



CRANLEIGH PARISH COUNCIL

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

I've lived in Cranleigh for most of my life and now live here with my wife and two small children. I have always been very interested in the idea of being on the parish council.

Professionally, I am the Hard FM Manager for the Royal Surrey NHS Foundation Trust working for a subsidiary called Healthcare Partners. My day-to-day role is managing the buildings, maintenance, statutory compliance, contractor management and capital projects. So, I think I could add genuine practical value there rather than just opinions.

I manage large contracts and budgets. Part of my role is overseeing a major outsourced facilities contract on behalf of the Trust, which involves scrutinising performance, challenging costs and holding suppliers to account.

I am keen to be involved in local decisions and use my expertise and experience to make helpful contributions to the direction of the village. I've always been interested in how decisions get made locally, planning in particular, and I think if you care about that stuff the right thing to do is get involved and do some of the work.

As a 32-year-old dad with two young kids, I would like to bring my experiences to the council in order to make the village a better place for young people to grow up in.

I'm local and I intend to stay local. My family is settled here, so I have a long-term interest in the village being well run, and I'm happy to help with events and the extra bits that come up during the year as well as the formal meetings.

I think the Council works best with a mix of ages and backgrounds on it, and I can offer practical experience with buildings, contracts and budgets along with a willingness to do jobs properly.

Experience

- Managing £3.5 million annual maintenance contract.
- Managing £3 million annual backlog maintenance budget.
- Managing approx. £2 million capital projects annually.
- Overseeing statutory and mandatory building compliance for the hospital.

Qualifications

- Incorporated Engineer with CIBSE.
- NEBOSH National General Certificate in Occupational Health and Safety.
- PRINCE2 Practitioner.
- HND Mechanical Engineering.
- CMI Level 7 Leadership and Management.

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.



CRANLEIGH PARISH COUNCIL

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

To the Chairman Cranleigh Parish Council.

I am applying for co-option to the Cranleigh Parish Council. Having lived in the area for 10 years and being very much a part of the local community, I would welcome the opportunity to use my experience and skills in a constructive way to the benefit of Cranleigh and its residents.

Although much of my adult life has been involved with the theatre, I have also had considerable experience in public administration and personnel management in the Civil Service. I spent 16 years as a Tax Officer with HM Inspector of Taxes, where I gained an understanding of legislation, regulations, financial matters and the importance of fairness and confidentiality when dealing with the public.

After raising my three children and supporting their progress to university, I worked for HM Customs and Excise as Personnel Manager for the East Anglian customs ports, undertaking the responsibilities of a Higher Executive Officer. This involved managing staff, dealing with individual welfare and personnel matters, applying regulations and procedure and making decisions which required tact, discretion and sound judgements. I also demonstrated my negotiating skills when dealing with Trade Union representatives. I believe these experiences would be valuable in the work of the Parish Council where financial awareness and consideration of the resident's needs are particularly important.

For more than 60 years I have been involved with the amateur theatre both as a performer and principally as a director. I have served as Chairman and Secretary of the Ewhurst Players and have been involved in the planning and production of numerous successful plays and musicals. My late husband and I ran our own theatre company and a successful 250 seater theatre in Felixstowe. These involved leading teams of people with differing skills and personalities, organising productions, working to strict deadlines, managing budgets, problem solving and working as a team, towards a common objective.

Of particular interest for me has always been encouraging young people to develop their confidence by involvement with the theatre and performing arts. I have directed and coached many young performers and have seen how arts and community activities can make such a difference to their sense of well being and sense of belonging.

I hope to bring to the Parish Council my professional experience, organisational and people-management skills, financial awareness, community involvement, and, above all, a willingness to learn, listen, and work with others.

I believe I still have much to offer and would be proud to play an active part in the life of Cranleigh and to contribute my experience and enthusiasm to the Parish Council and the whole Community.

Margaret (Meg) Bray

3rd September 2026.

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.

Clerk's Report September 2026

- Surrey County Council's TRO team has responded to the Parish Council's objection to the proposed disabled bay relocation on Bank Buildings Road, Cranleigh. They have said that the Parish Council's concerns regarding wheelchair users alighting onto the grassed area adjacent to the War Memorial have been noted and carefully considered. After reviewing the objection alongside the wider aims and requirements of the scheme, their decision is to set aside the objection and proceed with the proposed Traffic Regulation Order.
- Citizens Advice organisations across the county are aligning with the new East and West Surrey unitary authority boundaries. In the West the four Local Citizens Advice organisations have agreed 'in principle' to join together in a Group Structure to form Citizens Advice West Surrey. Legal and governance arrangements are progressing, with a view to being completed by December 2026.
- Waverley Borough Council published their Land Availability Assessment on 12 August 2026. The Land Availability Assessment is a technical evidence study that identifies land which may have potential for future development. Local planning authorities are required by national planning policy to assess land submitted by landowners, developers and other interested parties through a 'Call for Sites' process.

The purpose of the assessment is to help the council understand what land may be available across the borough and identify any planning constraints or issues that may affect those sites.

Importantly, inclusion within the assessment does not mean:

 - that a site has been approved for development
 - that a site will be allocated in the Local Plan
 - that planning permission will be granted

No decisions have yet been made regarding future site allocations.
- Waverley Borough Council has not yet made a decision on the Parish Council's nomination of the library as an asset of community value.
- Waverley Borough Council has decided to retain ownership of the three electricity cabinets on the Common and has entered into a licence agreement with Cranleigh BID as they use the cabinets for the Christmas lights supply. WBC have advised that there is a fourth electrical cabinet located in the Post Office flowerbeds which is in a poor state of repair. They suggest contacting Cranleigh BID to see if they are prepared to enter into a licence agreement for this cabinet. WBC also suggest contacting Surrey County Council as they have works planned in this area.
- The new National Planning Policy Framework came into effect last month. It does bring forth changes which will impact this Parish Council. If the Parish Council wishes to object to a planning application, it can no longer rely on a generalised objection and must comment on specific policies. The Council could investigate the planning AI module. Review of the Council's Neighbourhood Plan every five years is essential to ensure its full weight is renewed and it should be prepared using searchable digital planning software. Updated Planning Practice Guidance is awaited on the matter of allocation of non-strategic housing sites through the Local Plan and Neighbourhood Plans.
- The new Parish Council website goes live on 21 September 2026.

Cranleigh Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

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

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Cranleigh Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Cranleigh Parish Council on application to: (a) <u>MRS B.M. BELL PARISH CLERK</u> <u>CRANLEIGH PARISH COUNCIL</u> <u>COUNCIL OFFICE VILLAGE WAY</u> <u>CRANLEIGH SURREY GU6 8AF</u> (b) <u>MONDAY TO FRIDAY</u> <u>9.30AM - 12.30PM</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £0.30(c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>MRS B.M. BELL - PARISH CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>09/09/26</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

CRANLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

21/05/2026

and recorded as minute reference:

16/62

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

Chair

Clerk

www.cranleigh-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

CRANLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	490,429	394,207	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	539,388	597,902	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	516,058	251,348	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	275,760	299,057	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	875,908	461,712	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	394,207	482,688	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	376,690	483,854	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,721,676	2,791,334	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

21/05/2026

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

21/05/2026

as recorded in minute reference:

16/63

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

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Cranleigh Parish Council – SU0025

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

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

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

08/09/2026



CRANLEIGH PARISH COUNCIL

Beryl Harvey Field Conservation Area Report for the September 2026 Parish Council Meeting

Adopted Council Policy

A cut and collect method can be used to manage the Other Neutral Grassland habitat. A minimum of two cuts and collection of arisings will be required to help control some of the common knapweed growth. One cut and collect should ideally take place in early spring with the arisings removed immediately. The secondary cut can take place in mid to late August once flowers have begun to set seed. Where feasible and practical, arisings after this cut should be left for roughly a seven-day period. This will help plants dry out and drop more seed into the sward. Two cut and collects a year will also help control any new areas of bramble/scrub growth. It is important that arisings are removed after seven days to reduce nutrient enrichment.

The Council purchased a Winton tractor mounted flail mower in 2021 specifically for the Beryl Harvey Conservation Field work as the Council's John Deere and Grillo machines are domestic machines unsuitable for this type of work. The tractor mounted flail is 2.4m wide. The route of the paths around the field has been unchanged for around 25 years.

Council Decision 16 April 2026

- To permit the conservation volunteers to work in the conservation field on the second Sunday of the month.
- For Council staff and contractors to continue mowing operations in the field, giving notice to the Civic Society before operations are commenced.
- To provide an electric trimmer and hedgecutter for use by two nominated volunteers, to provide training in the use of the equipment to the two nominated volunteers and supply PPE.
- To restrict vehicular access to the Beryl Harvey Field to Council staff and contractors only.
- To provide Online Club Manager and training to the Civic Society for registration of volunteers, and recording volunteer agreement to Council policy, risk assessment and safe systems of work.

Council Decision 21 May 2026

- The Clerk had received several updates from the Conservation Volunteers. The volunteers met in May but have not yet registered through the Council's portal. The Clerk will ask volunteers to ensure that they are registered before the next session in June. The Clerk, Chairman and Vice Chairman met to discuss the various requests from the conservation volunteers and it was NOTED that the Council has AGREED that the conservation volunteers may mark out the route for the pathway cut using biodegradable paint. The Grounds Manager will endeavour to follow the route with the tractor and flail but it must be noted that the flail is 2.4m wide and the Council cannot guarantee vehicle maneuverability. Subsequent cuts will be carried out with ride on equipment. The Council AGREED for the conservation volunteers to advise when they would like the conservation cut carried out in the autumn which will be done using the tractor according to weather and ground conditions. The Council will maintain the boundary with the allotments as usual. The conservation volunteers requested fencing repairs, but the Council is awaiting the tree survey next month for advice on fencing a tree drip line. The Council will also notify the conservation volunteers about the forthcoming telegraph pole replacement works planned by BT Openreach.

Request from the Civic Society in June 2026

The Civic Society has requested that the paths are not cut with a flail mower so that the areas either side of the paths are not compacted. The volunteers had marked out pathways with white paint in a similar location to the route paths have been cut by Council staff for many years. The Civic Society has cut the paths using scythes. They have asked if they can bring their own reciprocating mower to site to cut the paths.

Recommendation from the Council's Grounds Manager on future grounds maintenance:

The Council's Grounds Manager has advised that the best thing that can be done for the field this year is to not implement any pathways for one year, and re-establish early next year March/April 2027. This will protect any vulnerable plants that the volunteers wish to protect until the conservation cut is done. He acknowledges the Council's agreement to the volunteers indicating when they would like to see the conservation cut undertaken. He has repeated that this has to be done with the tractor and flail as the Council has no other equipment to undertake this task. The Grounds Manager requests that the volunteers cordon off the areas they do not want cutting, and to mark the location of any sheeting. He advises that the conservation cut is better done before the wet weather is not fully upon us to avoid damage and compaction of the surface. A decision on the date for the conservation cut by the volunteers is needed soon.

His recommendation for the 2027 schedule of work in accordance with the Council's adopted policy is:

1. Establish the path routes in early March/April using the tractor mounted flail.
2. Maintain all season long using ride on mowers.
3. Do a conservation cut in August/September before wet weather sets in.
4. Let the field do its thing for the rest of the time, unless the conservation volunteers have specific tasks.

Council's Insurer's Advice

Volunteers should be afforded the same level of consideration as employees, and you have a duty of care to ensure that any tasks they undertake can be completed safely.

For grounds maintenance specifically, it is important to confirm that volunteers are competent to perform the tasks assigned and to operate any equipment required. You must also provide appropriate PPE, such as suitable footwear, gloves, and eye protection. These requirements should be clearly addressed within your risk assessment.

Completing work in the public space means you must also consider risks of interaction with the public/traffic. It may be that the area in question is cordoned off to prevent the public accessing this area.

As Volunteers are classed as employees this would be covered under Employment liability cover if any accidents were to happen.

The Clerk asked specifically if the Civic Society could bring their own reciprocating mower to use on the conservation field. The broker has advised that as long as, the Council inspect the equipment, and it is in good working order this should be fine to use.

Civic Society Insurance

The Civic Society advised their broker:

- All the conservation group are active members of the civic society
- The equipment will be the property of the parish council.

The insurer has confirmed that providing the Civic Society has done a full risk, health and safety assessment prior to starting the activity then the policy would cover them while at the third-party location for the voluntary work on the conservation area and no changes would be required to the policy.

Commercial Equipment Suitable for Beryl Harvey Field

The Grounds Manager has provided links to suitable machines specifically for the Beryl Harvey Field, but the Council currently has insufficient machine shed accommodation for an additional machine:

John Deere Z994R commercial Z-Turn mower £19,995 + VAT

<https://farol.co.uk/all-stock/pro-turf/commercial-mowers/john-deere-z994r-commercial-z-turn-mower-5/>

John Deere 1570 Outfront with 62 inch Rear discharge deck – Farol £31,795 + VAT

<https://farol.co.uk/all-stock/pro-turf/commercial-mowers/john-deere-1570-outfront-with-62-inch-rear-discharge-deck/>

John Deere X950R Commercial Cut and Collect - Farol £24,450 + VAT

<https://farol.co.uk/all-stock/pro-turf/commercial-mowers/john-deere-x950r-commercial-cut-and-collect/>

John Deere Z994R Commercial Z-Turn Mower - Farol £24,250 + VAT

<https://farol.co.uk/all-stock/pro-turf/commercial-mowers/john-deere-z994r-commercial-z-turn-mower-3/>

Decision for the Council

- 1. Follow the Council's adopted policy and follow the Grounds Manager's advice for the remainder of this year and going forward from 2027**

Or

- 2. Purchase a commercial John Deere machine capable of carrying out the conservation cut and pathways.**

Or

- 3. Withdraw Council grounds maintenance from the Beryl Harvey Field and give permission to the Civic Society to use their own reciprocating mower in the conservation field.**

Carnival Votes

Total Votes Cast = 66

Short Term; Votes Cast = 22

Project	Votes Cast	% Votes	Rank
Running Track and Trim Trail	6	27	1
Machine Shed	4	18	2=
Elmbridge Allotment Parking	4	18	2=
Public Toilet Refurb.	3	14	3=
Village Hall Toilets	3	14	3=
Snoxhall Seating	1	4.5	4=
Electronic Display	1	4.5	4=
Cemetery Toilet	0	0	5

Medium Term; Votes Cast = 36

Paddock Field Tennis/Padel	14	38	1
Rowleys/Youth Club	13	36	2
Council/Police Office	9	25	3

Long Term; Votes Cast = 11

Pavilion	11	100	1
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Projects Ranked as percentage of Total Votes

Project	Votes	Rank
Paddock Field Tennis/Padel	21.0%	1
Rowleys/Youth Club	19.6%	2
Pavilion	16.6%	3
Council/Police Office	13.6%	4
Running Track/Trim Trail	9.0%	5
Machine Shed	6.0%	6
Elmbridge Allotment Parking	6.0%	7
Village Hall Toilets	3/4.5%	8
Public Toilet Refurb.	4.5%	9
Snoxhall Seating	1.5%	10
Electronic Display	1.5%	11
Cemetery Toilet	0%	12

Additional Matters Raised

1. Electronic parking space availability board
2. Periodic free parking to increase retail footfall
3. Permanent pedestrianization of Fountain Square
4. Resurface old tennis courts
5. Restrictions on opening of shops out of keeping with village needs e.g. Vape Shops i.e. protection of village character

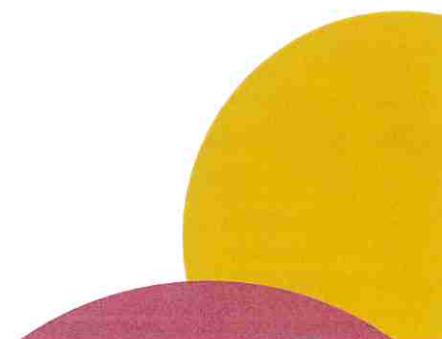


Waverley Borough Council

Strategic CIL Bidding Cycle 2026/27

Application Pack

**Absolute Deadline for Submission of Bids is Friday 30th
October 2026**



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Introduction

The 2026/27 Strategic Community Infrastructure Levy (CIL) bidding cycle is open for the submission of bids from the 3rd August 2026 to the 30th October 2026.

The guidance within this application pack aims to provide assistance to those completing a Strategic CIL Bid Application Form.

The Strategic CIL Bid Application Form is included within this application pack. We strongly advise that potential bidders read the guidance contained within this application pack prior to completing an application form. If submitting a bid, all questions on the application form should be answered in full and evidence provided where relevant.

All your personal information will be held and used in accordance with the General Data Protection Regulations (GDPR). For details of how we gather, define and use your information, please see our [Privacy Notice](#).

If you are interested in preparing a bid, but are unsure about any aspect, we would encourage you to contact the CIL Team via CIL@waverley.gov.uk.

Completed application forms should be submitted alongside all supporting evidence to CIL@waverley.gov.uk by the deadline of the 30th October 2026.

Guidance

1) What is CIL?

The Community Infrastructure Levy (CIL) is a charge on certain types of development within Waverley. The money we collect is then used to fund the infrastructure needed to support new development. The Council has been collecting CIL since March 2019.

In accordance with the CIL Regulations 2010 (as amended), the expenditure of CIL funds is divided as follows:

- 5% is retained by Waverley Borough Council to fund the administration associated with the operation of the CIL.
- 15% is for 'Neighbourhood CIL' which is made available to Parish and Town Councils (capped at £100 per council tax dwelling) where development has taken place, or 25% (uncapped) in areas with a 'made' Neighbourhood Plan.
- 70-80% is for 'Strategic CIL' which will be allocated to strategic infrastructure projects by Waverley Borough Council, in accordance with the approved CIL Governance arrangements. This is the portion of CIL subject to allocation through this CIL bidding cycle.

2) What can Strategic CIL be spent on?

The CIL Regulations 2010 (as amended) state that the Council must spend Strategic CIL funds on 'the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area'.

Strategic CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.

3) What is infrastructure?

The Planning Act 2008 states that infrastructure includes: roads and other transport facilities, flood defences, schools and educational facilities, medical facilities, sporting and recreational facilities and open spaces. The CIL Regulations 2010 (as amended) however specifically remove affordable housing from its original place within this definition. The Council will spend Strategic CIL in accordance with this definition. Bids failing to meet this definition will be assessed as invalid.

4) What is not eligible for Strategic CIL funding?

The following will not be eligible for Strategic CIL funding:

- Projects that do not meet the requirements of the CIL Regulations 2010 (as amended)
- Projects that are not defined as 'infrastructure'
- Projects which aim to remedy pre-existing deficiencies, where they will not be made more severe by new development.
- Projects that have commenced prior to a CIL bid application being submitted
- For successful bids, any monies spent prior to the signing of the Offer Letter and Terms and Conditions cannot be funded by CIL.
- Ongoing revenue costs for existing infrastructure
- Annual maintenance or repair for existing infrastructure

- Repayment of interest or financing used for borrowing in relation to the infrastructure project
- VAT that you can recover
- If payment of CIL would be defined as a subsidy (and would not be exempt) under the [United Kingdom Subsidy Control Regime \(Subsidy Control Act 2022\)](#).

Organisations interested in preparing bids, but unsure about the eligibility of their proposal for Strategic CIL, are encouraged to contact the CIL Team via CIL@waverley.gov.uk.

5) What about Neighbourhood CIL?

Where all or part of a CIL chargeable development is within the area of a parish council, Waverley Borough Council must pass a proportion of the CIL receipts from the development to the relevant parish council. This portion is referred to as 'Neighbourhood CIL', 15% is passed (capped at £100 per council tax dwelling) to the relevant parish council where development has taken place, or 25% (uncapped) in areas where there is a 'made' Neighbourhood Plan.

There is more flexibility in the rules on Neighbourhood CIL expenditure compared to Strategic CIL. The CIL Regulations require that the relevant parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

You will need to contact the relevant town or parish council directly to find out if they have received CIL funding and to understand how they have chosen to allocate, prioritise, and spend their Neighbourhood CIL. This would allow you to assess whether they would be interested in supporting your project with Neighbourhood CIL funds.

6) Strategic CIL Bidding Cycle 2026/2027 Timetable

The following timetable will apply for the 2026/2027 Strategic CIL bidding cycle:

Dates	Process
3 rd August 2026 to the 30 th October 2026	Strategic CIL bidding round open for the submission of bids
November 2026	Officers validate and score the received bids against the Strategic CIL Bid - Scoring Criteria
December 2026	Valid bids reviewed by the CIL Spending Executive Working Group and recommendations made
January 2027	Decisions made by the Executive or Council

7) How much Strategic CIL is available?

The amount of Strategic CIL funds available to bid for this year, is viewable via [our developer contributions database](#). The amount of CIL available for bidding is shown under 'Available Strategic CIL'. The Council cannot allocate more funds than are available, applicants are encouraged to consider the Strategic CIL available when developing a bid.

8) How are Strategic CIL bids assessed?

The Council approved governance arrangements allowing for an annual bidding cycle for the allocation of Strategic CIL receipts to enable the delivery of specific infrastructure projects that will support development in the Borough.

The assessment will include the use of a 'scoring' criteria for evaluating bids for infrastructure. The 'Strategic CIL Bid Scoring Criteria' which will be used for assessing bids in the 2026/27 Strategic CIL bidding cycle is included in [Appendix 1](#).

We advise applicants to carefully consider the scoring criteria when preparing a bid; as we will use it to help determine how well the proposed infrastructure project delivers benefits to residents and businesses within Waverley. We will only assess a bid using the information provided; any supporting evidence or additional information should accompany the submission of a bid.

The scoring of valid bids will be presented to the CIL Spending Executive Working Group; who will meet to discuss and consider the merits of each valid bid. In addition to the scoring, the CIL Spending Executive Working Group will discuss and consider each bid against the available Strategic CIL and if deemed more appropriate the potential for Parish funding through Neighbourhood CIL, as well as the potential strategic impact of each project. Following this, the CIL Spending Executive Working Group will make recommendations to the Executive and/or Council on the allocation of Strategic CIL funding. The Executive and/or Council will then consider the recommendations of the CIL Spending Executive Working Group.

It should be noted that the CIL Bidding process is competitive and not all applications will receive funding. It is also not necessary for the CIL Spending Executive Working Group to allocate all CIL funds available in each bidding round. If schemes are not deemed high priority, the CIL shall not be allocated and will be reserved for the next CIL bidding cycle. There is no right of appeal against decisions on the allocation of Strategic CIL funding.

9) What is the CIL Spending Executive Working Group?

The CIL Spending Executive Working Group has been established by Waverley Borough Council to develop the detailed arrangements for the allocation, spending and reporting of CIL receipts, and to oversee the arrangements thereafter; and, to make recommendations to the Executive and/or Council on the allocation and expenditure of Strategic CIL. The CIL Spending Executive Working Group membership is comprised of nine Waverley Councillors.

10) What makes a good Strategic CIL bid?

We advise applicants to carefully consider the 'Strategic CIL Bid Scoring Criteria', included in [Appendix 1](#), when preparing a bid. Other aspects to consider when compiling a successful bid include:

- Ensuring the application form is fully complete, and all relevant supporting evidence is referenced and included with the bid. We will only assess a bid using the information provided; it is therefore essential that any supporting evidence or additional information should be included within the submission.
- Ensuring that your proposed project meets the definition of infrastructure, as defined by the Planning Act 2008 and amended by the Community Infrastructure Levy Regulations 2010 (as amended). Bids failing to meet this requirement will be assessed as invalid.
- If landowner consent is required to deliver the project, gaining this before bidding and evidencing this within the bid submission.
- Ensuring that you include evidence of existing and anticipated demand on infrastructure and how your project will address this. Where the project intends to remedy pre-existing deficiencies, you must evidence how those deficiencies will be made more severe by the

increased demand of new development.

- Make clear how much CIL funding is required for the project. Applications left blank or unknown will not be prioritised.
- Carefully considering the timing of your project. Within your application you must include a detailed timeline. Applications that do not have a start date will not be prioritised. We understand that delays can occur, however, potential hurdles and extended delays will call into question the deliverability of the project.
- If your project is large, consider breaking it down into phases. Funding may be easier to secure in smaller more manageable phases. Large-scale projects will be more successful if there are strong communication links between all involved parties and where match funding is successfully secured and utilised.
- It may be that the proposed project could be delivered by means of a lower cost option, alternative proposal, or through a phased approach. If this is the case, we would suggest that you should complete a separate application form which details the alternative approach, this will then be assessed by the Council as a separate bid.
- In order to demonstrate value for money, we would strongly advise that you provide multiple quotes for the proposed infrastructure.
- You should detail all funding sources explored or applied for (even if pending, or unsuccessful)
- If your project needs planning permission or requires other approvals, we would strongly advise that you progress these before you apply for funding. Projects that require planning permission, but have not obtained the relevant consents, are likely to score lower overall; this in turn will decrease the likelihood of success in obtaining Strategic CIL funding.

11) Can I submit multiple bids?

Yes. It may be that your organisation has a number of different infrastructure projects that it wishes to bid for. There is no limit to the number of projects an organisation can submit. However, we would encourage applicants to carefully consider the 'Strategic CIL Bid Scoring Criteria', included in [Appendix 1](#) and the amount of Strategic CIL available for bidding.

It may be that a particular project could be delivered by different costed options, through an alternative proposal, or through a phased approach. If this is the case, we would encourage that you complete a separate application form which details the alternative approach. Each submission will then be assessed by the Council as a separate bid.

12) What projects have been allocated Strategic CIL funding previously?

Projects allocated Strategic CIL funding in past bidding cycles are available to view via [our developer contributions database](#), under the 'Strategic Allocated' or 'Strategic Spent' sections.

13) What happens following the decision of the Executive/Council?

The assessment process is competitive, and not all applications will be funded. There is no right of appeal against the decision.

For projects which are successfully allocated funding, applicants will be required to agree to an Offer Letter and a set of Terms and Conditions. Projects should not commence prior to the completion and return of an acceptance letter. Any monies spent prior to the signing of the Offer Letter and Terms and Conditions cannot be funded by CIL.

14) Commencement of projects

No project should commence prior to the notification of successful Strategic CIL funding; commencing a project prior to this will result in a bid being deemed as invalid.

If you have been notified that you have been successful in your Strategic CIL bid, your project should not commence until the completion and return of an acceptance letter.

Should you accept the offer, the project should commence within eighteen months of the final confirmation of funding.

For the purposes of this document, commencement is defined as when the works regarding the infrastructure construction or improvement begin at the relevant site. If this commencement requirement is likely to impact a project the Council would welcome a discussion with successful applicants.

Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

15) Payment

If a bid is successful and allocated Strategic CIL funding, payment will only be made after completion of the project to the satisfaction of the Council and after the submission of verifiable invoices. You must have a bank account in the name of your organisation into which the Council will pay the funding.

If this payment procedure is likely to impact the delivery of a project the Council would welcome a discussion with successful applicants; we suggest that this should also be flagged as early as possible and ideally within any submitted application.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

16) Publicity

If a bid successfully secures Strategic CIL funding, the applicant will need to agree to publicise the support of Waverley Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material.

Strategic CIL Bid - Application Form

17)Section A: Applicant Contact Information	
Contact:	
Organisation:	
Address:	
Phone no:	
Email Address:	

18)Section B: Project Overview	
Project Title:	
Description of the project proposal:	
Full Address of project location (if applicable):	
Landowner (If landowner consent is required to deliver the project, this must be gained and evidenced as part of this bid application. Please note landowner consent is not the same as planning permission):	
Identify any project partners and their role within the bid:	
I confirm that to the best of my knowledge this project is eligible for CIL funding; this project would use CIL to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development in Waverley (Tick to confirm) ☐	
I confirm that to the best of my knowledge this project is infrastructure as defined by section 216(2) of the Planning Act 2008 (Tick to confirm) ☐	
I confirm that this project has not commenced, nor am I attempting to claim Strategic CIL funds for monies already spent (Tick to confirm) ☐	

19)Section C: Project Specifics

How does this project support the development of Waverley?

Are you or your organisation capable of carrying out this project?

If the applicant is not the land owner, evidence should be provided that the landowner is supportive of this project and its delivery. If the project delivery is reliant on the cooperation of other parties evidence of a commitment to support this project should be provided.

Will the project contribute towards the delivery of the adopted/emerging Waverley Borough Council Local Plan?

How does this project link to the Waverley Borough Council Corporate Strategy?

How does this project support the aims and targets of the Council's Climate emergency?

When completing a bid application please ensure you have read the [Council's Climate change strategy and action plan](#) and include detail on how the project will support the aims and targets of these documents. For example, include details of how the project will actively reducing emissions or utilise renewable energy.

How does this project provide a public benefit?

Please include detail, with evidence, of the how the public benefits will be provided. Indicate which geographical area(s) will receive this benefit. You may wish to reference published documents which demonstrate the need for this project, for example:

Is this project supported by the local community and other stakeholders?

You must provide evidence of any support referenced alongside this application form; without evidence it will not be taken into account within the Scoring Criteria. Consider providing detail and evidence of support from the: local community, county council, borough council, parish council, relevant service providers, and any other relevant stakeholders.

20) Section D: Project Finances

1) What is the total cost of the project?

2) What is the amount of CIL funding being sought for this project?

Please indicate whether the requested amount of CIL is required to deliver the project.

3) Provide a detailed summary of the CIL funding request and what it will be used for.

This must include a breakdown of what the CIL funding will be used for within the project, e.g. include quotes received, state specific values for feasibility works and building costs.

4) What funding does this project currently have?

If the project currently has funding, please include details of the source, amount and any conditions associated with the funding (e.g. deadlines for expenditure).

5) Have you previously sought or received CIL funding for this project?

If yes, provide details.

6) Has or is this project expected to receive funding through Section 106?

If known, please give details of the relevant planning permissions and whether these funds have been collected.

7) Does this project have or unlock additional funding from other sources?

If applicable, include further detail, e.g. status of funding, details of identified or secured sources, amount applied for, amount secured, deadlines for expenditure.

**How is this project value for money (VfM)?
How will the project use public resources in a way that creates and maximises public value?**

Please consider the *HM Treasury Guidance*, including multiple quotes for the project, showing, costs against benchmark costs, detailing potential benefits and outcomes for the Borough (both direct and indirect), references to the alternative funding sources available and the need for CIL, and the added value which CIL could bring to the scheme)

Is there a related revenue spend for this project?

If so, include detail or how this will be funded. Including details of funding amount, source and whether this has been agreed/secured.

In the eventuality that the full amount of CIL requested is not awarded, how would this impact the project?

If this Council were unable or unwilling to allocate this project the full amount of funding requested within this application form, would it still be possible to deliver this project? If only a partial award of funding were to be offered, is there an alternative amount of funding that would still allow delivery of the project (to standards specified within this application)? If the Council were to only award partial funding, how would the funding gap for this project be addressed?

As detailed within the guidance at the start of this application pack, if your project could be delivered by: a lower cost option, alternative proposal, or through a phased approach, we would encourage you to submit separate application form detailing the alternative approach.

Would the Council's standard payment procedure (as per page 7) be likely to impact the delivery of a project?

Please provide detail. If this was a matter for concern, and the project was successful in being allocated Strategic CIL funding, we would welcome a discussion with successful applicants on this matter.

1) Provide a detailed project plan

This must include: specific dates (including proposed project commencement date), key tasks and milestones, phasing, and resources required at each stage.

2) What is the overall timescale for the delivery of this project?

3) Is the delivery of this project dependent on other projects?

If so, provide further detail of this project's link's to associated projects, and how this has the potential to impact the delivery of this project.

4) Is this project ready to commence once CIL funding is secured?

If no, include details as to why this project will not be ready to commence once CIL funding is secured. For example, awaiting to secure other funding sources and/or planning permission.

5) Does this project require planning permission to be delivered?

If your project needs planning permission or requires any other planning approvals, we strongly advise that you start progressing these before you apply for Strategic CIL funding. Projects that require planning permission, but have not obtained the relevant consents, are likely to score lower overall; this in turn will decrease the likelihood of success in regard to obtaining Strategic CIL funding.

You should include confirmation of planning consents (including the relevant planning references). If you have not yet received the required planning permission but there is a pending planning application, or pre-

application advice we would advise that you provide details of such (including the relevant planning references).

6) Are there any physical or environmental factors that may impact this project?

If so, include details about the measures that will be used overcome these factors.

7) Are there any licences or other approvals required for this project?

If your project needs licences or requires other approvals, we strongly advise that you start progressing these before you apply for Strategic CIL funding. If these are required, please provide details including any approvals, discussions or advice that has been received from the relevant approving body.

8) What measures have been explored to minimise this risk of the project not being delivered?

Consider including details on contingency plans and the measures that have been explored to minimise the risk of the project not being delivered.

9) What are the arrangements for on-going maintenance after the completion of this project?

Consider including details on the parties responsible for maintenance, the costs of maintenance, and the funding arrangements.

22)Section F: Equality and Diversity

1) Will any protected group benefit or be affected by this project?

If the Council consider it necessary, please be aware that you may be required to complete an Equality Impact Assessment.

23)Section E: Declaration

To the best of my knowledge the information I have provided on this application form is correct.

I/We confirm that if Waverley Borough Council agrees to allocate Strategic CIL funds for the project specified within this application, then these funds will be used exclusively for the purposes described within this application form.

I/We recognise the Council's statutory rights as the CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees [Waverley Borough Council Community Infrastructure Levy \(CIL Bid Application\) Privacy Notice](#).

All organisations involved with the application will need to sign and date the form.

24) Applicant signature:

Signed:



Click or tap here to enter text.

Organisation: Click or tap here to enter text.

Date: Click or tap to enter a date.

25) Supporting organisation signature (if applicable):

Signed:



Click or tap here to enter text.

Organisation: Click or tap here to enter text.

Date: Click or tap to enter a date.

Once completed, please email your application form and supporting evidence to:
CIL@waverley.gov.uk.

Appendix 1: Strategic CIL Bid Scoring Criteria

Applicant	
Project location	
Project description	
Amount of CIL funding requested	
Total project cost	

26)Mandatory Requirements

For a project to be scored, all mandatory requirements must be satisfied:

- ☐ This application form must be completed satisfactorily.
- ☐ The organisation must be capable of carrying out the proposed project*.
*If landowner consent is required to deliver the project, this must be gained and evidenced as part of the bid application.
- ☐ The project must meet the terms of the CIL Regulations 2010, as amended:
 - The project must be clearly defined as 'infrastructure'; as per the Planning Act 2008
 - Funding must be for the provision, improvement, replacement, operation or maintenance of infrastructure to support the development in its area.
 - CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision, unless those deficiencies will be made more severe by new development.

27)Scoring Criteria

If a project fulfils the mandatory requirements, Officers will assess it against the following scoring criteria, on a sliding scale basis:

Delivering Growth (45)				
1) Will the project contribute towards the delivery of the adopted/emerging Local Plan?				
Strong link to the delivery of the Local Plan (15)	Some link to the delivery of the Local Plan (10)	Very little direct delivery of the Local Plan (5)	No contribution to delivery of the Local Plan (0)	
2) What is the status of the project in the Infrastructure Delivery Plan (IDP)?				
Critical (20)	Essential (15)	Desirable (10)	Other (5)	Not in the IDP (0)
3) Does the project link to the Waverley Borough Council Corporate Strategy?				
Strong link to Council priorities (10)	Some link to Council priorities (5)		No link to Council priorities (0)	
Environment (10)				
4) Does the project support the aims and targets of the Council's Climate Emergency?				
Strong support (10)	Some support (5)		No/limited support (0)	

Community Support (30)

5) Is there **evidence** of a public benefit of the project?

Evidence of local and wider public benefit (10)	Evidence of local public benefit (5)	No/limited evidence of public benefit (0)
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6) Is there evidence that the local community support the project?				
Significant evidence of community support (20)	Some evidence of community support (10)	No/limited evidence of community support (0)		
Project Cost (35)				
7) What evidence is there to suggest that the project is value for money (VfM)? Will the project will use public resources in a way that creates and maximises public value? (Considering: HM Treasury Guidance , comparison of quotes provided, costs against benchmark costs, potential benefits and outcomes for the Borough (both direct and indirect), alternative funding sources available and the need for CIL, the added value which CIL could bring to the scheme)				
Excellent evidence that all aspects of the project are VfM (20)	Good evidence that most aspects of the project are VfM (15)	Some evidence that aspects of the project are VfM (10)	Limited evidence that the project is VfM (5)	Evidence does not demonstrate project is VfM/Unknown (0)
8) Does the project have or unlock additional funding from other sources (e.g. grants or match-funding)?				
Over 75% funding from other sources (10)	50-74% funding from other sources (7)	25-49% funding from other sources (5)	Up to 25% funding from other sources (3)	No funding from other sources / Unknown (0)
9) If the project has or unlocks funding from other sources, what is the status of this funding?				
Subject to CIL, funding secured/approved (5)	Alternative funding not currently applied for/secured/approved (3)		No funding from other sources/ Unknown (0)	
Deliverability (30)				
10) What evidence is there to suggest the project is deliverable? (considering: proposed timescales for delivery; feasibility; if planning permission would be required; what type of bid is the project, e.g. feasibility, preliminary works or project; is there a project plan which includes timetabling and resources; what measures have been explored to minimise the risk of the project not being delivered)				
Excellent evidence that supporting the deliverability of the project (20)	Good evidence supporting the deliverability of the project (15)	Some evidence supporting the deliverability of the project (10)	Limited evidence supporting the deliverability of the project (5)	Evidence does not support deliverability of the project /Unknown (0)
11) Have details been given as to how on-going maintenance will be provided for <u>and</u> the identification of the responsible party for the maintenance?				
Evidence of provider and cost for maintenance (10)	Evidence of provider but no cost for maintenance; or no evidence of provider but cost for maintenance (5)		No/limited evidence of provider or cost for maintenance (0)	

28)Project Score

/150



Council Office Access Report

September 2026

Motion from Cllr M Scully - Council Office Access

To facilitate the required use of office equipment and office space in need, it is proposed that the Chairman is provided with a key to the Council Office. This will give flexibility in organising his workload, access to meeting space where confidentiality is required and act as an emergency key holder in need:

Required: Agreement to the proposal and an instruction to the Clerk to have the key cut as soon as possible.

Background

The Parish Council Office in Cranleigh consists of the reception area, Council Chamber, two offices, two storage cupboards, kitchen and toilets.

There is no separation of publicly accessible and back office areas. The whole building is a working office and was not designed to meet modern local authority needs with separate public and private areas as you will find in principle authority offices.

Not all of the offices and storage cupboards have lockable doors, and not all filing cabinets lock. Sensitive data is held in lockable filing cabinets.

The Clerk has sought the advice of her professional body who advise that there could be data issues as the Council should ensure that access is not available to other than authorised persons. This would normally involve lockable facilities where records etc are kept.

The Council is the Data Controller and in accordance with its Data Protection Policy has designated the Clerk as its Data Protection Officer. The Clerk is responsible for:

- ensuring that the rights of the people whom information is held are able to be fully exercised under the Act
- taking appropriate technical and organisational security measures to safeguard personal information
- ensuring that everyone managing and handling personal information
 - full understands that they are contractually responsible for following good practice in terms of protection
 - is adequately trained to do so
 - are appropriately supervised



Council Obligation under Assertion 10 of the AGAR

The Council is required as part of its Annual Governance and Accountability Return to confirm in Assertion 10 that it has put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

Governance and Accountability for Smaller Authorities in England Practitioners Guide 2026/27 says in 5.1.24:

- 1 Data Protection - To ensure compliance with data protection regulations, smaller authorities should:
- 2 Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).
- 3 Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
- 4 Implement a Data Protection policy on data handling, storage and sharing.
- 5 Provide regular training to ensure all staff and members are trained on data protection principles and practices.
- 6 Secure data using appropriate technical and organisational measures to protect personal data from breaches.

Clerk Advice

Should the Council wish to provide the Chairman or any other Councillor with Council Office access, the Clerk as the Council's Data Protection Officer recommends:

Asking the Council's retained independent Data Protection Officer to consider this request as part of the data audit scheduled in October 2026;

Or

Review Council Office security to include:

- A locksmith to fit locks to all internal doors.
- Replace filing cabinets without keys to new lockable filing cabinets.
- Replace open shelving for files with lockable shuttered shelving units.

Beverley Bell FSLCC - Parish Clerk

10 September 2026.