

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
GU7 1AQ

17 March 2023

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 23 MARCH 2023 at 6.30pm.

Andy Jeffery
Town Clerk

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

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Crooks – Chair
Councillor Heagin – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Duce	Councillor Follows
Councillor Hullah	Councillor Kiehl
Councillor Martin	Councillor Neill
Councillor PMA Rivers	Councillor PS Rivers
Councillor Steel	Councillor Stubbs
Councillor Weightman	Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 23 February 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

The Comments and observations from the following Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

Councillor Cosser
Councillor Follows
Councillor Heagin
Councillor Martin
Councillor PMA Rivers

Councillor PS Rivers
Councillor Williams

In accordance with Min No 401-19, Cllr Cosser has declared that, in order to avoid a personal conflict of interest, he will not take part in debates or votes on planning matters at meetings of this Committee.

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 Chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal 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. STRATEGIC CIL FUNDING – ITEM FOR NOTE

Members will wish to note that of the two projects currently being supported by Neighbourhood CIL funds, which also applied for Strategic CIL funding, neither have been successful in their bid.

Impact:

Busbridge Junior School: GTC made provision for funding of up to £125,000 subject to reduction if Strategic CIL funds were awarded. The award from GTC allows this project to proceed.

Broadwater School: GTC provided up to £79,400 for the Canopy Garden element of this project. This element can proceed without Strategic CIL funding. However, indications from the project team are that they may wish to engage with GTC to seek changes to amend the overall project design. Any future proposal affecting the project that funding has been granted for will be brought to Council for consideration.

7. CIL APPLICATION – FARNCOMBE COMMUNITY GARDEN – ITEM FOR DECISION

Recommendation: The Environment & Planning Committee is requested to consider the Neighbourhood CIL application in support of the Farncombe Community Garden Project and, if approved, to resolve to recommend the application to Full Council for an award of £10,000 Neighbourhood CIL

Members are requested to consider the Neighbourhood CIL application for the Farncombe Community Garden Project (attached for the information to Members), which requests an award of £10,000 towards the cost of building accessible pathways throughout the garden. This will make the garden accessible and safe to the public and enable the garden to be open to everyone in the community.

In considering the application, Members will wish to note that, at present Godalming Town Council has awarded £227,400 of Neighbourhood CIL funding. As of 14 March 2023,

Neighbourhood CIL monies received from developers via WBC for the Parish of Godalming stands at £241,522. Therefore, the current uncommitted amount available to support this application is £14,122. If Members were to support this application the CIL balance would be £4,122.

Whilst not yet received an additional £138,447 has been collected by WBC but not yet disbursed (due end March 2023).

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places upon Godalming.

These definitions allow GTC and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

8. SCC FUTURE BUS SERVICE – POST CONSULTATION PROPOSALS – ITEM TO NOTE

Members will recall that on 15 December 2022, following consideration of SCC proposals put forward as part of the Future Bus Service review, Members expressed concerns about the proposed reductions in the county's bus services and the impact they would have at a time when use of bus services should be promoted and encouraged as a means of meeting the county's climate change challenge and when residents are having to deal with a cost of living crisis. Members considered that the withdrawal of local bus services could create even more challenges for many residents.

GTC's concerns related to the withdrawal of the No. 42 route service from Catteshall Lane, the only service linking the residential areas of the town with The Mill Medical Practice and the potential alteration to the service for Godalming College. Additionally, GTC raised concerns regarding the proposal to withdraw early morning and evening services on the 70/71/72 route.

The outcome of the consultation is due to be considered by the SCC Community, Environment and Highways Select Committee on 20 March, see [Agenda for Communities, Environment and Highways Select Committee on Monday, 20 March 2023, 12.00 pm - Surrey County Council \(surreycc.gov.uk\)](#). Members will wish to note the changes between the consultation proposals and the final proposals shown in the table below to be considered by the Committee. It is hoped that Members can be informed of the SCC's decisions at the E&P meeting.

Of the consultation survey responses received by SCC, the second highest level was from the Waverley area (Guildford being the highest), with the No 70/71/72 route being the second highest used route by survey respondents. The No. 42 route was the 14th most used. The GU6, GU7 & GU8 postcode areas, which are served by route 42 and route 70/71/72 accounted for over 60% of the responses from the Waverley Borough area. Whilst the consultation was promoted via several sources, Members will wish to note that GTC's social media campaign to raise awareness of the consultation reached 1,850 accounts.

Service	Route	Days of Operation	September 2023 Consultation Proposals	Final Proposal Post Consultation
42	Guildford Godalming Cranleigh	Mon-Sat	Withdraw from Catteshall Lane Godalming, Ifold and Loxwood, considering maintaining Godalming College journeys and converting the rest of the service to DDRT.	This service is commercial, and the operator is revisiting the longer-term viability of maintaining the service along Catteshall Lane in Godalming. To be withdrawn from Ifold, Loxwood and Plaistow in W. Sussex. No change to Godalming College journeys.
70/71/72	Guildford Peasmarsh Farncombe Godalming- Milford Witley- Brook Haslemere Fernhurst- Midhurst	Daily	Withdraw the following journeys: 5.49am from Chiddingfold to Guildford, 6.08am Haslemere to Midhurst, 8.25pm Guildford to Shottermill, and 9.26pm Shottermill to Godalming.	This service is commercial, and the operator is revisiting the longer-term viability of maintaining the early and late journeys. A decision is expected by June.

9. PLANNING APPLICATIONS - CONSULTATION

To consider a schedule of planning application attached at Appendix A.

10. COMMUNICATIONS ARISING FROM THIS MEETING

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

11. DATE OF NEXT MEETING

Due to the switching of dates for the Annual Town Meeting and the E&P and P&M Committee meetings, the Environment & Planning Committee meeting originally scheduled for Thursday, 30 March has been cancelled so the next meeting of the Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 20 April 2023 at 6.30pm.

12. ANNOUNCEMENTS

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



CIL FUNDING APPLICATION FORM

INTRODUCTION

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Please return completed application forms and supporting information to: office@godalmingtc.gov.uk

Linked Document: CIL Policy and Funding Application Form Guide for Applicants



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	Farncombe Community Garden
2. Name and position of main contact	Deepa Craig, Treasurer
3. Applicant contact details (phone no, email and address)	07751 790840 deepacraig@gmail.com 17 Orchardfield Road, Godalming, GU7 3PB
4. Type of organisation If a charity, please provide registration number	Charity (CIO) Charity no. 1198491
5. Is the organisation able to reclaim VAT?	No.
6. Location of project	Land adjacent to Broadwater Lodge Care Home, Summers Road, GU7 3BF
7. Summary of the project proposal	Building accessible pathways throughout the garden. This will make the garden accessible and safe to the public and enable us to open up the garden to everyone in the community. Once these pathways are in place we can ensure public safety and invite people with physical disabilities/difficulties. It is our aim that the garden is open to all to benefit.
8. Estimated project cost	£36,231

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	£10,000	For accessible pathway materials
Any other Local authority contribution eg EBC and/or SCC	None for this item.	
Third party contribution	£10,000 £10,000 £6,231	National Lottery OpenWorks – awaiting decision Grant funding to be sought
Total cost	£36,231	

10. Detail of additional sources of funding available

We are actively trying to raise funds for the pathways through grant organisations and also developing relationships with Alstom and Network Rail in terms of help with labour/materials for the project.

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

CIL funding is being sought for this project because it is for infrastructure projects specifically addressing the impact of development in the local area. Our garden project aims to increase social cohesion and reduce social isolation, particularly as more people are moving into our area. It aims to provide a community space for everyone, particularly after the reduced provision of local services (the Children's Centres; the change of use of Broadwater Community Centre).
We have sought funds from Alstom, Princes Countryside Trust, the RHS and Card Factory, but have been unsuccessful in these instances.
We have managed to raise funds from People's Postcode Lottery; Surrey County Councillor nominated grants; Godalming Town Council and the Community Foundation for Surrey for other aspects of setting up the community garden.

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

Yes - £3,000 from Godalming Town Council for storage container – Sept 2022

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>The project addresses 3 areas from the Local Plan - improving biodiversity by promoting the protection and respect for wildlife and plant in our local community; providing a new recreational facility which supports healthier lifestyles and improves quality of life for all; and promoting outdoor recreation and access to the countryside for the local community.</p> <p>The project objectives are aligned with the priorities of Waverley Borough Council Corporate Strategy 2020-25 in tackling loneliness, social isolation, mental health and supporting social prescribing.</p> <p>The health and wellbeing benefits of community gardening are well known and have been described in detail in the King's Fund Report (2016) on gardens and health.</p>
<p>14. What evidence is there of support from the community</p>	<p>Over 250 people have shown support for our project on the Your Fund website, https://yourfundsurreymap.commonplace.is/comments/61616e77fecb10ad449d92e</p> <p>Over 100 volunteers have signed up to help. We have held 2 public meetings which have been well attended. The garden also has support from the Binscombe Medical Centre and the trust has made a donation to kick-start the garden. Penny Rivers, the Surrey County Councillor for Godalming North, is supporting our project, as are Godalming Town Councillors, Heather Hullah and Paul Follows. We have support from the Broadwater Care Home and Broadwater School - both of which are keen to use the garden for their clients/pupils. We have also been contacted by the Halow project which is interested in using the garden for their clients.</p>
<p>15. Proposed timescales for the project</p>	<p>We are hoping to have the main paths laid out over the next few months.</p> <p>We are hoping to open the garden fully in June/July 2023.</p> <p>Currently</p> <p>We are having clearing sessions regularly to prepare the site.</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>There are no day-to-day running costs associated with the pathways.</p> <p>Just maintenance which will be conducted by the volunteer team.</p>

17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves	As we are newly established I have enclosed our latest management accounts. We currently do not have any unrestricted reserves as we are new, but our intention is to build up unrestricted reserves up to 6 months running costs which is estimated to be £4,500.
18. Do you need planning permission to carry out the works?	Not for the pathways.
19. If planning permission is required is it in place to carry out the works? If so, please provide the application number	n/a

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: Deary _____

Organisation: Farncombe Community Garden _____

Date: 12 February 2023 _____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

**Farncombe Community Garden
2022-23 Management Accounts & Budget**

INCOME	Actual to Jan 2023			Budget	Forecast	Variance
	Unrestricted	Restricted	TOTAL			
	£	£	£	£		£
Grants		49,700	49,700	50,000	54,700	4,700
Donations	15,102		15,102	42,000	16,312 -	25,688
			-			
	15,102	49,700	64,802	92,000	71,012 -	20,988
EXPENDITURE						
One-off Costs						
Pathways			-	15500	36,176	20,676
Fencing	300		300	12500	16,609	4,109
Planning Permission	956.2		956	1,765	2,070	305
Tree survey costs	662		662	662	662	-
Eco survey costs	1020		1,020	1,020	1,020	-
Water/ plumbing	120		120	5,913	5,913	-
Topographical Survey ADA Solutions	600		600	600	600	-
Installing vehicle access incl. dropped kerb			-	7,000	12,849	5,849
Shipping Container for storage			-	3,700	3,700	-
Legal fees assoc with lease			-	2,000	1200 -	800
Polytunnel			-	7,000	5000 -	2,000
Tree removal			-	6,480	5900 -	580
Composting Toilet			-	12,200	12,200	-
Pond			-	5,000	5,000	-
Portaloos Hire	175		175	350	175 -	175
Total one-off costs	3833	0	3833	81,690	109,074	27,384
On-going costs						
Garden maintenance & development			0	5,000	0 -	5,000
Garden equipment			0	1,000	100 -	900
Fundraising costs	211.73		211.73	500	0 -	500
Other expenses (insurance, website, training, m:	174.64		174.64	1,000	100 -	900
Insurance - AON	90		90	190	180 -	10
Total on-going costs	476.37	0	476.37	7,690	380 -	7,310
Total Expenditure	4,310	-	4,310	89,380	109,454	20,074
NET Surplus / (deficit)	10,792	49,700	60,492	2,620 -	38,443 -	41,063
Reserves				2,620 -	38,443	
Actual to date						
CAPITAL	Unrestricted	Restricted	TOTAL	Budget	Variance to date	
INCOME	£	£	£	£	£	
Grants for building		-	-	81,100	-	81,100
Donations to building		30,000	30,000	30,000	-	-
	-	30,000	30,000	111,100	-	81,100
EXPENDITURE						
Building (capital) & installation	-	-	-	111,100	-	111,100
	-	-	-	111,100	-	111,100
				-		

GODALMING TOWN COUNCIL

ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS – 14 FEBRUARY TO 13 MARCH 2023

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 23/08				
WA/2023/00361	Godalming Charterhouse	Erection of extensions.	34 Nightingale Road Godalming GU7 3AG	
WA/2023/00379	Godalming Charterhouse	Certificate of Lawfulness under Section 192 for erection of a single storey extension.	131 Peperharow Road Godalming GU7 2PW	
WA/2023/00364	Godalming Farncombe and Catteshall	Erection of a single storey extension following demolition of existing conservatory.	Roslyn 16 Lower Manor Road Farncombe Godalming GU7 3EG	
WA/2023/00402	Godalming Farncombe and Catteshall	Certificate of Lawfulness under Section 192 for hip to gable and dormer extensions along with installation of rooflights to provide habitable accommodation in roof space.	81 Fern Road Farncombe Godalming GU7 3ER	
WA/2023/00409	Godalming Holloway	Erection of extensions and alterations.	10 Rectory Close Godalming GU7 1TT	
WBC Weekly List 23/09				
WA/2023/00447	Godalming Central and Ockford	Installation of an extractor vent and air conditioning outdoor unit.	145 High Street Godalming GU7 1AF	
WA/2023/00442	Godalming Central and Ockford	Application for advertisement consent to display one non illuminated fascia sign and one non illuminated projecting sign.	145 High Street Godalming GU7 1AF	
WA/2023/00450	Godalming Charterhouse	Certificate of Lawfulness under Section 192 for the erection of an outbuilding and alterations to driveway.	Calderwood Mark Way Godalming GU7 2BJ	
CA/2023/00455		RIVER WEY AND GODALMING NAVIGATIONS CONSERVATION AREA WORKS TO TREE	Land Adjacent To 20 Blackburn Way Godalming GU7 1JY	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 23/10				
WA/2023/00495	Godalming Binscombe	Erection of extensions and alterations.	75 Birch Road Farncombe Godalming GU7 3NU	
TM/2023/00511	Godalming Central and Ockford	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 11/17	Ravens Rake Holloway Hill Godalming GU7 1RZ	
WA/2023/00503	Godalming Central and Ockford	Extensions and alterations to existing office building to provide a second floor and additional office space.	2 Great George Street Godalming GU7 1EE	
PRA/2023/00489	Godalming Central and Ockford	General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use of from commercial, business and service (Use Class E) to 6 dwelling houses.	First Floor 110 & First Floor & Second Floor 106/108 High Street Godalming GU7 1DP	
WA/2023/00518	Godalming Charterhouse	Erection of 1 dwelling with associated parking and landscaping.	Land centred coordinates 496600 145414 Access to Clock House Mews from Huxley Close Godalming	
WA/2023/00508	Godalming Charterhouse	Alterations to elevations and erection of a spiral staircase following removal of existing staircase.	Cliff Hanger Frith Hill Road Godalming GU7 2EE	
WA/2023/00507	Godalming Charterhouse	Erection of a car port and terrace; creation of new vehicular cross over and erection of retaining walls.	Cliff Hanger Frith Hill Road Godalming GU7 2EE	
WA/2023/00480	Godalming Farncombe and Catteshall	Erection of a single storey extension.	47 Alderbank Drive Godalming GU7 1GB	
WA/2023/00515	Godalming Holloway	Erection of a single storey extension.	46 Minster Road Godalming GU7 1SR	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
TM/2023/00512	Godalming Holloway	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 11/17	St Hilary's School Holloway Hill Godalming GU7 1RZ	
WBC Weekly List 23/11				
WA/2023/00535	Godalming Central and Ockford	Erection of two storey and single storey extensions and alterations following demolition of existing conservatory and outbuilding.	74 South Hill Godalming GU7 1JU	
TM/2023/00552	Godalming Charterhouse	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 03/03	210 Peperharow Road Godalming GU7 2PT	
TM/2023/00551	Godalming Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA253	Ardmore 1 Hurtmore Chase Godalming GU7 2RT	
CA/2023/00544		OCKFORD ROAD CONSERVATION AREA WORKS TO TREES	Caesars Place Ockford Road Godalming GU7 1QW	

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (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 registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.