

## **PARISH OF GODALMING**

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 17 NOVEMBER 2016 at 7.00pm.

DATED this 11<sup>th</sup> day of November 2016.

Louise P Goodfellow  
Clerk to the Town Council

### **A G E N D A**

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 15 September 2016.
2. TO RECEIVE apologies for absence.
3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. TO RECEIVE official announcements, letters, etc.
6. TO RECEIVE Chairmen's reports of the Committees as under:

#### **Audit Committee**

There were no recommendations to Full Council.

#### **Planning & Environment Committee**

There were no recommendations to Full Council.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

## **Policy & Management Committee**

The Policy & Management Committee recommended a revised publication scheme to Full Council for adoption (revised publication scheme attached for the information of Members).

The Policy & Management Committee agreed, in principle, to progress the proposal to transfer responsibility for Godalming Museum from Waverley Borough Council to Godalming Town Council and requested a further report to this Full Council meeting (see Agenda Item 10 below).

7. TO RECEIVE the minutes of the undermentioned Committees:

|                                  | Meetings Dated  |
|----------------------------------|---|
| Audit Committee                  | 6 October 2016  |
| Planning & Environment Committee | 22 September 2016<br>13 October 2016<br>3 November 2016 |
| Policy & Management Committee    | 13 October 2016   |

8. **GODALMING JOINT BURIAL COMMITTEE – REPORT**

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 10 November 2016.

9. **WILFRID NOYCE CENTRE IMPROVEMENT PROJECT – PHASE 2**

Members to consider a report from the Deputy Town Clerk and the Responsible Finance Officer – report attached for the information of Members.

10. **GODALMING MUSEUM – TRANSFER OF RESPONSIBILITY**

Further to the deliberations of the Policy & Management Committee referred to above, Members to receive a report on the proposal to transfer responsibility for Godalming Museum from Waverley Borough Council to Godalming Town Council.

The report is contingent upon a condition survey of the museum building and at the time of writing, that report had not yet been received. Therefore, the report will be tabled at the meeting.

11. TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

12. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held on Thursday, 19 January 2017 at 7.00 pm in the Council Chamber.

12. **ANNOUNCEMENTS**

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COUNCIL MAY WISH 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 OR COMMERCIALY SENSITIVE MATTERS

13. CONFIDENTIAL INFORMATION RELATING TO AGENDA ITEM 9

This item allows for detailed consideration of the confidential annexe to Agenda Item 9 (Wilfrid Noyce Centre Improvement Project – Phase 2) should it prove necessary.

14. CONFIDENTIAL INFORMATION RELATING TO AGENDA ITEM 10

This item allows for detailed consideration of the confidential annexes to Agenda Item 10 (Godalming Museum – Transfer of Responsibility) should it prove necessary.

## Information available from Godalming Town Council under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost |
|---|--|------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) |  |      |
| Who's who on the Council and its Committees   | <a href="http://godalming-tc.gov.uk/committees/">http://godalming-tc.gov.uk/committees/</a><br>Hard copy apply to Town Clerk             | Free |
| Contact details for Town Clerk  | <a href="http://godalming-tc.gov.uk/contact/">http://godalming-tc.gov.uk/contact/</a><br>Hard copy apply to Town Clerk                   | Free |
| Contact details for Council members   | <a href="http://godalming-tc.gov.uk/town-councillors/">http://godalming-tc.gov.uk/town-councillors/</a><br>Hard copy apply to Town Clerk |      |
| Location of main Council office and accessibility details   | <a href="http://godalming-tc.gov.uk/contact/">http://godalming-tc.gov.uk/contact/</a><br>Hard copy apply to Town Clerk                   | Free |
| Staffing structure  | <a href="http://godalming-tc.gov.uk/staff/">http://godalming-tc.gov.uk/staff/</a><br>Hard copy apply to Town Clerk                       | Free |

| Information to be published   | How the information can be obtained  | Cost   |
|---|--|--|
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |  |  |
| Annual return form and report by auditor  | <a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a><br><br>Hard copy apply to Town Clerk             | Free<br><br>10p per page (paper or scanned) + actual postage |
| Finalised budget  | <a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a><br><br>Hard copy apply to Town Clerk             | Free<br><br>10p per page (paper or scanned) + actual postage |
| Precept   | <a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a><br><br>Hard copy apply to Town Clerk             | Free<br><br>10p per page (paper or scanned) + actual postage |
| Borrowing Approval letter   | Hard copy apply to Town Clerk  | 10p per page (paper or scanned) + actual postage             |
| Financial Standing Orders and Regulations   | <a href="http://godalming-tc.gov.uk/council-policies-procedures/">http://godalming-tc.gov.uk/council-policies-procedures/</a><br><br>Hard copy apply to Town Clerk | Free<br><br>10p per page (paper or scanned) + actual postage |
| Grants given and received   | <a href="http://godalming-tc.gov.uk/financial-information/">http://godalming-tc.gov.uk/financial-information/</a><br><br>Hard copy apply to Town Clerk             | Free<br><br>10p per page (paper or scanned) + actual postage |
| List of current contracts awarded and value of contract   | Hard copy apply to Town Clerk  | 10p per page (paper or scanned) + actual postage             |
| Members' allowances and expenses  | Hard copy apply to Town Clerk  | As above   |

| Information to be published  | How the information can be obtained  | Cost  |
|--|--|---|
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |  |   |
| Healthcheck Action Plan  | Hard copy apply to Town Clerk  | 10p per page (paper or scanned)<br>+ actual postage             |
| Annual Report to Town Meeting (current and previous year as a minimum)   | <a href="http://godalming-tc.gov.uk/annual-reports/">http://godalming-tc.gov.uk/annual-reports/</a><br><br>Hard copy apply to Town Clerk           | Free<br><br>10p per page (paper or scanned)<br>+ actual postage |
| Audit Committee Agendas  | <a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a><br><br>Hard copy apply to Town Clerk | Free<br><br>10p per page (paper or scanned)<br>+ actual postage |
| Local charters drawn up in accordance with DCLG guidelines   | N/A  |   |

| Information to be published  | How the information can be obtained  | Cost  |
|--|--|---|
| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> |  |   |
| <p>Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)</p>   | <p><a href="http://godalming-tc.gov.uk/events/category/council-meetings/">http://godalming-tc.gov.uk/events/category/council-meetings/</a><br/>Hard copy apply to Town Clerk</p> | <p>Free</p> <p>Free</p>   |
| <p>Agendas of meetings (as above)</p>  | <p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a><br/>Hard copy apply to Town Clerk</p>                           | <p>Free</p> <p>10p per page (paper or scanned)<br/>+ actual postage</p> |
| <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>                                | <p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a><br/>Hard copy apply to Town Clerk</p>                           | <p>Free</p> <p>10p per page (paper or scanned)<br/>+ actual postage</p> |
| <p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>                         | <p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a><br/>Hard copy apply to Town Clerk</p>                           | <p>Free</p> <p>10p per page (paper or scanned)<br/>+ actual postage</p> |
| <p>Responses to consultation papers</p>  | <p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a><br/>Hard copy apply to Town Clerk</p>                           | <p>Free</p> <p>10p per page (paper or scanned)<br/>+ actual postage</p> |
| <p>Responses to planning applications</p>  | <p><a href="http://godalming-tc.gov.uk/agendas-and-minutes/">http://godalming-tc.gov.uk/agendas-and-minutes/</a><br/>Hard copy apply to Town Clerk</p>                           | <p>As above + actual postage</p>  |
| <p>Bye-laws</p>  | <p>N/A</p>   |   |

| Information to be published  | How the information can be obtained  | Cost  |
|--|--|---|
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)  |  |   |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | <a href="http://godalming-tc.gov.uk/council-policies-procedures/">http://godalming-tc.gov.uk/council-policies-procedures/</a><br><br>Hard copy apply to Town Clerk | Free<br><br>10p per page (paper or scanned)<br>+ actual postage |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | <a href="http://godalming-tc.gov.uk/council-policies-procedures/">http://godalming-tc.gov.uk/council-policies-procedures/</a><br><br>Hard copy apply to Town Clerk | Free<br><br>10p per page (paper or scanned)<br>+ actual postage |
| Information security policy  | Hard copy apply to Town Clerk  | 10p per page (paper or scanned)<br>+ actual postage             |
| Records management policies (records retention, destruction and archive)   | Hard copy apply to Town Clerk  | 10p per page (paper or scanned)<br>+ actual postage             |
| Data protection policies   | Hard copy apply to Town Clerk  | 10p per page (paper or scanned)<br>+ actual postage             |
| Schedule of charges (for the publication of information)   | Hard copy apply to Town Clerk  | As above  |



| Information to be published  | How the information can be obtained  | Cost   |
|--|--|--|
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only  |  |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               |  |  |
| Assets Register  | Available for inspection only  |  |
| Burials Register   | Available for inspection only  |  |
| Register of Purchased Graves   | Available for inspection only  |  |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | N/A  |  |
| Register of members' interests   | <a href="http://godalming-tc.gov.uk/town-councillors">http://godalming-tc.gov.uk/town-councillors</a><br>Hard copy apply to Town Clerk                         | 10p per page (paper or scanned) + actual postage             |
| Register of gifts and hospitality  | Hard copy apply to Town Clerk  | 10p per page (paper or scanned) + actual postage             |
| List by Surname of burials to 2013   | <a href="http://www.godalming-jbc.gov.uk/Ancestry/burial-records">http://www.godalming-jbc.gov.uk/Ancestry/burial-records</a><br>Hard copy apply to Town Clerk | Free<br><br>10p per page (paper or scanned) + actual postage |

| Information to be published  | How the information can be obtained   | Cost  |
|--|---|---|
| <p><b>Class 7 – The services we offer</b><br/>           (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br/> <b>Current information only</b></p> |   |   |
| Allotments   | <p><a href="http://godalming-tc.gov.uk/allotments/">http://godalming-tc.gov.uk/allotments/</a><br/><br/>           Hard copy apply to Town Clerk</p>  | <p>Free<br/><br/>           10p per page (paper or scanned)<br/>           + actual postage</p> |
| Burial grounds (on behalf of Godalming Joint Burial Committee)   | <p><a href="http://godalming-tc.gov.uk/cemeteries/">http://godalming-tc.gov.uk/cemeteries/</a><br/><br/> <a href="http://www.godalming-jbc.gov.uk/">http://www.godalming-jbc.gov.uk/</a><br/>           Hard copy apply to Town Clerk</p> | <p>Free<br/><br/>           10p per page (paper or scanned)<br/>           + actual postage</p> |
| Community centres and village halls  | <p><a href="http://godalming-tc.gov.uk/community-centres/">http://godalming-tc.gov.uk/community-centres/</a><br/>           Hard copy apply to Town Clerk</p>   | As above  |
| <del>Parks, playing fields and recreational facilities</del>   |   |   |
| Seating, litter bins, clocks, memorials and lighting   | Hard copy apply to Town Clerk   | <p>10p per page (paper or scanned)<br/>           + actual postage</p>                          |
| Bus shelters   | Hard copy apply to Town Clerk   | As above  |
| Markets  | Hard copy apply to Town Clerk   | As above  |
| <del>Public conveniences</del>   |   |   |
| <del>Agency agreements</del>   |   |   |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | <p><a href="http://www.godalming-jbc.gov.uk/fees-charges">http://www.godalming-jbc.gov.uk/fees-charges</a><br/><br/>           Hard copy apply to Town Clerk</p>  | <p>Free<br/><br/>           10p per page (paper or scanned)<br/>           + actual postage</p> |

## Contact details:

**Town Clerk  
Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HR**

[townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b>                                      |
|--------------------------|---|---|
| <b>Disbursement cost</b> | Photocopying or scanning @<br>10p per sheet (black & white) | Actual cost *   |
|                          |   |   |
|                          | Postage   | Actual cost of Royal Mail<br>standard 2 <sup>nd</sup> class |
|                          |   |   |

\* the actual cost incurred by the Town Council

9. WILFRID NOYCE CENTRE IMPROVEMENT PROJECT – PHASE 2

**Background**

This Council agreed at its meeting on 30 April 2015 to proceed with the refurbishment and extension of the Wilfrid Noyce Centre (WNC) (Minute 468-14 refers). However, Members will be aware that at that time the gap between the tenders received and the initial estimates meant that an exercise was undertaken to reduce the cost of the project so that it could be contained within the available funds. The outcome of this process resulted in the removal of the third hall extension and an additional store room from the original project specification. Members indicated that the scheme should be developed in two phases, with phase 1 to be constructed over the summer/autumn of 2015 and for phase two to be considered at a future date.

Phase 1 of the Wilfrid Noyce Centre project culminated with the official re-opening of the centre on the 12 March 2016. Since that time the centre has proved to be an outstandingly successful community asset, which at the time of writing, hosts 33 regular activity sessions each week as well as an average of 4.3 casual bookings per week during term time (mainly weekend bookings).

Likewise Broadwater Park Community Centre (BWPC) has also experienced an increase in use to the extent that it now hosts 29 regular activity sessions each week with an average of 2.6 term time casual bookings per week.

Therefore, combined GTC community centres provide for over 60 sessions of regular activities per week and 7, predominantly weekend, casual lettings. The last monitoring report for the two community centres showed that between April & July 2016, 38 potential bookings of a hall at the WNC or BWPC were unable to be fulfilled due to lack of capacity, since July a further 53 bookings for the Wilfrid Noyce (of which 6 were for regular weekly usage) and 47 for Broadwater Park have had to be turned down due to non-availability. Members may be aware of the possible closure of another community space within the town, which is likely to further increase the demand for space within existing facilities.

In order to prepare this report, and in consultation with the Chairman of the Policy & Management Committee, the Town Clerk exercised her delegated authority to instruct the Town Council's surveyors to undertake Stage 1 design consultancy services at a cost of £2,000. That is to say the surveyors were asked to revisit the original scheme for refurbishment and design Phase 2 of the scheme and produce that and a budget schedule for client approval. Members are asked to note this use of delegated authority.

**Phase 2**

In consultation with officers, the surveyors updated and amended the original plans for Hall 3 and additional storeroom in light of the actual works completed as part of the WNC phase 1 build. The amended plans will be tabled for Members' information. The amended plans provide for the provision of a 50m<sup>2</sup> self-contained hall with facilities for the making of light refreshments and toilet facilities. This will allow the space to be used independently from both the Caudle Hall and the Wyatt Room, whilst being adaptable to be able to provide dressing room space or breakout meeting space for use ancillary to the Caudle Hall.

Part of the proposed location of the third hall is currently used as storage space (for WNC equipment and for NHS equipment since physiotherapy is conducted three afternoons per week at the centre). Therefore, it should be noted that if Members approve Phase 2 of the WNC project, it will be necessary to undertake the works in two stages, the first being the building of the additional store, followed by the building of the third hall. This requirement is

to both allow for the continuous use of the Caudle Hall by the NHS and also for access issues for the building of the new store. The proposed position of the new store means that specialist treatment of the site will be required to ensure the proper disposal of contaminated soil during the groundwork stage of the construction (see attached report from Environet UK Ltd).

Costs associated for soil treatment have been allowed for within the budget report which is attached as a confidential annex, for the information of Members. Please note that the attached confidential report refers to Hall 2 and store extension 6, these terms relate to the descriptions on the original planning documentation.

The attached confidential budget report indicates the cost of Phase 2 of the WNC project. The sum includes fees, contractors' preliminaries etc. and statutory charges. Within the statutory charges is an allowance for planning fees. The WNC project does have planning permission for the whole project i.e. both Phases 1 & 2 but amendments are proposed to the Phase 2 works and therefore either an application for a non-material amendment or a full revised planning application may be required.

### **Funding**

In order to fund Phase 2 of the WNC, Godalming Town Council would need to borrow £300,000 from the Public Works Loan Board (PWLB); it is assumed that this would be the same type of loan as that taken to fund Phase 1 i.e. an annuity loan from the PWLB over a 29.5 year period. An additional £20,000 would need to be drawn from reserves.

The cost of borrowing from the PWLB would, at current rates<sup>1</sup>, cost £14,866 per annum. The additional running costs of a third hall are prudently estimated at £5,000 for a full year.

Attached to this report is a series of scenarios setting out the likely additional income that can be generated by the letting of the third hall. The scenario that delivers the best income would require the GU7 postcode hourly charge for the third hall to be £12 (which is £1 more than that for the Wyatt Room but £1 less than that for the Caudle Hall) and assumes that the third hall is in use for 30 hours a week in term time. Importantly it would be necessary to adjust all the hire charges for the WNC so that the "whole centre" hourly rate increased to include the third hall and the current "whole centre" rate applied only to the hire of the Wyatt Room and Caudle Hall jointly, also introducing another rate for the joint hire of the Caudle Hall and the third hall. A draft revised schedule of charges for the WNC from 1 April 2017 is attached for the information of Members.

These figures are shown in the table below and demonstrate that initial estimates are that the net annual cost to the revenue account is likely to be £3,400 in 2017/18 and £6,800 in 2018/19. It is hoped that actual expenditure would be lower and income higher – but the figures as stated are the prudent position.

|                              | 2017/18<br>(half year) | 2018/19<br>(full year) |
|------------------------------|------------------------|------------------------|
|                              | £                      | £                      |
| Additional Running Costs     | 2,500                  | 5,000                  |
| Debt Charges                 | 7,400                  | 14,800                 |
| Total Additional Expenditure | 9,900                  | 19,800                 |
| Additional Income            | 6,500                  | 13,000                 |
| Net Cost to Revenue A/c      | 3,400                  | 6,800                  |

<sup>1</sup> Note that at the time of writing (9 & 10 November 2016) the cost of borrowing was higher than officers were anticipating; it is assumed that this is a result of market uncertainty and officers will monitor the situation and report further orally at the meeting.

Members have already identified that charges and therefore income for the WNC will rise over time while the largest part of expenditure (the debt charges) will remain constant over the period of the loan.

### **Applying to the Public Works Loan Board**

In order to apply for the required borrowing the decision to borrow must be taken by the Full Council (the date of the decision is required on the application form); thereafter the process is as follows:

1. Application for borrowing approval should be made by the Responsible Finance Officer on Form LC1;
2. When the form is completed and signed, the original application should be sent to the Surrey Association of Local Councils (SALC) which will check details and forward it to the Department for Communities and Local Government (DCLG) for Secretary of State approval;
3. If the application is agreed, DCLG will send the council a borrowing approval letter (including a reference number to be noted on the PWLB application form); and
4. The application form, along with a blank cancelled cheque (to verify bank account details), then to be sent to the Public Work Loans Board.

### **Consultation**

There are two aspects to consultation. The Council should demonstrate that it has consulted residents upon the need for the project and further that it has informed/consulted them about the fact that the project is to be funded by borrowing.

Godalming Town Council consulted extensively prior to committing to the WNC improvement project. From that consultation the WNC working group established the community need and established an appropriate project specification to provide a community centre to meet those needs. As Members are aware the WNC working group originally established the need for a centre which had three distinct and independently useable spaces, which could also be combined for larger requirements. The original rationale and requirement as set out in the WNC working group report dated 25 March 2014 and accepted by Full Council on (26 June 2014 Minute 90-14 refers) remains valid and is further supported by the evidence presented in this report relating to lack of existing capacity.

If Members approve a resolution to borrow up to £300,000 from the Public Works Loan Board, that decision should, in addition to being recorded within the formal minutes and published on the Town Council's website, be conveyed to the public via a press release to suitable local publications.

### **Timeframe for Phase 2 of the WNC Improvement Project**

If Members are minded to build a third hall and additional store at the WNC and thus provide extra capacity within for community benefit, then it is reasonable to proceed as soon as possible. There are a number of steps required to move Phase 2 of the WNC project forward.

- a. Full Council to agree that it wishes to implement Phase 2 of the WNC Improvement Project
- b. Full Council to pass a resolution to apply for the required borrowing
- c. RFO to apply for borrowing approval
- d. Ensure landlord consent for amended plans
- e. Conduct exploratory investigation to determine soil contamination levels
- f. Appoint design consultants (surveyors) to undertake stage 2–5 Design Consultancy Services, which includes:
  - o Detailed Scheme Design

- Apply for planning variation (if required)
  - Prepare Schedule of Works & Tender Documents
  - Tender Process
- g. Acceptance of Tender
- h. Appoint CDM 2015 principle designer

Subject to Members' agreement steps a. and b. may be taken immediately. Steps c, d, e and f to h may be taken concurrently. However, the risk to the Council of proceeding with step f before step c is complete would be costs estimated in the region of £16,170 which will need to be funded even if borrowing approval were refused and the project did not proceed. These costs can be contained within the £20,000 which is to be funded from reserves.

### **Recommendations**

1. Members approve the implementation of Phase 2 of the Wilfrid Noyce Centre Refurbishment Project as detailed in the attached reports and tabled plans;
2. Members resolve that the Town Clerk acting as Responsible Finance Officer should make application to the Department for Communities & Local Government (DCLG) via the Surrey Association of Local Councils for approval to borrow up to £300,000 (over a 29.5 year period based on an annuity loan from the Public Works Loan Board) in order to complete Phase 2 of the Wilfrid Noyce Centre Improvement Project;
3. Members to agree that £20,000 should be earmarked in reserves for this project (the detail of the movements between reserves to create the earmarked reserve to be considered alongside the revised estimates for 2016/17 and the budget for 2017/18);
4. Members to agree the appointment of Drake & Kannemeyer LLP to undertake stage 2-5 Design Consultancy Services for Phase 2 of the Wilfrid Noyce Improvement Project and CDM 2015 principle designers.
5. Members resolve that this council would wish stage 2-5 Design Consultancy Services be conducted as soon as is reasonably practicable in order for the acceptance of tender recommendation report to be put to the Policy & Management Committee on 23 February 2017.
6. Instruct for exploratory investigation to determine soil contamination levels at a cost of £1,450

# Environet

Japanese knotweed removal

Environet UK Ltd  
Clockbarn, Tannery Lane  
Send, Woking GU23 7EF  
Tel 01932 868700

[sales@environetuk.com](mailto:sales@environetuk.com)  
[www.environetuk.com](http://www.environetuk.com)

Registered in England & Wales No 3204145  
Tallford House, 38 Walliscote Rd,  
Weston super Mare BS23 1LP

## Japanese Knotweed Treatment/Removal Proposal

### Site Address

Wilfred Noyce Community Centre, Godalming GU7 1DY

### General Details

Ref: 9245  
Prepared for: Oliver Kannemeyer  
Representing: Drake & Kannemeyer LLP on behalf of Godalming Town Council  
Contact Tel: 01483 425744  
Contact email: o.kannemeyer@dkgroup.co.uk  
Prepared by: Nicolas Seal Cenv, MIEMA, BSc  
Proposal Date: 13<sup>th</sup> October 2016

### Introduction

Thank you for your recent enquiry regarding Japanese knotweed. Although this plant is described by the Environment Agency as "*indisputably the UK's most aggressive and destructive plant*" rest assured we



understand its' physiology and know how to deal with it. Not surprising since we've been in business since 1996 and Japanese knotweed is all we do!

The problems experienced with Japanese knotweed on commercial and development sites are well documented (*"Managing Japanese Knotweed on Development Sites – The knotweed code of practice"* published by the Environment Agency 2013). Where knotweed is tackled correctly you can avoid the problems usually encountered, which can be summarised as:

- delays to development/construction works, and associated increased cost
- spread of knotweed (encroachment) onto adjoining land resulting in risk of neighbour dispute and ultimately legal action under private nuisance
- criminal sanctions under the Wildlife & Countryside Act 1981, by permitting the spread of Japanese knotweed into the wild, or under the Environmental Protection Act 1990 Part 2 "duty of care" relating to controlled waste
- problems with land sale or purchase due to nil or low valuations for lending purposes
- risk of damage to existing or future buildings, hard surfaces, drains etc.

We understand how to resolve these issues, having gained a wealth of experience in this specialist field since the business was incorporated in 1996. We continue to invest in research and development to improve our techniques and success rates.

Our clients benefit from:

- our own patented equipment (Xtract™) that we developed specifically for separating and removing knotweed rhizome from soil, giving our clients huge economic and environmental benefits when compared to alternatives such as the old "dig & dump" method, and
- the backing of our insurers at Lloyd's, meaning that our guarantees are underwritten by an "A" rated insurer, a rare find in the knotweed industry!



We understand there are plans to build an extension within an area known to be affected by Japanese knotweed.

## Site Conditions

A site survey was carried out by Nicolas Seal on 12<sup>th</sup> October 2016 in the presence of Oliver Kannemeyer and Andy Jeffery. The survey was a visual walkover and did not include any physical investigations.

The site comprises an existing community centre with an area to the south of the building being affected by knotweed. We understand the knotweed has been present for many years, and has undergone herbicide treatment for many years. This has not completely killed the knotweed, as evidenced by new shoots.

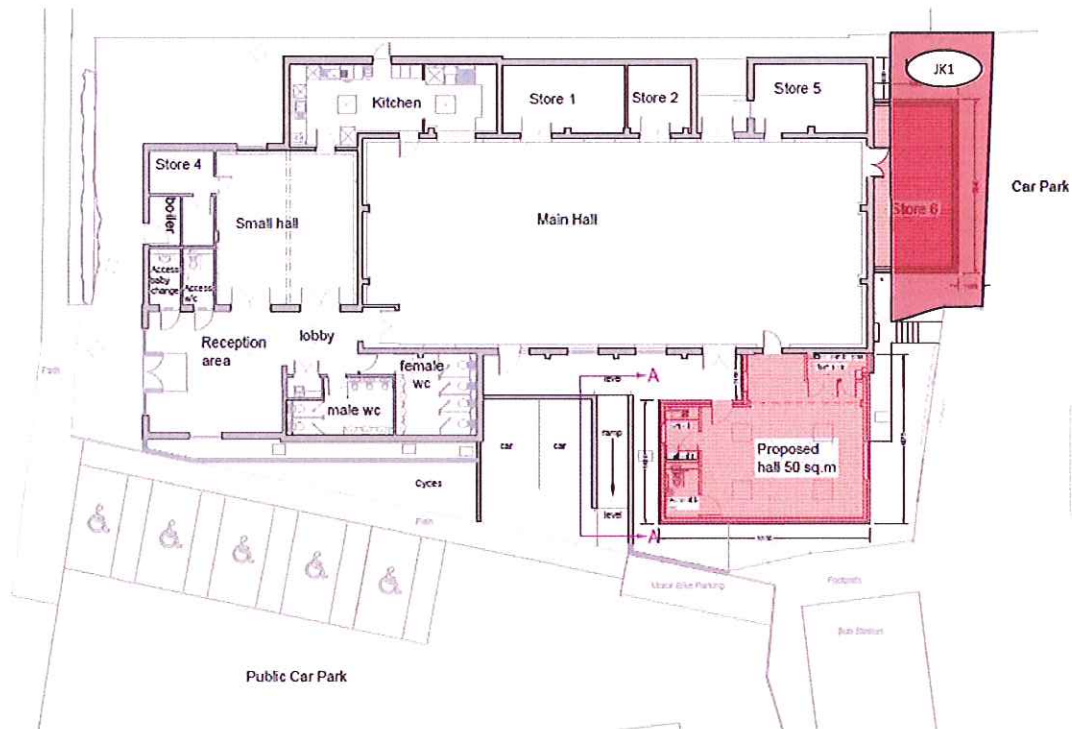
A mature crown of knotweed is visible on the neighbours property very close to the boundary.

Knotweed is present on the site in one location as per table 1 below.

Table 1 – Schedule of Infestations, defining the extent of visible knotweed

| Ref | Visible Length (m) | Visible Breadth (m) | Visible Area (m <sup>2</sup> ) | Relevant comments             |
|-----|--------------------|---------------------|--------------------------------|-------------------------------|
| JK1 | 4                  | 13                  | 52                             | Previously herbicide treated. |
|     | <b>Total</b>       |                     | <b>52</b>                      |                               |

The plan below shows the approximate locations and extent of the visible knotweed.



Legend for Site Location Plan

|   |   |   |
|---|---|---|
|  |  | Visible extent of Japanese knotweed (as referenced in Schedule of Infestations) |
|---|---|---|

There are a multitude of site specific factors that can affect the treatment and removal options. Table 2 identifies those that have been given due consideration.

Table 2 – Site Specific Constraints

| Site Specific Constraint  |     | Comments (where applicable)       |
|---|-----|-----------------------------------|
| Any identified watercourse (controlled water) in close proximity of the knotweed?                             | No  |                                   |
| Is groundwater assumed to be deeper than 3m below ground level?   | Yes |                                   |
| Has the presence of rare or protected species/habitats been identified or reported to us?                     | No  |                                   |
| Is there a risk of knotweed encroachment across site boundaries now or in foreseeable future?                 | Yes |                                   |
| Is there any evidence of, or any reported previous ground disturbance within theoretical area of infestation; | No  | But yes for future building works |
| Is there any evidence of previous herbicide treatment to the knotweed, or has any been reported to us?        | Yes |                                   |

| Site Specific Constraint                                    |     | Comments (where applicable) |
|---|-----|-----------------------------|
| Is the knotweed in close proximity of buildings/structures? | Yes |                             |
| Is the soil type/conditions known?                          | No  |                             |
| Is the knotweed on sloped ground?                           | No  |                             |
| Are there any known underground obstructions?               | No  |                             |
| Is access available for the required machinery?             | Yes | Limited to approx. 2m width |

The extent of infested soil on site will depend on the lateral and vertical spread of the rhizome system. Maturity of the knotweed and the soil conditions will affect both the lateral and vertical spread, making an accurate assessment of volume very difficult.

We therefore recommend an intrusive investigation to determine depth and condition of rhizome. This will involve digging two trial pits using a small excavator. We could also dig adjacent to the adjoining building to determine footing depth in order to establish whether excavation of knotweed or for construction is likely to affect the adjoining property.

## Treatment/Removal Options

### In-situ herbicide

Herbicide treatment, whether applied by foliar spray or stem injection, is seldom suited to commercial or development sites, especially where the affected ground is likely to be disturbed. Whilst it may well be (initially) the “least expensive option”, achieving complete eradication is extremely difficult, and would usually take several seasons. Even after several years of herbicide treatment, it is impossible to verify with any degree of certainty that all rhizome has been killed, since temporary dormancy may have been induced.

Temporary dormancy is often broken by ground disturbance (typical on construction or landscaping projects), re-awakening the plant and causing it to grow again. This situation should be avoided at all costs on a commercial or development site as one risks spreading the rhizome, causing regrowth of the plant potentially across the entire site. This will make your “least expensive option” very expensive indeed.

Hence we recommend a physical removal method for any areas of a site that are likely to be disturbed, as is the case for this project.

### Physical Removal

#### Dig & Dump

Physical removal of Japanese knotweed by excavating all of the roots and affected soil and consigning to landfill is a recognised method for clearing land of knotweed. Haulage, disposal and landfill tax however makes this method extremely expensive. The Environment Agency Code of Practice refers to it as the method of “last resort” because it’s against EU and UK policy aimed at reducing waste to landfill.

*“It makes no financial or environmental sense to dig up and move vast quantities of knotweed infested soil to landfill”*

#### Xtract™

Environet has developed eco-innovative patented technologies that enable us to remove just the viable rhizome, thereby avoiding the need to consign vast quantities of affected soil to landfill, giving our clients

# Japanese Knotweed Proposal

9245-quote-13.10.16

considerable cost savings. See further information and a video at [www.environetuk.com/Japanese-Knotweed-Solutions/Removal-Methods/Xtract](http://www.environetuk.com/Japanese-Knotweed-Solutions/Removal-Methods/Xtract)



*"Xtract™, knotweed removal that takes just a matter of days, backed with 10 year insurance backed guarantees underwritten at Lloyd's for only 50% of the cost of alternatives such as dig & dump"*

The goal is to remove all viable knotweed rhizome to prevent future regrowth, and to eliminate the need to dispose of infested soil, to create a "ZERO WASTE" remediation process.

There are however occasions where site or soil conditions make this impractical or uneconomic in which case our aim is to reduce the amount of infested soil being consigned off site to landfill to the minimum.

This is achieved by:

- 1) expert supervision of the excavation to ensure ALL soil containing viable knotweed rhizome is excavated, whilst not excavating excessively more soil than is necessary
- 2) processing the excavated soil to separate and remove the viable rhizome from the soil, the soil being re-used on site.

We have different technologies for the excavation and processing depending upon the extent of affected soil and on site specific conditions such as access.

Excavation is carried out by 360° tracked excavators, ranging from micro-diggers for small sites with restricted access, through to 20 tonne excavators for larger commercial projects. We can overcome most access issues, although restricted access might constrain our technological options.

The soil processing, which we call Xtract™, is carried out using selected equipment to suit (excavator attachments, Xtract machines etc.) depending upon a variety of factors such as soil type, amount, location etc.

Our patented Xtract™ machines are ideal for small to large commercial projects, and some larger residential projects.

The separated rhizome is bagged up and taken off site in accordance with Environmental Protection Act 1990 requirements.

In the event infested soil cannot be processed it is either consigned to landfill or alternatives agreed with the client i.e. stockpile on site for subsequent herbicide treatment.

The processed material is backfilled in a location agreed on site, or can be left in stockpiles for future laydown. Processed soils are still classed as Controlled Waste according to the Environment Agency. Should the soil ever be removed from site it must therefore be transported and disposed of safely at a licensed landfill site in accordance with the Environmental Protection Act (Duty of Care) Regulations 1991.

Where it is evident that knotweed rhizome has extended into adjoining property a root barrier is generally recommended, installed as close to the boundary as possible prior to backfilling, to prevent future encroachment.

There are occasions where physical excavation/soil processing of infested soil is found not practical or possible, for example ground containing:

- underground obstructions, e.g. underground tanks
- soils with hazardous materials e.g. asbestos
- live underground services
- soils impacted by the water table or excessive surface run off

## Japanese Knotweed Proposal

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- tree root protection zones

In the event that areas of knotweed cannot be excavated or processed then an herbicide programme will be necessary unless other alternative methods are agreed with the client. Such alternative methods might include temporary stockpiling (to allow drying) or off-site disposal, both of which would be charged as an extra cost to be agreed with client.

Upon completion, and receipt of full payment, the insurance backed guarantee underwritten by a syndicate at Lloyd's is issued.

### Recommendations

In order to establish the depth and hence volume of infested soil we recommend carrying out an exploratory dig using a mini excavator. This will also help to ascertain soil type and suitability for screening. A trial pit could also be dug next to the adjoining building to determine whether the excavations are likely to be affected by the Party Wall Act. This work will involve having to remove part of the chain link fence to allow access for the excavator. The cost to carry out the exploratory dig is £1,450 + VAT

We recommend that the knotweed infested soils are excavated during the main contract works under our supervision. Depending upon the volume of material and suitability for screening a decision will need to be taken as to whether to consign all the infested material to landfill, or whether some can be reclaimed using the Xtract process. This will be known after the exploratory dig. We would anticipate worse case (based on 2m dig) a budget cost for the haulage and disposal, including landfill tax, to be in the region of £20,000 + VAT.

We recommend a vertical root barrier be installed along the southern boundary prior to backfilling to prevent future encroachment from the adjoining property.

# Japanese Knotweed Proposal

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## Costs

| Element   | £ (ex VAT)   |
|---|--------------|
| a) Mobilisation, all plant and labour to carry out intrusive investigation and report for the lump sum cost of £1450 + VAT  | £1,450       |
| b) Supervision for the excavation, haulage and disposal works based upon £650 + VAT per man day or part thereof. Allowance of 2 man days (to be re-measured):   | £1,300       |
| c) Optional extra to provide our standard 5 year insurance backed guarantee underwritten by a syndicate at Lloyd's for either alternative A or B, the lump sum cost of:   | £1,650       |
| d) Optional extra to extend the standard 5 year insurance backed guarantee as above to a total of 10 years:   | Upon request |
| e) Processing of infested soils on site to reduce volume consigned off-site to be determined following exploratory dig. (This will serve to reduce the cost of off-site disposal and import of clean fill)  | TBA          |
| <b>Miscellaneous</b>  |              |
| a) <b>Root Barriers</b>   |              |
| Provide and install up to 100m <sup>2</sup> of proprietary root barrier @ £950 + VAT per 100m <sup>2</sup> or part thereof, covered by the Environet standard 5 year insurance backed guarantee underwritten by a syndicate at Lloyd's against encroachment (excluding cost of trench): | £950         |
| b) <b>Additional Consultancy</b>  |              |
| Additional consultancy services not forming part of our original instructions are charged at £750 + VAT and disbursements.  |              |

Please note:

- Our [Standard Terms & Conditions](#) apply
- All figures shown exclude VAT, which will be added to your invoices at the prevailing rate
- No retention will be entertained as guarantees cannot be validated until full payment is received
- Payment Terms are strictly 30 days from date of invoice
- This quotation is open for acceptance for 60 days from the Proposal Date

## Acceptance

If you have any queries regarding the content of this proposal or require a quote for an alternative method please contact us on 01932 868700. We may be able to engineer a lower cost solution that still meets your needs.

To accept this quotation, please email your confirmatory instructions to [sales@environetuk.com](mailto:sales@environetuk.com) with the following information:

- a. Name of instructing party:
- b. Contact name, tel and email:

## Japanese Knotweed Proposal

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- c. Address of instructing party:
- d. Billing address (if different):
- e. Order value:
- f. Any other special instructions:

Please note the Company credit checks all new business customers prior to commencing performance of the Services. The results of the credit check shall determine the Company's payment terms with the Customer. Where standard payment terms are agreed, a non-refundable deposit of 25% of the Contract Price shall be invoiced upon issuance of the Company's written acceptance of the Customer's order. We reserve the right to delay commencement on site until in receipt of the deposit payment.

Where non-standard payment terms are deemed necessary owing to a less than satisfactory credit rating, we will contact you prior to invoicing to agree alternative terms.

We are used to rapid mobilisation and will use our best endeavours to fit in with your programme requirements subject to reasonable notice.

**GODALMING TOWN COUNCIL  
WILFRID NOYCE COMMUNITY CENTER  
REVENUE BUDGET 2017/18**

| Wilfrid Noyce Community Centre<br>Revenue Budget 2017/18 | APR<br>2017 | MAY<br>2017 | JUN<br>2017 | JUL<br>2017 | AUG<br>2017 | SEP<br>2017 | OCT<br>2017 | NOV<br>2017 | DEC<br>2017 | JAN<br>2018 | FEB<br>2018 | MAR<br>2018 | TOTAL       | Notes  |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|
| <i>Third Hall Option 1</i>                               | £ 891.00    | £ 1,188.00  | £ 1,188.00  | £ 891.00    | £ -         | £ 891.00    | £ 891.00    | £ 1,188.00  | £ 594.00    | £ 594.00    | £ 1,188.00  | £ 1,188.00  | £ 10,692.00 | 30hrs per week @ £11ph for 40 weeks less 10% regular user discount |
| <i>Third Hall Option 2</i>                               | £ 990.00    | £ 1,320.00  | £ 1,320.00  | £ 990.00    | £ -         | £ 990.00    | £ 990.00    | £ 1,320.00  | £ 660.00    | £ 660.00    | £ 1,320.00  | £ 1,320.00  | £ 11,880.00 | 30hrs per week @ £11ph for 40 weeks                                |
| <i>Third Hall Option 3</i>                               | £ 972.00    | £ 1,296.00  | £ 1,296.00  | £ 972.00    | £ -         | £ 972.00    | £ 972.00    | £ 1,296.00  | £ 648.00    | £ 648.00    | £ 1,296.00  | £ 1,296.00  | £ 11,664.00 | 30hrs per week @ £12ph for 40 weeks less 10% regular user discount |
| <i>Third Hall Option 4</i>                               | £ 1,080.00  | £ 1,440.00  | £ 1,440.00  | £ 1,080.00  | £ -         | £ 1,080.00  | £ 1,080.00  | £ 1,440.00  | £ 720.00    | £ 720.00    | £ 1,440.00  | £ 1,440.00  | £ 12,960.00 | 30hrs per week @ £12ph for 40 weeks                                |
| <i>Third Hall Option 5</i>                               | £ 742.50    | £ 990.00    | £ 990.00    | £ 742.50    | £ -         | £ 742.50    | £ 742.50    | £ 990.00    | £ 495.00    | £ 495.00    | £ 990.00    | £ 990.00    | £ 8,910.00  | 25hrs per week @ £11ph for 40 weeks less 10% regular user discount |
| <i>Third Hall Option 6</i>                               | £ 825.00    | £ 1,100.00  | £ 1,100.00  | £ 825.00    | £ -         | £ 825.00    | £ 825.00    | £ 1,100.00  | £ 550.00    | £ 550.00    | £ 1,100.00  | £ 1,100.00  | £ 9,900.00  | 25hrs per week @ £11ph for 40 weeks                                |
| <i>Third Hall Option 7</i>                               | £ 810.00    | £ 1,080.00  | £ 1,080.00  | £ 810.00    | £ -         | £ 810.00    | £ 810.00    | £ 1,080.00  | £ 540.00    | £ 540.00    | £ 1,080.00  | £ 1,080.00  | £ 9,720.00  | 25hrs per week @ £12ph for 40 weeks less 10% regular user discount |
| <i>Third Hall Option 8</i>                               | £ 900.00    | £ 1,200.00  | £ 1,200.00  | £ 900.00    | £ -         | £ 900.00    | £ 900.00    | £ 1,200.00  | £ 600.00    | £ 600.00    | £ 1,200.00  | £ 1,200.00  | £ 10,800.00 | 25hrs per week @ £12ph for 40 weeks                                |
| <i>Third Hall Option 9</i>                               | £ 594.00    | £ 792.00    | £ 792.00    | £ 594.00    | £ -         | £ 594.00    | £ 594.00    | £ 792.00    | £ 396.00    | £ 396.00    | £ 792.00    | £ 792.00    | £ 7,128.00  | 20hrs per week @ £11ph for 40 weeks less 10% regular user discount |
| <i>Third Hall Option 10</i>                              | £ 660.00    | £ 880.00    | £ 880.00    | £ 660.00    | £ -         | £ 660.00    | £ 660.00    | £ 880.00    | £ 440.00    | £ 440.00    | £ 880.00    | £ 880.00    | £ 7,920.00  | 20hrs per week @ £11ph for 40 weeks                                |
| <i>Third Hall Option 11</i>                              | £ 648.00    | £ 864.00    | £ 864.00    | £ 648.00    | £ -         | £ 648.00    | £ 648.00    | £ 864.00    | £ 432.00    | £ 432.00    | £ 864.00    | £ 864.00    | £ 7,776.00  | 20hrs per week @ £12ph for 40 weeks less 10% regular user discount |
| <i>Third Hall Option 12</i>                              | £ 720.00    | £ 960.00    | £ 960.00    | £ 720.00    | £ -         | £ 720.00    | £ 720.00    | £ 960.00    | £ 480.00    | £ 480.00    | £ 960.00    | £ 960.00    | £ 8,640.00  | 20hrs per week @ £12ph for 40 weeks                                |



## Draft Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2017

|  | Voluntary<br>Organisations<br>(Excluding Fri &<br>Sat Evenings) | GU7 Rate<br>(Casual Hire)<br>(Excluding Fri & Sat<br>Evenings) | Standard Rate                                 |
|--|---|--|---|
|  | £   | £  | £   |
| <b><u>WILFRID NOYCE CENTRE:</u></b>  |   |  |   |
| <b>WHOLE CENTRE</b><br>(including use of Kitchen for<br>catering facilities)               | 18 + (3.60 VAT)<br><b>(21.60 per hour)</b>                      | 32 + (6.40 VAT)<br><b>(38.40 per hour)</b>                     | 40 + (8.00 VAT)<br><b>(48.00 per hour)</b>    |
| <b>CAUDLE + WYATT*</b><br>(including use of Kitchen for<br>catering facilities)            | 11 + (2.20 VAT)<br><b>(13.20 per hour)</b>                      | 20 + (4.00 VAT)<br><b>(24.00 per hour)</b>                     | 30 + (6.00 VAT)<br><b>(36.00 per hour)</b>    |
| <b>CAUDLE + THIRD HALL</b><br>(including use of Kitchen for<br>catering facilities)        | 13 + (2.60 VAT)<br><b>(15.60 per hour)</b>                      | 22 + (4.40 VAT)<br><b>(26.40 per hour)</b>                     | 31.50 + (6.30 VAT)<br><b>(37.80 per hour)</b> |
| <b>CAUDLE HALL ONLY*</b><br>(including shared use of Kitchen<br>for tea/coffee facilities) | 8 + (1.60 VAT)<br><b>(9.60 per hour)</b>                        | 13 + (2.60 VAT)<br><b>(15.60 per hour)</b>                     | 18 + (3.60 VAT)<br><b>(21.60 per hour)</b>    |
| <b>WYATT ROOM ONLY*</b><br>(including shared use of Kitchen<br>for tea/coffee facilities)  | 6 + (1.20 VAT)<br><b>(7.20 per hour)</b>                        | 11 + (2.20 VAT)<br><b>(13.20 per hour)</b>                     | (14 + (2.80 VAT)<br><b>(16.80 per hour)</b>   |
| <b>THIRD HALL ONLY</b><br>(with kitchenette and separate<br>toilet facilities)             | 7 + (1.40 VAT)<br><b>(8.40 per hour)</b>                        | 12 + (2.40 VAT)<br><b>(14.40 per hour)</b>                     | 15 + (3.00 VAT)<br><b>(18.00 per hour)</b>    |

**VAT** is charged at the prevailing rate, currently 20%.

\* Charges already in place for 2016/17

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## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

| Agenda No. | Subject | Disclosable Pecuniary Interest | Non-Pecuniary Interest | Reason |
|------------|---------|--------------------------------|------------------------|--------|
|            |         |                                |                        |        |
|            |         |                                |                        |        |
|            |         |                                |                        |        |
|            |         |                                |                        |        |
|            |         |                                |                        |        |
|            |         |                                |                        |        |
|            |         |                                |                        |        |

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.