

Amenities, Infrastructure & CIL committee Terms of Reference
Adopted September 2024 (amended February 2026)

Constitution

1. The committee is constituted as a Standing Committee of Haslemere Town Council under Sections 101 and 102 of the Local Government Act 1972.
2. The committee consists of councillors appointed at the Annual Meeting of the Town Council.
3. The committee meets every three months.
4. The Committee Chairman and Vice-Chairman to be elected annually by the committee before proceeding to any other business at the first meeting of the committee.
5. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Orders].
6. The Mayor is an ex officio member and entitled to vote.
7. A quorum of the committee is a minimum of three Councillors or third of all members, whichever is greater.
8. The Deputy Town Clerk or other officer as from time to time agreed by the Town Clerk shall be responsible for the day-to-day committee matters.

Objective

1. To improve the quality of life in Beacon Hill, Grayswood, Haslemere, and Hindhead by maintaining local amenities in an efficient and cost-effective manner.
2. To consider projects and bids for Neighbourhood CIL funding in accordance with the statutory regulations in force from time to time, the Town Council's Standing Orders and Financial Regulations, and make awards where the relevant criteria are met.

Financial authority

Amenities budget

Financial Regulations Clause 4.1 [adopted 2023] states that authority is required by:

- Full Council for all items over the agreed annual Amenities budget;
- The Amenities Committee for items over £1,500 and less than the agreed annual Amenities budget;
- The Clerk, in conjunction with the Mayor or Chairman of the committee for any item below £1,500; and

in all instances, there has been a budget check for the expenditure. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Committee Chairman. Where approval has been given by email, a copy of the email will suffice as the authorisation slip.

Neighbourhood CIL awards

- To review applications and put forward funding recommendations to Full Council where an application is in excess of £10,000, otherwise where approved, be able to award CIL funds up to a maximum of £10,000.

Terms of reference

To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the Committee's remit.

The Committee's remit extends to:

1. The provision and maintenance of public open spaces owned or managed by the Council to include:
 - Memorial Green
 - Lion Green
 - Town Meadow
 - St Christopher's Green
 - Clement Corner
 - Grovers Garden
 - SANG at Sturt Road
 - Junction Shepherds Hill/Lower St (Pocket Park)
 - Flower beds in front of Half Moon House
 - Area opposite old Police Station
 - Railway embankment Lower Street
 - Floral tubs High Street and Beacon Hill
 - Area around war memorial St Albans
 - Area around war memorial Grayswood
 - Woodcock Green & memorial garden
2. The provision and maintenance of the children's play area, including Health & Safety inspections at:
 - Lion Green
 - Town Meadow
3. Determining the required fees and/or deposits for the use of Council facilities. To include:
 - Lion Green
 - Council chamber
 - St Christopher's Green
 - Licence to Lion's Den
4. The provision, management and maintenance of allotment sites which includes recommending levels of fees & charges for the letting of plots.
 - Sturt Road
 - Clammer Hill
 - Collards Lane
5. The Chair and Clerk to consider individual requests to move allotment holders on a case by case basis if not already covered by the procedure document and is a one-off.
6. The provision, cleaning and maintenance of the public toilets at:
 - Haslemere High Street car park
 - Lion Green

7. To oversee tree inspections at all Council owned public open spaces and allotments on a biennial basis.
8. To undertake regular inspections of the War Memorials at:
 - Haslemere High Street
 - St Stephen's Church
 - Grayswood
 - St Alban's Church
9. To review the Town's Emergency Plan as required but at least every four years.
10. To liaise with other local authorities about the maintenance of road gulleys, footpaths etc.
11. To review with the Deputy Town Clerk the process of tendering every four years and recommending the awarding of contracts for approval by Full Council of:
 - cleaning of the public toilets
 - grounds maintenance
12. To monitor contract performance against the Contract Procedure Rules.
13. To consider ideas and Neighbourhood CIL applications from Council, the community, Waverley Borough Council and Surrey County Council, and other organisations, and make recommendations to Council on the allocating and spending of CIL money within 5 years of receipt;
14. To determine and from time-to-time review the method for evaluating and scoring to rate each Neighbourhood CIL application submitted;
15. To report annually to Council and Waverley Borough Council on CIL receipts and spending under Regulation 62A of the CIL Regulations 2010.

Process of evaluating applications

- Clerk receives application no later than 10 working days before the meeting;
- [Clerk] and [Chairman] validate application before sending it to committee members:-
 - Application must be completed in full;
 - The bidding organisation must have the legal right to carry out the proposal; and
 - The project must clearly fall within the definition of infrastructure supporting development.
- Where the application has not been validated, the Clerk is to return it to the Applicant with reasons
- Where the application has been validated, the Clerk is to forward it to committee members with a copy of the internal scoring matrix for them to complete prior to the meeting. This will assist with:-
 - Good and consistent decision making
 - Raising queries prior to the meeting

- Assisting with discussion at the meeting
- Justifying the making (or not) of the award

- At the meeting the committee to discuss and make recommendations, for example:-
 - Approval for full sum with possible ratification by Full Council, depending on the amount, with payment being made once a formal agreement letter has been signed and agreed by both parties
 - Funding has not been approved on the basis that other proposed schemes have been given greater priority
 - Funding has not been approved/or has been deferred on the basis that insufficient evidence has been provided to justify it at this time, and further information is required.

Review

These terms of reference are to be reviewed as required but at **least** every four years by the committee and any amendments to be approved by Full Council.