



CRANLEIGH PARISH COUNCIL

NAME	Catherine Gould.
------	------------------

28th January 2021

Hi everyone

I'm Cathy Gould, 57 and married with two grown up boys. Some of you may already know me from the Cranleigh community projects that I am involved in at the moment.

I have lived in Cranleigh for the whole of my life, apart from a six week period during the initial part of my nursing training at St. Lukes Hospital in Guildford.

I qualified as a State Registered Nurse in 1987 and worked both full and part time in hospital settings and in nursing homes for just over 10 years until, unfortunately, I had to give up my nursing career as I became very ill with M.E. or Chronic Fatigue Syndrome as it is now known. Before becoming ill, I also worked for an accountancy firm and a building society, part time while my children were very young.

Fortunately, I am in better health now and have become much more involved in local community projects and feel that I would also like to take on the role of a Parish Councillor. I am at the moment a Cranleigh Street Champion and have helped during the pandemic with the collection of toiletries, items of food and clothing to make up hampers for our local care homes, two womens refuges and a charity for the homeless. I continue to make up hampers for vulnerable people in our community with clothing, books, toiletries and essential items of food which have been donated.

I am member of the Cranleigh Community Facebook Group and also a main member of the Guildford M.E./CFS Support Group. I am just writing my first article for the M.E. group newsletter and we also have a WhatsApp group on which I offer a listening ear and advice.

My main skills are those of communication, advice and organisation. All of my jobs have required these skills in abundance. I like to think that I am a good listener but I also like a good debate and am not afraid to give my opinions when needed.

As a Councillor, I think that my skill set would be advantageous. I am willing to learn new things and am interested in getting involved in community projects, specifically youth projects, helping our more vulnerable residents and re-wilding Cranleigh with wildflower verges for example. Plus, in general, giving help and advice to community members and answering their questions.

Thank you.

Yours



CRANLEIGH PARISH COUNCIL

NAME	Mr Arran Holcombe, BMus PGCE Music
------	------------------------------------

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

I first visited Cranleigh back in 2010, after meeting my wife Roxanne (formerly a Howells-Davies), who was born and grew up in the village. We moved to the area in 2016, and have since had two children who both attend Knowle Nursery. Since then, I have attended Cranleigh Park Run at Bruce McKenzie Fields, and am grateful for it having maintained my health and connection to the community. Since 2017, I actively sought out ways to help in the community and was in the process of completing entrance tests to join the Cranleigh retained fire service. Having successfully completed these and just before making it to interview, my former employers would not grant unpaid leave in order that I could complete required training.

Fast forward to 2020, and I finally got my first opportunity to become part of the community proper, by responding to an advert for a Lead Teacher of Music at Glebelands School. Since September last year, I have successfully reintroduced music to 11 to 14-years-olds, updating the department and fostering a culture and profile for music at the school. I am also encouraged that management at Glebelands are open to my pursuing the role of retained firefighter in the future, once the department and I are well established.

Since April 2020, I have been a Street Champion; assisting villagers with shopping and medication duties and collections. Given my emerging profile in the village, I am very keen to be co-opted to the Cranleigh Parish Council, in order to gain a better perspective of and contribute to local needs and services. I am developing understanding of local, young people's needs in school, though would like to extend my listening and actions to more of the wider demographic of Cranleigh. I aspire to make music creation and appreciation prevalent in the village in the near future.

I am able to digest and interpret information from a wide range of sources, working effectively with others to deliver useful outcomes and responses. I can confidently lead others; for example, training sessions for colleagues during my employments. I am an active Assessment Associate for Pearson, working as an Examiner for A Level Music and Music Technology. I was Chair of the Secondary PGCE Course representatives at University of Reading, 2011-12. During this, I represented and attended faculty meetings with University staff in order to understand and improve course provision for hundreds of students.

In addition to teaching and learning, I also have an active interest in health creation, having founded Surrey Health Collective back in 2019. Until recently, we organised meet ups with talks from local practitioners and opportunities for attendees to discuss health and wellbeing. I now write regularly in Cranleigh Magazine's health section, so hope to be helpful in matters affecting the health and social care of Cranleigh residents. I am therefore keen to contribute to committees including neighbourhood planning, finance and climate change, though am always open to learning about new things.

My family and I are gratefully dependent on the village, including facilities, services and community. I look forward to the prospect of giving more to Cranleigh in the future.

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 18 February 2021

- Jane Todd of Waverley Borough Council contacted the Clerk for assistance with emergency food parcels as SCC are withdrawing the service. The Clerk has arranged with WBC that she will be contacted if an emergency food parcel is required and she will contact the Food Bank for an emergency food parcel. The Food Bank do offer delivery or one of the Street Champions could be asked to assist.
- Community Orchard Project South East (COPSE) are still working with WBC to turn the land at Queensway into a community orchard. WBC are discussing a lease for the land, but do not have any funding available to help COPSE. The Clerk has sent COPSE the Parish Council's Grant Awarding Policy and application form.
- SCC have refused the application by the Chamber of Commerce to the Members Allocation Fund for £1,000 towards the cost of the barrier to close Fountain Square because SCC would need to do the work, and the TRO has not yet been approved.
- WBC Economic Development are organizing vinyls for empty shop windows. WBC will fund the cost of the vinyls. The Clerk has supplied some local photographs for WBC to use.
- Groundworks for the base for the CCTV system extension start next week.
- The new fence along Littlemead Brook is being installed in the next week from the tennis courts bridge to the Centenary Garden.
- The tractor tyres have been replaced.
- The Youth Council are meeting again online and are working on the Music Club, Duke of Cornwall award and environmental projects. New members are welcomed from Year 7 onwards.
- The Clerk attended the High Street Working Party meeting which discussed four projects for the High Street: pavement from Boots to Knowle Lane, making the crossing points more prominent, village entrance gateways at the Obelisk and Horseshoe Lane and a Local Cycling and Walking Infrastructure Plan.
- Zac Ellwood, Head of Planning & Economic Development at WBC has advised that Waverley's performance against the government-adjusted housing target in 2020 was **98%**. This means that WBC is not required to prepare a Housing Delivery Action Plan this year as they are above the 95% threshold target.
- The Rural Services Network has extended the Parish Council's free membership until the end of July 2021.
- The Council received an email from a member of the public who had been vaccinated at the Village Hall. They said thank you so much for the effort, hard work, determination and thought that went into securing the Village Hall at Cranleigh for the Covid 19 vaccinations. They are sure there are many many people who are grateful and appreciate not having to travel a long distance in order to have the vaccination.
- WBC asked the Clerk for an update on previously notified projects in the Infrastructure Delivery Plan. The Clerk updated the spreadsheet they provided, and added new items using the Council's Business Plan – as table below.

Scheme	Need for Scheme	Lead Agency	Cost	Funding Secured	Potential Funding Identified	Funding Gap	Delivery Phase	Potential Sources of funding
Café at Snoxhall Fields	Business Plan	Parish Council	Unknown	No	No	Unknown	Not started, buildings fully let so no room for a café within a building. Would need separate building. Looking at mobile café provision now.	
Miniature running track in a figure of 8 around Snoxhall Fields	Business Plan	Parish Council	£50,000	£14,887	£38,144	£35,113	Awaiting outcome of second s106 application before issuing invitation to tender for works	s106 application for £38,144 awaiting sign off by WBC Budget Holder and Head of Service
Additional adult football pitch at the Bruce McKenzie Field	Business Plan	Parish Council	Unknown			Unknown	Not started yet	
Tennis courts improvements	Business Plan	Parish Council	Unknown				Awaiting details of Cranleigh Leisure Centre plans	
Public Conveniences for Snoxhall Fields	Business Plan	Parish Council	£30,000	£30,000		£0	Project complete	
Snoxhall Pavilion modernisation	Business Plan	Parish Council	£50,000	£9,971		£40,029	Not started, awaiting balance of funds	Precept, Snoxhall Fields car park income
Drainage improvements to Snoxhall Field pitches	Business Plan	Parish Council	Unknown				Not started yet	

Improvements to football stand, dugouts and pitch fencing at Snoxhall Fields	Business Plan	Parish Council	£80,256	£80,256		£0	Project started, awaiting better weather for completion	
3G pitch for Cranleigh	Business Plan	Glebelands School	Unknown				Unknown as project moved to Glebelands School	
Improvements to Play Park	Business Plan	Parish Council	£30,000	£5,297	£5,297	£19,406	Parish Council has £5,297 in reserve for matched funding for CIL application for £5,297	Precept, Snoxhall Fields car park income
MUGA	Business Plan	Parish Council	Unknown	£47,417		Unknown	Awaiting details of Cranleigh Leisure Centre plans	

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2020/21

<u>Parish Council</u>	<u>Finance Committee (Max. 7)</u>	<u>Planning Committee (Max. 12)</u>	<u>Personnel Committee (Max. 5)</u>	<u>Neighbourhood Plan Committee (Max.6)</u>	<u>Property & Asset Committee (Max. 12)</u>
James Betts Rosemary Burbridge Richard Cole Rob Denton Steve Jeacock Dave Nicholas Nigel Sanctuary** Mark Scully Liz Townsend* Rowena Tyler George Worthington	Richard Cole** Rob Denton Dave Nicholas Nigel Sanctuary* Liz Townsend George Worthington Ch Neighbourhood Plan Cttee	James Betts* Rosemary Burbridge Richard Cole Dave Nicholas Nigel Sanctuary Marc Scully Rowena Tyler**	Rosemary Burbridge** Richard Cole* Steve Jeacock Nigel Sanctuary Rowena Tyler	James Betts Steve Jeacock Liz Townsend Non-Councillor Members: Philip Townsend	James Betts* Rosemary Burbridge Rob Denton Steve Jeacock** Dave Nicholas Marc Scully George Worthington

* Chairman

** Vice Chairman

<u>PARISH COUNCIL OBSERVERS</u>	<u>Observer</u>	<u>Deputy</u>
Acute Treatment Centre	Rowena Tyler	
Chamber of Commerce	Nigel Sanctuary	Rob Denton
BID rep	Rowena Tyler	Nigel Sanctuary
Cranleigh Arts Centre	Nigel Sanctuary	Rowena Tyler
Cranleigh Brick and Tile Liaison Group	Rosemary Burbridge	
Cranleigh Community Fund	Rosemary Burbridge, vacancy	
Cranleigh in Bloom	Steve Jeacock, Marc Scully, Liz Townsend	
Cranleigh Flood Forum	Rosemary Burbridge, Rob Denton	
Cranleigh Library	Rowena Tyler, Liz Townsend	
Cranleigh Networking Group	Nigel Sanctuary	
Cranleigh Vallendar Club	James Betts	
Cranleigh Neighbourhood Watch	Rowena Tyler	
Dementia Friendly Cranleigh	Steve Jeacock, Nigel Sanctuary	
Dunsfold Advisory Group	Richard Cole	
Gatwick - CAGNE	Nigel Sanctuary, Liz Townsend	
Internal Audit	Liz Townsend, Rowena Tyler	
Remembrance Day	Rosemary Burbridge	
Rowleys	Marc Scully	
Rural Services Network	Liz Townsend, vacancy	
SSALC	Nigel Sanctuary, vacancy	
Surrey Police	Liz Townsend	Rowena Tyler
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Dave Nicholas, George Worthington	
Waverley Cycle Forum	James Betts, Steve Jeacock, Liz Townsend, vacancy	
WBC Town and Parish Planning Forum	James Betts, Rosemary Burbridge	
Wey & Arun Canal	Beverley Bell, Nigel Sanctuary, Liz Townsend, Rowena Tyler	
Youth Council	Rosemary Burbridge	Nigel Sanctuary
Henry Smith Charity - 2 Councillors + 3 independent members	Brian Cheesman	Roy Glasper
		Michael Trent

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

<u>WORKING GROUPS</u>		
Challenger	Task related working group	R Burbridge, N Sanctuary, vacancy
Centenary Gardens Management Group	Task related working group	Cllrs J Betts, E Townsend and Brian Freeston, Micki Marks, Andy Bamford, Gwyn Bullen, Gill Ford, Mike Ford, Joy Horn.
Leisure Working Party	Task related working group	Cllrs J Betts, R Denton, S Jeacock, D Nicholas, E Townsend
Recreation Users Group	Task related working group	Cllrs R Denton, D Nicholas, E Townsend, G Worthington
Meeting with Civic Society and WBC	Task related working group	Cllrs R Burbridge, S Jeacock, E Townsend, R Tyler, vacancy
Climate Change	Task related working group	Cllrs J Betts, R Cole, N Sanctuary, M Scully and E Townsend, vacancy
Skate Park Working Party	Task related working group	Cllrs D Nicholas, M Scully, E Townsend, G Worthington
One Public Estate	Task related working group	Cllrs J Betts, R Cole, S Jeacock, D Nicholas, N Sanctuary, E Townsend and G Worthington

Updated 21 January 2021



**Cranleigh Parish Council
Investment Strategy
2021**

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Cranleigh Parish Council.
- 1.2 Authority reference is to the Council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest:
- (a) for any purpose relevant to its functions under any enactment or
 - (b) for the purpose of the prudent management of its financial affairs.
- Section 15(1) of the Act requires a local authority to have regard:
- (a) to such guidance as the Secretary of State may issue, and
 - (b) to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.
- 1.4 The Council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The Council's priorities are, in the following ranking order:
- (i) The security of capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the Council.
 - (iii) Maximising income within the framework of the national economic situation.
- 2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

- 2.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).
- 2.5 Investments will be spread over different providers where appropriate to minimise risk.
- 2.6 In the light of the declaration of a climate emergency by the Council in 2020, investment instruments and action should reflect ethical and ecological standards.

3. INVESTMENTS

Definition of an Investment

- 3.1 The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

Investment Objectives

- 3.2 This Investment Strategy has the following objectives in priority order:
- Security – protecting the capital sum invested from loss
 - Liquidity – ensuring the funds invested are available for expenditure when needed
 - Yield – income return on the investment

Specified Investments

- 3.3 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.
- 3.4 The Council, for prudent management of its treasury balances may use - Treasury Deposits with UK clearing banks - Local Authorities or other Public Authorities approved public sector investment funds.
- 3.5 The choice of institution and length of deposit will be at the approval of the full Council.
- 3.6 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Non-Specified Investments

- 3.7 A non-specified investment are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally be a physical asset that can be realised to recoup the capital invested.
- 3.8 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

Liquidity of Investments

- 3.9 The Council in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 3.10 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

Long Term Investments

- 3.11 Long Term Investments are defined in the Guidance is greater than 36 months.
- 3.12 The Council does not currently hold any funds in long term investments

4. REPORTING

- 4.1 The management of this policy will be by the Clerk / RFO and reported to each Council meeting.

5. CAPACITY, SKILLS AND CULTURE

- 5.1 The Council is committed to continuous professional development and supports its Clerk/RFO and Assistant Clerk to training and development through attendance at the Surrey Association of Local Councils Legal and Finance Day annually to keep up to date with corporate governance.

6. REVIEW

- 6.1 This policy will be reviewed by the Council on an annual basis prior to the start of the new financial year. Any variation to the policy will be submitted to the Council for approval.

7. PUBLICATION

- 7.1 A copy of this policy will be made available on the Council's website.

February 2021.

Policy Review Date: April 2022.



Consultation with traders and residents in Fountain Square

Informal Questionnaire January 2020

Possible Weekend Pedestrianisation of Fountain Square, Cranleigh

Background

Since Fountain Square was redesigned around 10 years ago, it has increasingly become a popular place to meet, eat and drink. Residents, visitors and shoppers have been asking if Cranleigh could be more pedestrian friendly like Guildford and Godalming High Streets.

One thought that the Chamber of Commerce and Parish Council have been discussing is to pedestrianise Fountain Square Service Road from Thursday to Sunday, between 8am and 11pm. This can be achieved through a Traffic Regulation Order (TRO) with Surrey County Council.

Technically, there would be a barrier at the Four Paws entry to the road and access to Onslow Mews will be allowed from the High Street. There would be a loss of parking on the road, including the disabled space. Deliveries to the Richard Onslow will be made round the back and other traders may be asked to arrange deliveries during the week. The barrier will still be opened for emergencies.

Rationale

1. To make Cranleigh more pedestrian friendly on the busiest days of the week.
2. To create a safer environment for shoppers, diners, the disabled and children's buggies.
3. To create a continental feel to the square, encouraging visitors to stop and linger.
4. To improve the retail and hospitality atmosphere
5. To create a greater area for cyclists to park.
6. To create a focal point in the centre of the village with more events such as artisan markets, craft fairs, and xmas markets.

FOUNTAIN SQUARE QUESTIONNAIRE FOR TRADERS

1.	Would you support pedestrianisation of Fountain Square Service Road?				YES	NO
2.	If yes, which days would you support?					
	Thursday	YES	NO	Saturday	YES	NO
	Friday	YES	NO	Sunday	YES	NO
3.	Do you have delivery requirements on those days?				YES	NO
4.	If there is space left at the Four Paws end of the road for delivery drivers to park will that solve delivery problems for you?				YES	NO

FOUNTAIN SQUARE QUESTIONNAIRE FOR RESIDENTS

1.	Would you support pedestrianisation of Fountain Square Service Road?				YES	NO
2.	If yes, which days would you support?					
	Thursday	YES	NO	Saturday	YES	NO
	Friday	YES	NO	Sunday	YES	NO
3.	Would pedestrianisation of the road cause you any parking issues?				YES	NO
4.	If yes to, what are they?					

If you wish to provide your name/ company name, please do so here:

Name/ Company Name	
Address	

To return the Questionnaire: Please pop your response into the letterbox at Informed Choice, 20 High Street. OR scan your response and email to: hello@cranleighbiz.co.uk



Cranleigh Parish Council Exercise of Pension Discretions Policy January 2021

No.	Area	Regulation	Discretion	Policy Summary	Explanation
1	Whether to vary an employee's contribution band	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1 st April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay.	The Parish Council may vary the employee's contribution rate if there is a material change and each case will be considered on its merits.	Contribution bands are set on 1 st April but the employer may change them if a member changes jobs or has a material pay increase / decrease.
2	Whether to increase assumed pensionable pay in certain specific circumstances	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.	The Parish Council may increase assumed pensionable pay and each case will be considered on its merits.	If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or, include regular lump sums received during that period.
3					

	Funding of Additional Pension Contributions	Regulations 16(2)(e) and 16(4)(d) Pensions Regulations,	<p>Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16(2)(e)) or by lump sum (Regulation 16(4)(d)).</p> <p>Note: The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £7,026.00 (6th April 2019 and uplifted annually).</p>	The Parish Council will only contribute towards APCs in exceptional circumstances.	The employing authority can choose to pay additional pension contributions on behalf of active employees.
4	Shared Cost Additional Voluntary Contributions (SCAVCs)	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations.	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre-2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	The Parish Council will only contribute to SCAVCs in exceptional circumstances.	An employer can choose to contribute towards a SCAVC.
5	Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers)	Regulation D11(2)(c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may	The Parish Council will only agree to early payment of pension in	The employer may agree to payment from age 50, but they may incur an unauthorised

			attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension benefits cannot be reduced.	exceptional circumstances.	payments surcharge and/or a capital cost.
6	Flexible Retirement	Regulation 30(6), Pensions Regulations Regulations 11(2) and (3) of Transitional Regulations	Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed. Whether, in addition to any pre-1 st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1 st April 2008 and 31 st March 2014 and (b) all, part or none of the pension benefits built up after 31 st March 2014	The Parish Council will only agree to flexible retirement in exceptional circumstances.	The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade. The employer should note that granting consent would trigger the 85-year rule and may require a capital payment.
7	Switching-on the 85-year rule	Schedule 2 of Transitional Regulations	Whether to switch on the 85-year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations.	The Parish Council will only switch-on the 85-year rule in exceptional circumstances.	The employer can agree to switch on the 85-year rule, which may mitigate reductions that would, otherwise, apply but

					the employer may have to make a capital payment.
8	Waiving of Actuarial Reduction to Pensions	<p>Regulation 30(8), Pensions Regulations</p> <p>Schedule 2 of Transitional Regulations</p>	<p>(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.</p> <p>(Pre-2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.</p>	The Parish Council will only waive actuarial reductions in exceptional circumstances.	<p>The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement.</p> <p>The employer may be required to make a capital payment if they do so.</p>
9	Award of Additional Pension	Regulation 31, Pensions Regulations	<p>To award additional pension at full cost to the employer:</p> <p>(1) an active member; or</p> <p>(2) a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent</p>	The Parish Council will only award additional pension in exceptional circumstances.	<p>This means the employing authority has the power to award additional pension to an active member.</p> <p>The employer can also award additional pension to members</p>

			<p>on grounds of business efficiency.</p> <p>Note: Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £7,026.00 (6th April 2019 and uplifted annually).</p> <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p>		<p>who leave on the grounds of redundancy, business efficiency or mutual consent on grounds of business efficiency – up to six months after termination.</p> <p>The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.</p>
10	Aggregation of Benefits: Concurrent Employments	Regulation 22 (7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect not to have their deferred pension aggregated with their active member's pension account.	The Parish Council will only extend the deadline in exceptional circumstances.	The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect not to combine the deferred pension with the

					ongoing active pension.
11	Aggregation of Benefits: Deferred Member becoming Active Member	Regulation 22 (8)(b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect not to have their deferred benefits aggregated with the benefits in their active member's pension account.	The Parish Council will only extend the deadline in exceptional circumstances.	<p>The benefits are usually aggregated (joined-up), unless the member elects to keep them separate.</p> <p>The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions.</p>
12	Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)	Regulation 10(6)(b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming	The Parish Council will only extend the deadline in exceptional circumstances.	<p>The pre-2014 preserved benefits will be kept separate unless the member makes a positive election to aggregate them.</p> <p>The employing authority can agree to a former member</p>

			an active member of 2013 scheme).		having longer than 12 months to choose to combine their pensions.
13	Inward Transfer of Pension Rights	Regulation 100, Pensions Regulations	<p>Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered.</p> <p>Note: Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if both the Employing Authority and the Administering Authority agree.</p>	The Parish Council will only extend the deadline in exceptional circumstances.	Members who have been in the pension scheme for more than twelve months can ask for a transfer-in to be considered - but it will only be investigated if both the employing authority and the administering authority agreed.
14	Redundancy Payments	Regulation 5, Compensation Regulations 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum	The Parish Council may pay statutory improved	The employer can base the calculation of a week's pay for redundancy on actual

			under the Employment Rights Act 1996 (£525.00 from 1 st April 2019).	redundancy payments and each case will be considered on its merits.	pay if it is higher than the statutory limit (currently £508 in April 2018).
15	Compensation for loss of Employment	Regulation 6, Compensation Regulations 2006	<p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> - by reason of redundancy; - in the interests of the efficient exercise of the employing authority's functions; or <p>in the case of a joint appointment, because the other holder of the appointment leaves</p> <p>Note: Compensation may not be paid under this Regulation if:</p> <ul style="list-style-type: none"> - a person's period of membership of the Pension Scheme has been increased under Regulation 12 of the Benefits Regulations 2007 (see above); or - a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 see above). 	<p>The Parish Council will only award compensation for loss of employment in exceptional circumstances.</p> <p>Note: The Parish Council shall be aware of age discrimination issues when formulating a policy.</p>	The employing authority can make an award of up to 104 week's pay (less any redundancy payment payable).

			<p>In all cases the amount of compensation paid under this Regulation may not exceed 104 weeks' pay <u>less</u> any redundancy payment payable.</p> <p>In all cases the decision to pay compensation under this Regulation must be made no later than 6 months after the date of termination of the person's employment.</p>		
16	Injury Allowances	14(1) of the Compensation Regulations 2011	<p>Scheme employers (LGPS employers), apart from admission bodies, must formulate, publish and keep under review a policy on:</p> <ol style="list-style-type: none"> 1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they: <ul style="list-style-type: none"> ○ - suffer a reduction in remuneration, or 	The Parish Council will only pay injury allowances in exceptional circumstances.	An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment.

			<ul style="list-style-type: none">○ - cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or○ - die leaving a surviving spouse, civil partner or dependant, and <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p>		
--	--	--	---	--	--



Cranleigh Parish Council

EMERGENCY PLAN

February 2021



Cranleigh Parish Council
Village Way
Cranleigh
Surrey GU6 8AF

Telephone: 01483 272311

Parish Clerk:

Beverley Bell FSLCC MIET IEng

Parish Emergency Team

The Clerk

Beverley Bell

01483 272311

**Council Office
Village Way
Cranleigh GU6 8AF**

The Chairman

Councillor Liz Townsend

**07703 308253
01483 277283**

**15 Mount Road
Cranleigh
GU6 7LT**

Email address: clerk@cranleigh-pc.gov.uk

Website: www.cranleigh-pc.gov.uk

CONTENTS

Section		Page
	Details of Parish Emergency Co-ordinators	2
	Contents	3
1	Introduction	4
2	Aim of this plan	4
3	Objectives of this plan	4
4	What is an Emergency?	4
5	Levels of Emergency	5
6	What sort of Emergency?	5
7	Who is responsible for what in an Emergency?	5
8	Parish roles and responsibilities	6
8a	Role of the Parish Emergency Coordinator	6
8b	Responsibilities of the Parish Emergency Coordinator	6
9	Responsibilities of Councillors/ Community Emergency Wardens	6
10	Roles and responsibilities of other agencies	7
11	Response Flowchart	9
12	Response Action	10
13	Activation Arrangements	10
13.1	Initial Contact	10
13.2	Parish Cascade	10
13.3	Parish Emergency Team	10
14	Parish Emergency Control Centre	11
15	Temporary Accommodation	11
16	Communications	12
16	Loss of Communication	12
16.2	Communications beyond the Community	12
16.3	Local and National Radio	12

Appendix A1	Elected representatives of Cranleigh Parish Council	13
Appendix A2	List of Contacts	14
Appendix B	Flowchart indicating points of contact in an emergency. Also appears at section 11.	15
Appendix C1	List of resources – Human Skills	16
Appendix C2	List of resources – Materials	18
Appendix C3	List of resources – Useful Premises	19
Appendix D	Cranleigh Parish Flood Plan	20
APPENDIX E	Who does what during a flood	23
APPENDIX F1	Large scale map of Cranleigh	
APPENDIX F2	Map showing route of: Littlemead brook Holdhurst brook Nuthurst stream Alderbrook stream	
APPENDIX G	Civil contingencies act 2004 – not included – available from: www.opsi.gov.uk	
APPENDIX H	Environment agencies catchment flood management plan – not included – available from www.environment-agency.gov.uk	
APPENDIX I	Templates for an Incident Log and Situation Report	
APPENDIX J	Winter Management Plan	
APPENDIX K	PANDEMIC ACTION PLAN	

1. INTRODUCTION

This Plan has been initiated by the Parish Council so that, in the event of an emergency occurring in the settlement of Cranleigh, there is a clear understanding of the roles and responsibilities of the various support agencies, and a plan to enlist local people to help others in the community - including a list of contacts should residents require help in the event of an emergency.

The plan is intended to provide a self-help response, during any emergency affecting the parish community when the normal emergency response by the Emergency Services and County/Borough Councils is delayed because of the scope or nature of the emergency.

2. AIM OF THIS PLAN

To provide a framework plan that will assist in the local response to an emergency, when assistance from the Emergency Services and other responders is delayed.

3. OBJECTIVES OF THIS PLAN

- To establish a local emergency management structure.
- To give an overview of roles and responsibilities.
- To detail cascade call out arrangements.
- To identify available community resources – personnel, equipment and emergency accommodation.

4. WHAT IS AN EMERGENCY?

The formal definition is “An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources”.

Under the Civil Contingencies Act 2004 an emergency is defined as
'An event or situation which threatens serious damage to

- Human welfare
- The environment
- Security of the United Kingdom.'

Surrey County Council has a Contingency Planning Unit that works in partnership with the Emergency services, Waverley Borough Council and voluntary agencies in order to provide a co-ordinated response to a major incident.

The Police have overall responsibility for control and coordination in an emergency situation.

The county and borough councils have specific responsibilities, which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer term recovery phase.

The purpose of this document is to provide guidance and information about local resources that may be essential in the event of an emergency within this parish.

This local plan has been drawn up under the auspices of the Parish Council, with help from representatives in the community who could be called upon for assistance. A key element is individual Councillors/community emergency wardens who would be the main contact for each limited geographical area, who would co-ordinate local needs, in communication with a “nerve centre” at the Parish Council office.

A list of Councillors is attached at Appendix A1.

5. LEVELS OF EMERGENCY

From initial research it has been established that there are three recognised levels of emergency:

1. A major catastrophic event in London, or elsewhere in the South East, requiring large capacity shelters and support. Such incidents would require very large premises (far larger than the Village Hall, for instance) to accommodate and manage large numbers of temporary “refugees”. We need not concern ourselves too much with this category as the Parish Council would be approached as part of a measured, coordinated scheme initiated by a higher tier authority.
2. A major emergency at County or Borough level, or beyond, where the management of the event would be undertaken at County or Borough level. Whilst the Village Hall could well be a receiving station for dispersed persons, and selected local people involved in support, this need not be of immediate concern locally, as support services such as Waverley Borough Emergency Assistance Centre staff, Surrey County Council’s Services for Families and other Voluntary Agencies such as the Women’s Royal Voluntary Service (WRVS) would be galvanised into action.
3. A local emergency within the Parish of Cranleigh which, though inevitably involving the higher levels of Government for support (such as the supply of sandbags to deal with flooding), needs a high level of local involvement by local people as it is they who are most likely to know who is likely to be at risk and/or in need.

This Plan concentrates entirely on this third category.

6. WHAT SORT OF EMERGENCY?

Three types of event which could trigger a local emergency:

- Flooding, severe storms.
- Large scale evacuation due to a major event, e.g. major fire, pollution incident.
- A pandemic health threat.

Whilst all three would inevitably involve the emergency services and/or the major authorities, the knowledge of local people will be vital in mitigating the effects on the local community. Flooding is perhaps the most likely scenario, hence the inclusion of a **Cranleigh Flood Plan** as an appendix (D) to this document.

7. WHO IS RESPONSIBLE, FOR WHAT, IN AN EMERGENCY?

This document lists the principal actions of each organisation. However, it must be noted that it may not always be possible for all actions to be carried out during all emergencies.

Responding organisations have limited resources so may not be able to provide assistance in all circumstances. In such cases, the owners and occupiers need to be aware that they should make their own arrangements to protect their property from risk, especially flooding.

Many factors may influence the level of response to specific emergencies. Priority is to be given to those that are vulnerable or at high risk when assisting people. The classification of roads may be used in prioritising the response to road flooding; protection of commercial property may depend on the risk of environmental pollution from stored chemicals etc.

8. PARISH ROLES AND RESPONSIBILITIES

8a. Role of the Parish Emergency Co-ordinator

The role of the Parish emergency co-ordinator is:

- To advise and help local community preparations for the response to an emergency.
- Assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
- Identify vulnerable local residents such as the elderly who may require assistance.
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county/borough authorities.
- To prepare and maintain the Community Emergency Resources Register.

Role of the Parish emergency co-ordinator *during* a major incident.

- Assess the situation within the community.
- If isolated, co-ordinate some immediate self help recovery.
- To report the local situation to Waverley Borough Council during office hours 8.45am – 5.15pm 01483 523333 and outside office hours 01483 523200
- To organise such local resources as are available within the community.
- To provide local knowledge to the emergency services or other organisations, as and when they are able to respond to the incident.

8b. Responsibilities of the Parish Emergency Co-ordinator

- To ensure that Councillors are aware of their role should an emergency occur.
- To ensure that the local community is aware of the Parish Council's Emergency Plan and that residents are aware of Councillors' contact details.
- To ensure that all those involved in the cascade call out system are aware of what action they have to take.
- To maintain the Community Emergency Resource Register with the aid of the Councillors.
- To liaise with the Borough's Emergency Planning & Resilience Officer to identify suitable training that may be available to emergency volunteers.

9. RESPONSIBILITIES OF COUNCILLORS

- To assist the Parish Emergency Co-ordinator in identifying other community volunteers.
- To take part in exercises arranged to test the cascade call out system and working of the register.
- To assist the Parish Council in dealing with any emergency which may affect the community.

10. ROLES AND RESPONSIBILITIES OF OTHER AGENCIES

The Emergency Services will normally provide most of the initial response. They will be supported by the local authorities (Borough and County Councils), Environment Agency, utility (Gas, water and electricity) companies and voluntary organisations. The emergency services' main role will most frequently be to save life. **If there is any risk to life at all contact 999.** The Fire and Rescue Service is responsible for rescuing survivors. The Ambulance service is responsible for treating casualties and taking them to hospital. The Police will help co-ordinate this work.

Police (phone 101)

- Inform other emergency services about the incident.
- Co-ordinate the emergency services and other organisations during the response phase.
- Protect and preserve the scene.
- Investigate the incident along side other investigative organisations.
- Collect and pass on information about casualties.
- Identify those involved.
- Restore stability with the aim of restoring normality.

Fire and Rescue Service (phone 03456 009 009)

- Inform other emergency services about the incident.
- Rescue.
- Respond to all emergency incidents as required.
- Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant.
- Tackle fires or chemicals which have been spilt and other dangerous situations.
- Make sure all personnel involved in the rescue work are safe.
- Gather information and carry out hazard assessments.
- Help ambulance service get live casualties away from the scene.
- Help Police recover bodies.
- Restore stability with the aim of restoring normality.

Ambulance Service (phone 999)

- Inform other emergency services about the incident.
- Provide a focal point for all medical resources.
- Identify and contact the appropriate receiving hospitals.
- Set up a casualty clearing station.
- Prioritise casualties so that their injuries can be treated.
- Prioritise which casualties must be evacuated using appropriate transport.
- Restore stability with the aim of restoring normality.

Environment Agency (phone 0800 807060)

- Issue Flood Warnings.
- Receive and record details of flooding incidents.
- Monitor the situation and advise other organisations.
- Deal with emergency repairs and blockages on main rivers, adopted critical watercourses and their own structures.
- Respond to pollution incidents.
- Advise on waste disposal issues.

Surrey County Council (phone 0345 600 9009)

- Co-ordinate emergency arrangements and voluntary agency support.
- Support the emergency services and district/borough councils.
- Help people in distress e.g. through the provision of a trauma support service.
- Maintain safe conditions on the roads excluding those managed by the Highways Agency or private roads.
- Put flood warning signs on the highway.
- Organise road closures and traffic diversions.
- Clear blockages on highway drainage systems.
- Clear road side gullies.
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system.

Waverley Borough Council (phone 01483 523333)

- Co-ordinating role for emergencies in own area as a key responder under the Civil Contingencies Act 2004.
- Support emergency services.
- Initiate Emergency accommodation plan.
- Emergency assistance — e.g. provision of sandbags, emergency accommodation and welfare assistance.
- Clear blocked ordinary watercourses NB. The arterial watercourses through Cranleigh are largely maintained (managed by the Environment Agency).
- Provide environmental advice, street cleaning etc.
- Environmental health issues — pollution and public health issues.
- Blocked road channels and gullies due to litter and leaf fall.
- Warn and inform the public regarding emergencies.
- Emergency planning support to the Parish Council.

Cranleigh Parish Council (phone 01483 272311)

- Creation of a Flood Plan, with emergency contacts.
- Flood warning dissemination (by local agreement with Environment Agency).
- Appointment of “flood wardens” for each local area.
- Identification of vulnerable groups – e.g. elderly or disabled.
- Assist with distribution of sandbags from district council stockpiles.
- Assist the Borough Council to warn and inform the public regarding emergencies, at local level.
- Pass information regarding local issues and needs to key responders, via the Borough Council.
- Cranleigh Parish Council is the riparian owner of the critical watercourse through Snoxhall Fields. It has a duty to maintain the banks & channel, and to clear storm debris in flood conditions, throughout its length.

Thames Water (phone 0800 316 9800)

- Emergency over pumping or tankering at sewage pumping stations.
- Clearing blockages in public sewers.
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems.

Electricity, Gas and Telecommunication Companies

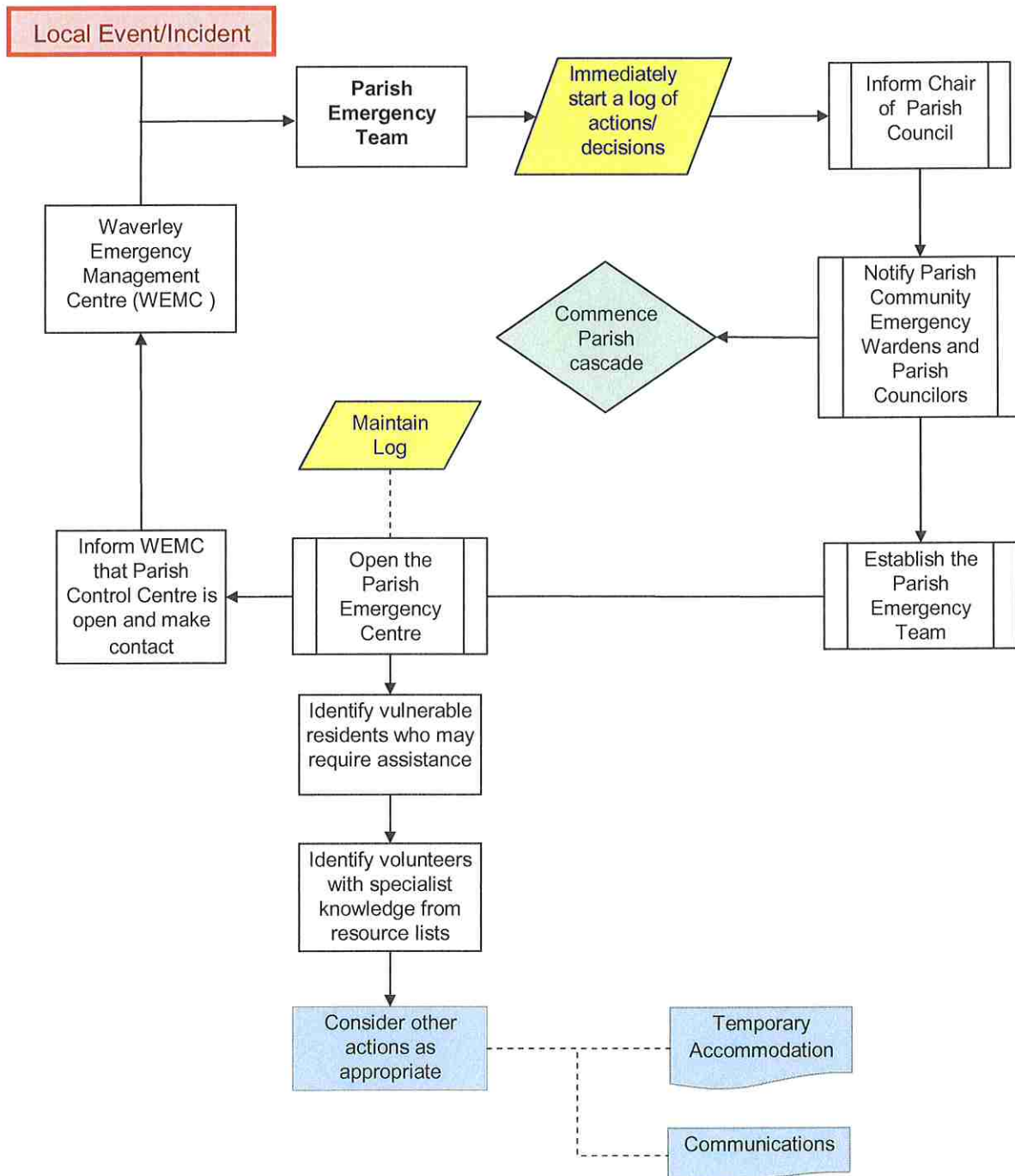
- Gas – National Grid (phone 0800 111999).
- Electricity - problems with high voltage towers, overhead electricity lines or substations –National Grid (phone 0800 404090).
- Electricity – power supply - UK Power Networks (phone 105).
- Attend to emergencies relating to their service at properties putting life at risk as a result of flooding.
- Attend to flooding emergencies at their own serviced installations.

11. COMMUNICATIONS PROCEDURE.

(ALSO APPENDIX B)

RESPONSE FLOWCHART

The flowchart below shows the contact points necessary in the event of an emergency.



12. RESPONSE ACTION

A central register of sources of voluntary assistance is attached at Appendix C1, C2 and C3.

Provided volunteers would be working under the sole control of the Parish Council and with any hand tools owned by the volunteers or the Parish Council, they would be covered under the Parish Council's Insurance Policy. However, this does not extend to material damage to the tools themselves which, if owned by the volunteer, should be covered (if required) under their own policy.

All calls upon the voluntary sector must be made via either the Flood Coordinator or the Parish Emergency Team.

13. ACTIVATION ARRANGEMENTS

The lead borough for this parish is:

Waverley Borough Council

The Burys, Godalming, Surrey, GU7 1HR

Tel. No: **01483 523333**

Out-of-hours Emergency No: **01483 523200**

The Waverley Borough Council Emergency Management Centre (WEMC) will contact the Parish Emergency Co-ordinator in the first instance who will activate the Parish Contact Cascade and if necessary call an ad hoc meeting of **the Parish Emergency Team (the Clerk, Chairman of the Council and Vice Chairman of the Council)**.

The Parish Emergency Team will co-opt volunteers with specialist knowledge when they have been identified, e.g. trained first-aiders.

Depending on the situation, the following procedure will be followed:

13.1 Initial Contact

The Borough Council (Emergency Centre) will contact ONE named person on the Parish Contact Cascade about the incident, ideally starting with the Parish Emergency Co-ordinator.

They will;

- a. Give as much information as possible.
- b. Advise on a course of action, if appropriate.
- c. Request advice on the local situation, if appropriate.

For locally developing emergencies, the Parish Emergency Co-ordinator will initiate the Parish cascade and notify Emergency Services, then the Borough Council with information about the incident numbers as above.

13.2 Parish Cascade

The person contacted will:

- a. Activate the Parish Cascade by calling the next person on the list who will contact the next and so on, skipping a name in the case of non-availability.
- b. Convene, if necessary, a meeting of the Parish Emergency Team.

13.3 Parish Emergency Team

The Parish Emergency Team will:

- a. Comply, if possible, with any advice or request from the Borough Council or Emergency Services.
- b. Establish a communications link with the Borough Emergency Management Centre and maintain it for the duration of the emergency. This link will normally be established at the parish emergency centre.
- c. Consolidate and disseminate information to residents and outside organisations.
- d. In the event of the village becoming isolated, undertake co-ordination of effort to sustain the local community

14. PARISH EMERGENCY CONTROL CENTRE

A building should be identified that is capable of being used as a 24-hour parish emergency centre. It should preferably have a central location and be well known to local residents. Consideration should be given to communications e.g. telephone, fax, and computer links. The accommodation should include cooking, washing and toilet facilities.

The address of the Parish Emergency Control Centre (PECC) is:

Parish Council Office
Village Way
Cranleigh
Tel: **01483 272311**

Keyholders: Beverley Bell
 Robin Pass
 Louise Glazier
 Nick Barnett

It will be necessary to prepare an incident box containing ordnance survey maps, copies of the electoral roll and other useful items to the Emergency services.
Remember the role of the Parish Council is to be available to assist the Emergency services as required but not impede their operations.

15. TEMPORARY ACCOMMODATION

(In the event of people being made homeless or needing shelter)

The borough/district councils in Surrey have responsibility for opening and managing rest centres, supported by Surrey County Council's Services for Families and voluntary organisations. Each borough/district council has identified suitable premises. For Cranleigh, Waverley has identified and holds details for:

Rest Centre	Tel Number	Address	Capacity (sleep)
Rowleys Centre for the Community	01483 277155	Victoria Road, Cranleigh	56 (30)
Cranleigh Leisure Centre	01483 274400	Village Way, Cranleigh	150 (100)
Cranleigh Village Hall	01483 272311	Village Way, Cranleigh	250 (30-40)

Waverley Borough Council will arrange transport to take evacuees to the Rest Centre where they will be given practical and emotional support. The local Clinical Commissioning Group will provide medical support and access to pharmacy services. Surrey County Council's Child Protection Unit will support Waverley Borough Council and assist with arranging transport for evacuees to rest centres etc. as required.

While at the Rest Centre, the police and local authorities will gather specific information, which will be recorded on rest centre registration forms. Social Services (Services for Families) are responsible for making sure that this process is carried out and that an initial assessment of each individual is made to identify any extra support that may be needed. The police will either fax or take the forms to Casualty Bureau, if invoked, to be processed.

Role of the Police Casualty Bureau

Often during major incidents the police will set up a Casualty Bureau to specifically deal with missing persons, survivors, evacuees and witnesses involved, or believed to have been involved, in the incident. It is not a general information bureau and is designed to register information and details rather than provide general information on an incident.

The police will provide a number of telephone lines, but depending on the volume of calls, you may experience a delay in getting through. Make a note of the reference number given and quote this when speaking to staff at the Casualty Bureau.

When casualties or survivors are identified, the enquirer is told as soon as practicable following their call, but bear in mind that this can take a while. If you have contacted the Casualty Bureau number to report a missing person and then subsequently locate them, make sure that you call the Casualty Bureau back to let them know. This will allow the police and other organisations to focus on finding those people that are still missing.

The Casualty Bureau telephone number will be different for every incident. If one has been established the number will appear on the homepage of this website; it will also be broadcast on news bulletins.

However in the event that normal arrangements are delayed the Parish may have a church hall or similar which can be used to give emergency shelter to those who have to leave their homes during an emergency. An alternative could be a school, scout/guide accommodation, barn or outbuilding.

The following items may be required if available:

Blankets	First aid equipment	Radio
Space heaters	Crockery	Toilet
Camp beds	Cutlery	Waste disposal bags
Fire fighting equipment	Care of pets	Bottled water and food.

16 COMMUNICATIONS

16.1 Loss of communications

If telephones are affected by the emergency, communications within the community should be considered using couriers carrying written or verbal messages if safe to do so.

16.2 Communications beyond the community

Passing messages via amateur radio operators and asking them to relay messages to the Police may be an option. Waverley Borough Council can liaise with SCC Child Protection Unit regarding mobilising RAYNET (Radio Amateurs Emergency Network).

16.3 Local and national radio

Consider maintaining a listening watch on local and national radio and television channels for information. A roster may be instigated as necessary.

0800 to 1200 hours
1200 to 1600 hours
1600 to 2000 hours
2000 to 2400 hours
2400 to 0400 hours
0400 to 0800 hours

Local radio stations are:

BBC World Service

BBC Surrey

92-95 FM and 198 kHz long wave

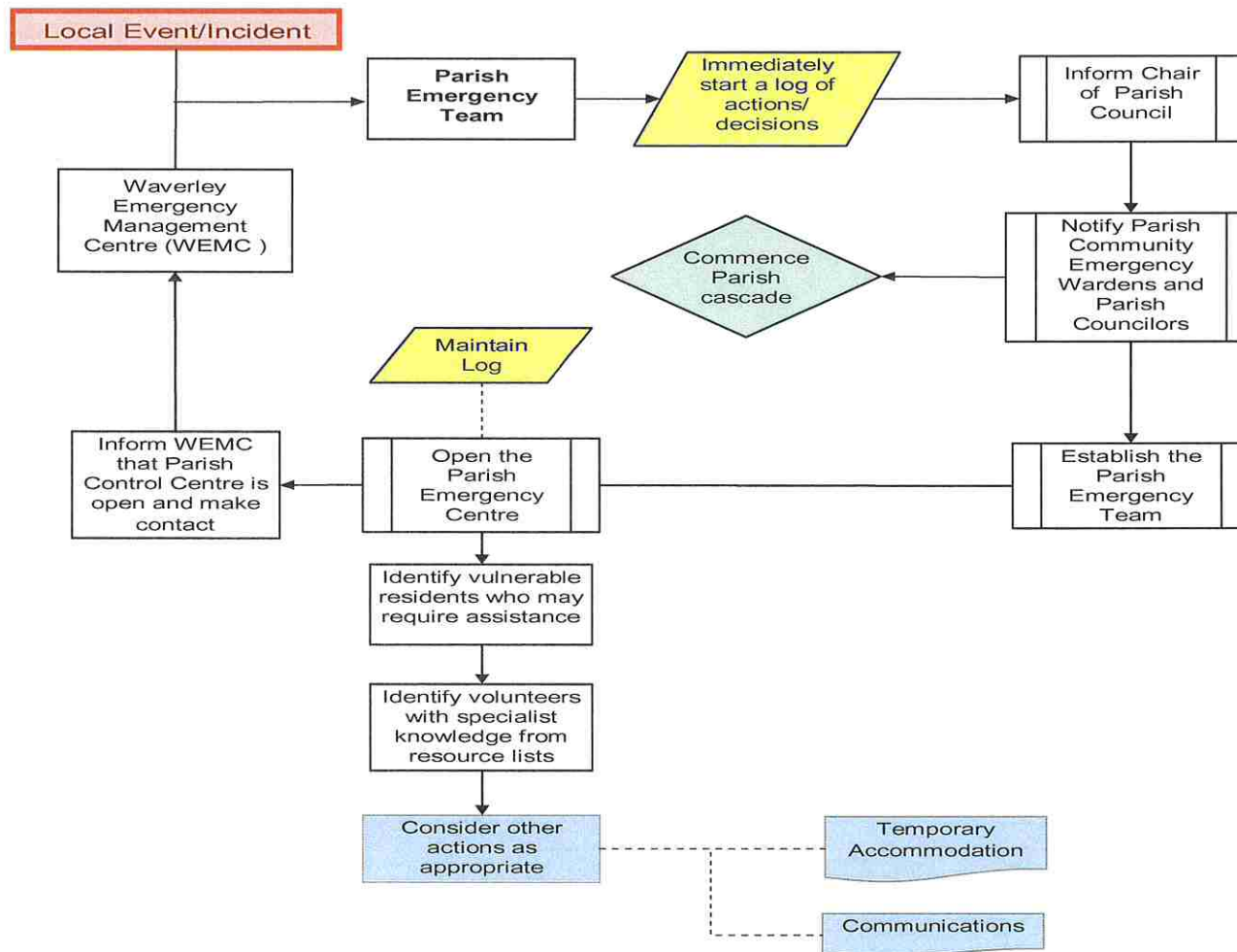
104.0 & 104.6 FM

ELECTED REPRESENTATIVES OF CRANLEIGH PARISH COUNCIL

WARD	NAME	ADDRESS	TEL. NUMBER
East (5)	Councillor James Betts	Willows, Grove Road Cranleigh GU6 7LH	07717744908 james.betts@cranleigh-pc.gov.uk
	Councillor Rosemary Burbridge	26 Cromwell Place Cranleigh Surrey GU6 7LF	01483 273277 rosemary.burbridge@cranleigh-pc.gov.uk
	Councillor Richard Cole	43 Glebe Road, Cranleigh, Surrey, GU6 7AS	01483 276332 richard.cole@cranleigh-pc.gov.uk
	Councillor Rob Denton	22 Mead Road, Cranleigh GU6 7BQ	01483 272121 rob.denton@cranleigh-pc.gov.uk
	Councillor Rowena Tyler		01483 548223 rowena.tyler@cranleigh-pc.gov.uk
Elmbridge (1)	Vacancy		
North (1)	Councillor Steve Jeacock		steve.jeacock@cranleigh-pc.gov.uk
West (4)	Councillor Dave Nicholas	Springfield 32 Horsham Road Cranleigh GU6 8DW	07884266614 dave.nicholas@cranleigh-pc.gov.uk
	Councillor Nigel Sanctuary	Boy & Donkey Knowle Lane Cranleigh GU6 8JW	01483 351372 Nigel.sanctuary@cranleigh-pc.gov.uk
	Councillor Liz Townsend	15 Mount Road Cranleigh Surrey GU6 7LT	07703308253 chairman@cranleigh-pc.gov.uk
	Councillor George Worthington	6 Waverleigh Rd Cranleigh GU6 8BZ	07531253546 George.worthington@cranleigh-pc.gov.uk
Rural (1)	Councillor Marc Scully	Longhurst Cottage Horsham Road Cranleigh GU6 8EH	07850742805 Marc.scully@cranleigh-pc.gov.uk

APPENDIX A2 – CONTACTS

ORGANISATION		TELEPHONE [OFFICE HOURS]	EMERGENCIES/24 HOURS	WEBSITE ADDRESS
EMERGENCY SERVICES				
AMBULANCE SERVICE		0300 123 0999	999 OR 112	
FIRE & RESCUE		03456 009 009	999 OR 112	
POLICE		101	999 OR 112	
ENVIRONMENT AGENCY	Main switchboard	03708 506 506	0800 807060	www.environment-agency.gov.uk
FLOODLINE	To report flooding	0345 988 1188	24 hour line	
NHS DIRECT		111	24 hour line	www.nhsdirect.nhs.uk
NATIONAL FLOOD FORUM	Advice on flood defence.	01299 403 055		www.floodforum.org.uk
UTILITIES				
ELECTRICITY		0800 404090	0800 404090	www.ukpowernetworks.co.uk
POWER CUTS		105	105	www.ukpowernetworks.co.uk
GAS	National Grid	0800 111999	0800 111999	www.nationalgrid.com
TELECOMMUNICATIONS	BT	150		www.bt.com
WATER	THAMES	0800 714 614	0800 714 614	www.thameswater.co.uk
AUTHORITIES				
SURREY COUNTY COUNCIL		08456 009009		www.surreycc.gov.uk
WAVERLEY BOROUGH COUNCIL (WBC)		01483 523333	01483 523200	
ADJACENT PARISH COUNCILS				
ALFOLD	Beverley Weddell	01483 200314		clerk@alfoldparishcouncil.co.uk
BRAMLEY	Cathy Victor	01483 894138		bramleyparish@gmail.com
EWHURST		01483 267646		clerk.epc@btinternet.com
DUNSFOLD	Celeste Lawrence	01483 200980		dunsfoldparishclerk@btconnect.com
WONERSH	Lisa Davison	01483 892601		clerk@wonershparish.org



APPENDIX B
RESPONSE FLOW CHART

APPENDIX C1 a

LIST OF RESOURCES – HUMAN SKILLS			
	Nearest base	Emergencies / 24 hours	Telephone Office hours
EMERGENCY SERVICES			
Ambulance Police Fire and Rescue	Guildford Guildford Cranleigh	999 or 112 999 or 112 999 or 112	101 03456 009 009
DOCTORS	Medical Centre 18 High Street, Cranleigh		01483 273951
NURSES	Health Centre 18 High Street, Cranleigh		01483 273951
FIRST AID TRAINING	St Johns Ambulance Leisure Centre		08700 104950
VOLUNTARY ORGANISATIONS	Additional list attached		
DENTISTS	Cranleigh Dental Centre 234 High Street.		01483 268999
	Kelsham Dental Practice The Common, Cranleigh		01483 274552
	Warren House Dental Practice 92 High Street, Cranleigh		01483 274664

LIST OF RESOURCES – HUMAN SKILLS			
	Nearest Base	Emergency / 24 hours	Telephone Office hours
VETS	Brookmead Horsham Road	.	01483 274242
	Yew Tree Veterinary Centre Horsham Road		01483 275665
	Shotter and Byers Equine Smithbrook Kilns		01306 627706
PHARMACISTS	Alphega Cranleigh Pharmacy High St		01483 274323
	Boots Village Chambers, High St		01483 274207 0845 125 3758
	Boots Midas House, Village Way		01483 273274

LIST OF RESOURCES – MATERIALS			
	First name Address	Skills Occupation	Telephone number
Stennett Plant Hire	Guildford Rd Cranleigh	Heavy Plant Hire, pumps, generators	01483 275038
Jewsons	High St Cranleigh	Building materials, sandbags etc.	01483 273511
BP	213 Epsom Road Guildford	24 hour petrol	01483 459449
Tesco	Broadbridge Heath	24 hour shop	0345 677 9355
Rowleys	Victoria Road Cranleigh	Hot food	01483 277155
Food Bank	Cranleigh Baptist Church	Food parcels	www.cranleighfoodbank.org

APPENDIX C3

LIST OF RESOURCES – USEFUL PREMISES		
Location	Type of premises	Key holder contact details
Snoxhall Pavilion Snoxhall Fields	Sports pavilion with cooking facilities, showers, toilets, broadband.	Cranleigh Parish Council 01483 272311
Village Hall High Street	Hall with cooking facilities, showers, toilets, broadband.	Cranleigh Parish Council 01483 272311
Youth Centre Snoxhall Fields	Hall with cooking facilities, toilets, broadband.	Cranleigh Parish Council 01483 272311
Cranleigh Arts Centre	Hall with cooking facilities and toilets	01483 278000
St Nicolas/ St Andrews Church Rooms	Hall with toilets	Elise Whittington 01483 273620
Rowleys Centre for the Community	Hall with cooking facilities and toilets	Gary Lee 01483 277155
Cranleigh Leisure Centre	Hall and small rooms with cooking facilities, showers, and toilets.	Sean Murphy 01483 274400

FLOOD PLAN

CRANLEIGH PARISH COUNCIL FLOOD PLAN

This Flood Plan has been created so that, in the event of flooding in the settlement of Cranleigh, there is a clear understanding of the roles and responsibilities of the various support agencies, and a list of contacts should residents require help in the event of an emergency. It should be read in conjunction with the Cranleigh Parish Council Emergency Plan, and its Appendices, as below:-

Appendix A 1	–	List of Councillors
Appendix B	–	Flowchart for contacts in an emergency
Appendix C1,2,& 3	–	List of volunteer equipment owners
Appendix E		Who does what during a flood
Appendix F1		Large Scale Map of Cranleigh
Appendix F2		Map showing Littlemead Brook, Holdhurst Brook, Nuthurst Stream, Alderbrook Stream

The plan has been drawn up under the auspices of the Parish Council, with help from representatives in the community who could be called upon to provide assistance. A key element is the appointment of “Councillors/Area wardens” who would be the main contact for each limited geographical area, who would co-ordinate local needs (e.g. provision of sandbags, assistance for the elderly, etc.) and report to the overall Flood Coordinator or the Parish Emergency Planning Coordinator. Please see Appendix A for contact names and telephone numbers.

1. FLOOD RISK AREAS

A map is attached to this document (Annexes F1 and F2). This identifies potential risk areas, as identified by the Environment Agency. This note identifies a number of events, any one of which could cause flooding to a greater or lesser extent in parts of Cranleigh

1.1. Holdhurst Brook

- a) Avenue Road / Longpoles Road
- b) Orchard Gardens & Bax Close
- c) Horsham Road
- d) Nightingales / Waverleigh Road & Brookside
- e) Fortune Drive

1.2. Littlemead Brook

- a) Littlemead Industrial Estate – There is a specific Flood warning Area.

1.3. Nuthurst Stream

- a) Wyphurst Road/ Peregrine Close
- b) East View Cottages/St James Place

1.4. Alderbrook Stream

- a) Guildford Road, Rowly

2. POSSIBLE FLOOD CAUSES, THEIR PREVENTION, AND ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY

2.1. Blockage or Collapse of a culvert To prevent a blockage occurring, the riparian householders should monitor the culverts and bridges, and clear them of any accumulating debris if they can, with the help, if necessary, of Waverley or the Environment Agency. The trash screens protecting the culverts are co-ordinated by WBC & should be regularly cleared of debris. Note that this is particularly important all along the stream at a time of prolonged or torrential rainfall, when one of the three chief coordinators identified at Appendix A should also be informed as soon as possible of any accumulation of debris that could either block one of the culverts or bridges, or float onwards and cause problems further downstream.

NB. Cranleigh Parish Council is the riparian owner of a critical section of the Littlemead Brook through Snoxhall Fields (including adjacent to the Band Room) and effective maintenance of the banks & approaches to the culverts at Lucks Green and Knowle Lane is critical to the control of flood risk upstream.

If at any time a blockage is causing, or threatening to cause, a blockage, one of the three chief coordinators identified at Appendix A should be warned as soon as possible. If neither can be contacted, phone the **Environment Agency direct on 0845 988 1188**.

2.2. Prolonged rainfall threatens or overloads a culvert or a bridge

One of the three chief coordinators identified at Appendix A will arrange to receive the Environment Agency's Floodline Warnings, so that they are alerted to monitor the situation, either themselves or through "community emergency wardens"; this includes watching for debris being brought downstream by rising water levels. The Environment Agency has Flood warning messages on their website. Each Parish Emergency Co-ordinator should sign up to receive flood warning messages by contacting Floodline on **0845 988 1188**, this is free of charge.

3. LOCAL FLOOD ACTIONS

3.1. With careful planning, local flood action can reduce, or possibly reduce, the impact of flooding. Sensible precautions should be taken to avoid risk to life by rising flood waters, and exposure to health risks, for instance due to pollution of the foul sewer system. **It is the responsibility of individual householders to take whatever preventive measures they consider necessary to avoid damage to their property in the event of a flood.** Local action could include placing of plastic sheeting and boarding across openings, blocking air bricks, laying of sandbag walls or temporary defence systems and moving valuable or perishable items (including insurance policies and other personal documents) upstairs or otherwise out of reach.

A series of advisory leaflets may be obtained from the Environment Agency, limited material (Floodpack) is available for the Parish Council Offices. Information is also available on the:

- Waverley website www.waverley.gov.uk/emergency/flooding.asp.
- The National Flood Forum website www.floodforum.org.uk . Contact number **01299 403055**
- Environment Agency website www.environment-agency.gov.uk/subjects/flood.

• 3.2. Property Owners

- When you renew your insurance policy each year, ensure that it is adequate for flood damage.
- Move to a safe area if life is at risk.
- Prevent water from entering property if possible.
- Switch off electricity and gas supplies at mains.
- Move valuable possessions above areas liable to be flooded.
- Move vehicles to higher ground, but in a place which is unlikely to hinder emergency vehicles or be a nuisance to local residents.

4. FLOOD WARNINGS

4.1 The Environment Agency's Local Flood Warning Plans provide details of flood warning arrangements for specific areas. However, we understand that at present this is restricted to only where automatic sensors have been installed. The EA will issue Flood Watch messages from these when

- Flooding of low-lying land is expected;
- Flood Warnings when flooding of homes and businesses is expected;
- Severe warnings when there is extreme danger to life and property; and
- All-Clear messages when earlier warnings are no longer in force in the area.

Residents can register to receive flood warnings by contacting Floodline on **0845 988 1188** or by visiting the Environment Agency website.

4.2 During a flood, information is available from the Environment Agency's web-site: www.environment-agency.gov.uk or the Environment Agency's overall Floodline service: **0845 988 1188**. Floodline uses QuickDial numbers to speed up access to local flood information, related to geographic areas.

The quickdial numbers for the Cranleigh Areas are

173322 Littlemead Brook at Cranleigh and Littlemead

173323 The Cranleigh waters near Cranleigh and Littlemead.

The Agency will also arrange to call all those who have registered with them, when a potential flood is likely to put them at risk. Copies of the application form can be obtained from the Environment Agency.

5. FLOOD TRIGGERS

Following periods of heavy rain it will be necessary to monitor trash screens more regularly to make sure they are clear of debris. When the EA has indicated imminent floods there will need to be consideration given to assisting vulnerable groups to undertake tasks like moving valuables to higher levels etc.

5.1 Flood action should automatically be triggered by the Environment Agency, but would additionally be triggered by one of the three Coordinators listed at Appendix A, in consultation with each other, based on information which they may have received (eg. from Street Wardens).

5.2 Whilst EA are now responsible they do not currently have the technical facilities in place to provide automatic warnings. Until this situation is rectified, local trigger points will need to be adopted.

5.3 Residents in known areas of flooding, will need to be especially vigilant and trigger the alarm, through their street warden, when water threatens their properties. However, without any obvious current flood alleviation routes, action may be limited to individual damage limitation. The street warden may need to call on the coordinators, however, for assistance from the Volunteer Force.

ALL SUCH TRIGGER LEVELS MUST BE REPORTED TO ONE OF THE COORDINATORS LISTED AT APPENDIX A, WHO WILL BE RESPONSIBLE FOR MOBILISING LOCAL EFFORTS AND LIAISING WITH OTHER AUTHORITIES.

WHO DOES WHAT DURING A FLOOD

Environment Agency

- Issue Flood Warnings
- Receive and record details of flooding incidents
- Monitor the situation and advise other organisations
- Deal with emergency repairs and blockages on main rivers, arterial watercourses in Cranleigh and own structures
- Respond to pollution incidents
- Advise on waste disposal issues
- Issue warnings when there is a risk of flooding occurring; alerting those who have registered, in areas where the service can be provided.

County Council

- Co-ordinate emergency arrangements
- Maintain safe conditions on the roads
- Put flood warning signs on the highway
- Organise road closures and traffic diversions
- Clear blockages on highway drainage systems - blocked road channels and gully gratings, storm debris
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system
- Assist with providing transport for evacuees to rest centres.

Borough/District Council

- Co-ordinating role for own area
- Flood warning dissemination (by local agreement with Environment Agency)
- Emergency assistance (Civil Contingencies Act 2004) — Provide sandbags to houses at imminent danger of flooding
- Clear blocked watercourses (Land Drainage Act powers) NB Arterial watercourses in Cranleigh are managed by the Environment Agency
- Environmental health issues — pollution
- Blocked road channels and gully gratings — routine street cleaning only.
- Emergency planning support groups
- Waste and debris removal

Parish Council

- Flood warning dissemination (by local agreement with Environment Agency)
- Own riparian clearance through Snoxhall Fields

Fire and Rescue Service

- Rescue
- Respond to all emergency incidents as required
- Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant

Water Companies

- Emergency over pumping or tankering at pumping stations
- Clearing blockages in public sewers
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems

Electricity, Gas and Telecommunication Companies

- Attend to emergencies relating to their service at properties putting life at risk as a result of flooding
- Attend to flooding emergencies at their own serviced installations

Large Industrial Companies

- Protect own premises and installations
- Source of resources which could be hired

Property Owners

- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above areas liable to be flooded
- Consider developing flood plans, moving their vehicles to a higher level
- Call 999 if there is a need to be evacuated
- Only switch off gas and electricity if the property is not flooded and it is safe to do so
- Collect together essential items such as medication, blankets, baby food, nappies, torch and batteries, bottled water and food when there is a risk of flooding.

APPENDIX F1 Large scale map of Cranleigh – Copy in the EMERGENCY PLAN file in the Parish Council office.

APPENDIX F2 Map – Copy in the EMERGENCY PLAN file in the Parish Council office.

Showing route of:
Littlemead Brook
Holdhurst Brook
Nuthurst Stream
Alderbrook Stream

APPENDIX G Civil Contingencies Act 2004 – Copy in the EMERGENCY PLAN file in the Parish Council office or available from:

www.opsi.gov.uk

APPENDIX H Environment Agencies Catchment Flood Management Plan and Flooding Minimising the Risk – Copies in the EMERGENCY PLAN file in the Parish Council office or available from:

www.environment-agency.gov.uk

DATE:

DO NOT DESTROY THIS LOG IT WILL BE IMPORTANT WHEN ANALYSING THE RESPONSE TO AN EMERGENCY. IT MUST BE RETAINED FOR LEGAL PURPOSES.

DO NOT DESTROY THIS LOG IT WILL BE IMPORTANT WHEN ANALYSING THE RESPONSE TO AN EMERGENCY. IT MUST BE RETAINED FOR LEGAL PURPOSES.

SITUATION REPORT – TEMPLATE

Council name	
Name & role	
Contact details	
Time & date	

Parish overview	
Casualties	
Hazards	
Roads	
Vulnerable people at risk	
Summary of emergency service activity	
Current parish tasks	
Resources available	
Resources needed	

APPENDIX J

WINTER MANAGEMENT PLAN

INTRODUCTION

Cranleigh Parish Council does not have a statutory duty to prepare for and deal with snow and ice (except around their own property) and although we do not have the resources to make a commitment to provide a snow clearing service we will endeavour to assist where practicable. This plan has been created to clarify what can be expected from the Parish Council.

LEGAL ADVICE

People have been hesitant to clear snow because of fears of litigation if someone should slip on the treated area. The Health and Safety at Work Act 1974 and the Occupiers' Liability Act 1984 place responsibility on the employer to maintain access to premises in a safe condition. Although an employer can be held liable for 'failing to act reasonably' to prevent accidents, pedestrians also have a responsibility to take care. The Ministry of Justice issued a letter during the first half of 2010 which stated, "*The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small*".

THE SNOW CODE

Tips on clearing snow and ice from pavements or public spaces

Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice below to make sure you clear the pathway safely and effectively. And don't believe the myths -it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and ice early in the day.

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So, if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Preventing slips

Pay extra attention to clearing snow and ice from steps and steep pathways –you might need to use more salt on these areas.

Use salt or sand - not water

Don't make the pathways more dangerous by causing them to refreeze. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt -a tablespoon for each square metre you clear should work.

Be careful not to spread salt on plants or grass as it may damage them. If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt, but will provide good grip underfoot.

Take care where you move the snow

When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

WHERE GRITTING WILL/WILL NOT BE UNDERTAKEN BY THE PARISH COUNCIL

During periods of severe/persistent frost, ice or snow the Parish Council will ENDEAVOUR to treat the following locations where the public have access;

- Snoxhall Pavilion nursery entrance
- Snoxhall Pavilion public toilet
- Youth Centre main entrance
- Youth Centre Sports Hall emergency exit
- Village Hall side door
- Village Hall main entrance
- Village Hall fire exits
- Village Way Public Conveniences
- Parish Council office
- Cemetery machine shed

Gritting to be carried out on a priority basis on a daily basis. It should be noted that in extreme weather conditions where transport is difficult or dangerous it may not be possible to treat the above-named locations as staff themselves may have difficulty in reaching the locations. It is also to be noted that in very low temperatures the effectiveness of salt is significantly reduced.

Property or land owned by the Parish Council which will NOT be gritted by the Parish Council due to remote location from grit stores:

- Cemetery access road (unless a burial is scheduled)
- Public Conveniences at the Common
- Elmbridge Road allotments
- Beryl Harvey allotments

PARISH COUNCIL GRIT STORES

- Snoxhall Fields Pavilion
- Village Hall
- Cemetery

PPE

The Parish Council will ensure all Ground staff have appropriate PPE which will include hi-vis waterproofs and boots.

RISK ASSESSMENT

The Parish Council have completed a Risk Assessment for snow and ice clearance activities in the Parish. This is reviewed annually and can be viewed at the Parish Council offices.

ROLE OF THE PRINCIPAL AUTHORITY – SURREY COUNTY COUNCIL

How do SCC decide when to salt?

SCC use weather forecasts, computerised ice prediction systems and information from roadside weather stations to get the most accurate indications of where and when ice is likely to form.

When deciding if salting is needed, SCC also consider:

- Whether or not the road surfaces are wet or dry.
- The likelihood of rain or snow.
- If there is any salt already on the roads from previous salting runs.

How salt works

Salting does not mean that the road surface will instantly become ice free. Salt works by turning the ice or snow surrounding each salt granule into a saline solution which has a lower freezing point than water. The action of traffic helps the salt to be more effective by moving the salt around and eventually melting all the ice or preventing ice forming.

- It takes time for the salt to become effective after roads are treated (the more traffic a road has, the quicker the salt will take effect).
- Rain can wash salt off roads leaving them prone to re-icing. If the rain turns to snow during rush hour, any earlier treatment will be washed away and it isn't possible to re-salt in heavy traffic.
- If road temperatures fall below minus 7 degrees Celsius the effectiveness of salt diminishes and it will not prevent roads from icing up.
- If conditions are really bad, access to the roads is not always possible - even for the salt spreaders.
- Most minor roads and pavements are not routinely salted.

How do SCC decide where to salt?

There are approximately 3000 miles of roads in Surrey, therefore SCC need to prioritise which roads SCC salt and when.

Priority 1 Roads – red lines on map

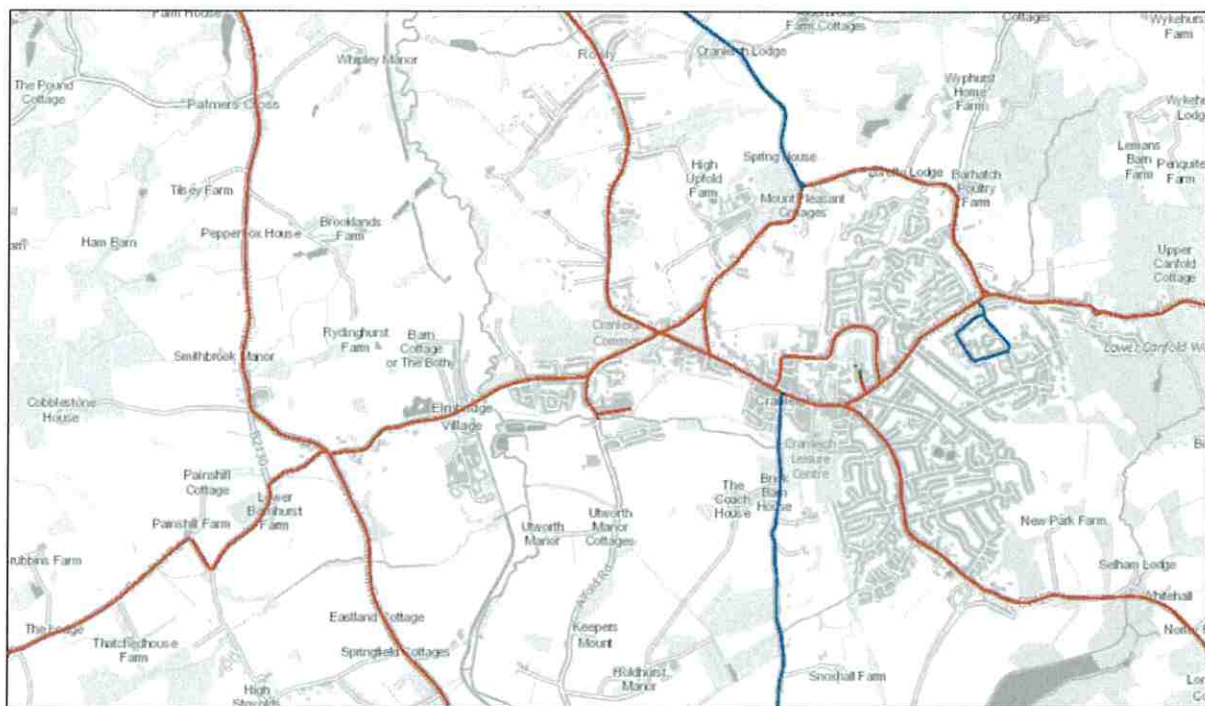
Priority 1 roads are the most important roads in terms of the volume of traffic carried, and are the first to be treated in advance of any forecast frost, ice or snow. Priority 1 roads include:

- all A roads, B roads and roads carrying more than 8,000 vehicles per day
- main access routes to hospitals
- major bus routes
- roads that link salting routes with those of adjoining counties
- any priority 2 road which meets three or more of the criteria for priority 2 roads.

Priority 2 Roads – blue lines on map

During periods of prolonged and persistent frost, ice or snow, we extend salting to include these roads, but only once priority 1 roads have been cleared. Priority 2 roads include:

- roads carrying more than 4,000 vehicles per day
- main access routes to important industrial areas and secondary education establishments
- single access points to villages
- access roads leading to railway stations
- roads used by other bus routes and depots
- steep hazardous gradients and on bridges where local icing conditions are known to occur.



08/02/2021, 10:52:18

Salting Routes 2 Highways England

1 3 District Boundary

1:25,000
0 0.2 0.4 0.8 mi
0 0.33 0.65 1.3 km
Contains OS data © Crown Copyright and database right 2020. SCC

Created by Surrey Highways Asset GIS Team
Surrey County Council | Contains OS data © Crown Copyright and database right 2020 | (SCC)

SURREY COUNTY COUNCIL GRIT BINS

SCC provide grit bins at selected locations around the county.

You can use the grit on the road, pavements and other public footways but **not** for treating private property. Misuse of the grit can lead to unnecessary shortages that can cause a danger to pedestrians and motorists.

If you require grit or salt for your own property, it can be brought from major builders' merchants or large garden centres.

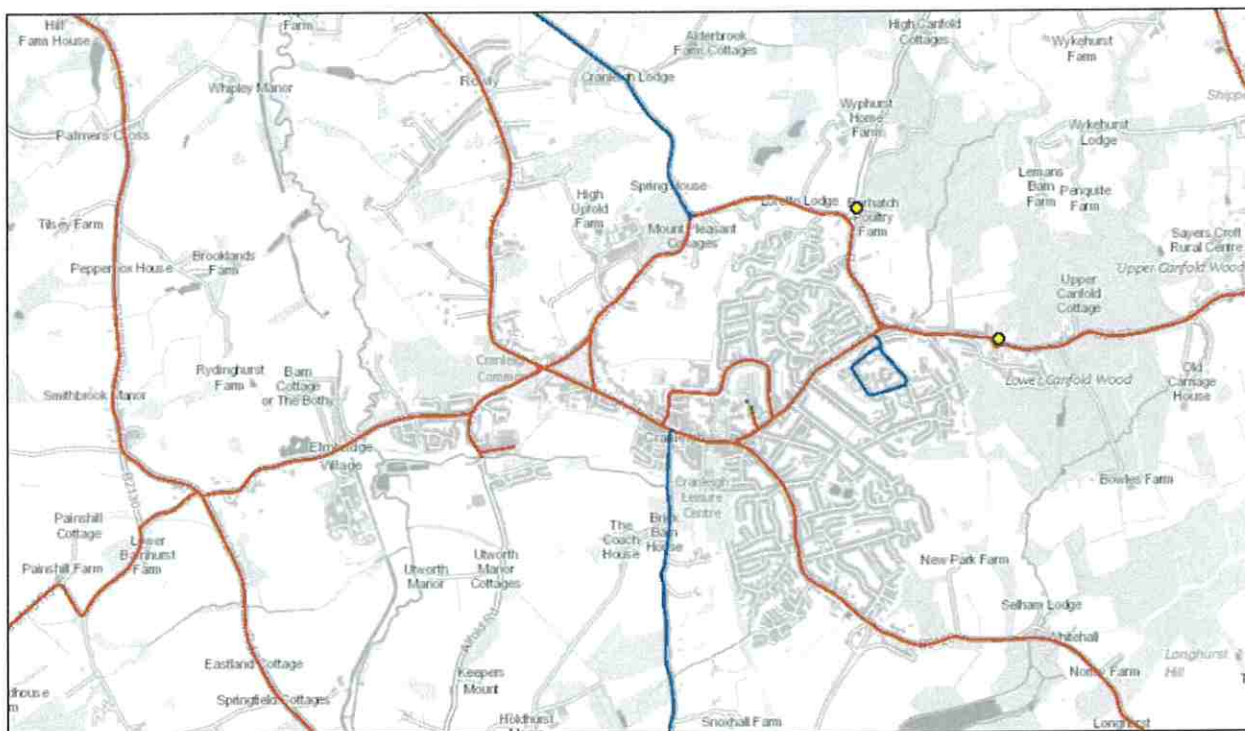
How to use the grit

Use a spade or shovel to spread the grit thinly and evenly across the road or pavement. A shovel full of grit will be sufficient to treat 20-30 square metres.

Filling grit bins

SCC policy is to only fill each bin once a year, ahead of the winter season. This is to ensure that we can prioritise our funding and resources for other winter maintenance activities.

Location of SCC Grit Bins in Cranleigh



08/02/2021, 11:02:50

Grit Bins Salting Routes 3 District Boundary

● SCC 1 Highways England

● Non SCC 2

1:25,000

0 0.2 0.4 0.8 mi

0 0.33 0.65 1.3 km

Contains OS data © Crown Copyright and database right 2020, SCC

Created by Surrey Highways Asset GIS Team
Surrey County Council | Contains OS data © Crown Copyright and database right 2020 | SCC |

APPENDIX K

PANDEMIC ACTION PLAN

Parish Emergency Co-ordinators Parish Council Chairman and Clerk

Civil Contingency Planners Surrey Local Resilience Forum
Waverley Borough Council

Sources of Advice www.gov.uk
WBC Top Lines Brief
NALC

Communication Tools Parish Council website
Parish Council newsletter
Social media – Facebook, twitter
Banners

Volunteers – Cranleigh Street Champions

- Establish a network of volunteers called Street Champions that can collect prescriptions and shopping for those shielding at home.
- Dedicated Office 365 account and email address.
- Dedicated member of staff to manage Street Champions and requests for help.
- Supply PPE to Street Champions.
- Supply calling cards to Street Champions to letter drop in their agreed area.
- Upload photograph of Street Champion for verification.

Suppliers

- Website www.visionict.com
- IT/Email www.netcomit.co.uk
- PPE www.smudge-dribble.com
- www.w-p.co.uk
- Banners www.belsigns.co.uk

Local Organisations – sources of help

- CAB
- Food Bank
- Rowleys
- Cranleigh Community Fund
- Lions
- Rotary

Council Buildings

- Follow government guidance on opening/closing buildings.
- Undertake COVID-19 risk assessment for each building.
- Follow social distancing advice, e.g. closing some cubicles in public toilets.
- Ensure rule posters are displayed: Building Rules, Social distancing, Catch it, kill it, bin it, hand washing
- Maintain contact with hirers and check eligibility to return. Obtain and check hirers COVID-19 risk assessment and confirmation of special conditions of hire.
- Maintain all health and safety checks.
- Notify insurers if buildings closed for more than 30 days.

- Consider turning off utilities and notifying suppliers if buildings are closed.

Play Areas and Outdoor Gym Equipment

- Following government advice on opening/closing.
- Undertake COVID-19 risk assessment for each area.
- Ensure rule posters are displayed.

Useful Items to Stock

- Laminate pouches for posters
- Cable ties for banners
- Road pins and rope – to close outdoor gym equipment
- Chains and padlocks – to close play area
- Toilet rolls
- Soap
- Sanitiser
- Disinfectant
- Gloves
- Face masks

Testing/Vaccination

Cranleigh Village Hall meets criteria for mass testing/vaccination centre.

Staff

Provide adequate PPE

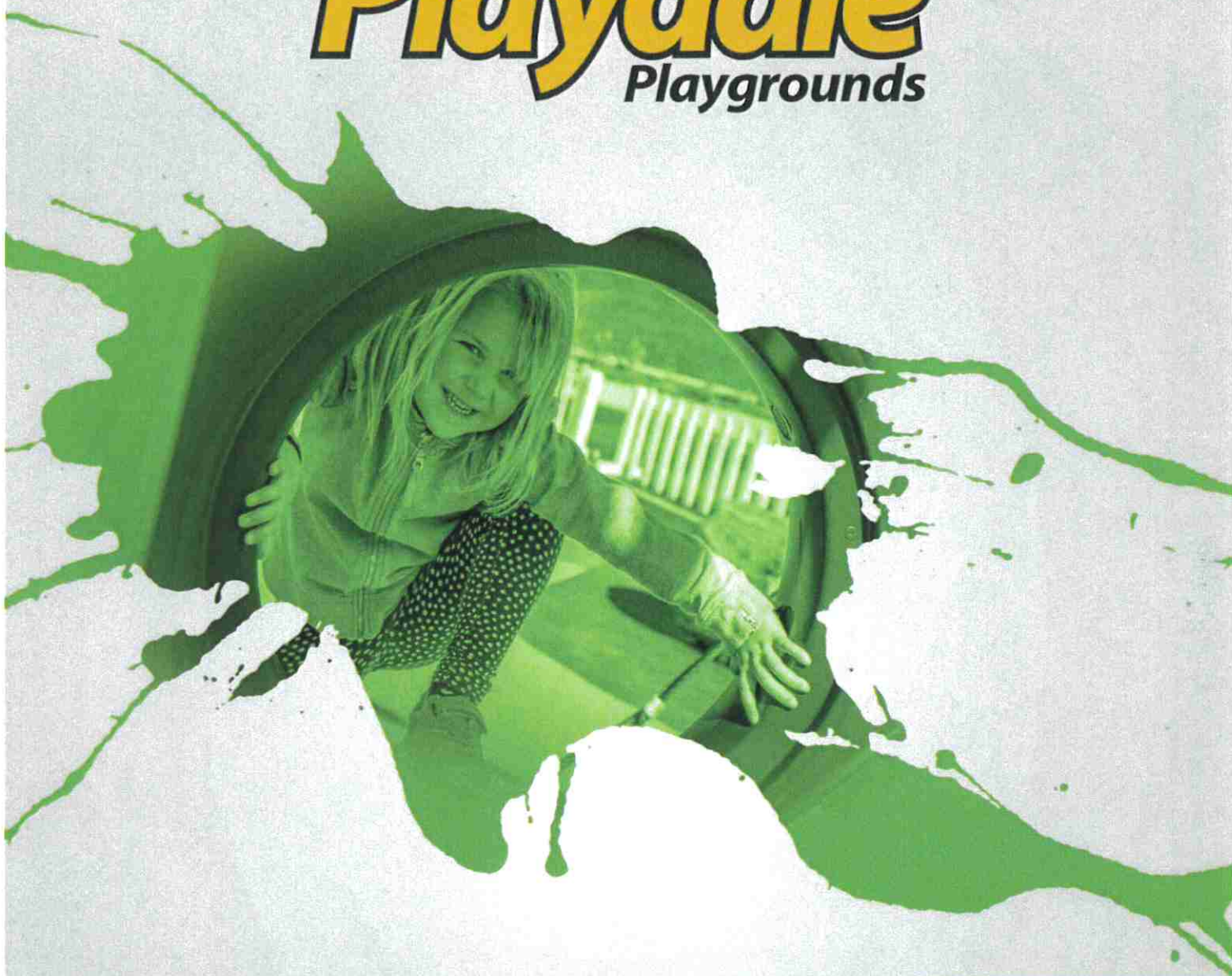
Work from home where possible.

Close Council office to members of the public.

Minimise staff need to enter Council properties.

Undertake COVID-19 risk assessment for each staff member

Playdale Playgrounds



Quotation for
Cranleigh Parish Council - Nest Swing Seat and Chains

Your Quote

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

Quotation Number: 0000067206
Quotation Date: 21/10/2020
Reference: SUR/LC
Project for: Nest Swing Seat and Chains

Product Code	Product Name	Quantity	Unit Price	Total
COMP0007	4650 Huck Original 1.2m Birds Nest with chains & sleeves	1.00	1,001.00	1,001.00
DEL003	Deliver Spares Only	1.00	70.00	70.00
		NET	GBP 1,071.00	

All the above prices are subject to VAT and are valid for a period of one month.

Please refer to our standard Terms & Conditions and our Additional Information.

Finance packages are available.



Conditions of Sale

1 - General

- 1.1 In these conditions:
The "Customer" shall mean the corporate entity firm or person seeking to purchase the Goods from the Company;
The "Company" shall mean Playdale Playgrounds Limited;
The "Contract" shall mean any contract of Goods or Services made between the Company and the Customer;
The "Goods" shall mean the products articles or things to be sold by the Company
The "Services" shall mean any services provided by the Company to the Customer (whether or not the Customer shall purchase Goods);
The headings to the clauses shall not affect the construction of these conditions;
The use of the plural shall include the singular and the use of the singular shall include the plural.
- 1.2 These conditions shall be incorporated into each and every Contract made between the Company and the Customer.
- 1.3 These conditions shall apply to the exclusion of any terms or conditions put forward by or on behalf of the customer and in the event of any conflict or inconsistency between these terms and conditions of trading and the terms of your order, these terms and conditions prevail, unless otherwise agreed by the Company in writing.
- 1.4 These conditions shall not create any agency or partnership between the Company and the Customer or any third party.
- 1.5 No person in the employment or acting otherwise as agent of the Company or purporting so to do has authority to accept Orders or supply Goods in any condition other than those contained herein or to vary these conditions in any way whatsoever. Previous dealings between the Company and the Customer shall not vary or replace these conditions or be deemed in any circumstances whatsoever so to do.
- 1.6 No purported variation or waiver of or addition to these conditions, whether written or oral or in respect of representations or statements made, shall have effect unless and until authorised in writing by a manager of the Company.
- 1.7 Quotations, whether written or oral, submitted by the Company shall be deemed to be an invitation to treat and not an offer.

2 - Acceptance

- 2.1 No order shall be deemed accepted by the Company unless received in writing. Only when the Company has notified the Customer of acceptance of the written order by despatch of the order acknowledgement shall the contract between the Company and the Customer be deemed to be made.
- 2.2 Any quotation issued by the Company shall be open for acceptance at any time during the validity period shown on the quotation. If unstated the validity period is 30 days. After the expiration of the validity period of the quotation the quotation is deemed to have been withdrawn by the Company.
- 2.3 Any quotation is made on the understanding that it will be accepted in full. In the event of partial acceptance of the quotation by the Customer a written revised quotation may be sent by the Company to the Customer. Any description or specification or drawing or particulars accompanying the quotations or contained in the Company's marketing material shall not form part of the Contract.
- 2.4 It is the Customers responsibility to check the order acknowledgement to ensure it is correct and notify the Company of any mistakes in writing immediately.
- 2.5 Additions or alterations to Orders, however made, shall not be binding until confirmed by the Company in writing.
- 2.6 The company reserves the right to change products, specifications or prices without prior notice.

3 - Prices

- 3.1 All prices quoted are net and subject to VAT at the rate ruling at date of despatch.
- 3.2 Prices will be held firm for deliveries made during the validity period of a quotation, but thereafter, or if no validity period is stated, we reserve the right to invoice at the price ruling at date of despatch.
- 3.3 Prices do not include installation costs unless stated.
- 3.4 We reserve the right to make an increased charge in the event that the completion of delivery and installation is delayed by reason of the Customer's instructions or other reason beyond the Company's control.
- 3.5 If the Customer requires alteration to the order, the price will be varied accordingly and the Company shall be entitled to recover any ancillary costs incurred.

4 - Title

- 4.1 Risk in the Goods shall pass on delivery.
- 4.2 Notwithstanding the foregoing the Title of Goods supplied by the Company shall not pass to the customer until payment is made in full.
- 4.3 In case of default in payment the Company shall be granted access rights in order to repossess the goods.
- 4.4 If the Customer delivers the Goods to a third party before payment has been made in full to the Company, the Customer shall hold all sums received for such goods as trustee for the Company and shall remit them to the Company on receipt.

5 - Delivery

- 5.1 Any date quoted for collection and delivery is an estimate only. The Company shall not be liable for any failure to meet any such estimate nor for any loss, whether financial or otherwise resulting directly or indirectly therefrom.
- 5.2 Any alterations to the order by the Customer may delay the completion of the order.
- 5.3 The Customer must examine the Goods and notify the Company of any defects or shortages within 5 days of delivery.
- 5.4 If the Customer is not available or prepared to accept delivery the Company may leave the Goods on the premises without responsibility for loss or damage to them.

6 - Installation

- 6.1 This clause shall apply only where the Company and Customer have agreed in writing that the contract shall include the cost of installing Goods.
- 6.2 Any date quoted for commencement or completion of installation is an estimate only. The Company shall not be liable for any failure to meet any such estimate nor for any loss, whether financial or otherwise resulting directly or indirectly therefrom. The time for completion of installation shall not be of the essence.
- 6.3 Any price quoted for installation is calculated on the basis that the site is available to start on the agreed date and that work can be carried out continuously during working hours. In the event that the start of the work is delayed or the work is disrupted by interruptions or any other cause whatsoever, or by the Customer's instructions or lack of instructions, the Company shall be entitled to charge a reasonable amount for any extra cost incurred. In addition, where the Customer delays an installation the Company reserves the right to charge storage at a rate of ¼ % per week or part thereof of the price of the goods in storage.
- 6.4 Where installation has been quoted the price assumes digging in a grassed/tarmac area, but should difficulties be encountered underground in our excavations, we reserve the right to adjust our costings accordingly.
- 6.5 Should there be any alterations to the Safer Surfacing dimensions from the original quotation, the Company reserves the right to re-quote or adjust the price accordingly.
- 6.6 The Company shall notify the Customer when installation has been completed. Installation is deemed to be complete if the Goods are fit for use notwithstanding minor omissions or defects.
- 6.7 Upon notification by the Company that installation is complete, the Customer shall sign a Document provided by the Company acknowledging that the Goods have been installed in accordance with the contract. If the Customer fails to do so, provided the Goods and the installation thereof are to the reasonable satisfaction of the Company, the Document will be deemed to have been signed by the Customer.
- 6.8 The Customer shall indemnify the Company against all costs and claims arising from damage or injury to persons or property occurring during the course of installation unless such damage or injury shall be proved to have been caused solely by the negligence of the Company, its servants or agents.

7 - Terms of Payment

- 7.1 A 50% deposit is required with order and the full balance payment must be received by the Company prior to delivery unless special credit arrangements are agreed in writing with the Company.
- 7.2 Where special arrangements are made notwithstanding anything to the contrary therein stated no offset or retention shall be allowed and the Company in any event reserves the right to cancel such special arrangements at any time and demand payment of all outstanding sums forthwith.
- 7.3 Where credit facilities have been arranged the accounts are due for payment within the agreed number of days from the date of invoice. If no specific credit term has been agreed then the customer shall pay all sums due to the Company under the Contract within 7 days of the invoice date. Where the Contract provides for the supply of Goods only the Company's invoice will be issued on despatch of the Goods from the Company's premises. Where the Contract provides for the supply and installation of Goods the invoice will be issued on completion of the installation by the Company unless different written arrangements (such as stage payments and retentions) have been made.
- 7.4 If payment is late, interest shall accrue on all sums due and outstanding at 3% above Barclays Bank Plc base rate until the actual date of payment (both before and after any judgement).
- 7.5 The Customer shall not be entitled to withhold payment of any amount payable to the Company by reason of any dispute or claim by the Customer (whether or not the Goods or Services are to be provided by instalments and in such case each instalment is deemed to constitute a separate and distinct Contract). In the case of any short delivery to the Customer or minor faults arising during the installation, the Customer shall remain liable to pay the full invoiced price of all other Goods or Services supplied.

8 - Consents

- 8.1 The customer shall obtain all and any necessary consents required to fulfil the Contract including (without prejudice to the foregoing) any governmental consents.
- 8.2 If the customer is refused any such consents the Customer shall notify the Company immediately and indemnify the Company for any reasonable costs incurred in modifying or cancelling any of the details of the order.

9 - Limitations of Liability

- 9.1 Except where expressly contained in this Contract, all warranties, conditions, undertakings and representations, express or implied, statutory or otherwise, are excluded and the Company has no obligation, duty or liability in Contract, tort (including negligence or breach of statutory duty) or otherwise.
- 9.2 In any event, the Company's liability arising for any reason in connection with this contract shall be limited to the original invoice value of goods.
- 9.3 In no circumstances will the Company be liable in Contract, tort (including negligence or breach of statutory duty) or otherwise for loss (whether direct or indirect) or profits, business or anticipated savings, or for any indirect or consequential loss or damage whatever.
- 9.4 The Company does not exclude or restrict liability for death or personal injury resulting from its own negligence.
- 9.5 Each provision of this Condition is to be constructed as a separate limitation applying and surviving even if for any reason one or other of the said provisions is held unreasonable in any circumstances and shall remain in force notwithstanding termination of this Contract.



10 - Guarantee

- 10.1 Subject to clauses 10.2 and 10.3 below and, provided that the Company is satisfied that any defect or failure of the Goods has arisen solely from the use of defective materials or workmanship, the Company guarantees (as its option) either to replace the Goods or to repair defects or failures which appear within one year of delivery of the goods. Further guarantees which vary from periods of 1 to 15 years are stated at the time of our written quotation.
- 10.2 The Company's liability under clause 10.1 above is conditional upon:
- (a) notice in writing being given to the Company immediately the defect or failure arises;
 - (b) the Goods having been maintained and serviced in a proper and satisfactory manner;
 - (c) the Goods having been used reasonably for the purposes for which they were supplied and not having been damaged by vandalism or otherwise or modified in any way; and
 - (d) the Customer having complied in all respects with all terms and conditions of the Contract.
- 10.3 If alterations to the Goods are made without prior consent of the Company, the Company shall be under no liability for failure of the Goods. No allowance shall be made for any alterations so made.
- 10.4 All defective parts replaced shall become the property of the Company.
- 10.5 In the case of Goods or parts of Goods not of the Company's manufacture, this guarantee is limited to such warranty or guarantee as is given by the makers thereof.

11 - Design

- 11.1 We reserve the right to modify or to change the design of any of our products illustrated in our marketing material in the interest of progress.

12 - Copyright and indemnity

- 12.1 All drawings or tracings prepared by Playdale Playgrounds Ltd are the property of the Company by copyright. Such drawings or tracings must not be published or disclosed without our written permission and are to be regarded as confidential.

13 - Cancellation

- 13.1 We cannot accept cancellation of orders for goods made specially to customer's requirements and we reserve the right to make a cancellation charge of 10% when applicable on orders for our listed products.
- 13.2 Orders shall not be cancelled or amended unless so agreed in writing and upon terms which provide indemnity against any loss incurred by the Company as a result of cancellation.

14 - Return of Goods

- 14.1 Any goods supplied in accordance with a Customer's order which are subsequently returned will only be credited provided that our written agreement to the return of the goods has been agreed beforehand.

15 - Force Majeure

- 15.1 The Company shall have no liability whatsoever for any failure to perform, or for any delay in the performance of any its obligations under the Contract arising wholly or in part by reason of any factor beyond its direct control.

16 - Notices

- 16.1 Any notice required to be given in writing under the Contract shall be given either by facsimile Transmission or by first class post and shall be deemed to have been delivered (in the absence of Evidence to the Contrary) within 48 hours of posting.

17 - Governing Law

- 17.1 This Contract shall be governed by the law of the country in which the Contract is made.