



C25-064 DECLARATIONS OF INTEREST

(a) To hear requests for dispensations in relation to the proposed Taylor Wimpey development

Standing Orders provide a robust framework for managing interests and dispensations, enabling the Council to function effectively even in situations where several councillors' interests coincide. The process, record-keeping, and transparency around dispensations must continue to be upheld to maintain confidence in council decision-making.

Section 13 of the Parish Council's Standing Orders sets out the process for Councillors to request, and the Proper Officer (or Council) to grant, dispensations where disclosable pecuniary interests or other relevant interests would otherwise preclude participation in council business. A dispensation allows a Councillor to remain, speak, and/or vote on a matter where they have such interests, provided certain criteria are met.

Dispensation Process

- Requests for dispensation must be made in writing to the Proper Officer (Parish Clerk), ideally before the meeting or, if necessary, at its start.
- The request must detail the nature of the interest, the business affected, the type of participation sought (discussion, vote, or both), the date or period required, and the reason for the dispensation.

Dispensations may be granted if, after considering all relevant circumstances:

1. Without the dispensation, so many are prohibited from participating that council business would be impeded or inoperative.
2. Granting the dispensation is in the interests of people living in the Council area.
3. It is otherwise appropriate to grant the dispensation (e.g., public interest, maintaining representative function).

When the Proper Officer also has a pecuniary interest in the matter for which dispensations are being requested—even though the Clerk is not a decision maker—the process should shift so that full council determines the dispensation requests rather than the Clerk. This approach avoids any perception that the Clerk's personal interest might influence the decision and protects the Council's integrity and public confidence.

The Proper Officer has received six written requests for dispensation in relation to the anticipated major Taylor Wimpey planning application.

Each request has been assessed in accordance with Standing Order 13 and recorded for transparency and accountability. For each dispensation granted, the following have been documented:

- Councillor's name and nature of the interest
- Meeting date and agenda item
- Type of permission given (remain, speak, vote)
- Duration/period of dispensation
- Reasoning in line with Section 13 criteria

Councillors granted a dispensation are required to declare it at the start of the relevant meeting and before participation.

Recommendations from the Clerk

The Clerk has sought advice from the Monitoring Officer at Guildford Borough Council and is satisfied that 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; and that granting the dispensation is in the interests of persons living in the council's area

Matters for consideration:

1. Do the Council wish to grant dispensation to the following Councillors to remain in the meeting, to speak on the matter and to vote on the matter:

| | Dispensation Sought | Date received | Reasoning |
|-------------------|---------------------|---------------|--|
| Paul Chillman | Y | 08/08/2025 | Our property is in close proximity to the proposed development site and therefore I potentially have a pecuniary interest in these matters. |
| Pat Tugwell | Y | 12/08/2025 | In order that I may be able to participate in discussions and vote at any future meetings related to this proposed development. |
| Philippa Mitchell | Y | 04/08/2025 | The reason for the request is that I live within 1 mile of the proposed site. As a Councillor, I do not feel that I will be able to represent the community of Normandy if I am not able to comment, discuss or vote on issues regarding this development. |
| Bob Hutton | Y | 12/08/2025 | I am seeking the ability to participate and vote in discussions regarding this development in order to carry out my duties as a Parish Councillor. It could be conceived that I have a Pecuniary Interest in this matter as I live with 1 mile of the proposed development. Given the significant nature and size of the proposed development, I believe all residents of Normandy have a Pecuniary Interest to some degree. Without this dispensation I would be unable to discharge my duties. |
| Louise McCrow | Y | | My house is within 1 mile of the site. 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. |
| Isa Nagle-Taylor | Y | 08/08/2025 | I live within a mile of the location of the anticipated planning application. I requested a dispensation to remain a decision maker on the Planning Committee for the above planning application . |
| Jeremy Ward | N | na | na |
| Simon Schofield | N | na | na |

2. If yes, what time period of dispensation is granted?

- i. 4 years
- ii. Until the next election