

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

31 March 2017

I HEREBY SUMMON YOU to attend the **PLANNING & ENVIRONMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 6 APRIL 2017 at 7.00 pm.

Andy Jeffery  
Acting Town Clerk

Committee Members: Councillor Bolton – Chairman  
Councillor Poulter – Vice Chairman

Councillor P Martin  
Councillor Cosser  
Councillor T Martin  
Councillor Reynolds  
Councillor Noyce  
Councillor Welland  
Councillor Pinches  
Councillor Walden

Councillor Gordon-Smith  
Councillor Wheatley  
Councillor A Bott  
Councillor S Bott  
Councillor Thornton  
Councillor Williams  
Councillor Gray  
Councillor Purkiss

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 16 March 2017, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

### 4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

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

Cllr P Martin  
Cllr T Martin  
Cllr Welland  
Cllr Thornton  
Cllr Bolton

Cllr RA Gordon-Smith  
Cllr Reynolds  
Cllr Wheatley  
Cllr Williams  
Cllr Hunter

5. PLANNING APPLICATIONS - CONSULTATION

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

6. WAVERLEY BOROUGH COUNCIL – PLANNING DECISIONS

A list of Godalming applications considered by Waverley Borough Council (either by delegated authority or by the Area Planning Committee (Central)) where decisions were significantly different to the observations submitted by the Town Council is attached for the information of members.

7. PROPOSED MOVE TO NEW PREMISES – GODALMING POST OFFICE

Members to consider the contents of a letter received from the Post Office giving details of a proposed move to new premises for the Godalming Post Office (copy of letter attached for the information of Members). Members are asked to indicate whether or not they wish to respond.

8. UPDATE ON THE NEIGHBOURHOOD PLAN

Members to receive an update from the Chairman of the Neighbourhood Plan Ad Hoc Advisory Committee.

9. ITEMS FOR THE INFORMATION OF MEMBERS

Members are asked to note the items which are tabled for their information.

10. DATE OF NEXT MEETING

The next meeting of the Planning & Environment Committee is scheduled to take place on Thursday, 27 April 2017 at 7.00 pm in the Council Chamber.

11. ANNOUNCEMENTS

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

SCHEDULE OF PLANS SUBMITTED FOR  
COMMENTS OF GODALMING TOWN COUNCIL'S PLANNING & ENVIRONMENT COMMITTEE

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
1. WA/2017/0377	Erection of extension and alterations to existing dwelling to provide 2 dwellings including alteration to access following demolition of existing conservatory and outbuildings; erection of 1 dwelling including new access onto Orchardfield Road. 14 Bourne road, Farncombe C Nichols – Foxbury Hill Property Consultancy Limited	
2. WA/2017/0386	Erection of front and side extensions including integral garage following demolition of existing garage, along with alterations to elevations. 33 Long Gore, Farncombe Mr & Mrs Branson	
3. WA/2017/0396	Certificate of Lawfulness under Section 192 for the construction of rear dormer window and insertion of roof light to front elevation together with alterations to fenestration. 33 More Road, Godalming Mr & Mrs Watts	
4. WA/2017/0401	Erection of single storey rear extension and front porch following demolition of existing conservatory and porch; alternations to fenestration. 8 Appletree Close, Godalming S Job	
5. WA/2017/0414	Erection of single storey rear extension following demolition of existing outbuilding; conversion of basement into habitable accommodation; internal and external alterations. Nightingale Lodge, 22 Nightingale Road, Godalming Mr & Mrs J Hadley	

## GODALMING TOWN COUNCIL

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
6. WA/2017/0415	Listed Building Consent for the erection of a single storey rear extension following demolition of existing outbuilding; conversion of basement into habitable accommodation; internal and external alterations. Nightingale Lodge, 22 Nightingale Road, Godalming Mr & Mrs J Hadley	
7. WA/2017/0421	Erection of two storey side extension. 4 Wellington Place, Farncombe Street, Farncombe G McManus	
8. WA/2017/0426	Erection of 2 dwellings and associated works. Land at Firbank, Croft Road, Godalming P Broggan – Fingerprintstudios	
9. WA/2017/0427	Construction of a raised, metal walkway. Units C, D & E, Catteshall Mill, Catteshall Road, Godalming Mr Moore – Hurtmore Developments Ltd	
10.WA/2017/0435	Certificate of Lawfulness under Section 192 for the erection of single storey rear and side extensions. 5 Birch Circle, Godalming Mr & Mrs M Holiday	
11.WA/2017/0439	Certificate of Lawfulness under Section 192 for the insertion of an eyebrow window to the front elevation. 115 Binscombe, Godalming C Henden	
12.WA/2017/0446	Erection of building to provide 2 flats with associated parking and amenity space following demolition of existing building. 35A Farncombe Street, Godalming W McMurray – Crestfield Properties (35a Farncombe) LLP	

## GODALMING TOWN COUNCIL

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
13.WA/2017/0472	Alterations to garage to provide toilet with link to public house together with internal alterations, following demolition of existing toilet block. Rose & Crown, 4 Mill Lane, Godalming D Hanson	
14.WA/2017/0473	Listed Building Consent for internal and external alterations including demolition of existing toilet block. Rose & Crown, 4 Mill Lane, Godalming D Hanson	
15. WA/2017/0474	Erection of side and rear extensions and alterations; alterations to roof space to provide habitable accommodation including a rear dormer window; erection of a detached double garage following demolition of existing detached garage. Bandside, 41 Crownpits Lane, Godalming Mr & Mrs Lemon	
16. WA/2017/0479	Erection of single storey rear extension following partial demolition of existing conservatory. 17 Charterhouse Road, Godalming A Saunders	
17. WA/2017/0485	Erection of garage. 49 Binscombe Lane, Farncombe Mr & Mrs Hunt	
18. WA/2017/0488	Erection of extensions and alterations (revision of WA/2016/2295). Orchard House, Mark Way, Godalming Mr & Ms Ryall	
19. WA/2017/0489	Erection of a car port/store and new vehicular access following demolition of existing outbuilding. Ridgeway, 8 Deanery Road, Godalming Mr & Mrs Oliver	

## GODALMING TOWN COUNCIL

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
20. WA/2017/0513	Extensions and alterations to the existing office building. 16B High Street, Godalming C Harmsworth	
21. WA/2017/0514	Listed Building Consent for extensions and alterations. 16B High Street, Godalming C Harmsworth	
22. WA/2017/0521	Erection of first floor rear extension and alterations. 108 Peperharow Road, Godalming Mr & Mrs Ireland	
23. WA/2017/0525	Erection of rear extensions. 16 Green Lane, Farncombe M Fordham	
24. WA/2017/0533	Listed Building consent for external repairs. Natwest, 77 High Street, Godalming Royal Bank of Scotland Group	
25. WA/2017/0534	Listed Building consent to display illuminated and non-illuminated signs. 41 High Street, Godalming S Mitchell	
26. WA/2017/0535	Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension and construction of a rear dormer window. 33 Victoria Road, Godalming Mr & Mrs Swallow	
27. WA/2017/0536	Application under Section 73 to vary Condition 1 of WA/2016/1411 (approved plans) to allow amendments to internal layout and external appearance; revised external parking layout. The Hub, Innovation House, Douglas Drive, Godalming Mr R Elsmore	
28. TM/2017/0041	Application for works and removal of trees subject of Tree Preservation Order 41/07. The Brambles, Godalming Mr Beech	

## GODALMING TOWN COUNCIL

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
29. TM/2017/0042	Application for works to tree subject of Tree Preservation Order 41/99. 7 Davies Close, Godalming Mr Lee	
30. TM/2017/0047	Application for works to and removal of trees subject of Tree Preservation Order 07/07. Marley House, Mark Way, Godalming Mr Viet Lesley	
31. TM/2017/0051	Application for works to trees subject of Tree Preservation Order God13. 10 Ashstead Lane, Godalming Mrs Ann Middleton	
DW/2017/0013	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3.50m, and for which the height of the eaves would be 2.15m. 8 Summers road, Farncombe Mr & Mrs Todrick	
NMA/2017/0034	Amendment to WA/2015/2363 to provide 2 Velux windows. 16 Minster Road, Godalming Mr Jarman	

## **WAVERLEY BOROUGH COUNCIL – PLANNING DECISIONS**

Godalming applications considered by Waverley Borough Council where decisions were significantly different to the observations submitted by the Town Council.

<u>Plan Ref.</u>	<u>Description</u>	<u>Town Council Observations</u>	<u>Waverley Decisions</u>
WA/2017/0100	Erection of extensions and alterations to bungalow to provide a chalet bungalow. 7 Birch Road, Farncombe B White	Object on grounds of overdevelopment and the detrimental impact on neighbours	Full permission





RECEIVED

17 MAR 2017

Town Clerk  
Godalming Town Council  
Municipal Offices, Bridge Street  
GODALMING  
GU7 1BH

16 March 2017

Dear Sir/Madam

**Godalming Post Office®**  
**68 – 70 High Street, Godalming, GU7 1DU**

**Proposed move to new premises & branch modernisation**

I'm writing to let you know that we are proposing, to move the above Post Office branch to a new location – 5 High Street, Godalming, GU7 1AZ. I'm pleased to tell you that, if the move goes ahead, subject to consultation, the new premises, which is currently empty, will undergo a refurbishment to incorporate a convenience retail and change to one of our new main style Post Office branches.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches.

**What will this mean for customers?**

- A modern open plan branch in newly refurbished premises
- Longer opening hours
- The same products and services
- Selected Post Office services will also be available at the retail counter during shop opening hours

**Consulting on the proposed new location**

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there
- Are the new premises easy for you to get into and is the inside easily accessible
- Are there any other local community issues which you believe could be affected by or affect the proposed change
- If the move were to proceed is there anything we could do to make it easier for customers

I've enclosed an information sheet that provides more details about the new location. If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Any information we receive will be considered as we finalise our plans for the new branch. If others in your organisation are interested in the proposal, please feel free to let them know about it.

You can share your views on the proposed move through our easy and convenient new online questionnaire via the link below. When entering the site you will be asked to enter the code for this branch: 10392399

[postofficeviews.co.uk](http://postofficeviews.co.uk)

#### Dates for local public consultation:

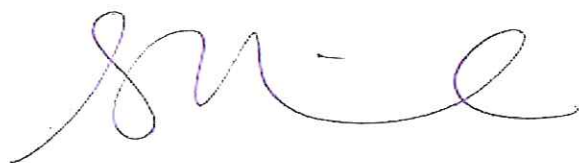
Local Public Consultation starts	17 March 2017
Local Public Consultation ends	02 May 2017
Proposed month of change	June/July 2017

In this instance we have extended public consultation by 2 working days to allow for the holiday period over Easter.

Posters and leaflets will now be displayed in branch to let customers know about the changes and to ask their views. I've included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. At the end of the consultation I'll be in touch again to let you know our final plans.


Yours sincerely



**Suzanne Richardson**  
Regional Network Manager

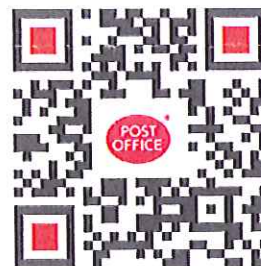
#### How to contact us:

-  [postofficeviews.co.uk](http://postofficeviews.co.uk)
-  [comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)
-  Customer Helpline: 03457 22 33 44  
Textphone: 03457 22 33 55

 FREEPOST Your Comments  
**Please note this is the full address to use and no further address details are required.**

Want to tell us what you think right here and now – scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered.

**To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.**

**Godalming Post Office information sheet**

	<b>Current Post Office location</b>	<b>Proposed new Post Office location (subject to local public consultation)</b>																												
<b>Address</b>	68 – 70 High Street Godalming GU7 1DU	5 High Street Godalming GU7 1AZ																												
<b>Post Office Opening hours</b>	<table border="1"> <tr><td>Mon</td><td>09:00 - 17:30</td></tr> <tr><td>Tue</td><td>09:00 - 17:30</td></tr> <tr><td>Wed</td><td>09:00 - 17:30</td></tr> <tr><td>Thu</td><td>09:00 - 17:30</td></tr> <tr><td>Fri</td><td>09:00 - 17:30</td></tr> <tr><td>Sat</td><td>09:00 - 13:00</td></tr> <tr><td>Sun</td><td>Closed</td></tr> </table>	Mon	09:00 - 17:30	Tue	09:00 - 17:30	Wed	09:00 - 17:30	Thu	09:00 - 17:30	Fri	09:00 - 17:30	Sat	09:00 - 13:00	Sun	Closed	<table border="1"> <tr><td>Mon</td><td>09:00 - 17:30</td></tr> <tr><td>Tue</td><td>09:00 - 17:30</td></tr> <tr><td>Wed</td><td>09:00 - 17:30</td></tr> <tr><td>Thu</td><td>09:00 - 17:30</td></tr> <tr><td>Fri</td><td>09:00 - 17:30</td></tr> <tr><td>Sat</td><td>09:00 - 17:30</td></tr> <tr><td>Sun</td><td>Closed</td></tr> </table>	Mon	09:00 - 17:30	Tue	09:00 - 17:30	Wed	09:00 - 17:30	Thu	09:00 - 17:30	Fri	09:00 - 17:30	Sat	09:00 - 17:30	Sun	Closed
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<b>New Opening times of Post Office service at retail counter offering selected services</b>	<table border="1"> <tr><td>Mon - Sat</td><td>09:00 - 17:30</td></tr> <tr><td>Sun</td><td>Closed</td></tr> </table>	Mon - Sat	09:00 - 17:30	Sun	Closed																									
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Sun	Closed																													
<b>Distance</b>	170 metres away from the current branch, along level terrain.																													
<b>Products &amp; Services</b>	The same wide range of products and services will still be available.																													
<b>Serving positions</b>	There will be three serving positions. These will be a mixture of two screened and a Post Office serving point for use at the retail counter, which is available during shop opening hours offering selected services.																													
<b>Accessibility &amp; Accessibility works</b>	<p><b>Access and facilities</b> Current branch has a wide door and level access. Internally, there is a hearing loop and space for a wheelchair.</p> <p><b>Parking</b> There is a fee paying car park available via The Burys within 250 metres.</p>	<p><b>Access and facilities</b> Currently there is a wide door and a step at the entrance to the proposed premises, however plans are in place to make access level. Internally, there would be a hearing loop, a low level writing desk, a low level serving counter and space for a wheelchair.</p> <p><b>Parking</b> There is time restricted roadside parking available on Queen Street within 70 metres of the proposed premises.</p>																												
<b>Retail</b>	Book store	Convenience store																												
<b>Local Public Consultation starts</b>	17 March 2017																													
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<b>Proposed month of change</b>	June/July 2017																													



## **Code of Practice for changes to the Post Office® network**

### **What's a Code of Practice?**

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

### **What kind of changes does it include?**

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

### **Who do we tell about changes?**

You and your representatives (who are often local MPs or local authorities and councils).

### **How will we tell you what's happening?**

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

### **How long will it take?**

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

### **It's easy to let us know what you think...**

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or 'phone.

### **How will you find out about the final plans?**

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

### **What can you do if you think we haven't followed the Code of Practice?**

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at [www.postofficeviews.co.uk](http://www.postofficeviews.co.uk)

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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