

GODALMING TOWN COUNCIL

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14 May 2021

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 20 MAY 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

Due to Covid guidance on limits of the number of people within the Council Chamber the public gallery will not be open for general access, however, residents may view proceedings via the Town Council's Facebook page or if wishing to speak, residents will be able to join the meeting via Zoom.

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page, alternatively please contact office@godalming-tc.gov.uk by 5.00pm on 20 May 2021 for alternative options.

Committee Members:

| | |
|----------------------|-----------------------|
| Councillor Adam | Councillor Ashworth |
| Councillor Boyle | Councillor Cosser |
| Councillor Crooks | Councillor Duce |
| Councillor Faraday | Councillor Follows |
| Councillor Hullah | Councillor Heagin |
| Councillor Neill | Councillor Martin |
| Councillor PS Rivers | Councillor PMA Rivers |
| Councillor Rosoman | Councillor Purvis |
| Councillor Stubbs | Councillor Welland |
| Councillor Williams | |

AGENDA

1. ELECTION OF CHAIR

To receive nominations for the Chair of the Committee and to elect said Chair.

2. ELECTION OF VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 22 April 2021, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

5. 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.

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

7. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

9. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

10. FARNCOMBE DAY CENTRE ANNUAL REPORT – ITEM FOR NOTE

As required by the Council's Service Level Agreement with the Farncombe Day Centre, Members to receive the centre's annual SLA report (attached for the information of Members).

11. MOTION ON NOTICE – ITEM FOR DECISION

Proposed by Councillor Ashworth, Seconded by Councillor Williams

The Motion: Godalming Town Council commits to acting as guarantor of food security however caused, within the Parish of Godalming for as long as necessary.

Chair of the Community Store Working Group (CSWG) Cllr Ashworth to present the Motion in support of the Godalming & Villages Community Store.

In presenting the Motion, the proposer would like to express thanks for the work of so many residents, businesses, organisations, councillors and staff who have worked so hard in trying to alleviate food insecurity in our community.

Whilst the final effects of the coronavirus pandemic upon our community remain unknown, it is clear that the last 12 months has exposed an underlying economic fragility in many communities, including those of Godalming and the surrounding villages. Whilst government interventions provided unprecedented levels of support, many within our community who felt the economic shockwaves of the pandemic were, nevertheless, made vulnerable to food insecurity. Indeed such vulnerability remains for many and as central support such as the furlough scheme is withdrawn the level of insecurity could increase.

The support provided to the community by the Godalming & Villages Community Store has been, and remains incredibly important for our community. Whilst the number of days-worth of food and product support can be quantified, currently in excess of 34,000 days, the unquantifiable benefits of higher self-esteem, improved well-being and reduced anxiety and stress should be considered as equally important.

The support of this Council to the alleviation of food insecurity due to the pandemic has been unwavering. From the initial inception of Trolley Tuesday to the realisation that additional support for the foodbank at St Marks was needed, Godalming Town Council has provided both practical and resource support. The obvious support has ranged from the use of the Wilfrid Noyce Centre, the weekly delivery and collection of the trolleys that have made Trolley Tuesday the success it is and the redeployment of GTC staff to support the day-to-day operation of the Community Store. The less obvious support has ranged from the promotion of the Community Store through the Council's website and social media channels. Over the previous 12 months there has been 11,364 visits to www.godalming-tc.gov.uk/community-store/. Additionally, GTC staff have made weekly trips to the wholesalers for items not easily gained through donated goods. GTC also provided financial management and insurance cover for the community volunteers who have been the backbone of the store.

The support shown for the Community Store by the wider community is an exemplar of how, in our community, neighbour has supported neighbour and provided a helping hand when needed. Without the support of the wider community through donations made either in the trolleys, community hub boxes or more lately in the collection points located at the main supermarkets, the Community Store could not have provided the level of help it has achieved. Thanks must also go to the many generous people who have supported the Community Store with monetary donations that have allowed the Store to provide a wider and more nutritionally balanced offering and also to the Rotary Club of Godalming Woolsack which has worked quietly in the background to manage the 'just giving page' and gift aid for the store.

As Members will be aware, Godalming Town Council pledged to support the Community Store for at least 2 months after the official end of the furlough scheme. At present this would likely be towards the end of November. However, Members will also be aware that neither the lifting of coronavirus restrictions nor the end of the furlough scheme will mean that all the issues and difficulties, which result in food insecurity and anxiety, will be eliminated.

It is for that reason that this Council resolved on 11 January 2021 to agree:

- a) Godalming Town Council's Community Store Working Group shall continue to engage with community groups and partner organisations to determine the level of support, if any, required of the Council to enable a sustainable emergency food provision service for the Godalming area; and
- b) the Community Store Working Group shall bring to this Committee any requests for Partnership, Service Level or other such agreements requested of the Council in furtherance of a sustainable emergency food provision service for the Godalming area.

In proposing this Motion for consideration by the Committee, the Proposer considers that the role of the Community Store Working Group has reached a natural break point and that the continued success of the Godalming & Villages Community Store or successor operation is best served by the collective support of Godalming Town Council.

Recommendations: If Members resolve to support the Motion, it is recommended that Members resolve to agree the following:

- Godalming Town Council will support organisations and groups deemed to be providing relief within the Godalming area in accordance with the principle defined by the Motion above. Support will be provided as appropriate in terms of management, funding and premises. Requests for Partnership, Service Level or other such agreements requested of the Council in furtherance of a sustainable emergency food provision service for the Godalming area shall be brought to this Committee; and
- recommendations relating to the deployment of funding to support the principles of the Motion will be brought to Godalming Town Council's Policy & Management Committee for approval.

12. COMMUNITY STORE – CONTINUED PROVISION

Recommendation: Members are requested to resolve to agree to authorise expenditure of up to £10,000 from the Emerging Projects Fund to carry out those immediate alterations required to re-house the Community Store.

Irrespective of the outcomes of the agenda item above, Godalming Town Council has committed to support the Community Store for at least two months from the end of the Furlough Scheme. In doing so GTC is committed to providing a suitable location for the Community Store to operate.

At present the Community Store operates from the Wilfrid Noyce Centre. This has been a successful and satisfactory arrangement since 20 April 2020 as the WNC was unable to operate to provide its normal service to the wider community. However, as the community re-establishes itself as it comes out of lockdown, options to support the operation of the Community Store and also meet the needs of other community groups and activities are being sought.

The Community Store volunteers are working to develop a model of operations that will be able to provide future support for vulnerable members of our community. As part of that work, with the aim of providing a secure viable location whilst also allowing for the release of community space within the WNC has been explored. As Members will appreciate, an objective is that in identifying an alternative location, only a single move of the operation of the Community Store will be needed. The target date for any such move is no later than the 1 September 2021, when GTC's Facilities Supervisor will return to normal duties.

At the meeting of the Council's Environment & Planning Committee of 19 November 2020, Members considered a report relating to working in partnership with Waverley Borough Council and other stakeholders for the refurbishment of the changing facilities and potential for creating a community room within the Broadwater Park Sports Changing Rooms (Min No 236-20 refers) and agreed that:

The refurbishment and repurposing of the Broadwater Park sports changing facilities be approved as a potential Neighbourhood CIL project.

Additionally, Members also agreed that:

Officers make appropriate enquiries and arrangements to bring forward a Memorandum of Understanding [MOU] between Waverley Borough Council and Godalming Town Council for the refurbishment and future use of the Broadwater Park changing facilities.

Unfortunately at present the full MOU is yet to be negotiated. However, whilst the MOU is significant to any underlying CIL bid for the refurbishment of the changing facilities, the changing hierarchy of need to establish a location for the Community Store foodbank by making use of this under-utilised asset in advance of any full refurbishment is recognised by the leadership of WBC. As such, meetings have been held with WBC to establish a way of providing a vehicle for GTC to use the 54msq of space that would be available prior to any refurbishment of the changing facilities.

Whilst the terms of any such arrangement are still to be finalised, if agreed GTC will be required to undertake any internal alterations and external access changes to allow its use as the future home of the Community Store. In doing so, GTC will be creating an additional community space, which even if in future the Community Store is no longer needed, would be available for other community uses. Whilst the immediacy of need is to undertake works to re-house the Community Store, the slightly longer term program would be:

- a) GTC to seek funding to conduct a design and feasibility study for the permanent alterations required to provide the updated changing facilities and creation of community space
- b) The outcomes of the design and feasibility study to provide the basis for stakeholder groups to seek the funding required to undertake the full redevelopment to provide updated and compliant changing facilities and a permanent community space.
- c) Governance arrangement for the future upkeep and maintenance of the facilities to be determined as part of the design and feasibility process to provide assurance to potential funding partners.

Whilst Officers will bring a report forward once they have sought costings for a design and feasibility study for the full permanent refurbishment of the facility, at this stage **Members are requested to resolve to agree to authorise expenditure of up to £10,000 from the Emerging Projects Fund to carry out those immediate alterations required to re-house the Community Store.** Members will wish to note that the Emerging Projects Fund currently stands at £67,209.

Whilst Officers would normally undertake a more detailed costing before seeking authorisation and have probably looked to a worst case cost, due to timing issues of being able to conduct stakeholder engagement and seek preliminary agreements, it has not been possible to do so before this meeting and deferment to future meetings would challenge the timescale of 1 September.

13. WORKING GROUPS – ITEM FOR DECISION

Recommendations:

1. **Members to resolve to approve the terminology change from Working Groups to Task & Finish Groups.**
2. **Members to resolve to agree to the continuation of the Youth Provision Group.**
3. **Members to resolve to agree to the formation of a Town Centre Traffic Control/Restrictions Group.**

Information received from the Surrey Association of Local Council's that NALC has recently confirmed its formal legal advice initially provided some years ago (though it seems to vary

in other guidance) to the effect that working groups are considered to have the status of committees/sub-committees and are subject to the usual statutory requirements for service of notices etc.

In common with many other local councils, Godalming Town Council's standing orders have long considered that working groups are informal, their purpose is limited to research and assembling of information (i.e. they do not make decisions) which will help inform decision making by the Council and/or Council Committee that appointed them.

It would seem that there is now a concern as to the definition of working groups alongside an increasing trend by some councils for a more extensive use of working groups in place of formal meetings which could bring into question a council's commitment to transparency.

In order to clearly define the purpose of any informal group appointed by Godalming Town Council or one of its committees in accordance with Standing Order 126-127, Members will wish to note that any group set up to research issues on behalf the council, or one of its committees, must be for a specific, clearly defined purpose and is time limited. Such informal groups of the Council or one of its committees do not have decision-making powers and are required to report findings to their establishing body who would make any required decisions in an open and transparent manner. As such these groups should be more accurately referenced as Task & Finish Groups. If in agreement, **Members are requested to resolve to authorise the Town Clerk to amend Standing Orders to replace reference to Working Groups with Task & Finish Groups.**

Members may wish to note that if a requirement arose to set up a group to manage a specific activity and that group needed to have some element of delegated authority then the requirement would be for such a group to be established as a sub-committee and be subject to all normal council committee procedures.

Youth Provision

The Youth Provision Group is time lapsed, although, due to delays caused by amended priorities during the pandemic, its work is not yet complete. As such Members may wish to re-establish this group to complete its work in order to bring forward a final report to Council later this year. If in agreement **Members are requested to resolve to agree that Cllr Duce, Cllr Crooks and Cllr Stubbs continue to work towards providing a report to the Council on the options for council led youth provision.**

Town Centre Traffic Control/Restrictions

In pursuance of Action Point 6 of the Council's Town Centre Area Plan, **Members are requested to nominate two of their number to explore potential options for permanent traffic control/restrictions within the town centre area and to bring forward a report for consideration by this Committee for forwarding to the Surrey County Council Local Highways Committee for further consideration.**

14. PRIDE IN SURREY – ITEM FOR DECISION

Members will be aware of the recent announcement that the Pride in Surrey 2021 & Parade is to be held in Godalming on the 25 September on the Phillips Memorial Park
<https://www.prideinsurrey.org/pride2021>

The main sponsor of the event is Surrey County Council, with Waverley Borough Council being responsible for approving the Event Management Plan. As Members are aware, Godalming Town Council has extensive experience and knowledge in supporting a wide range of events within the town. As such, Godalming Town Council is supporting Pride in Surrey to help deliver a safe, inclusive community event. Pride in Surrey is a fully inclusive event, for more information see the accessibility section of <https://www.prideinsurrey.org/faqs>

Aside from introducing local suppliers to the organisers to enable the Council's aim to minimise the carbon footprint of events and support local businesses, GTC is also engaging with the organisers to promote the use of public transport, methods to reduce the environmental impact of the event, such as deposit schemes to reduce the use of plastics and advise on waste management and provision of toilet facilities etc.

Parade

Council Staff have met with the organisers to determine the safest route for the parade to provide an enjoyable carnival experience whilst also ensuring the business of the town continues. **Members are requested to resolve to agree that Godalming Town Council staff may be used to support the submission of the required Road Closure application and that GTC staff and resource may be used to support the on-the-day road closure requirements to ensure a safe parade.** Members may wish to note that GTC staff would normally be committed to managing the road closure and traffic management requirements of the Godalming Community Run, however, as the run is not taking place in 2021 this could be considered an alternative provision of the same resource.

Pride Youth

Pride in Surrey traditionally has a youth zone for family activities as well as targeted support for the younger people, from information about local youth services to advice and support from qualified and experienced youth workers and volunteers. It is hoped that this could be provided within the Wilfrid Noyce Community Centre. **Members are requested to resolve to agree that Godalming Town Council will support Pride in Surrey by providing the Wilfrid Noyce Centre as a base for on-the-day youth and family activities and support.**

Delegated Authority

Pride in Surrey provides the undoubtable opportunity to promote Godalming, free of charge, to a wide audience spread over Surrey and our near neighbouring counties, providing an economic boost to the town as well as providing a feel good factor for our community. Whilst at this stage the support from GTC is limited to those detailed in this report, it is anticipated that further requests may come forward. As such **Members are requested to resolve to delegate authorisation to the Town Clerk to utilise resources that would have been normally allocated to Staycation Live towards supporting Pride in Surrey 2021.**

15. WELCOME BACK FUND – ITEM FOR DECISION

Recommendation: Members to resolve to agree to:

- 1. Authorise the Town Clerk, in consultation with the group leaders, to incur expenditure up to the limit of the grant allocation from WBC.**
- 2. Authorise the Town Clerk to inform WBC of the level of the funding allocation committed by GTC for projects within the Godalming Town Council area.**

The Government has announced a Welcome Back Fund, an extension of the Reopening High Streets Safely Fund (RHSSF), with new activities now considered to be eligible to support our high streets and businesses. As with the RHSSF, Waverley Borough Council can submit compliant activities up to a value of £111,000. However, it needs to provide a full plan of these activities by the end of May and would like to allocate the monies, as it did before, to areas proportionate to business density. This would provide an allocation for Godalming of up to £24,000.

All activity supported by the European Regional Development Fund programme will need to be compliant with the EU State Aid rules and ERDF branding, publicity and procurement requirements. If Godalming does not wish to use its allocation in full or part, it is required to inform WBC so that funds can be re-allocated on activities across the borough.

Although accessing the RHSSF was protracted and the administrative requirements time consuming, Members may consider that the benefits for the community outweigh the challenges imposed in accessing the funds.

Officers do not consider that a repeat of the summer/autumn 2020 activities, which included radio/bus and rail advertising along with banners and posters would necessarily be the best option for the current and future position and would suggest that the widening of eligible activities should be explored to provide:

- a) The purchase of planters for additional areas within Godalming central shopping areas and Farncombe Village neighbourhood shopping centre. The fund allows the purchase of planters capable of being removed as long as they are located on public land and provide a wider benefit than that for a single business.
- b) Maintenance and improvements to public spaces by the provision of additional benches and public seating. It should be noted that the funds are intended for additional activity and should not be replacing source funding for already committed expenditure. And must provide additional value through intervention. Members will wish to note that not only has GTC but also a recent WBC survey established that additional seating in the public realm is considered to be an important improvement by residents.
- c) Provision of new gazebos to enable more businesses to trade outdoors. Members will note that although GTC has a number of gazebos, these are large event gazebos designed for use on The Burys and Phillips Memorial Park grounds as well as loaned to schools etc. GTC does not have any gazebos to make available to local businesses who may wish to trade outdoors in the High Street at a GTC or similar town event. The fund allows for the purchase of new gazebos as long as they are made available for use on public land and they are made available at no cost.
- d) Provide an information campaign utilising local public transport and road side banners.

Any proposal put forward by GTC would need to be agreed by the government appointed fund manager.

In order to benefit from the available funding and expedite delivery of positive interventions, Members are requested to delegate authority to the Town Clerk, in consultation with the Leaders' Group who would approve the project plan, to authorise payments up to the limit of the grant allocation from WBC. Projects and costs to be approved by the government's project manager and WBC project leader prior to expenditure being incurred.

16. LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE – ITEM FOR DECISION

Recommendation: Members to resolve to approve that the Town Clerk answers the questions contained in the Government's consultation questions as indicated in red below.

Background

The government would like to gather evidence about the use of arrangements for local authorities to meet remotely or in hybrid format, as set out in the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

Temporary regulations came into force on 4 April 2020 and applied to meetings taking place before 7 May 2021. Local authorities in Scotland had express provision to meet remotely prior to the pandemic, the Government is also interested to understand the experience of remote meetings since their arrangements came into force.

The Government is aware that experience of remote meetings has been varied, and that while the experience of managing and participating in remote meetings has grown

considerably during the period since the remote meetings regulations came into force, there have been examples of the difficulties this format has posed for some authorities.

Having received representations from individual local authorities and sector representative organisations making the case for permanent express provision for remote meetings, the Government would like to hear from interested parties about the pros and cons of making such arrangements permanent in England and the use of the arrangements to date, including any quantitative data that can be included to substantiate the responses you make.

Responses to this consultation can only be made through the Government's online consultation platform, [Citizen Space](#). Individual Members may respond to this consultation using the link above and are actively encouraged to do so to provide as large a body of evidence as possible.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond. In answering this point the Town Clerk will note that Godalming Town Council represents the electorate of the Civil Parish of Godalming. The consultation responses were considered at a meeting of the Council, with the proposed responses published in advance on the Council's website, the summons and agenda for the meeting being issued in accordance with the requirements of the LGA 1972.

Consultation Questions:

The Government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish authorities prior to the pandemic.

Proposed responses for Godalming Town Council as a corporate body are highlighted in **Red**.

- Q1. Generally speaking, how well do you feel the current remote meetings arrangements work? **Very Well**, Well, Neither Well Nor Poorly, Poorly, Very Poorly, Unsure
- Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis? **Yes**, No, Unsure
- Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.
- **More accessible for local authority members**
 - **Reduction in travel time for councillors**
 - **Meetings more easily accessed by local residents**
 - **Greater transparency for local authority meetings**
 - Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
 - **Easier to chair meetings in an orderly fashion**
 - **A virtual format promotes greater equality in speaking time during meetings**
 - I do not think there are any benefits to remote meetings
 - Other (please specify)
- Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority? **Yes**, No, Unsure

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection – Upgrading and improved digital infrastructure required to provide a uniform service throughout the UK.
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify)

The Government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person. Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings? Face-to-face meetings are not considered as having any main advantage over remote meetings. The presumption that face-to-face meetings provide members with the opportunity to meet with residents and build alliances cannot also be achieved by remote meetings is a false premise. If anything, public participation increased with the use of remote meeting technology.

The referencing of vast improvements in the quality of debate when there is a lively atmosphere etc, may benefit those who have a natural oratory skill, however, Godalming Town Council considers it more important that debates are conducted respectfully according all members the equality of opportunity to express their views without intimidation of a 'lively atmosphere' where more often than not, 'those that shouts loudest knows the least'. Godalming Town Council would prefer scrutiny to be based on clear concise questions and unambiguous evidence-based answers that allow members to make appropriate decisions for the benefit of the community they represent as opposed to any alliances or deals they may have made.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)

- I think local authorities should be able to decide for themselves which meetings they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings for any meetings
- Unsure

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to be made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings? Yes, No, Unsure

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the Government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the Government would need to avoid unlawfully discriminating (either directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities? Yes, No, Unsure

17. ELECTORAL REVIEW OF WAVERLEY BOROUGH COUNCIL: WARDING ARRANGEMENTS – ITEM FOR NOTE

The Local Government Boundary Commission for England has launched a public consultation inviting proposals for a new pattern of electoral wards for Waverley.

Godalming Town Council is requested to support the consultation by bringing it to the attention of elected members and ensure that it also uses its regular communications channels to bring the consultation to the attention of residents and community groups. The Communications Officer will work with colleagues in WBC to promote this consultation using the authorised publicity material.

The Commission is minded to recommend that 50 councillors should be elected to the Waverley Borough Council in future and is inviting proposals from WBC, interested parties and members of the public on a pattern of electoral wards based on that number of councillors. A public consultation inviting proposals will run from 11 May 2021 to 19 July 2021.

In drawing up a pattern of electoral wards, three statutory criteria are required to be followed:

- make sure that, within an authority, each councillor represents a similar number of electors;
- create boundaries that are appropriate and reflect community ties and identities; and
- deliver reviews informed by local needs, views and circumstances.

Proposals made will be tested against the criteria. This means that proposals need to demonstrate how they meet the criteria. Decisions will be based on the strength of the argument and not merely on assertion. For example, giving details of community interests such as the location and use made of local facilities, services and local organisations to support a proposal will carry greater weight than a proposal that simply asserts that an area has a community identity.

The Commission has no power to create new parishes or alter the external boundaries of existing parishes. However, sometimes it may alter the parish wards used for parish (or town council) elections.

All proposals will be considered on their merits. A well-evidenced proposal which addresses the three statutory criteria will be more persuasive than one which does not, even if the latter is from an elected individual or body.

The consultation site at <https://consultation.lgbce.org.uk/have-your-say/27237> contains links to useful guidance and maps of the current wards. Views can be submitted through the site or by email reviews@lgbce.org.uk

18. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 24 June 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

20. ANNOUNCEMENTS

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

9. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--|-------------------------------|------------|---|-------------|-----------------------|
| COMMUNITY CENTRES – PERFORMANCE MONITORING | Town Clerk | 46-16 | On-going item for approximately quarterly reporting. Due to the current limited use of the community centres, no performance monitoring has been undertaken | Quarterly | September 2021 |
| CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP | Town Clerk | 414-16 | Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme ongoing. | 2 yearly | Nov 2022 |
| APPROVAL OF VARIABLE DIRECT DEBITS | RFO | 40-19 | Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years. | Two yearly | May 2022 |
| ANNUAL SAFETY REPORT | Town Clerk | 444-18 | Health & Safety Policy requires an annual safety report to the Council. | Annual | April 2022 |
| GTC PROGRAMME 2019 – 2023 | Town Clerk | | Review of GTC Work Programme 2019 – 2023 Updated 16 July 2020 | Quarterly | March 2021 |
| Transfer of Land Assets | Town Clerk | 280-20 | Members resolved to authorise the negotiation of the potential asset transfers indicated below. Request for Head of Terms with WBC | | October 2021 |
| Youth Provision Survey | Youth Provision Working Group | 215-20 | Consultation with residents regarding future youth provision Survey agreed, to be promoted end May/June 2021 | | May/June 2021 |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|-------------------------------|------------|---|----------------------|---------------------------------|
| REPRESENTATION ON EXTERNAL BODIES REPORTS: | | | | Required Date | Revised Date |
| St Mark's Community Initiative Group | Cllr Ashworth | | Report provided. | 28/01/21 | |
| Holloway Hill Sports Association | Cllr Martin | | Report provided. | 28/01/21 | |
| Waverley Citizens' Advice | Cllr Steel | | Report provided. | 17/10/19 | 16/04/20 11/03/21 |
| SALC | Cllr Cosser | | Report provided. | 05/03/20 | 16/04/20 11/03/21 |
| Godalming Cycle Forum | Cllr Crooks | | Report deferred from 16 April 2020 to 22 April 2021. On this agenda. | 16/04/20 | 22/04/21 |
| District Scout Council | Cllr Crooks | | Report deferred from 16 April 2020 to 22 April 2021. On this agenda. | 16/04/20 | 22/04/21 |
| Godalming Park Run Group | Cllr Duce | | Report deferred from 25 June 2020. Report expected 24 June 2021 | 25/06/20 | 24/06/21 |
| Fairtrade Steering Group | Cllr Wardell | | Report expected 24 June 2021 | 24/06/21 | |
| Farncombe Day Centre | Cllr Hullah | | Report expected 8 July 2021 | 08/07/21 | |
| St Mark's Community Centre Management Committee | Cllr Ashworth | | Report deferred from 11 July 2019 to 30 July 2020. Report expected 8 July 2021 | 11/07/19 | 30/07/20 08/07/21 |
| COVID Support Fund – Rotary Clubs | Cllr Ashworth | | Report expected 9 September 2021 | 09/09/21 | |
| Godalming/Joigny Friendship Association | Town Mayor/ Cllr Boyle | | Report expected 9 September 2021 | 09/09/21 | |
| Godalming/Mayen Association | Town Mayor/ Cllr PS Rivers | | Report expected 9 September 2021 | 09/09/21 | |
| Sport Godalming | Cllr Adam | | Report expected 14 October 2021 | 14/10/21 | |
| Godalming & District Chamber of Commerce | Cllr Stubbs | | Report expected 14 October 2021 | 14/10/21 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--|-------------------------------------|---------------|----------------------------------|-------------|----------|
| Go Godalming Association | Town Mayor/ Cllr Heagin | | Report expected 25 November 2021 | 25/11/21 | |
| Surrey Hills – South Downs Community Rail Partnership | Cllr Follows/ Cllr PMA Rivers | | Report expected 25 November 2021 | 25/11/21 | |
| Godalming Museum Trust | Cllr Purvis/ Cllr Rosoman | | Report expected 25 November 2021 | 25/11/21 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|------|------|------------|----------|-------------|----------|
|------|------|------------|----------|-------------|----------|

Godalming Town Centre Area – Action Plan

| Action 1 | Planning | Progress |
|----------|--|---|
| | Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees. | |
| Action 2 | Article 4 Directive | |
| | Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area. | |
| Action 3 | Wiggins Yard Environmental Improvement Scheme | |
| | To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project. | GTC officers reviewed the Wiggins Yard appraisal report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project. |
| Action 4 | Guildford to Godalming Greenway – Cross Godalming Section | |
| | When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding. | On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway – Godalming Gateway |
| Action 5 | Current Pedestrianisation | |
| | Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021. | In line with Government Guidance for the safe re-opening of High Streets, the Temporary Road Traffic Order was re-implemented on 12 April 2021 as non-essential shops re-opened. |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--|---|------------|----------|--|----------|
| Action 6 | Future Pedestrianisation | | | | |
| Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC. | | | | Item on this agenda | |
| Action 7 | Crown Court Pedestrian Area | | | | |
| Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding. | | | | | |
| Action 8 | Community Events – The Green Environment | | | | |
| Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events. | | | | Item on P&M Agenda 12 April 2021 | |
| Action 9 | Community Events – The Green Environment | | | | |
| Investigate options and costing for the repair of the defective flood light column on The Bury's Field. | | | | | |
| Action 10 | Community Events – The Green Environment | | | | |
| Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents. | | | | Pride in Surrey | |
| Action 11 | Community Events – Town Centre Built Environment | | | | |
| Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council. | | | | Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20) Members to note that a number of Community Events scheduled for 2020 may be subject to government COVID-19 restrictions | |
| Action 12 | Floral Godalming | | | | |
| Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town. | | | | Floral Godalming 2021 progressing on 2019 footprint, options for expansion to be investigate, risk assessed and brought to P&M for additional funding as required. | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--|-------------------------|---------------|----------|-------------|----------|
| Action 13 | Floral Godalming | | | | |
| Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'. | | | | | |

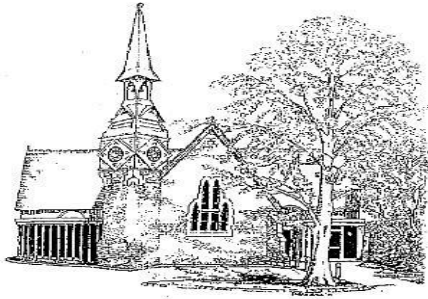
| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|------------------|--|------------|----------|--|----------|
| Action 14 | Signage, Rails, Bollards, Bells, Benches & Buildings | | | | |
| | <ul style="list-style-type: none"> Conduct a full audit of street furniture Implement a programme of repair and renovation during 2021 Audit info-signage for accuracy Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. | | | Start of programme of audit and repair for Town Centre Street Furniture scheduled for week commencing 19 April 2021 | |
| Action 15 | The Pepperpot | | | | |
| | Bring forward plans for the exterior repair and repainting of The Pepperpot. | | | | |
| Action 16 | The Pepperpot | | | | |
| | GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot. | | | Initial enquiries made to SCC 6 April 2021, location drawing to be provided to determine location of services etc to inform potential options | |
| Action 17 | Buildings of Local Merit | | | | |
| | GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC. | | | | |
| Action 18 | Public Art | | | | |
| | GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm. | | | Cllr PMS Rivers initiated Art Forum. | |
| Action 19 | Regeneration and Supporting the Local Economy | | | | |
| | <p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time." | | | | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|--------------------------------------|------------|----------|---|----------|
| Action 20 | Business Improvement District | | | | |
| Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource of any financial support to be brought to Policy & Management Committee for consideration. | | | | | |
| Action 21 | Devolution of Public Assets | | | | |
| Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments. | | | | GTC wrote to WBC December 2020, request acknowledged and within WBC work programme | |
| Action 22 | Devolution of Public Assets | | | | |
| GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council. | | | | | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|------|------|------------|----------|-------------|----------|
|------|------|------------|----------|-------------|----------|

Key Dates for Members' Information (Town Events etc.)

| Event | Date |
|---|---|
| <i>Spring Festival</i> | <i>Saturday, 3 April 2021 – Cancelled</i> |
| <i>St John's Spring Fair</i> | <i>Saturday, 1 May 2021 – Cancelled</i> |
| Annual Council/Mayor Making | Thursday, 13 May 2021 |
| <i>Godalming Run</i> | <i>Sunday, ? May 2021 – Cancelled</i> |
| Summer Food Festival | Sunday, 4 July 2021 – TBC |
| Staycation | Saturday, 7–Sunday, 15 August 2021 – TBC |
| Godalming Green Gala | Saturday, 14 August 2021 – TBC |
| Heritage Weekend | Friday, 18–Sunday, 20 September 2021 |
| Town Show | Saturday, 18 September 2021 |
| Remembrance Sunday | Sunday, 14 November 2021 |
| Christmas Festival & Light Switch-On | Saturday, 27 November 2021 |
| Farncombe Christmas Lights | Thursday, 2 December 2021 |
| Pancake Races | Tuesday, 1 March 2022 |
| Spring Festival – Spring into Godalming | Saturday, 2 April 2022 |



Farncombe Day Centre Limited
 Farncombe Day Centre
 St Johns Street, Farncombe
 Godalming, Surrey GU7 3EJ
 Tel: 01483 426685
 Email: info@farncombedaycentre.org.uk
 Website:
<http://farncombedaycentre.org.uk/wp/home/>
 Registered charity No: 1175294

Godalming Town Council SLA Report for the Financial Year 1st April 2020 - 31st March 2021

1. Introduction

This is the first annual report under the new SLA between Godalming Town Council and Farncombe Day Centre to provide a minibus service. In normal times the minibus is used to transport users to and from the Centre and for various outings. However due to the COVID-19 pandemic, the Centre has been unable to use the minibus for its normal purposes, due to both the need to close the Centre at times and also the impact of social distancing requirements which would severely limit the number of passengers that could be carried on the bus even if the Centre were open. Instead the minibus has been using it to provide a meals delivery service to local residents, particularly the vulnerable and elderly. A two-course lunch is delivered Monday to Friday. The minibus has also delivered food supplies (in conjunction with the Godalming Food Bank) and Christmas gifts and treats.

2. Minibus Usage Data

The usage of the minibus during the year is shown in the table below:

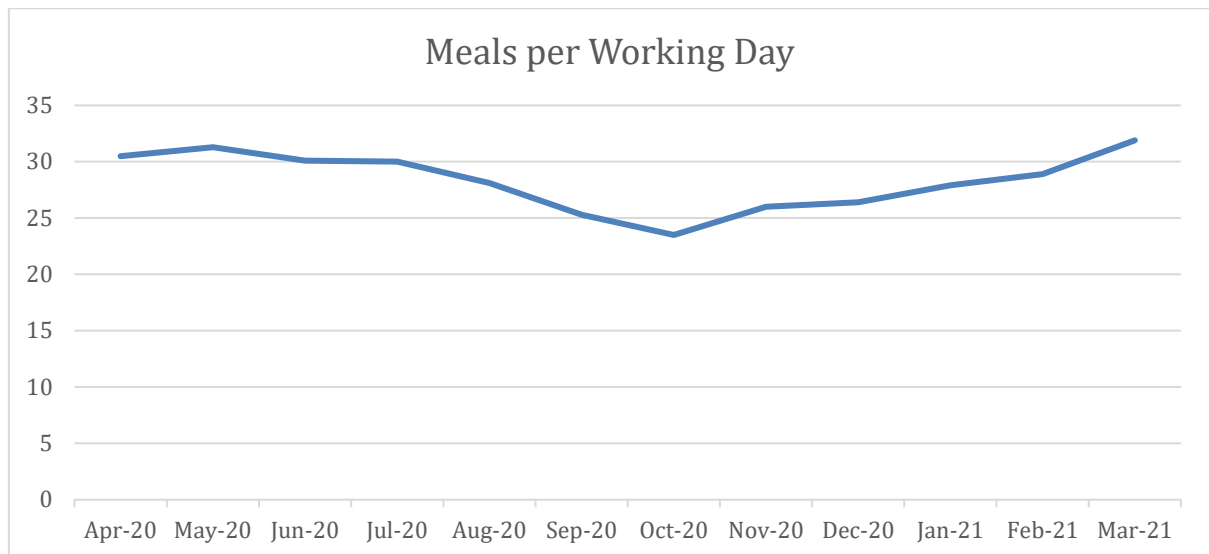
| H1 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 |
|---------------|--------|--------|--------|--------|--------|--------|
| Total Meals | 670 | 626 | 662 | 689 | 590 | 557 |
| Working Days* | 22 | 20 | 22 | 23 | 21 | 22 |
| Meals/Day | 30.5 | 31.3 | 30.1 | 30 | 28.1 | 25.3 |

| H2 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 |
|---------------|--------|--------|--------|--------|--------|--------|
| Total Meals | 518 | 546 | 422 | 558 | 578 | 733 |
| Working Days* | 22 | 21 | 16 | 20 | 20 | 23 |
| Meals/Day | 23.5 | 26 | 26.4 | 27.9 | 28.9 | 31.9 |

| Total Meals | H1 | H2 |
|-------------|------|------|
| Period | 3794 | 3355 |
| Cumulative | 3794 | 7149 |

* The Easter and May Day, and August bank holidays were worked. The Centre was closed on Whitsun Bank Holiday and over the Christmas period

The monthly usage pattern is shown in the graph below:



On the exit from the first period of lockdown in July, there was some reduction in the demand for the service, but this has picked up strongly and increased throughout the second half of the year.

3. Forward Plans

The current Government roadmap towards unlocking the country means that the Day Centre has been planning its return to normal working. We are expecting to resume using the minibus to bring users into the Centre for lunches daily starting from mid-May. Initially the numbers being transported will be limited by the need to maintain social distancing and we will therefore also continue to deliver meals to users' homes. Over time as the restrictions are lifted, we intend to gradually transition back to the normal usage of the minibus. Any users who are unwilling or unable to come into the Centre and still wish to have meals delivered will be transferred to the local Community Meals Service which the Centre took over from Waverley Borough Council on 1st July 2020.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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