

### **Clerk's Report 18 March 2021**

- The new public toilet at Snoxhall Fields will be opened on Monday 29 March when the stay at home rule ends.
- Works are continuing on the improvements to the adult football pitch at Snoxhall Fields. Cranleigh Youth Football Club have made a donation to the works to fund the new drain on the eastern edge of the pitch.
- The table tennis table will be installed for 29 March.
- Wood chippings have been provided for the woodland walk footpath at the Beryl Harvey Field.
- Wood chippings have been provided for the parking area and haulage way at Elmbridge allotments.
- The medium priority tree surgery are almost complete and further tree survey work ordered for the summer months.
- The boiler in the Youth Centre was condemned at the annual gas safety inspection. The boiler in the Youth Centre and Snoxhall Pavilion have been replaced with one more energy efficient boiler, as renewable energy heating is not suitable for retrofit to these buildings.
- The Council has received several quotations for the replacement of the play park railings, memorial safety inspection at the cemetery, replacement composting bays and replacement flooring for the Youth Centre, all to be discussed by the Council's Property & Asset and Finance Committees.
- The Clerk has confirmed that a faculty is not required for the cemetery drainage works and a start date is awaited once ground conditions improve.
- Works to improve access to the Downs Link from North Downs start next week by Surrey County Council.
- The land drains at the Bruce MacKenzie Field have been cleared by the owners of Knowle Park land.

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 &amp; Asset Committee (Max. 12)</u>
Rosemary Burbridge Rob Denton Cathy Gould Steve Jeacock Dave Nicholas Nigel Sanctuary** Mark Scully Liz Townsend* Rowena Tyler George Worthington	Rob Denton Dave Nicholas Nigel Sanctuary* Liz Townsend George Worthington Ch Neighbourhood Plan Ctte	Rosemary Burbridge Dave Nicholas Nigel Sanctuary Marc Scully Rowena Tyler*	Rosemary Burbridge** Steve Jeacock Nigel Sanctuary Rowena Tyler	Steve Jeacock Nigel Sanctuary Liz Townsend  Non-Councillor Members: Philip Townsend	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	Cathy Gould
Chamber of Commerce BID rep	Nigel Sanctuary	Rob Denton
Cranleigh Arts Centre	Rowena Tyler	Nigel Sanctuary
Cranleigh Brick and Tile Liaison Group	Nigel Sanctuary	Rowena Tyler
Cranleigh Community Fund	Rosemary Burbridge	
Cranleigh in Bloom	Rosemary Burbridge, vacancy	
Cranleigh Flood Forum	Steve Jeacock, Marc Scully, Liz Townsend	
Cranleigh Library	Rosemary Burbridge, Rob Denton	
Cranleigh Networking Group	Rowena Tyler, Liz Townsend	
Cranleigh Vallendar Club	Nigel Sanctuary	
Cranleigh Neighbourhood Watch	Vacancy	
Dementia Friendly Cranleigh	Rowena Tyler	
Dunsfold Advisory Group	Steve Jeacock, Nigel Sanctuary	
Gatwick - CAGNE	Vacancy	
Internal Audit	Nigel Sanctuary, Liz Townsend	
Remembrance Day	Liz Townsend, Rowena Tyler	
Rowleys	Rosemary Burbridge	
Rural Services Network	Marc Scully	
SSALC	Liz Townsend, vacancy	
Surrey Police	Nigel Sanctuary, vacancy	
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Liz Townsend	Rowena Tyler
Waverley Cycle Forum	Dave Nicholas, George Worthington	
WBC Town and Parish Planning Forum	Steve Jeacock, Liz Townsend, vacancy, vacancy	
Wey & Arun Canal	Rosemary Burbridge, vacancy	
Youth Council	Beverley Bell, Nigel Sanctuary, Liz Townsend, Rowena Tyler	
Henry Smith Charity - 2 Councillors + 3 independent members	Rosemary Burbridge Brian Cheesman	Nigel Sanctuary Roy Gasper
		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	Cllr E Townsend, Brian Freeston, Micki Marks, Andy Bamford, Gwyn Bullen, Gill Ford, Mike Ford, Joy Horn.
Leisure Working Party	Task related working group	Cllrs R Denton, S Jeacock, D Nicholas, E Townsend, vacancy
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 N Sanctuary, M Scully and E Townsend, vacancy, 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 S Jeacock, D Nicholas, N Sanctuary, E Townsend and G Worthington, vacancy

Updated 18 February 2021



## CRANLEIGH PARISH COUNCIL

### Meeting Action Plan 2021

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulations) came into force on 04 April 2020. This law enabled the Parish Council to conduct its business through remote meetings. This law expires on Thursday 06 May 2021.

As yet, the government have not tabled a motion to extend this law beyond 06 May 2021. This Action Plan is in preparation for the removal of the ability for the Council to conduct its business remotely.

The Parish Council AGREED at its meeting on 18 February 2021 to bring forward the annual meeting of Council to Tuesday 04 May 2021 to enable this meeting to be held remotely. The Annual Governance and Accountability Return will be presented to this meeting for approval.

The proposal is for the next Council meeting to be held in late September face to face.

In the intervening months, the Council will use the Local Government Act 1972 s101 through a Scheme of Delegation: The Council is permitted to delegate authority to a Committee, Sub-Committee or officer of the Council. Through the Scheme of Delegation, the Council will delegate powers to its Proper Officer for the day to day business of the Council.

#### Planning Committee

The Planning Committee will continue to meet remotely. Members of the public will be offered the opportunity to participate in the meeting through the public session part of the remote meeting. The Committee will formulate their response to the planning applications and the Clerk as Proper Officer under delegated powers will submit the response for and on behalf of the Council to the local planning authority.

#### Accounts for Payment

Through the Scheme of Delegation, the Council will delegate authority to the Clerk as Responsible Financial Officer and two Councillor cheque signatories to approve the accounts for payment. The accounts for payment will be presented to the next Council meeting for scrutiny.

At the September Council meeting, the Council may choose for its Committees to continue to meet remotely and to make recommendations to the Council for approval at its monthly meeting.



**CRANLEIGH PARISH COUNCIL**

# **SCHEME OF DELEGATION**

## **MARCH 2021**

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

## **COUNCIL AND ITS COMMITTEES**

### **1. Council**

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

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

## **2. Delegation to Committees**

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

- Finance
- Personnel
- Planning
- Property & Asset

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

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

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

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

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

## **PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER**

### **3. Proper Officer**

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

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

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

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

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

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

The Parish Clerk will exercise these powers in accordance with:

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

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

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

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

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

#### **4. Position of Chairman of the Council**

The Council will appoint a Chairman of the Council.

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

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

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

#### **5. Urgent Matters**

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

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

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

#### **6. Absence of the Parish Clerk**

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

##### **Delivery of Council Services:**

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

##### **Delivery of Democratic Services;**

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

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

## **7. Responsible Financial Officer**

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

The Responsible Finance Officer is authorised to:

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

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

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

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

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

## 8. Authority to Incur Expenditure

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

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

## 9. Remote Meetings

- From 07 May 2021, the Council's Standing Committees will continue to meet remotely in accordance with Standing Order 22.
- The full Council will meet as required face to face to approve recommendations made from the Standing Committees.
- The Council delegates authority to the Proper Officer to submit the Planning Committee's recommendations in respect of planning consultations to the appropriate authority on behalf of and in the name of the Council.
- The Council delegates authority to the Responsible Financial Officer and any two Councillor signatories to approve the accounts for payment. Such payments to be presented to the next meeting of the Council for scrutiny.

## **Finance and General Purposes Committee**

**Main Function:** The undertaking of Parish Council financial matters.

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

### **Chairmanship:**

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

### **Terms of Reference:**

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

## **Neighbourhood Plan Committee**

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

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

### **Chairmanship:**

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

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

### **Terms of Reference:**

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

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

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

## **Personnel Committee**

### **Main Function:**

The undertaking of all employment related matters.

**Membership:** Maximum of 5 Councillors.

### **Terms of Reference:**

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

## **Planning Committee**

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

**Membership:** Maximum of 12 Councillors.

### **Terms of Reference:**

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

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

## **Property & Asset Committee**

### **Main Function:**

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

**Membership:** Maximum 12 Councillors.

### **Terms of Reference:**

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

### **Strategy:**

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

### **Policy:**

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

### **Financial:**

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

# Waverley Borough High Street Shop Front Graphics

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Generic Godalming  
town frame

Supporting YOUR  
local high street

Waverley  
BOROUGH COUNCIL



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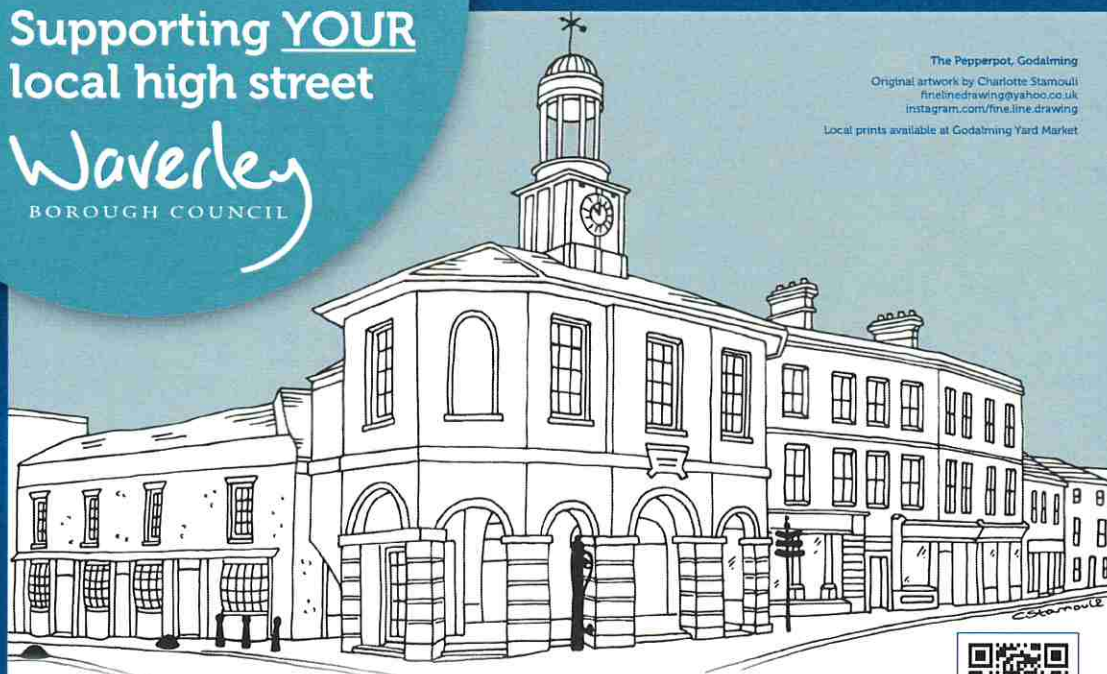
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The Pepperpot, Godalming  
Original artwork by Charlotte Stamouli  
finelinedrawing@yahoo.co.uk  
instagram.com/fine.line.drawing  
Local prints available at Godalming Yard Market



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Example  
shop unit  
placement  
visual 1



Example  
shop unit  
placement  
visual 2



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Address

**Richard Homewood**  
Head of Environmental & Regulatory Services

E-mail: \_

Direct line:

Date: 1<sup>st</sup> March 2021

Dear Colleagues,

**Consultation on proposed Public Space Protection Order for the Godalming Town Council area and the Borough of Waverley in respect of anti-social behaviour**

I am writing to inform you of, and seek your views on, proposals being developed for a Public Space Protection Order under the provisions of the Anti Social Behaviour, Crime and Policing Act 2014 to apply within the Godalming Town Council area and within the Borough of Waverley.

The proposed Public Spaces Protection Order (No 3) – Waverley Borough Council 2021, relates to a range of anti social behaviour issues, which are currently affecting the Waverley community in the Godalming Town Council area and across Waverley including at our parks and countryside sites.

Copies of the latest draft of this order is attached for your information and consideration.

**We would appreciate your views on:**

- a. **whether the proposed order is appropriate and proportionate for the issues currently being experienced in your area;**
- b. **whether there are any other aspects of anti-social behaviour that are not covered by the current proposals;**
- c. **whether there are any areas of the borough that are not included in the current proposals, that are affected by the issues in covered in the draft orders; and**
- d. **any other observations which you may wish to make**

A short summary of the proposals can be found below

**The Public Spaces Protection Order (No 3)**

**Drinking in Public Places** – This is proposed to be a discretionary restriction so that it does not interfere with reasonable enjoyment in parks and open spaces, for example picnics and other activities involving consumption of alcohol. It is intended for situations where excessive alcohol consumption is evident and considered likely to result in behaviour that will result in antisocial behaviour or cause fear, alarm or distress within the community. Under such circumstances, an authorised officer could require those involved to stop consuming alcohol and surrender the alcohol.

**Drugs and Psychoactive substances** – This is also proposed to be a discretionary power which would operate in a similar way to the drinking controls and which would include nitrous oxide canisters. Again, an authorised officer could require those involved to stop ingesting, inhaling, injecting or smoking the substance and surrender it.

**Prohibition of Anti-social behaviour** - This requirement will cover a range of issues currently affecting the Waverley community in various areas of the borough. Issues such as intentional verbal abuse shouting swearing and screaming likely to cause fear, alarm or distress, or acting or inciting others to act in an antisocial manner.

**Graffiti, fly posting etc.** – This seeks to provide an effective deterrent to help to deal with such issues.

**Prohibition of Bonfires and BBQs** – This seeks to ban bonfires and BBQs on Waverley owned parks and open spaces except with the express permission of the Council in advance. It seeks to control the indiscriminate lighting of bonfires and BBQs and them being left unattended or unextinguished, with the risk of causing fires and damage to wildlife and flora in our parks and open spaces.

**Penalties** – In all of these cases, failure to abide by the requirement or to follow the instructions of an authorised officer could result in the issue of a Fixed Penalty Notice, as an alternative to prosecution. Failure to pay the fixed penalty would result in prosecution.

**Feedback** - Your views on the above proposals and any suggestions regarding the content of the draft order, areas you would like included in the order and under which section of the order you would like them included would be appreciated by 2 April 2021. Please send your views and comments by email to [ASBPSPO@waverley.gov.uk](mailto:ASBPSPO@waverley.gov.uk) or by post to ASB PSPO, Waverley Borough Council, The Burys, Godalming, GU7 1HR.

Further information can be found on the Waverley Borough Council website at <https://www.waverley.gov.uk/asbpspo>

Yours sincerely

**Richard Homewood**  
**Head of Environmental & Regulatory Services**

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**The Anti-Social Behaviour, Crime and Policing Act 2014  
The Public Spaces Protection Order (No 3) – Waverley Borough Council 2021**

In exercise of the power under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the Act) being satisfied that the conditions set out in Section 59 of the Act have been met Waverley Borough Council (in this order called “the Authority”) hereby makes the following Order.

This Order comes into effect on (enter date) 2021 for a period of 3 years.

Sections A to D of this Order relate to the ‘Restricted Area’ known as Godalming Town Council area as defined on the attached plan at Appendix 1 (‘map1’).

Section E of this Order relates to all Waverley Borough Council owned parks and open spaces within the Waverley Borough Council area (the Restricted Areas) listed at Appendix 2.

The effect of the Order is to impose the following prohibitions at all times within the relevant Restricted Areas:

BY THIS ORDER

**A Prohibition on Drinking in Public Place by Direction within the Restricted Area  
(specified at Appendix 1 – known as the Godalming Town Council area)**

1. All persons may be restricted from drinking alcohol in any public place located within the Restricted Area (specified at Appendix 1 (map 1) by the direction of an authorised person. This provision does not apply to alcohol being consumed within premises licensed under the Licensing Act 2003 or S115E of the Highways Act 1980
2. Where an authorised person reasonably believes that a person is consuming alcohol or has been consuming alcohol in the restricted area and that the consumption of alcohol is, or is likely to contribute to anti-social behaviour as defined in C below; or where an authorised person reasonably believes that a person intends to consume alcohol in circumstances which would be a breach of this Order, then the authorised person can take the following steps;
  - I. To prohibit the person from consuming alcohol or anything which the authorised person reasonably believes is an alcoholic beverage in breach of this Order; and,

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- II. To require that the person must surrender any alcohol, or anything, which the authorised person reasonably believes to be alcohol, that is in the person's possession including a container for alcohol.
- III. Disposal of the alcohol may be undertaken by the authorised person in whatever way he or she thinks fit.

**B Prohibition on use of Drugs, Psychoactive substances (so-called 'Legal Highs') or other intoxicating substances within the Restricted Area specified at Appendix 1 – (map 1) known as the Godalming Town Council area).**

1. All persons are prohibited from ingesting, inhaling, injecting or smoking, any substance that has the capacity to stimulate or depress the central nervous system in any public place within the Restricted Area (specified at Appendix 1 (map1)).
2. This prohibition does not apply where:
  - i. The substance is used for valid and demonstrable medicinal purpose;
  - ii. The substance is given to an animal as a medicinal remedy
  - iii. The substance is a cigarette (tobacco) or vapouriser; or
  - iv. The substance is a food product regulated by food, health and safety legislation.
3. Persons within this area who breach this prohibition shall surrender the drugs, psychoactive substances or other intoxicating substances in his/her possession to an authorised person.
4. For the purposes of the above prohibitions, an 'Authorised Person' means a constable, a Police Community Support Officer or a person so authorised by Waverley Borough Council.
5. Disposal of the drug, psychoactive substance or other intoxicating substance may be undertaken by the authorised person in whatever way he or she thinks fit.

**C Prohibition on Anti-Social Behaviour within the Restricted Area specified at Appendix 1 – (map 1) known as the Godalming Town Council area).**

1. Within the Restricted Area (see Appendix 1 (map1)), all persons are prohibited from:
  - i. intentionally or recklessly, shouting, swearing, screaming, being verbally abusive or acting in a manner to cause, or likely to cause, annoyance, harassment, alarm or distress to any person;
  - ii. acting or inciting others to act in an anti-social manner that is likely to cause harassment, alarm or distress.

**D Prohibition of Graffiti, Fly Posting or defacement of property within the Restricted Area specified at Appendix 1 – (map 1) known as the Godalming Town Council area).**

1. All persons are prohibited from applying graffiti, fly posting, affixing any notice, picture or sign on any structure, object or surface e.g. underpasses, walls, trees, bridges, street furniture, signs etc., temporarily or permanently, without the permission of the owner, with the exception of notices authorised or issued by a local authority.

**E Prohibition of unauthorised bonfires and BBQs on land within the Restricted Areas (specified at Appendix 2, which represent parks and open spaces owned or managed by Waverley Borough Council within the Waverley Borough Council administrative area).**

1. All persons are prohibited from lighting bonfires or BBQs on land owned or managed by Waverley Borough Council within the Restricted Areas specified at Appendix 2 without the consent of the Council.
2. Where a bonfire or BBQ is permitted at a site, all persons are prohibited from leaving that bonfire or BBQ unattended whilst alight and shall completely extinguish that bonfire or BBQ before leaving the fire site.

## EXEMPTIONS

Nothing in Prohibition A, 1 (alcohol) shall apply to:

- a). Premises authorised by a premises licence to be used for the supply of alcohol;
- b). Premises authorised by a club premises certificate to be used by the club for the supply of alcohol;
- c). A place within the curtilage of premises within paragraph (a) or (b)
- d). Premises which by virtue of Pt 5 of the Licensing Act 2003 may at the relevant time be used for the supply of alcohol or which, by virtue of that Part, could have been so used within 30 minutes before that time;
- e). A place where facilities or activities relating to the sale or consumption of alcohol are at the relevant time permitted by virtue of a permission granted under S115 of the Highways Act 1980 (highway related uses);
- f). Council-operated licensed premises- (i) When the premises are being used for the supply of alcohol, or (ii) Within 30 minutes after the end of a period during which the premises have been used for the supply of alcohol.

## OFFENCES

- a) If, without reasonable excuse, a person is found to be in breach of any of the prohibitions or requirements in respect of activities A-to E above, they will commit a criminal offence for which the maximum penalty upon summary conviction is a fine not exceeding level 3 on the standard scale.
- b) In respect of activity A above, namely the consumption of alcohol in a public place, within the Restricted Area in Appendix 1 it is an offence if a person:

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- a. Refuses to stop drinking alcohol or hand over any containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer in order to prevent public nuisance or disorder;
  - b. Continues to drink, consume or otherwise ingest alcohol when asked not to do so by an authorised officer;
  - c. Fails to surrender any alcohol in his or her possession when asked to do so by an authorised officer;
  - d. Consumes alcohol following a verbal warning by an authorised officer to stop;
  - e. Continues to drink alcohol when asked to stop by an authorised officer, or;
  - f. Fails to surrender any alcohol in their possession when asked to do so by an authorised officer.
- c) In respect of activity B above, namely the use of drugs, psychoactive substances (so-called 'Legal Highs') or other intoxicating substances in a public place, within any area specified in Appendix 1 it is an offence if a person:
- a. Ingests, inhales, injects, smokes or otherwise uses any drugs, psychoactive substances (so-called 'Legal Highs') or other intoxicating substances;
  - b. Continues to ingest, inhale, inject, smoke or otherwise use any drugs, psychoactive substances (so-called 'Legal Highs') or other intoxicating substances when asked by an authorised officer to stop;
  - c. Fails to surrender any drugs, psychoactive substances (so-called 'Legal Highs') or other intoxicating substances when asked to do so by an authorised person.
- d) In respect of activity C above, namely Anti-Social Behaviour, it is an offence if a person within any Restricted Area specified at Appendix 1:
- a. intentionally or recklessly, shouts, swears, screams, is verbally abusive or acts in a manner to cause, or likely to cause, annoyance, harassment, alarm or distress to any person.
  - b. acts or incites others to act in an anti-social manner that is likely to cause harassment, alarm or distress.
- e) In respect of activity D above, namely applying graffiti, fly posting or defacing property, it is an offence if a person within any Restricted Area specified at Appendix 1:
- a. applies graffiti or fly posting, or affixes any notice, picture or sign on any structure, object or surface e.g. underpasses, walls, trees, bridges, street furniture, signs etc., temporarily or permanently, without the permission of the owner.
- f) In respect of activity E above, namely lighting bonfires or BBQs, it is an offence if a person within any Restricted Area specified at Appendix 2:
- a. Lights a bonfire or BBQ on land owned or managed by Waverley Borough Council without the consent of the Council.
  - b. Leaves a bonfire or BBQ unattended whilst alight;
  - c. Fails to fully extinguish a bonfire or BBQ before leaving the fire site;

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- g) A person will commit an offence if they incite or encourage others to commit any act prohibited by this Order'.
- h) In the event of any such a failure, a person will commit a criminal offence for which the maximum penalty upon summary conviction is a fine not exceeding level 2 on the standard scale.

## FIXED PENALTIES

- a) An authorised person may issue a fixed penalty notice (FPN) of up to £100 to anyone he or she has reason to believe has committed any of the offences as described above.
- b) A FPN is a notice offering the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to a local authority specified in the notice.
- c) Where a person is issued with a FPN under this section in respect of an offence;
  - i) No proceedings may be taken for the offence before the end of the period of 14 days following the date of the notice, and
  - ii) The person may not be convicted of the offence if the person pays the fixed penalty before the end of that period.
- i) A FPN will give reasonably detailed particulars of the circumstances alleged to constitute the offence, it will state the period during which proceedings will not be taken for the offence; it will specify the amount of fixed penalty; it will state the name and address of the person to whom the fixed penalty may be paid and specify the permissible methods of payment.

THE COMMON SEAL of  
WAVERLEY BOROUGH COUNCIL  
Was hereunto affixed the [       ]

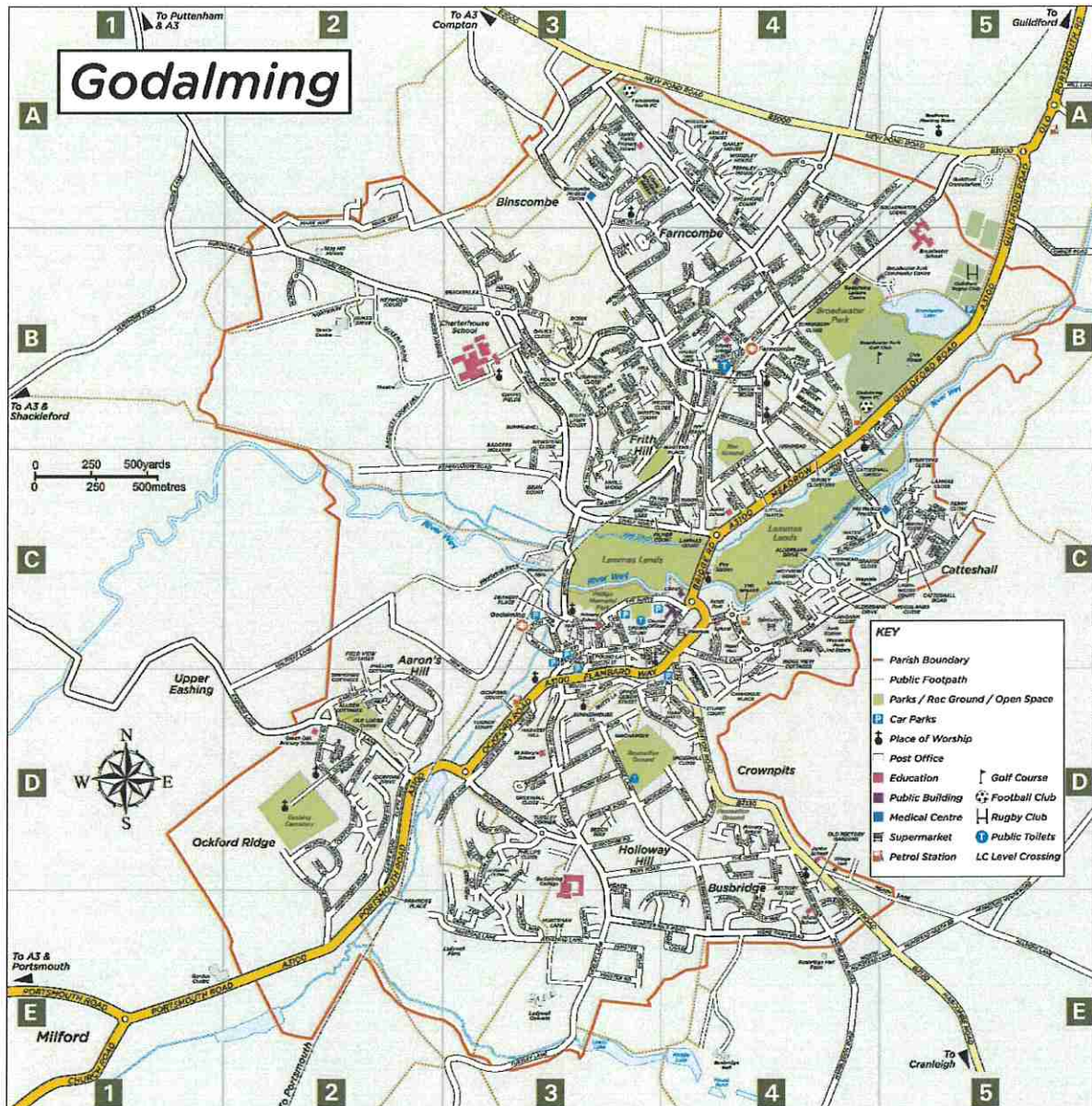
Authorised signatory

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Appendix 1 – restricted area applicable to prohibitions A B C and D (with red boundary line) which represents the Godalming Town Council area



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**Appendix 2 – restricted areas applicable to prohibition E (Park and Countryside sites owned and managed by Waverley Borough Council) within the Waverley Borough Council administrative area**

Site Name	Locality	Town
Alfold Common	Alfold	Cranleigh
Baynards	Cranleigh	Cranleigh
Bedlow Lane open space	Cranleigh	Cranleigh
Cranleigh Common & High Street	Cranleigh	Cranleigh
Cranleigh Mead Open Space	Cranleigh	Cranleigh
Gaston Gate	Cranleigh	Cranleigh
Guildford Road	Cranleigh	Cranleigh
Guildford Road (junction Smithwood Common)	Cranleigh	Cranleigh
Guildford Road (Smithwood Avenue - Common)	Cranleigh	Cranleigh
Guildford Road (Strathavon Close)	Cranleigh	Cranleigh
Lashmere Recreation Ground	Cranleigh	Cranleigh
Lucks Green	Cranleigh	Cranleigh
Queensway	Cranleigh	Cranleigh
Queensway Allotment Gardens	Cranleigh	Cranleigh
Queensway Open Space	Cranleigh	Cranleigh
Smithwood Common Road	Cranleigh	Cranleigh
Summerlands Open Space	Cranleigh	Cranleigh
Dunsfold Common	Dunsfold	Cranleigh
Bulls Head Green	Ewhurst	Cranleigh
Downhurst Road Open space	Ewhurst	Cranleigh
Ellens Green	Ewhurst	Cranleigh
Ewhurst Green	Ewhurst	Cranleigh
Ardarth	Shamley Green	Cranleigh
Bisney Cottage	Shamley Green	Cranleigh
Grist Hill	Shamley Green	Cranleigh
Lords Hill Common	Shamley Green	Cranleigh
Norley Common	Shamley Green	Cranleigh
Shamley Green Common	Shamley Green	Cranleigh
Stroud Common	Shamley Green	Cranleigh
Blackheath Common	Wonersh	Cranleigh
Blackheath Grove	Wonersh	Cranleigh
Phillips Hatch	Wonersh	Cranleigh
Wonersh Common	Wonersh	Cranleigh
Badshot Lea Green	Badshot Lea	Farnham
Badshot Lea Orchard	Badshot Lea	Farnham
Badshot Lea Pond	Badshot Lea	Farnham
Badshot Lea Recreation Ground	Badshot Lea	Farnham

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Boundstone Recreation Ground	Boundstone	Farnham
Ten Acres	Boundstone	Farnham
Bourne Recreation Ground	Bourne	Farnham
Burnt Hill A	Bourne	Farnham
Burnt Hill B	Bourne	Farnham
Stream Farm Close/Sturt Walk	Bourne	Farnham
Compton Recreation Ground	Compton	Farnham
Abbots cottages	Dockenfield	Farnham
Abbots cottages Woodland	Dockenfield	Farnham
Bealeswood Common	Dockenfield	Farnham
Beldhams Road Open Space	Farnham	Farnham
Borelli Walk	Farnham	Farnham
Farnham Memorial Ground	Farnham	Farnham
Farnham Park	Farnham	Farnham
Farnham Skate park	Farnham	Farnham
Langham Recreation Ground	Farnham	Farnham
Laurel Grove	Farnham	Farnham
Mardens Recreation Ground	Farnham	Farnham
Middlefield	Farnham	Farnham
Morley Road Recreation Ground	Farnham	Farnham
Paradise Wood	Farnham	Farnham
Roman Way Play Area	Farnham	Farnham
Sheephouse	Farnham	Farnham
Shepherd & Flock	Farnham	Farnham
Snayles Lynch	Farnham	Farnham
St Andrews Churchyard	Farnham	Farnham
Thurbans Play Area	Farnham	Farnham
Weydon Lane Tip	Farnham	Farnham
Frensham Common & Flashes	Frensham	Farnham
Frensham Green & War Memorial	Frensham	Farnham
Peakfield Playing Field	Frensham	Farnham
Hale Recreation Ground	Hale	Farnham
Hale Reeds	Hale	Farnham
Oast House Crescent Recreation Ground	Hale	Farnham
Old Park Close	Hale	Farnham
Park View Estate	Hale	Farnham
Sandy Hill (old BMX track site)	Hale	Farnham
Sandy Hill Open Space	Hale	Farnham
Sandy Hill Top field	Hale	Farnham
Heath End Recreation Ground	Heath End	Farnham
Moons Hill Recreation Ground	Rowledge	Farnham
Rowledge Recreation Ground	Rowledge	Farnham
Runfold Recreation Ground	Runfold	Farnham
Shepherds Way	Tilford	Farnham

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Tilford LNR	Tilford	Farnham
Monkton Lane (football ground)	Weybourne	Farnham
Six Bells Allotments	Weybourne	Farnham
Six Bells Grazing land	Weybourne	Farnham
Wentworth Close Play Area	Weybourne	Farnham
Weybourne Allotments	Weybourne	Farnham
Weybourne LNR	Weybourne	Farnham
Weybourne Recreation Ground	Weybourne	Farnham
Westfield Lane	Wrecclesham	Farnham
Wrecclesham Recreation Ground	Wrecclesham	Farnham
Binscombe Open space	Binscombe	Godalming
Broad Acres	Binscombe	Godalming
Long Gore Woodland	Binscombe	Godalming
Longbourne Green	Binscombe	Godalming
Birtley Green	Bramley	Godalming
Birtley road Cemetery	Bramley	Godalming
Chestnut Way Recreation Ground	Bramley	Godalming
Rooks Hill	Bramley	Godalming
Rushett Common	Bramley	Godalming
The Coombes (woodland)	Bramley	Godalming
Elstead Green (Village Green)	Elstead	Godalming
Elstead Moat	Elstead	Godalming
Springfield Estate (inc Quillets)	Elstead	Godalming
Thursley Rd Cemetery	Elstead	Godalming
Westbrook Green	Elstead	Godalming
Broadwater Park	Farncombe	Godalming
Broadwater Park Golf Course	Farncombe	Godalming
Canon Bowrings Recreation Ground	Farncombe	Godalming
Combe Rd Recreation Ground	Farncombe	Godalming
Guildford Rugby Club (Broadwater Park)	Farncombe	Godalming
St Johns the Evangelist Church	Farncombe	Godalming
The Glade Open Space	Farncombe	Godalming
The Oval	Farncombe	Godalming
Aarons Hill open space including woodland	Godalming	Godalming
Bargate Woodland	Godalming	Godalming
Burys Field	Godalming	Godalming
Crownpits Recreation Ground	Godalming	Godalming
Holloway Hill Recreation Ground	Godalming	Godalming
Home Farm Plantation	Godalming	Godalming
Lammas Lands	Godalming	Godalming
Ockford Ridge	Godalming	Godalming
Phillips Memorial Park	Godalming	Godalming
St Peter & St Pauls Churchyard	Godalming	Godalming
Hascombe Recreation Ground	Hascombe	Godalming

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Amberley Copse	Milford	Godalming
Shackleford Heath Common	Shackleford	Godalming
Mare Hill Common	Witley	Godalming
Beacon Hill Recreation Ground	Beaconhill	Haslemere
Eight Acres Woodland - West	Beaconhill	Haslemere
Eight Acres Woodland/Play area	Beaconhill	Haslemere
Tilford Road/Marchants Hill	Beaconhill	Haslemere
Chiddingfold Common	Chiddingfold	Haslemere
Chiddingfold Recreation Ground	Chiddingfold	Haslemere
Harts Grove	Chiddingfold	Haslemere
Stephens Field	Chiddingfold	Haslemere
Clammer Hill	Grayswood	Haslemere
Grayswood Common - North	Grayswood	Haslemere
Grayswood Common - nr Grayswood Church	Grayswood	Haslemere
Grayswood Common - South	Grayswood	Haslemere
Grayswood Recreation Ground	Grayswood	Haslemere
St Georges Wood	Grayswood	Haslemere
Aitken house woodland	Haslemere	Haslemere
Border Road Estate Play area	Haslemere	Haslemere
Derby Rd Cemetery	Haslemere	Haslemere
Haslemere Skatepark	Haslemere	Haslemere
Haslemere War Memorial Recreation Ground	Haslemere	Haslemere
Haste Hill Common	Haslemere	Haslemere
High Lane Recreation Ground	Haslemere	Haslemere
Sandrock	Haslemere	Haslemere
Shepherd's Hill	Haslemere	Haslemere
Sicklemill Woodland	Haslemere	Haslemere
St Bartholomews Cemetery	Haslemere	Haslemere
St Bartholomew's Green	Haslemere	Haslemere
St Bartholomews Green (Church Hill Garden)	Haslemere	Haslemere
St Stephen's churchyard	Haslemere	Haslemere
Sunvale Avenue Open Space	Haslemere	Haslemere
Sunvale/Shottermill Cemetery	Haslemere	Haslemere
Weycombe Road Cemetery	Haslemere	Haslemere
Weydown Common	Haslemere	Haslemere
Woolmer Hill Recreation Ground	Haslemere	Haslemere
Woolmer Hill Woodland North	Haslemere	Haslemere
Woolmer Hill Woodland South	Haslemere	Haslemere

## Clerk

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**From:** Claire Potier  
**Sent:** 05 March 2021 14:50  
**Subject:** Determination of Surrey's admission arrangements for community and voluntary controlled schools and coordinated schemes - 2022

**Importance:** High

**For the attention of:** parish councils, neighbouring local authorities and schools, local MPs, diocesan boards

Dear colleague

The admission arrangements for Surrey's community and voluntary controlled schools for 2022 and Surrey's primary and secondary coordinated schemes for 2022 were determined by Surrey's Full Council on 9 February 2021. The following documents, which set out Surrey's arrangements, are available in full on the Surrey County Council website [www.surreycc.gov.uk/schools-and-learning/schools/admissions/arrangements-and-outcomes/determined-arrangements](http://www.surreycc.gov.uk/schools-and-learning/schools/admissions/arrangements-and-outcomes/determined-arrangements).

- Admission arrangements for community & voluntary controlled schools
- APPENDIX 1 - Published admission numbers (PANs)
- APPENDIX 2 - Schools which will operate shared sibling priority for admissions
- APPENDIX 3 - Own admission authority schools which will be excluded from the assessment of nearest school
- APPENDIX 4 - Catchment map for Southfield Park Primary School
- APPENDIX 5 – Supplementary form for Children of Staff
- Coordinated schemes for admission to primary and secondary school for 2022/23

As part of the determination the following changes have been applied:

1. **The majority of community and voluntary controlled schools** - Removal of use of 'nearest school' as a criterion within the admission arrangements (this will only remain in place for 8 schools)
2. **Beauclerc Infant School** – introduction of a sibling link with Chennestone Primary School
3. **Horley Infant School** – introduction of a reciprocal sibling link with Yattendon School
4. **Onslow Infant School** – reduction in published admission number for Reception from 90 to 60

Any person or body who considers that any aspect of these admission arrangements are unlawful or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Office of the Schools Adjudicator. Objections must be referred by **15 May 2021** and further information on how to make an objection can be obtained from the [Office of the Schools Adjudicator](#) website.

All the best

Claire Potier  
Service Manager Admissions and Transport

*We would like to reassure our service users that we are doing everything we can to maintain our service levels during the current Covid-19 pandemic. Please help us by visiting our website [www.surreycc.gov.uk](http://www.surreycc.gov.uk) for up to date information and guidance on admissions and transport. We have no access to our calls and limited access to our post and so if you need to contact us please use our generic email address [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk). If you need to send us any documents, please scan them and attach them to your email as there may be delays in dealing with any post that is received in the office. If you have an urgent query please telephone our Surrey Schools and Childcare Service on 0300 200 1004 (9am-5pm).*

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# Admission Arrangements 2022/2023

**for Surrey County Council's community and  
voluntary controlled schools**

# Admission arrangements for Surrey County Council's community and voluntary controlled schools 2022/23

This document sets out Surrey County Council's admission arrangements for community and voluntary controlled schools in 2022/23.

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**1. Published Admission Numbers**

The Published Admission Numbers for initial entry to Surrey's community and voluntary controlled schools in September 2022 are set out in Appendix 1.

**2. Coordinated Schemes**

Applications will be managed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see Surrey's coordinated schemes for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.

**3. Applications for Reception and Year 3**

Applications for Reception and applications for a Year 3 place at schools which have a published admission number for Year 3, must be made by 15 January 2022. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four Reception or Year 3 preferences and these will be considered under an equal preference system.

**4. Applications for a secondary school place**

Applications for a Secondary school place must be made by 31 October 2021. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six preferences and these will be considered under an equal preference system.

**5. Children with an education, health and care plan (EHCP)**

Children with an EHCP that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

**6. Admission arrangements for 2022/23**

For the majority of Surrey's community and voluntary controlled schools the admission arrangements are set out in section 7 below. Where there are local variations these are set out by area and by school in section 8.

**7. Admission criteria for September 2022**

Other than for schools listed in section 8, when a community or voluntary controlled school is over-subscribed for any year group, applications for entry in 2022/23 will be ranked in the following order:

**First criterion: Looked after and previously looked after children**

See section 9 for information relating to looked after and previously looked after children.

**Second criterion: Exceptional social/medical need**

See section 10 for information relating to exceptional social/medical need.

**Third criterion: Children of a member of staff**

See section 11 for information relating to children of a member of staff A supplementary information form (Appendix 5) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion

**Fourth criterion: Children who will have a sibling at the school or at an infant/ junior school which will operate shared sibling priority for admission at the time of the child's admission**

See Appendix 2 for infant/junior schools that will operate shared sibling priority for admission for the purpose of this criterion. See section 12 for information relating to siblings.

**Fifth criterion: Any other children**

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See section 14 for information on the definition of home address. See section 15 for information on tie breakers.

## **8. Local admission criteria for September 2022**

When a school named below is over-subscribed for any year group, applications for entry in 2022/23 will be ranked in criteria order.

In considering local admission arrangements, see sections 9 to 15 for more information on:

- Looked after and previously looked after children
- Exceptional social/medical need
- Children of a member of staff
- Siblings
- Nearest school
- Home address
- Tie breakers

### **a) Elmbridge**

**Hurst Park Primary School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. Children for whom Hurst Park Primary School is their nearest school
6. Any other children

### **b) Epsom & Ewell**

**Southfield Park Primary School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. Children living in the defined catchment area of the school (see Appendix 4 for catchment map). If the number of children who qualify under this criterion is greater than the number of places remaining available at the school, places under this criterion will be offered to those living the furthest distance from the school, measured in a straight line.
6. Children for whom Southfield Park Primary School is their nearest school
7. Any other children

**Stamford Green Primary School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. Children for whom Stamford Green Primary School is their nearest school
6. Any other children

**Wallace Fields Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom either Wallace Fields Infant School or Wallace Fields Junior School is their nearest school
5. \*Children attending Wallace Fields Infant School for whom either Wallace Fields Infant School or Wallace Fields Junior School is their nearest school
6. Children for whom either Wallace Fields Infant School or Wallace Fields Junior School is their nearest school
7. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission
8. \*Other children attending Wallace Fields Infant School
9. Any other children

\* Criteria 5 and 8 will only apply to children who attend Wallace Fields Infant School in Year 2 and will not be applied once a child has left this school

If the number of children who qualify under any criterion is greater than the number of places remaining available at the school, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the nearest official school gate at either Wallace Fields Infant School or Wallace Fields Junior School, with children living nearest receiving the greater priority.

**c) Guildford**

**Tillingbourne Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. Children for whom Tillingbourne Junior School is their nearest school
6. Any other children

**Walsh C of E Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. \*Children attending Walsh Memorial C of E (Controlled) Infant School
5. Siblings not admitted under 3 above
6. \*Children attending St Paul's CofE Infant School (Tongham)
7. Any other children

\* Criteria 4 and 6 will only apply to children who attend Walsh Memorial CofE (Controlled) or St Paul's CofE infant schools (as applicable) in Year 2 and will not be applied once a child has left these schools

**Worplesdon Primary School at 7+:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending Wood Street Infant School
6. Any other children

\* Criterion 5 will only apply to children who attend Wood Street Infant School in Year 2 and will not be applied once a child has left this school

**d) Mole Valley**

**The Dawnay School at 7+:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending Polesden Lacey Infant School
6. Any other children

\* Criterion 5 will only apply to children who attend Polesden Lacey Infant School in Year 2 and will not be applied once a child has left this school

**St Martin's C of E Primary School at 7+:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending St Michael's CofE (Aided) Infant School
6. Any other children

\* Criterion 5 will only apply to children who attend St Michael's CofE (Aided) Infant School in Year 2 and will not be applied once a child has left this school

**e) Reigate & Banstead**

**Banstead Community Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. \*Children attending Banstead Infant School
5. Siblings not admitted under 3 above
6. Any other children

\* Criterion 4 will only apply to children who attend Banstead Infant School in Year 2 and will not be applied once a child has left this school

**Earlswood Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. \*Children attending Earlswood Infant School
5. Siblings not admitted under 3 above
6. Any other children

\* Criterion 4 will only apply to children who attend Earlswood Infant School in Year 2 and will not be applied once a child has left this school

**Langshott Primary School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. Children for whom Langshott Primary School is their nearest school
6. Any other children

**Meath Green Infant School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. Children for whom Meath Green Infant School is their nearest school
6. Any other children

**Meath Green Junior:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. \*Children attending Meath Green Infant School
5. Siblings not admitted under 3 above
6. Any other children

\* Criterion 4 will only apply to children who attend Meath Green Infant school in Year 2 and will not be applied once a child has left this school

**Reigate Priory School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending Dovers Green or Holmesdale Community Infant schools
6. Any other children

\* Criteria 5 will only apply to children who attend Dovers Green or Holmesdale Community infant schools in Year 2 and will not be applied once a child has left these schools

**Walton on the Hill Primary School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need

3. Children of a member of staff
4. Siblings
5. Children for whom Walton on the Hill Primary School is their nearest school
6. Any other children

**f) Runnymede**

**St Ann's Heath Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending Trumps Green or Meadowcroft infant schools
6. Any other children

\* Criterion 5 will only apply to children who attend Trumps Green or Meadowcroft infant schools in Year 2 and will not be applied once a child has left these schools

**g) Spelthorne**

**Chennestone Primary Community School at 7+:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending Beauclerc Infant School
6. Any other children

\* Criterion 5 will only apply to children who attend Beauclerc Infant School in Year 2 and will not be applied once a child has left this school

**h) Waverley**

**Shottermill Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. \*Children attending Shottermill Infant School
5. Siblings not admitted under 3 above
6. Any other children

\* Criterion 4 will only apply to children who attend Shottermill Infant School in Year 2 and will not be applied once a child has left this school

**William Cobbett Primary School at 7+:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings
5. \*Children attending Badshot Lea Village or Folly Hill infant schools
6. Any other children

\* Criterion 5 will only apply to children who attend Badshot Lea Village or Folly Hill infant schools in Year 2 and will not be applied once a child has left these schools

## **i) Woking**

### **West Byfleet Junior School:**

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. \*Children attending West Byfleet Infant School
5. Siblings not admitted under 3 above
6. Any other children

\* Criterion 4 will only apply to children who attend West Byfleet Infant School in Year 2 and will not be applied once a child has left this school

## **9. Looked after and previously looked after children**

Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

## **10. Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

In addition, children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. A child will

be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Places may be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

## **11. Children of a member of staff**

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:

- a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

A supplementary information form (Appendix 5) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

## **12. Siblings for community and voluntary controlled schools**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half sister or a step-brother or

step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

For the initial intake to an infant/junior school, a child will also be given sibling priority for admission if their sibling is attending an infant/junior school which operates shared sibling priority with the school and that sibling is still expected to be on roll at either school at the time of the child's admission. See Appendix 2 for community and voluntary controlled schools that will operate shared sibling priority for admission in 2022 for the purpose of the sibling criterion. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school which operates shared sibling priority.

At the initial allocation, when an applicant is applying for a Reception place at an infant school that has both a feeder and sibling link to a junior school and the child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the younger child will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission. The schools for which this will apply are as follows:

- Bagshot Infant and Connaught Junior (Academy)
- \*Beauclerc Infant School and Chennestone Primary School
- Earlswood Infant and Earlswood Junior
- The Grange Community Infant and New Haw Community Junior (Academy)
- Horley Infant and Yattendon (Foundation)
- The Mead Infant and Auriol Junior (Academy)
- Meadowcroft Infant and St Ann's Heath Junior
- Meath Green Infant and Meath Green Junior
- \*\*Marrow CofE Infant and Bushy Hill Junior (Foundation)
- Shottermill Infant and Shottermill Junior
- Trumps Green Infant and St Ann's Heath Junior
- Walsh Memorial CofE Infant and Walsh CofE Junior
- West Byfleet Infant and West Byfleet Junior

\* Shared sibling priority only applies to Beauclerc Infant School

\*\* Shared sibling priority only applies to Marrow CofE Infant School

At the initial allocation, when an applicant is applying for both a Reception place and a Year 3 place at a primary school which has an intake at Reception and Year 3, or at separate infant/junior schools which operate shared sibling priority, if a place can only be offered to one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in the school or another school which operates shared sibling priority in September 2022.

A mainstream child will also be given sibling priority for a school if they have a sibling with a final EHCP that names the same school, as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child. Applicants will have to declare the details of any child whose EHCP names the school in order to be considered for sibling priority.

### **13. Nearest school**

For schools which give priority to children who have the school as their nearest, all Surrey community and voluntary controlled schools will be considered, as will most academies and foundation, free, trust and voluntary aided schools. A list of the academies and foundation, free, trust and voluntary aided schools in Surrey and the out of county schools that will be excluded when assessing nearest school can be seen at Appendix 3.

The nearest school may be inside or outside the county boundary.

When assessing which school is nearest, distances to Surrey schools will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest point within each school which is used to measure distance for the purpose of prioritising admissions, as set out in each school's admission arrangements. Where a Surrey school does not use distance to prioritise admissions, the measuring point will be the nearest official school gate for pupils to use. Distances to schools outside of Surrey will be calculated using the postal address coordinates for the school. Parents can view [Surrey's School map](#) to see their home to school distances.

Any child remaining on the waiting list after 1 September 2022 will be considered to be an application for in year admission. After this date, when assessing nearest school, all schools with the appropriate year group will be taken in to account, other than those listed at Appendix 3.

### **14. Home address**

Within the admission arrangements for community and voluntary controlled schools, the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place

when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception, Year 3 and Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

## **15. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

Where two or more children share priority for a place, e.g. where two children live equidistant from a school, Surrey County Council will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, Surrey County Council will use random allocation to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, each child will be offered a place.

## **16. Waiting lists**

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for each year group at each community and voluntary controlled school will be maintained until 31 July 2023 when they will be cancelled. Applicants who wish a child to go on the waiting list for the 2023/24 academic year must reapply for in-year admission through Surrey County Council. Fully completed applications received during July 2023 will be used to reform the waiting list during August 2023. Applications received after the end of July 2023 will be added to the waiting list as soon as they have been processed.

## **17. In-year admissions**

The following applications will be treated as in-year admissions during 2022/23:

- applications for admission to Reception which are received after 1 September 2022;

- for any school which has a published admission number for Year 3, applications for admission to Year 3 which are received after 1 September 2022;
- applications for admission to Year 7 which are received after 1 September 2022;
- all other applications for admission to Years 1 to 6 and 8 to 11.

Applications for Surrey's community and voluntary controlled schools must be made to the local authority on Surrey's common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

## **18. Starting school**

The community and voluntary controlled infant and primary schools in Surrey have a single intake into Reception. All children whose date of birth falls between 1 September 2017 and 31 August 2018 will be eligible to apply for a full time place in Reception at a Surrey school for September 2022. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

## **19. The admission of children outside of their chronological year group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the local authority agrees for the child to have a decelerated entry to a community or voluntary controlled school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the local authority agrees for the child to have an accelerated entry to a community or voluntary controlled school, the application will be processed. If it is not agreed for the child to have an accelerated entry to a community or voluntary controlled school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available on [Surrey's admissions web page](#)

## 20. Nursery admissions

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools/nurseries. Applicants wishing to apply for a place must complete the application form and submit it directly to the school or nursery that they wish to apply for in accordance with the dates set by the school.

Community and voluntary controlled infant and primary schools which operate a nursery during term time only, will offer sessions totalling 15 or 30 hours a week, depending on the school and the eligibility of the child.

Each school will identify which sessions constitute the child's universal entitlement and which are their extended entitlement.

### Places for two year olds

Some nurseries admit two year olds who meet the eligibility criteria to receive Funded Early Education for Two year olds (FEET). Where there are more applications than places available, eligible children will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery or the main school at the time of admission
- d) Any other children

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places available for three year olds will reduce.

### Places for three year olds

All children will be eligible to be considered for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.

When a nursery in a community or voluntary controlled infant or primary school is over-subscribed for a three year old place, applications for entry in 2022/2023 will be ranked according to the following criteria, which will be applied in the first instance to children wishing to take up the free early years provision:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery or the main school at the time of admission

- d) Children who will turn 4 years old between 1 September 2022 to 31 August 2023 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September 2022 to 31 August 2023 (these children will be able to stay on in nursery for another year in 2023/24 as they will not be due to start Reception until September 2024)

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

#### **Procedures for admission**

Each school will endeavour to inform applicants of the outcome of their application by letter, at least one term before admission. A school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of sessions rests with the governing body of the school.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

Some schools or nurseries may allow parent/carers to pay for extra nursery provision, beyond their funded entitlement. However such requests will only be considered once all applications for the funded early year's entitlement have been processed.

In addition to nurseries within some community and voluntary controlled infant and primary schools, Surrey also has four stand-alone Nursery schools, some with attached Family Centres, in Chertsey, Dorking, Godalming and Guildford. These may provide a mix of full and part time places. Whilst these schools will also follow the admission criteria set out above, under the social and medical need criterion they may also consider the individual learning need of a child, if it can be demonstrated that no other school can meet the child's learning needs.

## **21. Providing false or misleading information**

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the local authority reserves the right to withdraw any offer of a place, even if the child has already started at the school.

## 22. Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances in which children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools and to children whose nearest school is out of County but over the statutory walking distance.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application.

In considering eligibility for home to school transport, the local authority will take account of all state funded schools, including free schools and academies.

Applicants should note that the opening of a new school or the permanent relocation of an existing school might change which school is assessed to be the nearest to an address when compared to assessments made in previous years. If for any reason a school educates children on a temporary site, the assessment of nearest school for the purpose of home to school transport eligibility will disregard the temporary site and will instead use the intended permanent site of the school or, if that has not yet been determined, the current main site of the school. Where a school is operating on a temporary site and that school's permanent/current site is deemed to be a child's nearest qualifying school, the home to school walking distance will be measured to the school's temporary site to determine if the child lives over the statutory walking distance and is eligible for transport assistance. Eligibility will be reassessed at the point a child ceases to be educated at the temporary site.

A full copy of Surrey's Home to School Transport policy is available on [Surrey's website](#) at or from the Surrey Schools and Childcare Service on 0300 200 1004.

## Clerk

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**From:** Melanie Wrightson  
**Sent:** 08 March 2021 11:08  
**To:** DD - Community  
**Subject:** RE: Gatwick Keeping In Touch with the Community - 25th March 2021

Good Morning

There has been a positive response to our "Keeping in Touch with the Community" virtual meetings which we commenced in September 2020. Given the ongoing nature of the COVID-19 global pandemic and its continuing impact on the local communities surrounding Gatwick, we believe there is value in continuing the programme of online meetings. For our part, we have welcomed hearing from community representatives about issues of concern and interest locally and we are keen for that dialogue to continue. We understand that being kept up to date on Gatwick's business and operations has also been of interest to you through this challenging time.

To achieve this, we would like to invite a representative from your council to a virtual (**online**) meeting with neighbouring parishes:

Date : 25<sup>th</sup> March 2021  
Time : 9.30 a.m. to 11.00 a.m.

We want each town, parish and neighbourhood group to have a voice and for that voice to be heard and therefore for ease of conversation we are limiting attendance to a *single representative* from each council/group, as this worked well previously.

The agenda will include a short update from Gatwick, with the rest of the meeting time devoted to questions and discussion as this provides an important opportunity for us to understand the key areas of interest from community representatives.

We would be grateful if you would register your representative by emailing [community@gatwickairport.com](mailto:community@gatwickairport.com)

Kind regards,

Melanie

**Melanie Wrightson**  
Stakeholder Engagement Manager

7<sup>th</sup> Floor, Destinations Place

Stay updated, sign up to receive Gatwick Airport's regular digital newsletter  
[www.gatwickairport.com/communitynewsletter](http://www.gatwickairport.com/communitynewsletter)

YOUR LONDON AIRPORT  
*Gatwick*

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# “20 is Plenty” Motion

## Cranleigh Parish Council notes:

1. that United Nations have endorsed the setting of 30kph (20mph) maximum speed limits wherever pedestrians, cyclists or other vulnerable road users mix in a frequent manner with motor vehicles;
2. the growing demand locally for stricter speed limits both on grounds of safety and in order to facilitate active transport;
3. research from UK and abroad that has shown wide-area default speed limits of 20mph/30kph have:
  - reduced traffic speeds in the first year of operation, with the largest speed reductions on the fastest roads;
  - reduced road traffic collisions by up to 40% and town and village casualties by 20%;
  - increased journey times by just 10 seconds per mile;
  - made streets quieter - a 10mph reduction in speed halves traffic noise;
  - encouraged walking and cycling, especially for older people and young children;
  - benefited communities, with residents more likely to stop and talk on footpaths;
  - reduced vehicle emissions by 12% due to less acceleration and braking;
  - been popular, as 75% of residents and motorists feel that, after installation, 20mph limits have benefitted the local community;
4. that wide-area 20mph limits that make effective use of signage, road markings, technology, and public engagement provide significant budgetary benefits and are more popular with motorists and residents than engineered calming methods such as speed humps.

**Cranleigh Parish Council believes** that the implementation of a wide-area 20mph speed limit in Cranleigh, combined with a public information campaign, would have immediate beneficial impacts on road safety, air quality, active transport and community well-being in this location, and would support this Council's climate emergency objectives.

## Cranleigh Parish Council therefore calls upon the Chairman of the Council to:

- (i) **request that Surrey County Council prioritise the establishment of a wide-area 20mph speed limit in Cranleigh, tasking SCC officers to work with this Council to draw up detailed plans on the scope, funding and implementation timetable of these schemes**
- (ii) **request Waverley Borough Council to task its officers to work in partnership with Cranleigh Parish Council and Surrey County Council in progressing a wide-area 20 mph speed limit in Cranleigh.**

## Notes and References:

1. United Nations: [20splenty.org/un\\_says\\_20splenty](https://20splenty.org/un_says_20splenty)
2. Speed reductions: eg Bristol: [20splenty.org/bristol\\_20mph\\_analysis](https://20splenty.org/bristol_20mph_analysis)
3. Reduction in collisions and casualties: [20splenty.org/20mph\\_casualty\\_reduction](https://20splenty.org/20mph_casualty_reduction)
4. Journey times: [20splenty.org/20mph\\_limits\\_save\\_time\\_and\\_improve\\_traffic\\_flow](https://20splenty.org/20mph_limits_save_time_and_improve_traffic_flow)
5. Quieter streets: [20splenty.org/noise\\_and\\_speed](https://20splenty.org/noise_and_speed)
6. Increased walking and cycling: See Atkins 20mph Research Study [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/757307/20mph-headline-report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757307/20mph-headline-report.pdf) , also Bristol 20mph evaluation report (Active Travel) [researchgate.net/publication/327107829\\_The\\_Bristol\\_Twenty\\_Miles\\_Per\\_Hour\\_Limit\\_Evaluation\\_B\\_RITE\\_Study\\_Project\\_Report](https://researchgate.net/publication/327107829_The_Bristol_Twenty_Miles_Per_Hour_Limit_Evaluation_B_RITE_Study_Project_Report)
7. Benefits to communities: [20splenty.org/20sfriendly](https://20splenty.org/20sfriendly)
8. Reduced vehicle emissions: [20splenty.org/20mph\\_limits\\_improve\\_air\\_quality](https://20splenty.org/20mph_limits_improve_air_quality)
9. Post implementation satisfaction: Atkins 20mph Research Study 2018 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/757307/20mph-headline-report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757307/20mph-headline-report.pdf)
10. Improved cost efficiency of non-engineered calming: [20splenty.org/20mph\\_limits\\_vs\\_isolated\\_20mph\\_zones](https://20splenty.org/20mph_limits_vs_isolated_20mph_zones)

Clerk

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**From:** Anna Beams  
**Sent:** 10 March 2021 10:41  
**Subject:** Surrey ALC Newsletter  
  
**Importance:** High



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## Newsletter

*March 2021*

[www.surreyalc.co.uk](http://www.surreyalc.co.uk)

*your new website will be live from 1st April 2021!*



I am delighted to have this opportunity to introduce the first Newsletter of your new Surrey Association which will go live on 1 April 2021.

As most of you will know it has been a difficult year for the Association with West Sussex seeking to leave the Joint Sussex/Surrey Association (SSALC) which has provided services to member Councils in Surrey and West and East Sussex for many years. In response the Surrey Board has put together a package of alternative arrangements to ensure that all the support services we know you value will continue to be available.

In this newsletter we introduce the people who will be responsible for delivering these services to you

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and also provide all the information you need to get in touch with us. Most or all of our team will already be well known to many of you and I am delighted we have been able to secure the services of such an experienced and able group of people.

I am genuinely excited that we now have the chance to provide a much sharper Surrey focus to our work and moving forward we will work with you to ensure that we do not stand still but work continually to improve our services in response to your feedback and changing needs.

**Cllr. Steve Cosser**  
**Chairman, Surrey Association of Local Councils Ltd.**

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As the Chairman has said it has been a very interesting and challenging few months which has culminated in SALC Ltd moving forward in a way that will provide a more focussed service for Surrey Parish Councils.

For my part I am really pleased to be given the opportunity to continue working with SALC as its Chief Executive, and even more so continuing my link and work with clerks and members of Surrey Parish Councils which I have always immensely enjoyed.

The hard work of the Surrey Board, led by the Chairman and a small Working Group, has resulted in effectively the same Team providing services and support to you and our hope is that you will find the transition seamless.

I will be part of the County Associations network and join NALC's regular briefings so that we can benefit from shared experiences and pass them onto you. .

Our ultimate aim is to link better with all of you through different mediums, to provide advice and guidance, and in that respect access to me will be the same as before!

Looking forward to the future....

**Anne Bott**

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I am delighted to announce that Mulberry & Co have been appointed as the service provider to Surrey ALC Ltd, with an experienced and established team, our overall objective is to support Town & Parish Councils in Surrey working in collaboration with you and your board of Directors. From procedural reviews, HR support, policy & governance development, to recruitment & training, we will use our detailed understanding of Parish and Town Councils to develop and deliver a tailored support service that meets your needs.

I have personally worked with Surrey Town and Parish's since 2005 and in those 16 or so years have come to know many of you and for those of you I have not met yet, I look forward to working with you in the future. As members of the Surrey County Association you will have access to a brand new training programme covering everything from new clerks and councillors to detailed legal and finance days.

I am also delighted to announce that Anna Beams has joined our team at Mulberry & Co and will be starting with us on the 1st April to continue to provide her excellent support services to you.

Mark Mulberry



I am looking forward to continuing to work with you in my new role at Mulberry and Co and will be your contact for all matters relating to training, events, recruitment and administration.

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I have been working hard to provide you with a comprehensive training programme, a Surrey focused website and everything else needed to ensure a seamless transition for the Surrey County Association.

The training programme will be available for you to book on very soon but if you have any questions in the meantime please do contact me.

**Anna Beams**



*Part of the Wellers Law Group LLP*

#### **LEGAL ADVICE**

As from the 1st April Wellers Hedleys will be offering legal advice to the Surrey Association and to member Councils. Up to 20 minutes advice by telephone or email will be given without charge.

Matters which require more than an initial consultation will be charged on a fixed fee basis.

Advice will be given by the Parish and Council Team consisting of Roger Taylor, Mariam Baraki, Frances Webster and on property matters Asma Shamim.

Please contact Anne Bott or Anna Beams if you wish to take advantage of this service.



#### **NEW CONTACT DETAILS FROM 1st APRIL**

**Anne Bott:**

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Anna Beams:

Mark Mulberry

WEBSITE:

[www.surreyalc.co.uk](http://www.surreyalc.co.uk)



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You are receiving this email because as a member we are obliged to keep you up-to-date on Surrey ALC matters.

**Our mailing address is:**

9 Pound Lane, Godalming, Surrey, GU7 1BX

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**Surrey ALC Limited**

9 Pound Lane  
Godalming  
Surrey, GU7 1BX  
United Kingdom

VAT Number: 167413406  
T:  
E:

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

**Invoice**

**Number:** 2327  
**Date:** 1st Apr '21  
**Due By:** 29th Apr '21  
**Account:** CRAN01  
**Purchase Order:**

Qty	Description	Rate	Total
1	Surrey ALC Subscription 2021/2022	1,750.00	1,750.00
1	NALC Subscription 2021/2022	689.91	689.91

**Net:** £2,439.91

**TOTAL:** £2,439.91

Please make payment by bacs as this is the swiftest and most secure method:

Natwest. Sort Code: 60-13-09 Account Number: 42329795 Account Name: Surrey ALC Limited

Please reference your payment with the invoice number

If payments cannot be paid by bacs cheques should be made payable to Surrey ALC Limited and sent to 9 Pound Lane,  
Godalming, Surrey, GU7 1BX

Company Registration: 08492509



Cranleigh Parish Council  
Village Way  
Cranleigh  
Surrey  
GU6 8AF

Ref: 13995  
Date: 01-03-2021  
Customer: Cranleigh Parish Council  
Att of: Beverley Bell - Parish Clerk

BEL  
The Sign Centre  
Blatchford Road  
Horsham  
West Sussex  
RH13 5QR

Tel: 01403 255442  
Fax: 01403 280855  
Email: [info@belsigns.com](mailto:info@belsigns.com)  
Web: [www.belsigns.com](http://www.belsigns.com)

## QUOTATION

Dear Beverley,

### Re: Silver Anodised Aluminium Notice Board

1 x Ref 1000 Silver Anodised Notice Board Height 1000mm x 1350mm width Landscape gas struts on hinged Door. On 2 Posts  
76mm diameter round posts Length 2475mm.  
£630.00

1 x Installation in soft dig area, 2 man crew and concrete ground fix.  
£185.00

1x Delivery only to Cranleigh.  
£30.00

Prices shown exclude VAT which will be added at the prevailing rate upon invoice.

I hope you find this quotation acceptable and look forward to hearing from you soon.

**Payment terms: All non-account holders payment strictly on completion or delivery / collection. Account holder payment strictly 30 days from invoice.**

#### Order cancellations:

Once a verbal or written order to proceed has been placed. If for any reason an order or project is cancelled BEL reserve the right to charge in full for any design time or special order materials previously booked to this project.

Yours sincerely,

Peter Bedford  
E & OE.

Tel: 020 8541 9897  
Email: [mwcd@surreycc.gov.uk](mailto:mwcd@surreycc.gov.uk)



Our Ref: 2021/0034 (WA/2019/0796/Appeal)

Consultee Notification – to consultees on application  
ref WA/2019/0796

Reply to: Elizabeth  
Humphrey  
The Planning Inspectorate  
3/J Kite Wing  
Temple Quay House  
2 The Square  
Bristol BS1 6PN

8 March 2021

Dear Sir/Madam,

## **TOWN AND COUNTRY PLANNING ACT 1990**

### **APPEAL UNDER SECTION 78**

**Site address:** Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Dunsfold, Surrey

**Proposal:** The construction, operation and decommissioning of a well site for the exploration and appraisal of hydrocarbon minerals from one exploratory borehole (Loxley-1) and one side - track borehole (Loxley - 1z) for a temporary period of three years involving the siting of plant and equipment, the construction of a new access track, a new highway junction with High Loxley Road, highway improvements at the junction of High Loxley Road and Dunsfold Road and the erection of a boundary fence and entrance gates with restoration to agriculture.

**Grid Ref:** 501773 137324

**Application Ref:** WA/2019/0796

**Appellant:** UKOG (234) Ltd

**Appeal Reference:** APP/B3600/W/21/3268579

**Appeal start date:** 1 March 2021

I refer to the above details. An appeal has been made to the Secretary of State against the decision of Surrey County Council to refuse to grant planning permission for the above development (planning application ref WA/2019/0796).

There were two reasons for refusal:

1. It has not been demonstrated that the highway network is of an appropriate standard or use by the traffic generated by the development, or that the traffic generated by the development would not have a significant adverse impact on highway safety contrary to Surrey Minerals Plan Core Strategy 2011 Policy MC15.

2. It has not been demonstrated that the applicant has provided information sufficient for the County Planning Authority to be satisfied that there would be no significant adverse impact on the appearance, quality and character of the landscape and any features that contribute towards its distinctiveness, including its designation as an Area of Great Landscape Value, contrary to Surrey Minerals Plan Core Strategy 2011 Policy MC14(iii).

You need take no action on receipt of this letter, but should you wish to make comments/representations to the Planning Inspectorate about the appeal this letter provides you with the relevant information about the appeal and how to submit comments/representations.

## **Appeal procedure**

The appeal will be determined on the basis of an **inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended.

### **Rule 6 status**

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to take part on the same basis.

Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link:

<https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application>

The Inquiry is likely to proceed virtually and is currently scheduled to open at 10:00 on 27 July 2021 and sit for 9 days. The Inspector will hold a pre-Inquiry case management conference call with the main parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process.

If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate **immediately**. If you are interested but are unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

## **Representations and making further representations to the Planning Inspectorate**

We have forwarded all the representations made to us on the planning application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

Elizabeth Humphrey  
The Planning Inspectorate  
3/J Kite Wing  
Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

You **must** include the appeal reference (**APP/B3600/W/21/3268579**) in your correspondence. When sending paper: wherever possible you must submit **three** copies of your letter.

**All representations must be received by 6 April 2021.** Any representations submitted after the deadline will not usually be considered by the Inspector and will be returned. The Planning Inspectorate does not acknowledge representations.

**All representations must quote the appeal reference (APP/B3600/W/21/3268579).** Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and Surrey County Council and will be considered by the Inspector when determining the appeal.

## **Appeal Documentation and Decision**

The appeal documents are available for inspection on the Surrey County Council website at <https://www.surreycc.gov.uk/land-planning-and-development/planning/applications-register/process/appeals/current-minerals-and-waste-planning-appeals>.

Please note that as a result of precautionary measures and government advice regarding Coronavirus, Surrey County Council offices are currently closed to members of the public, so you cannot visit to view the appeal documentation in person.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us (see contact details above).

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours faithfully

Ms Susan Waters  
Principal Planning and Technical Support Team Leader  
Planning Group, Surrey County Council