

## **GODALMING TOWN COUNCIL**

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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

16 April 2021

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the via Zoom on THURSDAY, 22 APRIL 2021 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery  
Town Clerk

**The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2021**

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto: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](mailto:office@godalming-tc.gov.uk) by 5.00pm on 22 April 2021 for alternative options.

Committee Members:	Councillor Follows – Chair Councillor Williams – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Faraday	Councillor Heagin
Councillor Hullah	Councillor Martin
Councillor Neill	Councillor Purvis
Councillor PS Rivers	Councillor Rosoman
Councillor Steel	Councillor Stubbs
Councillor Welland	

### **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 11 March 2021, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **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.

4. 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.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

**Recommendation: Members to resolve to agree that the Chair should sign the schedule of accounts paid.**

RFO to report on the accounts paid since the last meeting up to 31 March 2021.

A schedule of the accounts paid up to 31 March 2021 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.

7. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2021 – ITEM FOR DECISION

**Recommendation: Members to resolve to approve the final accounts for the year ending 31 March 2021.**

Members to receive and agree the final accounts for the year ending 31 March 2021 (attached for the information of Members).

8. COMMITTEE WORK PROGRAMME – ITEM TO NOTE

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

9. YOUTH WORKING GROUP – UPDATE

**Recommendation:**

1. **Members to resolve to approve the survey questionnaire submitted by the Youth Working Group.**
2. **If recommendation 1 is agreed, Members to resolve to authorise the Town Clerk to instigate a 6 week public consultation from 1 June 2021. The cost of the consultation to be met from the youth provision earmarked reserve.**

The Youth Working Group presented a report to this committee on 29 October 2020, at that time Members resolved to agree to approve the following:

- i. Godalming Town Council supports the general principle of a youth drop-in service, free at the point of use and universally open to all young people of secondary school age, managed by paid, professional youth workers and funded by Godalming Town Council.
- ii. Conduct a consultation in 2021 with residents to seek backing for GTC's vision.

In agreeing to the second of these recommendations, Members did so on the understanding that the details of any future consultation on the matter would first be brought to Members for approval (Min No 215-20 refers).

Subsequently, the Youth Working Group has developed the Survey Questionnaire it wishes to use to consult with residents on this matter (attached for the information of Members). Members to note that if approved the consultation would take place in June and first two weeks of July 2021.

Surveys would be available in soft copy on the GTC website, and promoted via GTC social media utilising an online Survey Tool as well as published in hardcopy via a local free magazine distributed to residential addresses. Cost of setting up, distributing and promoting the survey is approximately £2,500. However, Members will wish to note that after initial set up, GTC will have the ability to conduct different survey consultations throughout the next 12 months (limited to 5,000 response per month).

10. **FARNCOMBE & BINSCOMBE COMMUNITY VISION – WORKING GROUP – ITEM FOR DECISION**

**Recommendation: Members to resolve to agree the aims of and appoint Members to, the Farncombe & Binscombe Community Vision Working Group.**

At the Full Council of 1 April 2021, Members received a report relating to a range of issues surrounding GTC activities in the Godalming Town Centre Area. In considering the presented agenda item, Members approved an additional recommendation that:

*Godalming Town Council supports the principle of an equivalent document for Farncombe/Binscombe and supports the creation of a working group to further this goal (to be determined at the session of Policy & Management Committee of 22 April 2021).*

Members are requested to seek nominations to form a start and finish working group to identify issues within the Farncombe and Binscombe area to be included within an equivalent document – current working title '*Farncombe & Binscombe Community Vision*'.

The aim of the working group being to:

- provide the context and raise awareness of some of the issues affecting the Farncombe and Binscombe area and how they relate to Community well-being;
- identify current activity being delivered by Godalming Town Council (GTC) to support the general well-being of residents and economic viability of the Farncombe retail area; and
- identify ways in which GTC can provide direct action, influence or support further improvements within the Farncombe and Binscombe area.

11. **SAFEGUARDING REPORT FOR THE QUARTER ENDED 31 MARCH 2021 – ITEM TO NOTE**

An incident of concern involving the conduct of a member of the public towards a member of staff was dealt with by the Town Clerk, the Chair of the Staffing Committee was informed, no further action necessary.

The Godalming Town Council's Community & Communications Officer has studied, retaken and passed the safeguarding qualifications detailed below and is qualified until March 2024:

- Designated Safeguarding Officer (Level 3) Passed Certificate Awarded 24/02/2021
- Advanced Safeguarding Children (Level 3) Passed Certificate Awarded 24/02/2021

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING CYCLE FORUM – ITEM TO NOTE

Members are asked to note a report from Councillor Crooks on the Godalming Cycle Forum (report attached for the information of Members) an organisation upon which Councillor Crooks represents the Town Council.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISTRICT SCOUT COUNCIL – ITEM TO NOTE

Members are asked to note a report from Councillor Crooks on the District Scout Council (report attached for the information of Members) an organisation upon which Councillor Crooks represents the Town Council.

14. USE OF DELEGATED AUTHORITY – ITEM FOR NOTE

In accordance with Financial Regulation 4.5 the Town Clerk wishes to report to Members the use of delegated authority exercised in consultation with the Mayor and the Chair of Policy & Management of an expenditure of £672 for the provision of Wardens to manually operate the High Street barrier in support of social distancing between 12-16 April 2021 to provide for the transition back into the safer High Street traffic control measures.

15. ANNUAL SAFETY REPORT – ITEM TO NOTE

Members will wish to note that during the period 1 April 2020 to 31 March 2021 there were no notifiable health & safety incidents relating to the Town Council's staff, contractors (whilst working for the Town Council) buildings or land holdings.

16. COMMUNICATIONS ARISING FROM THIS MEETING

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

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 20 May 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

18. ANNOUNCEMENTS

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

## Income and Expenditure Account at 31st March 2021

2019/20		2020/21	Notes	2020/21	2020/21
Actual		Actual		Budget	Revised
£		£		£	Estimate
					£
	<b>Employees</b>				
329,927	Direct employee expenses	385,471		362,378	392,132
2,743	Indirect employee expenses	1,296		6,100	5,600
	<b>Premises Related Expenditure</b>				
58,904	Repairs, alterations & maintenance of buildings	157,793		31,768	137,829
10,658	Energy costs	9,232		13,976	10,776
14,801	Rents	13,634		3,870	13,228
10,176	Rates	5,015		22,436	11,015
4,079	Water services	2,683		5,052	5,106
0	Fixtures and fittings	0		1,000	250
42,753	Cleaning & domestic supplies	32,784		48,290	38,731
10,218	Ground maintenance costs	8,465		11,740	5,964
16,219	Premises insurance	12,176		1,550	1,249
63,000	Contribution to premise related provisions	43,125	1.	43,125	43,125
	<b>Transport Related Expenditure</b>				
97	Public transport	0		0	0
4,276	Car allowances	2,414		2,920	3,407
	<b>Supplies &amp; Services</b>				
46,065	Equipment, furniture and materials	14,103		7,230	8,515
3,137	Catering	13,275		1,430	530
1,102	Clothes, uniform & laundry	1,306		1,400	1,554
7,003	Printing, stationery & general office expenses	5,213		8,120	7,635
505,192	Services	43,635		68,510	59,721
41,837	Communications & computing	36,361		36,995	37,142
7,927	Expenses	169		9,870	9,350
64,374	Grants & subscriptions	68,435		78,340	78,090
18,479	Contribution to provisions	91,337	2.	28,300	64,443
13,086	Miscellaneous expenses	11,219		7,440	7,135
	<b>Third Party Payments</b>				
54,836	Godalming Joint Burial Committee	54,759		54,760	54,760
	<b>Income</b>				
	Government grants			0	0
(11,904)	Other grants, reimbursements & contributions	(72,493)		(5,300)	(72,493)
(657,502)	Customer & client receipts	(160,471)		(186,968)	(101,342)
(2,431)	Interest	(469)		(1,200)	(534)
(75,027)	Recharges	(145,402)	3.	(29,680)	(150,180)
<b>584,024</b>	<b>Net Cost of Services</b>	<b>635,066</b>		<b>633,452</b>	<b>672,738</b>
59,753	<b>Capital Financing Costs (Not inc in net cost of Services)</b>	77,703		77,702	77,706
<b>643,778</b>	<b>Net Cost of Services</b>	<b>712,769</b>	4.	<b>711,154</b>	<b>750,444</b>

### **Income and Expenditure Account at 31st March 2021**

<b>2019/20</b>		<b>2020/21</b>	
<b>£</b>		<b>£</b>	
	<u>Current Assets</u>		
13,180	Debtors	12,892	
491,792	Cash at Bank	507,285	
577	Cash in Hand	502	
16,281	VAT	17,158	
<u>521,830</u>		<u>537,837</u>	
	<u>Current Liabilities</u>		
(19,453)	Trading Creditors	(18,336)	
0	Payroll Accruals	0	
<u>502,377</u>	<b>NET ASSETS</b>	<u>519,501</u>	
	Represented By:		
	<u>Capital and Reserves</u>		
238,435	Earmarked Reserves	244,919	5
263,942	Revenue Balances	274,582	
<u>502,377</u>		<u>519,501</u>	

**Income and Expenditure Account at 31st March 2021**

1 Contributions to premises provisions (Ear Marked Reserves) are as follows:

Land & Property Maintenance	10,000
Godalming Museum	<u>33,125</u>
	<u>43,125</u>

2

Youth Provision	10,000
Community Infrastructure Levy	36,142
Community Store	20,394
Pepperpot Lamp	6,500
Flood Alleviation	2,000
Election Expenses	6,000
Emerging Projects	<u>10,300</u>
	<u>91,337</u>

3

107-109 Office Renovation	80,000
Broadwater Park Renovations	17,500
BWP Fire Exits	6,400
Museum Maintenance	9,000
Mayors Charity	<u>2,822</u>
	<u>115,722</u>

Admin Recharge to JBC	<u>29,680</u>
Total Recharges	<u>145,402</u>

4

GTC	-499,322
Allotments	-4,223
Bandstand	-1,542
Broadwater Park Community Centre	2,854
Christmas Lights	-35,752
Civic Expenses	-18,527
Festivals & Markets	1,679
Godalming Museum	-61,122
107-9 High Street	-25,777
Land & Property Other	-22,852
Pepperpot	736
Staycation	10
The Square	8,260
Town Promotion	-26,948
Wilfrid Noyce	<u>-30,243</u>
	<u>-712,769</u>

### Movement in Reserves to March 31 2021

<b>Reserves</b>	<b>Balance b/f 1 April 2020</b>	<b>Deficit/Surplus from Revenue a/c</b>	<b>Transfer from Revenue a/c</b>	<b>Transfer to Revenue a/c</b>	<b>Transfer btwn Reserves</b>	<b>Balance c/f 31 March 2021</b>
	£	£	£	£		£
<b>Unallocated Reserves</b>						
1 Revenue Reserve	263,943	-1,615			12,255	274,584
<b>Sub-total unallocated reserves</b>	<b>263,943</b>					<b>274,584</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	8,602		6,000			14,602
* Community Infrastructure Levy			36,142		4,844	40,987
* Community Store			20,394			20,394
* Pepperpot Lamp			6,500			6,500
3 Emerging Projects	48,379		10,300			58,679
4 WW1 Memorial	750					750
5 Caudle Memorial Fund	19,300			-19,300		0
6 107-109 High Street Maintenance	109,680		33,125	-89,000	-53,805	0
7 Youth Provision	0		10,000			10,000
8 Land & Property Maintenance	28,601		10,000	-4,600	53,805	87,806
9 IT Reserve	5,000				-5,000	0
10 Christmas Lights	8,788				-8,788	0
11 Festival Surplus	2,897				-2,897	0
12 Staycation	335				-335	0
13 Flood Wall Maintenance	0		2,000			2,000
14 Mayor's Charity	2,822			-2,822		0
15 Farncombe Initiative	3,201					3,201
16 Wilfrid Noyce Key Deposits	80				-80	0
<b>Sub- total Earmarked Reserves</b>	<b>238,434</b>					<b>244,919</b>
<b>Balances</b>	<b>502,377</b>	<b>-1,615</b>	<b>134,462</b>	<b>-115,722</b>	<b>0</b>	<b>519,502</b>



TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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8. 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	<b>September 2021</b>
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. – <b>Item on this Agenda</b>	Annual	April 2021
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>Updated 16 July 2020</b>	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019  • <b>Completed</b>	Per Meeting	April 2021
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers indicated below.  <b>Request for Head of Terms with WBC</b>		October 2021
Youth Provision Survey	Youth Provision Working Group	215-20	Consultation with residents regarding future youth provision  <b>Item on this agenda</b>		May 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
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.	<del>17/10/19</del>	<del>16/04/20</del> 11/03/21
SALC	Cllr Cosser		Report provided.	<del>05/03/20</del>	<del>16/04/20</del> 11/03/21
Godalming Cycle Forum	Cllr Crooks		Report deferred from 16 April 2020 to 22 April 2021. <b>On this agenda.</b>	<del>16/04/20</del>	22/04/21
District Scout Council	Cllr Crooks		Report deferred from 16 April 2020 to 22 April 2021. <b>On this agenda.</b>	<del>16/04/20</del>	22/04/21
Godalming Park Run Group	Cllr Duce		Report deferred from 25 June 2020. Report expected 24 June 2021	<del>25/06/20</del>	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	<del>11/07/19</del>	<del>30/07/20</del> 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
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### 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.	<b>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.</b>
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.	<b>On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway – Godalming Gateway</b>
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.	<b>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.</b>
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.	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>Action 7</b>	<b>Crown Court Pedestrian Area</b>				
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.					
<b>Action 8</b>	<b>Community Events – The Green Environment</b>				
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.				<b>Item on P&amp;M Agenda 12 April 2021</b>	
<b>Action 9</b>	<b>Community Events – The Green Environment</b>				
Investigate options and costing for the repair of the defective flood light column on The Bury's Field.					
<b>Action 10</b>	<b>Community Events – The Green Environment</b>				
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.					
<b>Action 11</b>	<b>Community Events – Town Centre Built Environment</b>				
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.				<b>Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&amp;M 17 December 2020 (Min No 275-20)</b> Members to note that a number of Community Events scheduled for 2020 may be subject to government COVID-19 restrictions	
<b>Action 12</b>	<b>Floral Godalming</b>				
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.				<b>Floral Godalming 2021 progressing on 2019 footprint, options for expansion to be investigate, risk assessed and brought to P&amp;M for additional funding as required.</b>	
<b>Action 13</b>	<b>Floral Godalming</b>				
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
<b>Action 14</b>	<b>Signage, Rails, Bollards, Bells, Benches &amp; Buildings</b>				
	<ul style="list-style-type: none"> <li>Conduct a full audit of street furniture</li> <li>Implement a programme of repair and renovation during 2021</li> <li>Audit info-signage for accuracy</li> <li>Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage.</li> </ul>			<b>Start of programme of audit and repair for Town Centre Street Furniture scheduled for week commencing 19 April 2021</b>	
<b>Action 15</b>	<b>The Pepperpot</b>				
	Bring forward plans for the exterior repair and repainting of The Pepperpot.				
<b>Action 16</b>	<b>The Pepperpot</b>				
	GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.			<b>Initial enquiries made to SCC 6 April 2021, location drawing to be provided to determine location of services etc to inform potential options</b>	
<b>Action 17</b>	<b>Buildings of Local Merit</b>				
	GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.				
<b>Action 18</b>	<b>Public Art</b>				
	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.			<b>Cllr PMS Rivers initiated Art Forum.</b>	
<b>Action 19</b>	<b>Regeneration and Supporting the Local Economy</b>				
	<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"> <li>- 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;</li> <li>- encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time."</li> </ul>				

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>Action 20</b>	<b>Business Improvement District</b>				
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.					
<b>Action 21</b>	<b>Devolution of Public Assets</b>				
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.				<b>GTC wrote to WBC December 2020, request acknowledged and within WBC work programme</b>	
<b>Action 22</b>	<b>Devolution of Public Assets</b>				
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
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**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 – <b>TBC</b>
Staycation	Saturday, 7–Sunday, 15 August 2021 – <b>TBC</b>
Godalming Green Gala	Saturday, 14 August 2021 – <b>TBC</b>
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





## **A Survey of Residents of Godalming and Farncombe on the Adequacy of Existing Youth Provision in the Community**

**To determine whether residents believe existing Youth provisions meet the needs of our community and how they might be improved.**

Although there are many superb youth groups in Godalming, there is no general 'Youth Club' or dedicated Youth Centre. In response to concerns raised over many years regarding the lack of such provision, Godalming Town Council (GTC) is considering opening a Youth Drop-in space for young people of secondary school age to use after school.

The drop-in would provide a safe space for young people to socialise and meet friends and be able to access local and national youth services and initiatives as well as the opportunity to meet a professional youth worker if they wished to discuss issues of concern.

The drop-in would be managed by qualified and experienced youth workers employed by the council, who would support young people in a non-judgemental, safe and caring environment.

The drop-in would provide a range of activities for young people and would be 'their space'.

It would be over-seen by a GTC Youth Services management group of elected councillors and service organisers/leaders.

Although a suitable building/location has not yet been agreed, the anticipated costs of providing a dedicated youth drop-in supported by qualified youth workers would be in the region of £80,000-£100,000 per year with anticipated initial set up costs in the region of £100k. These figures are based on an assessment of the costs other local councils have experienced in setting up and running their youth services.

Funding for such a provision would need to be provided by the community. Whilst the lack of such provision has been raised many times, GTC wishes to seek the views and support of the community before agreeing to provide and fund this service for the town's young citizens.

To help us understand the level of community support, we would like as many people as possible to respond to the following questions by circling the appropriate response.

1. Do you believe that Godalming Town Council should provide a universal, free to access, youth drop-in facility aimed at secondary school age children?  
**Yes** **No**
2. Would you support an increase of £10 per year (@ 20 pence per week) to the Band D council tax to fund a dedicated youth worker and drop-in facility?  
**Yes** **No**

To help us understand your answers more fully we would like to invite you to tell us why

1. You support/do not support a youth drop-in

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2. You do support/do not support a youth drop-in being funded by the Community via the Council Tax.

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Godalming Town Council would also like to know your views on whether:

1. There should be a specific GTC Scheme to help fund organisations to provide services and events for our Youth (11 to 18 year olds) in Farncombe and Godalming.

**Yes**

**No**

Please add any comments here \_\_\_\_\_

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2. If there are any specific youth services that you feel should be available, please list them below.

Additional Service \_\_\_\_\_

Additional Service \_\_\_\_\_

Additional Service \_\_\_\_\_

Additional Service \_\_\_\_\_

3. GTC should set up a volunteering initiative to resource additional or expanded youth services, linking those wishing to volunteer with those seeking volunteers, working with Voluntary Action for South West Surrey and other volunteering agencies/organisations.

**Yes**

**No**

Comments \_\_\_\_\_

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Thank you for your time in supporting your community.

## **Godalming Cycle Campaign**

### 2020/21 Report for Godalming Town Council

*Prepared by Cllr Bob Crooks with assistance from Martyn Sandford a member of the Godalming Cycle Campaign*

1. Over the last year Godalming Cycle Campaign has met fortnightly on Zoom to deliver its Vision of a Community where active travel (being travel that involves some form of physical activity) is safe and convenient for all ages and abilities, and to take forward its Principal activities as set out in the Annex below.
2. Activities this year have included
  - a. continued development and implementation of the Guildford/Godalming Greenway
  - b. support for the implementation of the national 20 is plenty scheme for main roads across Godalming and Farncombe
  - c. development of a Waverley wide Greenway network as part of the Local Cycling and Walking Infrastructure Plan (LCWIP)
  - d. planning and development of a safe route for active travel between Farncombe and Godalming
  - e. maintaining and increasing the provision of bike shelters and lock-up bars across the towns
3. It has secured improvements for active travel in the Godalming Town Council (GTC) Programme for 2019 to 2023 which states:
  - a. Under the objective to work with community groups and statutory bodies to improve the cycling environment, safety, infrastructure and facilities, GTC will
    - i. work with Godalming Cycling Campaign, Surrey County Council, and other partners to improve the cycling environment
    - ii. promote traffic slowing schemes such as 20 is Plenty, and safer walking routes to school.
    - iii. seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.
4. Guildford/Godalming Greenway
  - a. The map appended indicates the work underway/planned in the continuing construction of safe Greenway routes for active travel between Guildford, Shalford, Broadwater, Farncombe, Godalming, Busbridge, Frith Hill, Aarons Hill and Milford
  - b. Waverley Borough Council (WBC) has agreed an allocation of £200k from its Community Infrastructure Levy (CIL) funds to develop the Godalming Town end of the Greenway, as set out in the findings of the GTC funded feasibility study
  - c. WBC has appointed a Sustainable Transport Officer whose work includes taking forward the development of active transport routes across the Borough
  - d. The WBC cross-party administration has stated they will vigorously promote active and sustainable transport modes and routes, which are seen as crucial for delivering its Climate Action plan and improving air quality and the health of residents

*Cllr Bob Crooks  
Martyn Sandford*

## Our vision

A community where active travel is safe and convenient for all ages and abilities.

## Definitions

### **Community**

Our geographical community is focused on Godalming and Farncombe but extends to the surrounding towns, villages and countryside that might be reached easily by active travel.

Community also means humanising our roads; enabling people to reconnect, creating a vibrant neighbourhood.

### **Active travel**

Active travel focuses on forms of transport that involve a degree of physical activity such as walking, cycling, using a wheelchair, jogging and horse riding. It is inclusive of people who need to use power assistance by reason of age or ability. These forms of transport are sustainable, produce little or no pollution and promote both physical and mental wellbeing.

All types of journey are included whether for utility (such as getting to school or work and for day to day activities such as shopping or visiting friends and family) or for leisure.

### **Safe and convenient**

Routes must be well constructed so that they are accessible to all. They must be well maintained to eliminate slip and trip hazards. They must be reasonably direct so that active travellers are not forced into long detours. They must be open and appropriately lit so that they are attractive to use.

## Principal activities

In pursuit of its vision, the group will engage locally in the following:

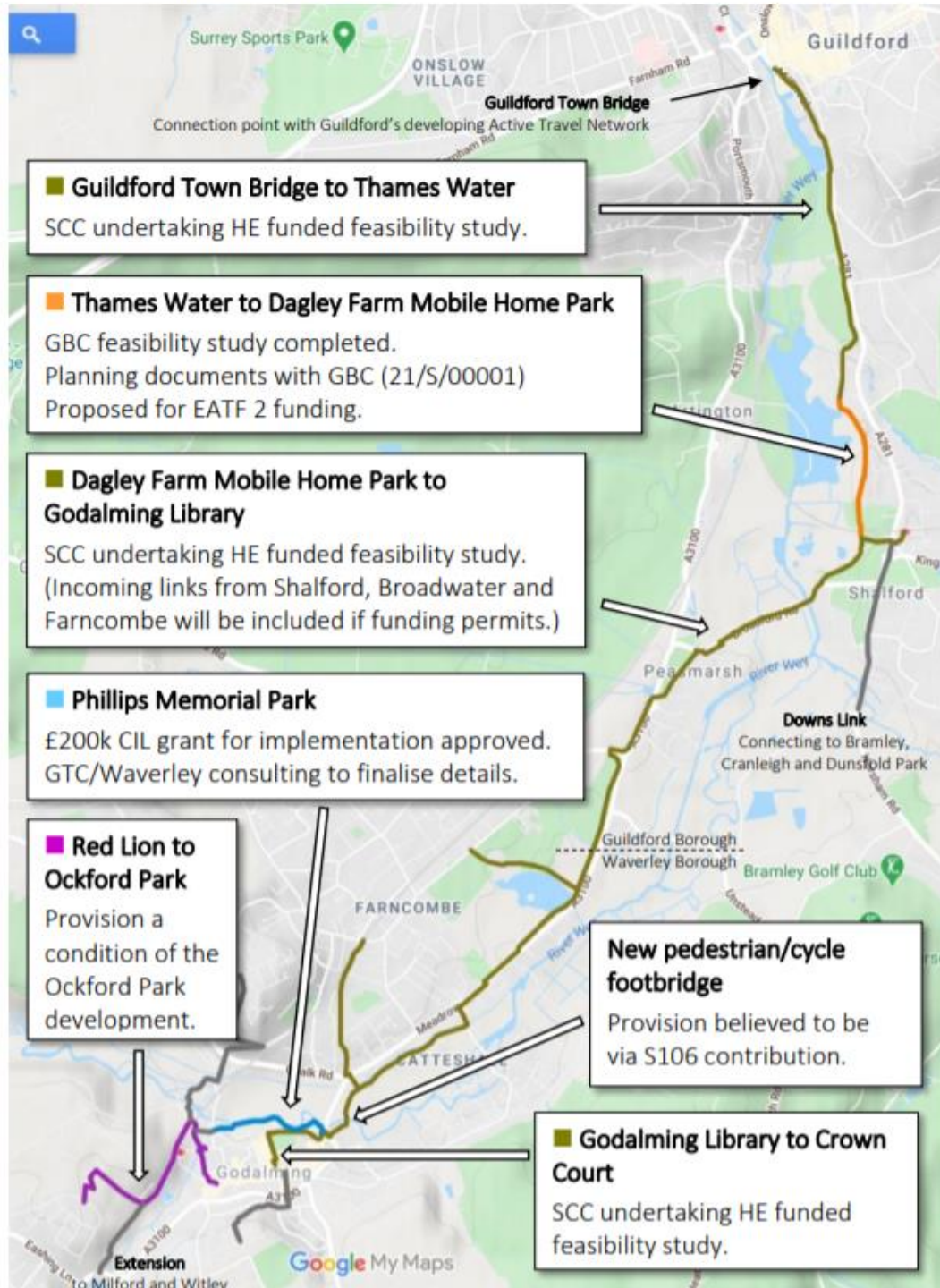
- Negotiate with authorities and grant making bodies.
- Collaborate with other groups that seek to promote active travel in its various forms.
- Seek solutions to local transport problems.
- Raise the profile of active travel through the provision of relevant information, education and other activities.

The group promotes the creation of a Guildford Godalming Greenway which will provide an active travel route between the two towns with links to significant local destinations.

While focused on active travel, the group will also give consideration to sustainable transport in the more general sense. For example, improving rail and bus integration locally will help to reduce congestion making streets safer and more attractive for active travel.

# Guildford Godalming Greenway Activity and funding status – April 2021

According to information available to Godalming Cycle Campaign



■ Routes shown in light grey are future development opportunities not currently active

## Godalming District Scouts

### 2020/21 Report for Godalming Town Council

*Prepared by Cllr Bob Crooks with assistance from Alison Gisvold (AG) from 2nd Godalming Scouts and Anne Bott (AB) the new Godalming District Commissioner*

1. Godalming District Scouts comprises 9 troops each with beaver, cub and scouting groups. The full list of troops is ...
  - 1st Busbridge
  - 1st Farncombe
  - 2nd Godalming
  - 4th Godalming
  - Priors Field
  - St Peter's and St Paul
  - 1<sup>st</sup> Milford\*
  - 1<sup>st</sup> Witley\*

\*Note the 1<sup>st</sup> Milford and 1<sup>st</sup> Witley troops fall outside the Godalming Town Council area.

2. Nearly 400 of our youths from 11 to 14 years old have joined one or other of these groups, all of whom have faced a hard time during the lock downs we have had since Christmas. Activities have had to be undertaken virtually on Zoom or Skype and camping expeditions have had to be undertaken in gardens, with scouts waking up to join virtual breakfast meetings to share the experience, and being entertained with baking lessons on Zoom...
3. Whilst not the outdoor life with which Scouts are traditionally associated, these 'virtual' engagements have provided a much needed outlet for Scouts which has been well received and enjoyed, boosting participants' morale at this difficult time
4. It should also be noted that the 2nd Godalming Troop Scout group has faced particular challenges. Having been formed in February 2020 on the back off the existing successful 2<sup>nd</sup> Godalming Beaver and Cub groups, COVID lockdown almost immediately curtailed their work and full operation was only able to commence in January 2021 when they joined with the other troops on the Godalming District Virtual Scouts on Zoom sessions. Unfortunately when these sessions finished at Easter, due to changing circumstances their leaders were no longer able to continue, leaving the 2<sup>nd</sup> Godalming Troop without a Scout Group offering. Their scouts have therefore, temporarily, joined with 1<sup>st</sup> Busbridge Troop for the coming term, while new Leaders are recruited.
5. The turnover in volunteers as well as leaders is a common challenge across the District with lockdowns requiring some to move on to accommodate changes in life and family priorities. As is also the challenge of youngsters feeling "Zoomed out" with schoolwork and other activities also only being available via the screen. Maybe due to this or other circumstances many groups have seen a fall-off in membership particularly among those transitioning between groups (eg. moving from Cubs to Scouts). Consequently preparations are in hand to provide a safe outside operation with great support from a number of parents and volunteers. The intention is to commence some outdoor activities from 29th April, government restrictions permitting
6. It is hoped that by then all groups will be able and ready to move to some F2F engagements and then to progress to almost 'normal' outdoor activities during May with volunteers and leaders working hard to develop the best outdoor activity programmes that COVID Regulations will permit. With the turnover in leaders and volunteers this is proving a bigger challenge. More volunteers are urgently needed and anyone interested should go to the [Volunteer's Area \(godalmingscouts.org.uk\)](https://www.godalmingscouts.org.uk) and also check out the information on the national Scout website at: <https://www.scouts.org.uk/volunteer/>
7. In passing, mention must be made of the tremendous work of Scout member Alex Harvey in successfully setting up the Aquila Explorers group for 14 to 18 year olds in Godalming and Farncombe. Alex has also organised virtual District Scout Meetings with a number of activities including quizzes, challenges and murder mysteries. Excitingly this programme has recently been expanded to offer Explorers the chance to gain their Duke of Edinburgh Awards.
8. To complete the provision for all our youth, the District has just set up a Godalming Network troop for 18-25 year olds, offering them social, community and survival skills and experiences.
9. The District owns the local White Beeches camping site and the Assistant District Commissioners have worked hard during the first lockdown break spending many hours clearing significant scrubland so that it could have a wider use for day time activities. On the back of that the District Executive has granted funds to enable a storage area to be built and it is hoped that events will again be run there, sooner rather than later.
10. Finally last year saw a changing of the guard at the top of the District with Anne Bott taking over as District commissioner from Julia Kielstra who, as the District Commissioner for the last 3 years, has provided great leadership, commitment and inspiration for Godalming Scouts, for which we express our heartfelt thanks. .

## 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.