

PARISH OF GODALMING

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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 25 JULY 2019 at 7.00pm.

DATED this 19th day of July 2019.

Andy Jeffery
Clerk to the Town Council

The meeting will be preceded by prayer with Mr Andy Poulson of the Trinity Trust Team officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

A G E N D A

1. MINUTES

The Town Mayor to sign as a correct record the Minutes of the Meeting of the Council held on the 16 May 2019.

2. APOLOGIES

To receive 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 TOWN MAYOR 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; and
- 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.

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. PRESENTATION TO MEMBERS – TRINITY TRUST TEAM

By invitation from the Mayor, Members to receive a presentation from Mr Andy Poulsom on the youth and young people's support work undertaken in Godalming by the Trinity Trust Team. <https://www.trinitytrustteam.co.uk/>

8. RECEIPT OF CHAIRMEN'S REPORTS

To receive Chairmen's reports of the Committees as under:

Mayoralty Committee

Wearing of Civic Robes – Item for Decision

Recommendations:

- 1. Full Council to resolve to agree Mayoralty Committee recommendations 1 – 5 detailed below.**
- 2. If Full Council agree recommendation 4, no alternative symbol of office will be worn by councillors.**

At its meeting of 29 May 2019, Members of the Mayoralty Committee considered an Officer's report relating to the condition of the Council's Civic Robes and the costs for repair or replacement as required. Following debate the Mayoralty Committee resolved to put forward the following recommendations to Full Council.

1. The Mayor should continue to be robed on external civic occasions.
2. The Mayor should wear robes at the Annual Meeting of the Council.
3. The Mayor should wear robes at the Ordinary Meetings of the Full Council.
4. Councillors should discontinue wearing robes.
5. The Clerk should continue to be robed but not wigged when supporting the Mayor whilst the Mayor is robed.

Additionally, at its meeting of 11 July 2019, the Mayoralty Committee considered possible options relating to symbols of office for the recognition of Council Members used on civic occasions, such as Remembrance Day, if Members are not wearing council robes. Having considered a number of options, Members resolved to agree to recommend that if Full Council agree the cessation of the wearing of robes by councillors, no alternative symbols of office should be worn.

Policy & Management Committee

Policy Documents for Review – Item for Decision

Recommendation: Full Council to resolve to agree to adopt the policy documents listed below.

The Policy & Management Committee considered the documents listed below (tabled for the information of Members) and resolved to agree to recommend them for adoption by Full Council:

- *Members' Code of Conduct*
- *Press Strategy for the Town Council*

Staffing Committee

Delegation of the Functions of Proper Officer of the Council in the Absence of the Town Clerk – Item for Decision

Recommendation: Full Council to resolve to agree Staffing Committee recommendations 1-3 detailed below.

Members of the Staffing Committee considered the staffing structure for Godalming Town Council to be able to function efficiently and effectively in the absence of the Proper Officer (Town Clerk).

Following considerations of SO 31(ii)

SO 31. The Proper Officer shall be either (i) the clerk or (ii) other staff members(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

The Staffing Committee resolved to agree the following recommendations for consideration by the Full Council:

1. The RFO be nominated and authorised, in accordance with Standing Order 31(ii), by the Full Council to undertake the duties of the Proper Officer of the Council in the absence of the Town Clerk.
2. The remuneration associated with the authorisation be set as a single column point increment increase above the contracted NJC Column Point of the authorised individual, and that the associated remuneration ceases at the expiry of the authorisation.
3. If recommendations 1 & 2 above are approved by the Full Council, the Town Clerk is to offer the nominated employee amended particulars of employment to reflect the additional responsibility.

8. RECEIPT OF COMMITTEES' MINUTES – ITEM FOR NOTE

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	22 May 2019 4 July 2019
Mayoralty Committee	22 May 2019 29 May 2019 11 July 2019

Policy & Management Committee

22 May 2019
19 June 2019
11 July 2019

Staffing Committee

22 May 2019
4 July 2019

9. **GODALMING JOINT BURIAL COMMITTEE – REPORT – ITEM TO NOTE**

To note for information the report of the Godalming Joint Burial Committee of its proceedings on the 30 May 2019 and 11 July 2019.

10. **MOTIONS ON NOTICE – ITEM FOR DECISION**

Proposed by Councillor Williams (background supporting document attached for information of Members)

The Motion: Climate Emergency & Biodiversity Motion

In recognition of the global climate emergency and to facilitate the reduction of carbon emissions, Godalming Town Council resolves to:

- 1) Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions¹, including an earlier target of 2025 for all scope 1 and 2 emissions;
- 2) Set up an annual carbon audit to include the Council's carbon footprint and a roadmap for achieving this aim by the end of 2019;
- 3) Create a budget for grants to encourage and enable carbon-reduction and mitigation schemes within Godalming. The primary criterion for assessing applications to the fund should be CO2 savings per pound spent. The initial budget will be £10,000 for the 2019-20 financial year to be allocated from the Emerging Projects Fund;
- 4) Include environmental implications of recommendations in officer reports alongside legal, financial and equality implications. These will include the impact of recommendations on CO2 emissions as well as any other relevant environmental factors;
- 5) Seek ways to facilitate and encourage our community to reduce direct and indirect CO2 emissions and conserve and enhance biodiversity in order to become resilient to changes caused by the changing climate.

We will take active steps where possible to encourage:

- a) increased use of sustainable transport;
 - b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this;
 - c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions;
 - d) development and use of renewable energy sources;
 - e) production, sale and consumption of locally sourced and sustainably produced food;
 - f) any other methods of achieving the aims above; AND
 - g) adoption of wildlife friendly land and water management practices.
- 6) Provide the appropriate training for council officers in order to implement the above.

¹ 2. "Scope 1 and 2 cover direct emissions sources (e.g., fuel used in company vehicles and purchased electricity), scope 3 emissions cover all indirect emissions due to the activities of an organization."

www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions/

Recommendations: If Members resolve to support the Motion, it is recommended that the following actions are agreed:

1. The Motion should be considered by the Aims and Objectives Working Group to ensure the outcomes of that group are compatible with the Motion.
2. The Town Clerk should attend the Climate Change workshop being delivered by the Society of Local Council Clerks.
3. Members resolve to agree to engage The Carbon Trust to conduct a Carbon Emissions Audit to cover scope 1 & 2 activities at Godalming Town Council sites. A CO2e Audit would measure GTC's corporate emission footprint following Greenhouse Gas (GHG) Protocol Guidance, including direct emissions from fuel and processes (Scope 1 emissions) and those emissions from purchased electricity (or Scope 2 emissions) for the assets that GTC operate. As part of the process, Officers are to undertake appropriate training to enable future updating, review and reporting of GTC's CO2e emissions. The cost of the audit being approx. £3,000, cost to be taken from professional fees budget.
4. Members to consider and if agreed, adopt the Carbon Reduction Action Plan (attached for the information of Members).
5. Officers to work with Members to establish the application and approval criteria for the awarding of grants which encourage and enable carbon-reduction and mitigation schemes. The outcome proposals to be brought forward for consideration by the Full Council.
6. Officers to work with colleagues at WBC, SLCC and SSALC to establish best practice protocols for reporting environmental implications of recommendations.

11. CONSULTATION ON THE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT – ITEM FOR DECISION

Recommendation: Members to consider the prepared response and if agreed are to resolve to approve its submission to Waverley Borough Council

Members to consider the response prepared by the Town Clerk relating to Waverley Borough Council's consultation on the Affordable Housing Supplementary Planning Document (tabled for the information of Members).

12. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES – GODALMING DISTRICT SCOUT COUNCIL – ITEM FOR DECISION

Members to elect a Town Council representative to the Godalming District Scout Council.

13. ARTICLE 4 DIRECTION ORDER – ITEM FOR NOTE

Members to receive an update on Article 4 Direction Orders.

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

15. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 26 September 2019 at 7.00 pm in the Council Chamber.

16. ANNOUNCEMENTS

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

Climate Emergency & Biodiversity Motion

Background Paper from

Councillors Adam, Crooks, Purvis, Wardell and Williams

IPCC report and context

The Intergovernmental Panel on Climate Change (IPCC) released a special report in October 2018¹ on the subject of 'Global Warming of 1.5°C'. The report is an international effort to summarise the current scientific consensus on how society might limit global warming to 1.5 degrees, as well as the likely consequences of this and greater levels of warming. The report states that:

- human activity has already caused 1°C of warming to the earth.
- to limit warming to 1.5°C it will be necessary to halve global carbon emissions by 2030 and to achieve near-zero net emissions by 2050.
- the consequences of 2°C warming are significantly worse than 1.5°C warming across all areas considered in the report.

At present, humanity is falling far short of the action necessary to limit warming to even 2°C. The likely global failure to achieve this target would result in increasingly severe consequences including very large scale water and food shortages, widespread flooding, heat related morbidity and large scale destruction of the natural world. These would result in substantial political and economic instability. The magnitude of the changes is difficult to quantify exactly, but the likely results are grave, both internationally and more locally. These changes are already in progress, and unless curtailed are likely to severely affect all of society before the end of the century.

IPBES report and context

In its recent report the Intergovernmental Science – Policy Platform on Biodiversity and Ecosystem services² highlighted 'nature's dangerous decline and unprecedented rates of species extinction that are accelerating. It identified that the current global response is 'insufficient' and transformative changes were needed to restore and protect nature.

These concerns are echoed in the Governments 25 year plan for the environment³ which states that " We are in danger of presiding over massive human-induced extinctions when we should instead be recognizing the intrinsic value of the wildlife and plants that are our fellow inhabitants of this planet."

In recognition of this crisis the Prime Minister has stated the ambition to 'become the first generation to leave the environment in a better state than we found it and pass on to the next generation a natural environment protected and enhanced for the future. The Town Council has a critical role in helping to achieve this locally.

Our place in reducing CO2 emissions and Biodiversity decline

Godalming Town Council must acknowledge the urgent need for global society to reduce carbon emissions and conserve biodiversity. We need to recognise the part which we have to play and commit to taking an active role in achieving this, by:

- Lead by example by proactively reducing our CO2 emissions as an organisation and improving biodiversity across our estate
- seeking to encourage and enable our community to decrease their emissions and improve their resilience to climate change and enhance wildlife
- reducing the purchase of animal products derived from livestock where the intensive breeding of such livestock has a significant impact on the carbon footprint
- seeking to influence the policies of other organisations such as Waverley Borough Council to encourage them to reduce their emissions and enhance biodiversity and also support any decisions they might take to pursue a similar policy (see item '5(c)').

The Council must acknowledge that 'business as usual' is not an option in the face of this climate and biodiversity emergency, and that society in its current form is unsustainable. Therefore, to meet our obligations above, we will need to assess and adjust our current activities both in terms of their scope and how we are undertaking them.

References and notes

1. www.ipcc.ch/report/sr15/
2. www.ipbes.net/news/Media-Release-Global-Assessment
3. [A Green Future: Our 25 Year Plan to Improve the Environment](#)

Godalming Town Council Carbon Reduction Action Plan – July 2019

Item	Action	Time Scale	Note
Short/Medium Term Actions to be achieved by April 2023			
Vehicles	All GTC vehicles to meet Euro 6 standards	July 2019	Suitable load and towing capacity electric/hybrid vehicles not currently available in UK. Ford currently 'real world' testing vehicles within the London Ultra Low Emission Zone(ULEZ).
NEW Offices	Lighting to be LED/Smart Lighting	April 2020	Internal layout of office space to make best use of natural lighting and where practicable Smart LED lighting is to be used, areas of non-smart lighting are to be illuminated by LED fixtures
Electricity	Transfer to renewable energy supply	December 2020	GTC negotiate supplies for GTC and JBC properties. Current contracts are on fixed terms, last relevant end date is Dec 2020
Gas supplies	Transfer to carbon neutral gas supply (biogas and certified carbon offset schemes)	April 2022	As above with last relevant date being April 2022 Biogas currently supplies approx. 6% of UK supply, natural gas carbon offset by use of carbon reduction scheme.
Gas Boilers	Where physically possible install a solar pre-heat water system	April 2023	Solar preheat water systems increase the T-ave of the feed water supply for hotwater boilers, each 1degree temperature increase of the boilers feed water reduces the energy required to raise the supply water temperature to the required output temperature.
Grounds Maintenance	Lobby JBC to audit carbon footprint of contractor's operations engaged on JBC works	November 2020	Identify carbon offsetting actions to enable carbon neutral grounds maintenance
Longer Term Actions			
Gas Boilers	Replace gas hot water and central heating boilers with alternative systems such as air source systems/electric hot water heaters (using renewable electricity supplies)	2030	Gas boilers to be replaced at end of current effective life or by 2030 whichever is earlier.
Vehicles	All vehicles to be full electric or hybrid	2030	Vehicles to be replace at end of effective life or by 2030 whichever is earlier. Vehicles to be fully electric if suitable vehicle available in the UK market