



CRANLEIGH PARISH COUNCIL

NAME

MARY ANN JOHNSON

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

I have a keen interest in local matters, particularly recreation for all ages and abilities; from football + cricket to keep fit for those with limited mobility (chair yoga etc.).

Now that I am retired I would like the opportunity to get to know my village better and have the time to give it the time.

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.

Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF

Telephone 01483 272311

Website: www.cranleigh-pc.gov.uk E-mail clerk@cranleigh-pc.gov.uk



CRANLEIGH PARISH COUNCIL

NAME	Yvette Nicholson
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I am eager to join the parish council to represent residents, support vital services, and contribute to improving our local environment and community facilities.

I have worked in NHS community premises for the past 28 years and currently hold qualifications in Health and Safety and Facilities Management. My professional experience includes health and safety compliance, space planning, facilities operations, and asset management. I regularly communicate with both board-level and operational teams, which has strengthened my ability to listen, collaborate, and find practical solutions.

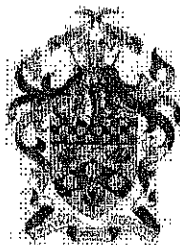
Volunteering is especially important to me, and I believe that active involvement in the community helps build a stronger, more connected village. My children have all attended schools, nurseries, and extracurricular activities in Cranleigh, giving me valuable insight into the needs of local families. I am particularly interested in exploring opportunities for residents of all ages.

I would like to work with others to find practical, long-term solutions to help keep Cranleigh clean, green, and welcoming for everyone.

Subject Access Request

Dave Nicholas**
Marc Scully
Liz Townsend
Rowena Tyler
Clive Walker*

[illegible]



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
Tel. 01483 272311
E-mail clerk@cranleigh-pc.gov.uk

APPLICATION FOR GRANT

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

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

APPLICATION DETAILS

Organisation Name	CRANLEIGH VILLAGE DISTRICT GUIDES
Contact Name	LINDA KOSCIA
Position in Organisation	TREASURER
Organisation Address	
Post Code	
Contact Telephone No	
Registered Charity	YES / NO

PROJECT DETAILS

Project Name	ELECTRICAL SAFETY WORK	
Project Location	GUIDE HALL, VILLAGE WAY, CRANLEIGH.	
Project Start Date	JUN 25	
Project End Date	JULY 25	
Total Cost of Project:	£ 1655.04	
Amount Requested*	£ 750	Percentage of Project Cost% 50%.

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£ 15,000
What is the applicants policy for use of those Reserves? [brief outline to be given]	TO MAINTAIN SUFFICIENT FUNDS FOR THE DISTRICT TO OPERATE FOR THE NEXT 3 YEARS AND TO HAVE SUFFICIENT FUNDS TO COVER ALL REMEDIAL WORK AS REQUIRED.

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES / NO
If YES give details:	
Do you have funding from other authorities ?	NO
If YES give details	
Have any fundraising activities been arranged ?	YES / NO
Any other relevant additional information to support the request:	

GRANT DETAILS

What is the Grant required for ?	
<u>Project Aims</u> [one/two sentences stating overall aim]	THE WORK HAS ALREADY BEEN CARRIED OUT FOLLOWING THE 5 YEAR EICR INSPECTION WHICH PRODUCED A FAILURE REPORT.
<u>Project Objectives</u> [state three/four key objectives]	THE URGENCY OF THE WORK FOR SAFETY REASONS PRECLUDED WAITING FOR GRANTS TO BE APPROVED.

Project Description [outline a clear description of the project]	REMEDIAL WORK TO LIGHTING CIRCUITS.
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Implementation	
Which Organisation will be responsible for implementation of the project?	GM ELECTRICAL SERVICE
If land/property is involved	
Has permission been obtained ?	
Are there any current contracts or leases which may be affected ?	
Who owns the land ?	
Are any other consents required?	

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

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
MAINTENANCE OF GUIDE HALL
Who and how many of the local community will benefit ?
USED BY 200 YOUNG PEOPLE ON A WEEKLY BASIS DURING TERM TIME AND 50 ADULTS DURING THE WEEK.
How do you know there is a need for this project ?
FAILED EICR TEST

DECLARATION

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

A location plan or site plan	YES/NO
Copy of organisation's latest audited accounts	YES/ NO
Copy of constitution or set of rules	YES/NO
Evidence of any permissions or consents	YES/NO
Estimates/quotations to support the request <div style="text-align: center;">INVOICE</div> (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES/ NO

Signed: _____	Date: 4 9 25 .
Position in Organisation TREASURER	



GM Electrical Service

31, Oak Tree Drive,
Guildford,
Surrey GU1 1JL

INVOICE

Mrs Linda Koscia

Invoice No : 2019196

Invoice Date : 18th July 2025

Payment Terms : Immediate

Details	Amount Payable
<p>Carried out the following work at The Guide Hall, Village Way, Cranleigh, Surrey, GU6 8AF on the 17th and 18th July 2025:</p> <p><u>Job One</u></p> <ul style="list-style-type: none">• Rewired the lighting circuit in the hall.• Provided the necessary certification with the local Building Control. <p>Provided the following materials:</p> <ul style="list-style-type: none">• 50m x 1.0mm twin and earth cable.• Miscellaneous fittings as required. <p><u>Job Two</u></p> <ul style="list-style-type: none">• Installed a PIR-controlled sensor light in cool white in the main hall. <p>Provided the following materials:</p> <ul style="list-style-type: none">• 1 x PIR-controlled sensor light in cool white.• 6m x white mini trunking.• 6m x 1.0mm twin and earth cable.• Miscellaneous fittings as required. <p>All electrical work carried out by us has a 12-month guarantee which is valid from the date of completion, the invoice provided to you when the work is completed will entitle you to your guarantee.</p>	<p>£1,286.50</p> <p>£92.70</p>



GM Electrical Service

31, Oak Tree Drive,
Guildford,
Surrey GU1 1JL

Details	Amount Payable
<p>All materials supplied by GM Electrical Service are covered by the manufacturer's warranty.</p> <p>If there are any problems that have arisen from work carried out by us during the 12-month period, please contact us directly.</p> <p>For Bank payments: Sort Code: 09-01-28 Acct: 93861062 Acct Name: GM Electrical Service</p>	

Sub Total **£1,379.20**

VAT @ 20% **£275.84**

Total Amount Payable **£1,655.04**

**CRANLEIGH DISTRICT GUIDES
INCOME & EXPENDITURE ACCOUNT**

YEAR ENDED 31 DECEMBER 2024

	2024	2023
INCOME	£	£
HALL BOOKINGS	1821.25	1110.00
RESIDENTIALS	120.00	196.00
UNIT SUBS & LEVIES	3824.00	3239.00
DISTRICT DAY	0.00	259.21
INTEREST ON DEPOSIT	263.22	0.00
AMAZON	0.00	32.80
CARNIVAL PRIZE	100.00	0.00
	<hr/>	<hr/>
	6128.47	4837.01
 EXPENDITURE		
COMMISSIONERS EXPENSES	4.50	0.00
CENSUS FEE	48.50	0.00
GIFTS	0.00	77.17
CAMPING EQUIPMENT	0.00	99.56
DISTRICT MEETINGS AND SOCIALS	0.00	192.19
EQUIPMENT	165.06	0.00
CARNIVAL EXPENSES	27.91	0.00
FIRST AID EXPENSES	9.92	36.52
GROUND RENT	1.00	1.00
POPPY WREATH	27.50	25.00
 GAS AND ELECTRICITY	1183.52	2427.00
WATER	340.57	211.62
INSURANCE	1339.80	1052.60
CLEANING EXPENSES	540.00	240.00
HALL MAINTENANCE	791.98	617.73
WASTE COLLECTION	171.34	153.79
	<hr/>	<hr/>
	4651.60	5134.18
 EXCESS OF INCOME OVER EXPENDITURE	<hr/>	<hr/>
	1476.87	-297.17

**CRANLEIGH DISTRICT GUIDES
BALANCE SHEET**

YEAR ENDED 31 DECEMBER 2024

	2024	2023
BANK ACCOUNTS		
CURRENT ACCOUNT	23388.36	9062.88
FIXED TERM DEPOSIT	<u>12263.22</u>	<u>15000.00</u>
	35651.58	24062.88
 CREDITORS		
HELD ON BEHALF OF RANGERS	685.99	505.16
CENSUS MONEY COLLECTED ON BEHALF OF UNITS	5080.10	5149.10
GRANT RECEIVED FOR WINDOWS NOT YET USED	<u>10000.00</u>	<u>0.00</u>
	15766.09	5654.26
	<u>19885.49</u>	<u>18408.62</u>
 RESERVES		
RESERVE BROUGHT FORWARD	18408.62	18705.79
EXCESS OF INCOME OVER EXPENDITURE	1476.87	-297.17
	<u>19885.49</u>	<u>18408.62</u>
 DISTRICT FUNDS		
	<u>19885.49</u>	<u>18408.62</u>



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APPLICATION FOR GRANT

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APPLICATION DETAILS

Organisation Name	Disability Challengers
Contact Name	Ruby Pritchard
Position in Organisation	Trust Fundraising Officer
Organisation Address	Challengers Playcentre Stoke Park Guildford
Post Code	GU1 1TU
Contact Telephone No	01483 230 060
Registered Charity	YES / NO

PROJECT DETAILS

Project Name	Challengers Guildford Youthscheme	
Project Location	Bellfields Youth & Community Centre, 48 Hazel Avenue, Guildford GU1 1NS	
Project Start Date	Ongoing	
Project End Date	Ongoing	
Total Cost of Project:	£201,679	
Amount Requested*	£500	Percentage of Project Cost 0.2%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£559,378
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	Challengers' reserves policy is to maintain free reserves of between 3 and 5 months expenditure, plus an additional £50k-£100k for remedial property repairs and maintenance. Due to seasonal changes in activity levels this will fluctuate throughout the year. However, free reserves should be maintained between £639k and £1,082k. The main objective of the reserves policy is to deal with short term cashflow challenges to protect the long-term future of the charity. In addition, the trustees believe this level of reserve would allow a safe and sensible closure in the event that this was the only option. Reserves are reviewed monthly at the Finance and Risk subcommittee.

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES / NO
If YES give details:	Challengers were generously awarded a grant of £500 from Cranleigh Parish Council in November 2024
Do you have funding from other authorities ?	Yes
If YES give details	Surrey County Council funding through short breaks contract
Have any fundraising activities been arranged ?	YES / NO
Any other relevant additional information to support the request:	<p>After parental contributions and contracts with the local authority, this project still requires £87,357. We are seeking funding from Trusts, corporate partners and community supporters to ensure we can continue to provide these essential opportunities for disabled young people.</p> <p>We believe that parents of disabled young people should not have to pay more than their non-disabled peers, so whilst parents contribute £32 towards the cost of the scheme, it is proportionate to mainstream activities and we will ensure that, through our bursary and concessions policy, the cost is waived if it is a barrier to participation.</p>

GRANT DETAILS

What is the Grant required for ?	
<u>Project Aims</u> [one/two sentences stating overall aim]	Central to the Youthscheme is the belief that every disabled young person deserves a supportive environment where they can access the same play and leisure opportunities as their non-disabled peers—and thrive. Inclusion isn't just a buzzword to us—it's at the heart of everything we do.
<u>Project Objectives</u> [state three/four key objectives]	At the Youthscheme, we harness the power of play to: <ul style="list-style-type: none"> - Spark joy - Foster connection - Nurture creativity - Ensure that no young person ever feels disregarded or overlooked
<u>Project Description</u> [outline a clear description of the project]	<p>We are seeking funding from Cranleigh Parish Council for Challengers' Guildford Youthscheme, which supports 72 disabled young people, three of whom are Cranleigh Parishioners. The scheme runs on Saturdays, as well as during holidays (including half term), offering a rich programme of outbound trips to disabled young people aged 13 - 18. Past activities have included mini golf, bowling, high ropes, cooking and swimming as well as visits to Fisher's Farm and the beach.</p> <p>Too many disabled children and young people experience persistent rejection and social marginalisation, which is why we champion a non-exclusion policy, where no need or impairment is too complex. Challengers transforms barriers into breakthroughs, fostering a sense of inclusion so that every child and young person can show up as they are, confident that they will be welcomed, supported and celebrated.</p>

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

Timings	
When is the grant required by?	We would be grateful to receive the grant before the end of the calendar year and for it to contribute to the April 2025 to March 2026 budget for the scheme.
Timetable [kindly provide a timetable to implement the project]	The scheme is ongoing and as such does not have a completion date. To give you an idea of the number of sessions that are run, there are currently 20 scheme days planned between the date of this application and the end of the year, and a further 14 planned from the start of January to the end of March next year.
Date	Milestone

COMMUNITY PARTNERSHIPS

<p>How will the project give prompt and tangible benefit the local community ?</p> <p>The Youthscheme offers vital respite opportunities to local families of disabled young people. According to Carer's UK 2023 State of Caring survey, 'over three quarters (79%) of carers feel stressed or anxious, and half of carers (49%) feel depressed'. Caring carries a cost that goes far beyond finances (although we know that families of disabled children are disproportionately impacted by rising living costs too). Emotional overwhelm, mental burnout, and reaching the point of crisis are too often part of the narrative for those with caring responsibilities. Challengers' services provide essential breaks to parents and carers of disabled children and young people. A chance to pause, exhale and simply 'be', whatever that looks like, knowing their child is safe, included, and valued in our care, and that cost will never be a barrier to participation.</p>
<p>Who and how many of the local community will benefit ?</p> <p>We currently support three disabled young people and their families from Cranleigh at the Youthscheme.</p>
<p>How do you know there is a need for this project ?</p> <p>Our most recent Parent Carer Survey (October 2024) emphasized the importance of offering parents moments to pause and recharge from their caring responsibilities. As one parent summarised: "It is a real lifeline for us. It gives us an opportunity for respite, knowing [our daughter] is safe and having fun. She also gets to mix with friends, which can be a struggle. Challengers is a very valued and special place. It gives us a chance to breathe."</p> <p>We know there is a need for our services, as we currently have 11 families on the waiting list for our Guildford Youthscheme. We recognise that for many of the children and young people accessing our provision, their lives have become limited to the spaces of home and school. Challengers provides an additional pillar of support, broadening horizons and enriching experiences.</p>

DECLARATION

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

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

Signed	Date: 2 September 2025
Position in Organisation: Trust Fundraising Officer	

Funding Received: 25 November 2024

Report Date: 1 September 2025

Grant Amount: £500

We are very grateful to Cranleigh Parish Council for the generous gift of £500 made in November 2024. This support has played a vital role in facilitating inclusive leisure opportunities for disabled young people aged 13 to 18 at our Guildford Youthscheme.

The Youthscheme has continued to provide exciting trips to venues that our young people may otherwise not be able to attend. There has been a real success in ensuring that services were accessible for those with "hidden" disabilities. These young people's care needs might not be obvious to others, but they still struggle to access (or may have been excluded from) mainstream settings and benefit from our person-centred approach.

Activities have included swimming, cinema trips, bowling, karaoke, drumming, pizza making and even a reptile visit!

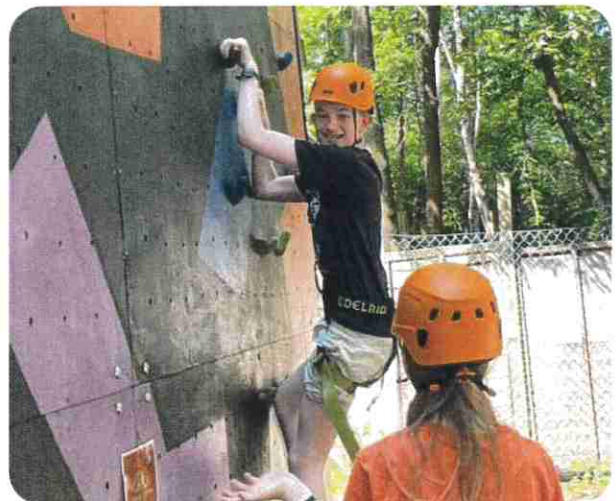
We could not have provided these opportunities without your financial support, and we are incredibly thankful that Cranleigh Parish Council shares our ambition of creating a more inclusive, accessible world!

"Challengers is home from home" (Parent of young person who attends Guildford Youthscheme)



With your support we have...

- ★ Welcomed two Cranleigh parishioners to Guildford Youthscheme
- ★ Enabled these young people to access a combined 22 sessions
- ★ Provided dedicated 1:1 support to one Cranleigh parishioner
- ★ Allowed families to benefit from 132 hours of respite



Thank you from everyone at Challengers!



Planning
Inspectorate

Temple Quay House
2 The Square
Bristol
BS1 6PN

Direct Line: 03034445136
Customer Services:
0303 444 5000

Email:
RIGHTSOFWAY2@PLANNINGINSPECTORATE.GOV.UK
www.gov.uk/planning-inspectorate

Notified Parties

Your Ref:
Our Ref: ROW/3356406

01 October 2025

Dear Sir/Madam,

Wildlife and Countryside Act 1981 - Section 53

Order Making Authority: Surrey County Council

Title of Order: THE SURREY COUNTY COUNCIL PUBLIC FOOTPATH NO 576 (CRANLEIGH)
AND PUBLIC FOOTPATH NO 565 (ALFOLD) DEFINITIVE MAP MODIFICATION ORDERS

Please note that the Council has already consulted/notified you about the making of the above mentioned Order(s). This letter is for your information only. If you are a statutory undertaker, any concerns about your apparatus should be addressed to the Council directly.

I refer to the above mentioned Order which has been submitted to the Secretary of State for confirmation.

The Order will be determined following a local inquiry which is due to be held at 10.00am 17 March 2026 at Cranleigh Village Hall, High Street, Cranleigh, Surrey GU6 8AG. The inquiry is scheduled to last 2 days.

Whilst most inquiries will be completed within the scheduled period, some may be shorter and some need to be extended, depending on the amount of evidence produced or the number of people wishing to be heard. It is therefore very important that if you wish to speak, give evidence or contribute to the inquiry in any way, that you attend on the opening day.

It would be useful for the Inspector if you could confirm whether or not you will be attending the inquiry. You should notify me immediately if your circumstances change or you change your mind nearer the date of the inquiry.

It is open to anyone who has made an objection or representation and anyone else with an interest in the Order to attend the Inquiry. However, we expect anyone who has asked us for an inquiry to be there (or send a representative^[1]).

All parties to the local inquiry procedure are expected to abide by The Rights of Way (Hearings and Inquiries Procedure) (England) Rules 2007, which can be found at Annex A of our booklet *Guidance on procedures for considering objections to Definitive Map and Public Path Orders in England*. The procedure, which is also summarised in section 4 of the booklet, sets out the timetable for the submission of statements of case and proofs of evidence. Your attention is also drawn to section 6 of the booklet which identifies the various matters to be considered by the Secretary of State or Inspector in deciding whether or not to confirm an order. This booklet can be found on our website at <https://www.gov.uk/government/publications/rights-of-way-guidance-booklet> . Hard copies are also available on request.

The enclosed notice, which will appear on our website, contains information about the Order, where queries about the Order should be directed, when and where documents relating to the Order can be inspected by the public and the timetable for sending statements of case and proofs of evidence. Please ensure you read the notice carefully.

All parties must keep to the timetable to ensure that statements of case are with us on time. If you plan to attend and give evidence, you will need to submit a statement of case, along with copies of any documents you wish to submit in evidence and a list of those documents. Late documents will be returned. As I have given details of the timetable, I will not send you reminders.

Please ensure our case reference number is quoted in all correspondence.

Notified parties only (not prescribed organisations) – unless you inform us that you have an interest in this Order, we will not contact you again. In due course the Inspector's decision will be available to view/download at

<https://www.gov.uk/guidance/rights-of-way-online-order-details>

We are encouraging local authorities to retain pdf copies of their submission bundle to the Planning Inspectorate. If you would like to receive a copy, please contact Surrey County Council to find out if one is available.

Definitions:

Statement of case – *a written statement containing full particulars of the case which a person proposes to put forward at a hearing or inquiry; it includes copies of any supporting documents which that person intends to refer to or put in evidence, and a list of those documents.*

We expect statements of case to be paginated, labelled, indexed and submitted in a clear order. Appendix E of our guidance booklet refers. <https://www.gov.uk/government/publications/rights-of-way-guidance-booklet>

Proof of evidence - *a document containing the written evidence which a person at a public inquiry will speak about. It should not rehearse all of the available evidence but should focus on the matters in dispute. It should not contain supporting documents.*

If you use Artificial Intelligence (AI) to create or alter any part of your documents, information or data, you should tell us that you have done this when you provide the material to us. [See the detailed guidance for further information.](#)

[1] Please refer to paragraphs 4.11 and 8.4 of our booklet *Definitive Map and Public Path Orders*

Yours sincerely,

Joanne Reid
Joanne Reid

<https://www.gov.uk/government/publications/planning-inspectorate-privacy-notice>

NOTICE OF ORDER

Wildlife and Countryside Act 1981

Surrey County Council

THE SURREY COUNTY COUNCIL PUBLIC FOOTPATH NO 576 (CRANLEIGH)
AND PUBLIC FOOTPATH NO 565 (ALFOLD) DEFINITIVE MAP
MODIFICATION ORDERS 2024

Notice is hereby given that the above referenced Order has been submitted to the Secretary of State for Environment, Food and Rural Affairs for determination. An Inspector will be appointed by the Secretary of State to determine the Order.

The **start date** for the above Order is 14 October 2025

Consideration of the Order will take the form of a public local inquiry.

The Inquiry will be held at **Cranleigh Village Hall, High Street, Cranleigh, Surrey GU6 8AG** on **17 March 2026** at 10.00am.

The effect of the Order, if confirmed without modifications, will be to modify the Definitive Map and Statement for the area by:

Adding a public footpath (No. 576 Cranleigh and No.565 Alfold), shown by a bold solid line on Drawing No. 3/1/5/H53, commencing as Footpath No. 576 (Cranleigh) at point A (GR 504055 138710) on Public Footpath 393 (Cranleigh) and proceeding along the field edge in a south-westerly direction for approximately 55 meters to point B where it joins the canal tow path and turns to run along the top of the tow path in a generally south easterly direction for approximately 510 meters to point C where it crosses the parish boundary and continues in a south westerly direction as Public Footpath No.565 Alfold for 90 metres to meet Public Bridleway 280a Alfold at point D.

The total distance A-B-C-D is 655 metres with a width of 2m.

Any queries relating to this Order should be referred to Joanne Reid by email: rightsofway2@planninginspectorate.gov.uk quoting reference number ROW/3356406 on all correspondence. Alternatively, queries may be sent in writing to The Planning Inspectorate, Rights of Way Section, Room 3/A Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. Telephone: 0303 444 5136.

Any person wishing to view the statements of case and other documents relating to this Order may do so by appointment at Surrey County Council, Whitebeam Lodge, Merrow Depot, Merrow Lane, Guildford, Surrey GU4 7BQ. Please contact Catherine Valiant catherine.valiant@surreycc.gov.uk, tel: 07976 394660.

Timetable for sending in statements of case and proofs of evidence

Within 8 weeks of the start date by [by 9 December 2025]

The Order Making Authority must ensure their statement of case is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send a copy (excluding copies of any supporting documents - these will be available to view at the Authority's offices) to everyone who has made an objection or representation and the applicant and any other person who has written to us in respect of the Order.

Within 14 weeks of the start date [by 20 January 2026]

Everyone who has made an objection or representation and anyone who wishes to give evidence at the Inquiry must ensure their statement of case¹ is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send full copies to the Authority. Copies will also be sent to the applicant, every person who has made an objection or representation and any other person who has written to us in respect of the Order (excluding copies of any supporting documents - these will be available to view at the Authority's offices).

Within the same period the applicant (if applicable) must ensure their statement of case is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send a full copy to the Authority. Copies will also be sent to everyone who has made an objection or representation and any other person who has written to us in respect of the Order (excluding copies of any supporting documents - these will be available to view at the Authority's offices).

4 weeks before the date of the inquiry [by 17 February 2026]

The Authority, everyone who has made an objection or representation, the applicant (if applicable) and anyone who wishes to give evidence at the Inquiry must ensure their proof of evidence (together with any summary) is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send copies of:

- i) the Authority's proof of evidence to everyone who has made an objection or representation; the applicant and anyone who has submitted a statement of case (including copies of any supporting documents - although none should be submitted with a proof of evidence);
- ii) the applicant's proof of evidence to the Authority, everyone who has made an objection or representation and anyone else who has

¹ If you wish to make a legal submission, this should be submitted at the same time as your statement of case. Otherwise legal submissions will have to be submitted in writing on the day of the inquiry.

submitted a statement of case (including copies of any supporting documents – although none should be submitted with a proof of evidence); and

- iii) all other proofs of evidence to the Authority, the applicant, everyone who has made an objection or representation and anyone else who has submitted a statement of case (including copies of any supporting documents – although none should not be submitted with a proof of evidence).

All parties must keep to the timetable set out above and ensure that statements of case and proofs of evidence are received by the Secretary of State on time. Late documents will be returned.

NOTE: If you use Artificial Intelligence (AI) to create or alter any part of your documents, information or data, you should tell us that you have done this when you provide the material to us. [See the detailed guidance for further information.](#)

We cannot accept any inflammatory, discriminatory or abusive comments. Any documents containing such comments will be returned.

MODIFICATION ORDER
WILDLIFE AND COUNTRYSIDE ACT 1981
THE SURREY COUNTY COUNCIL REVISED RIGHTS OF WAY MAP IN DEFINITIVE
FORM
AND THE SURREY COUNTY COUNCIL PUBLIC RIGHTS OF WAY DEFINITIVE
STATEMENT
THE SURREY COUNTY COUNCIL FOOTPATH NO.576 (CRANLEIGH) AND
FOOTPATH 565 (ALFOLD) DEFINITIVE MAP MODIFICATION ORDER 2024

This Order is made by Surrey County Council under Section 53(2)(b) of the Wildlife and Countryside Act 1981 ("the Act") because it appears to that authority that the Surrey County Council Revised Rights of Way Map in Definitive Form and the Surrey County Council Public Rights of Way Definitive Statement require modification in consequence of the occurrence of an event specified in section 53(3)(c)(i), namely,

The discovery by the authority of evidence which (when considered with all other relevant evidence available to them) shows that a right of way which is not shown in the map and statement subsists or is reasonably alleged to subsist over land in the area to which the map relates, being a right of way to which this Part applies.

The authority has consulted with every local authority whose area includes the land to which the Order relates; _____

The County Council of Surrey hereby order that:-

1 FOR the purposes of this Order the relevant date is 16 April 2024. _____

2 THE Surrey County Council Revised Rights of Way Map in Definitive Form and the Surrey County Council Public Rights of Way Definitive Statement shall be modified as described in Part I and Part II of the Schedule and shown on the map attached to this Order. _____

3 THIS Order shall take effect on the date it is confirmed and may be cited as the Surrey County Council Footpath No.576 (Cranleigh) and FP565 (Alfold) Definitive Map Modification Order 2024. _____

Executed as a Deed by affixing the Seal of SURREY COUNTY COUNCIL
on 16 April 2024 in the presence of:-

Emma Lipscombe
Emma Lipscombe (Apr 16, 2024 14:35 GMT+1)

Principal Solicitor



Director of Law and Governance / Authorised Signatory

SCHEDULE

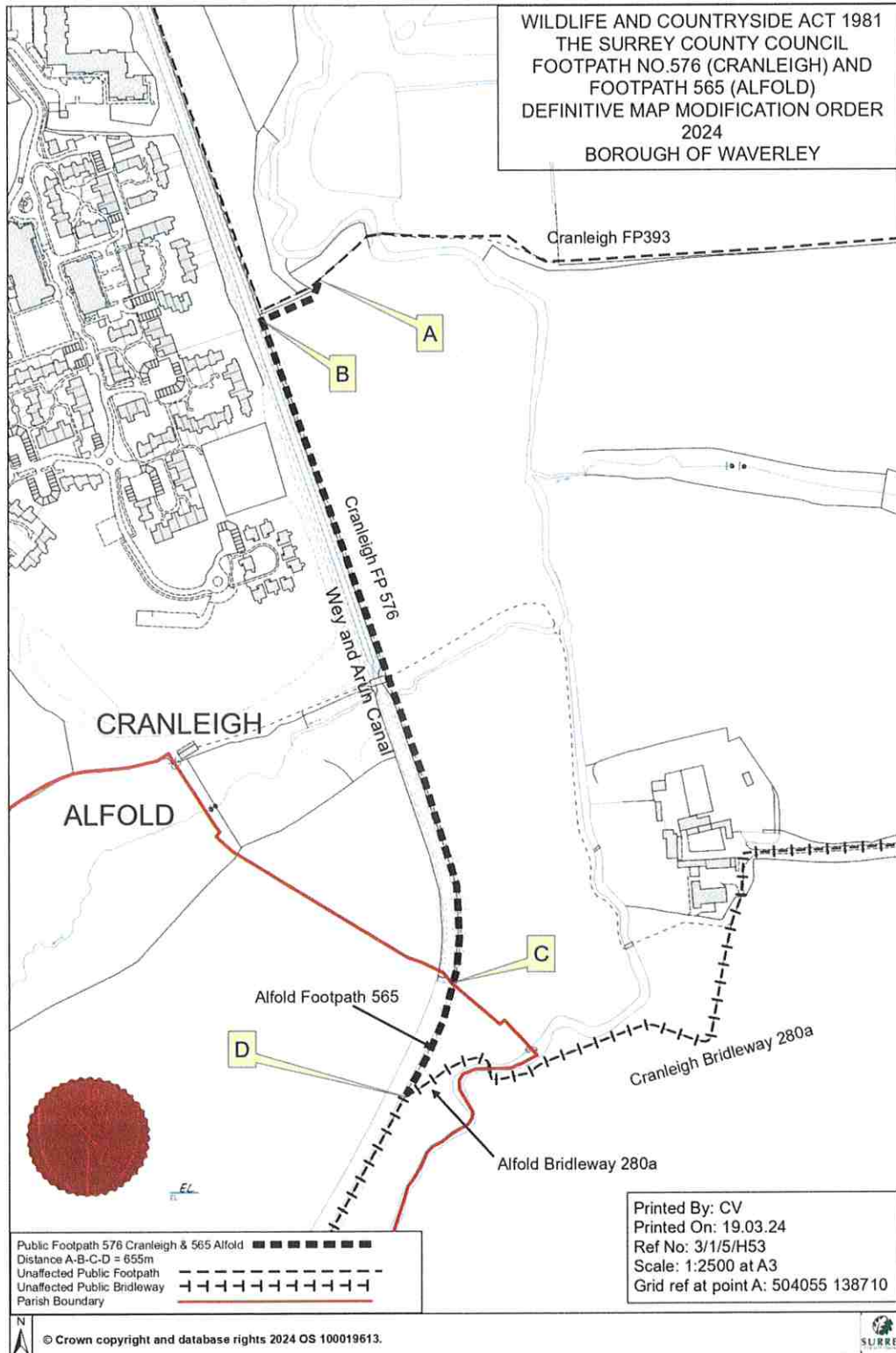
[Part I]

Modification of [Definitive] Map

Description of path or way to be added

Footpath No. 576 (Cranleigh) and Footpath No.565 (Alfold), shown by a bold solid line on Drawing No. 3/1/5/H53, commencing as Footpath No. 576 (Cranleigh) at point A (GR 504055 138710) on Public Footpath 393 (Cranleigh) and proceeding along the field edge in a south-westerly direction for approximately 55 meters to point B where it joins the canal tow path and turns to run along the top of the tow path in a generally south easterly direction for approximately 510 meters to point C where it crosses the parish boundary and continues in a south westerly direction as Public Footpath No.565 (Alfold) for 90 metres to meet Public Bridleway 280a (Alfold) at point D. The total distance A-B-C-D is 655 metres with a width of 2m throughout as indicated in the Definitive Statement in Part II of the Schedule.

WILDLIFE AND COUNTRYSIDE ACT 1981
THE SURREY COUNTY COUNCIL
FOOTPATH NO.576 (CRANLEIGH) AND
FOOTPATH 565 (ALFOLD)
DEFINITIVE MAP MODIFICATION ORDER
2024
BOROUGH OF WAVERLEY



[Part II]

Modification of [Definitive] Statement

Variation of particulars of path or way

R/W No	Status & Width Claimed	Description (Limitations shown in bold)	Width Fence to Fence	Condition or Surface	Remarks	Map No.
576	FP 2.0 m	FROM FP393 Cranleigh in a south-westerly and then south-easterly direction PATH TO the Parish Boundary with Alfold Parish	udf	Earth	MMO 2024	TQ03

R/W No	Status & Width Claimed	Description (Limitations shown in bold)	Width Fence to Fence	Condition or Surface	Remarks	Map No.
565	FP 2.0 m	FROM the Parish Boundary with Cranleigh in a south-westerly direction PATH TO the Public Bridleway 280a Alfold	udf	Earth	MMO 2024	TQ03

DATED 16 APRIL 2024

WILDLIFE AND COUNTRYSIDE ACT 1981
SECTION 53

THE SURREY COUNTY COUNCIL
REVISED RIGHTS OF WAY MAP
AND STATEMENT IN DEFINITIVE FORM

THE SURREY COUNTY COUNCIL
FOOTPATH NO.576 (CRANLEIGH) AND
FOOTPATH 565 (ALFOLD)
DEFINITIVE MAP MODIFICATION
ORDER 2024

CS/CV/3/1/5/CP588

SURREY COUNTY COUNCIL		SURREY COUNTY COUNCIL	
No. in sealing register	954-955	No. in sealing register	
Ordered to be sealed	<i>Countryside Access Team Manager</i> 19/02/2024 (EAI133)	Ordered to be sealed	

Email



Beverley Bell FSLCC
Parish Clerk
Cranleigh Parish Council
Village Way
Cranleigh
Surrey GU6 8AF

Dear Beverley,

Snoxhall Machine Shed, Cranleigh, Surrey

Following receipt of the Planning Consent for the Erection of a machine storage shed, welfare unit, workshop and open field shelter together with siting of a storage container and associated fencing, the Conditions attached to the Consent are now known, and so please see below our fee proposal for the submission of the requested documentation.

- 1. Project Brief:** We understand that you wish to:
 - A. Building One:** storage and workshop.
 - B. Building Two:** equipment store.
 - C. Building Three:** field shelter.
 - D. Shipping Container:** 2no.
 - E. Building Four:** welfare unit
 - F. Hard and Soft Landscaping:** compound fence around the site.
- 2. Building designation:** the building is not included within the Statutory List, and is not located within a Conservation Area.
- 3. Services:** the additional services that this project will require of us include:

RIBA Workstage 4 - technical design:

- a) **Drawings:** to prepare supporting drawings to describe full details of the soft landscaping and planting. To include details of; numbers, species, heights on planting and positions of all trees and shrubs including existing items to be retained and shall include details of all seeding and turfing and a timetable for the implementation of all landscaping.
- b) **Discharge of Conditions:** to prepare the information required for an application for the Discharge of Conditions attached to the Planning Permission WA/2025/01253 (Condition 4), and submit. The LPA will notify us of the application fee which will be forwarded to you for settlement direct.

Fees:

For tasks (a) and (b) we would request a fee of £720-00.

All sums are exclusive of Local Authority and other consultants' fees.

We are not VAT registered so no VAT addition will be required.

Payment is 14 days from date of invoice.

Should you decide not to proceed further at any time we shall cease work upon receipt of written instruction. Payment will be due on all fees and disbursements incurred on all work carried out up to that time, in accordance with your instructions.

Our fee proposal is valid for 28 days from the date of issue.

Copyright of the drawings and all documentation prepared by the practice remains with the practice. Upon settlement of all invoices a licence will be granted for the use of the documents for the purpose for which they were prepared.

For all additional services outside the scope of the services described in (a) and (b) over and above our proposal an hourly rate will apply at a rate of £75-00 per hour. Additional fee proposals will be provided prior to any additional work being undertaken.

4. Services required by other: the following is not included within our proposal but will be required during latter Work Stage's for the construction of this project:

- **Structural Engineer**
- **M&E Services Engineer**
- **Drainage Engineer**
- **Landscape Designer**

If you have any questions or require any further information, please contact us. We look forward to working with you to progress the project positively.

Yours sincerely

Jasmine Davey RIBA ARB
Carter Davey Architects

Signed(client)

Dated



Thorogood House
34 Tolworth Close
Surbiton
Surrey
KT6 7EW

Tel: 0208 339 7899
Fax: 0208 339 7898
E-mail: info@lanmor.co.uk
Internet: www.lanmor.co.uk

Chris Smaller
Hockley & Dawson
5 Birtley Courtyard
Bramley
Surrey
GU5 0LA

Our Ref: LAN/fee/AG/25-144

18 September 2025

Dear Chris

SNOXHALL FIELDS, KNOWLE LANE, CRANLEIGH, GU6 8JN

Further to your recent enquiry we are pleased to confirm our fee for the below ground foul and surface water Drainage Design for the proposed development at the above site. We understand the proposals are for the construction of a machine storage shed along with a welfare unit, workshop, open field shelter and storage containers.

Planning permission was granted in August 2025 (ref WA/2025/01253) and there are no conditions pertaining to drainage. Therefore, it will only be necessary to comply with the requirements of Building Regulations. As the site is underlain by Weald Clay Formation, soakaways are unlikely to be a viable option; however, the approved plans suggest there is a roadside ditch which could be used as an outfall for the surface runoff and treated foul water. Attenuation storage for surface water can be provided at the client's discretion. Given a Klargestor is proposed, it is assumed there is no mains drainage nearby.

To complete the design, we will require a mark-up of the ditch's location as it is not obvious on the plans (and is not picked up on the OS mapping). For our fee below we will produce drainage calculations and construction drawings to enable a suitable contractor to build out the scheme.

The scope of our report will include the following items;

- i) Liaison with client and other Design Team members
- ii) Review of geological records and existing drainage information
- iii) Design of below ground foul and surface water drainage networks
- iv) Sizing of SuDS structures including soakaways or attenuation tanks etc.

- v) Production of construction drawings including plans, schedules and sewer long sections
- vi) Drainage calculations report for submission to Building Control

Our fee for the Drainage Design will be **£1,475.00 plus VAT** and disbursements.

We assume we will be provided with the topographical survey, proposed site layout and floor plans in AutoCAD format with the proposed SVP and RWP locations.

It is our policy to invoice fees on an interim basis at regular monthly intervals as appropriate during the progress of the work with payment due 28 days after presentation. Our fees are exclusive of disbursements and are subject to VAT at the rate at the appropriate time. A copy of our Company Standard Terms and Conditions is attached for your information.

If you would like to accept our quotation, please complete and return the enclosed Client Details form which will be used for invoicing purposes. We trust the above is acceptable and we look forward to hearing from you soon.

Yours sincerely

Alex Grinsted

DESIGNER RISK ASSESSMENT

To be read in conjunction with the Pre-construction Health and Safety Plan included within the Specification of Works document

DRAFT FOR COMMENT

Potential Hazard	Present (Y/N/U) Yes/No/Unknown	Details	Severity (H/M/L) High/Medium/Low	Likelihood (H/M/L) High/Medium/Low	Action to eliminate or control	Action by
<u>The Site</u>						
Contaminated land	U					
Unstable ground	U					
Archaeology	U					
Previous land use		The site area was previously part of the Snoxhall playing field				
Overhead obstructions or services	N					
Underground obstructions or services	U					
Water table levels	U		L	M	undertake a percolation test prior to undertaking the works	Contractor
Public footpaths and bridleways	Y	It is an area of community use with allotments and football fields adjacent to the site. Pedestrians will be using the footpath that passes the entrance of the site. Risk of collision - injury to personnel	L	L	Be mindful of vehicles and moving plant entering the site. Access to the working area should be restricted by the Contractor and maintained at all times.	Contractor
Public access	N					
Occupied buildings	N					
Boundaries	Y	The site is bounded by public areas, all of which are field ad open pathways, these have a public right of way	M	M	All measures to be taken to prevent falling materials by using fencing/partitioning to cordon off a safe distance from the immediate working area.	Contractor
Trees	Y	existing treeline adjacent to the site along roadside	L	L	Be mindful of the existing trees and vegetation adjacent to the site and prevent damage manoeuvring to and within the site. A survey of the existing trees has been undertaken.	Contractor
Japanese knotweed	N					
Parking	Y	There is parking within the site area	L	L	Site manoeuvring for operatives is tight.	Contractor

Access	Y			L	L	Pedestrian access is to be separated from the working area by barriers etc.	Contractor
Delivery	Y			M	M	Delivery drivers should respect the road speed limit and to unload in designated storage area only. Delivery vehicles are not to reverse without banksmen. The contractor is to allow for the most suitable method of delivery. For the safety of other road users large delivery vehicles are to be guided out of the entrance onto the main road whilst operatives warn the traffic approaching from either way. All banksmen to observe the appropriate PPE whilst warning traffic and working in the public highway.	Contractor
Unloading materials and equipment	Y			M	M	If unloading from the roadside be mindful of the pedestrians and other vehicles/ road users and users of Snoxhall Field	Contractor
Compound	Y			L	L	Designated contractors compound to be agreed with the Employer The compound is to display all safety and warning notices at the primary entrance. The site office to be within the primary entrance of the compound clearly signposted and notification that all visitors must report to the site office.	Contractor
Storage	Y			L	L	Storage to be provided on site with agreement of the Employer, to be kept locked at all times. Where possible bulk materials are to be delivered 'just in time'	Contractor

<u>Existing Structures</u>							
Demolition works	Y	Injury to personnel or structures	H	L	Site to be fenced off from the public areas	Contractor	
Structural alterations	N						
Asbestos and general toxic materials	N						
Glazing	Y	Injury to personnel	L	L	Use protective gloves when handling	Contractor	
Insulation	Y	Injury from dust/ fibres	L	L	Use masks & gloves when handling. A majority of the insulation is likely to be glass/rock wool and therefore care must be taken when transporting to prevent the spread of fibers which are an irritant. Use masks, gloves and protective clothing when removing loose insulation batts.	Contractor	
Migration of dust and fumes	Y	Injury from dust/ fibres	L	L	The contractor should use extraction equipment coupled with hand tools (sanders etc.), and seek to fabricate where possible off of site or outside.	Contractor	

<u>Construction elements</u>							
Drainage	Y		H	L	Drainage works have been simplified where possible, however the contractor will need to remain mindful of adjusting live below ground drainage runs. Reduced dig has been minimised where possible, although the contractor will be required to consider protection of the excavations and the removal of soil. Consideration is required in respect of the transportation of bulk/heavy materials.	Contractor	

Foundations	Y
Ground floor	Y
Superstructure formation/ frame construction	Y
External walls	Y
Steelwork	Y
Cladding	Y
Render works	N
Painting (external)	Y
Upper floor construction and alterations	N
Internal masonry	N
Roof construction	Y
Alterations of existing roof	N

Collision or falling objects and manual handling issues – Injury to personnel or structures

M	L	Reduced dig has been minimised where possible, although the contractor will be required to consider protection of the excavations and the removal of soil. Consideration is required in respect of the transportation of bulk/heavy materials.	Contractor
L	L	Reduced dig has been minimised where possible, although the contractor will be required to consider protection of the excavations and the removal of soil. Consideration is required in respect of the transportation of bulk/heavy materials.	Contractor
L	L	Equipment to be provided to assist the movement of materials to the working area.	Contractor
L	L	Consideration is required in respect of the transportation of bulk/heavy materials.	Contractor
H	L	Equipment to be provided to assist the movement of materials to the working area.	Contractor
L	L	Protect against falling cladding and equipment.	Contractor
L	L	Protect other materials and against falling equipment.	Contractor
H	L	Equipment to be provided to assist the movement of materials to the working area. Provide temporary propping whilst the construction of the roof is being undertaken. Safety netting, and heras fencing to provide a safe zone around the works site.	Contractor

Guttering	Y	L	L	Equipment and PPE to be provided to assist the movement of materials into the working area and subsequent installation of all elements	Contractor
Rooflights	Y	M	M	Equipment and PPE to be provided to assist the movement of materials into the working area and subsequent installation of all elements	
Glazing	Y	M	L	Equipment and PPE to be provided to assist the movement of materials into the working area and subsequent installation of all elements	Contractor
External doors	Y	L	L	Equipment and PPE to be provided to assist the movement of materials into the working area and subsequent installation of all elements	Contractor
Construction processes Working zones	Y	H	M	Contractor to use barriers around immediate working zones when applicable and heras fencing for the main site.	Contractor
Temp support	Y	H	M	Adequately prop any fragile structure during construction to prevent potential collapse. Suitable equipment used at all times – risk assessments and method statements regularly reviewed.	Contractor
Lifting operations	Y	M	L	Suitable equipment and PPE used at all times – risk assessments and method statements regularly reviewed.	Contractor
Scaffolding/ temp roofing	Y	H	M	To be installed, inspected and maintained by specialist contractor. Suitable equipment and PPE used at all times – risk assessments and method statements regularly reviewed.	Contractor
Site welding	N				Contractor

Disc cutting	Y	Injury to personnel and structures	M	L	Use qualified operatives and wear suitable PPE, Protect the immediate working area with necessary barriers & protection.	Contractor
Cartridge tools	Y	Injury to personnel	M	L	Use qualified operatives and wear suitable PPE, Protect the immediate working area with necessary barriers & protection.	Contractor
Lead work	N				Contractor	Contractor
Mechanical services	Y	Electrocution, fire	H	M	Track and test the existing services prior to undertaking and new Works or remedial repairs.	Contractor
Electrical services	Y	Electrocution, fire	H	M	Track and test the existing services prior to undertaking and new Works or remedial repairs.	Contractor
Plumbing	Y	Manual lifting, chemical injury	M	L	Track and test the existing services prior to undertaking and new Works or remedial repairs.	Contractor
Floor finishes	Y	Manual lifting, chemical injury	L	L	Use qualified operatives and wear suitable PPE, Protect the immediate working area with necessary barriers & protection. Equipment to be provided to assist the movement of materials to the working area.	Contractor
Wall finishes	Y	Falling from mobile tower, chemical injury, chemical fumes	L	L	Use qualified operatives and wear suitable PPE, Protect the immediate working area with necessary barriers & protection.	Contractor
Ceiling finishes	Y	Falling from mobile tower, chemical injury, chemical fumes	L	L	Use qualified operatives and wear suitable PPE, Protect the immediate working area with necessary barriers & protection.	Contractor
Decorations	Y	Falling from mobile tower, chemical injury, chemical fumes	L	L	Use qualified operatives and wear suitable PPE, Protect the immediate working area with necessary barriers & protection.	Contractor

[illegible]

Guttering	Y	Risk of falling from ladders - injury to personnel Risk of water ingress - injury to structure	L	L	Check gutters and downpipes regularly and clear when required to ensure they do not overflow. Wear suitable PPE and clean using safe access. Use qualified cleaning/maintenance team if required.	Employer
Fascias and soffits	Y	Risk of falling from ladders - injury to personnel Risk of water ingress - injury to structure	L	L	Any high-level cleaning to be completed by a qualified company, suitable PPE and training has been provided, and use harnesses if required.	Employer

Notes

- It is assumed that:
1. The contractor is competent and appropriately experienced with works of the nature encountered on the project.
 2. The contractor will carry out toolbox talks when appropriate.
 3. The contractor will be conversant with the nature of the works on an existing building and prepare their programme and methodology appropriately.
 4. The contractor is competent to undertake the role of Principal Contractor during Work Stage 5 - construction.

Status

By

Date

Revisions

JKD
08.09.25

Prepared by:

Carter Davey Architects LLP

FITTINGS AND FINISHES SCHEDULE

To be read in conjunction with the Construction Drawings, Construction Notes and Specification of Works

DRAFT FOR COMMENT

1.0 FLOORS

Building	Drawing	Finish	Colour	Area	Other
Store				84sqm	
Welfare Unit				16.1sqm	
Store and Workshop				57.6sqm	
Open Field Shelter				48sqm	
Shipping Containers	-	-	-	16.6sqm (2no)	

NOTES:

2.0 WALLS

Room	Drawing	Paint	Tiles	Skirtings	Panelling	Other
Store	-	-	-	-	-	-
Welfare Unit		1 coat mist/sealing coat and 2 coats topcoat in Dulux kitchen and bathroom matt emulsion. Colour to be specified by Employer	-		shower panels within shower enclosure and over sink. Colour to be specified by Employer	To be insulated
Store and Workshop	-	-	-	-	-	To be insulated
Open Field Shelter	-	-	-	-	-	-
Shipping Containers	-	-	-	-	-	-

3.0 CEILINGS

Room	Drawing	Finish	Colour	Other
Store	-	-	-	-
Welfare Unit		1 coat mist/sealing coat and 2 coats topcoat in Dulux kitchen and bathroom matt emulsion.	Brilliant White	horizontal ceiling, to be insulated
Store and Workshop	-	-	-	To be insulated
Open Field Shelter	-	-	-	-
Shipping Containers	-	-	-	-

4.0 DOORS

Doors		Frames				Ironmongery		Other
		Description/ finish	Coating	Glazing	Frames	Lining	Architrave	
No.	Drawing							
ED01		external mechanical 3x3m metal roller shutter	By manufacturer, externally in black	-	By manufacturer	By manufacturer	By manufacturer	Electrically operated with an override mechanism for use during power failure
ED02		external personelle door	By manufacturer, externally in black	-	By manufacturer	By manufacturer	By manufacturer	multi-lever mortice deadlock. Matt black handle
ED03		external mechanical 3x3m metal roller shutter	By manufacturer, externally in black	-	By manufacturer	By manufacturer	By manufacturer	Electrically operated with an override mechanism for use during power failure
ED04		external personelle door	By manufacturer, externally in black	-	By manufacturer	By manufacturer	By manufacturer	multi-lever mortice deadlock. Matt black handle

ED05	external personnel door	By manufacturer, externally in black	-	By manufacturer	By manufacturer	By manufacturer	multi-lever mortice deadlock. Matt black handle	-
ID01	internal personnel door between welfare unit and workshop	By manufacturer, Brilliant White finish to match internal doors	-	By manufacturer	By manufacturer	By manufacturer	-	-
ID02	internal door to show room	1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	-	square. 1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	square. 1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	thumb lock with chrome lever handle	-
ID03	internal door to wc	1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	-	square. 1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	square. 1 coat primer 2 coats topcoat in Dulux satin emulsion. Brilliant White	thumb lock with chrome lever handle	-

5.0 WINDOWS

Windows			Frames			Ironmongery		
No.	Drawing	Finish	Coating	Glazing	Frames	Window Boards	Butts	Levers
W01		upvc, external finished in black	by manufacturer, externally in black to match external doors	double glazed safety glass	as per drawing	by manufacturer	by manufacturer	by manufacturer
RL01, 02, 03, 04, 05, 06		upvc, black Velux rooflight or similar approved	factory finished powder coated in black, to match proposed doors	double glazed safety glass	as per drawing	by manufacturer	by manufacturer	by manufacturer
RL07, 08, 09, 10		upvc, black Velux rooflight or similar approved	factory finished powder coated in black, to match proposed doors	double glazed safety glass	as per drawing	by manufacturer	by manufacturer	by manufacturer
RL11, 12, 13		upvc, black Velux rooflight or similar approved	factory finished powder coated in black, to match proposed doors	double glazed safety glass	as per drawing	by manufacturer	by manufacturer	by manufacturer
RL14, 15, 16		upvc, black Velux rooflight or similar approved	factory finished powder coated in black, to match proposed doors	double glazed safety glass	as per drawing	by manufacturer	by manufacturer	by manufacturer

6.0 JOINERY

Room	Drawing	Description	Finish	Colour	Other
Store		-	-	-	-
Welfare Unit		-	-	-	-
Store and Workshop		-	-	-	-
Open Field Shelter		-	-	-	-
Shipping Containers		-	-	-	-

6.0 ELECTRICAL ACCESSORIES

Room	Drawing	Power Sockets	Light Switches	Lighting	Heating Control	Other
Store		slimline white 13A 2-gang switched sockets	slimline white single 1-way light switch	T8 LED tube lights		mechanical extractor smoke alarm heat sensor
Welfare Unit		slimline white 13A 2-gang switched sockets	2no. slimline white 2-way light switch, 2no. single 1-way light switch	directional spotlights		mechanical extractor smoke alarm mains telephone heat sensor
Store and Workshop		slimline white 13A 2-gang switched sockets	2no. slimline white 2-way light switch	T8 LED tube lights		mechanical extractor smoke alarm heat sensor

Land at Snoxhall Fields
Knowle Lane
Cranleigh
GU6 8JN

CARTER DAVEY
Architects LLP

DRAFT FOR COMMENT

SPECIFICATION OF WORKS

Works:	Erection of a new machine shed and associated storage and equipment stores within a compound
Employer:	Cranleigh Parish Council
Architect:	Carter Davey Architects
Dated:	Sep-25
Revision:	
Status:	TENDER



CONTENTS

A	CDM 2015 Pre-Construction Health and Safety Plan
B	Tender Particulars
C	Contract Particulars
D	Completion
E	Schedule of Works
F	Collection
G	Form of Tender

Part A

CDM 2015 PRE-CONSTRUCTION HEALTH AND SAFETY PLAN

Notes:

1.0 INTRODUCTION:

- 1.1 This Pre-Construction Health and Safety Information Report has been prepared by Carter Davey Architects LLP on behalf of our client, Cranleigh Parish Council, in accordance with the Construction (Design and Management) Regulations 2015.
- 1.2 The Contractor for this project will be appointed as the Principal Contractor as defined in CDM Regulations 15 and will act as Principal Designer for Work Stage 5 Construction if no others are appointed.
- 1.3 The Contractor must be able to satisfy the client that they have adequate resources and are in all respects competent to execute the duties of the Principal Contractor as required by the CDM regulations 15.
- 1.4 Co-operation is essential as part of the Regulations and therefore it is important that those involved with the project co-operate to enable all persons to perform their Duty or function under the CDM Regulations 15.

2.0 PROJECT DETAILS:

- 2.1 **CLIENT:** Cranleigh Parish Council, Village Way,
Contact: Beverley Bell, Clerk of the Parish Council
Tel: 01483 272311
Mobile: 07949073875
Email: clerk@cranleigh-pc.gov.uk
- 2.2 **ARCHITECT:** Carter Davey Architects LLP, 9 Dale Drive, Brighton, East Sussex, BN1 8LD

Contact: Jasmine Davey
Mobile: 07525 643101
Email: davey.cda@gmail.com

2.3 **STRUCTURAL ENGINEER:** Hockley & Dawson Consulting Engineers Ltd, 5 Birley Courtyard, Bramley, Surrey, GU5 0LA

Contact: Chris Smaller
Tel: 01483 548784
Mobile: 07969043671
Email: chris.smaller@hockleyanddawson.co.uk

2.4 **PRINCIPAL DESIGNER:**

Work Stages 0-4 Carter Davey Architects LLP
Work Stage 5 Carter Davey Architects LLP

2.5 **CONTRACTOR:**

To be appointed

2.6 **OTHER CONTACTS:**

Building Control: Waverley Borough Council Building Control

Contact:

Mobile:

Email:

Ref:

To be issued once Tenders have been received

2.7 **Description of the Works**

To create secure and safe site for storage of machinery and materials, which will include; store and workshop, equipment store, field shelter, shipping containers, welfare unit and 1.8m perimeter fence panels. The project requires full new utility connections to service the site.

2.8 **Programme of Works**

Lead time:

Date of commencement:

Construction period:

Contractor to complete:

3.0 **EXISTING SITE**

3.1 The site is located on the south-west corner of Snoxhall Fields on an existing open compound area which is already in active use. The site is located adjacent and to the east side of Knowle Lane which runs north to south, and is accessed via an existing track off of Knowle Lane which services the site and the allotment located directly to the south. To the west of Knowle Lane is Bruce MacKenzie Field.

3.2 The existing site is bounded by a ditch and grass verge to the western side with tall tree screening separating the site from Knowle Road, and tree and vegetation screening to the south between the site and the allotments. The site is open to Snoxhall Field, which includes a football pitch with floodlights on the eastern side.

3.3 The site is located within the Countryside beyond the Green Belt and an Area of Strategic Visual Importance (ASVI).

3.4 The site is located within the Dunsfold to Pollingfold Landscape Character Area, which is defined as a large character area to the south of Cranleigh and is considered to have a semi-rural character and appearance.



3.5 **Site Access**

The Contractor will have shared use of the vehicular access off of Knowle Lane with the allotment site for deliveries. The vehicular access is to be kept clear at all times and will be shared use with the users of the allotment. Allow clear access to the site. There is adequate space for on site parking.

3.6 **Site Compound**

The Employer will provide space for delivery and storage of materials adjacent to the Contractors parking on the site within the field area for secure storage of materials and messing facilities.

The Contractor will be granted Vacant Possession of the site to undertake the full Works package.

3.7 **Existing Fabric**

The existing site comprises of hard standing, enclosed within a metal frame pallisade panels, with 2no. single vehicular access gates. Access to the site is provided via a hard standing track to both vehicular entrances, one from Snoxhall Fields to the east side, and the other to the south leading to Knowle Lane which includes a timber frame fence.

3.8 Existing Services

There are no existing utility services known to be present on the site. Contractor should take all necessary precautions to identify services prior to undertaking the work.

4.0 PROJECT INFORMATION:

4.1 Existing Drawings

24866-100: Existing Site Plan and Site Location Plan

4.2 Planning Permission

Waverley Borough Council

Ref: WA/2025/01253

Dated: 20/08/2025

Consented drawings:

24866-200: Proposed Site Plan and Site Location Plan

24866-201: Proposed Site Location Plan

24866-210: Proposed Plan

24866-211: Proposed Plan

24866-212: Proposed Floor Plan and Elevations - Store

24866-213: Proposed Floor Plan and Elevations - Welfare Unit and Shipping Containers

24866-214: Proposed Floor Plan and Elevations - Store and Workshop

24866-215: Proposed Floor Plan and Elevations - Open Field Shelter

24866-216/A: Proposed Site Sections

24866-217: Proposed Site Sections

4.3 Mechanical and Electrical Services

None

4.4 Asbestos

N/A as the site is currently clear of structures.

4.5 Discharge of Conditions (Planning)

25029-300: Proposed Site Plan - soft landscaping

4.6 Construction Package

25029-400: Proposed Roof Plan

25029-401: Proposed Site Plan

25029-410: Building 1 - Store

25029-411: Building 1 - Store

25029-412: Building 2 - Welfare Unit

25029-413: Building 2 - Welfare Unit

25029-414: Building 3 - Store and Workshop

25029-415: Building 3 - Store and Workshop

25029-416: Building 4 - Open Field Shelter

25029-417: Building 4 - Open Field Shelter

25029-418: Building 5 - Shipping Containers

25029-600: Construction Notes

Fixtures and Finishes Schedule

Designer Risk Assessment

4.7 Structural Engineers Package

4.8 Drainage Engineers Package

4.9 Ecological Assessment

P10315 Snoxhall Machine Sheds Preliminary Ecological Appraisal - 19th May 2025

5.0 DESIGN INFORMATION

5.1 Hazard Identification and Risk Assessment

Risk assessments for hazards identified, where reasonably practical, in the development of the project to tender stage have been reviewed by the Architect and Structural Engineer. This review has not identified any unusual notes or hazards other than those likely to be encountered on refurbishment work of this nature.

The contractor should address any residual hazards arising from the risk assessments or identified in their development of the working procedures and method statements, together with any other identified hazards likely to be encountered in the course of executing the works and their future maintenance.

5.2 Significant Health and Safety Hazards

The Principal Contractor should note the following particular hazards relating to the contract works which include but are not necessarily limited to:

- **Existing Services:** The presence of existing services close to the works should be established prior to starting work.

Care should be taken and relocation of existing overhead services which pass over the site area.

- **Existing Buildings & Site:** The condition and nature of the existing building should be considered in planning

- Ensuring that the site is safely secured.

- Impact on residential property in the vicinity.

- **Materials:** The proposed materials for use in the works are commonly used in the construction industry. However, the information on the COSHH sheets that are supplied with the products installed should be accurately followed.
- **Protection of Public & Adjacent Occupiers:** The proximity of the works to areas in use by the homeowner and neighbours. Particular note should be made of:
 - Noise
 - Vibration
 - Dust
 - Moving materials onto site
- **Traffic Management:** Ensure effective traffic management on the road to avoid putting workers at risk of being hit by vehicles turning or reversing.

5.3 Method Statements

The Method Statements shall include, but not be exclusive to, the following details/Information:-

- Protection to access routes.
- Proposed work sequence for project. This will need to be developed from the Project Drawings provided.
- Description of personnel/trades to be employed.
- Equipment to be used
- Preparation.
- Materials handling
- Control measures.
- Dust and debris removal.
- Lifting of plant and materials
- Working at height
- Site and working space security.
- Safety procedures.
- Procedures for working at heights.
- Monitoring procedures.
- Prevention of nuisance to adjacent buildings and facilities.
- Details of site access and storage.
- Fire control.
- Fire access and egress routes
- Emergency liaison procedures.

Reference should also be made to the items listed in the Project Preliminaries.

The Principal Contractor shall ensure that suitable Method Statements are produced well in advance of the commencement of any activity that presents a significant health and safety risk. These must be incorporated in and co-ordinated with the Construction Stage Health and Safety Plan.

6.0 HAZARDOUS CONSTRUCTION MATERIALS

- 6.1 Under no circumstances will any materials which could be harmful to the end user or hazardous to the works be allowed to be used. The Principal Contractor will not permit their use during the project. All construction materials will be used for the purpose for which they were intended and in accordance with the manufacturer's recommendations and guidance.
- 6.2 Contractors shall comply with manufacturer's Health & Safety data sheets and the Control of Substances Hazardous to Health Regulations 1988 (COSHH) regarding the transport, storage and use of substances and materials injurious to health.
- The materials to be used in the works shall be identified by the contractor and appropriate Risk Assessments for their use be undertaken in accordance with the COSHH Regulations.
- A list of the materials used should be collated together with reference to COSHH assessments. This information should also be included in the Health & Safety File.
- 6.3 Substances generally known to be deleterious at time of use, including substances referred to as being hazardous to health and safety in the current edition of "Hazardous Building Materials" - A Guide to the Selection of Alternatives edited by S R Curwell and S G March are included, as well as substances listed in the H.S.E. EH40 annual publication.

Asbestos: Asbestos or asbestos products as defined in the Asbestos Regulations 1969 or any statutory modification or re-enactment thereof.

Lead: Lead where metal or its corrosion products may be directly ingested, inhaled or absorbed.

Urea Formaldehyde: Urea formaldehyde foam or materials which may release formaldehyde quantities which may be hazardous or an irritant. Reference will be made to the limits set from time to time by the Health & Safety Executive.

Materials which are Generally of Mineral Fibres: Materials which are generally of mineral fibres, either man-made or naturally occurring, which have a diameter of 3 microns or less and a length of 2 microns or less which contain any fibres not sealed, encapsulated, or otherwise established to ensure that fibre migration is prevented.

6.4 Specified Materials

The Principal Contractor is to be cognisant of the hazards associated with all materials that are used on the construction site.

7.0 THE WORKING SITE

7.1 Areas available to the Contractor

The Contractor will have full use of the vehicular access to the site. Parking is available on the site, and will be made available for clear access for deliveries to site.

The Contractor may enter the site via the main access onto the compound off of Knowle Lane to the west side of the site area.

An area adjacent to the site within the Snoxhall Field will be available to the contractor for site storage and messing facilities.

7.2 **Welfare Facilities**

The contractor is required to provide appropriate sanitary facilities for site operatives and visitors. These should as a minimum comply with the Health and Safety at Work Act: Construction (Health, Safety and Welfare) Regulations 1996 and the 'Code of Welfare for the Building Industry'.

7.3 **Water for the Works**

There is no existing water supply to the site. The Contractor will include to provide water for the Works until the supply is installed and from that point water can be used from the site supply. From this point, use will be free of charge to the Contractor.

7.4 **Electricity for the Works**

There is no existing power supply to the site. The Contractor will include for the power supply required for the Works until the supply is installed. From which point power for the execution of the Works may use the supply to the site. Provide all temporary wiring etc. and clear away upon completion. Use will be free of charge to the Contractor.

7.5 **Plant, tools, etc.**

The Contractor is to provide and maintain all necessary tools, plant, scaffold etc. as required for the proper execution of the Works. Clear away upon completion.

7.6 **Drying out**

The Contractor is to provide such equipment as is necessary for the drying out of the Works and pay all charges in connection.

7.7 **Clean**

The site should be maintained and kept reasonably tidy at all times.

8.0 **OVERLAP WITH EMPLOYERS UNDERTAKING**

8.1 **Working Hours**

Normal working hours will be 8am to 5pm Monday to Friday.

Work outside these hours shall only be permitted with the written consent of the Employer and shall comply with local authority instructions.

8.2 **Noise Abatement**

The Principal Contractor shall ensure that sufficient and adequate measures are taken to control noise levels produced by the construction operation to prevent nuisance and comply with the requirements of the Local Authority and BS5228 "Code of Practice for Noise Control on Construction and Demolition Sites".

All compressors and pneumatic percussive tools to be used on the site shall be fitted with silencers of a type recommended by the manufacturers.

8.3 **Interruption of existing services**

There are no existing services to the site, these are to be installed as part of the Works

9.0 **SITE RULES**

The contractor should note the following rules:

- **Smoking:** is not prohibited on site
- **Radios:** are not prohibited on site
- **Noise:** must comply with the Project Preliminaries
- **Flammable Materials:** the filling of fuel containers or transfer of flammable liquids within poorly contained or
- **Contractor:** the principal contractor shall provide rules including; training, induction, equipment, personal protective equipment, permits to work, accident reporting, working at heights, moving equipment on and off site.

10.0 **PROJECT LIAISON PROVISIONS**

10.1 **Contacts**

Prior to the commencement of the work, the Principal Contractor shall provide the Employer with a list of names, addresses and telephone numbers of key contact personnel, including the Director who would be responsible for and capable of organising remedial action in the event of an emergency on site outside normal working hours.

10.2 **Construction Phase Health & Safety Plan**

Prior to commencement of the works, the Principal Contractor shall develop a Construction Phase Health & Safety Plan, indicating his proposals for addressing the hazards. The Principal Contractor shall incorporate hazards arising during construction from unforeseen circumstances into the Health & Safety Plan. During the construction, liaison must be maintained by the Principal Contractor and the Employer.

10.3 **Site Meetings**

A Health & Safety item shall be included on the Agenda for each site meeting. A copy of the minutes shall be provided to the Employer. This item shall report but not be exclusive to:

- Accidents
- Incidents
- Any hazardous materials / situations identified
- Protection of public

11.0 **HEALTH AND SAFETY FILE**

- 11.1 The Principal Contractor is responsible for the collection and collation of construction information for inclusion in the project Health & Safety File. The information to be provided shall include but is not exclusive to:
- A brief description of the work carried out;
 - any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys);
 - key structural principles (eg bracing, sources of substantial stored energy)
 - hazardous materials used (eg lead paints and special coatings);
 - health and safety information about equipment provided for cleaning or maintaining the structure;
 - the nature, location and markings of significant services;
 - information and as-built drawings of the building.
- Further details of the requirements are described in the Project Preliminaries.
- An electronic copy of the Health & Safety File, maintained and updated by the Principal Contractor, shall be provided to the Employer as soon as practical upon completion of the works.
- Relevant copies of the site photographs shall also be sent to the Employer.

Part B

TENDER PARTICULARS

12.0 Introduction

The following particulars apply to all Contractors submitting a Tender for this project. If the Contractor cannot comply with the following notify the Employer.

- 12.1 The Employer will not be bound to accept the lowest or any Tender. The Contract will be on the basis of a fixed price.
- 12.2 If a Contract Administrator is appointed the Form of Contract will be the JCT Standard Form of Contract (SBC 2024) as published by the JCT.
- 12.3 The Tender Package will form the Contract Documents as listed in Item 4.0.
- 12.4 Tenders should be open to acceptance for a period of not less than 84 days from the date of receipt of Tenders.
- 12.5 This is a performance specification. The Contractor is required to take for everything shown on the drawings or itemized in the Specification. Allow for executing the Works indicated and described and for all works not specifically mentioned but which can be reasonably inferred as being necessary for the proper execution of the Contract. Any matters which the Tenderer considers are not adequately described in the Specification or shown on the drawings must be brought to the attention of the Architect or Employer before the Tender is submitted. No extras will be considered in respect of items omitted from the drawings although itemized in the Specification or vice versa.
- 12.6 The Tenderer shall visit the site and acquaint themselves with all conditions appertaining to the site. They shall be deemed to have examined all of the tender documents and have acquainted themselves with all aspects of the proposed works. No claim will be recognized in respect of want of knowledge.
- 12.7 The Tenderer will be required to submit a priced copy of the Specification and a Schedule of Rates. The Tenderer shall allow for profit and attendance on all P.C. Sums. The prices in the Preliminaries shall be deemed to include compliance with any Enactment or Regulation appertaining and for everything necessary for the proper execution of the Contract.
- 12.8 The Tenderer shall allow for all builder's work and making good in connection with the work of all sub-contractors.
- 12.9 The Contractor shall comply with all Statutory Notices appertaining and shall give all Notices required. They shall comply with all Enactments, Regulations and Working Rules relating to the Works. They shall pay all fees arising unless specified otherwise.

Part C

CONTRACT PARTICULARS

13.00 Introduction

The following particulars apply to all Contractors submitting a Tender for this project. If the Contractor cannot comply with the following notify the Employer.

13.01 Site foreman

The Contractor shall keep a competent foreman in charge of the site at all times.

13.02 Covering up

The Contractor shall give adequate notice to the Architect/ Employer, Structural Engineer and/or Quantity Surveyor before covering up work which must be measured.

13.03 Setting out

The Contractor will be responsible for errors in setting out and shall bring to the Architect's attention any errors on the drawings or in the Specification.

13.04 Programme

The Contractor shall prepare a programme before the commencement of the Works. He shall inform the Employer when the progress of the Works varies from the programme.

13.05 Variations

- The Contractor must notify the Employer of any additional costs associated with any Variations prior to related Works being undertaken for their approval and sign-off.
- 13.06 **Discrepancies**
The Contractor shall notify the Architect of any discrepancy in the documentation and shall request instruction before proceeding with the work which is the subject of that discrepancy.
The Contractor shall notify the Architect and seek instruction on any item which requires amendment as a result of findings upon opening up of the existing construction.
- 13.07 **Principal Designer**
Will be the Architect
- 13.08 **Principal Contractor**
Will be the main Contractor
- 13.09 **HSE**
The project currently is not notifiable. If this changes HSE should be notified.
A construction project is considered notifiable if it is scheduled to last longer than 30 working days and involve more than 20 workers at the same time at any point on the project, OR if it is expected to exceed 500 person days in total. If this threshold is reached, Contractor to notify Architect
- 13.10 **Rectification Period**
Will be 12 months
- 13.11 **Contractor Insurance**
£5,000,000 (five million pounds), the Contractor is to provide the Employer with their insurance information.
- 13.12 **Insurance for the Works**
Prior to the commencement of any Works by the Contractor the the Employer must notify their insurers of the Works intended and the date for commencement to ensure adequate insurance is in place in line with the Contract Sum and VAT and fees for the Contract Period, as set out in clause 5.4 in the JCT SBC.

Part D COMPLETION

- 14.00 **Introduction**
Upon completion of the Works all items below must be complied with.
- 14.01 **Drying out**
The Contractor is to provide such equipment as is necessary for the drying out of the Works and pay all charges in connection.
- 14.02 **Clear Rubbish**
Clear away from site to tip all rubbish and superfluous material. The Contractor may be required to provide evidence that such material has been correctly disposed of.
- 14.03 **Clean**
Upon completion of the Works a full clean of all surfaces using methods suitable for the surface being cleaned and leave the Works, the site and the existing buildings clean, neat and tidy to the satisfaction of the Employer. Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
- 14.04 **Security**
Leave the works secure with all accesses locked. Account for all keys and hand over to Employer.
- 14.05 **Maintenance instructions and guarantees**
Forward to the Employer at Practical Completion all maintenance manuals, instructions, guarantees and certifications.
- 14.06 **Practical Completion**
The Contractor shall request the Employer and CA to conduct an inspection and approval before striking any access, when they believe Practical Completion has been achieved.
- 14.07 **Final Inspection**
Request Employer undertakes a final inspection and approval before striking any access. Please note that the completion of the works in accordance with the Contract Specification of Works or any subsequent instructions is the contractor's responsibility. The Employer cannot guarantee to notice all items of unfinished work, and it will be the contractor's responsibility to make all careful and final checks on this aspect before they give orders for access to be struck or labour to leave the site.

Part E SCHEDULE OF WORKS

When completing this Schedule of Works Part A-D above applies and reference should be made to the Construction Notes, Construction Drawings, Structural Engineers Package and Fixtures and Finishing Schedule. Highlight any works missed from this schedule with associated costs in item 28.00 Other or as a note in the relevant section below.

Identify all items that include Provisional Sums within the notes column.

Notes:

Quantity Cost (£)

- 15.00 **Site Set Up**

- 15.01 **Access**
Employer will provide the Contractor with keys to the compound prior to the commencement of the Works for access during the working hours.
The Contractor to be responsible for maintaining security to the site for the duration of the Works.
The Contractor may enter the site from Knowle Lane and use the shared vehicular track that reaches the south side of the site.
Allow for making good reasonable disturbance.
The Employer will have removed all machinery and storage from the site area.
The Employer will have cleared the surrounding vegetation where required prior to commencement of the Works.
- 15.02 **Welfare facilities**
The contractor may use a portion of the land adjacent to the site for Welfare facilities. Location to be agreed with the Employer. This area must be contained at all times.
- 15.03 **Fire extinguishers**
Contractor to keep at least four suitable fire extinguishers on site in suitable locations at all times.
- 15.04 **Existing Site Assessment/Survey**
Prior to commencing the works undertake a pre-site survey.
- 15.05 **Temporary facilities**
The contractor may use a portion of the land adjacent to the site for storage and messing facilities. Location to be agreed with the Employer. This area must be contained at all times.
The contractor will ensure the site is left tidied and clear of rubbish with materials neatly stored at the end of each working week.
Provide facilities for waste materials. The Contractor shall note the risk of leaving a skip on site. He shall ensure that when it is required it is placed at least 6.0m away from any building, fence or tree as is possible. Any flammable materials shall be removed from the site at the end of each day.
- 15.06 **Temporary Protection**
The contractor shall contain the working area to the minimum extent required to execute the Works safely. Provide all necessary temporary protection for the security of the site, maintain and clear away upon completion.
No materials or equipment should be left in any place that is not secure.
- 15.07 **Access Platforms**
Provide all necessary temporary platforms and structures to facilitate the execution of the Works in accordance with the safe working practices and regulations, maintain and clear away, including all materials upon completion. All poles shall have plastic caps fitted where these will abut the masonry. Except for the reason of Health & Safety no fixings shall be made into the masonry for securing the scaffold and when they are required the positions at which the scaffold wishes to fix shall be referred to the Contract Administrator for comment. The scaffold shall be designed by the scaffolder in accordance with current Regulations – the contractor shall allow for all costs in connection.
- 15.08 **Services**
There are no existing electrical or water service connections to the site. Contractor to include for the supply of these services until they are available for use within the site.
Once services are connected, the Contractor will have use of water and electrics from the site. The Contractor shall be responsible for maintaining all services for the duration of the Works unless otherwise agreed.

Total for Site Set Up

- 16.00 **Dismantlement**
Refer to the construction drawings for the demolition layout. Ensure existing ground not base to be retained is supported at all times. Seek advice from the Structural Engineer if the existing construction is not in line with their package.
Provide all necessary temporary protection for the security of the site, maintain and clear away upon completion.
All materials to be disposed of appropriately.

- 16.01 **Externally**
At the appropriate stage dismantle the existing boundary fencing in line with the construction drawings and Structural Engineer's package, and clear away.
The existing 2no. Access gates are to be retained for reuse.

Total for Dismantlement

- 17.00 **Foundations**
- 17.01 **Trial holes**
Refer to the bore hole survey report which has been used in the preparation of the Structural Design Package to establish the required depth of the foundations prior to the commencement of the works.
- 17.02 **Excavation**
Excavate trenches to the required depths, dimensions and in the locations indicated in accordance with the Construction Drawings, Construction Notes and Structural Engineers package.

Should the Building Control Officer require a depth greater than that shown on the drawings, seek an instruction to confirm. Provide all temporary support required either by the depth of the excavation or the nature of the ground strata.

Allow to clear away excavated waste materials.

17.03 **Foundations**

Form foundations in accordance with the Construction Drawings, Construction Notes (item 1.00) and Structural Engineers package and to the approval of the Building Control Officer.

Allow for the foundations for:

Building 1 - Equipment Store	12 x 7m
Building 2 - Store and Workshop	9.6 x 6m
Building 3 - Welfare Unit	5.87 x 2.74m
Building 4 - Field Shelter	12 x 4m
Building 5 - 2no. Shipping Containers	2.4 x 6.96m

Total for Foundations

18.00 **Drainage & Water Supply**

18.01 **New Water Supply**

Thames Water, or Self-Lay provider (SLP) to lay new water mains connection to the site and connect up operable in accordance with the Construction Drawings and Construction notes and to the approval of Thames Water and Building Control.

18.02 **Foul Drainage - Water Treatment Plant**

Construct new in accordance with the Drainage Design and Construction Notes and to the approval of Building Control.

18.03 **Surface water drainage**

Construct new in accordance with the Drainage design, Construction Drawings and Construction Notes and to the approval of Building Control.

18.04 **Rainwater goods**

Supply and fix new gutters, downpipes and all required fittings in accordance with the Construction Drawings and Construction Notes and to the approval of Building Control.

18.05 **French drains/ Aco drains**

Construct new in accordance with the Drainage Design, Construction Drawings and Construction Notes and to the approval of Building Control.

Total for Drainage

19.00 **Floors**

19.01 **Floor Slab**

Construct in accordance with the Construction Drawings, Construction Notes (item 5.00) and Structural Engineers Package and to the approval of Building Control.

Allow for Floor Slab for:

Building 1 - Equipment Store	12x7m
Building 2 - Store and Workshop	9.6x6m
Building 3 - Welfare Unit	5.87x2.74m
Building 4 - Field Shelter	12x4m

19.02 **Finishes**

Supply and install in accordance with the F&F Schedule.

Total for Floors

20.00 **Superstructure**

20.01 **Walls**

Supply and install steel frame structures and all associated fixings in accordance with the Construction drawings and Construction notes.

20.02 **Roof**

Supply and install steel frame structures and all associated fixings in accordance with the Construction drawings and Construction notes.

Allow for the supply and installation of:

Building 1 - Equipment Store	12x7m
Building 2 - Store and Workshop	9.6x6m
Building 3 - Welfare Unit	5.87x2.74m
Building 4 - Field Shelter	12x4m

20.03 **Wall Cladding**

Supply and install vertical timber batten cladding including all associated fixings to all external walls in accordance with the Construction drawings and Construction notes.

20.04 **Roof Cladding**

Supply and install sheet metal roof finish in accordance with the Construction drawings and Construction notes.

Allow for the supply and installation of:

Building 1 - Equipment Store	12x7m
Building 2 - Store and Workshop	9.6x6m
Building 3 - Welfare Unit	5.87x2.74m
Building 4 - Field Shelter	12x4m

20.05 **Insulation**

- Supply and install insulation to walls and ceilings within the Welfare unit and store and workshop in accordance with the Construction drawings and Construction notes
- Allow for the supply and installation of:
- Building 2 - Store and Workshop 9.6x6m
- Building 3 - Welfare Unit 5.87x2.74m
- 20.06 **Internal Walls**
- Construct in accordance with the Construction Drawings, Construction Notes (items 7.00) and Structural Engineers Package and to the approval of Building Control.
- Allow for the supply and installation of:
- Building 3 - Welfare Unit 5.87x2.74m
- 20.07 **Finishes**
- Supply and install in accordance with the F&F Schedule.
- Building 3 - Welfare Unit Shower panels

Total for Super Structure

21.00 Shipping Containers

21.01 Shipping Container 1

Supply and install 1no. Shipping containers in accordance with the Construction drawings and Construction notes.

21.02 Shipping Container 2

Allow for the relocation of 1no. Shipping container already owned by Cranleigh Parish Council, this is located on the other side of the field.

21.02 Cladding

Containers to be clad in vertical timber batten cladding to 3no. sides.

Total for Shipping Containers

22.00 Windows and Doors

22.01 Windows

Supply and install all windows in accordance with the Construction Drawings, Construction Notes, Structural Engineer's package and F&F Schedule. All dimensions must be checked and confirmed on site once opening has been formed.

Building 1 - Equipment Store	6no. Rooflights	RL01-06
Building 2 - Store and Workshop	4no. Rooflights	RL07-10
Building 3 - Welfare Unit	Window	W01
	3no. Rooflights	RL11-13
Building 4 - Field Shelter	3no. Rooflights	RL14-16

22.02 Doors

Supply and install all doors in accordance with the Construction Drawings, Construction Notes, Structural Engineer's package and F&F Schedule. All dimensions must be checked and confirmed on site once opening has been formed.

Building 1 - Equipment Store	Roller Shutter 3x3m	ED01
	Personelle Door	ED02
Building 2 - Store and Workshop	Roller Shutter 3x3m	ED03
	Personelle Door	ED04
Building 3 - Welfare Unit	Personelle Door	ED05
	Door between Welfare & Workshop	ID01
	Internal Door	ID02
	Internal Door	ID03

Total for Windows and Doors

23.00 Piped Services

23.01 Sanitaryware

Connect cold and hot water supplies to the fittings indicated and connect up operable. Refer to Construction Drawings, Construction Notes (item 15.00) and F&F Schedule.

Supply and install sanitaryware in line with Construction Drawings, Construction Notes and F&F Schedule.

Building 2 - Store and Workshop	WC
	Shower Room
External Water Supplies	Taps

23.02 Test

Test all installations and leave in full working order and certify accordingly.

Total for Piped Services

24.00 Electrical/ Wired Services

24.01 New Power Supply

A new power supply is required to the site, to be connected by the local Distribution Network Operator (DNO) or an Independent Connection Provider (ICP). Their current provider is UK Power.
Allow for the supply and installation of a new power supply

24.02 **Power**

Refer to the Construction Notes (item 16.00) and the F&F Schedule.

Install new terminals as may be required to provide power to the points indicated on the drawings

24.03 **Lighting**

Refer to the Construction Notes (item 16.00) and the F&F Schedule.

Install new terminals as may be required to provide power to the points indicated on the drawings

24.04 **Mechanical Ventilation**

Refer to the Construction Notes (item 11.00) and the F&F Schedule.

Install new terminals as may be required to provide mechanical ventilation to the points indicated on the drawings

24.05 **Water Heater**

Supply and install electric shower and water heater for sink as per the Construction Drawings and Construction Notes.

24.06 **Radiators**

Supply and install new radiators in accordance with the Construction Drawings, Construction Notes (item 18.00) and F&F Schedule. All radiators shall be provided with thermostatic radiator valves TRVs.

24.07 **Towel rails**

Supply and install new towel rails in accordance with the Construction Drawings, Construction Notes (item 18.00) and F&F Schedule. All radiators shall be provided with thermostatic radiator valves TRVs.

24.08 **Telephone and Internet Connection**

Allow for the supply of data to the site

24.09 **Security**

Supply and install new CCTV and security alarm system

24.10 **Fire Alarm**

Supply and install new fire alarm system CIA (Securitas Technology) or others

24.11 **EV Charging**

Supply and install 1no. EV charging point

24.12 **Test**

Test all installations and leave in full working order and certify accordingly.

Total for Wired Services

25.00 **External Works**

25.01 **Entrance Gates**

Retain the existing security entrance gates.

25.02 **Fencing**

Supply and install new 1.8m high galvanised metal fencing between buildings and gates to form secure perimeter to the site, in accordance with the Construction drawings and Construction notes and clad in vertical timber boarding.

25.03 **Yard Area Floor Finish**

Retain the existing finish wherever possible. Make good to match existing.

Shore up existing base to SE design (removing existing timber)

25.04 **Landscaping**

Supply and install planting in accordance with the Landscaping Proposal and Discharge of Condition no.4 drawing 25029/300.

Total for External Works

26.00 **Other** (required but not included above)

26.01 **Ecology**

The development shall be completed at all times in accordance with the Ecological Assessment (Ecology Co-op dated 19th May 2025 in line with Planning Condition no. 3.

Total for Other

27.00 **Completion**

Clear away all rubbish and leave the site neat and tidy to the satisfaction of the Contract Administrator.

Total for Completion

28.00 **Overheads and Profit**

Contractor to include for all on and off site management including working site foreman, project management, office support, surveying, and setting out. OH&P and any other requirements in order to execute the Works.

Total for OHP

Part F**COLLECTION**

15.00	Site Set Up
16.00	Dismantlement
17.00	Foundations
18.00	Drainage & Water Supply
19.00	Floors
20.00	Superstructure
21.00	Shipping Containers
22.00	Windows and Doors
23.00	Piped Services
24.00	Electrical/ Wired Services
25.00	External Works
26.00	Other not included above
27.00	Completion
28.00	Overheads and Profit

Total to Form of Tender**£**

Part G**FORM OF TENDER**

To: Cranleigh Parish Council
Village Way
Cranleigh
Surrey
GU6 8AF

Works: Erection of a new machine shed and associated storage and equipment within a compound

Sirs/Madam -

I/We having read the Specification of Works delivered to us and having examined the drawings and documents referred to therein do hereby offer to execute and complete in accordance with the Conditions to the Contract the whole of the Works described for the Sum of

£

(in words _____)

and within _____ Weeks from the date for possession.

I/We will be able to commence the Works within _____ Weeks from the date of acceptance of this Tender.

I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer these errors will be dealt with in accordance with Alternative 2 contained in Section 6 of the 'Code of Procedure for Single Stage Selective Tendering' 1994 edition:

'The Tenderer should be given an opportunity of confirming his offer or of amending it to correct genuine errors. Should he elect to amend his offer and the revised Tender is no longer the lowest, the offer of the firm now lowest in the competition should be examined.'

This Tender will remain open for consideration for 84 days from the date fixed for the submission of Tenders.

Dated: _____

Name: _____

Address: _____

Signature: _____

For Construction: Do not scale from this drawing.
Figured dimensions only to be taken. Check all
dimensions prior to setting out. Report all
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Revisions

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Client.
Cranleigh Parish Council

Project.
Snnoxhall Machine Sheds, Land at
Snnoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.
Proposed Roof Plan

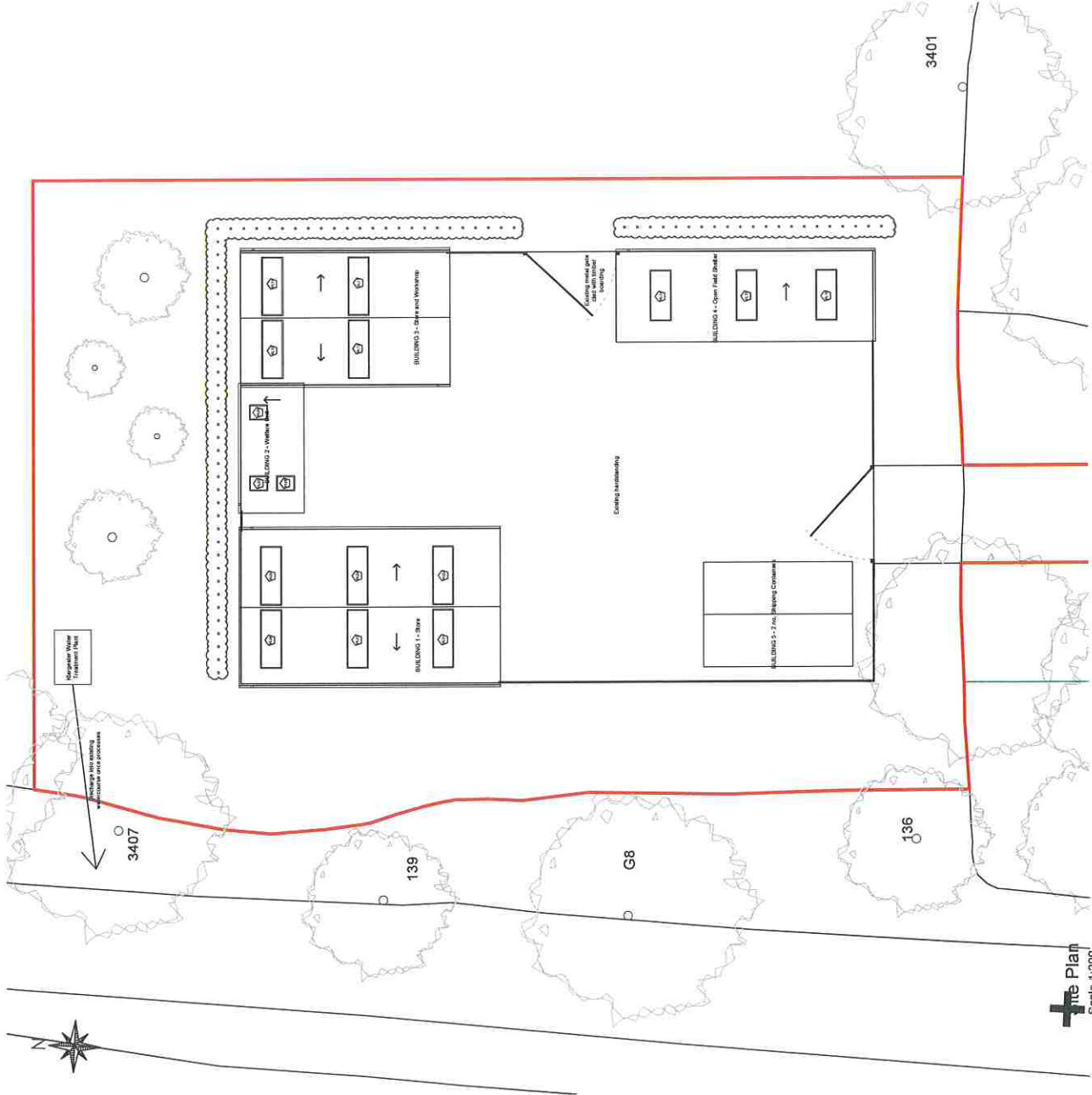
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Date.
Sep 25

Drawing No.
25029/400

Revision.
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Site Plan
Scale 1:200

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discrepancies to the Architect.

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Snioxhall Machine Sheds, Land at
Snioxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.
Proposed Site Plan

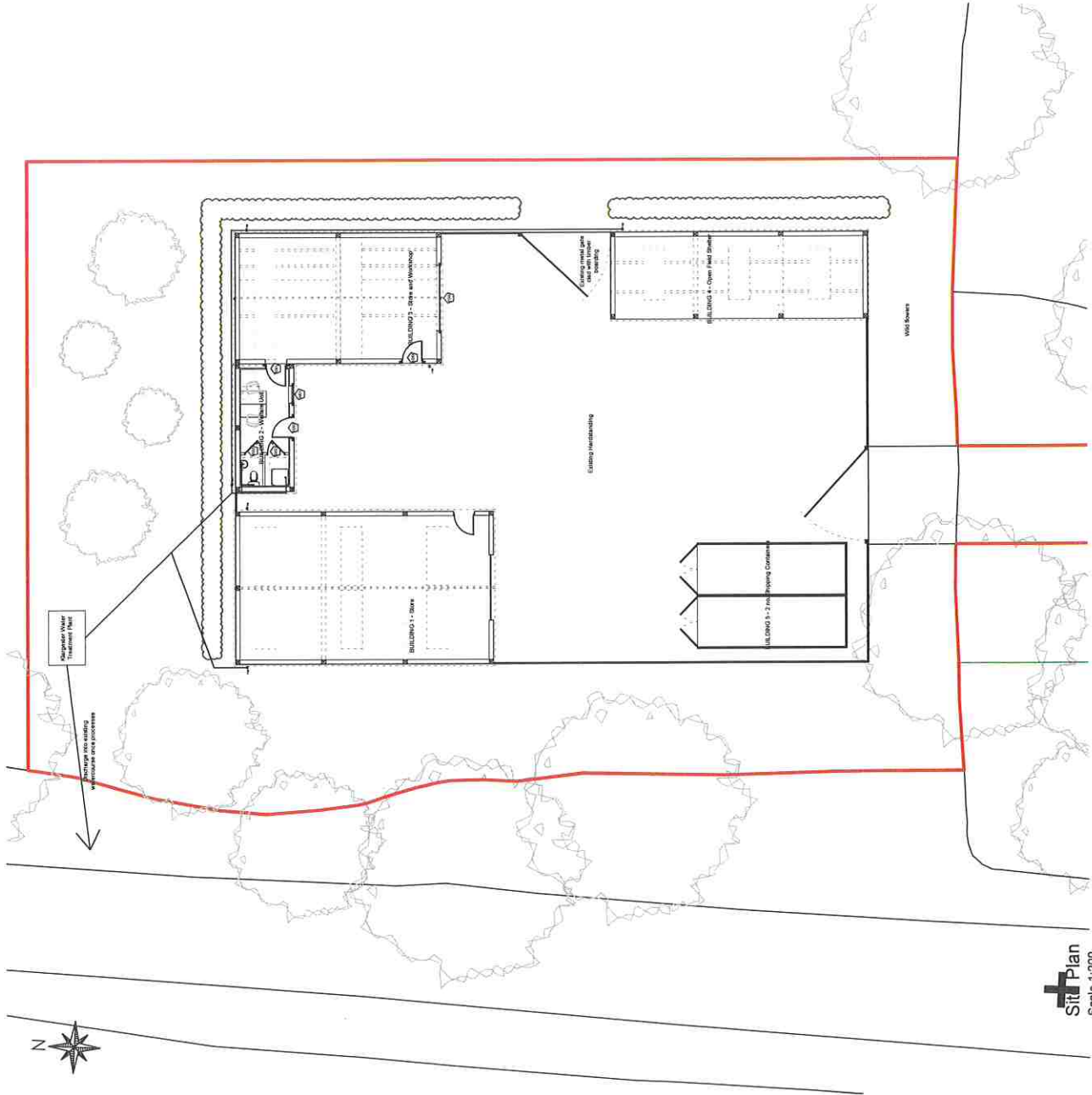
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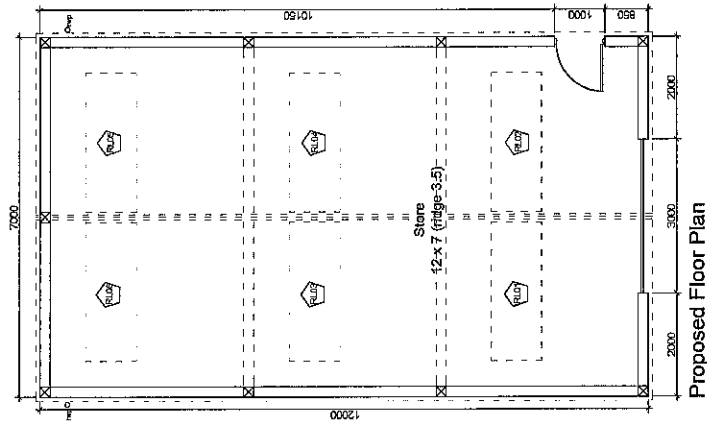
Date.
Sep 25

Drawing No.
25029/401

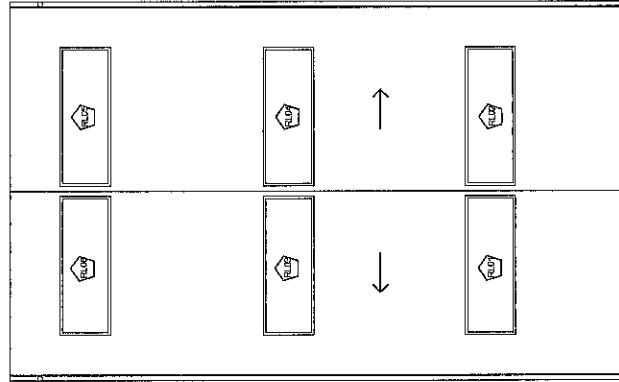
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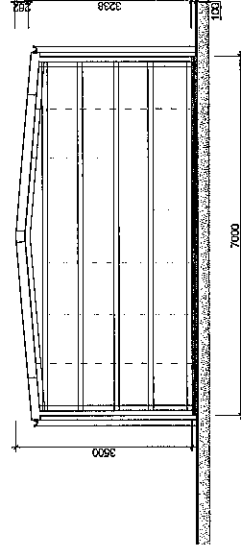




Proposed Floor Plan



Proposed Roof Plan



Proposed Section C-C

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Revisions

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Project:
Snnoxhall Machine Sheds, Land at
Snnoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title:
BUILDING 1 - Store - Plans and
Section

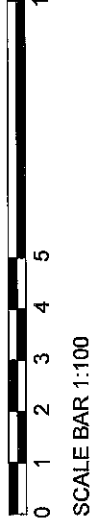
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Date:
Sep 25

Drawing No.
25029/410

Revision:
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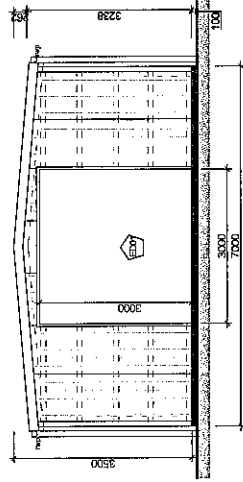


BUILDING 1 - Store
Scale 1:100

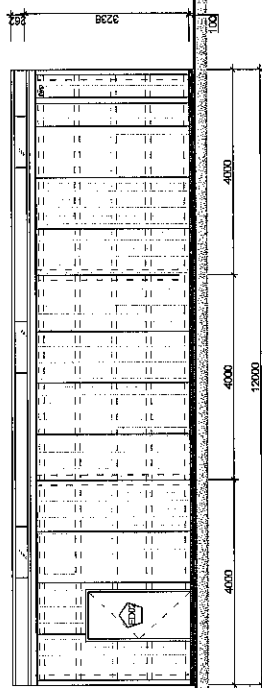


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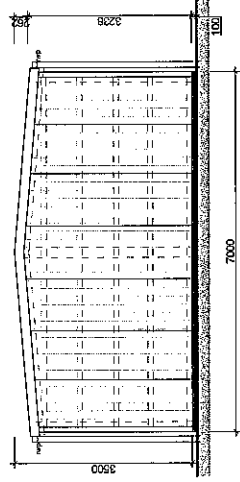
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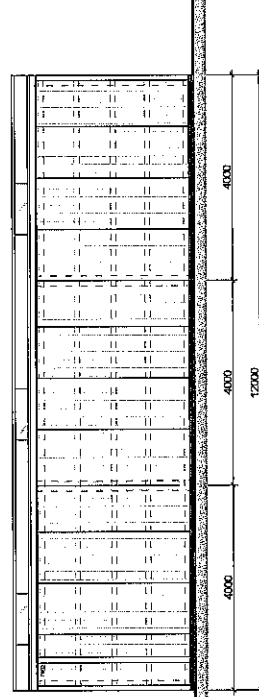
Proposed Front South Elevation



Proposed Side East Elevation



Proposed Rear North Elevation



Proposed Side West Elevation

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Client.
Cranleigh Parish Council

Project.
Snnoxhall Machine Sheds, Land at
Snnoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.
BUILDING 1 - Store - Elevations

Scale.
1:100 @ A3

Date.
Sep 25

Drawing No.
25029/411

Revision.



SCALE BAR 1:100

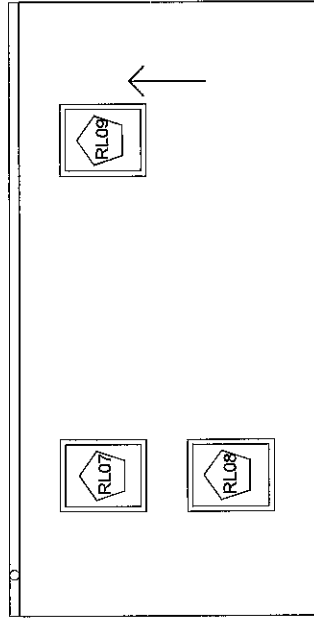
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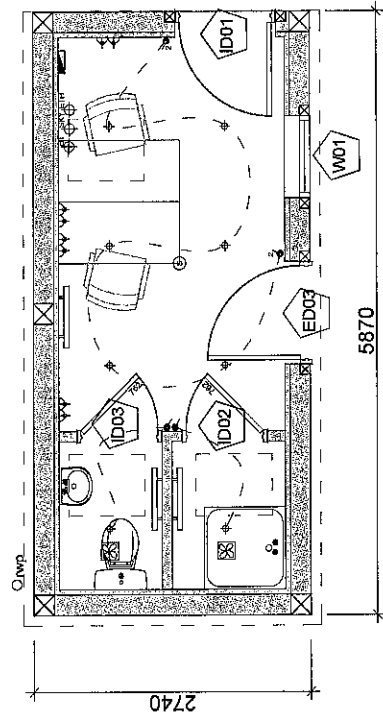


ELECTRICAL LEGEND

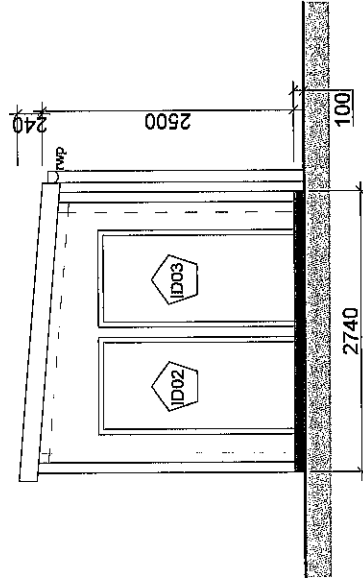
- EXTERNAL LIGHTING (MR)
- PENDANT LIGHT FITTING
- RECESSED LED SPOT LIGHT FITTING
- DIRECTIONAL RECESSED LED SPOT LIGHT FITTING MIN 30° ANGLE
- WALL MOUNTED LIGHT FITTING
- WALL MOUNTED LIGHT SWITCH
- WALL MOUNTED LIGHT SWITCH 2 WAY
- SINGLE / DOUBLE SWITCHED SOCKET OUTLET
- FLOOR MOUNTED SINGLE / DOUBLE SWITCHED SOCKET OUTLET
- FUSED SPUR
- SHOWER SOCKET / TOOTHBRUSH
- RADIATOR
- TELEPHONE / BSKY / ETHERNET OUTLET POINT
- TV OUTLET POINT (SKY and DIGITAL)
- CONSUMER UNIT
- SELF CONTAINED PHOTO-ELECTRIC SMOKE DETECTOR/ALARM (MAINS OPERATED & BATTERY BACK UP)
- MECHANICAL EXTRACTION CEILING MOUNTED
- MECHANICAL EXTRACT FAN THROUGH WALL
- ROOM THERMOSTAT
- DISHWASHER
- BUILT OVEN UNIT
- FRIDGE FREEZER
- TUMBLE DRYER
- WASHING MACHINE
- HOT AND COLD WATER SUPPLY REQUIRED



Proposed Roof Plan



Proposed Floor Plan



Proposed Section B-B

BUILDING 2 - Welfare Unit
Scale 1:100



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Revisions

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Client:
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Project:
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Snnoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title:
BUILDING 2 - Welfare Unit - Plan
and Section
Scale:
1:50 @ A3

Date:
Sep 25

Drawing No.
25029/A12

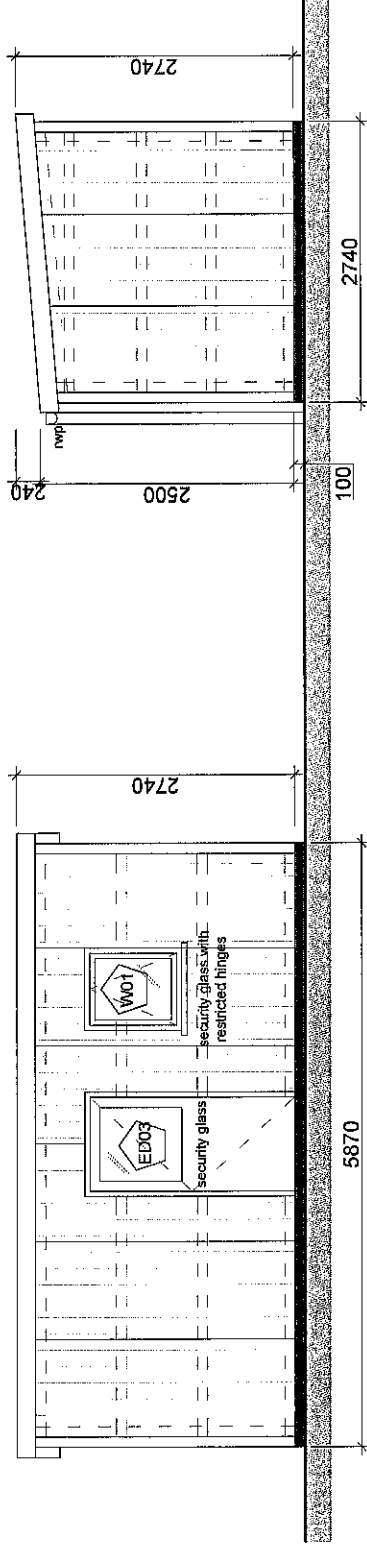
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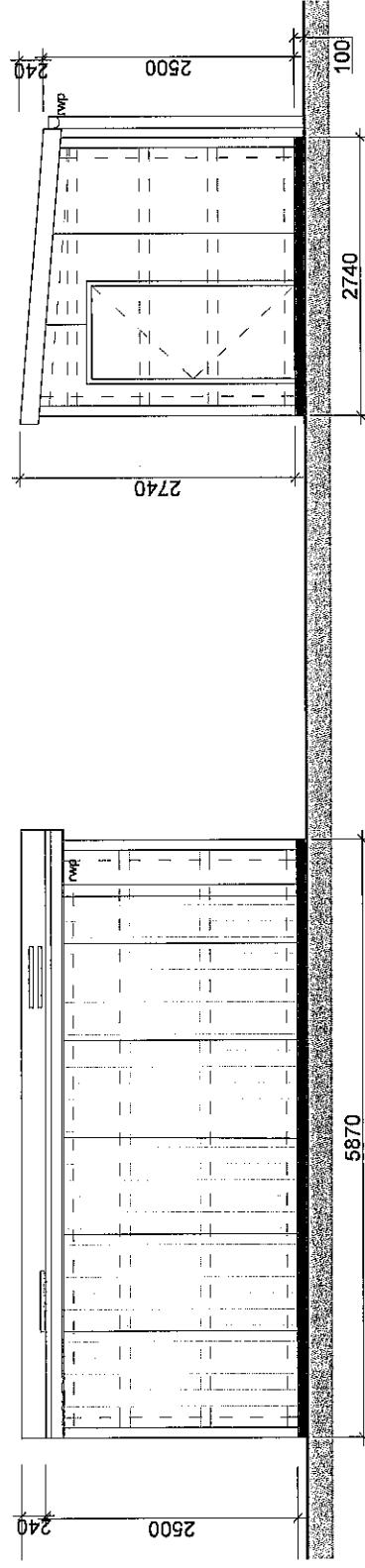
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Revisions



Proposed Front South Elevation

Proposed Side West Elevation



Proposed Rear North Elevation

Proposed Side East Elevation (connecting to Building 3)

BUILDING 2 - Welfare Unit
Scale 1:100



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Cranleigh Parish Council

Project.
Snoxhall Machine Sheds, Land at
Snoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.
BUILDING 2 - Welfare Unit -
Elevations

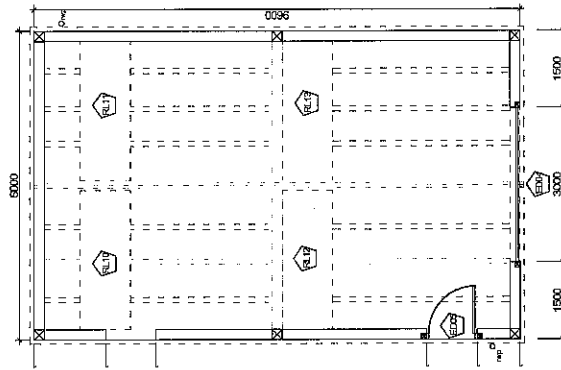
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Date.
Sep 25

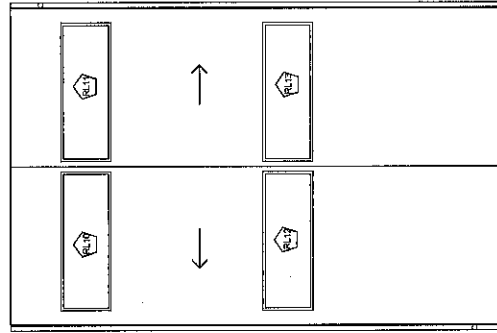
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Revision.

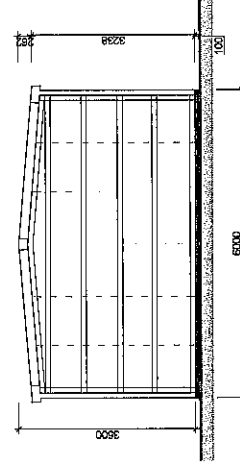
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Proposed Floor Plan



Proposed Roof Plan



Proposed Section D-D

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Revisions

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Client.
Cranleigh Parish Council

Project.
Snoxhall Machine Sheds, Land at
Snoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.
BUILDING 3 - Store & Workshop -
Plans and Section

Scale.
1:100 @ A3

Date.
Sep 25

Drawing No.
25029/414

Revision.
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BUILDING 3 - Store & Workshop
Scale 1:100

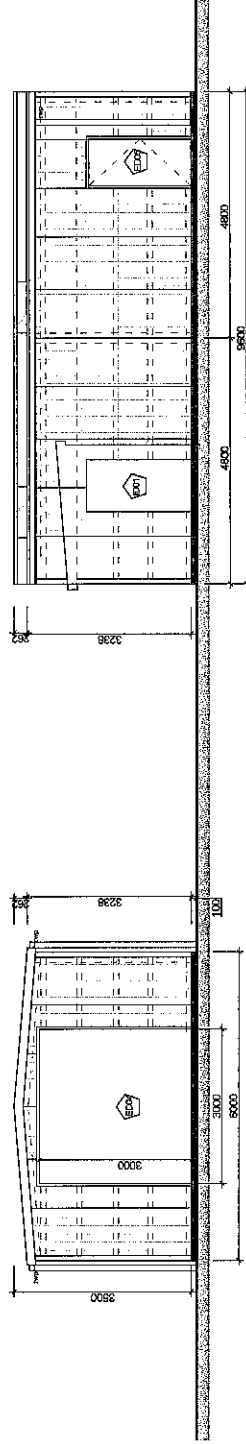


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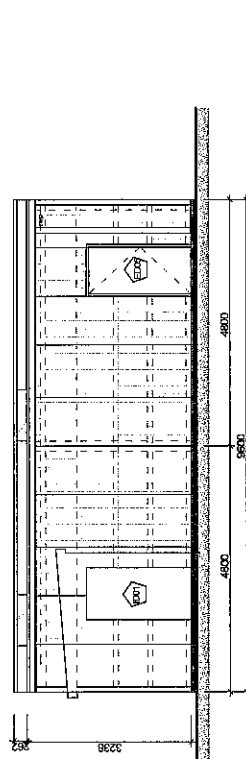


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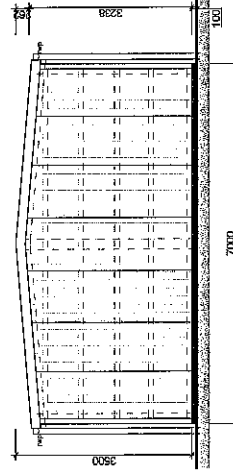
Revisions



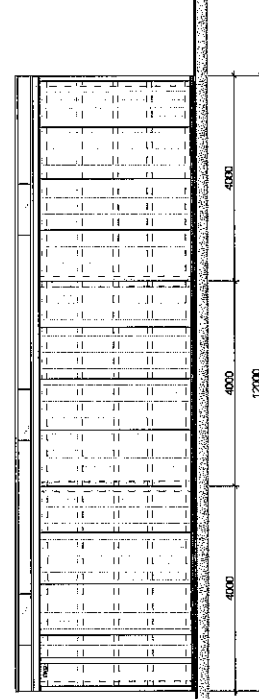
Proposed Front South Elevation



Proposed Side West Elevation



Proposed Rear North Elevation



Proposed Side East Elevation (connecting to Building 2)

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Client.
Cranleigh Parish Council

Project.
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8JN

Drawing Title.
BUILDING 3 - Store & Workshop -
Elevations

Scale.
1:100 @ A3

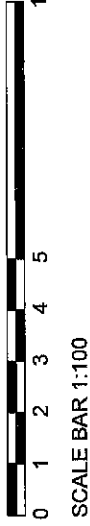
Date.
Sep 25

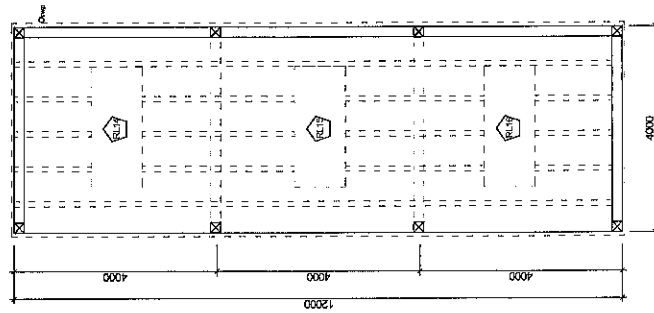
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25029/415

Revision.
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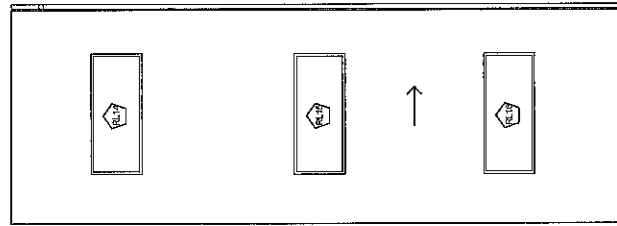
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BUILDING 3 - Store & Workshop
Scale 1:100

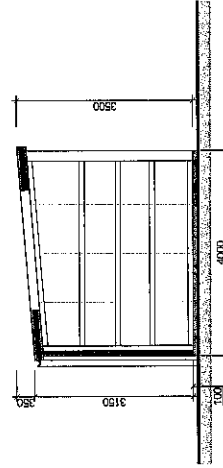




Proposed Floor Plan



Proposed Roof Plan



Proposed Section A-A

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Revisions

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Client:
Cranleigh Parish Council

Project:
Snodhale Machine Sheds, Land at
Snodhale Fields, Knowle Lane, GU6
8JN

Drawing Title:
BUILDING 4 - Field Shelter - Plans
and Section

Scale:
1:100 @ A3

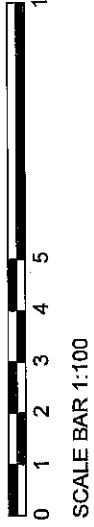
Date:
Sep 25

Drawing No.
25029/416

Revision:
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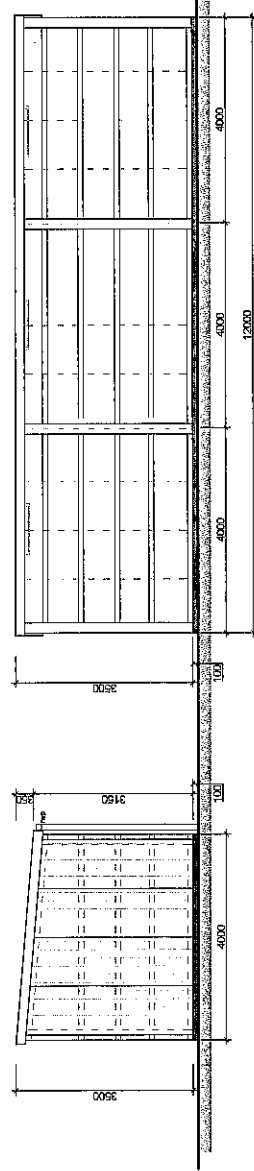
BUILDING 4 - Field Shelter
Scale 1:100





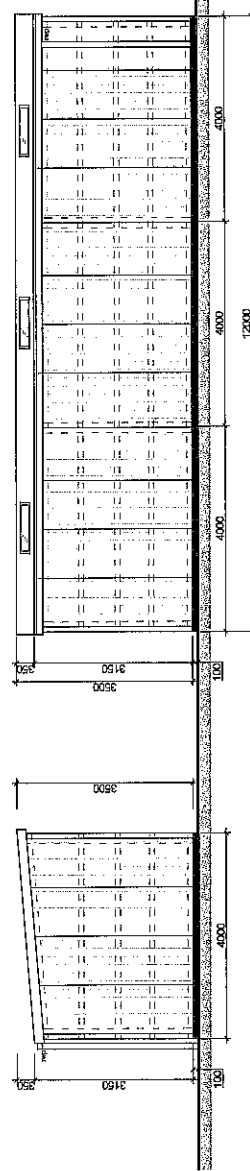
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Revisions



Proposed South Elevation

Proposed West Elevation



Proposed North Elevation

Proposed East Elevation

BUILDING 4 - Field Shelter
Scale 1:100



SCALE BAR 1:100

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davey.cda@gmail.com

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Project.
Snnoxhall Machine Sheds, Land at
Snnoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.
BUILDING 4 - Field Shelter -
Elevations

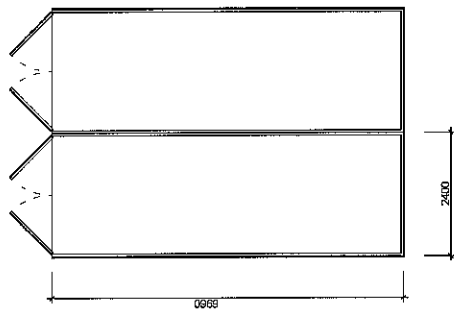
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Date.
Sep 25

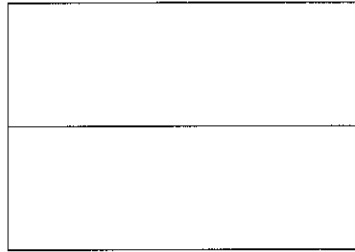
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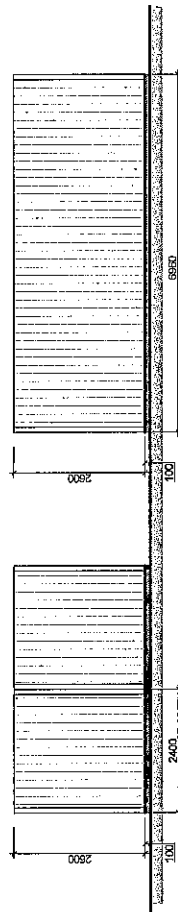
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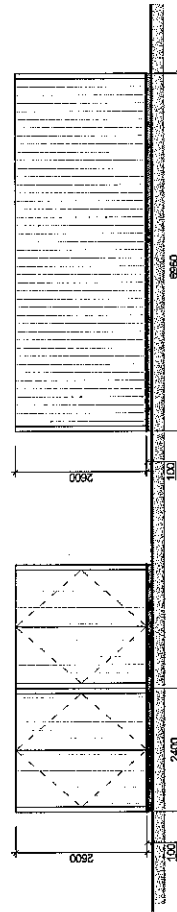
Proposed Floor Plan



Proposed Roof Plan



Proposed South Elevation



Proposed West Elevation

Proposed North Elevation

Proposed East Elevation

BUILDING 5 - Shipping Containers
Scale 1:100



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Client.

Cranleigh Parish Council

Project.

Snnoxhall Machine Sheds, Land at
Snnoxhall Fields, Knowle Lane, GU6
8JN

Drawing Title.

BUILDING 5 - Shipping Container -
Plans & Elevations

Scale.
1:100 @ A3

Date.
Sep 25

Drawing No.
25029/41B

Revision.

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Beverley Bell
Cranleigh Parish Council
Cranleigh Parish Council, Village Way
Cranleigh
GU6 8AF

02 October 2025

Beverley, here's your budget estimate

Your reference number: 8110212713

Your site address: Snoxhall Fields Recreation Ground, Knowle Lane, Cranleigh, GU6 8JW

Dear Bell,

I'm pleased to provide you with your budget estimate to get a new electricity connection. This is based on the minimum cost for this type of work. It's not the final cost for us to carry out the work but it gives you an idea of how much you could pay.

The final price is likely to change once we have visited your site or property and checked our electricity network.

Your estimate is: £17,464.00 (excluding VAT)

Factors that could increase the actual price includes the following:

- To carry out the work we may need to dig in the road or footpath to get to the electricity cable. This means we may need to close a road or divert traffic. The local council charge for this. They might also ask us to carry out the work on a Saturday or Sunday, which means that we'll also have to increase the price to cover out-of-hours working.
- On the day of the work we need to park two large vans near to where the work will be carried out. We may have to apply to the local council to suspend two parking spaces to guarantee they are available. If there are no parking bays that can be suspended we may need to apply for a temporary traffic regulation order.
- We may need to reinforce the local electricity network to give you the power you have asked for.
- In some situations we may need to run an electricity cable on land that isn't yours to get to your property. We need to get the landowner's permission before we can carry out the work, and they may ask for a payment.

Want a full quotation?

Please get in touch with me if you'd like a full quotation and a breakdown of the price. I'll then organise for one of our surveyors to visit you to explain how much your work will cost and how long it will take.

Thanks

Agnieszka Songin
Connection Coordinator, UK Power Networks

0800 015 5799 (Monday-Friday, 8.30-5pm)

Contacting us is easy

Call us (Mon to Fri, 8.30am - 5pm)

Visit our website



0800 029 4280



ukpowernetworks.co.uk





How To Start a Community Cinema Starter Pack

CINEMA
FOR **ALL**

Contents

Welcome	1
Essential licences and insurance	2
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Welcome!

This guide will provide the key information you need to start your very own community cinema in the UK, as well as some handy top tips to make your cinema extra special.

Cinema For All is the national charity organisation that supports volunteer led cinema across the UK. We have been running since 1946 and now proudly support over 1700 community cinemas. We've seen community cinemas take many different forms, from a rural cinema club bringing fresh films to their community, to a pop-up immersive cinemas in cities sharing their love of film through fancy dress, food and live performance at their screenings - so you are in very good company.



2025 marks 100 years of community cinema, which is an incredible milestone – why not be part of this rich history with your own fantastic screenings for your communities.

Some groups set up a community cinema for the simple reason that they don't have a cinema nearby, while others want to offer something different to what is on at their local cinemas, be it: providing a greater range of films, accessible spaces and/or affordability. Whatever your reason for getting started community cinemas are special because they are created for and by the community. Continue with this guide to get yours started today!



Essential licences and insurances to screening films legally

To kick things off, here is a list of the licences and insurances you must have to screen films to the public, legally and safely. Feel free to tick these off as you complete them.

Type of Licence or Insurance	What this licence or insurance provides	Done?
Public Liability Insurance	This is an insurance you need to have as an organisation to protect you, your audience and volunteers. It is best to not rely on the Public Liability Insurance of your venue, as their policies might not cover all of your activity or you might use different venues for each screening. Discounted insurance is available from WRS Insurance for Cinema For All members (find out more about membership here). The cost of the insurance depends on various factors such as size of venue and who you are working with e.g. young people.	
Cinema Licence	<ul style="list-style-type: none"> • <u>Scottish exhibitors will need to take into consideration the Cinemas Act 1985. Under this act any venue showing films will need to apply for an annual Cinema Licence, which you can obtain from your local council. If you are a not for profit group, you can apply to the Scottish Government for an exemption certificate under The Cinemas Act 1985. To find out more and download the exemption form, visit Regional Screen Scotland's website.</u> • <u>Northern Ireland exhibitors will also need a Cinema Licence from your local council. In some cases you may be exempt, but we recommend speaking to your local licencing officer in all cases. For more information visit Belfast City Council's webpage.</u> 	

<p>Film Licence</p>	<p>You always need a film licence from the distributor in order to screen a film. This licence usually costs between £97 - £140 per film (explained in more detail in Step 5). A distributor is the company or person that owns the copyrights to a film and can give permission for the film to be screened.</p> <p>There are two options of types of film licences for you to choose from:</p> <ul style="list-style-type: none"> • Commercial Single Title Screening Licence – This is the licence we most recommend as it allows you to advertise the film publicly, charge for tickets or accept donations and is the most commonly used licence. These are purchased per screening. • Non-Commercial Single Title Screening Licence – With this licence you are restricted to only advertising the film privately to your members, e.g. a member newsletter. The main benefit of this licence is that you pay a flat-fee for the licence e.g. £100 rather than a percentage of your total ticket takings. This licence mainly works for groups that operate on a membership basis e.g. their members pay £45 a year, so don't need to rely on public advertising to guarantee audience members. This licence does not allow you to charge for tickets. <p>Please note you still require a licence per film, even if you don't plan on charging for tickets.</p>	
----------------------------	---	--

'When attending, you get the full cinema experience without the risks and huge expense of going to a commercial cinema in town. As a woman who attends on her own I know that there will always be a warm welcome'

Community Cinema Attendee

'We spoke to Cinema For All when we were dealing with all the practicalities for the first time: equipment, finances, licences, all the stuff that doesn't occur to you until you start to get really involved.'

Jon Kelly, Phantom Cinema

Step 1: Form a Team

Whilst you can start screening films with just yourself, forming a team is important for the smooth running of your community cinema. Here are some roles you can consider, some roles can be done by one person and others benefit from having a small group of people working together within one role:



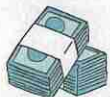
Programmer - chooses and books the films.



Projectionist - sets up and oversees the projection of the film.



Marketing Team - designs graphics, writes copy, social media and print.



Treasurer – keeps track of finances and banking.



Front of House – greets the audience, sells refreshments, sets up the room and takes tickets.

Things to consider:

- There are a couple of different ways to operate as a community cinema for example some offer a membership, whereas others are completely open to the public. You can find out more about ways of operating in our [guide here](#) and choose the one that is best for you and your team.
- **Communication** – decide how you are going to keep in touch as a team e.g. monthly meetings to help share out tasks, reflect on past screenings and plan for the future. You could also have a private Facebook group or use an online workspace such as Slack. Chat together and see what works best for everyone.
- **Recruiting volunteers** – are there any friends and family that could help you with your screenings? You could do a call out for volunteers for the roles above e.g. at local universities, volunteer centres and community centres.

Step 2: Come up with a name and logo

A good name and logo is important as it helps people to know who you are and what you do. Here are some tips on creating your cinema name and logo. Have fun in the creation!

- Think of a name for your cinema that is clear in what it is e.g. has the word film or cinema in it.
- Perhaps it can refer to your local area e.g. Blackford Community Cinema.
- Think of a name that you can incorporate into a logo. Your logo can be just text or could include an image e.g. a film reel or a landmark of your local area.

Examples:



Step 3: Choose a venue

Choosing a venue is an important step as it will be the home for your cinema. There are lots of great spaces out there but here is a handy check list of things to think about when deciding on a suitable venue:

Venue Feature or Consideration	What to check	Done?
Capacity	How many people can you seat inside comfortably? This also informs you how many tickets you can sell which helps for understanding your costs and how much to charge.	
Premises Licence	This is a licence your venue needs so you can show films. Venues get this licence from the council. Does your venue already have one?	

PRS (Performing Rights Society) music licence - also known as a PPL (Phonographic rights licence)	This licence covers the copyright of any music used in your chosen film, plus any additional music you want to play as the audience are entering or leaving. Venues obtain this licence from <u>PRS Music</u> or <u>PPL</u> .	
Price	Is the venue affordable month by month from funding or money that you make from ticket sales?	
Accessibility	Is the venue accessible to people that might be disabled or hard of hearing? Also consider your own accessibility, can you gain access to the building easily as the organisers?	
Sight and sound	Does the venue have black out capabilities on windows so you can see the screen easily? What are the acoustics like? If possible see if you can test a DVD in the venue ahead of your screening.	
Comfort	Does your venue have chairs, are they comfy? Is the space warm or cool enough? See what other facilities it has e.g. toilet facilities, café for serving refreshments, car parking.	

Step 4: Equipment

To screen films, you will need:



Screen



Projector



Player (this could be a Blu-ray, DVD player or laptop)



PA System (speakers and amplifier)



Film (e.g DVD or Blu-Ray)



Accessibility equipment e.g. a hearing loop, this helps anyone wearing a hearing aid to filter out background noise and focus on the sound coming from the speakers. Check with your venue whether they have this installed. You could also use subtitles for your screening to make your event more accessible.

It is helpful to test and practice setting up the screening equipment ahead of your screening so you can gain confidence and check it is working. For more information about using screening equipment visit our [guide here](#).

Don't have your own equipment?

- Check if your venue already have some equipment that you can use and test it.
- You can hire equipment from Cinema For All – find your nearest equipment hub [here](#).

Step 5: Choose a film and get the licence

Now you have your venue and equipment sorted you can choose your film!

Getting a licence:

- You will need a Commercial Single Title Screening Licence. This particular licence allows you to charge for tickets and advertise the film publicly. Remember if you have chosen a Non-Commercial Licence this means you cannot advertise your screening publicly or charge for tickets.
- You get the film licence from the film's distributor. E.g. [Cinema For All](#), [Filmbankmedia](#), [BFI](#), [Park Circus](#). If you would like help finding a film licence contact Cinema For All and we can help you. Over time you will build your knowledge and familiarity with different film licences and distributors.

- Always confirm your film licence before advertising your film so that you know it is definitely available for your screening.
- Always check the age certificate of the film you are screening and only admit those of that age and above. It is against the law to screen films to anyone under the age of the **BBFC** (British Board of Film Classification) age certificate.
- A film licence usually costs between £97 and £140, depending on the distributor you get your film licence from. Some distributors charge either a minimum guarantee e.g. £110 or 35% of your box office instead. They will charge whichever is greater. Some distributors will charge more based on the size of your venue.
- You usually pay for the film licence after the screening has taken place and you will be asked how many people attended the screening. Some distributors also ask what you charged and your overall box office takings (the total money from ticket sales).



Step 6: Marketing your first screening

Now you have built your cinema, it's time to invite people to enjoy it with you! Here are some tips to help raise your cinema's profile, develop your audience and market your screenings:

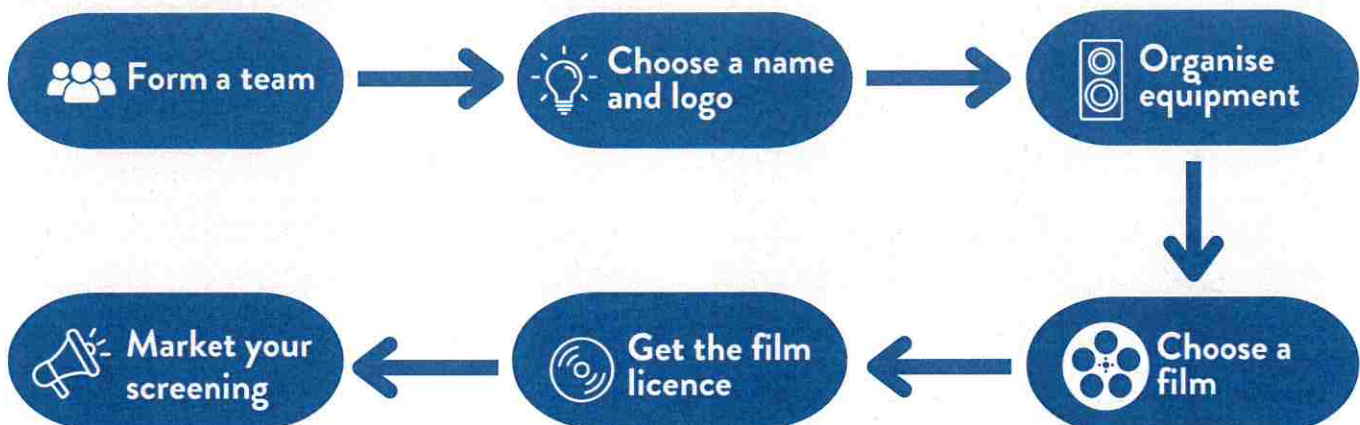
- Design an eye catching poster. This can be used digitally on your social media, newsletters and website. Print versions (such as posters and flyers) can be placed around your local area.
- You could set up a mailing list so you can communicate with your audience about your future screenings. Websites like Mailchimp are good as they comply with the General Data Protection Regulation (GDPR) i.e People can unsubscribe or update their preferences anytime.
- Set up a social media account that feels right for the audience you're trying to reach and that you feel comfortable using e.g. Facebook or Instagram. This is a free marketing tool and a good way to build a following.

Step 7: Evaluation

After your screening take some time as a team to evaluate how your first screening went. This helps you think about your next steps. Here are some questions you could use to help evaluate your screening:

- ✓ What went well?
- ✓ What did each team member enjoy?
- ✓ What feedback did you receive from your audience?
- ✓ What could be improved for your next screening?

Recap



Once you've followed these seven steps to create your community cinema and first screening, the process of running screenings will become easier and you can broaden your ideas should you choose to. Remember, there are lots of resources and organisations out there to help you every step of the way from the beginning and beyond!

Further Information

For more information or to chat to the Cinema For All team you can:

Visit our website: www.cinemaforall.org.uk

Email us: info@cinemaforall.org.uk

Call us: 0114 2210314

Want to see how other groups got started? Take a look at some case studies [here](#).



Resources:

UK wide:

- Inclusive Cinema – www.inclusivecinema.org
- Film Hub South East and Independent Cinema Office - www.independentcinemaoffice.org.uk
- Film North - www.filmhubnorth.org.uk
- Film Hub South West – www.watershed.co.uk/filmhub
- Film Hub Midlands - www.filmhubmidlands.org
- Film Hub London - www.filmlondon.org.uk
- BFI (British Film Institute) - www.bfi.org.uk
- Into Film – www.intofilm.org
- Your Local Cinema – www.yourlocalcinema.com

Scotland:

- Film Hub Scotland - www.filmhubscotland.com
- Regional Screen Scotland – www.regionalscreenscotland.org

Wales:

- Film Hub Wales – www.filmhubwales.org

Northern Ireland:

- Film Hub Northern Ireland – www.filmhubni.org

Carrying out a SWOT analysis of your Village

- The values of communities and their groups in supporting people and promoting physical and mental wellbeing, while tackling some of the challenges we face (loneliness and isolation and inequalities) are essential.
- The potential for communities to collaborate with and enhance services from statutory health service by addressing holistic health and wellbeing is endless.

A SWOT (strengths, weaknesses, opportunities, threats) analysis will need to be carried out by each relevant Parish Council. This helps by collating information which could help influence planning and decision making for the future. You will end up with a snapshot of what your village has now and what is needed in the future to improve lives of people who live there.

From your analysis, identify key actions needed and areas for focus, prioritise in terms of urgent, important, quick wins and long-term plans. Engagement with the community and community-based groups is critical.

This is not a prescriptive template but may serve to guide analysis of what is available and what is needed in your village.

(Village) Facilities, Venues, Challenges and Vision for future.

Date SWOT analysis undertaken: dd/mm/yyyy (it can only ever be a snapshot in time – date is critical)

Strengths (examples)	Weaknesses (examples)
<ul style="list-style-type: none"> Buildings <ul style="list-style-type: none"> e.g. Village Hall – activities through the week or ad hoc Sports and/or Social Clubs – activities and facilities for local people Day Nurseries/Centres Places of faith – support groups offered via such places Shops, Pubs, Cafés, petrol stations, restaurants, Post Offices Social and Cultural <ul style="list-style-type: none"> e.g. arts centres, arts groups, Community cafes, groups, book clubs, frequency, access, pre-school groups, youth groups, luncheon clubs. Men's sheds Sports and fitness <ul style="list-style-type: none"> walking groups, gardening, allotments exercise classes, yoga, Pilates Social Media and Parish Magazines Veterinary Practices and doggy day care facilities 	<ul style="list-style-type: none"> Access to services Any shortage of activities for particular population groups Communication e.g. wifi coverage, access to local information, Parish Council information Education <ul style="list-style-type: none"> Schools and colleges, other learning groups Geographical Layout - any inhibiting factors <ul style="list-style-type: none"> e.g. access to medical care, access to transport, age-related activity youth clubs, nurseries, stay & play sessions), minority group related activity Population issues Transport <ul style="list-style-type: none"> Bus routes Cycle routes Car ownership Access to rail networks Safe walking
Opportunities (examples)	Threats (examples)
<ul style="list-style-type: none"> Access to information Projects - in progress or for discussion with your local Community. Examples: <ul style="list-style-type: none"> All age-related needs – e.g. young people, young families, small children, older people, working age adults Library facilities Wellbeing Community transport Secure dog field Infrastructure projects Access to funding 	<ul style="list-style-type: none"> Community Safety Engagement with Heath Providers/Social Prescribers – in the face of high demand and conflicting priorities Housing, waste water management, road systems, transport, telecommunications and internet <ul style="list-style-type: none"> Flooding Sewage Infrastructure Public Transport

Letter of Understanding: Indemnity Agreement

From: Cranleigh Business Improvement District (BID) Ltd
c/o TWP Accountants
111 High Street, Cranleigh, Surrey
GU6 8AU
16 September 2025

To: The Clerk,
Cranleigh Parish Council,
Village Way, Cranleigh, Surrey
GU6 8AF

Re: Formal Letter of Understanding – Indemnity in Respect of Public Wifi Installation Works

Dear Clerk and Esteemed Members of Cranleigh Parish Council,

We write on behalf of Cranleigh BID Ltd to formally set forth the mutual understanding regarding the indemnification of Cranleigh Parish Council by Cranleigh BID Ltd in relation to the installation of Public Wifi equipment and/or infrastructure within your jurisdiction. The primary purpose of this correspondence is to clearly articulate the responsibilities assumed by Cranleigh BID Ltd, specifically in relation to any potential losses or liabilities arising from such installation activities.

Background

Cranleigh BID, in furtherance of its enduring commitment to the enhancement of the commercial and public spaces within Cranleigh, has outlined a programme of installations intended to enrich the amenities, safety, and overall experience when visiting and conducting business in Cranleigh High Street.

We recognise that the execution and continued presence of such installations within the public domain inherently involve certain risks, encompassing both safety and financial aspects. In recognition of these factors, and as a demonstration of our collaborative relationship, Cranleigh BID Ltd hereby undertakes to indemnify Cranleigh Parish Council in respect of any and all losses which may arise as a direct or indirect consequence of the installation works.

Scope and Nature of Indemnity

Cranleigh BID Ltd hereby irrevocably undertakes to indemnify and hold harmless Cranleigh Parish Council, including its employees, agents, representatives, and officers, from and against all manner of claims, demands, actions, proceedings, damages, losses, liabilities, costs, and expenses (including, but not limited to, reasonable legal fees and expenses) which may be sustained or incurred by Cranleigh Parish Council as a result of, or in connection with:

- The installation of all equipment relating to the installation of Public Wifi under the auspices of Cranleigh BID Ltd within the Council's area of supervision;

- Any damage to property, personal injury, or other losses arising directly or indirectly from the installation, ongoing maintenance, usage, or removal of such items;
- Any breach of applicable legislation, regulations, or local bylaws occasioned by the conduct of the installation works; and
- Any third-party claims arising from the presence, condition, or placement of the aforementioned installations.

For the avoidance of ambiguity, "installation" shall be ascribed the broadest interpretation, encompassing all preparatory, construction, maintenance, and post-installation activities, including the eventual removal thereof.

Limitations and Exclusions

The indemnity herein provided shall not extend to losses resulting from:

- Acts or omissions of Cranleigh Parish Council, its agents, or employees unconnected to, or not resulting from, Cranleigh BID's Wifi installation works;
- Deliberate or reckless acts of unrelated third parties; or
- Events classified as force majeure, including but not limited to natural disasters, acts of war, or other matters outside the reasonable control of Cranleigh BID Ltd.

Duration and Term

This indemnity shall remain valid from the initiation of any installation works until the removal of all installed items and the restoration of the relevant site(s) to their original condition, unless otherwise mutually agreed in writing.

In the event of any substantive changes to the nature, scale, or location of the proposed installations, Cranleigh BID Ltd undertakes to notify Cranleigh Parish Council promptly in writing and to review the terms of this indemnity to ensure its ongoing appropriateness.

Insurance

Cranleigh BID Ltd further affirms that, for the duration of the installation works and for so long as any installed item remains in situ, it shall maintain appropriate and sufficient insurance coverage to address liabilities arising under this indemnity, including but not limited to public liability insurance and contractors' all-risk insurance. Copies of all relevant insurance documentation shall be provided to Cranleigh Parish Council upon written request.

Notification of Incidents

Cranleigh BID Ltd respectfully requests that Cranleigh Parish Council notify us at the earliest practicable opportunity in the event of any incident, claim, or occurrence which may give rise to a claim under this indemnity. Cranleigh BID Ltd shall fully cooperate with Cranleigh Parish Council regarding the investigation and resolution of any such matter.

Dispute Resolution

Should any dispute arise pursuant to this indemnity or any claim asserted thereunder, both parties agree to engage in good faith negotiations with a view to achieving an amicable resolution. Failing which, the matter may be referred to an independent, mutually acceptable arbitrator, whose determination shall be final and binding.

Entire Agreement

This letter represents the entire agreement between Cranleigh BID Ltd and Cranleigh Parish Council regarding the indemnity arrangements set forth herein, superseding any previous correspondence or agreement on this subject matter. Amendments or modifications shall be effective only if made in writing and duly executed by authorised representatives of both parties.

Acceptance

Should Cranleigh Parish Council concur with the terms outlined in this letter of understanding, kindly signify your acceptance by signing and returning a countersigned copy to info@destinationacranleigh.com at your earliest convenience. Upon receipt, this letter shall constitute a binding agreement between the parties.

Contact Information

Should you require any further information or clarification regarding this indemnity, or any aspect of the installation works, please do not hesitate to communicate with the undersigned at the details provided below.

Yours faithfully,

Christine Martin
CJM

General Manager
Cranleigh BID

Date: 16.09.2025
For and on behalf of Cranleigh BID

For Acceptance:

Chair/Clerk
Cranleigh Parish Council

Date
For and on behalf of Cranleigh Parish Council



Public Wifi Installation Heads of Terms

Between: Cranleigh Business Improvement District Ltd ("CBID")

And: Individual Levy Payers ("Premises Owner/Occupier")

Subject: Installation and Operation of Public Wi-Fi Equipment

1. Purpose

To set out the principal terms under which CBID may install and operate public Wi-Fi equipment on or within the property/premises of levy payers participating in the public Wi-Fi scheme in Cranleigh.

2. Parties

- **Provider:** Cranleigh Business Improvement District Ltd (CBID), a not-for-profit organisation managing the Business Improvement District.
- **Host:** The Levy Payer, being the owner, leaseholder or occupier of a commercial premises within the BID area.

3. Scope of Agreement

- CBID seeks permission for Fusion Wifi Networks Ltd, to install, maintain, and operate public Wi-Fi equipment on and within the Host's premises
- Equipment may include, but is not limited to: install and run cables, drill holes in walls and mount equipment and install new FTTP internet connections at each location.

4. Location

- The specific installation points and access routes within or on the premises shall be agreed in writing prior to installation.
- The equipment will be installed in a manner that minimises visual and physical impact.

5. Term

- Initial term: would be until the end of the CBID's first term which is November 2028.
- Renewal: Subject to mutual agreement or automatic renewal on a rolling basis (e.g., annual), unless terminated.

6. Ownership and Liability

- All Wi-Fi equipment remains the property of CBID
- CBID will be responsible for maintenance, insurance, and repair of the equipment.
- Hosts shall not interfere with or remove the equipment.

7. Access

- CBID (or its contractor) shall be granted reasonable access to the premises, with advance notice (minimum [48] hours unless in emergency), for installation, inspection, maintenance, repair, or removal of equipment.

8. Utilities

- The Host agrees to provide power supply (where required), with negligible impact on energy consumption. CBID will pay a nominal contribution to power costs if requested.

9. Health and Safety

- All installation and maintenance works shall comply with applicable health and safety regulations.
- CBID shall ensure all contractors are appropriately qualified and insured.

10. Indemnity

- CBID agrees to indemnify the Host against any damage caused by the installation, operation, or removal of the equipment, except where damage arises from the Host's own negligence or interference.

11. Termination

- Either party may terminate the agreement with [30] days written notice.
- Upon termination, CBID shall remove the equipment and make good any damage caused.

12. Data and Privacy

- The Wi-Fi service shall comply with all applicable data protection and privacy laws (e.g., UK GDPR).
- The equipment will not be used to gather personal data from the Host's premises or its systems.

13. Legal Status

- These Heads of Terms are not intended to create a legally binding agreement but to form the basis of a formal agreement or licence to follow.

Signed for and on behalf of Cranleigh Business Improvement District Ltd

Name:

Position:

Date:

Signed by the Host (Levy Payer)

Name:

Business Name:

Property Address:

Date:
