQ (by appointment Tel. 0300 200 1003) and at Waverley Borough Council, The Burys, Godalming, GU7 1HP and Cranleigh Library High Street, Cranleigh, GU6 8AE during opening hours. The notice can also be viewed on [www.surreycc.gov.uk](http://www.surreycc.gov.uk) under Footpaths, Byways and Bridleways. A copy of the Order may be purchased from the County Council for £4.

Any representation or objection relating to the order must be sent in writing to the Countryside Access team (quoting reference DW/RC/3/1/5) at Surrey County Council, Merrow Depot, Merrow Lane, Guildford GU4 7BQ not later than 4 April 2025. Please state the grounds on which they are made. If no such representations or objections are duly made, or if any so made are withdrawn, Surrey County Council may confirm the order as an unopposed order. If the order is sent to the Secretary of State for Environment, Food and Rural Affairs for confirmation any representations or objections which have not been withdrawn will be sent with the order. Any representations not withdrawn will be sent with the order to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Please note that in the interests of open government, responses to this consultation may be disclosed to the public and may be summarised for inclusion in committee reports. If you do not wish your personal details to be made public, please notify us in your response.

Dated: 7 March 2025

Carolyn McKenzie, Director – Environment

Any Enquiries relating to this notice should be directed to: Countryside Access Team, Surrey County Council, Whitebeam Lodge, Merrow Depot, Merrow Lane, Guildford, GU4 7BQ. Telephone: 0300 2001003 or email: [rightsofway@surreycc.gov.uk](mailto:rightsofway@surreycc.gov.uk)

**Public Path Diversion and  
Definitive Map and Statement Modification Order**

**HIGHWAYS ACT 1980  
WILDLIFE AND COUNTRYSIDE ACT 1981**

**SURREY COUNTY COUNCIL  
PUBLIC BRIDLEWAY NO. 352 (CRANLEIGH)  
PUBLIC PATH DIVERSION AND DEFINITIVE MAP  
AND STATEMENT MODIFICATION ORDER 2025**

This Order is made by Surrey County Council (“the authority”) under Section 119 of the Highways Act 1980 (“the 1980 Act”) because it appears to the authority that in the interests of the public it is expedient that the line of the path should be diverted.

This Order is also made under Section 53A(2) of the Wildlife and Countryside Act 1981 (“the 1981 Act”) because it appears to the authority that the Surrey County Council definitive map and statement require modification in consequence of the occurrence of an event specified in section 53(3)(a)(i) of the 1981 Act, namely the diversion (as authorised by this order) of a highway shown or required to be shown in the map and statement.

The Wey and Arun Canal Trust has agreed to defray any compensation which becomes payable in consequence of the coming into force of this order and any expenses which are incurred in bringing the new site of the path into a fit condition for use by the public.

Waverley Borough Council has been consulted as required by Section 120(2) of the 1980 Act.

**BY THIS ORDER:**

1. THE public right of way over the land situated to the east of the Wey and Arun Canal and to the north of the B2130 Elmbridge Road and shown by a bold continuous line on the map contained in this order and described in Part 1 of the Schedule to this order shall be stopped up upon confirmation of this order and thereupon the Surrey County Council definitive map shall be modified by deleting from it that public right of way.
2. There shall upon confirmation of this order be a public bridleway over the land situated to the east of the Wey and Arun Canal and to the north of the B2130 Elmbridge Road described in Part 2 of the Schedule and shown by a bold broken line on the map contained in this order, and thereupon the Surrey County Council definitive map shall be modified by adding that path to it.
3. The Surrey County Council definitive statement shall be modified as described in Part 3 of the schedule to this Order.
4. WHERE immediately before the date on which the said bridleway is diverted there is apparatus under, in, or over, along or across it belonging to statutory undertakers for the purpose of their undertakings, the undertakers shall continue to have the same rights in respect of the apparatus as they then had.

## Schedule

### Part 1

#### Description of site of existing path or way

Public bridleway no. 352 (Cranleigh) from point A (grid ref. 503869 139112) proceeding generally north for 330 metres to point B (grid ref. 503857 139440), as shown on drawing no. 3/1/5/H50.

### Part 2

#### Description of site of new path or way

Public bridleway no. 352 (Cranleigh) from point A (grid ref. 503869 139112) proceeding northwest and generally north to point C (grid ref. 503845 139171), then generally north and northeast to point B (grid ref. 503857 139440), a total distance of 340 metres, as shown on drawing no. 3/1/5/H50. The recorded width will be 4.0 metres throughout, consisting of a 3.0 metre surfaced path plus a 1.0 metre verge to the west.

Part 3  
Modification of Definitive Statement  
Variation of particulars of path

**Waverley**

R/W No	Status and Width	Description (Limitations shown in bold)	Width Fence to Fence	Condition or Surface	Remarks	Map No.
352	BW  <i>3.0m surfaced, 1.0m verge to the west</i>	FROM Elmbridge Road east of the Wey and Arun Junction Canal in a northerly direction:-  Occupation road <i>Towpath</i>  Occupation road Field gate and Stile Occupation road Junction with R/W 353 R/W proceeds in a westerly direction:-  Occupation road Field gate Stile Path (field margin) Junction with R/W 354 R/W proceeds in a north-westerly direction:-  Green lane  TO Parish boundary north of "Rydinghurst Farm"	9'0"  9'0" 9'0"  10'0"  15'0"	Metalled <i>Crushed stone</i>  Metalled   Earth  Earth	<i>Public path diversion order 2025</i>          Continues as R/W 352 in the Parish of Bramley	TQ 03

The text in italics will be added to the Surrey County Council definitive statement.

Executed as a Deed by affixing the Seal of SURREY COUNTY COUNCIL  
on 27 February 2025 in the presence of :-

*Nancy El-Shatoury*  
Nancy El-Shatoury (Feb 27, 2025 15:18 GMT)

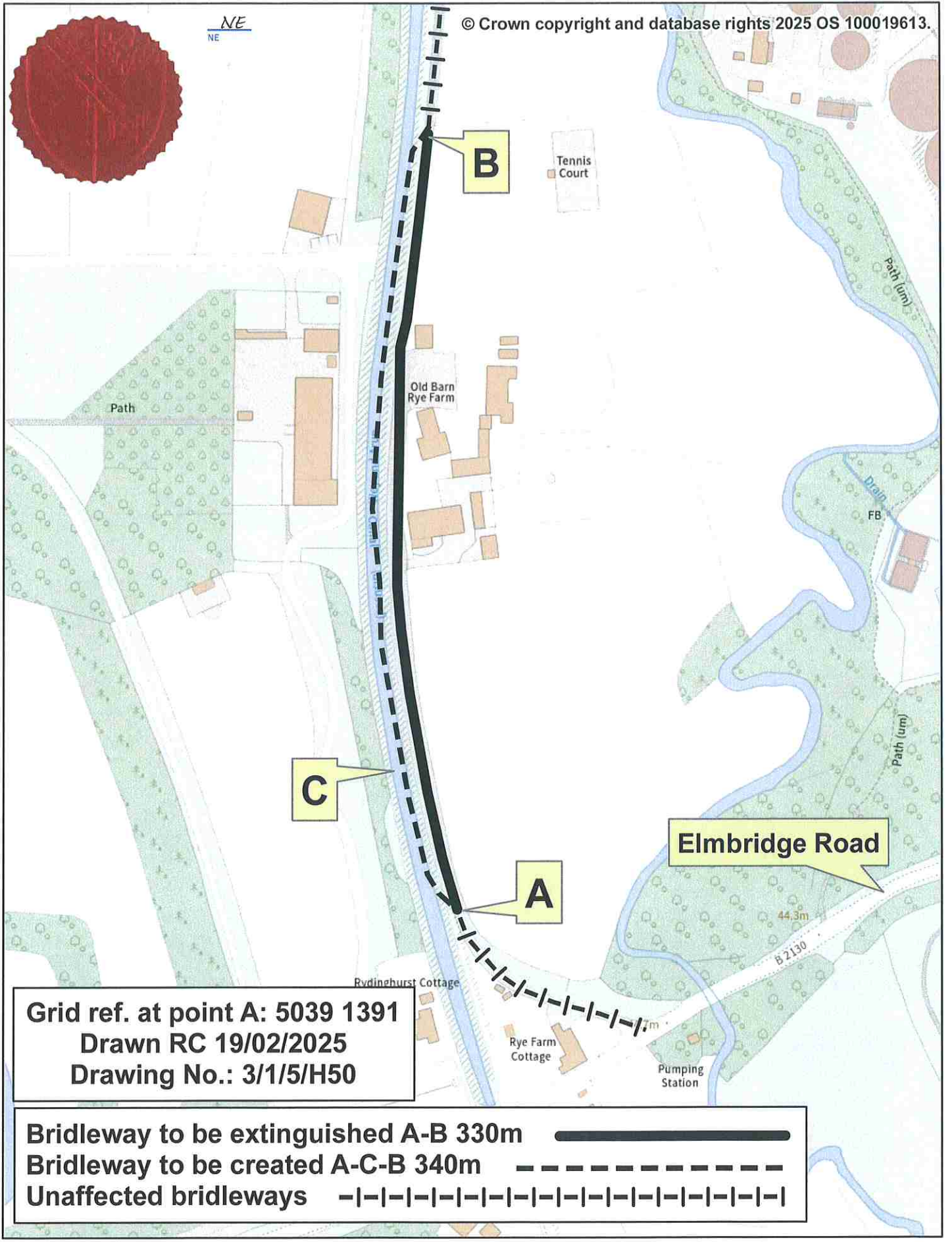
Principal Solicitor

Director of Law & Governance/Authorised Signatory








NE  
NE



Grid ref. at point A: 5039 1391  
 Drawn RC 19/02/2025  
 Drawing No.: 3/1/5/H50

Bridleway to be extinguished A-B 330m   
 Bridleway to be created A-C-B 340m   
 Unaffected bridleways 

N  
  
 1:2,000

**Surrey County Council**  
**Public Bridleway No. 352 (Cranleigh)**  
**Diversion Order 2025**



DATED 27 FEBRUARY 2025

HIGHWAYS ACT 1980 SECTION 119  
WILDLIFE AND COUNTRYSIDE ACT 1981 SECTION 53A

SURREY COUNTY COUNCIL  
PUBLIC BRIDLEWAY NO. 352 (CRANLEIGH)  
PUBLIC PATH DIVERSION AND  
DEFINITIVE MAP AND STATEMENT MODIFICATION ORDER 2025

Ref: DW/RC/3/1/5

**SURREY COUNTY COUNCIL**  
No. IN SEALING REGISTER 1631 - 1632  
.....  
\*Countryside Access Officer (Legal Definition) Date: 7  
ORDERED TO BE SEALED






# 352\_DraftOrder+Plan

Final Audit Report

2025-02-27

Created:	2025-02-27
By:	Maliha Ahmed (maliha.ahmad@surreycc.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0ngoQRETh-y-5vJO6wBO31HtgQlhCs7L

## "352\_DraftOrder+Plan" History

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-  Document approved by Maliha Ahmed (maliha.ahmad@surreycc.gov.uk)  
Approval Date: 2025-02-27 - 13:50:39 GMT - Time Source: server- IP address: 212.219.23.1
-  Document emailed to Nancy El-Shatoury (NANCY.EL-SHATOURY@SURREYCC.GOV.UK) for signature  
2025-02-27 - 13:50:43 GMT
-  Email viewed by Nancy El-Shatoury (NANCY.EL-SHATOURY@SURREYCC.GOV.UK)  
2025-02-27 - 15:17:13 GMT - IP address: 212.219.23.97
-  Nancy El-Shatoury (NANCY.EL-SHATOURY@SURREYCC.GOV.UK) entered valid password assigned by the sender.  
2025-02-27 - 15:17:27 GMT
-  Document e-signed by Nancy El-Shatoury (NANCY.EL-SHATOURY@SURREYCC.GOV.UK)  
Signature Date: 2025-02-27 - 15:18:09 GMT - Time Source: server- IP address: 212.219.23.97
-  Agreement completed.  
2025-02-27 - 15:18:09 GMT

## Clerk

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**From:** Anna Beams <office@surreyalc.gov.uk>  
**Sent:** 21 February 2025 11:19  
**Cc:** Sally Harman  
**Subject:** Surrey Devolution Action Request - \*Please send to all councillors\*

Dear Member,

We have set up a [Devolution Updates Webpage](#) to help keep you informed about the major developments in the devolution story within Surrey.

At this stage there are two main updates:-

1/ **Statutory invitation issued:** The Minister of State for Local Government and English Devolution has issued a statutory invitation ([full Letter: Surrey – GOV.UK](#)) to all Borough, District and County Councils in Surrey to develop unitary proposals which will bring together lower and upper tier local government services into new unitary councils. They have been requested to submit an interim Local Government Review plan by the 21st March 2025 with full proposals to be sent in by the 9th May 2025.

2/ **SALC Unitary Recommendation Letter:** In response we have sent a [SALC Unitary-Recommendation-Letter](#) to Minister Jim McMahon and all the political leaders and CEOs of Surrey's County, Borough and District Council's. The paper highlights the key benefits of this sector to local residents in Surrey and empathises the importance of including SALC's recommended list of Parish, Town, and Community Council Unitary Partnership Mechanisms in any restructuring of local government within the County. We have asked that any proposed Local Government Reorganisation submissions by Borough, Districts, and County incorporate these Partnership mechanisms to ensure that local communities are at the heart of decision-making going forward.

### **Request for Action**

***We are now calling on you, our members, to share our Unitary Recommendation letter with your Borough, District and Surrey County Councillors to maximise the chances of our message being received and acted upon.***

We are anticipating the publication of a White Paper on Communities this March, which is expected to give more in depth guidance on the role of Parish, Town and Community Councils going forth. We will continue to update you as and when we hear more.

Kind regards,

Sally Harman

Chief County Officer

07498 884532



Surrey Association of Local Councils  
Eastgate House  
Dogflud Way  
Farnham  
Surrey  
GU9 7UD  
Mobile 07498884532

20<sup>th</sup> February 2025

Dear Minister of State Jim McMahon OBE MP,

CC:

Cllr Tim Oliver OBE, Leader of Surrey County Council  
Terence Herbert, CEO Surrey County Council  
Cllr Mike Rollings, Leader of Elmbridge Borough Council  
Adam Chalmers, CEO Elmbridge Borough Council  
Cllr Shaun Macdonald, Leader of Surrey Heath Borough Council  
Nick Steevens, Interim CEO Surrey Heath Borough Council  
Cllr Ann-Marie Barker, Leader of Woking Borough Council  
Richard Carr, Managing Director Commissioner Woking Borough Council  
Cllr Julia McShane, Leader of Guildford Borough Council  
Pedro Wrobel, Joint CEO Guildford Borough Council  
Cllr Paul Follows, Leader of Waverley Borough Council  
Pedro Wrobel, Joint CEO Waverley Borough Council  
Cllr Stephen Cooksey, Leader of Mole Valley District Council  
Karen Brimacombe, CEO Mole Valley District Council  
Cllr Catherine Sayer, Leader of Tandridge District Council  
David Ford, CEO Tandridge District Council  
Cllr Richard Biggs, Leader of Reigate and Banstead Borough Council  
Mari-Roberts Wood, CEO Reigate and Banstead Borough Council  
Cllr Hannah Dalton, Leader of Epsom and Ewell Borough Council  
Jackie King, CEO Epsom and Ewell Borough Council  
Cllr Joanne Sexton, Leader of Spelthorne Borough Council  
Daniel Mouawad, CEO Spelthorne Borough Council  
Cllr Linda Gilham, Cllr Robert King, Cllr Steve Ringham, Cllr Don Whyte, Co-Leaders Runnymede Borough Council  
Andrew Pritchard, CEO Runnymede Borough Council

**SURREY ASSOCIATION OF LOCAL COUNCIL'S (SALC) RECOMMENDATION ON THE ROLE OF  
PARISH, TOWN & COMMUNITY<sup>1</sup> (PTC) COUNCILS WITHIN SURREY'S PROPOSED STRATEGIC  
UNITARY LOCAL GOVERNMENT STRUCTURE.**

**THE CONTEXT**

The Central Government's English Devolution White paper (16<sup>th</sup> December 2024) has called for a **rewiring of the relationship between central and local government and with principal authorities and town and parish councils**. Further to this the Local Government Association (LGA) wants every council in England to secure devolution that aligns with their local economies and residents' needs. They are seeking genuine devolution of powers and resources, which can significantly promote inclusive economic growth, create jobs, and improve public services. Both Surrey's Association of Local Councils (SALC) and National Association of Local Councils (NALC) have noted that effective devolution must recognise PTC Councils as the community tier of local government, serving as a strong voice for local neighbourhoods and an effective tier for service delivery.

SALC have reviewed the learning from the establishment of Unitary Authorities elsewhere in the Country including, but not limited to, Cornwall, Wiltshire, Cumbria, Somerset, Northants and Shropshire. We have also held discussions with and shared learnings from other County Associations that have gone through the process. This has resulted in us establishing a concise list of mechanisms that would work well when creating new ways of working, and roles and responsibilities that could be shared between newly established Unitary Authorities and PTC Councils. The learning elsewhere shows that the most successful Unitarisation and Devolution processes have worked with PTC Councils as key partners and the introduction of new PTC Councils where none existed previously.

**We seek that any restructuring of local government within Surrey includes the list of partnership mechanisms set out below and urge that any proposed Local Government Reorganisation submissions incorporate them within their proposal to ensure local communities are at the heart of decision-making going forward.**

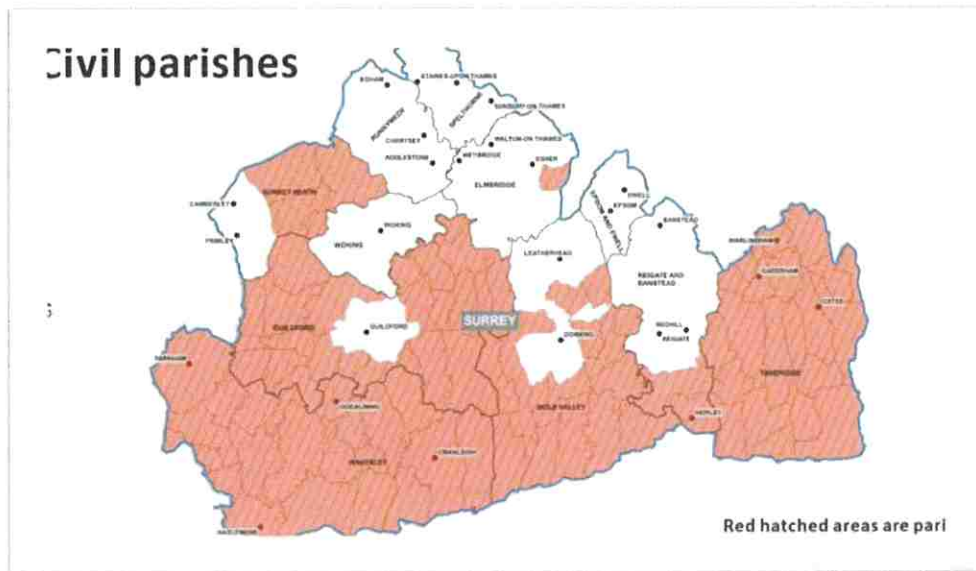
**We also exhort Surrey partners to take up the challenge to rewire the relationship and work with SALC and NALC to ensure that local statutory bodies (whether a town, parish or community council), are set up across all communities in the new Unitary structure rather than informal groups that are not accountable to the electorate or representative of their local areas.**

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<sup>1</sup> In England, a parish council can call itself a *community council*, as an 'alternative style' under the Local Government and Public Involvement in Health Act 2007.

## 2024/25 SURREYS PARISH & TOWN COUNCIL EXISTING NETWORK

Parish and Town Councils in Surrey currently cover an area comprising an electorate of 278,242<sup>2</sup> which equates to 32% of Surrey's 882,083 total electorate<sup>3</sup>. Within Surrey there are 86 Parish and Town Councils who raise £10.26m between them with an average Band D precept of £60.76. These Councils vary in size, services and assets.



	No of Parishes	Council Tax base	Average Band D Precept	Amount Precepted on Billing Authority
<b>Waverley</b>	<b>21</b>	<b>58262</b>	<b>£81.27</b>	<b>£4,735,228</b>
<b>Guildford</b>	<b>24</b>	<b>31759</b>	<b>£73.39</b>	<b>£2,330,834</b>
<b>Tandridge</b>	<b>22</b>	<b>39128</b>	<b>£31.48</b>	<b>£1,231,716</b>
<b>Mole Valley</b>	<b>13</b>	<b>8956</b>	<b>£46.24</b>	<b>£414,143</b>
<b>Surrey Heath</b>	<b>4</b>	<b>14554</b>	<b>£57.80</b>	<b>£841,150</b>
<b>Reigate and Banstead</b>	<b>2</b>	<b>12639</b>	<b>£51.49</b>	<b>£650,760</b>
<b>Elmbridge</b>	<b>1</b>	<b>3576</b>	<b>£15.85</b>	<b>£56,680</b>
<b>TOTAL</b>	<b>87</b>	<b>168874</b>	<b>£60.76</b>	<b>£10,260,511</b>

- Note: Populations, assets and services and staffing sizes mean precept levels can vary considerably from parish to parish.

<sup>2</sup> 2024/25 DMHCLG

<sup>3</sup> 2023 ONS

## **THE MAIN BENEFITS OF PARISH, TOWN & COMMUNITY COUNCILS**

The main benefits of PTC Councils address core issues Surrey County Council, Borough Councils and Districts Councils are currently facing: -

1. **Create a sense of place, pride, culture, ownership and belonging for its residents** resulting in better mental wellbeing and strengthened community cohesion increasing community resilience. Areas with a PTC Council are more likely to generate a localised culture of volunteering.
2. Provide **key local assets and services** such as allotments, public toilets, community centres, bus shelters, playgrounds, green spaces maintenance, economic development and business support, and sometimes local transport where none exists.
3. Provide **vital statutory feedback** on areas such as planning and development and often have enacted written statutory instruments, including Neighbourhood Plans and other supplementary planning documents that form part of the body of planning policy on which Officers and the Planning Inspectorate rely.
4. Build **local community resilience plans** for use in emergencies that occur due to weather, pandemic, infrastructure collapse or war events. These are the plans that the District and County, and soon the Unitary Authority, request and ask local PTC Councils to deploy in emergencies.
5. Provide **grants to help key local community organisations**. These organisations can offer vital support to key social groups in need such as Youth Clubs and Senior support groups which have faced reductions as a result of pressure on principal authority finances.
6. Provide **key community support services** such as youth clubs and support groups for the elderly, helping to combat social isolation and loneliness.
7. Run or support **local events which help foster community relationships** resulting in better mental wellbeing and strengthened community cohesion and reducing social isolation and loneliness.
8. **Offer true localised consultation and decision making** accountable to the local electorate.

## **PARISH/TOWN & COMMUNITY COUNCILS FUTURE ROLE WITHIN SURREY**

So that the benefits to Surrey's residents and the new unitary authorities of PTC Councils can best be incorporated in its impending restructure, the following should be adopted: -

1. PTC Councils must be considered the new Unitary Authority's **collaborative partners** in meeting local needs.
2. A **climate of openness and trust** must be in place from the start to ensure this process is as effective as possible and truly benefits local communities.
3. Ensure **consultation** of the PTC sector which is closest to residents and electorate is ingrained in the new government formation and its identified needs are acted on. This will ensure true **local democracy** can succeed.



4. PTC Councils' **statutory role regarding development** is vital and consideration should be given to making PTC Councils *consultees* on strategic matters such as social needs, infrastructure and education planning.
5. Ensure **financial efficiencies** are galvanised rather than simply passing the tax burden down to the 1<sup>st</sup> tier of government. The impact on Surrey residents' purse must be viewed as a whole rather than the Unitary Authority operating in silos.
6. **Expand PTC Councils** to the rest of Surrey so to ensure local resident connection, local democracy and localised devolution can exist throughout Surrey as part of a move to new Unitary councils.

## KEY PARTNERSHIP MECHANISMS

Specifically, we urge the newly formed unitary proposals to include mechanisms that have been identified as working well in other newly formed Unitary areas: -

1. **A Charter** between Parish, Town and Community Councils and the Newly Formed Unitary(ies) establishing clear rights and responsibilities, mutual expectations, procedures and ways of working. The Charter will help avoid duplication and ensure efficiency of service delivery. Needs to be reviewing regularly and be binding.
2. **Parish Council Lead Liaison Officer** supported by Senior Community Development officers in new established unitary structure. North Yorkshire has deployed this set up and seen success.
3. Create **Community Networks** led by new Unitary Senior Community Development Officers. There are already 87 PC and TC in Surrey which could rise with roll out of new Councils. A new unitary will need to run two-way communication with all of them so clustering via community networks can make this more manageable. The role of the network could include: -
  - Monitoring quality of local services.
  - Consulting with residents and raising issues back into Unitary.
  - Supporting and developing local partnerships.
  - Helping develop local projects and funding to respond to community needs.
4. **Create a PTC Council and Unitary Lead Focus Group.** Establish a group of sample PTCs to develop better ways of working and improvement ideas whether that be communication, highways, disaster response etc. This would be a permanent group set up for to facilitate improvements and consistency in ways of working between each new Unitary and their PTC Councils. Such roles would be rotated amongst PTC Councils over time, to ensure engagement across all PTC Councils
5. **Monthly meetings with SALC, representatives of nominated lead PTC Councils for the County and new Unitary Authority leaders.**
6. **Training support for the sector** to include courses on how to work with new Unitary Authority and process for transfer of service or assets.
7. **Transfer of Assets and Services to PTC Councils.** Early agreement is key to success and ensuring vital local community assets are not lost, particularly in areas with no current PTC. We would urge asset transfer invitations are sent by Districts and Borough Councils to PTC Councils ahead of the new unitary formation as evidence elsewhere has shown they are more successfully implemented in advance of the new unitary formation rather than after. The

outgoing authorities should sustain local facilities at a local level subject to Parish, Town or Community Council confirming: -

- i. It has carried out resident consultation and a clear need has been identified.
- ii. There is a business case demonstrating the Council has the long-term financial means to take on an asset or service plus the correct support structures in place in terms of Council staff, assets etc.
- iii. The Council has the legal power to take on services and assets.
- iv. The Council has access to legal, financial, and property specialists to ensure agreements are sound and align with statutory obligations and the outgoing authorities may need to provide this support if not.

The new Unitary must recognise the diversity of capability and desire of PTC Councils and create capacity for the Unitary to handle multiple contacts effectively.

The outcome of a transfer of a service can take various forms: -

- i. Influencing and monitoring by PTC Councils with management remaining with the Unitary
- ii. Joint/enhanced delivery
- iii. Agency Agreements
- iv. Delegated Authority
- v. Full transfer of Services or assets

Examples of asset and service transfer elsewhere include: -

- **Cornwall:** Councils took on services such as public toilets, libraries, street cleaning, verge maintenance, and footpath schemes through management agreements. The legal requirements of the transfer and associated costs were often supported by the Unitary.
  - **Wiltshire:** Assets like sports facilities and car parks were devolved to parish councils with clear agreements on responsibilities.
  - **Somerset:** Taunton Town Council took responsibility for key public spaces, demonstrating effective collaboration during reorganisation.
8. **Create New PTCs in currently non-parished areas.** This is essential to ensure local representation, decision-making, preserve vital local assets and avoid service gaps in communities. Some Surrey Boroughs and Districts are fully parished, some partly and some are not. With one large, higher tier of local government, PTC Councils are vital, both to understanding and meeting local needs as well as to ensure that Unitarisation does not feel like it is moving government further from people.

Shadow PTC Councils and partnerships can smooth the transition whilst SALC can provide training and ongoing advice and support. The normal process to create a PTC Council is a Community Governance Review (CGR) led by the District or Unitary council. A CGR requires public consultation, and assesses the geographical boundaries, electoral arrangements, and governance structure of the proposed parish council to ensure they are suitable for the community.

The order creating the new unitary council should outline the need for CGRs in specific areas (e.g. previously unparished urban centres) and a faster decision-making process, but the creation of parish councils still requires public consultation and following the CGR principles.

In Cornwall and Wiltshire (2009) and Northamptonshire 2021, new town councils such as Salisbury City Council, St Austell Town Council and Northampton Town Council were created as a result of CGRs triggered during the transition to unitary status. CGR reviews should ideally be conducted during the shadow authority phase, and should reflect required PTC Council sizes, if any. SALC is also committed to working with NALC and the government on minimum effective sizes of PTC Councils.

### **SUMMARY OF RECOMMENDATION**

**Any restructuring of local government within Surrey should include the list of PCT Unitary Partnership Mechanisms and any proposed Local Government Reorganisation submissions should incorporate them within their proposal so to ensure local communities are at the heart of decision-making going forward.**

*S Harman*

Sally Harman, Chief County Officer SALC

Signed on behalf of the Surrey Association of Local Councils Board, all serving councillors from across the County: -

Deputy Lord-Lieutenant, Chair of SALC Cllr Chris Howard, Womersley Parish Council

Vice Chair of SALC Cllr Katia Malcaus-Cooper, Windlesham Parish Council

Cllr Stuart MacLachlan, Capel Parish Council.

Cllr Mike George, Horley Town Council

Cllr Graham Alleway, West End Parish Council

Cllr Deborah Sherry, Woldingham Parish Council