

# DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU8 4PB

4th July 2024

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## **NOTICE OF A PARISH COUNCIL MEETING**

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Thursday 9th July 2024**.

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

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## **AGENDA**

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1. APOLOGIES FOR ABSENCE  
**Recommendation: To receive apologies for absence.**
2. DECLARATIONS OF INTEREST AND DISPENSATIONS
  - 2.1 **To receive declarations of interest and dispensations, including their nature, from councillors on items on the agenda**
  - 2.2 **To receive written requests for dispensations for disclosable pecuniary interests**
  - 2.3 **To grant any requests for dispensation as appropriate**
3. PARISH COUNCIL MINUTES  
**Recommendation: To approve the Minutes of the meeting held on 12th March and 11th June as a correct record of decisions taken and the Chair of the Council to sign the Minutes.**
4. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING MINUTES  
**Recommendation: To review any matters outstanding from the previous minutes and record progress.**
5. PLANNING NOTIFICATIONS  
Attached to the agenda.  
**To receive notification of decisions made by Waverley Borough Council on recent planning applications.**
6. PLANNING APPLICATIONS  
**Recommendation: To consider the applications pending:**  
WA/2024/01129 - WROTHAM HILL COTTAGE WROTHAM HILL DUNSFOLD GODALMING GU8 4PA  
Certificate of lawfulness under section 192 that a self contained container is covered by certificate issued wa/2023/01923 which refers to siting of a caravan.  
  
WA/2024/01222 - WROTHAM HILL COTTAGE WROTHAM HILL DUNSFOLD GODALMING GU8 4PA  
Application under section 73a to remove condition 2 of wa/2003/2383 (restrictions on use of roof space in garage building as habitable accommodation).
7. WAVERLEY BOROUGH COUNCIL  
**To receive a report on matters from Waverley Borough Council**
8. SURREY COUNTY COUNCIL  
**To receive a report on matters from Surrey County Council.**
9. NEIGHBOURHOOD PLAN

(1) To consider the draft Timetable of Key Stages for the Neighbourhood Plan (enclosed); and

- (2) To resolve that a budget up to a maximum of £750 be allocated to producing and distributing a Newsletter across the village summarising progress on the draft Neighbourhood Plan.

10. DUNSFOLD PARK EXHIBITION

To consider an oral report on the Dunsfold Park exhibition (Chair)

11. SIGMA APPLICATION

To endorse the draft Submission on the s38 Application re Common land access for the Coombebury Cottage proposed development.

12. DUNSFOLD VILLAGE SCHOOL SITE

To consider forming a working party with a view to gathering villagers' opinions regarding the school site.

13. MEETING RECORDINGS

Background information attached to the agenda.

- 1) To resolve to establish a working party to find a suitable means, whether a product of service to record Council meetings and facilitate the expeditious creation of meeting minutes.
- 2) To appoint total of three councillors to the working party and request they report on progress at every Council meeting.
- 3) To resolve that Councillors in addition to members of the public may record the proceedings of Council using their own equipment, if they so wish, and without notification of their doing so. Subject to a general announcement from the chair that recordings may be made.
- 4) To resolve that any recording made available to Council by any party will:
  - a) be made accessible to all members of Council and Officers on media controlled by the Council within 18 hours of the conclusion of the meeting,
  - b) any recordings of meetings open to the general public made available in 3a above will be made available within 24 hours of the conclusion of a meeting.
- 5) To resolve that when the minutes of any meeting have been approved by resolution of council as a true record and are signed and published both in the minute book and, where appropriate, the Council website, then all recordings of the meeting under the control of Council will be deleted and the minute will be held as the true record - notwithstanding any contrary claims.

14. NEIGHBOURHOOD PLAN

Attached to agenda:

Report on Site Assessment Consultation

Draft Site Selection Criteria

Feedback from Waverley Borough Council dated 15/03/24 on Site Assessment Criteria

- (i) For Information: Report on Site Assessment Criteria Consultation. Councillors are invited to NOTE the Report.
- (ii) Draft Site Selection Criteria. Councillors are invited to APPROVE the draft Site Selection Criteria as amended and TO CONSIDER in light of feedback from WBC (attached) whether further criteria as suggested in para [11] of their feedback should be added to the list of criteria.

15. STANDING ORDERS

Council is invited to APPROVE Model Standing Orders 2018 (England) - Updated 2022, attached, subject to the following amendments:

- (i) 3.c delete from "OR [The minimum .... Meeting]".
- (ii) 3.x "A meeting shall not exceed 2 hours 30 minutes".
- (iii) 5. j. xii delete "In an election year".
- (iv) 9. Delete [g].
- (v) 13. Insert [i] "The Proper Officer will record the existence, duration and nature of any dispensation and the record will be kept with the register of councillor interests and a copy provided to

the Monitoring Officer”.

(vi) 15. B(ii) delete “in the order received”

(vii) 19. c. line 2 delete “annual” and substitute “biannual” (Note - in line with the terms of reference of the Human Resources Committee).

16. CORRESPONDENCE

**Recommendation: To receive and consider any correspondence.**

17. RECEIPTS AND PAYMENTS

Attached to agenda.

**Recommendation: To receive accounts for payment and approve outstanding items.**

18. ITEMS FOR INFORMATION

19. FUTURE AGENDAS

**Recommendation: To receive items of business for information or inclusion on a future agenda.**

20. PRESS AND PUBLIC

**Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.**

## Planning Notifications from Waverley July 2024

S52/2022/02266 - Land Centred Coordinates 500866 135914 Alfold Road, Dunsfold

Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended.

Decision: Pending. Email sent 28/9 for an update. Email sent 19/12/23 for an update. WBC 19/12 "Please would you be able to confirm accordingly to them?" sent to case officer. WBC 3/1/24 "This application is being dealt with by the legal team who are prioritising it to be completed."

WA/2023/01020 - Land Coordinates 500925 136002 to the North of Miller Lane and Alfold Road, Dunsfold

Outline application with all matters reserved except for scale and access for the erection of 21 dwellings including 7 affordable dwellings together with allotments parking public open space footpath and associated landscape and new drainage infrastructure.

Decision: Pending

WA/2023/01093 - Land Adjacent to Elm Corner House, The Green, Dunsfold GU8 4LX

Erection of an agricultural barn; use of existing land for an existing farm and rural contracting business (use class sul generis).

Decision: Pending - now subject to Enforcement Notice EN/2023/04. Appeal against EN made by the applicant 7th August.

Update 20/05 - APPEAL was dismissed. The deadline for compliance is now 20/11/2024.

Appeal APP/R3650/W/23/3332590: Land at Coombebury Cottage GU8 4NBWA/2022/03032

Land at Coombebury Cottage, The Green, Dunsfold, GU8 4NB

Outline application with some matters reserved except for access for erection of up to 53 dwellings public open space landscaping and related infrastructure following demolition of existing buildings.

Dates: 18th December interested parties to make comment. Confirmation of comments received. Enquiry evidence due 7th February 2024, event date 6th March 2024.

Decision: Appeal Successful

WA/2024/00083 - LAND ADJOINING ELM CORNER HOUSE THE GREEN DUNSFOLD GODALMING GU8 4LX

Erection of 1 building following demolition of 2 existing buildings and removal of a shipping container (retrospective). Extension date 14/02

Decision: Pending

WA/2024/00781 – HIGH STOVOLDS FARM STOVOLDS HILL CRANLEIGH GU6 8LE

Erection of 3 dwellings following demolition of 9 existing outbuildings.

Decision: Pending

WA/2024/00683 - HIGH LOXLEY HIGH LOXLEY ROAD LOXHILL GODALMING GU8 4BW

Listed building consent for alterations to main farmhouse tractor barn west barn east barn and granary; link extension to tractor and east barns; installation of swimming pool and erection of a pool building; erection of covered seating area; associated works and demolition of existing stables.

Decision: Consent granted

WA/2024/00684 - HIGH LOXLEY DUNSFOLD ROAD LOXHILL GODALMING GU8 4BW

Application please see the document 'full description' description 1 document.

Decision: Pending

WA/2024/00514 - POUND FARM THE COMMON DUNSFOLD GODALMING GU8 4LA

Erection of extensions and alterations including a new chimney dormer and roof lights following demolition of existing extensions conservatory and greenhouse (as amplified by materials & workmanship report received 26/04/2024 and bat report received 04/06/2024 and amended by plans received 29/04/2024).

Decision: Granted

WA/2024/00515 - POUND FARM THE COMMON DUNSFOLD GODALMING GU8 4LA

Listed building consent for erection of extensions and internal and external alterations including a new chimney dormer and roof lights following demolition of existing extensions conservatory and greenhouse (as amplified by materials & workmanship report received 26/04/2024 and amended by plans received 29/04/2024).

Decision: Consent granted

APPEAL NOTIFICATION: APP/R3650/C/24/3337697 LAND AT BURNT HILL, PLAISTOW ROAD, DUNSFOLD, GU8 4PG (EN/2023/08 & C/2021/00007) due by date 21/03

Decision: Pending

Appeal Notification: APP/R350/X/24/3338493

WA/2023/02752 - WROTHAM HILL COTTAGE, WROTHAM HILL, DUNSFOLD, GODALMING, GU8 4PA

Certificate of Lawfulness under Section 191 for installation of a dovecote on roof of garage building which was completed in excess of 10 years. Due date 28/03

Decision: Appeal withdrawn 19th April 2024

WA/2024/00284 - SOUTH FORK WROTHAM HILL DUNSFOLD GODALMING GU8 4PA

Certificate of lawfulness under section 192 for the siting of a shipping container. No due date

Decision: Certificate refused

WA/2024/00361 - THE LITTLE HOUSE KNIGHTONS LANE DUNSFOLD GODALMING GU8 4NU

Application under section 73 to vary condition 1 (approved plans) of wa/2023/00892 to allow for the addition of a lean-to extension to the north elevation changes to the internal layout and an increase in size to the two ground floor windows to the north elevation. Due 16/03

Decision: Granted

WA/2024/00353 - FRYS CROSS BARN KNIGHTONS LANE DUNSFOLD GODALMING GU8 4NY

Erection of a dwelling following removal of existing log cabin (retrospective). Due 16/03

CLlr Enticknap declared an interest.

Decision: Granted

WA/2024/00347 - FIELD PLACE HOOK HOUSE LANE DUNSFOLD GODALMING GU8 4LR

Erection of a greenhouse and underpinning of adjoining wall following demolition of 2 existing greenhouses.

Due 22/03

Decision: Granted

WA/2024/00348 - FIELD PLACE HOOK HOUSE LANE DUNSFOLD GODALMING GU8 4LR

Listed building consent for erection of a greenhouse and underpinning of adjoining wall following demolition of 2 existing greenhouses. Due 22/03

Decision: Consent granted

WA/2024/00420 - BARBARONS PLAISTOW ROAD DUNSFOLD GODALMING GU8 4PF

Erection of a single storey infill extension. Due 25/03

Decision: Granted

APP/R3650/W/24/3342414 - Land adjacent to Elm Corner House, The Green, Dunsfold, GU8 4LX

Erection of an agricultural barn; use of existing land for an existing farm and rural contracting business (use class sui generis). WA/2023/01093 Due 19/06 Emailed 21/05

Decision: Pending

WA/2024/00926 - Barbarons, Plaistow Road, Dunsfold, GU8 4PF

Construction of a new vehicular access. Due 10/06

Decision: Pending

WA/2024/01009 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Application under section 73 to vary Condition 1 of WA/2022/02373 (approved plan numbers) to replace

carports with enclosed garages for Plots 1 and 6, partially enclose the car port for Plot 7 & 8 and make other minor changes to internal layouts and elevations to Plot 1 and Plot 7. Due 28/06  
Decision: Pending

RE-CONSULTATION ON CURRENT APPLICATION

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

PROPOSAL: GRID REF:

Details of a Construction Environment Management Plan (CEMP) pursuant to Condition 24 of appeal decision ref: APP/B3600/W/21/3268579 dated 7 June 2022.

Due 08/06 Emailed 24/05

# Dunsfold Neighbourhood Plan - Key Stages

## Updated June 2024

The following is a summary of the stages for revision of the NP.

Activity	Notes	Time
Policy revision	Revised draft policies prepared. These need to be finalised.	April/June 2024
Site Allocations	Selection criteria prepared and engagement undertaken. Criteria to be finalised and sites to be selected. Site allocation policies then to be drafted.	April/July 2024
SEA update	Revised NP to be shared with the LPA. LPA can be asked for feedback on the draft policies and sites.  Strategic Environmental Assessment may need to be updated (depending on the sites selected). If some of the existing sites are retained, but others dropped, it may be possible to add an addendum to the SEA. LPA to advise. This may entail further technical support from AECOM, through the national programme.	July/Aug 2024
Community Engagement	The client could consider interim community and stakeholder engagement, based on a summary of policy themes (a sentence on each policy perhaps) and the proposed sites to be allocated.  Feedback from the engagement would be used to fine tune and develop the NP, where necessary.	This could be done in parallel with SEA update.
Finalise NP document	Finalise and fine tune the consultation version of the NP.	September 2024.

**Parish Council Decision – to approve the NP for Regulation 14 consultation (Sept 2024).**

<p>Regulation 14 Consultation and modifications</p>	<p>Client to publicise plan and run statutory consultation, advised by UVE.</p> <p>Responses to the consultation will need to be collated and be given conscientious consideration. UVE to support consideration of more complex responses.</p> <p>A new Consultation Statement will summarise consultation responses and actions taken in consequence (modifications to the NP). UVE to provide support and advice.</p>	<p>6-weeks (statutory), followed by 4 weeks to consider representations and amend the NP as necessary. This could be completed possibly by November/December 2024.</p>
<p>Update Basic Conditions Statement</p>	<p>The Basic Conditions Statement will need to be redrafted to reflect the new sites and policies.</p>	<p>This could be done in parallel with the Regulation 14 consultation.</p>
<p><b>Parish Council Decision – to approve the submission version of the NP, together with the Consultation Statement and the Basic Conditions Statement (January 2025).</b></p>		
<p>Submission</p>	<p>Submit the plan and supporting statements to the LPA.</p>	<p>January 2025.</p>

Once submitted, the plan passes to the control of the LPA, which will arrange for:

- **Regulation 16 Publicity** - 6 weeks. The new NP will carry weight on uncontested issues at the end of the Regulation 16 publicity.
- Examiner appointed by LPA (to be agreed by LTC).
- **Independent Examination** (examination, report, LPA considers report) - could be 2-3 months.
- Publicity of modified plan.
- **Referendum.**



### Item 13 Meeting Recordings

**Background information:** *Insert as much information as possible so that Councillors have the detail they need in order to make an informed decision.*

There have been occasions when minutes of Council meetings have not been available as rapidly as some would wish, which represents complications in executing council decisions which are binding as soon as resolved.

In addition, there have been occasions where the recollection of various parties in attendance at a meeting have not coincided and it has been impossible for some participants to access meeting recordings which are available to others owing to GDPR issues.

New technologies are becoming available to reduce the burden on officers of processing and publishing accurate minutes expeditiously and if these can be applied to the DPC setting then these will be preferred.

It is therefore proposed that the Council acquire, maintain and employ as advanced recording technologies as are available which will be under the collaborative control of Council

**Costs:** The acquiring of suitable equipment may cost up to £1000

The subscription to a software service for recording and transcription may be additional to the required equipment.

There may be some training and client software costs for Councillors and clerk.

There may be costs associated with online storage of recordings.

**Budget:** *Detail which budget line the expenditure is to be made from.* Council Administration

Legal power:

The Openness of Local Government Bodies Regulations 2014

## Neighbourhood Plan - Consultation on Site Assessment Criteria

Following the drafting of Site Assessment criteria in consultation with UVE, Dunsfold Parish Council consulted residents on the draft proposals. A Consultation Document printed in leaflet form setting out the proposals was published in February 2024. The draft was placed on the DPC website and the Parish Council notice board and the leaflet was delivered to households and also placed in the Shop and the Sun Pub. Residents were invited to comment by email and post and in addition a “Drop-in” session was held at the Winn Hall on 5<sup>th</sup> March 2024. The consultation closed on 15<sup>th</sup> March 2024.

A total of 19 residents responded in written form and 12 residents attended the drop-in session. Three of the residents who commented in written form had attended the drop-in session. Comments were also received from Waverley Borough Council (attached) and on behalf of landowners

### General

The general tone of the responses was supportive and residents generally approved the ten criteria set out. Three residents suggested that infrastructure including utilities should be specifically referred to and two residents suggested the scale and density of development should be included.

With regard to scale and density of development it should be noted that the criteria under consideration relate to the assessment of ‘sites’ rather than ‘schemes’ of development. The draft Neighbourhood Plan has a raft of policies against which schemes will be judged. Policies D & C1 on *Character and Heritage* are important here and paragraph 1 requires development to ‘complement Dunsfold’s rural character and existing built environment in terms of: a. scale, height and massing; b. the spacing between properties and set-back from the road; c. landscape character and any established patterns of front and rear garden spaces”.

Two residents expressed some concern regarding the utility of the colour coding in the assessment exercise. Waverley Borough Council queried the methodology in terms of the RAG rating and has suggested re *1. Natural Environment and landscape impacts* that reference is made to how landscape impact and sensitivity will be measured. We are advised by UVE that a mathematical scoring system is inappropriate and ultimately the application of the site assessment criteria is a matter of judgement for parish councillors.

The overwhelming number of comments made related to the desire to preserve and where possible enhance the beauty of Dunsfold as a small rural village.

### Specific comments on the numbered criteria

1. Natural environment and landscape issues: the visual “look” of the village should be preserved. Development should be discrete and screened – the Gratton Chase development is a good example. Perhaps split this topic to assess landscape designation as a separate issue.

2. Heritage assets: mixed views put forward. The need to protect heritage assets endorsed but also suggested that it is the scheme that is important rather than proximity per se.
3. Brownfield sites: agreement.
4. Proximity to village services: mixed views, several observing that it makes sense for sites to be within 'walking distance' of facilities, but the opposite view also expressed. Walking distance should be defined.
5. Proximity to existing built settlements: mixed views. Need to clarify the term "settlement".
6. Flood risk and surface water: concern to many residents. Refer to flood zones.
7. Vehicular access: importance of road safety issues highlighted. Also refer to pedestrian access.
8. Coalescence: important with Dunsfold Park coming on stream.
9. Needs clarification where site is outside the Common but access through the Common.
10. There is no rush to identify new sites. Need for starter homes and for older people; affordable homes should be provided.

Council's attention is drawn to paragraph 11 of WBC's feedback and the suggestion that a number of extra sites criteria might be considered.

Jane Wright

2.07.24

# Draft Dunsfold Neighbourhood Plan

## Sustainable Housing - Site Assessment Criteria

Criteria	Assessment
<p><b>1. Natural environment and landscape impacts</b></p>	<p>Consideration of adverse impacts on landscape character, ecology, wildlife and biodiversity, especially nationally or locally designated landscapes, such as SSSI, SNCI or TPOs. The proposed AONB extension should also be considered.</p> <p><b>Red:</b> Site includes designated landscape.</p> <p><b>Amber:</b> Site outside of designated landscape, but could have adverse impact.</p> <p><b>Green:</b> Little or no landscape sensitivity.</p>
<p><b>2. Heritage assets</b></p>	<p>Potential for positive or adverse impacts on conservation areas and listed buildings and their settings. This is about the impact in principle, as consideration is being made of sites rather than actual schemes.</p> <p><b>Red:</b> The undeveloped site is part of the character or setting, so any development would be harmful.</p> <p><b>Amber:</b> Limited development could be accepted.</p> <p><b>Green:</b> Development has no impact or provides an opportunity to protect or enhance the character or appearance of conservation areas or the setting of listed buildings.</p>

<p><b>3. Brownfield Sites</b></p>	<p>Preference for development of brownfield sites.</p> <p><b>Red:</b> Greenfield site.  <b>Amber:</b> Part brownfield/greenfield; mitigation possible.  <b>Green:</b> Brownfield site.</p>
<p><b>4. Proximity to village services</b></p>	<p>Distance to village services (shop, pub, Winn Hall, KGV, cricket club, church, fire station).</p> <p><b>Red:</b> remote from village services, so that car-based travel is always required.  <b>Amber:</b> walkable distance from facilities.  <b>Green:</b> in the village centre with other facilities.</p>
<p><b>5. Proximity to the existing built settlements</b></p>	<p>Sites within or adjacent to existing settlements, so it does not involve isolated incursions into the rural area.</p> <p><b>Red:</b> remote from existing settlements.  <b>Amber:</b> close or adjacent to existing settlement.  <b>Green:</b> Within existing built settlements.</p>
<p><b>6. Flood risk and surface water</b></p>	<p>Consideration of flood risk by reference to relevant flood zones and EA flood risk maps or existing surface water drainage issues.</p> <p><b>Red:</b> Evidence of occasional flooding or adverse impacts from surface water.  <b>Amber:</b> Flooding and surface water issues could be overcome.  <b>Green:</b> No flood risk or surface water runoff issues.</p>

<p><b>7. Vehicular access</b></p>	<p>Safe vehicular and pedestrian highway and site access.</p> <p><b>Red:</b> Satisfactory safe vehicular and pedestrian access not possible or viable or would involve access across the Common or other adverse environmental impact.</p> <p><b>Amber:</b> No existing safe vehicular and pedestrian access, but clear potential to create new safe vehicular and pedestrian access.</p> <p><b>Green:</b> Existing satisfactory safe access.</p>
<p><b>8. Coalescence (with planned Dunsfold Park development)</b></p>	<p>Ensuring that settlements maintain their separation, identity and landscape setting.</p> <p><b>Red:</b> Development would result in the coalescence between the two settlements.</p> <p><b>Amber:</b> Development that would reduce the amount of undeveloped land between the two settlements.</p> <p><b>Green:</b> No coalescence issues.</p>
<p><b>9. Impacts on community green spaces</b></p>	<p>Consideration of impacts or loss of community green spaces, including the common.</p> <p><b>Red:</b> Development of the Common or other green community spaces.</p> <p><b>Amber:</b> Outside of the common or other community green spaces, but potential impact on their setting, amenity or accessibility.</p> <p><b>Green:</b> No impacts.</p>

<b>10. Deliverability</b>	Availability for development. Viability.  <b>Red:</b> site owner does not intend to develop or sell the site. <b>Amber:</b> Could be available, but constraints to overcome or questions over viability. <b>Green:</b> Site viable and owner intends to develop the site, or sell for development.
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**Note:** Brownfield sites remote from the existing settlement could be considered for other uses, for example employment and diversification of the rural economy.



Sent via email only to:  
np2024@dunsfoldparishcouncil.gov.uk

**Andrew Longley**  
**Interim Planning Policy Manager**  
E-mail: Katherine.dove@waverley.gov.uk  
Direct line: 01483 523172  
Calls may be recorded for training or monitoring  
Date: 15/03/2024

Dear Sir/Madam,

**Draft Dunsfold Neighbourhood Plan – Sustainable Housing – Site Assessment Criteria**

Please find below our comments on the draft site assessment criteria for the draft housing allocations for the emerging Dunsfold Neighbourhood Plan. It is clear that Dunsfold Parish Council has given considerable thought to the draft site criteria and we welcome the opportunity to comment on them. Our comments are designed to help guide the evolution of the draft site assessment criteria and we would be happy to meet to discuss our comments further if the Parish Council would find this helpful.

Yours faithfully

Andrew Longley  
Interim Planning Policy Manager



Criteria	Assessment	WBC's Comments
<p>1. Natural environment and landscape impacts</p>	<p>Consideration of adverse impacts on landscape character, ecology, wildlife and biodiversity, especially nationally or locally designated landscapes, such as SSSIs or TPOs. The proposed AONB extension should also be considered.</p> <p><b>Red:</b> Site includes designated landscape  <b>Amber:</b> Site outside of designated landscape, but could have adverse impact  <b>Green:</b> Little or no landscape sensitivity</p>	<p>To provide clarity to developers and stakeholders it is recommended that under the assessment heading, the specific landscapes/designations against which sites will be assessed is listed.</p> <p>Under the Amber and Green ratings, it is recommended that reference is made to how landscape impact and sensitivity will be measured. Will it be using evidence base documents such as the Landscape Character Assessments produced for the Waverley Local Plan or another document/s? Inclusion of this information will help to provide further clarity regarding the decision making process undertaken by the Parish Council's Neighbourhood Planning Group when selecting sites to allocate in the Neighbourhood Plan.</p>
<p>2. Heritage Assets</p>	<p>Potential for positive or adverse impacts on conservation areas and listed buildings and their settings. This is about the impact in principle, as consideration is being made of sites rather than actual schemes.</p>	<p>In terms of the scope of heritage assets to be considered under this category, it is recommended the list also includes scheduled monuments and listed parks and gardens and locally listed heritage assets. This would ensure the scope of heritage assets considered would be consistent with the definition of a heritage asset in the National Planning Policy Framework (NPPF).</p> <p>Would development that would have no impact upon heritage assets also be considered to be green?</p>

Criteria	Assessment	WBC's Comments
	<p><b>Red</b> – The undeveloped site is part of the character or setting, so any development would be harmful.</p> <p><b>Amber:</b> Limited development could be accepted.</p> <p><b>Green:</b> Development provides an opportunity to enhance the character or appearance of conservation areas or the setting of listed buildings.</p>	<p>The Red rating is given to sites that are part of the character or setting and considers that any development would be harmful on these sites. However, it might be worth considering whether this needs to exclude all sites which form part of or is within a conservation area or setting of a listed building. Following on from this, if all sites part of character or setting would be Red, it is a little unclear when the Amber and Green ratings would come into effect as these seem to allow for development that affects heritage assets.</p>
3. Brownfield Sites	<p>Preference for development of brownfield sites.</p> <p><b>Red:</b> Greenfield site.</p> <p><b>Amber:</b> part brownfield/greenfield; mitigation possible.</p> <p><b>Green:</b> Brownfield site.</p>	No comments.
4. Proximity to village services	<p>Distance to village services (shop, pub, Winn Hall, KGV, cricket club, church, fire station)</p> <p><b>Red:</b> remote from village services, so that car-based travel is always required.</p>	<p>Paragraph 108 of the NPPF, requires plans to promote walking, cycling and public transport. In terms of the RAG rating, it might be worth considering how to incorporate public transport and cycling into the site assessment process. In respect to the term 'walkable distance' it might be worth considering what constitutes a walkable distance and providing details of this within the site assessment criteria to provide clarity for stakeholders. You may find the Town and Country Planning Association's 20 Minute Neighbourhood research useful <a href="#">The 20-minute neighbourhood</a></p>

Criteria	Assessment	WBC's Comments
	<p><b>Amber:</b> walkable distance from facilities.</p> <p><b>Green:</b> in the centre with other facilities.</p>	<p>- <a href="http://tcpa.org.uk">Town and Country Planning Association (tcpa.org.uk)</a>. You may also find the Surrey County Council's Healthy Streets Design Code helpful which is available at <a href="http://surreycc.gov.uk">Healthy Streets for Surrey (surreycc.gov.uk)</a>.</p> <p>In respect of the Green rating, it might be worth clarifying what 'in the centre' refers to. Does this mean within the village centre or within the settlement boundary?</p>
5. Proximity to the existing built settlements	<p>Sites within or adjacent to existing settlement, so it does not involve isolated incursions into the rural area.</p> <p><b>Red:</b> remote from existing settlements</p> <p><b>Amber:</b> close or adjacent to existing settlement.</p> <p><b>Green:</b> Within existing built settlements.</p>	<p>For clarity it would be helpful if clarification regarding the term 'existing settlements' means. We are assuming that it means settlement boundary as defined in LPP2. If so, it would be worth referring to the settlement boundary in the RAG criteria.</p>
6. Flood risk and surface water	<p>Consideration of flood risk or existing surface water drainage issues.</p> <p><b>Red:</b> Evidence of occasional flooding or adverse impacts from surface water</p> <p><b>Amber:</b> Flooding and surface water issues could be overcome</p>	<p>To provide further clarity and compliance with the National Planning Practice Guidance (PPG) it is recommended that reference to the relevant flood zones and EA flood risk maps is included within the RAG rating criteria.</p> <p>In respect of the Amber rating, we would suggest considering whether we could know at this stage if flooding and surface water could be overcome. As above, reference to flood zones could provide greater clarity here.</p>

Criteria	Assessment	WBC's Comments
	<p><b>Green:</b> No flood risk or surface water runoff issues.</p>	
<p>7. Vehicular access</p>	<p>Safe vehicular highway and site access.</p> <p><b>Red:</b> satisfactory access not possible or viable or would involve access across the Common or other adverse environmental impact.</p> <p><b>Amber:</b> No existing access but clear potential to create new access.</p> <p><b>Green:</b> Existing satisfactory access.</p>	<p>We would suggest referring to pedestrian access under this heading in line with paragraph 108 of the NPPF.</p> <p>We also note that the RAG criteria do not currently refer to safe access and the Neighbourhood Plan Group may wish to consider including this term so the RAG criteria link more closely to the reference to safe vehicular highway and site access.</p>
<p>8. Coalescence (with planned Dunsfold Park development)</p>	<p>Ensuring that settlements maintain their separation, identity and landscape setting.</p> <p><b>Red:</b> Development would close the green gap and lead to settlements merging.</p> <p><b>Amber:</b> Development would reduce the green gap, but some separation would be maintained.</p>	<p>To provide clarity for stakeholders the Neighbourhood Planning Group may wish to provide a definition of where the green gap is or perhaps rephrasing the criteria to something similar to the suggested wording below:</p> <p><b>Red:</b> Development would result in the coalescence between the two settlements</p> <p><b>Amber:</b> Development that would reduce the amount of undeveloped land between the two settlements</p> <p><b>Green:</b> No coalescence issues.</p>

Criteria	Assessment	WBC's Comments
	<p><b>Green:</b> No coalescence issues.</p>	
<p>9. Impacts on community green spaces</p>	<p>Consideration of impacts or loss of community spaces, including the common.  <b>Red:</b> Development of the Common or other community spaces  <b>Amber:</b> Outside of the common or other community spaces, but potential impact on their setting, amenity or accessibility.  <b>Green:</b> No impacts.</p>	<p>It is recommended that the RAG rating criteria is updated to reflect community green spaces to provide consistency with the heading 'Impacts on community green spaces'.</p>
<p>10. Deliverability</p>	<p>Availability for development. Viability.  <b>Red:</b> site owner does not intend to develop or sell the site.  <b>Amber:</b> Could be available, but constraints to overcome or questions over viability.  <b>Green:</b> Site viable and owner intends to develop the site, or sell for development.</p>	<p>It is unclear how sites which already have housebuilder involvement will be assessed (this includes sites where a housebuilder does not own them but has entered into a legal agreement with the site owner).</p>

Criteria	Assessment	WBC's Comments
11. Other Considerations		<p>As there is a RAG rating for each criteria, it might be worth setting out how the overall site assessment would look i.e. how many red scores would exclude a site and whether there is any weighting?</p> <p>The Note at the end of the assessment criteria sets out that brownfield sites remote from the existing settlement could be considered for other uses. It might be worth clarifying what other uses the assessment criteria would apply to, and which of the criteria they would be assessed against e.g. it could be set out that criteria 4 and 5 would apply to residential development.</p> <p>It might be worth considering adding some extra site assessment criteria including:</p> <ul style="list-style-type: none"> <li>• Contamination, site topography and noise</li> <li>• The impact of development on neighbouring residential amenity.</li> <li>• Whether development of the site would affect Best and Most Versatile Agricultural Land?</li> <li>• Will development of the site have an impact on Public Rights of Way running through the site?</li> <li>• It might also be worth adding an extra criteria around a site's planning history to assess achievability.</li> </ul>

# **MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022**

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## **INTRODUCTION**

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

### **How to use model standing orders**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### **Drafting notes**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## **1. RULES OF DEBATE AT MEETINGS**

- a. Motions on the agenda shall be considered in the order that they appear unless

the order is changed at the discretion of the chair of the meeting.

- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h. A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;

- iv. to give a personal explanation; or
- v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q. A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c. If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

- i. A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- r. **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
- 

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t. The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of 2 hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and



xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council**

**resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to**

and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d. If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 5 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;

- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- |   |  |
|---|--|
| ● | e. <b>If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.</b> |
| ● |  |
| ● |  |
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a. All councillors and non-councillors with voting rights shall observe the Local Government Association Model Councillor Code of Conduct 2020 ('the code of conduct') adopted by the Council.
- b. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the**

**Council's area; or**

- iii. **it is otherwise appropriate to grant a dispensation.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**



## 15. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic

form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and

- expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with**

**an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council’s policy regarding absences from work, the Council’s most senior member of staff shall notify the chair of the HR committee or, if he/ she/they is not available, the vice-chair (if there is one) of the HR committee of

absence occasioned by illness or other reason and that person shall report such absence to the HR committee at its next meeting.

- c. The chair of the HR committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer and RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the HR committee or in his/her/their absence, the vice-chair of the HR committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Proper Officer and RFO relates to the chair or vice-chair of HR committee, this shall be communicated to another member of the HR committee, which shall be reported back and progressed by resolution of the HR committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2
- c. councillors to be given to the Proper Officer in accordance with standing order 9.
- d. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- e. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

July 2024

<b>Payments made in May</b>		
Olema Engineering	Office rent	180.00
Celeste Lawrence	Postage	6.54
Tidey & Webb	Gratton Chase works	15276.00
Zurich Town & Parish	Annual insurance	2571.00
Sage Global Services	Payroll	9.60
April Skies Accounting	Internal audit	175.10
Staff Costs	Staff costs	1322.71
Livesey Aviation Consultants	Locum clerk	87.50
RJ Walker	Commons clearing	510.00
Waverley Borough Council	May 23 election costs	2474.79
		<b>22613.24</b>
<b>Income</b>		
HMRC	VAT	<b>2136.51</b>
<b>Invoices to approve for June</b>		
RJ Walker	Strimming	975.00
Joe Court	Tree safety works	9962.40
Waverley Borough Council	07/10/2021 Dunsfold By-Election cost recharge	3,047.00
Netwise	Annual hosting	600.00
BT	Telephone & broadband	204.60
Celeste Lawrence	Ink	42.95