

GODALMING TOWN COUNCIL

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20 May 2022

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, 26 MAY 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

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 Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Follows	Councillor Heagin
Councillor Hullah	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Steel
Councillor Stubbs	Councillor Weightman
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 21 April 2022, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

5. 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.

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 principal 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. COUNCIL COMMUNITY FUND APPLICATIONS FOR GRANT AID

Information:	£
22/2023 Grants Budget	60,000.00
Allocations this year to date	39,240.00
Balance available for allocation	20,760.00
<hr/>	
22/2023 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,240.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	
Balance unallocated if applications agreed	5,000.00
<hr/>	
Total balance unallocated if applications agreed	<u>70,000.00</u>

Applications for Council Community Funding

Members to consider the following application for Council Community Fund grant aid – the summary of the application is given below.

Safe Drive Stay Alive-Surrey – Sponsor Cllr Cosser

£500 is applied for to assist with running the Safe Drive Stay Alive-Surrey performances, which is a road safety initiative that aims to highlight to all young people their responsibilities whilst being in a car, as a driver or passenger, as well as the consequences should these responsibilities not be taken seriously.

Through a more informed and responsible attitude to driving young people will develop as more responsible, better and safer drivers and passengers, to the benefit of the wider community on Surrey's roads. The ultimate aim is to reduce risk and the number of road traffic collisions caused by or involving young people (age 17-24), and therefore positively influence the number of injuries or deaths on the roads in Surrey involving this at-risk group.

Young people are invited to attend a live event at Dorking Halls, where representatives from the Police, Ambulance, A&E and Fire services speak, along with a member of the public whose life has been affected by a fatal road traffic collision. All stories include advice for the audience on how to keep themselves safe and avoid being involved in a road traffic collision themselves. Follow up activities are also provided to teachers so learning can be reinforced back in the classroom.

The programme has been running since 2005, and 188,000 people have taken part since it's foundation. Attached is the annual report from the last in person event in 2019. We expect 12,000 people to take part this year, including 900 students from schools in Waverley, in previous years Godalming College has had one of the highest attendances at the event.

The total cost of the programme is £130,000, which includes free entry and free transport to and from the venue for schools and colleges. Safe Drive Stay Alive-Surrey aims to raise this money from several external sources, with no charge to schools to ensure a school/young person's financial situation isn't a barrier to attending. Currently it has £88,000 of funding confirmed, with more applications outstanding.

Godalming Town Council has previously donated £500 to the programme, the organisers have indicated they would be very grateful for a similar amount for this year's event.

Previous Grants: £500 in 2018, £500 in 2019.

11. **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).

12. **COMMUNITY GOVERNANCE REVIEW – ITEM FOR DECISION**

Recommendation: Members to consider the WBC draft community governance review recommendations and determine whether they wish to make any further submissions to the current consultation.

Members will be aware from Min No 326-21 that following the outcome of the Boundary Commission review into the electoral arrangements for Waverley Borough Council, and the effect of their recommendation upon the Town Council's electoral arrangements, this Council requested WBC conduct a Community Governance Review for the Godalming area.

Subsequently, following requests from other local councils within Waverley, a notice for a Waverley-wide Community Governance Review was issued.

On 13 January 2022 Godalming Town Council approved a submission to the review (Min No 427-21 refers), with Waverley Borough Council agreeing its draft recommendations on 26 April 2022 – attached for the information of Members.

The draft recommendations are now subject to a period of 6 weeks' consultation between 3 May and 6 June 2022. This consultation stage provides parish councils, electors and other interested persons or bodies with an opportunity to indicate support or not and make comments on the proposals. It would also be possible to make the case for alternative proposals to those in the draft recommendations.

Members will note that recommendation 15 of WBC's draft report accepts in full Godalming Town Council's request to reduce the number of its Councillors from 20 to 18 and for the Town Council electoral area to be arranged into 5 wards.

Members are requested to indicate whether they wish to make any further submission relating to recommendation 15.

In addition to specific recommendations regarding the existing Town Council area of Godalming, GTC also makes a general point indicated at recommendation 16 regarding the Godalming Town Council area being adjusted to include the area of Busbridge Parish.

Busbridge Parish Council objected to this proposal and stated that the Busbridge Parish Council area is a rural parish spread out into the countryside and thus has different issues and that they believe the area has a greater affinity to its other ward neighbours of Bramley and Hascombe than Godalming. From other submissions contained within the report, it is interesting to note that Witley Parish Council and Hascombe Parish Council, who likewise neighbour Busbridge, also made submissions for parts of Busbridge to be included within their parish areas. This indicates that three out of the four neighbouring parishes had submitted that all or parts of the Busbridge Parish Council area boundaries be amended.

13. COMMUNITY STORE – ITEM TO NOTE

At the Policy & Management Committee meeting of 21 April, Members requested supplementary information to the received Community Store report:

a. When was the referral procedure for the Community Store changed?

Prior to 1 September 2021, GTC provided a permanent member of staff in support of the Community Store. At that time the GTC staff member would manage the appointments and the access to the store from both self-referrers and those referred by other agencies. GTC staff would enquire upon the circumstances leading to self-referral (to ensure they met the then criteria of being related to the financial impact of the pandemic). Self-referrers would be encouraged to contact Citizens' Advice and/or other agencies such as WBC to ensure they were accessing all means of assistance. Additionally, the period of use of the store was monitored with the average length of support being 85 days which, in turn, was linked to the processing of Universal Credit claims. The Community Store was not an open, continuous access facility. During the pandemic support period, if no evidence of seeking other support was apparent, notice of withdrawal of access would be given.

Post 1 September 2021, once GTC had limited its staff support, the volunteers required all users to either be referred from a third-party agency such as CAW or WBC. However, as has always been the case, any person meeting the basic residency requirement who presents as a self-referrer is supported with a 7-day support package whilst referral to the CAW or

appropriate third-party agency is arranged. If an appointment cannot be made during the initial period, as long as an appointment has been made support will be provided.

Usage of the Community Store falls into a number of categories:

Emergency – Where an individual has contacted the store (usually by phone) or the store has been contacted by a third party agency and there is an immediate need of support.

One-off – Where an individual contacts the store for support because something has happened that has tipped the scale at that particular time.

On-Going – Support provided for a period of time as recommended by CAW

Members will appreciate that the Community Store is a source of additional support. Not all those being supported will require its services on a weekly basis, the ultimate hope is that through a range of support the need to use the Community Store is eliminated.

b. Of the households supported how many unique identifiers have been supported?

The support provided by the Community Store has previously been reported in ‘days-worth of support. Whilst this does indicate the total support provided it does not indicate either the number of individual households supported nor the ‘turn-over’ in the supported households.

The data below shows the number of emergency support, one off support and the number of new customers (households) each week.

When looking at the new customer data, as exemplified by week commencing 2 Aug and 9 Aug, it can be seen that although new customers may come onto the books there are also previous customers whose need for support is no longer extant.

Week commencing	No of Households	No of Adults	No of Children	Emergencies	One-off	New customers
02-Aug	22	31	20	9	1	6
09-Aug	19	29	12	3	3	1
16-Aug	25	40	20	8	2	6
23-Aug	24	38	21	4	4	1
30-Aug	24	35	16	3	2	1
06-Sep	19	31	14	1	1	1
13-Sep	19	27	14	4	3	2
20-Sep	18	25	13	2	1	1
27-Sep	16	22	14	2	1	2
04-Oct	19	23	10	3	1	3
11-Oct	24	34	29	4	3	8
18-Oct	25	34	26	4	5	2
25-Oct	23	32	22	4	4	4
01-Nov	19	26	18	2	2	2
08-Nov	29	43	27	5	5	4
15-Nov	26	36	29	5	4	5
22-Nov	25	36	23	3	2	3
29-Nov	29	39	26	7	3	8
06-Dec	31	41	28	4	3	3
13-Dec	34	46	26	11	5	8

20-Dec	37	51	31	1	3	2
27-Dec	3	4	2	2	1	1
03-Jan	31	42	29	3	3	3
10-Jan	35	45	20	11	8	6
17-Jan	35	48	32	4	4	2
24-Jan	37	49	27	6	5	2
31-Jan	30	39	20	5	3	5
07-Feb	29	38	18	5	1	4
14-Feb	31	45	22	3	2	2
21-Feb	36	45	34	2	2	3
28-Feb	37	51	27	5	5	4
07-Mar	34	47	25	3	3	3
14-Mar	34	49	16	7	4	4
21-Mar	39	51	22	5	3	7
28-Mar	35	46	24	6	3	7

For the period covering 2 August 2021 to 31 March 2022 the Community Store had a total of 144 households registered for support. Prior to 2 August 2022 from its inception on 20 April 2021 the Community Store had supported 154 households, making a total of 298 households registering support since its inception, this equates to 3.2% of the tax base of the town.

14. **YOUTH SERVICES CCTV POLICY – ITEM FOR DECISION**

Members are requested to review the youth services CCTV policy (attached for the information of Members) and if agreed to resolve to recommend its adoption by Full Council.

15. **APPROVAL OF VARIABLE DIRECT DEBITS – ITEM FOR DECISION**

As required by Financial Regulation 6.6 Members are requested to RESOLVE to authorise the RFO to continue payments by use of variable direct debits where current instructions exist. The list of current suppliers paid by variable direct debit is attached for the information of Members; Members are asked to approve the list and the use of a variable direct debit in each instance.

16. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP**

Members are asked to note a report from Councillor Faraday on the Fairtrade Steering Group (report to be tabled) an organisation upon which Councillor Faraday represents the Town Council.

17. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING PARK RUN GROUP**

Members are asked to note a report from Councillor Duce on the Godalming Park Run Group (report to be tabled) an organisation upon which Councillor Duce represents the Town Council.

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, 9 June 2022 at 7.30pm 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.	Quarterly	July 2022
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 now complete	Biennially	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. Item on this agenda	Biennially	May 2022
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2022
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023	6 Monthly	October 2022
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:			Required Date	Revised Date
Fairtrade Steering Group	Cllr Faraday	Report expected 26 May 2022 – On this agenda	26/05/22	
Godalming Park Run Group	Cllr Duce	Report expected 26 May 2022 – On this agenda	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report expected 9 June 2022	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report expected 9 June 2022	09/06/22	
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report expected 30 June 2022	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report expected 14 July 2022	30/06/22	
Sport Godalming	Cllr Adam	Report expected 14 July 2022	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report expected 1 September 2022	14/07/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report expected 1 September 2022	01/09/22	
Godalming Museum Trust	Cllr Steel	Report expected 13 October 2022	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report expected 24 November 2022	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report expected 12 January 2023	24/11/22	
SALC	Cllr Cosser	Report expected 12 January 2023	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 16 March 2023	12/01/23	
District Scout Council	Cllr Crooks	Report expected 16 March 2023	12/01/23	
Godalming Park Run Group	Cllr Duce	Report expected 20 April 2023	16/03/23	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 20 April 2023	16/03/23	

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.	Ongoing
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.	Ongoing
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. SCC consulting on potential routes
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.	Completed

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.		SCC requested to take proposals forward 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.		Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area. Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities
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.		Action Complete
Action 9	Community Events – The Green Environment	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		Quotes to be obtained
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 –held 25 September 2021 Potential beer festival May 2022
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).
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 2022 progressing on an expanded footprint funded via the Welcome Back Fund.

Action 13	Floral Godalming	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
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. 		Repair of Town Centre street furniture carried out April–June 2021. Town centre cross over drains renovated March 2022.
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.		Investigation indicated this proposed options not to be feasible - No future action
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 PMA 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." 		GTC providing online footfall data for businesses to assess potential of Godalming as a business environment
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 or any financial support to be brought to Policy & Management Committee for consideration.	<p>GTC agreed to provide funding and administrative support to a BID taskforce.</p> <p>Chamber of Commerce entering into an agreement with BID consultancy to support a Godalming based BID</p>
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.	

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

Event	Date
Annual Council/Mayor Making	Thursday, 5 May 2022
Godalming Run	TBC Sunday in May Sunday, 22 May 2022
Town Show	Saturday, 4 June 2022 [?]
Summer Food Festival	TBC Sunday, 3 July 2022
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

Safe Drive Stay Alive - Surrey

November 2019 performances

Summary report



www.safedrivesurrey.org



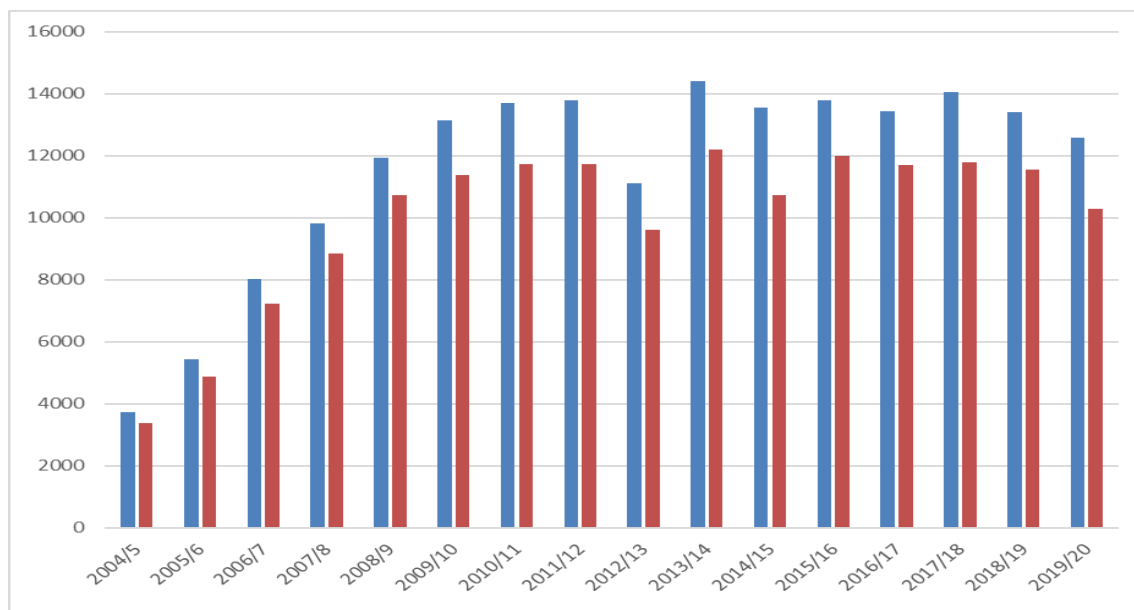
Overview

SDSA aims to positively influence the attitudes and driving behaviours of young people, reducing the likelihood, frequency and severity of road traffic collisions and, therefore, the number of deaths and injuries on Surrey's roads. Over the last 15 years we have received a large amount of feedback from students, teachers, parents, VIP invited guests, partner agencies and financial supporters. This feedback, which can be viewed at www.safedrivesurrey.org, has been overwhelmingly positive. This supports the SDSA team's belief that SDSA positively influences young people's attitude to risk, both as a car drivers and as a passengers.



November 2019 performances

10 300 people attended the 18 performances in early November, bringing the total audience, since March 2005, to 159 820. Our audience comprised 10 200 students, teachers/tutors/instructors, from over 90 schools, colleges, youth groups and the armed forces, and over 100 invited VIP guests.



NB: In 2012/13 a £2.50 per person charge, towards transport costs, affected booking numbers. In 2014/2015 a partial closure of the M25 led to a performance cancellation, and affected attendance numbers. In 2019/20 a large college, that normally books over 1000 places, was unable to book places, also reducing overall attendance numbers.

Partners and Financial Supporters

The delivery of **Safe Drive Stay Alive** performances is made possible through Surrey Fire & Rescue Service working in partnership with other emergency service organisations and members of the public and due to the generosity of many financial supporters, all of whom we would like to thank.

Thank you to our partner organisations



St George's University Hospitals **NHS**
NHS Foundation Trust



Representatives from our financial supporters and partner organisations join Chief Fire Officer, Steve Owen-Hughes, and the VIP performance speakers and host 7 November 2019.

Thank you to our financial supporters

Office of the Police and Crime
Commissioner for Surrey



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TOYOTA (GB) PLC

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Surrey Education Trust



**High Sheriff
Youth Awards**

Helping young people
make Surrey safer



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SAFER GUILDFORD
a partnership approach



Safer Stronger Partnership

Spelthorne
Together



Oxted Parish Council



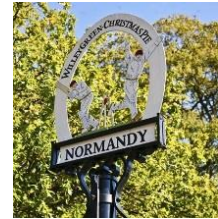
CATERHAM VALLEY PARISH COUNCIL



Supporting Our Community



WEST HORSLEY



Thank you also to Belron International Ltd

VIP performance and event - Thursday 7 November 2019

Around 100 invited guests, including Surrey dignitaries, representatives from partner organisations and financial supporters, once again joined Surrey Fire & Rescue Service senior officers to view one of the live performances. Following the performance a networking event was held to recognise individual contributions towards the delivery of the 2019 'season' of performances.



The Vice Lord Lieutenant of Surrey, the High Sheriff of Surrey, Mayors, Councillors & clerks from Surrey County, district, borough, parish & town councils join the VIP performance speakers and host - 7 November 2019.



Following the morning's performance, Steve Owen-Hughes, Chief Fire Officer, Surrey Fire & Rescue Service, opens proceedings and welcomes VIP invited guests



Bridget Biddell, High Sheriff of Surrey (2019 - 2020) and Cllr Denise Turner - Stewart, Cabinet Member, Surrey County Council



Patrick Rutherford, UK Retail Sales Manager, ExxonMobil & Esso and David Short, Regional Communications Manager, Kier Highways



Elspeth Hackett, Head of Personal Lines, esure & Sheila's Wheels and Group Commander Damian Watts, Community Safety Manager, Surrey Fire & Rescue Service, closing proceedings



To mark his retirement and farewell to Safe Drive Stay Alive, after 15 years as a speaker, Chris Neal, South East Coast Ambulance Service, receives an engraved Surrey FRS plaque, from Steve Owen-Hughes, Chief Fire Officer



The High Sheriff of Surrey and the High Sheriff's Police Cadet, present a High Sheriff Youth Awards Certificate to Steve Owen-Hughes, Chief Fire Officer and Mark Taylor, Children and Young People Team Manager, Surrey Fire & Rescue Service

Extending learning

Since 2015, every attendee has received a copy of the **Young Driver's Guide** (2019 version below), as well as, since 2016, a SDSA locker/trolley coin key ring. In 2017 and 2018, students were encouraged to 'check in' to register their details via the **RSGB Connect online** platform using the link www.safedrivesurrey.org/checkin Those that registered had a chance of winning a prize and then would receive, by email, driving and road safety information updates in the 12 months post performance.

All schools and colleges, since 2017, have also received copies of the **Follow Up Tutor resource**, to support follow up work on Impulsivity, Distraction, Peer pressure, Mobile phones and Drink/Drug driving. The resource, incorporates activities, in four modules, that draw upon the latest Behaviour Change Techniques (BCT) research.

Remember Safe Drive Stay Alive?

It may seem a long time ago, but everything you heard at SDSA effects young drivers, their passengers and other road users (just like you!) every single day. When you checked-in, you told us that you either hadn't started learning to drive yet, or that you were currently learning. If you've passed since then - congratulation! If not, here are three articles we think you might find useful.

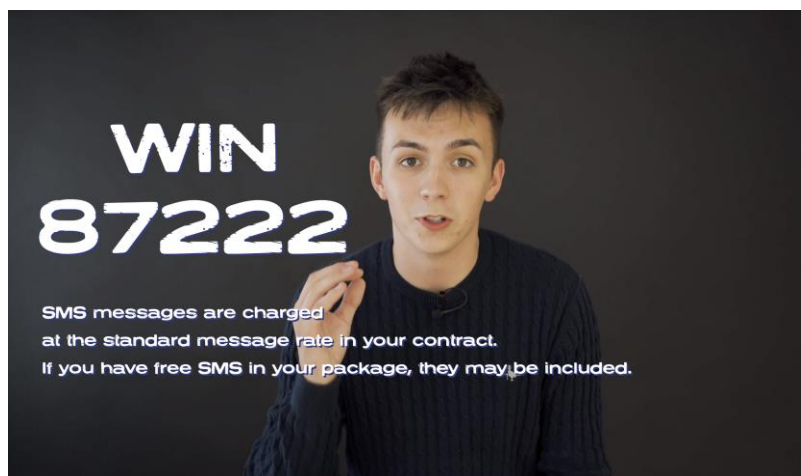
NEW DRIVING TEST	PREP FOR YOUR TEST	AVOID FAILING
Read all about how the driving test has changed for 2018 and what to expect when you take yours.	When you come to take your practical driving test, the day should contain no surprises.	We give you the top 10 reasons why people fail their driving test, so you can help avoid them!

Remember Nich's story?

"I opened the door saying the keys are where we left them, and a two police officers where standing there"

[Click here to read it again online](#)

Signing up for online information, via SMS text messaging



Using a one minute video, detailing prizes that could be won, Harry Seaton invited the audience to text the word 'WIN' to 87222. A reply text was then sent, asking each recipient to reply with their contact email address.

Sign up rates - November 2019 - compared to 2017 & 2018

Years/period	Data
Sign-ups - Nov 2018 (using website address)	616
Sign-ups - Nov 2019 (using SMS texting)	1584 (16%)*
Uplift from 2018 to 2019	157%
Total sign ups - Nov 2017 & Nov 2018	1398
Total sign ups – Nov 2017, Nov 2018, Nov 2019	2982
January 2020 message send	2305
Overall number of un-subscribes	677**
Un-subscribes (May 2018, due to GDPR*)	Approx. 600**
Un-subscribes from November 2019 sign ups (3 months)	48 (3%)
Un-subscribes, from November 2018 (12 months +)	29 (4.7%)

*Based on 9800 young people and total attendance of 10 300 (400 teachers & 100 VIP guests)

** GDPR regulations, from May 2018, required continued opt in, rather than opt out. Only around 40 to 50 opted in, with the personal details (from Nov 2017) of approximately 700 requiring deleting.

	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020
Total sends	670	661	1687	1630	2305
Total opens	483	322	1654	610	772
Unique opens	295	185	700	523	666
Open rate	72%	49%	98%	37%	33%

Note: Average open rate for all industries is 21.33% (Mail Chimp, October 2019).

Prize winners

Prize	Name	School/College
ITB voucher	EC	Collingwood College
ITB voucher	RD	St John's School
ITB voucher	DS	St Paul's Catholic College
ITB voucher	IS	Woking College
Dash cam	DD	Epsom College
Dash cam	JN	Epsom College
Dash cam	DC	Fullbrook Sixth Form
Dash cam	LE	Reeds School
Dash cam	ZA	Woking College
Dash cam	AC	Woldingham School
Gift card	TS	All Hallows Catholic School
Gift card	MK	Carshalton College
Gift card	MD	City of London Freeman's School
Gift card	HN	East Surrey College
Gift card	MC	East Surrey College
Gift card	HM	Glyn School
Gift card	EB	Guildford High School for Girls
Gift card	EC	Hinchley Wood
Gift card	AB	Hurtwood House
Gift card	AR	Oxted School
Gift card	PP	Reigate Valley College (Sidlow Bridge Campus)
Gift card	CM	Rosebery School
Gift card	HB	St Paul's Catholic College
Gift card	MN	Strodes College
Gift card	JS	Targetted Youth Support, Runnymede
Gift card	KC	Teddington School
Gift card	DW	Woking College
Gift card	NM	Woking College
Gift card	SN	Woking College
Gift card	GH	Woking College

£250 car insurance discount vouchers - **Courtesy of insure the box**

£99 car dash-cams - **Courtesy of NextBase**

£30 gift cards - Amazon

Feedback comments - November 2019

I was very impressed by the performance - very professional & well organised and the level of commitment from all your partners was very clear to see.

Elizabeth Box, Head of Research, RAC Foundation

Many thanks for yesterday morning. Hospitality was tremendous but far more importantly I was very impressed with all aspects of the performance. A product there to be very proud of. Well done all and thanks very much again for the invitation.

Steve Appleton, Group Manager, CMB Staff Officer, Kent Fire & Rescue Service

Just thought I'd drop you a line to say thank you and well done for the presentation. I was going to speak to you but you seemed rather busy! Presentations were great, and I wish you all the best especially over the next few weeks.

Paul Caddick, Editor, Intelligent Instructor



Brad Thomas, Performances Host, Surrey Fire & Rescue Service and speakers: Trevor Burlow, Roads Policing Officer, Surrey Police and Andy Gray, Surrey Fire & Rescue Service.

I was really impressed by the event this year- you have done a lot of work to keep the performance relevant.

David Short, Regional Communications Manager, Kier Highways

I would like to say a big thank you to you & your team for a fantastic evening at SDSA. I think each and every single trainee firefighter benefitted from attending the performance. Both the whole-time and on-call trainees are due to Pass-out in 4 weeks, to have an understanding of the human element of these types of incidents was hugely important. I think being their first hand listening to the stories from all of the speakers really resonated with them & helped develop their understanding of the ripples effects of incidents post event. Observing RTC training today I could see last night has helped focus the trainees on their roles as emergency first responders and I believe this is down to the timing of the SDSA performance.

Mike Phillips, Watch Commander, Learning & Development, Surrey Fire and Rescue Service

Just to say a belated thank you once again for the Safe Drive performance last week, as ever, the coaches going home were somewhat quieter than on the way there – so another good job done I would say!
Fiona Gravette, Sixth Form Co-ordinator, Hinchley Wood School



Chris Neal, South East Coast Ambulance Service, Magda Winsor, St George's Hospital and Joe Robinson, a seriously injured passenger in a car involved in a fatal collision

I would like to thank and congratulate you and the rest of the "SDSA" team and speakers for an amazing presentation earlier this evening. It was truly professional in all respects, and from the very outset (when we arrived a few minutes late in view of all the road works (and you and I met)!).

I was so impressed by every aspect of what SDSA are doing here, and the positive impacts it so evidently has. My heart went out to the brave speakers, their courage, and selflessness in describing their own very powerful and emotional experiences.

It is certainly hard hitting and emotional (and equally passionate and sensitive) and there should be no apology for that. As you well know, all teenagers think they are immortal, and/or that "stuff" happens to other people.

From first-hand experience with my 17 year old younger son, who joined me this evening, we know that bad stuff does happen, and can to anyone. In his case it was an un-induced coma last year relating to a brain tumour (etc.) and subsequent treatment, rather than driving. James' (I think?) story of his coma, and the impact it had/has on him and his closest, particularly resonated.

I'm hopeful that my email will be in addition to many, many others offering support and thanks that you all so richly deserve. I have no objection to you sharing this message with all those participating on stage/screen, and those in support, this evening. You really are - all - making such a difference, and doing it so nobly and bravely. I am in awe.

With very sincerest thanks and best wishes,
Mark Herne, Parent

As always, the Safe Drive, Stay Alive presentation was professional and hard hitting; please could you thank all your colleagues and the additional participants for staging the presentation. With kind regards
Hugh Rasleigh, Custodian of Sixth Form, More House School, Frensham

Thank you for putting these events on – they are extremely valuable to our young people.
Oliver May, HOPE Services, Surrey County Council

Comments from students

- Thank you very much for such an insightful and eye-opening experience
- A very informative evening we all learned a lot!!
- I was lucky enough to attend a session with St Peters School Guildford and found the whole thing very powerful
- Thanks for making me more aware
- Thank you for an insightful show
- It was an amazing, and moving talk. Thank you
- Thank you very much for such awesome and moving display
- My daughter came today with her college. She thought it was excellent.



Jim Regan, father of Ben. Students standing, representing the number of young people killed or seriously injured on Surrey's roads each year

Performances delivery costs – November 2019

Transport (coaches)	£63 740
Venue & AV equipment (Dorking Halls)	£20 849
Young Driver Guides (9 500 copies)	£6175
Key rings (10 000)	£4 031
Follow up resource	£0
Road Safety GB Connect (12 months)	£2 900
Amazon gift cards x 30 (RSGB check-in prizes)	£600
Catering (9 days for 25 people + VIP event)	£4 769
Speakers transport costs	£420
Photographer (VIP event)	£333
Website annual charge	£84
Total	£103 901

NB: £103 901 equates to £10.09 per attendee, compared to the estimated societal cost of £1.8 million for each road traffic collision fatality.

Plans for 2020/21 academic year

- Deliver **19 performances** to **11 000 - 12 000 attendees**.
- Continue to make available and promote to schools and colleges, **post attendance resources**, including the follow up **Tutor Resource pack**, the **Young Driver's Guide** and the online **young driver and road safety information updates**.
- Continue **national collaboration**, including through the national research and development project - Pre-Driver Theatre and Workshop (PdTWER) and the national Road Safety Performances Forum.
- Submit entries to the 2020 **First Car Young Driver Road Safety Awards**
- Secure ongoing **financial support** from existing supporters and identify potential new supporters to ensure delivery of SDSA into the future.



Road Safety GB



SHARE

Pre-driver Theatre & Workshop Education Research (PdTWER)



About this project

Performances dates booked for November 2020

- Monday 2 November - Friday 6 November
- Monday 9 November - Friday 13 November
- VIP performance on Thursday 5 November - 10:30am
- Evening performance on Wednesday 11 November - 7:30pm



2015



2016



2017



2006



Contacts

Surrey Fire & Rescue Service



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Chris Gill	chris.gill@surreycc.gov.uk	07790 934748
GC Damian Watts	damian.watts@surreycc.gov.uk	07800 621957
	safedrive@surreycc.gov.uk	01737 242444

Mark Taylor
Children & Young People Team Manager
Surrey Fire & Rescue Service
March 2020



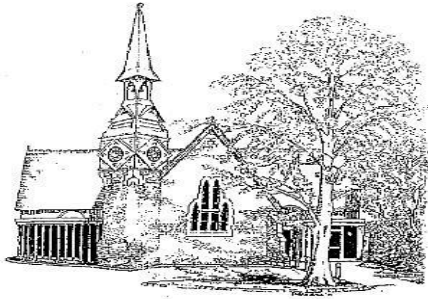
www.safedrivesurrey.org



www.facebook.com/sdsa.surrey



www.twitter.com/sdsa_surrey



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 2021 - 31st March 2022

1) Introduction

This is the second 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. As described in the previous report, due to the COVID-19 pandemic, the Centre had 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, providing a two-course lunch is delivered Monday to Friday.

This situation continued during the early part of the year until the removal of Government restrictions in May. The Centre re-opened on 17th May with the normal minibus service resuming. Those users who wished to continue to have meals delivered were transferred to the Community Meals Service, with their meals being delivered by volunteers in their own cars.

2) Minibus Usage Data

a) 1st April – 14th May 2021

During the 6 week period prior to reopening, the minibus delivered a total of 786 meals, an average of 23.1 meals per day.

b) 17th May 2021 – 30th March 2022

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

H1	May-22	Jun-21	Jul-21	Aug-21	Sep-21
Total Users	76	163	226	250	253
Working Days	10	22	22	21	22
Users/Day	7.6	7.4	10.3	11.9	11.5
% Lunchers on Minibus	61%	57%	66%	71%	69%

H2	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Total Users	236	260	189	197	228	274
Working Days	21	22	16	20	20	23
Users/Day	11.2	11.8	11.8	9.9	11.4	11.9
% Lunchers on Minibus	67%	73%	68%	60%	64%	66%

As can be seen from the figures, usage of the minibus picked up again over the first 2-3 months of the renewed service and demand has remained strong ever since. The importance of the service is underlined by the fact that 2/3rds of the users having lunch at the Centre rely on the minibus to allow access to our services.

3) Forward Plans

With the strong demand for the service and the high level of reliance on it amongst our users, the Trustees believe that the minibus is a vital element of our offering to the community. The current minibus's lease expires in February 2023 and a group of Trustees have already started to investigate the options for continuation of the service past that date.

At present we are seeking quotations for a new lease, but also in view of apparent issues with the supply of new vehicles leading to long lead times, we are also in discussion with our current lease company about extending the existing lease for a period should that prove necessary to ensure continuity of service. Once we fully understand the options and costs, we will evaluate these against other options, such as use of the Hoppa service.

Waverley Borough Council

Community Governance Review

Draft Recommendations

1. Introduction

Waverley Borough Council is undertaking a Community Governance Review (CGR) of all the parishes within the Council area. In this review, the Council will be guided by the relevant legislation in Part 4 of the Local Government and Public Involvement in Health Act 2007, [the Guidance on Community Governance Reviews](#) that the government and the Local Government Boundary Commission for England have issued (the Guidance), and the [Terms of Reference](#) for the review that were adopted by the Full Council on 14 December 2021.

This CGR relates to the whole of the Waverley Borough Council area and gives consideration to changes to parish areas and parish electoral arrangements. These changes include the alteration, merging, creation and abolition of parishes; the naming of parishes, and the adoption of an alternative style for new parishes. They may also involve changes to the council size (the number of councillors to be elected to the council), and whether to divide the parishes into wards for the purposes of elections. The general principles for the proposals that the Council is making along with the different types of recommendations are outlined below.

Town and parish councils are the first tier of local government and they are statutory bodies. They serve their electorates; they are independently elected by their local government electors, and they raise their own precept. Town and parish councils work towards providing local services and improving community well-being. The National Association of Local Councils describes their activities as falling into three main categories: representing the local community; delivering services to meet local needs, and striving to improve the quality of life and community well-being within their area

Waverley Borough Council is responsible for CGRs within the Council area, and it is considered good practice to review community governance every 10-15 years. The Council received requests from two Town Councils to review the size of their respective councils, and it was deemed appropriate to undertake a review of the whole principal council area rather than dealing with review requests piecemeal.

On 17 January 2022, the Council commenced a 6 week period of consultation requesting initial submissions from parish and town councils, the Surrey Association of Local Councils, Residents' Associations, voluntary and community organisations, Waverley County Councillors and Members of Parliament. The CGR was publicised through the Council's website and social media.

The Council received a number of submissions from parish and town councils and one individual. On 26 April 2022, Full Council agreed the criteria on which to evaluate the submissions and the ones that meet these criteria have been taken forward into the draft recommendations.

Following the resolution of Full Council on 26 April 2022, a period of 6 weeks consultation is being undertaken between 3 May and 6 June 2022. This consultation stage provides parish councils, electors and other interested persons or bodies with an opportunity to indicate support or not and make comments on the proposals. It would also be possible to make the case for alternative proposals to those in the draft recommendations.

If an alternative case is submitted, it must demonstrate that any alternative proposals are in line with the general principles of the Community Governance Review, as they are laid down in the legislation and the Guidance. The Council will endeavour to make decisions that are based on the analysis of all the evidence that is received or further information it collects. It is therefore very important that submissions are well argued and backed by credible evidence. The Council will give careful consideration to all submissions and alternative proposals that it receives. They will be balanced against the legislation, the Guidance and the Council's Terms of Reference.

On 19 July 2022, Full Council will consider the Final Recommendations in this review, which will form the basis of a new Waverley Borough Council (Electoral Arrangements) Order. It is likely that some of the proposed changes will need consent from the Local Government Boundary Commission for England (LGBCE) and this will be sought at the appropriate time.

The CGR does not include the electoral arrangements for Waverley Borough Council or Parliamentary constituencies. This is the responsibility of the LGBCE and the Boundary Commission for England respectively.

2. General Principles and types of recommendation

The Review must make a series of recommendations based on the following topics, some of which are dependent upon and relate to each other:

- (a) Parish areas
 - Creating, merging and abolishing parishes;
 - Alternative styles for any new parishes;
 - Lesser boundary alterations between existing parishes;
 - Changes to parish names
 - Grouping parishes under a common council
- (b) Electoral arrangements
 - Whether to have a parish council or not;
 - The size of the council;
 - Whether to ward the parish or not;
 - Drawing up appropriate ward boundaries;
 - Allocating councillors to wards.

Parish areas

Parish areas and their boundaries

The Council has begun its review by giving consideration to the parish areas and their boundaries. In particular, the Council has sought to ensure that each parish:

- (a) Reflects the identities and interests of different communities in the area.
- (b) Is effective and convenient.
- (c) Takes into account any other arrangements for the purposes of community representation or community engagement.

Names and styles

The Council has sought to defer to local views with regard to the names of parishes and parish wards, taking into account the history, local connections or the preservation of local ties, making a pressing case for the retention of distinctive traditional names.

Electoral Arrangements

Size of the Council

The Council is required by law to consider any change in the number or distribution of the local government electors which is likely to occur in the period of five years beginning with the day when the Review started. The draft recommendations take into account the projected electorate to 2027.

Parish warding arrangements

The Council has considered representations made in respect of the current warding arrangements of the parish councils. In considering whether a parish should be divided into wards for the purposes of elections to the parish council, the Council is required to consider the following:

- Whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient;
- Whether it is desirable that any area or areas of the parish should be separately represented on the council.

Warding arrangements should be clearly and readily understood by and should have relevance for the electorate in a parish; they should reflect clear physical and social differences within a parish, whether urban or rural. In addition, ward arrangements should have merit; not only should they meet the two tests laid down in the legislation, but they should also be in the interests of effective and convenient local government. The additional costs of multiple ward elections should not be wasteful of a parish's resources.

Allocating Councillors to wards

The Council has been mindful of the government's Guidance that 'it is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the elections of councillors' to a parish council.' While there is no provision in legislation that each parish ward councillor should represent, as nearly as may be, the same number of electors, the Council concurs with the Guidance that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards. The Council has therefore attempted to ensure that the ratio of electors to councillors across the different wards of a parish is equitable insofar as that is practical.

3. Evidence used to support recommendation & evaluation

The Council has taken into account key data for each parish and parish ward. The range of data used is as follows:

Electorate size and housing development data: Analysis of the present sizes of parish councils in the area together with the 5 year projected electorate. The 5 year projected electorate has been calculated using information about the scale and exact locations of expected future housing developments within the Council area. It is also based on the Council's housing development plans as set out in the Local Plan

Responses to these Draft Recommendations: Responses to the proposals contained in these Draft Recommendations in a consultation period that will run from 3 May 2022 to 6 June 2022 will be carefully considered.

Council size: The legal minimum number of parish councillors for each council is five (Section 16, Local Government Act 1972). The National Association of Local Councils (NALC) considers that a council of no more than the legal minimum of five members is inconveniently small, and it considers that a practical working minimum should be seven (NALC Circular 1126/1988). The government's Guidance makes the point that "the conduct of parish council business does not usually require a large body of councillors" (Guidance, paragraph 157).

There is no requirement in legislation that the number of councillors should be proportional to electorate size. The view given in the Guidance is as follows: "In considering the issue of council size, the Local Government Boundary Commission for England is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government." (Guidance, paragraph 156).

With regard to parish wards, the Guidance adds another consideration, which is that the levels of representation and the ratios of electors to parish councillors should be broadly equitable. This report has already noted the emphasis in the Guidance "that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors" (Guidance, paragraph 166).

The Local Government Boundary Commission for England has recently published the final recommendations for Waverley Borough Council wards. A number of submissions in the first stage of consultation were received that would result in parishes being divided by the new Borough Ward boundaries. The Guidance is clear that this should be avoided as far as reasonably practicable. These submissions have been considered alongside the final recommendations for the Borough Ward boundaries and, where practicable, consent will be sought to amend the Borough ward boundary, so they are coterminous.

The Council has evaluated responses based on whether:

1. there is agreement between affected parishes
2. it makes it more logical for the residents
3. it requires consent from the Local Government Boundary Commission for England
4. there are any positive or negative impacts on the electorate
5. there are wider implications if the change is made
6. there is likely to be support from the wider community.

4. Final Assessment and draft recommendations

Recommendation 1- Alfold

Alfold Parish Council currently has 7 Councillors for 919 electors. The Parish council was uncontested in 2019. However, the electorate figures in the parish area are projected to

increase considerably as a result of new housing and in particular, the Dunsfold Park Garden Village development. The projected electorate number for 2027 is 2934. The Parish Council would like to increase the size of their council to accommodate the growth in electorate numbers.

The 1972 Local Government Act (as amended) specifies that each parish council must have at least 5 councillors; there is no maximum number. The government's Guidance states that the typical parish council representing between 501 and 2,500 electors had 6 to 12 councillors. In the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

Given the projected electorate number for 2027 is 2934 and comparing similar sized parishes within Waverley an increase in the size of the Council to 9 is considered to be appropriate.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

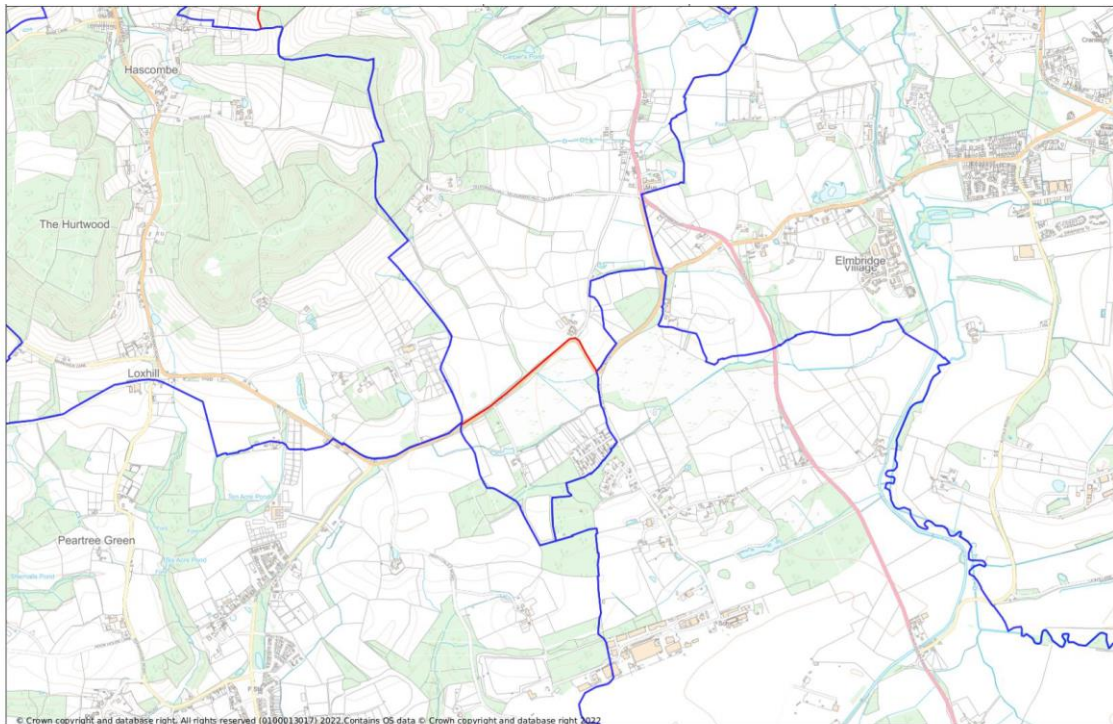
Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements of Alfold Parish Council to increase the size of the Council from 7 to 9.

Recommendation 2- Southern area of Bramley Parish to the south of Dunsfold including Lydia Park

The Council has received a submission from Bramley Parish Council to transfer the southern extent of the Parish to the south of Dunsfold Road including Lydia Park to Alfold Parish Council.

In their submission they stated that "*The area sits on the fringes of the Dunsfold aerodrome and will become a marginal area of the new Dunsfold Park estate when it is developed. The inconsistency of having the New Acres site in Alfold parish to the south and Lydia Park in Bramley to the north is clear – both logically should sit in the same parish. Lydia Park is 7.5km south of the main Bramley settlement but only 3km northwest of Alfold village, 3.5km from the centre of Cranleigh and 3km northeast of Dunsfold village.*"

The proposed new boundary is in red. Blue lines are existing parish boundaries.



The existing boundary runs along the current Borough ward boundary and is consistent with the Local Government Boundary Commission for England's final recommendations for the boundary in this area. Any alteration to the parish boundary at the parish council area would mean that the Parish and Borough ward boundaries would not be coterminous. The government Guidance states that this should be avoided where possible.

In considering this proposal the Waverley Borough Council does not feel that a sufficient case has been made for this alteration and in addition there is no indication that Alfold Parish Council are in favour of this change.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- NOT help to better reflect the local identities and interests of the community;
- NOT help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to make no change to the current governance arrangements.

Recommendation 3 - Bramley Parish and Hascombe Parish - area east of The Street in Hascombe

Representations were submitted from Bramley Parish Council and Hascombe Parish Council to amend their boundary to the east of The Street in Hascombe.

In Bramley Parish Council's submission, they stated that:

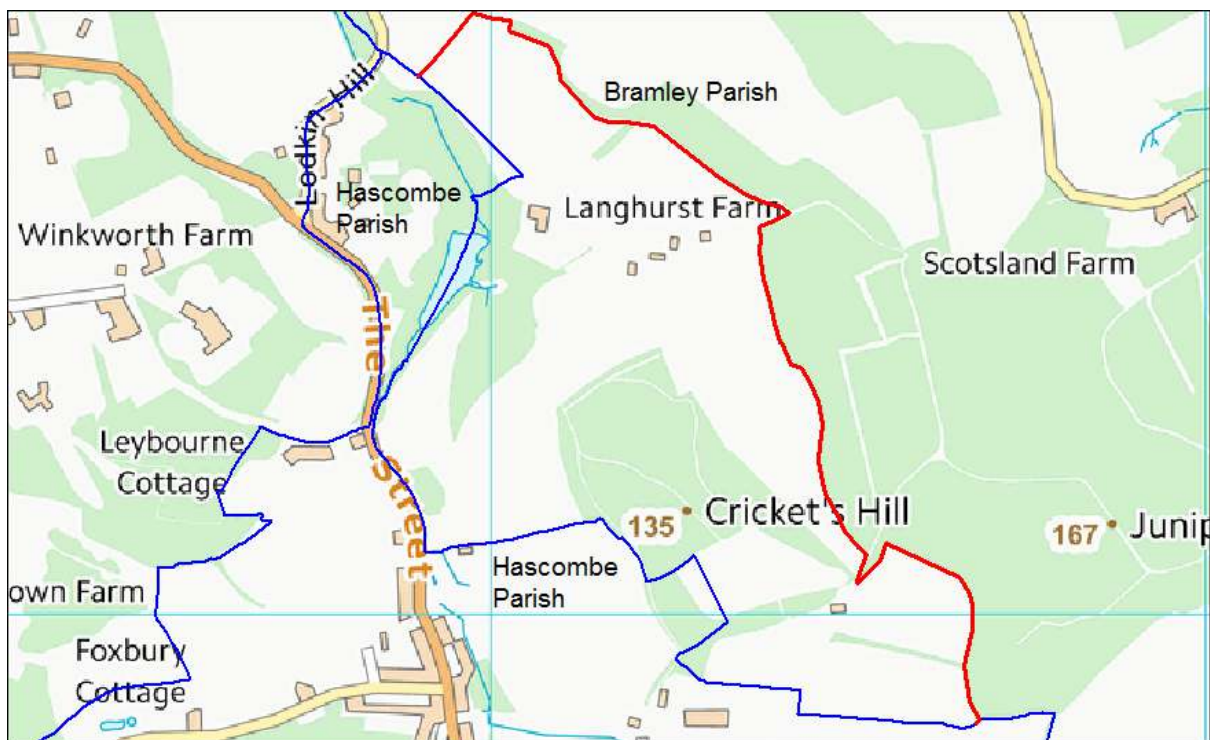
"The southwest part of the parish to the east of The Street in Hascombe more naturally sits with Hascombe parish. The area around Langhurst farm is less than 1km from the centre of

Hascombe but nearly 5km from the centre of Bramley as the crow flies and far further by road.”

In Hascombe Parish Council’s submission, they stated that:

“The logic behind this that Langhurst valley and “High Hascombe (east)” are very close to Hascombe centre and a long way from other parish centres.

The Langhurst valley is rural, as is most of Hascombe parish, so they have more common interests. Vigilance over the AONB - both small additional areas are within the Surrey Hills AONB. All of Hascombe is in the AONB which the parish is keen to protect and be vigilant about. Also planning applications in these areas affect Hascombe more than other parishes. Topography - the Langhurst valley, Cricket’s Hill, High Hascombe, etc, face Hascombe, so it makes sense for them to be within Hascombe Parish. The new boundaries pass close to the ridge line of the hills surrounding the village. The inhabitants of the two areas tend to see Hascombe Parish Church as “their church”, if/when they engage with the church.”



The current boundary runs along the Borough ward boundary as set out by the LGBCE. Any alteration to the parish boundary would mean that the Parish and Borough ward boundaries would not be coterminous and this alteration would need LGBCE consent. The government Guidance states that this should be avoided where possible.

However, the proposal is logical with Langhurst Farm being accessed by the Street and both Parish Councils are in support of this alteration to their boundaries.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

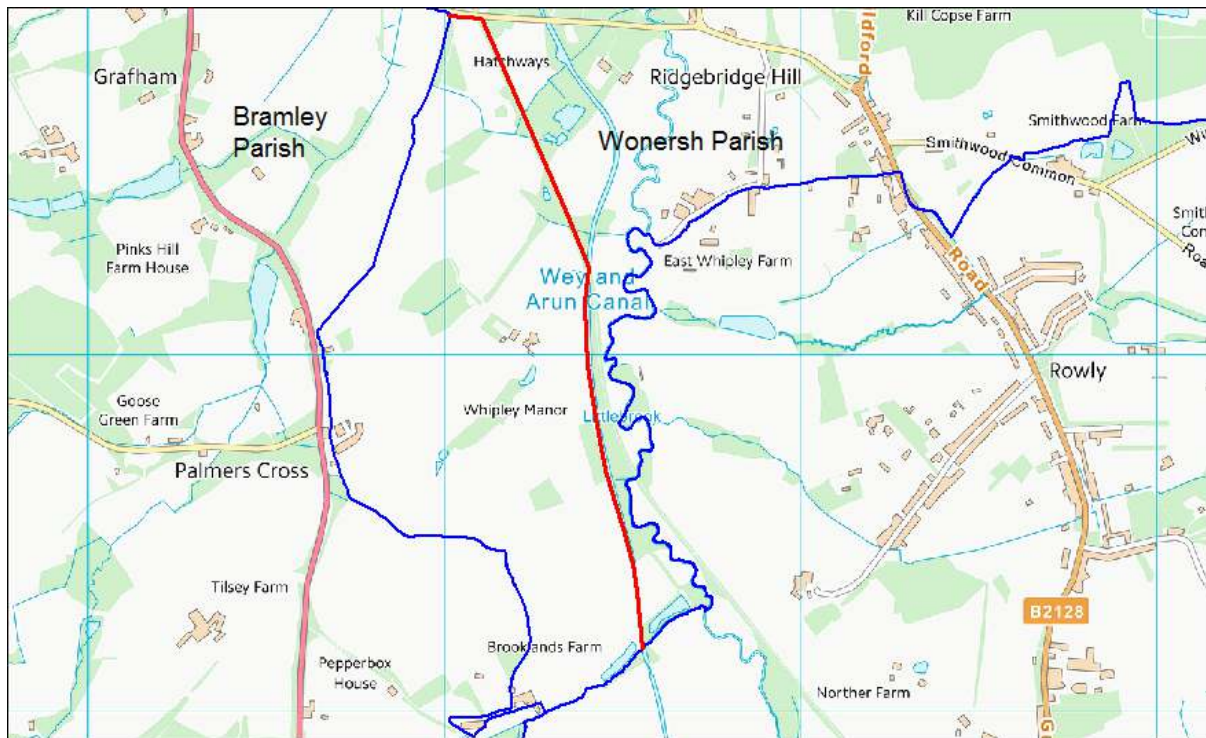
- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to achieve better governance of the area and request consent from the LGBCE to amend the Borough and parish boundary.

Recommendation 4 – Bramley Parish - Whitley Manor Farm

A representation was received from Bramley Parish Council to amend the boundary between Bramley Parish Council and Wonersh Parish Council to transfer the area around Whitley Manor Farm to Bramley. In their submission they stated that:

“Whitley Manor Farm is part in Bramley and part in Wonersh Parish. Palmer's Cross, the associated settlement, is identified as Bramley but all the shops are in Wonersh parish, which are accessed from the A281 in Bramley. We think it could be sensible to move Whitley Manor Farm and its associated shops and businesses to Bramley Parish. Additionally, making this change will tidy up anomaly that exists around the parish boundary at Pepperbox Lane and Brooklands Farm. Pepperbox Lane and Brooklands are currently within Bramley parish, but Brooklands Farm and Brooklands Farm Cottages, which are both access from Pepperbox Lane, are within Wonersh parish.”



The current boundary runs along the Borough ward boundary as set out by the LGBCE. Any alteration to the parish boundary would mean that the Parish and Borough ward boundaries were not coterminous. The government Guidance states that this should be avoided where possible. Consent for this alteration would be required from the LGBCE.

However, the proposal has merit in rectifying an anomaly around Pepperbox Lane and Brooklands Farm and brings together Whitley Manor Farm and its associated shops. The proposal has the support of Wonersh Parish Council on the basis that Brooklands Farm be transferred to Bramley in its entirety, provisionally along the line of the old canal.

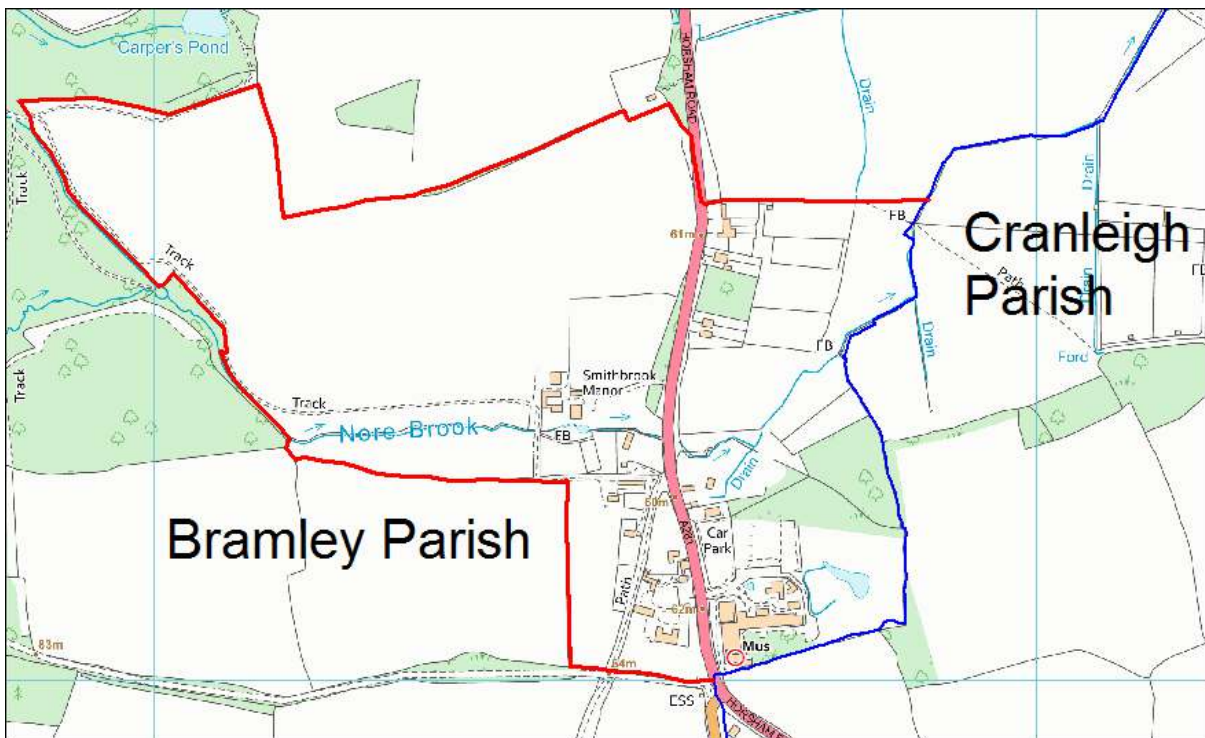
Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council’s draft recommendation is to change the current governance arrangements and to request consent from the LGBCE to amend the Borough and parish boundary.

Recommendation 5 – Bramley Parish - Smithbrook

A representation was received from Bramley Parish Council to transfer the Smithbrook area from Bramley parish Council to Cranleigh Parish Council. The addresses in this area include Cranleigh in their address, and the parish have said that this indicates that the residents may have more affiliation with Cranleigh than Bramley.



The current boundary runs along the Borough ward boundary and it will therefore be necessary to seek consent from the Local Government Boundary Commission for this amendment. Consideration has been given to amending only the parish boundary but the government’s guidance stated that this should be avoided where possible and it would lead to impractical electoral arrangements.

Residents in the Smithbrook area will be consulted during the second stage of consultation and Waverley Borough Council would welcome further feedback on the perceived benefits and impacts of this option.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LGBCE to amend the Borough and parish boundary.

Recommendation 6 – Bramley Parish - Gosden Common

One representation was received relating to the Gosden Common area from Bramley Parish Council. This area is outside the Waverley Borough Council area and therefore out of scope.

Recommendation: Waverley Borough Council's draft recommendation is to make no change to the current governance arrangements

Recommendation 7- Chiddingfold Parish - Pockford Farm

A representation was received from Chiddingfold Parish Council to change the parish boundary between Chiddingfold and Hambledon Parish. Their submission states:

"The boundary is awkwardly shaped and operates to exclude one of the Pockford Estate cottages while Pockford Farm and Pockford house and 2 other estate cottages are in Chiddingfold Parish. The farm estate is historically associated with Chiddingfold and its division across two parishes is without any clear benefit. There is no logical reason that one of the estate cottages should be separated from the estate and included within Hambledon Parish. In addition, Brookside should be incorporated into Chiddingfold as property is set within a cluster Chiddingfold properties and is linked to Chiddingfold via the adjacent public footpath. An adjustment would enable all the estate accommodation to fall within one parish, which is a sensible outcome."



The current boundary runs along the Borough ward boundary and it will be necessary to seek consent from the Local Government Boundary Commission for this amendment.

Consideration has been given to amending only the parish boundary but the government's guidance stated that this should be avoided where possible and it would lead to impractical electoral arrangements.

Residents in this area will be invited to respond during the second stage of consultation and Waverley Borough Council would welcome further feedback on the perceived benefits and impacts of this option.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

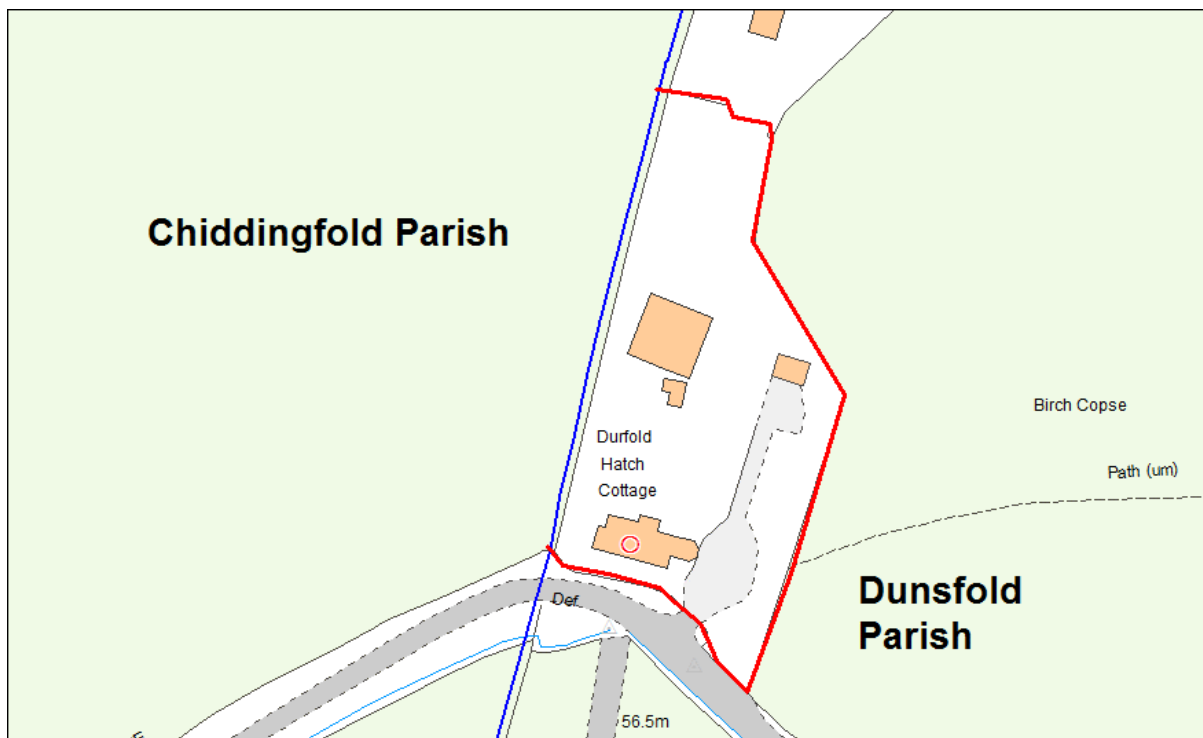
- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LG BCE to amend the Borough and parish boundary.

Recommendation 8 – Chiddingfold Parish - Durfold Hatch

A representation was received from Chiddingfold Parish Council to amend the boundary between Chiddingfold Parish Council and Dunsfold Parish Council to include Durfold Hatch. Their submission states:

“Durfold Hatch Cottage lies just into Dunsfold Parish, but is close to the residential properties in Chiddingfold at Fisher Lane (the nearest residential neighbouring properties). The residents at Durfold Hatch have established associations with Chiddingfold village and wish to be included within Chiddingfold Parish. The address is covered by the Chiddingfold Good Neighbours scheme.”



Dunsfold Parish Council have supported the proposal in initial conversations.

The current boundary runs along the Borough ward boundary and it will be necessary to seek consent from the Local Government Boundary Commission for this amendment.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LGBCE to amend the Borough and parish boundary.

Recommendation 9 – Witley Parish and Chiddingfold Parish - Coopers Place

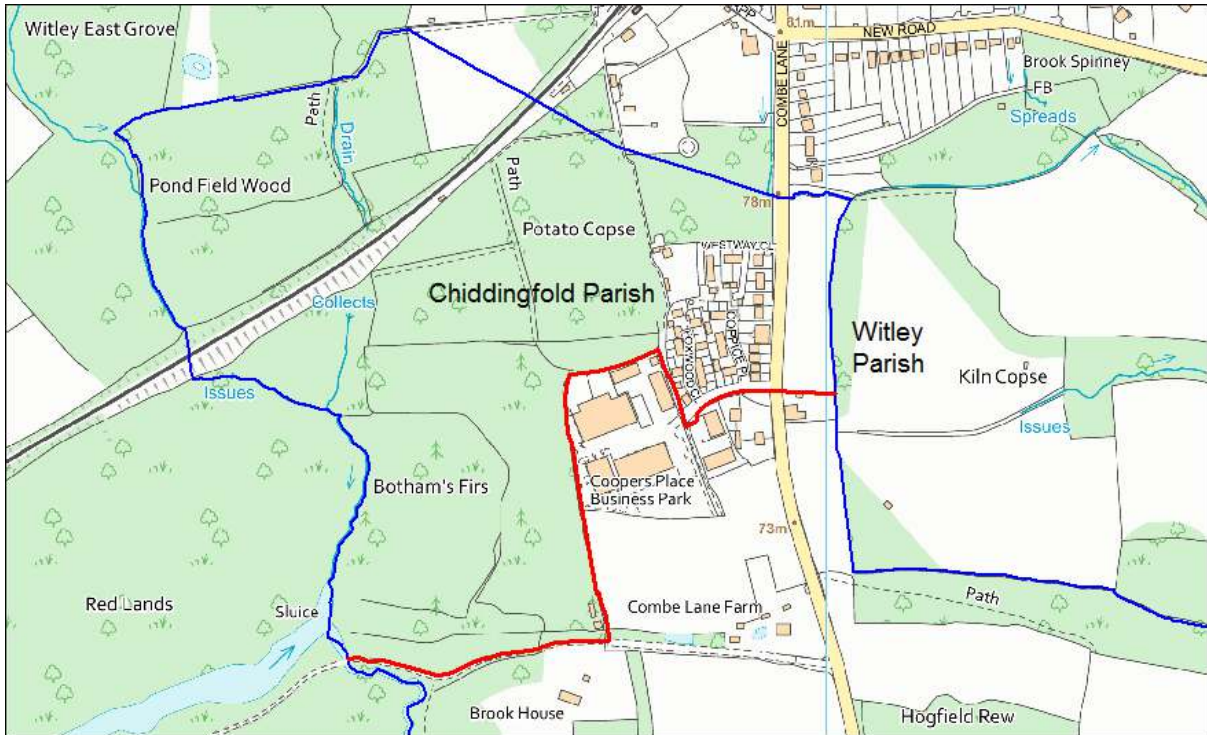
A submission was received from both Witley Parish Council and Chiddingfold Parish Council to amend the boundary to transfer the new residential development to the north of Coopers Place to Witley Parish Council.

Chiddingfold Parish Council's submission states:

"The area is closely located to the settlement at Wormley, within Witley Parish. The Parish Council wish to retain Coopers Place, the site of historic walking stick manufacturing, for which the parish was known, and the properties Combe Lane Farm, Bungalow, Lodge and Cottage as they form part of the large and historically significant Combe Court estate further South in the parish. However, the newer residential development just to the north, does not have the historic connections to Chiddingfold and it is accepted that residents there may feel more closely aligned to the community and services in Witley and may benefit from a boundary adjustment. Although the adjustment is fairly sizeable, the residential property is all located in one small area. This northern section of the parish is isolated from Chiddingfold especially the land North of the railway line, this land is the only part of Chiddingfold Parish north of the railway and so this is a significant feature. Witley Parish have also raised the possibility of transferring some land from Chiddingfold to Witley in this area."

Witley Parish Council's submission states:

"Witley PC proposes to absorb, from Chiddingfold parish, the residential roads between the Coopers Yard industrial estate and the existing parish boundary. The area is closely located to the settlement at Wormley and has much more obvious links with Wormley than Chiddingfold. Residents there are likely to feel more closely aligned to the community and services in Witley and would likely benefit from a boundary adjustment. This area is currently extremely isolated from Chiddingfold."



The current boundary runs along the Borough ward boundary and it is necessary to seek consent from the Local Government Boundary Commission for this amendment. Consideration has been given to amending only the parish boundary but the government's guidance stated that this should be avoided where possible and it would lead to impractical electoral arrangements.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

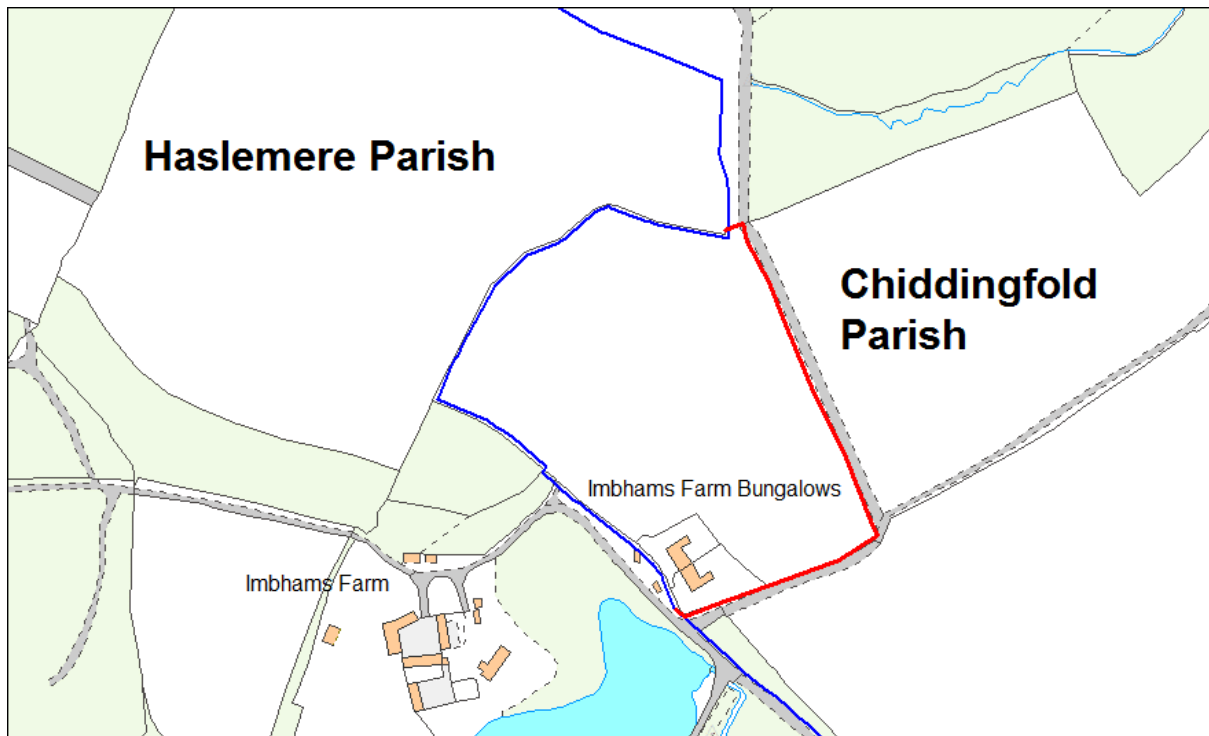
- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LGBC to amend the Borough and parish boundary.

Recommendation 10 – Chiddingfold Parish - Imbhams

A representation was received from Chiddingfold Parish Council to amend the boundary between Chiddingfold Parish Council and Haslemere Town Council in the area of the Imbhams Farm Estate. In their submission they stated that:

"A change is proposed here to remove the bungalows that are farm workers cottages from Chiddingfold Parish and place them within Haslemere Parish with the rest of the Imbhams Farm estate. This would be a logical adjustment."



The current boundary runs along the Borough ward boundary and it is necessary to seek consent from the Local Government Boundary Commission for this amendment. Consideration has been given to amending only the parish boundary but the government's guidance stated that this should be avoided where possible and it would lead to impractical electoral arrangements.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

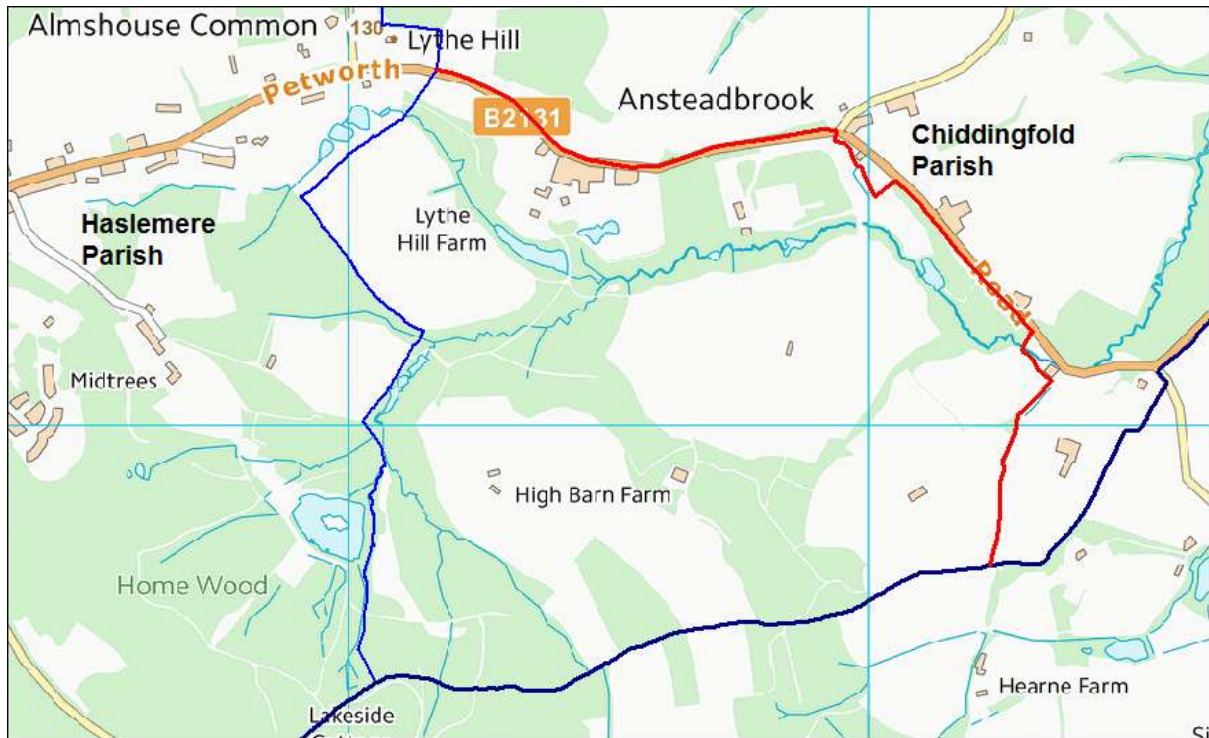
Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LGBCE to amend the Borough and parish boundary.

Recommendation 11- Chiddingfold Parish - Lythe Hill

A representation was received from Chiddingfold Parish Council to amend the boundary between Chiddingfold Parish Council and Haslemere Town Council to transfer the area of the Lythe Hill Hotel to Haslemere Parish Council. Their submission states:

"The Lythe Hill Hotel and the adjacent Cortium Sports sit at the far South West end of Chiddingfold Parish (with no other development between it and the parish boundary to the West). Locally, the hotel is associated in the minds of residents with Haslemere town and parish, which is its postal address. It is isolated by location from the rest of the Parish and more naturally connected to Haslemere town and Parish by geography and infrastructure. It is proposed that The Lythe Hill estate and High Barn Farm, which is only accessible through the Lythe Hill estate and extremely isolated from the rest of Chiddingfold Parish, along with the Cortium Sports site, be included as part of Haslemere Parish. Although this is a fairly large adjustment, only 3 sites are involved. The residential properties at Ansteadbrook are

felt to function well together as a defined community and should be retained within Chiddingfold Parish.”



The current boundary runs along the Borough ward boundary and it is necessary to seek consent from the Local Government Boundary Commission for this amendment. Consideration has been given to amending only the parish boundary but the government's guidance stated that this should be avoided where possible and it would lead to impractical electoral arrangements.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LGBC to amend the Borough and parish boundary.

Recommendation 12 - Reduce number of parish wards for Cranleigh Parish Council

A representation was received from Cranleigh Parish Council to reduce the number of parish wards from 5 to 2.

The current structure of Cranleigh Parish Council is 5 parish wards.

Cranleigh East 5 Councillors
Cranleigh West 4 Councillors

Cranleigh Elmbridge 1 Councillor

Cranleigh Rural 1 Councillor

Cranleigh North 1 Councillor

In May 2019 Cranleigh North, Rural and Elmbridge had uncontested elections.

The Parish Council has set out, in the table below, the electorate data for 2020 and projected data for 2027 for Cranleigh.

Polling District	Parish /Town	Parish Ward	No of Cllrs	Electorate 2020	Projected Electorate 2027	No of Electors per Cllr 2027
ACEB	Cranleigh	Elmbridge	1	340	362	362
ACEC	Cranleigh	Rural	1	83	91	91
CEA/CEB	Cranleigh	East	5	5175	6168	1234
CWA	Cranleigh	West	4	3430	4165	1041
SGCB	Cranleigh	North	1	247	575	575

The Parish Council has carefully considered electoral equality, as some parish wards are currently significantly overrepresented in Cranleigh.

The Parish Council would like to propose reducing the number of parish wards from 5 to 2 utilising the same ward boundaries as the Borough Boundary Review for the Cranleigh Borough wards. This has the benefit of being simpler for members of the public to understand their local representation at Parish and Borough Council level

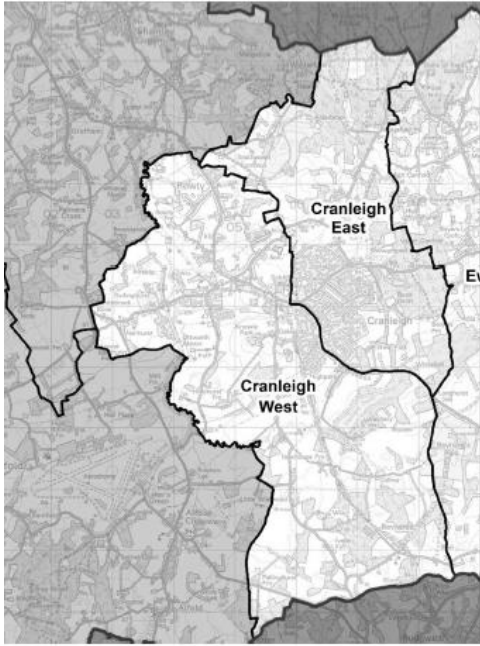
To reduce the parish wards, the Parish Council recommends:

- Adding Elmbridge and Rural to Cranleigh West
- Adding Cranleigh North to Cranleigh East

The impact of these changes can be seen below on representation:

Polling District	Parish /Town	Parish Ward	No of Cllrs	Electorate 2020	Projected Electorate 2027	No of Electors per Cllr 2027
CEA/CEB	Cranleigh	East	7	5422	6743	963
CWA	Cranleigh	West	5	3853	4618	923

The resulting wards would be Cranleigh East with 7 Parish Councillors and Cranleigh West with 5 Parish Councillors. These wards would align with the Borough ward boundaries for Cranleigh East and Cranleigh West.



Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community.

Recommendation 13 - Reduction of the size of Farnham Town Council from 18 to 16

A submission has been received from Farnham Town Council to reduce the size of the Town Council from 18 to 16.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements to better reflect the local identities of the community and to request consent from the LGBCE.

Recommendation 14 - Alignment of Farnham Town Council Wards and Waverley Borough Wards

In their submission, Farnham Town Council would like see Town wards align with the new Borough wards for Farnham and achieve eight wards with 2 councillors.

The LGBCE sets out the Town Council arrangements as follows:

Parish ward	number of councillors	Electorate 2020	Electorate 2027	electors per councillor 2020	electors per councillor 2027
Badshot Lea	1	1542	1636	1542	1636
Bourne	2	4150	4267	2075	2134
Castle	3	3785	4609	1262	1536
Firgrove East	2	2686	2789	1343	1395
Firgrove West	1	1627	1699	1627	1699
Heath End	2	4222	4437	2111	2219
Hog Hatch	1	1042	1290	1042	1290
Moor Park	1	2233	2300	2233	2300
North West	1	1831	2696	1831	2696
Rowledge	2	4384	4446	2192	2223
Weybourne	2	3255	3786	1628	1893
Total:	18	30757	33955	1717	1911
Average:				1709	1886

If the size of the Town Council is reduced to 16 and the number of Town wards is reduced to 8 then it would be possible to achieve coterminosity with the Borough wards and the electorate to councillor ratio would be more equitable:

Parish ward	number of councillors	Electorate 2020	Electorate 2027	electors per councillor 2020	electors per councillor 2027
Bourne	2	4150	4267	2075	2134
Castle	2	3785	4610	1893	2305
Firgrove	2	4313	4488	2157	2244
Heath End	2	4222	4437	2111	2219
Moor Park	2	3775	3936	1888	1968
North West	2	2873	3986	1437	1993
Rowledge	2	4384	4446	2192	2223
Weybourne	2	3255	3786	1628	1893
Total:	16	30757	33956	1922	2122
Average:				1922	2122



The current Town ward boundaries are included in the recent Waverley Borough Boundary Review and therefore cannot be altered without seeking consent from the Local Government Boundary Commission.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements and to request consent from the LGBCE to amend the Town ward boundaries.

Recommendation 15 - Reduce number of Councillors from 20 to 18 and reduce the number of wards to 5 on Godalming Town Council

A representation was received from Godalming Town Council to reduce the size of the Town Council from 20 to 18 and to reduce the number of wards to five. In their submission, they stated that:

"If the boundary of the Civic Parish of Godalming is to be retained in its existing form, Godalming Town Council considers that the electoral area of Godalming should continue to be divided into five wards although as stated below the level of representation within the existing wards should be amended.

Godalming Town Council believes that, along with the maintenance of locality characteristics and identity in determining local representation, the number of councillors within a local council must also reflect fair representation across the parish area. Additionally, the Council

also considers that the warding arrangements within the electoral area should provide for effective and convenient local government.

Godalming Town Council believes that the strength of local councils lies in the ability of councillors to be able to support each other for the benefit of not only the electorate but also the councillors' own well-being. As such, Godalming Town Council believes that warding arrangements that support multi-member wards to be the most effective and efficient model for providing effectual and convenient local government.

Godalming Town Council proposes a five ward model based upon the Electoral Commissions proposed Waverley Borough Council Godalming Ockford & Central, Godalming Holloway and Godalming Farncombe & Catteshall wards along with the retention of the pre-existing Binscombe ward and Charterhouse ward.

Whilst Godalming Town Council acknowledges that this would mean that if the Boundary Commission's draft recommendations are enacted electors in this area would be within the Godalming Binscombe & Charterhouse ward for the Borough Council and in either the Binscombe ward or Charterhouse ward for the Town Council. However, the Town Council considers that as described in the Godalming & Farncombe Neighbourhood Development Plan Charterhouse and Binscombe are clearly identified as two distinct character areas. Although the boundaries between the existing Charterhouse and Binscombe wards are slightly untidy around the area of Elizabeth Road, and the lower end of Farncombe Hill, they do delineate areas of differing characteristics. The majority of Charterhouse ward is established upon Farncombe Hill, Charterhouse Hill and Frith Hill and their approaches, whereas Binscombe is predominantly based around the area of the 1930's onwards northern expansion of Farncombe. These two distinctive areas clearly have a differing majority of housing stock and characteristics.

Additionally, Godalming Town Council considers the geographic nature of these areas to be unsuitable, as suggested by the Boundary Commission, for conjoining into a single entity for Local Council representation. Binscombe and Charterhouse localities are distinctly different, are only meaningfully connected at a very narrow point at the bottom of Farncombe Hill and have no meaningful synergy. As such Godalming Town Council considered it much more preferable to retain separate Town Council wards for the Binscombe and Charterhouse localities.

In considering the existing Binscombe ward and Charterhouse ward as single entities, distribution of electorate is in the region of 47% Charterhouse and 53% Binscombe. Godalming Town Council believes that by retaining the Binscombe & Charterhouse 'parish' wards as separate entities for Town Council elections, thus a five ward model, would allow the equitable ratio of elected representatives to electorate across the Town Council election area to be maintained.

In regards to the naming of the wards Godalming Town Council cannot see any reason to change the pre-existing names of the parish wards and would wish the wards to continue to be called:

*Central & Ockford ward
Holloway ward
Farncombe & Catteshall ward
Charterhouse ward
Binscombe ward*

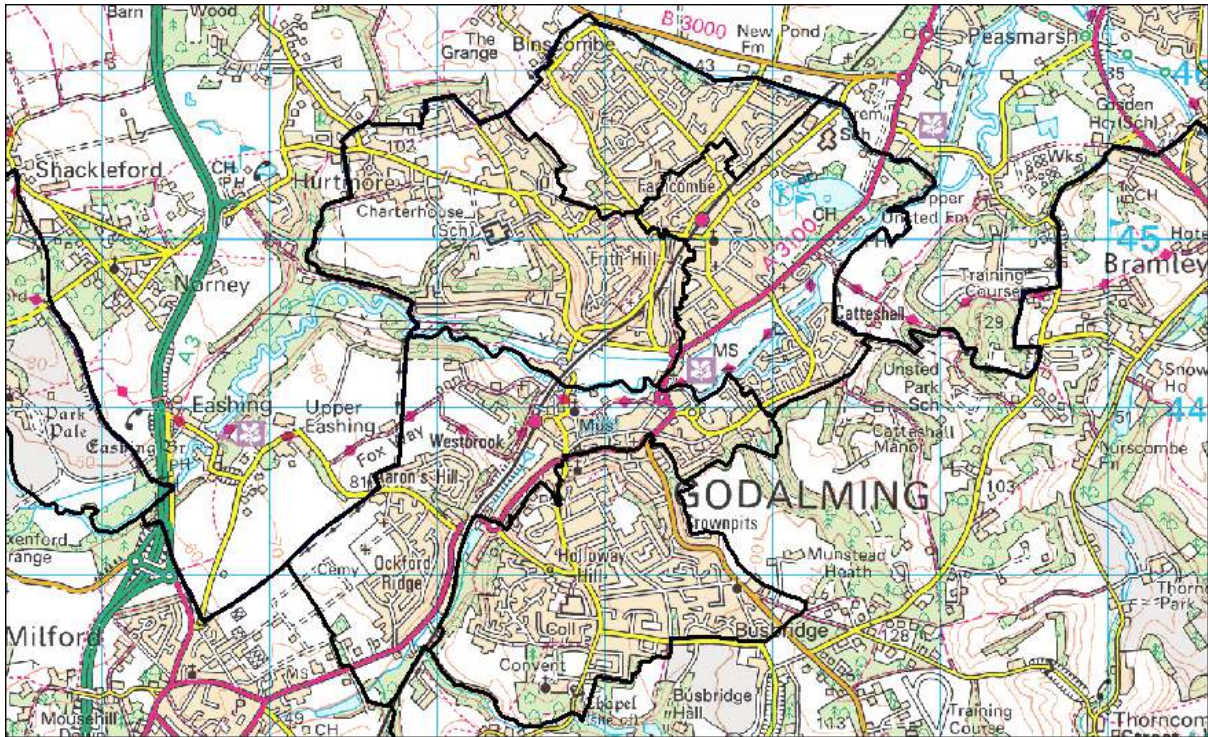
Godalming Town Council believes the five ward model it proposes would prevent a real or perceived sense of loss of local identity as well as the extremes of ward size that would result from the recommendations of the Boundary Commission.”

The LGBCE final recommendations sets out the parish wards as follows:

Parish ward	number of councillors	Electorate 2020	Electorate 2027	electors per councillor 2020	electors per councillor 2027
Binscombe	4	3086	3215	772	804
Central	2	1379	1575	690	788
Charterhouse	3	2784	3179	928	1060
Croft	1	529	533	529	533
Farncombe & Catteshall	4	3823	4028	956	1007
Holloway	4	3283	3490	821	873
Ockford	2	1846	2360	923	1180
total	20	16730	18380		
Average				803	892

If the size of the parish council is reduced to 18 and the number of parish wards is reduced to 5 then it would be possible to achieve coterminosity with the Borough wards and the electorate to councillor ratio would be more equitable:

Parish ward	Number of councillors	Electorate 2020	Electorate 2027	Councillors per elector 2020	Councillors per elector 2027
Binscombe	3	3086	3215	1029	1072
Charterhouse	3	2784	3179	928	1060
Catteshall	4	3823	4028	956	1007
Central & Ockford	4	3225	3935	806	984
Holloway	4	3812	4023	953	1006
total	18	16730	18380		
Average				934	1026



The Council believes that the 18 councillor and 5 ward arrangement would be more logical for electors and simpler to conduct parish and borough elections at the same time.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements and to request consent from the LGBCE to amend the Town ward boundaries.

Recommendation 16 - Godalming Town Council area to be adjusted to take in Busbridge Parish Council area

A representation was received from Godalming Town Council for the town council area to be adjusted so as to include the area of Busbridge Parish. Their submission stated:

“Godalming Town and Busbridge Parish are constituent members of the Godalming Joint Burial Committee with Godalming funding approx 94% of the parish contributions for the upkeep and operations of Eashing and Nightingale Cemetery.

Apart from representation on the Joint Burial Committee, the main activity of Busbridge Parish Council is planning observations. Current members of Busbridge Parish Council are all co-opted representatives. It is believed that it is in excess of 20 years since the last contested election for the Parish, if indeed there has been one since the 1974 re-organisation of local government.

It is suggested that the majority of Busbridge residents consider that they are either resident in Godalming or Milford. This to some extent is due to the fact that Busbridge Village Hall, Busbridge Church and both Busbridge Infant and Junior schools are in the Godalming Holloway ward and not Busbridge Parish.

Whilst it is not for Godalming Town Council to dictate, it would, if the proposal was desirable to the Busbridge Parish Meeting, be content for Godalming Parish boundary to be adjusted to take in the existing Busbridge Parish area and for that area to become part of the existing Town Council's Holloway Ward. If this were to happen then it is suggested that the new ward is renamed as Holloway & Busbridge Ward and represented by 5 councillors. Based on the 2027 electorate of 4878 this would equate to a councillor to electorate ratio of 1:976 for this ward, with the total electorate for the new Godalming Town Council area being 19,230 represented by 19 Councillors."

Busbridge Parish Council have stated that they object to this proposal. They state that:

"Busbridge Parish Council is a rural parish spread out in the countryside. As such, inhabitants have very different issues and needs to those living in a town. Our activities reflect this fact.

It is not for us to dictate, but we would suggest that the majority of our inhabitants would consider themselves living in the rural countryside and the AONB (or AGLV), not a town centre. As such, we have a greater affinity to our current ward neighbours of Bramley and Hascombe.

All of our councillors are lawfully and correctly appointed, so we do not understand Godalming Town Council's inappropriate comments in this regard. "

Waverley Borough Council has not received any substantial evidence to support this proposal but would welcome further feedback on the perceived benefits and impacts of this option.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- NOT help to better reflect the local identities and interests of the community;
- NOT help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to make no change to the current governance arrangements

Recommendation 17 – Hascombe Parish - High Hascombe Area

A representation was received from Hascombe Parish Council to transfer the High Hascombe area from Busbridge Parish Council to Hascombe Parish Council.

Busbridge Parish Council do not support this proposal.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- NOT help to better reflect the local identities and interests of the community;
- NOT help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council’s draft recommendation is to make no change to the current governance arrangements.

Recommendation 18 – Witley Parish - Milford Road / Royal Common

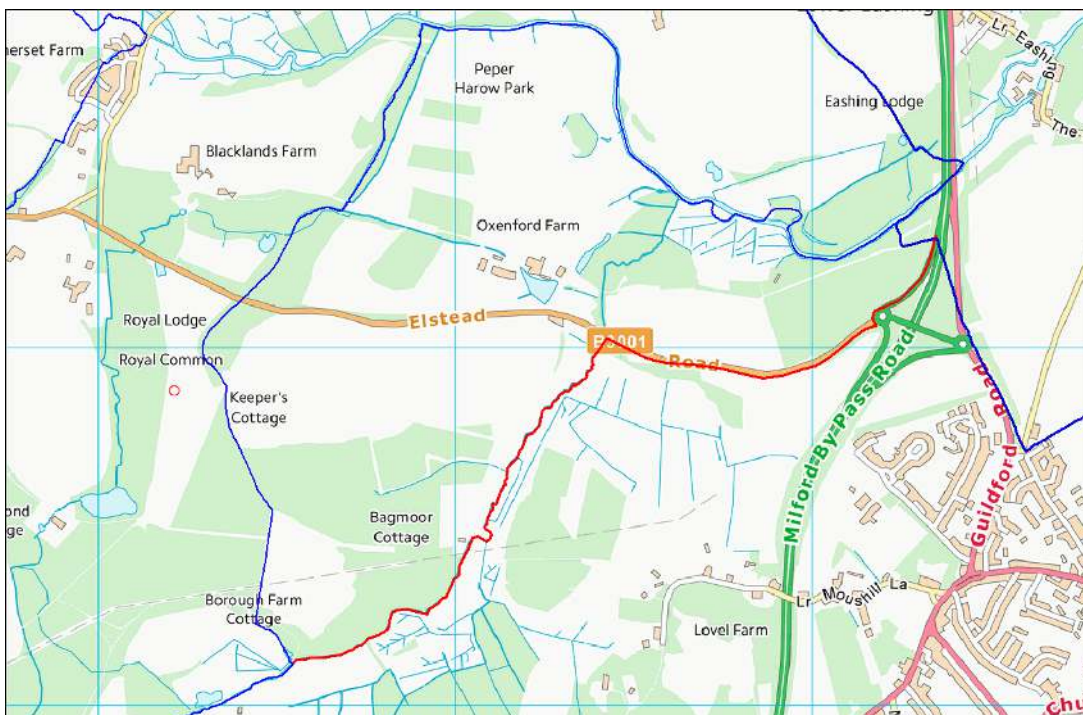
Two representations were received to transfer the properties on the Oxenford Estate into Peper Harow.

A representation was received from Witley Parish Council to transfer the Milford Road / Royal Common area to Peper Harow Parish Meeting. In their submission they stated that:

“WPC proposes that part of Witley parish should be removed and transferred to Peper Harow parish. The properties excluded from Witley would be all of those to the west of the A3, accessed from Elstead Road. The new boundary could follow the river/stream from the parish boundary to the west (northeast of Borough Cottage) and travel northeast to Elstead Road, then along Elstead Road, to just north of the roundabouts. It is felt that these properties would identify more closely with the remaining properties on Elstead Road and the village of Elstead. They are somewhat segregated from the village of Milford. Having consulted with the Clerk to Peper Harow, they have confirmed that in principle Peper Harow have no objection to the proposed boundary change and agree that it could be sensible to match the parish boundaries to the route of Elstead Road. They stressed that they have not held full discussions with all of their residents, but in summary they are open to a boundary change.”

One representation was received from an individual stating that they supported Witley Parish Council’s proposal to transfer 2 or 3 properties of Oxenford Estate into Peper Harow.

Peper Harow Parish Meeting currently has 219 electors (April 2022) and there are 3 registered electors in the area in this proposal. This would not have any significant change on elector numbers within the parish meeting.



Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements

Recommendation 19 – Witley Parish - Milford Hospital

A representation was received from Witley Parish Council to transfer the Milford Hospital area from Busbridge Parish Council to Witley Parish Council.

The area is a significant size with 288 electors currently registered (April 2022). This is 36% of the total electorate for Busbridge Parish Council and would lead to a significant reduction in their electorate size.

Busbridge Parish Council has considered this amendment and they object to this proposal. They state:

'Witley is already a significantly larger parish in terms of inhabitants per councillor, so we see no sense in diluting representation further.'

Busbridge Parish Council has developed a good relationship with Milford Hospital over many years, supporting both the Hospital and it's 'League of Friends'. Similarly at Cheshire Home.

The residential development at Leithfield Park is the largest community within our Parish. Whilst it is a relatively new development started in 2014 and completed 2018, Busbridge Parish Council has supported the residents from the outset. Most recently, we have funded an 'on site' defibrillator for the benefit of this community.

We cannot see any benefit of the proposed boundary changes to the management, staff and patients at Milford Hospital, or to the residents of Leithfield Park.

The planning history with Hall Hunter at Tuesley Farm is long and complicated, and we have spent considerable time and energy becoming experts in this regard as statutory consultees. However, this does not prevent Witley commenting on planning matters if and when appropriate, for example if an application affects traffic wider into Milford. Busbridge Parish Council invited both Witley Parish Council and Hambledon Parish Council to our meeting with WBC last year when discussing the controversial application for additional polytunnels at Tuesley Farm."

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- NOT help to better reflect the local identities and interests of the community;
- NOT help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to not make any changes to the current governance arrangements.

Recommendation 20 – Witley Parish - Grayswood

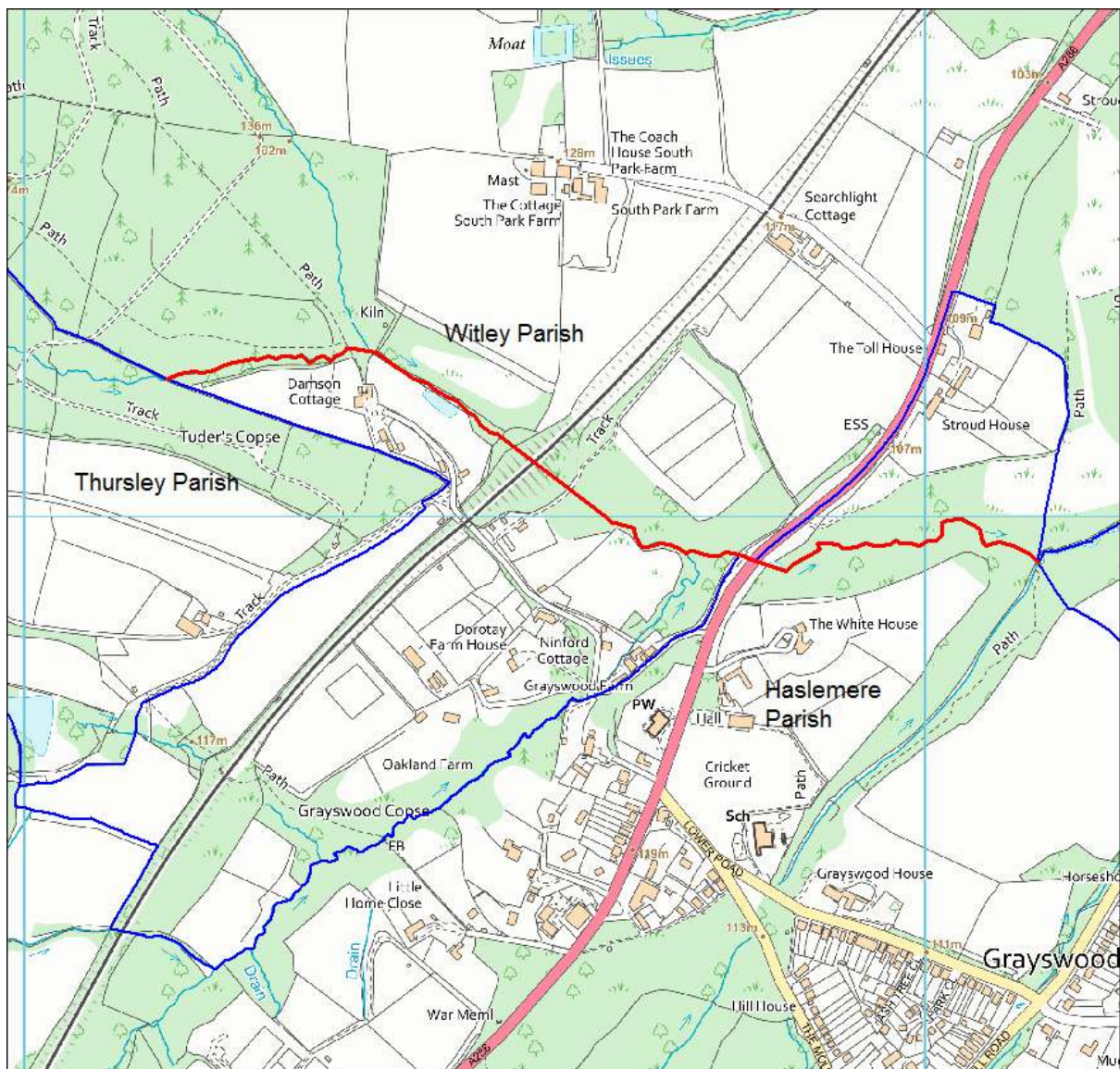
Witley Parish Council have submitted a proposal to make an alteration to the boundary between themselves and Haslemere Town Council around the area of Grayswood.

In their submission they state

“Witley PC proposes to release the area of Grayswood, from Damson Cottage to the A286, south of the stream (which is proposed to be the new parish boundary) to Haslemere Town Council, but to continue the boundary along the line of the stream to the east of the A286 and absorb the properties north of the stream, around the Toll House, from Haslemere Town Council.

WPC feels that the properties proposed for removal would likely have much closer links with the village of Grayswood. By absorbing the properties to the north of the stream the boundary line would be much simpler.

An initial consultation with Haslemere Town Council has resulted in an informal response supporting WPC’s proposal.”



The current boundary runs along the Borough ward boundary and it is necessary to seek consent from the Local Government Boundary Commission for this amendment. Consideration has been given to amending only the parish boundary but the government's guidance stated that this should be avoided where possible and it would lead to impractical electoral arrangements.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements and to request consent from the LGBCE to amend the Borough and parish boundary.

Recommendation 21- Change of name of Witley Parish Council to Witley & Milford Parish Council

A representation was received from Witley Parish Council to add Milford to its name to create Witley & Milford Parish Council. In their submission they state that:

"Witley Parish Council proposes that its name should change to Witley and Milford Parish Council. Milford is the largest settlement in the parish and is facing a substantial increase of housing and services in future years as outlined in Waverley Local Plan. WPC feels it important to recognise the village of Milford in its name to ensure its residents feel connected and represented by the Parish Council."

The LGBCE final recommendations have designated the Borough ward as Milford & Witley and it would be beneficial for the order of the villages to be the same for both the Borough ward and the parish. Consent will need to be granted from the LGBCE to change the order of names at the Borough level.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- help to better reflect the local identities and interests of the community;
- help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to change the current governance arrangements and to request consent from the LGBCE to a change in the name of the parish council.

Recommendation 22 - Creation of a new Parish Council based on Hindhead ward of Haslemere Town Council

One representation from an individual was received to create a new parish of Hindhead based on the Hindhead ward of Haslemere Town Council. In their submission they stated that the new parish of Hindhead should be divided into two wards:

"with a dividing line approximately at St Alban's Church – to be named

a) Hindhead North and Beacon Hill

b) Hindhead South

Waverley Borough Council has not received any substantial evidence to support creating a new Hindhead parish council but would welcome further feedback on the perceived benefits and impacts of this option.

Based upon the evidence currently available, Waverley Borough Council, on balance, considers that a community governance change would:

- NOT help to better reflect the local identities and interests of the community;
- NOT help to secure a more effective and convenient governance of the area.

Recommendation: Waverley Borough Council's draft recommendation is to not to make any changes to the current governance arrangements.

CCTV POLICY

BROADWATER YOUTH CENTRE

1.0 General

- 1.1 Godalming Town Council's Youth Service uses closed circuit television (CCTV) images for the prevention, identification and reduction of crime and to monitor the youth centre building in order to provide a safe and secure environment for young people, staff and visitors, and to prevent the loss or damage to youth centre property.
- 1.2 CCTV surveillance at the youth centre is intended for the purposes of:
- protecting the youth service buildings and youth service assets, both during and after youth service hours;
 - promoting the health and safety of staff, pupils and visitors;
 - preventing bullying;
 - reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
 - supporting the police in a bid to deter and detect crime;
 - assisting in identifying, apprehending and prosecuting offenders; and
 - ensuring that the youth service rules are respected so that the service can be properly managed.
- 1.3 The system comprises of several 6 fixed cameras at the Broadwater Youth Centre site.
- 1.4 The CCTV system is owned and operated by the Godalming Town Council's and the deployment of which is determined by the management team. The CCTV is a standalone system and operated by Godalming Town Council.
- 1.5 The CCTV is monitored centrally from the Broadwater Youth Centre office by members of the management team.
- 1.6 The youth service CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the services use of CCTV and how it complies with the Act.
- 1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 1.8 The youth service complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.
- 1.9 The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy eg. CCTV will not be used for monitoring employee performance.

1.10 CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the youth service, including Equality & Diversity Policy, Dignity at Work Policy, Codes of Practice for dealing with complaints of Bullying & Harassment and Sexual Harassment and other relevant policies, including the provisions set down in equality and other educational and related legislation.

2.0 Justification for Use of CCTV

2.1 The use of CCTV to control the perimeter of the youth service buildings for security purposes has been deemed to be justified by the management team. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation or of anti- social behaviour.

2.2 CCTV systems will not be used to monitor normal youth work sessions or activities in the youth centre.

2.3 In other areas of the youth centre where CCTV has been installed, e.g., hallways, main areas, the youth service has demonstrated that there is a proven risk to security and/or health & safety and that the installation of CCTV is proportionate in addressing such issues that may have arisen without the installation of the system.

3.0 Data Protection Impact Assessments

3.1 Where new CCTV systems or cameras are to be installed, the youth service will carry out a full Data Protection Impact Assessment identifying risks related to the installation and ensuring full compliance with data protection legislation. This may involve the need for consultation with staff.

4.0 Location of Cameras

4.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated.

4.2 The youth service will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act. The youth service will make every effort to position cameras so that their coverage is restricted to the youth service premises, which may include outdoor areas.

4.3 Cameras placed to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

4.4 CCTV Video Monitoring and Recording of Public Areas may take place for the following purposes:

- **Protection of youth service buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, office locations.
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas.
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms.
- **Video Patrol of Public Areas:** Main entrance/exit gates, Traffic Control.
- **Criminal Investigations (carried out by police):** Robbery, burglary and theft surveillance.

5.0 Covert Surveillance

5.1 The Godalming Town Council's youth service will not engage in covert surveillance.

6.0 Notification

6.1 A copy of this CCTV Policy will be provided on request to staff, students, parents and visitors to the youth service and will be made available on the youth service and Godalming Town Council websites.

- 6.2 The location of CCTV cameras will also be indicated, and adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation.
- 6.3 Adequate signage will also be prominently displayed at the entrance to the youth service property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.

Appropriate locations for signage will include:

- at entrances to premises i.e., external doors, youth service gate;
- entrance area; and
- at or close to each internal camera.

7.0 Storage and Retention

- 7.1 The images captured by the CCTV system will be retained for a maximum of 42 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.
- 7.2 The images/recordings will be stored in a secure environment with a log of access kept.
- 7.3 Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the Youth Services Officer. The Youth Services Officer and Youth Support Worker in Charge may delegate the administration of the CCTV System to another staff member.
- 7.4 In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.
- 7.5 Files/Tapes/DVDs will be stored in a secure environment with a log of access to tapes kept. Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with automatic logs of access to the images created.

8.0 Access

- 8.1 Recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to footage will be maintained.
- 8.2 Access to the CCTV system and stored images will be restricted to authorised personnel only.
- 8.3 When accessing images two authorised members of staff must be present. A written record of access will be made. Records of access will be kept.
- 8.4 A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge.
- 8.5 Data will be provided to those requests authorised in a permanent format where possible. If this is not possible the data subject will be offered the opportunity to view the footage.
- 8.6 In relevant circumstances, CCTV footage may be accessed:
- by the police where Godalming Town Council's Youth Service (or its agents) are required by law to make a report regarding the commission of a suspected crime; or

- following a request by the police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Godalming Town Council's Youth Service property, or
- to the HSE and/or any other statutory body charged with child safeguarding; or
- to assist the Youth Services Officer in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or
- to data subjects (or their legal representatives), pursuant to a Subject Access Request, or
- to individuals (or their legal representatives) subject to a court order; or
- to the youth service insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

9.0 Subject Access Requests (SAR)

- 9.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 9.2 Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 9.3 The youth service will respond to requests within 30 calendar days of receiving the request in line with the youth service right of access policy.
- 9.4 The youth service reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.
- 9.5 A record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it will be made.
- 9.6 In giving a person a copy of their data, the youth service provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.
- 9.7 Where footage contains images relating to third parties, the youth service will take appropriate steps to mask and protect the identities of those individuals.

10.0 Complaints

- 10.1 Complaints and enquiries about the operation of CCTV within the Youth Centre should be directed to the Youth Services Officer in the first instance.

11.0 Staff Training

- 11.1 Staff authorised to access the CCTV system will be trained to comply with this policy. Staff will understand that all information relating to the CCTV images must be handled securely.
- 11.2 Staff will receive appropriate training to enable them to identify and handle different requests according to regulations.
- 11.3 Staff misuse of surveillance system information will lead to disciplinary proceedings.

12.0 Responsibilities

- 12.1 The Youth Services Officer (or nominated deputy) will:
- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Godalming Town Council's Youth Service.
 - Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within youth service.
 - Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.

- Ensure that the CCTV monitoring at the youth service is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g., an access log) to or the release of tapes or any material recorded or stored in the system
- Ensure that monitoring recorded tapes are not duplicated for release
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- Consider both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the youth service and be mindful that no such infringement is likely to take place
- Co-operate with the Health & Safety Officer of Godalming Town Council's youth service in reporting on the CCTV system in operation in the service.
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that monitoring footage are stored in a secure place with access by authorised personnel only.
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy.
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

15 APPROVAL OF VARIABLE DIRECT DEBITS

Schedule of Direct Debit Instructions for the Town Council's Current Account

Supplier	Frequency	What's it for?
BT Group PLC	Monthly	Telephone & Broadband Office, BWPYC, PP, WNCC
Engie Power	Monthly	Electricity - Office, BWPYC, WNCC, PP, NS and CC Toilets
Everflow	Monthly	Water BWPC, Allotments, WNCC & NS and CC Toilets
Fuel Genie	Monthly	Fuel Costs
HSBC Commercial Card	Monthly	Ad hoc purchases
Information Commissioner's Office	Annually	Data Protection Registration
O2	Monthly	Mobile Phones
Opus Gas Supply Ltd	Monthly	Gas - WNCC
Pozitive	Monthly	Gas – PP, BWPYC
Public Works Loan Board	Bi annually per loan	Loan Repayments for WNCC
Sage Software Ltd	Monthly	Payroll system
Waverley Borough Council	Bi annually	Rates for BWPC & PP

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.