

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 19 OCTOBER 2017**

\* Councillor Reynolds – Chairman  
\* Councillor A Bott – Vice Chairman

0	Councillor P Martin	*	Councillor Gordon-Smith
0	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	0	Councillor T Martin
*	Councillor Hunter	*	Councillor S Bott
0	Councillor Noyce	*	Councillor Welland
*	Councillor Williams	*	Councillor Pinches
*	Councillor Bolton	0	Councillor Gray
*	Councillor Walden	*	Councillor Purkiss
0	Councillor Wainwright		

\* Present                      # Absent & no apology received                      0 Apology                      L Late

234. MINUTES

The Minutes of the Extraordinary meeting held on the 5 October 2017, having been previously circulated, were signed by the Chairman as a true record.

235. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

236. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

237. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Reynolds declared a non-pecuniary interest in Agenda Item 17 in relation to the Godalming Trust application on the grounds that he owns a business used by the applicant and stayed in the Chamber while that item was discussed.

Councillor Bolton declared a non-pecuniary interest in Agenda Item 17 in relation to the Churches Together in Godalming & District and the Godalming Trust applications on the grounds that the applicants are known to him and stayed in the Chamber while that item was discussed.

238. COMMITTEE WORK PROGRAMME

Members considered the work programme and noted its contents.

239. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 7 of September	£150,551.88
Receipts received since the 7 of September	£342,713.16
Balance held in Current Account	

Balance at 19 October 2017	£50,544.59
Balance held in the Business Deposit Account	
Balance at 19 October	£687,896.54

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chairman should sign the schedule of accounts paid.

240. PLANNING MATTERS

Members considered planning applications as required by SO 96, xxi.

Members noted the letter from Waverley Borough Council Planning Department regarding the Grade II listing of the Godalming War Memorial. Members also noted the Waverley Borough Council Historic Buildings Officer has been consulted regarding the installation of additional commemorative plaques and has stated that listed building consent is not required as he takes the view that the new tablets will not affect the special character of the memorial providing, of course, the work is undertaken in a 'craftsmanly manner'.

The Committee considered the applications listed on the attached schedule and commented on them as shown in the third column.

241. NEIGHBOURHOOD PLAN UPDATE

Members received an oral update from the Chairman of the Neighbourhood Plan Ad Hoc Advisory Committee on the progress so far (a copy of the Neighbourhood Plan schedule is attached for the information of Members). The Chairman to update the Neighbourhood Plan schedule to identify when the Neighbourhood Plan is formally handed to this Committee from the Neighbourhood Plan Ad Hoc Advisory Committee to complete the process.

242. BUDGET MONITORING REPORT

Members considered a budget monitoring report for the first six months of the current financial year 2017/18 and noted the current variance of £5,929 underspent. It was further noted that there was a projected variance for the year end of £474 overspend.

243. DEVOLVED SERVICES

Members received an update on the determination of the Heads of Terms, Tenancy at Will and cleaning service options for the provision of Public Toilets in Godalming & Farncombe. Members RESOLVED to agree the Heads of Terms and instruct solicitors to proceed with the transfer.

244. COMMUNITY CENTRE MONITORING

Members received the Year to Date income and usage figures for the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Pepperpot, noting that all three centres are performing better than budget for the first half of the year.

245. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received an oral update on the project from the Facilities Manager.

246. REPORT FROM THE COMMUNICATIONS WORKING GROUP

Members received an update report from the Chairman of the Communications Working Group on the work covered to date and agreed that “supporting our community” should be used widely in GTC communications and printed material.

247. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE HOLLOWAY HILL SPORTS ASSOCIATION

Members noted a report from Councillor T Martin on the Holloway Hill Sports Association an organisation on which Councillor T Martin represents the Town Council.

248. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GO GODALMING ASSOCIATION

Members noted a report from Councillor Gordon-Smith on the Go Godalming Association an organisation on which Councillor Gordon-Smith represents the Town Council.

249. GRANT AID WORKING GROUP

Members resolved to establish a Grant Aid Working Group with the following membership:

- Councillor Reynolds
- Councillor Bolton
- Councillor S Bott
- Councillor Cosser
- Town Clerk

Members agreed the Terms of Reference as follows:

- To review adequacy of existing process;
- To consider grant awarding processes operated by other Town and Parish Councils;
- To determine recommendations for a grant awarding process for Godalming Town Council by 4 April 2018.

250. APPLICATIONS FOR GRANT AID

Statements from Dawn Murphy, Home-Start in Waverley and Colin Swait, Godalming Trust, were heard at this point both in support of their respective grant applications.

Members considered the following applications for grant aid and dealt with them as indicated.

**Churches Together in Godalming & District**

£650 was granted to help fund entertainment, refreshments and publicity (including PA system) for Christmas Together in Godalming.

**Citizens Advice Waverley**

£28,000 was granted to assist with the provision of a locally available, high quality advice service for Godalming residents.

Members instructed the Town Clerk to contact all Town and Parish councils within Waverley to arrange a meeting to discuss the future funding of Citizens Advice Waverley.



**Home-Start in Waverley**

£500 was granted to assist with the costs of providing the Volunteers (approximately 20 in the Godalming area) with training on topics such as First Aid, Managing Children's Behaviour, Special Educational Needs and Mental Health which will in turn help them support families appropriately.

**Godalming Band**

£1,500 was granted to enable the purchase of new uniform jackets and ties for the senior band to replace existing which are now approximately 25 years old.

**Godalming Trust**

£1,200 was granted to assist with the preparation of the Heritage Open Days Programme, September 2017.

**Revitalise**

£750 was granted to provide three much needed respite holidays for disabled guests and their carers from Godalming at one of Revitalise's three holiday centres in 2018. A condition of this grant is that Revitalise provide evidence that the grant is used for Godalming residents.

**Go Godalming Association**

£73 was granted as grant aid in kind in the form of 4 hours and 3 hours' hire respectively of the Caudle Hall for Sport Godalming for its annual sports awards (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

251. FRIENDS OF BROADWATER PARK

Members noted the dissolution of the Friends of Broadwater Park and instructed the Town Clerk to send a letter acknowledging their work over the years.

252. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

- A press release on the transfer of public conveniences be made.

253. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 30 November 2017 at 7.00 pm in the Council Chamber.

254. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

255. UPDATE OF THE RESTRUCTURING PROCESS

Members received an oral update from the Chairman of the Staffing Committee on the restructuring process.

SCHEDULE OF PLANS SUBMITTED FOR  
COMMENTS OF GODALMING TOWN COUNCIL'S PLANNING & ENVIRONMENT COMMITTEE

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
1. WA/2017/1730	Erection of 14 dwellings with parking associated works and new access. 24 Brighton Road, Godalming M Hendy – Shanly Homes Ltd	No objection
2. WA/2017/1798	Erection of second and third floor extensions to an existing building to provide 7 flats and alterations to staircase area. Thornbrook House, Catteshall Lane, Godalming Y Stern – Thornbrook House Ltd	Object on the grounds of over development and out of keeping with the street scene.
3. WA/2017/1750 & WA/2017/1751	Erection of 6 dwellings and alterations to existing almshouses. Listed Building consent for internal and external alterations and general refurbishment of existing almshouses Wyatts Almshouses, Wyatts Close, Godalming. P Woolf & S Harris – Nationalcorp Ltd	No objection in principle, however, Members wished to draw attention to issues around the alterations proposed for the existing Chapel in regards to the Care of Churches & Ecclesiastical Jurisdiction Measure Act 1991.