

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

31 August 2018

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 6 SEPTEMBER 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor A Bott – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Pinches
Councillor Gray
Councillor Purkiss
Councillor Follows

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Bolton
Councillor Walden
Councillor Wainwright

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 12 July 2018, 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.

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

5. PLANNING MATTERS

To consider and make observations on planning application:

WA/2018/1239 – Ockford Park, Godalming.

Erection of 262 dwellings (Use Class C3) including 78 affordable dwellings together with a 131sqm building for community use (Use Class D1) and associated works including informal and formal open space, internal road network, landscape enhancement and access; following demolition of existing buildings at Ockford Wood Farm, Ockford Wood Cottage, No.19 and No.21 Aarons Hill.

LAND BETWEEN NEW WAY AND AARONS HILL, GODALMING.

6. COMMITTEE WORK PROGRAMME

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

7. 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.

8. BUDGET MONITORING

Members to consider a budget monitoring report 31 July 2018 (detailed report attached for the information of Members).

| Cost Centre | Year to date Variance | Projected Variance @ year end |
|--------------------------------|----------------------------------|--|
| | £ | £ |
| Head Office Costs | 9,495 u/s | 0 |
| Civic Expenses | 701 o/s | 2,000 o/s |
| Town Promotion | 6,600 o/s | 0 |
| Staycation | 535 o/s | 0 |
| Festivals & Markets | 1,030 u/s | 0 |
| Christmas Lights | 38 u/s | 0 |
| Fireworks Night | 657 u/s | 0 |
| Neighbourhood Plan | 741 o/s | 0 |
| BWP Community Centre | 2,465 u/s | 0 |
| Pepperpot | 1,659 u/s | 0 |
| The Square | 0 o/s | 0 |
| Allotments | 262 o/s | 0 |
| Wilfrid Noyce Community Centre | 1,199 u/s | 0 |
| Bandstand | 900 u/s | 0 |
| Godalming Museum | 5,995 o/s | 0 |
| Land & Property Other | 6,021 u/s | 0 |
| TOTAL | 8,630 u/s | 2,000 o/s |

The monitoring report shows a current variance of £8,630 underspent against budget.

Members to note the following:

£5,000 of this underspend relates to Insurance, where the Council entered into a new contract at a much better rate. A further £10,000 is a timing difference for Grants – the entire budget is expected to be utilised, but as at the end of July, the Citizens' Advice Waverley grant of £28,000 has yet to be paid out.

These underspends are offset by the following overspends:

Members already advised of the pressure against our Professional Fees budget of £10,000 for the year (Min No 32-18 refers).

Members already advised of the pressure against our Computing budget and the forecast of a £2,000 overspend for Councillor Emails (Min No 86-18 refers).

Town Promotion overspend is in relation to Floral Godalming. The Council has an earmarked reserve of £8,000 to cover this cost, but the actual transfer will not be done until later in the year when total costs have been determined.

Godalming Museum shows an overspend which is in relation to planned maintenance works that will be funded by the reserve for that purpose.

9. OUTSIDE WORKS & MAINTENANCE SERVICES

On 12 July, Members received a report regarding Outside Works & Maintenance Services for the Town Council. Members agreed to consider the report and where required to seek clarification from the Town Clerk of any details contained in the report. Members further agreed on 12 July to consider the required decisions set out in the report at the next scheduled meeting on 6 September (report available at http://godalming-tc.gov.uk/wp-content/uploads/2018/07/0.-12-July-2018-PM-Agenda-Electronic-Version-Reduced-Size_Part1.pdf).

Following clarifications sought and Members input, it is requested that Members consider a supplementary report (attached for the information of Members) together with the original report of 12 July and that if agreed Members resolve to agree the recommendations contained within the Supplementary Report.

10. NEIGHBOURHOOD PLAN – POLICY GOD15 – HEALTHY AIR

In order to progress the Godalming & Farncombe Neighbourhood Plan, Members are requested to determine whether they wish to incorporate Policy GOD15 – Healthy Air, into the Proposed Neighbourhood Plan document for submission under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012. Two reports relating to this agenda item are attached for the information of Members; the first report - **A Summary of Discussions Surrounding Policy GOD15 Air Quality** outlines the discussions surrounding the development of this policy, with the second report - **Advice from GTC Planning Consultant Regarding Policy GOD 15** providing confidential advice for Members' consideration.

Members are requested to resolve to adopt Policy GOD15 – Air Quality version 3.4 dated 23 July and to resolve to recommend its incorporation into the Neighbourhood Plan and for the Godalming & Farncombe Neighbourhood Plan Version 4 to be prepared for the adoption by Full Council in its capacity as the qualifying body for the plan.

11. GODALMING FIREWORKS

Preparation for Godalming Fireworks 2018 is underway with this year's theme being 'Best of British' with a touch of the Dam Busters in honour of the 100th anniversary of the founding of the Royal Air Force.

The budget for the event is attached for Members' approval. Members will wish to note that by optimising the fee structures associated with online sales and reinstating on-the-night-sales, means that ticket prices for this year's events are proposed at a lower rate than 2017. It is believed that these changes will provide good value to attendees, whilst ensuring the Council covers the costs associated with staging this event.

12. COMMUNICATIONS POLICY

Members to receive the Communications Strategy document (attached for the information of Members) and, if agreed, resolve to recommend the same for adoption by the Full Council.

13. GTC ADMINISTRATIVE CHARGE TO GODALMING JOINT BURIAL COMMITTEE

Members to receive a report from the Town Clerk (attached for the information of Members) regarding the administrative recharge from GTC to Godalming Joint Burial Committee (GJBC).

Members are requested to approve the basis of the formula to be used from 1 April 2019 for calculating the cost to Godalming Town Council of administration of the Godalming Joint Burial Committee.

14. PUBLIC TOILETS – LEASES

Godalming Town Council has received draft copies of the leases for:

1. The Public Toilets, Farncombe
2. The Public Toilets, Crown Court Godalming

Copies of the leases will be tabled for Members' information 30 minutes prior to the start of the meeting.

In short, both leases comply with the previously agreed Heads of Terms and are fully insuring and repairing leases for a period of 20 years for the buildings, to be used for the purposes of public toilet provision at a rent of £1 per annum, if demanded.

Crown Court is subject to a landlord break clause option at the end of each fifth year, subject to six months' prior notice that the landlord intends to redevelop the car park.

Farncombe is subject to a landlord break clause option at the end of the 10th and 15th year subject to six months' prior notice that the landlord intends to redevelop the adjoining car park.

Godalming Town Council is required to maintain the buildings in good order and decorate internally and externally every 5th year.

Additional space at the Farncombe Public Toilets is to be used for ancillary purposes or for any other purpose with the landlord's written consent with 50% of any gross income being derived from the additional space being payable to the landlord.

It is RECOMMENDED that, in accordance with Standing Order 92, Members resolve to approve the sealing of the engrossed leases and for the Town Clerk to make the appropriate arrangements in accordance with Standing Order 93, once these have been received.

Members will be aware that GTC has undertaken some necessary repairs and upgrades whilst the premises were subject to a Tenancy at Will agreement. It is recommended that an improvement and renovation plan be submitted to Members at the earliest possible date with the intention of both upgrading the sanitary wear and repairing and decorating the buildings.

15. RIGHTS OF WAY – NATALIE WAY

Members to consider a report from the Town Clerk regarding concerns raised by Members and residents in relation to a perceived Public Right of Way at Natalie Way (off Flambard Way) (report attached for the information of Members).

Members are requested to inform the Town Clerk as to any further action they wish him to take in this matter.

16. TOWN CLERK DELEGATED AUTHORITY

Members to note that the Town Clerk exercised his delegated authority to purchase two replacement defibrillator cabinets at a cost of £826.00, required due to vandalism of the existing cabinets. No separately identifiable budget or reserve currently exists for this expenditure although Min No 316-14 allowed for £150 pa to be accumulated in a reserve. Had this been actioned, the reserve would sit with a balance of £600.00.

17. WRITE-OFF OF IRRECOVERABLE DEBT

Members authorised the attempt to recover an amount of £313.55 through the County Court Money Online (Min No 398-17 refers). Unfortunately this attempt has proven unsuccessful and the Responsible Finance Officer therefore requests authorisation to write this debt off.

18. THE SQUARE

Members to receive an oral report relating to the assignment of the headlease of The Square.

19. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update on the project so far from the Town Clerk.

20. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Members are asked to note a report from Councillor P Martin on Sport Godalming (report to be tabled) an organisation on which Councillor P Martin represents the Town Council.

21. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members are asked to note a report from Councillor Williams on the Godalming/Joigny Friendship Association (report to be tabled) an organisation on which Councillor Williams represents the Town Council.

22. MUSUEM ACCESS DATABASE

The Museum's Percy Woods database is currently held on an unsupported Access database. We have been advised by our IT providers that to enable continued access to this important archive, there is a need to update the database to a supported version. In order to avoid the necessity of completely recreating this database, an Access specialist would need to be engaged to make the current version compatible with the most up to date version of Access. The cost of doing this is anticipated to be in the region of £800. Members are requested to approve this expenditure from museum operating expenses. This will be reviewed at revised estimates if required.

23. COMMUNICATIONS ARISING FROM THIS MEETING

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

24. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 18 October 2018 at 7.00 pm in the Council Chamber.

25. ANNOUNCEMENTS

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

6. 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 | 29 November 2018 |
| FARNCOMBE INITIATIVE | Cllr Cosser | 274-13 | Reports expected at approximately six-monthly intervals. | Bi-annual | 18 October 2018 |
| FLOOD ALLEVIATION | Town Clerk | 405-13 428-14 | Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land. Flood Group met 20 July | N/A | Construction Due to begin mid 2018 |
| COMMUNICATIONS WORKING GROUP | Cllr Reynolds | | Report received October 2017 – Communications Officer’s Post established 1 Feb 2017. Comms Policy to be put forward. Item on the Agenda | | October 2018 |
| DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES | Town Clerk | 46-16 | Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s). Item on this agenda | N/A | |
| WW1 2018 (INC GODALMING WAR MEMORIAL) | Town Clerk | 46-16 | Order placed with mason for new memorial plaques. Remembrance Day programme agreed by Mayoralty Committee. Details to be worked up by Support Services Executive. | | 11/11/2018 |
| FIREWORKS | Town Clerk | 173-16 | Preparations for 2018 event underway. – Item on this agenda | Annual | 2 November 2018 |
| CONDITION OF TREES IN THE TOWN COUNCIL’S OWNERSHIP | Town Clerk | 414-16 | Next report due Nov 2018 | 2 yearly | Nov 2018 |
| INVESTMENT STRATEGY | RFO | N/A | Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy | Annually | 12 July 2019 |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|---------------|------------|--|----------------------|---------------------|
| APPROVAL OF VARIABLE DIRECT DEBITS | RFO | N/A | 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. | 25/05/17 | 25/05/19 |
| ENGAGEMENT OF INTERNAL AUDIT | RFO | N/A | Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17. | Annual | Jan 2019 |
| BUSINESS PLAN WORKING GROUP | Town Clerk | 328-17 | GTC Supporting Our Community Document Approved on 19 July 2018 – Aims and Objectives to be agreed annually | Annual | 27 July 2019 |
| ASSET WORKING GROUP | Town Clerk | | Meeting 17 September | | May 2019 |
| INTERNAL REFURBISHMENT OF THE PEPPERPOT | Town Clerk | 41-18 | Specification has been established seeking quotes | | April 2019 |
| | | | | | |
| REPRESENTATION ON EXTERNAL BODIES REPORTS: | | | | Required Date | Revised Date |
| Waverley Cycle Forum | Cllr Purkiss | | Report expected 12 April 2018 – Deferred to a later meeting | 12/04/18 | 11/04/19 |
| District Scout Council | Cllr Wheatley | | Report provided | 24/05/18 | |
| Fairtrade Steering Group | Cllr Wheatley | | Report provided | 24/05/18 | |
| St Mark's Community Centre Management Committee | Cllr Pinches | | Report provided | 12/07/18 | |
| Farncombe Day Centre | Cllr Gray | | Report provided | 12/07/18 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|----------------------------|------------|--|-------------|----------|
| Sport Godalming | Cllr P Martin | | Report expected 6 September 2018 | 06/09/18 | |
| Godalming/Joigny Friendship Association | Town Mayor | | Report expected 6 September 2018 | 06/09/18 | |
| Godalming/Mayen Association | Town Mayor | | Report expected 18 October 2018 | 18/10/18 | |
| Waverley Citizens' Advice | Cllr S Bott | | Report expected 18 October 2018 | 18/10/18 | |
| Godalming Transportation Task Group (SCC) | Cllr Walden Cllr Bolton | | Report expected 29 November 2018 | 29/11/18 | |
| Godalming & District Chamber of Commerce | Cllr Wainwright | | Report expected 29 November 2018 | 29/11/18 | |
| Go Godalming Association | Cllr Gordon-Smith | | Report expected 20 December 2018 | 20/12/18 | |
| Holloway Hill Sports Association | Cllr T Martin | | Report expected 20 December 2018 | 20/12/18 | |
| Godalming Museum Trust | Cllr Gordon-Smith | | Report expected 17 January 2019 | 17/01/19 | |
| St Mark's Community Initiative Group | Cllr Bolton | | Report expected 17 January 2019 | 17/01/19 | |
| Godalming Together CIC | Cllr Purkiss | | Report expected 7 March 2019 | 07/01/19 | |
| SALC | Cllr Cosser | | Report expected 7 March 2019 | 07/01/19 | |
| Waverley Cycle Forum | Cllr Purkiss | | Report expected 11 April 2019 – Deferred from 12/04/18 | 11/04/19 | |
| District Scout Council | Cllr Wheatley | | Report expected 11 April 2019 | 11/04/19 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|--------------------------|---------------|------------|-----------------------------|-------------|----------|
| Fairtrade Steering Group | Cllr Wheatley | | Report expected 23 May 2019 | 23/05/19 | |
| Farncombe Day Centre | Cllr Gray | | Report expected 23 May 2019 | 23/05/19 | |

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

| Event | Date |
|--|------------------------------------|
| Annual Town Meeting | Thursday, 19 April 2018 |
| Farmers' Market | Saturday, 28 April 2018 |
| St John's Spring Fair | Saturday, 5 May 2018 |
| Annual Council/Mayor Making | Thursday, 10 May 2018 |
| Godalming Run | Sunday, 13 May 2018 |
| Farmers' Market | Saturday, 26 May 2018 |
| Town Show & Carnival | Saturday, 2 June 2018 |
| Mayor's Civic Service | Sunday, 24 June 2018 |
| Farmers' Market | Saturday, 30 June 2018 |
| Summer Food Festival | Saturday, 7 July 2018 |
| Farmers' Market | Saturday, 28 July 2018 |
| Staycation | Saturday, 4–Sunday, 12 August 2018 |
| Farmers' Market | Saturday, 25 August 2018 |
| Farmers' Market | Saturday, 29 September 2018 |
| Farmers' Market | Saturday, 27 October 2018 |
| Godalming Fireworks | Friday, 2 November 2018 |
| Remembrance Sunday | Sunday, 11 November 2018 |
| Christmas Festival & Light Switch-On | Saturday, 24 November 2018 |
| Blessing of the Crib and Carol Service | Saturday, 8 December 2018 |
| Mayor's Pancake Races | Tuesday, 5 March 2019 |
| Farmers' Market | Saturday, 30 March 2019 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---------------------------------------|----------------------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| <u>Policy & Management</u> | | | | | | | | | |
| <u>101 Head Office Costs</u> | | | | | | | | | |
| 5102 | Contrib. to Other Provisions | 0 | 0 | 0 | 9,970 | 8,970 | -1,000 | 8,970 | -1,000 |
| | Head Office Costs :- Expenditure | 0 | 0 | 0 | 9,970 | 8,970 | -1,000 | 8,970 | 0 |
| 4001 | Salaries | 15,845 | 14,652 | -1,193 | 58,141 | 58,608 | 467 | 175,824 | 117,683 |
| 4002 | Employer's NIC | 1,579 | 1,530 | -49 | 5,966 | 6,120 | 154 | 18,360 | 12,394 |
| 4003 | Employer's Superannuation | 2,707 | 2,475 | -232 | 10,174 | 9,860 | -314 | 29,660 | 19,486 |
| 4005 | Agency Staff | 0 | 0 | 0 | 50 | 0 | -50 | 0 | -50 |
| 4011 | Staff Training | 538 | 250 | -288 | 618 | 1,000 | 382 | 3,000 | 2,382 |
| 4012 | Recruitment Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 | 1,500 |
| 4013 | Other Staff Expenses | 0 | 1,536 | 1,536 | 58 | 6,144 | 6,086 | 18,642 | 18,584 |
| 4101 | Repair/Alteration of Buildings | 0 | 250 | 250 | 0 | 250 | 250 | 750 | 750 |
| 4102 | Property Maintenance | 202 | 0 | -202 | 217 | 0 | -217 | 0 | -217 |
| 4103 | Maintenance Contracts | 0 | 0 | 0 | 732 | 0 | -732 | 0 | -732 |
| 4121 | Rents | 0 | 0 | 0 | 0 | 0 | 0 | 13,000 | 13,000 |
| 4161 | Cleaning | 0 | 0 | 0 | 53 | 0 | -53 | 0 | -53 |
| 4163 | Domestic Supplies | 22 | 4 | -18 | 29 | 16 | -13 | 50 | 21 |
| 4202 | Car Allowances | 8 | 80 | 72 | 2 | 320 | 318 | 1,000 | 998 |
| 4203 | Other Transport Costs | 2 | 0 | -2 | 5 | 0 | -5 | 0 | -5 |
| 4301 | Equipment | 0 | 0 | 0 | 219 | 0 | -219 | 500 | 281 |
| 4304 | Catering | 12 | 16 | 4 | 75 | 64 | -11 | 200 | 125 |
| 4305 | Clothes, Uniform & Laundry | 0 | 0 | 0 | 0 | 0 | 0 | 200 | 200 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|------|----------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4306 | Printing | 401 | 200 | -201 | 857 | 800 | -57 | 2,400 | | 1,543 |
| 4307 | Stationery | 253 | 235 | -18 | 1,305 | 940 | -365 | 2,820 | | 1,515 |
| 4311 | Professional Fees - Legal | 0 | 0 | 0 | 1,641 | 0 | -1,641 | 0 | | -1,641 |
| 4312 | Professional Fees - Surveyors | 0 | 0 | 0 | 2,860 | 0 | -2,860 | 0 | | -2,860 |
| 4313 | Professional Fees - Other | 210 | 830 | 620 | 7,140 | 3,320 | -3,820 | 10,000 | | 2,860 |
| 4314 | Audit Fees | 2,000 | 0 | -2,000 | 2,255 | 500 | -1,755 | 3,300 | | 1,046 |
| 4315 | Insurance | 0 | 0 | 0 | 7,996 | 8,715 | 719 | 8,715 | | 719 |
| 4321 | Bank Charges | 32 | 60 | 28 | 105 | 240 | 135 | 720 | | 615 |
| 4322 | Postage | 0 | 130 | 130 | -120 | 520 | 640 | 1,560 | | 1,680 |
| 4323 | Telephones | 79 | 75 | -4 | 636 | 490 | -146 | 1,660 | | 1,024 |
| 4325 | Computing | 505 | 665 | 160 | 3,863 | 2,660 | -1,203 | 8,000 | | 4,137 |
| 4326 | Website | 0 | 0 | 0 | 186 | 0 | -186 | 2,000 | | 1,814 |
| 4331 | Newsletter | 0 | 0 | 0 | 1,100 | 1,100 | 0 | 4,400 | | 3,300 |
| 4341 | Grants | 2,415 | 14,500 | 12,085 | 18,885 | 29,000 | 10,115 | 58,000 | | 39,115 |
| 4342 | Subscriptions | 0 | 200 | 200 | 3,809 | 4,400 | 591 | 6,000 | | 2,191 |
| 4401 | Payments to Godalming JBC | 0 | 0 | 0 | 30,532 | 30,848 | 316 | 61,696 | | 31,164 |
| 4900 | Miscellaneous Expenses | 26 | 500 | 474 | 422 | 1,000 | 578 | 2,000 | | 1,578 |
| 6000 | Debt Charges - Principal | 0 | 0 | 0 | 7,976 | 7,978 | 2 | 21,250 | | 13,274 |
| 6001 | Debt Charges - Interest | 0 | 0 | 0 | 10,612 | 10,612 | 0 | 31,220 | | 20,608 |
| | Head Office Costs :- Expenditure | 26,835 | 38,188 | 11,353 | 178,398 | 185,505 | 7,107 | 488,427 | 0 | 310,029 |
| 1001 | Precept | 0 | 0 | 0 | 311,103 | 311,103 | -1 | 622,205 | | |
| 1202 | Grants - WBC | 0 | 0 | 0 | 8,310 | 8,310 | 0 | 8,310 | | |
| 1303 | Other customer/client receipts | 0 | 0 | 0 | 3,251 | 0 | 3,251 | 0 | | |
| 1401 | Interest Received | 0 | 0 | 0 | 313 | 175 | 138 | 0 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 1501 Recharges to Godalming JBC | 0 | 0 | 0 | 13,750 | 13,750 | 0 | 27,500 | | |
| Head Office Costs :- Income | 0 | 0 | 0 | 336,727 | 333,338 | 3,389 | 658,015 | | |
| Net Expenditure over Income | 26,835 | 38,188 | 11,353 | -148,358 | -138,863 | 9,495 | -160,618 | | |
| <u>102 Civic Expenses</u> | | | | | | | | | |
| 5001 Transfers from Reserves | 0 | 0 | 0 | -4,100 | 0 | 4,100 | 0 | | 4,100 |
| 5102 Contrib. to Other Provisions | 0 | 0 | 0 | 12,000 | 12,000 | 0 | 12,000 | | 0 |
| Civic Expenses :- Expenditure | 0 | 0 | 0 | 7,900 | 12,000 | 4,100 | 12,000 | 0 | 4,100 |
| 4001 Salaries | 0 | 0 | 0 | 250 | 0 | -250 | 0 | | -250 |
| 4304 Catering | 0 | 0 | 0 | 35 | 0 | -35 | 0 | | -35 |
| 4305 Clothes, Uniform & Laundry | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| 4306 Printing | 0 | 67 | 67 | 0 | 268 | 268 | 804 | | 804 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 4,134 | 0 | -4,134 | 0 | | -4,134 |
| 4325 Computing | 200 | 0 | -200 | 600 | 0 | -600 | 0 | | -600 |
| 4327 Publicity Advertising | 0 | 0 | 0 | 98 | 0 | -98 | 0 | | -98 |
| 4332 Mayor's Expenses | 533 | 0 | -533 | 1,894 | 2,000 | 106 | 8,080 | | 6,186 |
| 4333 Members' Expenses | 0 | 100 | 100 | 0 | 400 | 400 | 1,200 | | 1,200 |
| 4334 Members' Training | 438 | 0 | -438 | 558 | 0 | -558 | 0 | | -558 |
| 4900 Miscellaneous Expenses | 0 | 50 | 50 | 100 | 200 | 100 | 600 | | 500 |
| Civic Expenses :- Expenditure | 1,171 | 217 | -954 | 7,669 | 2,868 | -4,801 | 11,684 | 0 | 4,015 |
| Net Expenditure over Income | 1,171 | 217 | -954 | 15,569 | 14,868 | -701 | 23,684 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|-------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 104 Town Promotion | | | | | | | | | |
| 5001 Transfers from Reserves | -2,970 | 0 | 2,970 | -15,704 | 0 | 15,704 | 0 | | 15,704 |
| Town Promotion :- Expenditure | -2,970 | 0 | 2,970 | -15,704 | 0 | 15,704 | 0 | 0 | 15,704 |
| 4005 Agency Staff | 210 | 0 | -210 | 1,810 | 0 | -1,810 | 0 | | -1,810 |
| 4162 Waste Removal | 260 | 0 | -260 | 260 | 0 | -260 | 0 | | -260 |
| 4171 Grounds Maintenance Costs | 150 | 0 | -150 | 1,904 | 0 | -1,904 | 0 | | -1,904 |
| 4203 Other Transport Costs | 0 | 0 | 0 | 299 | 0 | -299 | 0 | | -299 |
| 4301 Equipment | 1,472 | 415 | -1,057 | 2,694 | 1,660 | -1,034 | 5,000 | | 2,306 |
| 4304 Catering | 0 | 0 | 0 | 117 | 0 | -117 | 0 | | -117 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 15,520 | 0 | -15,520 | 0 | | -15,520 |
| 4327 Publicity Advertising | 825 | 0 | -825 | 825 | 0 | -825 | 0 | | -825 |
| 4900 Miscellaneous Expenses | 247 | 0 | -247 | 847 | 0 | -847 | 0 | | -847 |
| Town Promotion :- Expenditure | 3,163 | 415 | -2,748 | 24,276 | 1,660 | -22,616 | 5,000 | 0 | -19,276 |
| 1303 Other customer/client receipts | 312 | 0 | 312 | 312 | 0 | 312 | 0 | | |
| Town Promotion :- Income | 312 | 0 | 312 | 312 | 0 | 312 | 0 | | |
| Net Expenditure over Income | -119 | 415 | 534 | 8,260 | 1,660 | -6,600 | 5,000 | | |
| 105 Staycation | | | | | | | | | |
| 4005 Agency Staff | 75 | 0 | -75 | 75 | 0 | -75 | 150 | | 75 |
| 4203 Other Transport Costs | 0 | 0 | 0 | 0 | 0 | 0 | 200 | | 200 |
| 4301 Equipment | 178 | 0 | -178 | 178 | 0 | -178 | 0 | | -178 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4313 Professional Fees - Other | 0 | 0 | 0 | 0 | 0 | 0 | 800 | | 800 |
| 4327 Publicity Advertising | 408 | 0 | -408 | 3,708 | 3,300 | -408 | 3,800 | | 92 |
| 4900 Miscellaneous Expenses | 34 | 0 | -34 | 34 | 0 | -34 | 260 | | 226 |
| Staycation :- Expenditure | 695 | 0 | -695 | 3,995 | 3,300 | -695 | 5,210 | 0 | 1,215 |
| 1303 Other customer/client receipts | 160 | 0 | 160 | 160 | 0 | 160 | 0 | | |
| Staycation :- Income | 160 | 0 | 160 | 160 | 0 | 160 | 0 | | |
| Net Expenditure over Income | 535 | 0 | -535 | 3,835 | 3,300 | -535 | 5,210 | | |
| <u>106 Festivals & Markets</u> | | | | | | | | | |
| 4001 Salaries | 200 | 200 | 0 | 844 | 800 | -44 | 1,600 | | 756 |
| 4002 Employer's NIC | 20 | 20 | 0 | 78 | 80 | 2 | 160 | | 82 |
| 4005 Agency Staff | 75 | 0 | -75 | 195 | 1,070 | 875 | 2,140 | | 1,945 |
| 4162 Waste Removal | 260 | 0 | -260 | 476 | 250 | -226 | 600 | | 124 |
| 4203 Other Transport Costs | 4 | 0 | -4 | 4 | 200 | 196 | 500 | | 496 |
| 4301 Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 510 | | 510 |
| 4304 Catering | 0 | 0 | 0 | 45 | 60 | 15 | 180 | | 135 |
| 4306 Printing | 0 | 0 | 0 | 0 | 0 | 0 | 530 | | 530 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 645 | 1,050 | 405 | 2,250 | | 1,605 |
| 4327 Publicity Advertising | 0 | 0 | 0 | 1,748 | 1,040 | -708 | 3,670 | | 1,922 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 220 | 155 | -65 | 310 | | 90 |
| 4900 Miscellaneous Expenses | 8 | 0 | -8 | 665 | 500 | -165 | 1,000 | | 335 |
| Festivals & Markets :- Expenditure | 566 | 220 | -346 | 4,919 | 5,205 | 286 | 13,450 | 0 | 8,531 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|-------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 1303 Other customer/client receipts | 870 | 250 | 620 | 5,715 | 6,200 | -486 | 14,200 | | |
| 1304 Donations | 0 | 0 | 0 | 1,230 | 0 | 1,230 | 0 | | |
| Festivals & Markets :- Income | 870 | 250 | 620 | 6,945 | 6,200 | 745 | 14,200 | | |
| Net Expenditure over Income | -303 | -30 | 273 | -2,025 | -995 | 1,030 | -750 | | |
| <u>108 Christmas Lights</u> | | | | | | | | | |
| 5001 Transfers from Reserves | 0 | 0 | 0 | 0 | 0 | 0 | -3,680 | | -3,680 |
| Christmas Lights :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | -3,680 | 0 | -3,680 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 11,962 | 12,000 | 38 | 45,880 | | 33,918 |
| Christmas Lights :- Expenditure | 0 | 0 | 0 | 11,962 | 12,000 | 38 | 45,880 | 0 | 33,918 |
| 1304 Donations | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | | |
| Christmas Lights :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | | |
| Net Expenditure over Income | 0 | 0 | 0 | 11,962 | 12,000 | 38 | 39,000 | | |
| <u>109 Fireworks Night</u> | | | | | | | | | |
| 4001 Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 250 | | 250 |
| 4005 Agency Staff | 0 | 0 | 0 | 0 | 0 | 0 | 1,200 | | 1,200 |
| 4162 Waste Removal | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 |
| 4203 Other Transport Costs | 0 | 0 | 0 | 0 | 0 | 0 | 260 | | 260 |
| 4301 Equipment | 0 | 0 | 0 | 363 | 0 | -363 | 500 | | 137 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

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Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|--------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4306 Printing | 0 | 0 | 0 | 0 | 0 | 0 | 220 | | 220 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 2,000 | 2,000 | 0 | 6,150 | | 4,150 |
| 4315 Insurance | 0 | 0 | 0 | 0 | 1,020 | 1,020 | 1,020 | | 1,020 |
| 4327 Publicity Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 1,525 | | 1,525 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 155 | | 155 |
| 4900 Miscellaneous Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| Fireworks Night :- Expenditure | 0 | 0 | 0 | 2,363 | 3,020 | 657 | 12,380 | 0 | 10,017 |
| 1303 Other customer/client receipts | 0 | 0 | 0 | 0 | 0 | 0 | 10,800 | | |
| Fireworks Night :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 10,800 | | |
| Net Expenditure over Income | 0 | 0 | 0 | 2,363 | 3,020 | 657 | 1,580 | | |
| <u>111 Neighbourhood Plan</u> | | | | | | | | | |
| 5001 Transfers from Reserves | 0 | 0 | 0 | 0 | 0 | 0 | -7,590 | | -7,590 |
| Neighbourhood Plan :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | -7,590 | 0 | -7,590 |
| 4306 Printing | 0 | 0 | 0 | 191 | 0 | -191 | 0 | | -191 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 0 | 0 | 0 | 7,590 | | 7,590 |
| 4327 Publicity Advertising | 0 | 0 | 0 | 550 | 0 | -550 | 0 | | -550 |
| Neighbourhood Plan :- Expenditure | 0 | 0 | 0 | 741 | 0 | -741 | 7,590 | 0 | 6,849 |
| Net Expenditure over Income | 0 | 0 | 0 | 741 | 0 | -741 | 0 | | |

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| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|-------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 201 BWP Community Centre | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 0 | 0 | 0 | 2,500 | 3,500 | 1,000 | 3,500 | | 1,000 |
| BWP Community Centre :- Expenditure | 0 | 0 | 0 | 2,500 | 3,500 | 1,000 | 3,500 | 0 | 1,000 |
| 4102 Property Maintenance | 0 | 250 | 250 | 122 | 1,000 | 878 | 3,000 | | 2,878 |
| 4103 Maintenance Contracts | 0 | 35 | 35 | 135 | 140 | 5 | 420 | | 285 |
| 4111 Energy Costs | 76 | 280 | 204 | 609 | 1,120 | 511 | 3,360 | | 2,751 |
| 4131 Rates | 0 | 0 | 0 | 1,296 | 676 | -620 | 1,352 | | 56 |
| 4141 Water Services | 29 | 50 | 21 | 116 | 200 | 84 | 600 | | 484 |
| 4161 Cleaning | 0 | 600 | 600 | 1,731 | 2,400 | 669 | 7,200 | | 5,469 |
| 4162 Waste Removal | 110 | 65 | -45 | 234 | 260 | 26 | 780 | | 546 |
| 4163 Domestic Supplies | 0 | 10 | 10 | 9 | 40 | 31 | 120 | | 111 |
| 4171 Grounds Maintenance Costs | 93 | 120 | 27 | 408 | 480 | 72 | 1,440 | | 1,032 |
| 4181 Premises Insurance | 0 | 0 | 0 | 0 | 970 | 970 | 970 | | 970 |
| 4301 Equipment | 18 | 50 | 32 | 18 | 200 | 182 | 600 | | 582 |
| 4323 Telephones | 25 | 45 | 20 | 100 | 180 | 80 | 540 | | 440 |
| 4324 Broadband | 36 | 40 | 4 | 146 | 160 | 14 | 480 | | 334 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 300 | | 300 |
| BWP Community Centre :- Expenditure | 388 | 1,545 | 1,157 | 4,924 | 7,826 | 2,902 | 21,162 | 0 | 16,238 |
| 1301 Premises Hire Charges | 2,242 | 2,950 | -708 | 10,663 | 12,100 | -1,437 | 29,000 | | |
| BWP Community Centre :- Income | 2,242 | 2,950 | -708 | 10,663 | 12,100 | -1,437 | 29,000 | | |
| Net Expenditure over Income | -1,854 | -1,405 | 449 | -3,239 | -774 | 2,465 | -4,338 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|-------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| <u>202</u> <u>Pepperpot</u> | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 0 | 0 | 0 | 2,500 | 2,500 | 0 | 2,500 | | 0 |
| Pepperpot :- Expenditure | 0 | 0 | 0 | 2,500 | 2,500 | 0 | 2,500 | 0 | 0 |
| 4102 Property Maintenance | 0 | 40 | 40 | 34 | 160 | 126 | 480 | | 446 |
| 4103 Maintenance Contracts | 0 | 85 | 85 | 198 | 340 | 142 | 1,020 | | 822 |
| 4111 Energy Costs | 47 | 75 | 28 | 254 | 300 | 46 | 900 | | 646 |
| 4121 Rents | 0 | 230 | 230 | 0 | 460 | 460 | 920 | | 920 |
| 4131 Rates | 0 | 0 | 0 | 660 | 335 | -325 | 670 | | 10 |
| 4161 Cleaning | 24 | 125 | 101 | 365 | 500 | 136 | 1,500 | | 1,136 |
| 4163 Domestic Supplies | 0 | 0 | 0 | 4 | 0 | -4 | 0 | | -4 |
| 4171 Grounds Maintenance Costs | 0 | 50 | 50 | 0 | 200 | 200 | 600 | | 600 |
| 4181 Premises Insurance | 0 | 0 | 0 | 0 | 225 | 225 | 225 | | 225 |
| 4301 Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 600 | | 600 |
| 4323 Telephones | 52 | 50 | -2 | 209 | 200 | -9 | 600 | | 392 |
| 4324 Broadband | 36 | 37 | 1 | 146 | 148 | 2 | 440 | | 294 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 70 | 70 | 0 | 70 | | 0 |
| Pepperpot :- Expenditure | 160 | 692 | 532 | 1,939 | 2,938 | 999 | 8,025 | 0 | 6,086 |
| 1301 Premises Hire Charges | 819 | 700 | 119 | 4,020 | 2,800 | 1,220 | 8,400 | | |
| 1303 Other customer/client receipts | 0 | 280 | -280 | 0 | 560 | -560 | 1,120 | | |
| Pepperpot :- Income | 819 | 980 | -161 | 4,020 | 3,360 | 660 | 9,520 | | |
| Net Expenditure over Income | -659 | -288 | 371 | 419 | 2,078 | 1,659 | 1,005 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|-----------------------|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 203 The Square | | | | | | | | | | |
| 4181 | Premises Insurance | 0 | 0 | 0 | 1,745 | 3,200 | 1,455 | 3,200 | | 1,455 |
| 4311 | Professional Fees - Legal | 322 | 0 | -322 | 322 | 0 | -322 | 0 | | -322 |
| | The Square :- Expenditure | 322 | 0 | -322 | 2,067 | 3,200 | 1,133 | 3,200 | 0 | 1,133 |
| 1302 | Rents | 0 | 0 | 0 | 3,000 | 3,000 | 0 | 12,000 | | |
| 1303 | Other customer/client receipts | 322 | 0 | 322 | 2,067 | 3,200 | -1,133 | 3,200 | | |
| | The Square :- Income | 322 | 0 | 322 | 5,067 | 6,200 | -1,133 | 15,200 | | |
| | Net Expenditure over Income | 0 | 0 | 0 | -3,000 | -3,000 | 0 | -12,000 | | |
| 204 Allotments | | | | | | | | | | |
| 4141 | Water Services | -4 | 8 | 12 | 1 | 32 | 31 | 100 | | 99 |
| 4171 | Grounds Maintenance Costs | 31 | 240 | 209 | 1,176 | 960 | -216 | 2,880 | | 1,704 |
| 4301 | Equipment | 0 | 0 | 0 | 77 | 0 | -77 | 0 | | -77 |
| | Allotments :- Expenditure | 27 | 248 | 221 | 1,254 | 992 | -262 | 2,980 | 0 | 1,726 |
| 1302 | Rents | 0 | 0 | 0 | 0 | 0 | 0 | 2,200 | | |
| | Allotments :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 2,200 | | |
| | Net Expenditure over Income | 27 | 248 | 221 | 1,254 | 992 | -262 | 780 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| <u>205 Wilfrid Noyce Community Centre</u> | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 0 | 0 | 0 | 3,500 | 3,500 | 0 | 3,500 | | 0 |
| 5102 Contrib. to Other Provisions | 0 | 0 | 0 | 0 | 0 | 0 | 2,083 | | 2,083 |
| Wilfrid Noyce Community Centre :- Expenditure | 0 | 0 | 0 | 3,500 | 3,500 | 0 | 5,583 | 0 | 2,083 |
| 4001 Salaries | 277 | 195 | -82 | 1,045 | 780 | -265 | 2,340 | | 1,295 |
| 4003 Employer's Superannuation | 0 | 33 | 33 | 0 | 132 | 132 | 396 | | 396 |
| 4005 Agency Staff | 330 | 0 | -330 | 540 | 0 | -540 | 0 | | -540 |
| 4102 Property Maintenance | 1,155 | 195 | -960 | 1,630 | 780 | -850 | 2,340 | | 710 |
| 4103 Maintenance Contracts | 876 | 350 | -526 | 1,877 | 1,400 | -477 | 4,200 | | 2,323 |
| 4111 Energy Costs | 159 | 600 | 441 | 1,119 | 2,400 | 1,281 | 7,200 | | 6,081 |
| 4131 Rates | 0 | 0 | 0 | 4,464 | 5,640 | 1,176 | 5,640 | | 1,176 |
| 4141 Water Services | -133 | 75 | 208 | -81 | 300 | 381 | 900 | | 981 |
| 4161 Cleaning | 25 | 830 | 805 | 2,440 | 3,320 | 880 | 9,960 | | 7,520 |
| 4162 Waste Removal | 293 | 152 | -141 | 640 | 608 | -32 | 1,824 | | 1,184 |
| 4163 Domestic Supplies | 0 | 50 | 50 | 70 | 200 | 130 | 600 | | 530 |
| 4171 Grounds Maintenance Costs | 0 | 0 | 0 | 0 | 175 | 175 | 700 | | 700 |
| 4181 Premises Insurance | 0 | 0 | 0 | 0 | 1,290 | 1,290 | 1,290 | | 1,290 |
| 4301 Equipment | 1,710 | 300 | -1,410 | 5,230 | 1,200 | -4,030 | 4,000 | | -1,230 |
| 4304 Catering | 0 | 0 | 0 | 8 | 0 | -8 | 0 | | -8 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 830 | 0 | -830 | 3,000 | | 2,170 |
| 4323 Telephones | 138 | 24 | -114 | 212 | 96 | -116 | 288 | | 76 |
| 4324 Broadband | 25 | 134 | 109 | 212 | 316 | 104 | 728 | | 516 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 350 | | 350 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4900 Miscellaneous Expenses | 0 | 100 | 100 | 0 | 400 | 400 | 1,200 | | 1,200 |
| Wilfrid Noyce Community Centre :- Expenditure | 4,855 | 3,038 | -1,817 | 20,236 | 19,037 | -1,199 | 46,956 | 0 | 26,720 |
| 1301 Premises Hire Charges | 3,967 | 4,400 | -433 | 19,971 | 17,600 | 2,371 | 52,800 | | |
| 1303 Other customer/client receipts | 0 | 0 | 0 | 26 | 0 | 26 | 2,083 | | |
| Wilfrid Noyce Community Centre :- Income | 3,967 | 4,400 | -433 | 19,998 | 17,600 | 2,398 | 54,883 | | |
| Net Expenditure over Income | 888 | -1,362 | -2,250 | 3,738 | 4,937 | 1,199 | -2,344 | | |
| 206 Bandstand | | | | | | | | | |
| 4005 Agency Staff | 0 | 0 | 0 | 240 | 0 | -240 | 0 | | -240 |
| 4102 Property Maintenance | 0 | 83 | 83 | 2 | 332 | 330 | 1,000 | | 998 |
| 4301 Equipment | 0 | 0 | 0 | 825 | 0 | -825 | 0 | | -825 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 70 | 100 | 30 | 100 | | 30 |
| Bandstand :- Expenditure | 0 | 83 | 83 | 1,137 | 432 | -705 | 1,100 | 0 | -37 |
| 1301 Premises Hire Charges | 0 | 0 | 0 | 779 | 0 | 779 | 630 | | |
| 1304 Donations | 75 | 0 | 75 | 825 | 0 | 825 | 0 | | |
| Bandstand :- Income | 75 | 0 | 75 | 1,605 | 0 | 1,605 | 630 | | |
| Net Expenditure over Income | -75 | 83 | 158 | -468 | 432 | 900 | 470 | | |
| 207 Godalming Museum | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 0 | 0 | 0 | 53,000 | 53,000 | 0 | 53,000 | | 0 |
| Godalming Museum :- Expenditure | 0 | 0 | 0 | 53,000 | 53,000 | 0 | 53,000 | 0 | 0 |

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2018

Month No : 4

Committee Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|------|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4001 | Salaries | 3,049 | 3,478 | 429 | 13,430 | 13,912 | 482 | 41,736 | | 28,306 |
| 4002 | Employer's NIC | 329 | 310 | -19 | 1,225 | 1,240 | 15 | 3,720 | | 2,495 |
| 4003 | Employer's Superannuation | 615 | 590 | -25 | 2,347 | 2,360 | 13 | 7,080 | | 4,733 |
| 4011 | Staff Training | 0 | 0 | 0 | 50 | 0 | -50 | 1,000 | | 950 |
| 4102 | Property Maintenance | 3,332 | 125 | -3,207 | 3,394 | 500 | -2,894 | 1,500 | | -1,894 |
| 4201 | Public Transport | 0 | 0 | 0 | 27 | 0 | -27 | 0 | | -27 |
| 4202 | Car Allowances | 0 | 0 | 0 | 0 | 0 | 0 | 320 | | 320 |
| 4301 | Equipment | 0 | 0 | 0 | 857 | 0 | -857 | 0 | | -857 |
| 4307 | Stationery | 0 | 0 | 0 | 99 | 0 | -99 | 0 | | -99 |
| 4311 | Professional Fees - Legal | 0 | 0 | 0 | -500 | 0 | 500 | 0 | | 500 |
| 4312 | Professional Fees - Surveyors | 1,920 | 0 | -1,920 | 1,920 | 0 | -1,920 | 0 | | -1,920 |
| 4315 | Insurance | 0 | 0 | 0 | 0 | 0 | 0 | 4,655 | | 4,655 |
| 4323 | Telephones | 0 | 25 | 25 | 30 | 100 | 70 | 300 | | 270 |
| 4325 | Computing | 152 | 152 | 0 | 891 | 608 | -283 | 1,824 | | 933 |
| 4342 | Subscriptions | 0 | 250 | 250 | 0 | 1,000 | 1,000 | 3,000 | | 3,000 |
| | Godalming Museum :- Expenditure | 9,398 | 4,930 | -4,468 | 23,769 | 19,720 | -4,049 | 65,135 | 0 | 41,366 |
| 1302 | Rents | 0 | 1,706 | -1,706 | 1,706 | 3,412 | -1,706 | 6,824 | | |
| 1303 | Other customer/client receipts | 0 | 240 | -240 | 26,740 | 26,980 | -240 | 53,960 | | |
| | Godalming Museum :- Income | 0 | 1,946 | -1,946 | 28,446 | 30,392 | -1,946 | 60,784 | | |
| | Net Expenditure over Income | 9,398 | 2,984 | -6,414 | 48,323 | 42,328 | -5,995 | 57,351 | | |

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Month No : 4

Committee Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|--|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 208 Land & Property - Other | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 0 | 0 | 0 | 1,500 | 1,500 | 0 | 1,500 | | 0 |
| Land & Property - Other :- Expenditure | 0 | 0 | 0 | 1,500 | 1,500 | 0 | 1,500 | 0 | 0 |
| 4005 Agency Staff | 0 | 0 | 0 | 45 | 0 | -45 | 0 | | -45 |
| 4101 Repair/Alteration of Buildings | 0 | 130 | 130 | 0 | 520 | 520 | 1,560 | | 1,560 |
| 4102 Property Maintenance | 13 | 325 | 312 | 528 | 1,300 | 772 | 3,900 | | 3,372 |
| 4103 Maintenance Contracts | 0 | 100 | 100 | 0 | 400 | 400 | 1,200 | | 1,200 |
| 4111 Energy Costs | 55 | 62 | 7 | 245 | 248 | 3 | 750 | | 505 |
| 4131 Rates | 0 | 0 | 0 | 3,528 | 3,640 | 112 | 3,640 | | 112 |
| 4141 Water Services | 270 | 112 | -158 | 1,072 | 448 | -624 | 1,350 | | 278 |
| 4151 Fixtures & Fittings | 0 | 250 | 250 | 0 | 500 | 500 | 1,000 | | 1,000 |
| 4161 Cleaning | 0 | 1,666 | 1,666 | 3,510 | 6,664 | 3,154 | 20,000 | | 16,490 |
| 4171 Grounds Maintenance Costs | 0 | 85 | 85 | 78 | 340 | 262 | 1,000 | | 922 |
| 4315 Insurance | 0 | 0 | 0 | 0 | 816 | 816 | 816 | | 816 |
| 4900 Miscellaneous Expenses | 450 | 150 | -300 | 450 | 600 | 150 | 1,800 | | 1,350 |
| Land & Property - Other :- Expenditure | 788 | 2,880 | 2,092 | 9,455 | 15,476 | 6,021 | 37,016 | 0 | 27,561 |
| Net Expenditure over Income | 788 | 2,880 | 2,092 | 10,955 | 16,976 | 6,021 | 38,516 | | |
| Policy & Management Expenditure | 45,396 | 52,456 | 7,060 | 364,271 | 368,149 | 3,878 | 850,978 | 0 | 486,707 |
| Income | 8,767 | 10,526 | -1,759 | 413,942 | 409,190 | 4,752 | 858,432 | | |
| Net Expenditure over Income | 36,630 | 41,930 | 5,300 | -49,671 | -41,041 | 8,630 | -7,454 | | |

9. OUTSIDE WORKS & MAINTENANCE SERVICES

Supplementary Paper to 12 July Report – Outside Works & Maintenance Operatives

Introduction: Following a consultation and clarification exercise with Members between 12 July and 15 August, a number of issues regarding the Outside Workforce & Maintenance Services Operatives' paper have been raised. This supplementary paper seeks to provide Members with additional information on the issues raised, which Members may wish to consider as part of their decision-making process.

1. With a Facilities Supervisor in post, who will be the direct line manager for the proposed workforce, is it necessary to have two grades of operative, i.e Maintenance Operative/Supervisor and Junior Maintenance Operative?

In considering this question the answer seems to be no, it would be perfectly acceptable for both operatives to be of an equal grade with both answerable to the Facilities Supervisor as Line Manager. This approach does make sense for a number of reasons especially in relation to how the junior position would be supervised/accountable during the Supervisor's leave periods or other absences. Internal arrangements already exist for continuity of function during the absence of the Facilities Supervisor, therefore, there would be no loss of accountability. Additionally, as both operatives would in all likelihood be similarly experienced/qualified and conducting the same type of work the grading difference may actually be a barrier to co-operative working. What could be described as 'supervisory functions' could be shared equally within a job description for example, one operative may be responsible of scheduling routine outside works, where the other may be responsible for the proper maintenance, inspection and safety of equipment and workshop facilities, both requirements are of equal importance.

If Members decide that they wished to introduce an Outside Works & Maintenance provision utilising a single operative, Staffing Committee should be requested to agree the appropriate grade for that position.

Likewise, if Members were to employ two operatives, the Staffing Committee should be requested to look at the grading requirements which provides for two operatives within the same available budget of £54,047.

2. As the proposed contracts are for an initial 2-year fixed period, does GTC have to auto-enrol these potential positions into the LGPS?

Godalming Town Council has a duty to automatically enrol and make contributions for anyone who works or usually works in the UK, is at least 22 years old but under State Pension age, isn't already an active member of a qualifying scheme and earns more than £10,000 a year. These are known as 'eligible jobholders'. However, Godalming Town Council may choose to provide occupational pensions and agree the employer contribution rate to be made to a compliant auto enrolment pension scheme to be offered to new employees other than the LGPS. If such a decision were to be made, it would have to be made by the Full Council.

Changes to pension arrangements, even those limited to future employees are a complex area and these issues would have to be fully explored by the Staffing Committee before it could make any recommendation to Full Council.

3. Is directly employed maintenance provision the best method for the maintenance of Godalming Town Council Assets?

There are a number of ways in which Godalming Town Council assets may be maintained, one option is to have a fully skilled workforce who can conduct all maintenance and repairs including electrical and gas works, this is impracticable for an organisation of this council's size. This leaves two potential options, the first and the one currently used is to utilise contractors for this work, there are limitations to this approach, especially when dealing with very busy venues, the alternative is to utilise a directly employed maintenance provision which can be flexibly deployed. The Council has recently established a working group to consider its assets and it is suggested that this working group may be positioned to consider which maintenance option may offer the best value, both financially and in flexibility and value added benefit.

Recommendation

In light of the issues identified above, it is suggested that Members defer this item and request that the Staffing Committee to explore available options in relation to staffing issues, so as to be able to advise the Policy & Management Committee when that committee considers options on this matter. As such it is recommended that the Staffing Committee be asked to:

- determine the individual grades of the employees, for both single and dual operative options;
- consider future employee pension scheme options;
- advise the Policy & Management Committee of its findings once it has completed its investigations.

It is further recommended that the Asset Working Group, as part of its considerations look at the advantages and disadvantages of both contractor and in house maintenance options for Godalming Town Council assets.

A Summary of Discussions Surrounding Policy GOD15 Air Quality

Introduction:

Waverley Borough Council's Air Quality Action Plan *July 2008* Final version identified that an Air Quality Management Areas (AQMA) was declared along a half mile stretch of the A3100 including part of Ockford Road and Flambard Way as a result of monitoring carried out in 2003 showing that levels of Nitrogen Dioxide (NO₂) in these locations would exceed the annual mean standard permitted for this pollutant.

Flambard Way is an A-road bypass around Godalming town centre along its northern edge that has a number of properties along both edges. There are a series of urban traffic control (UTC) managed junctions along this road bringing traffic from the south into the town centre. At morning peaks there are tailbacks on both the feeder roads from the south, including Brighton Road and Holloway Hill and on the A3100 itself. The AQMA also abuts a Key Site, which subsequent to the 2008 Air Quality Action Plan Report, has been developed with more than 200 dwellings.

Within its 2008 action plan Waverley Borough Council (WBC) stated:

“Waverley Borough Council is required to produce this Action Plan to demonstrate how air pollution in its three Air Quality Management Areas (AQMA) is being tackled. But rather than simply focus on tackling the issues identified in these three areas the document seeks to take a broader approach – raising the awareness of air quality throughout the Borough of Waverley.¹”

In its 2016 Air Quality Annual Status Report (ASR) – 2018 Reissued, Waverley stated:

“WBC continue to take steps towards implementing small measures at every available opportunity and therefore we have developed joint working with other colleagues both externally through the Steering Group and the Surrey Air Alliance Group, and internally within WBC. This joint working process will look to develop new strategies incorporating specific transport measures and interventions to help deliver the key elements of the WBC air quality action plan. Some of these provisions may include the provision of infrastructure to support the use of electric vehicle charging points (EVPs) through the planning process, developing Urban Traffic Control and traffic signal strategies, and enhanced enforcement of parking and loading restrictions.²”

The reissue in 2018 of the Borough's 2016 annual air quality status report followed an audit of the air quality monitoring at WBC and indicates that the annual mean concentrations of NO₂ in the Godalming AQMA has generally been increasing slightly each year (excluding 2014). This fact, together with previous WBC statements regarding taking a broader approach than just the AQMAs, including steps to implement small measures at every available opportunity and the support of Electric Vehicle Charging Points (EVPs), along with the Healthy Air Policy used (and subsequently examined) for the Knightsbridge Neighbourhood plan, led the Godalming & Farncombe Neighbourhood Plan Steering Group to form the following policy for Air Quality.

1. Waverley Borough Council, Air Quality Action Plan *July 2008* Final version Pg 3

2. Waverley Borough Council 2016 Air Quality Annual Status Report (ASR) – 2018 Reissued In fulfilment of Part IV of the Environment Act 1995 Local Air Quality Management February 2018. Pg iii

POLICY GOD15: HEALTHY AIR (GoFarNP Version 3.3 dated February 2018)

Development should not damage the health of the air by increasing emissions of harmful pollutants to it. Development should comply with all minimum European Union or UK environmental standards in relation to air pollutants, whichever is the more stringent.

- A. All major new development (defined as at least 50 dwellings or 5,000m² floor space) must carry out an air emissions screening to determine whether a detailed air quality assessment will be required.
- B. Such development must be designed to minimise harmful emissions to air. In particular:
 - i. such development must demonstrate that it is 'air quality positive' (i.e. better than existing or the existing benchmark). In principle, all development should be substantially less polluting than existing development that it will replace;
 - ii. development must not worsen an existing breach of a limit value or cause a breach;
 - iii. where limit values are not exceeded in the locality, developments must try to maintain lawful levels and not cause or contribute to worsening air quality.
- C. Development is encouraged to use tree planting as a way of minimising the impacts of air pollution. Proposals that are accompanied by a tree planting strategy which demonstrates that healthy trees of appropriate species will be planted in locations where their ability to absorb nitrogen dioxide (NO₂) and particulates is greatest, will be encouraged.

Version 3.3 of Policy GOD15 was included in the Draft Godalming & Francombe Neighbourhood Plan issued for Regulation 14 Consultation.

As part of their representation to the Regulation 14 Consultation, Waverley Borough Council expressed concern regarding the wording of this policy stating that:

"We have a number of concerns over policy GOD15: Healthy Air, particularly relating to part C.

The plan cannot require developments to meet more stringent standards than those set out in EU or UK environmental standards. It cannot require development to be less polluting than the existing development that it will replace. New development on greenfield sites would also not be able to be 'air quality positive' if there is no existing development on the site.

The Government's Planning Practice Guidance on air quality is useful:

<https://www.gov.uk/guidance/air-quality--3>.

We would also encourage you to discuss the Section on Air Quality with the Council's Environmental Health Team, which is responsible for monitoring air quality."

Having received these comments, further discussions were held between WBC and GTC to gain an understanding of WBC's concerns and explain The Neighbourhood Plan's position.

GTC provided WBC with written comments in response to their stated concerns, these comments are set out below:

An important point to note is that the Godalming and Farncombe Neighbourhood Plan Policy GOD15 – Healthy Air, is based on the Knightsbridge Neighbourhood Plan policy on healthy air which has just passed Examination. It was drafted by the lead from Clean Air for London with the help of leading environmental lawyers. It is part of the evidence being used for a new Clean Air Act which was presented in the House of Lords week beginning 2 July 2018.

As such there is Neighbour Planning precedence behind this policy –

During passage through examination the policy had been amended to drop references to air emission screening and in acknowledgement that Godalming is a different environment than Knightsbridge, further amendments were made to address some of the concerns raised by WBC. Further comment is shown below:

GoFarNP Policy GOD15 does not require more stringent standards, but it does require that whilst EU standards remain applicable that the more stringent of EU or UK standards are applied.

As evidenced by https://www.middevon.gov.uk/media/85182/air_quality_spd-adopted.pdf *Mid Devon Local Development Framework AIR QUALITY ACTION Supplementary Planning Document on Air Quality and Development.*

Air quality is capable of being a material consideration in determining planning applications and as such a criteria for an air quality screening and subsequent air quality assessment can be determined by a local policy such as Policy GOD 15. B

“An air quality assessment can be required where a significant change in air quality is expected. This change comprises both construction and operational impacts in addition to new exposure. The criteria for determining if an assessment is required can be based upon the scale of the development or changes in traffic flows predicted, the clearest approach is to use scale of development as the criteria. This obviates the need to predict traffic flows before it can be determined if an assessment is required.”

There seems to be no clear formulae for determining a criteria for the scale of development, the mid-Devon air quality action document suggests, amongst others, a criteria of 75 dwellings or 60 + vehicle movements per hour. Whereas the Institute for Air Quality Management <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf> suggests only “major” developments, such as defined within the Town and Country Planning (Development Management Procedure) Order (England) 2010 [(Wales) 2012]. These include developments where:

- The number of dwellings is 10 or above;
- The residential development is carried out on a site of more than 0.5ha where the number of dwellings is unknown;
- The provision of more than 1000 m² commercial floor space; or
- Development carried out on land of 1ha or more.

As such it is proposed that the Town & Country Planning Order definition of ‘major development’ is used.

The guidance provided at <https://www.gov.uk/guidance/air-quality--3> paragraph 003 Reference ID: 32-003-20140306. Revision date: 06 03 2014 - Are air quality concerns relevant to neighbourhood planning? States that:

“Air quality concerns can be relevant to [neighbourhood planning](#), and it is important to consider air quality when drawing up a neighbourhood plan or considering a neighbourhood development order. The local planning and environmental health departments will be able to advise whether air quality could be a concern.”

It is argued that Air Quality as evidenced by WBC’s 2016 Air Quality Annual Status Report (ASR) – 2018 Reissue, is a concern to the Godalming NP area.

As such the requirement that all new development should not cause or contribute to worsening air quality is considered an appropriate aspiration of the Neighbourhood Plan. As is the requirement for major developments to demonstrate this via an air quality assessment, and if necessary appropriate mitigation.

It is further argued that specific mitigation for larger developments (in excess of 50 dwellings or 5000m²) in the form of the provision of Electric Vehicle Charging Points EVPs, in line with GOD 11 and WBC's 2016 Air Quality Annual Status Report (ASR) – 2018 Reissue, is also an appropriate Neighbourhood Plan Policy.

Following a meetings with WBC to discuss their representations, Godalming Town Council made further amendments to Policy GOD15.

POLICY GOD15: HEALTHY AIR (GoFarNP Version 3.3.3 dated July 2018)

- A. Development should not damage the health of the air by increasing emissions of harmful pollutants to it. Such pollutants include: greenhouse gases; those considered by the United Nations to cause adverse impacts to the natural environment; and particles and gases considered by the World Health Organisation (WHO) to be harmful to human health. Any proposal that results in a significant increase in air pollution will only be justified in exceptional circumstances.
- B. Development should comply at least with all minimum EU or UK environmental requirements in relation to air pollutants whichever is the more stringent.
- C. All development is encouraged to be at least 'air quality neutral' and should not cause or contribute to worsening air quality. For major developments (as defined by the Town & Country Planning (Development Management Procedure) Order (England) 2010 [(Wales) 2012] this may most appropriately be demonstrated through an air quality assessment, and if necessary, proposed mitigation measures.
- D. Development is encouraged to use tree planting as a way of minimising the impacts of air pollution. Proposals that are accompanied by a tree planting strategy which demonstrates that healthy trees of appropriate species will be planted in locations where their ability to absorb nitrogen dioxide (NO₂) and particulates is greatest, will be encouraged.
- D. Mitigation proposals for developments in excess of 50 dwellings or 5000m² will be required to include the provision of Electric Vehicle Charging Points (EVPs) in line with Policy GOD 11 and Waverley Borough Council's 2016 Air Quality Annual Status Report (ASR) – 2018 Reissue.

Following this amendment a further meeting was held with WBC the outcomes of which are summarised below:

Healthy Air GOD15

WBC have concerns about wording of the policy in as much as the use of the single descriptor 'Development' is a catch all and their concern is that it would affect every planning application from replacement windows in a Conservation area to a single story house extension to a major development.

So where the GoFarNP says:

'15.A Development should not damage the health of air by increasing emissions of harmful pollutants to it.....' every single application would have to prove that they are not doing so, which in turn would place an unacceptable burden on the developer (home owner).

Same with 15.b *'development should comply with at least all minimum EU or UK environmental requirements'....* How is that proven/demonstrated by small home improvement developers?

For 15.c 'All development is encouraged to be at least 'air quality neutral' and should not cause or contribute to worsening air quality.....' The question here is how is this measured?

WBC has a new Officer in post and will get further comment/suggestion to GTC as soon as they can but in the meantime GTC need to consider these points and provide clarification or wording that avoids the 'catch all' element.

On 19 July GTC received further comments from WBC with a suggested redraft of Policy GOD15 – Air Quality.

“Environmental Health have reviewed the draft policy for Godalming and consider that the following would be an improvement. Their main concern is that, as written, no development would be granted permission in Godalming which we do not think is the intention of the NDP. In addition, there is a lack of evidence around the benefits of tree planting (for example for particulates) and a lack of justification for other parts of the policy, particularly outside the AQMA.

The suggestion is below which we would be grateful if your Members would consider. We would be very happy to discuss this with you further”.

POLICY GOD15: AIR QUALITY

- A. Development should not cause unacceptable risks to air quality.
- B. An air quality assessment should be undertaken in the following circumstances:
 - a) Development with the potential to impact on air quality within an AQMA, either on its own or having regard to cumulative planned developments.
 - b) Development with the potential to impact on air quality where there are concerns that an air quality objective might be exceeded, either on its own or having regard to cumulative planned developments.
 - c) Development introducing a new sensitive receptor within an AQMA.

Mitigation measures adopted to minimise impacts on air quality should have regard to any local policies, strategies and air quality action plans in AQMAs, as well as local air quality concerns about the development, and the type, size and activity of the development.

Having considered WBC comments it is RECOMMENDED that GTC’s position is that:

The wording of the GTC’s redrafted policy (version 3.3.3) has been very carefully considered. The final sentence of GOD15.A is the relevant test for a planning application. It states:

“Any proposal that results in a **significant** increase in air pollution will only be justified in exceptional circumstances.”

The key word is ‘significant’. No one is suggesting that minor developments of windows or single-storey house extensions etc. would be likely to result in a significant increase in air pollution.

The first two sentences of GOD15.A are statements. It is the final sentence that applies the policy test.

Where GOD 15.B states that:

“development should comply with at least all minimum EU or UK environmental requirements’....

Generally this will be picked up through building regulations for minor applications – you comply by using material that meet the BS standard or EU equivalent.

Where 15.C. states that:

'All development is encouraged to be at least 'air quality neutral' and should not cause or contribute to worsening air quality'

Major development can assess this through an air quality assessment. As stated above, minor applications are unlikely to be in a situation where there would be any suggestion that they would be worsening air quality, so this wouldn't be an issue. But the key word, again carefully chosen, is 'encouraged'. This is fundamentally different from requiring an applicant to do it.

On the issue of mitigation by tree planting, GTC is unclear about what a 'lack of evidence' means and would question whether there is no evidence or that what evidence exists is not overwhelming, in which case GTC is unable to determine without further guidance what evidence threshold is required before it is deemed an appropriate action.

Regarding the apparent lack of justification especially outside of the AQMA, GTC would reference back to *WBC 2016 Air Quality Annual Status Report (ASR) 2018 Reissue* which reports that the annual mean concentration of NO₂ in the Godalming AQMA has been generally increasing every year excluding 2014 and WBC's statement of 2003 that stated "*rather than simply focus on tackling the issues identified in these three areas [AQMA's] the document seeks to take a broader approach – raising the awareness of air quality throughout the Borough of Waverley.*"

The geography and constraints of the road network of Godalming is such that a significant proportion of vehicle movements have no alternative route other than through the AQMA, as such major developments anywhere within the NDP area will inevitably mean more movements through the AQMA and hence a decrease in air quality, which is why a policy should not just look at the AQMA in isolation.

This position is further supported by Waverley Borough Councils' own findings on Public Health as contained in its report:

"Factors Affecting Health Inequalities in Waverley – A Review Report of the Community Wellbeing Overview & Scrutiny Committee July 2018".

WBC executive resolved on 10 July 2018 to accept the recommendations contained within the report, one of the most important recommendations being that:

"Waverley to take public health outcomes into account in all council policies and decisions, even though the Council has no statutory responsibility for public health."

In light of this resolution, paragraph 2.6 of the report is pertinent to this discussion:

"Planning Policy has a significant influence over the built and natural environment, e.g. in neighbourhood design, housing, healthier food access, the natural and sustainable environment and transport infrastructure. Planning Policy can improve healthy life expectancy of the local population by focusing on three strategic areas:

- *Improve Air Quality*
- *Promoting Healthy Weight*
- *Improving Older People's Health"*

Having considered all Regulation 14 representations plus further representations and discussions with Waverley Borough Council Planning Department and recent Neighbourhood Development Plan

examinations, along with Waverley Borough Council's stated priority for improvements to Air Quality within the Borough in general and the AQMA's in particular, the following Policy GOD15 is recommended for consideration by the Policy & Management Committee for inclusion into the Proposed Godalming & Farncombe Neighbourhood Planning Document.

POLICY GOD15: HEALTHY AIR (version 3.4 dated 23 July)

Development should not damage the health of the air by increasing emissions of harmful pollutants to it. Such pollutants include: greenhouse gases; those considered by the United Nations to cause adverse impacts to the natural environment; and particles and gases considered by the World Health Organisation (WHO) to be harmful to human health, therefore:

- A. Any proposal that results in a significant increase in air pollution will only be justified in exceptional circumstances.**
- B. Development should comply at least with all minimum EU or UK environmental requirements in relation to air pollutants whichever is the more stringent.**
- C. Development is encouraged to be at least 'air quality neutral' and should not cause or contribute to worsening air quality. For major developments (as defined by the Town & Country Planning (Development Management Procedure) Order (England) 2010 (Wales) 2012) this may most appropriately be demonstrated through an air quality assessment, and if necessary, proposed mitigation measures.**
- D. Mitigation measures adopted to minimise impacts on air quality should have regard to local policies, strategies and air quality action plans in AQMAs, as well as local air quality concerns about the development, and the type, size and activity of the development. Proposals that are accompanied by a tree planting strategy as a way of minimising the impacts of air pollution is encouraged.**
- E. Mitigation proposals for developments in excess of 50 dwellings or 5000m² will be required to include the provision of Electric Vehicle Charging Points (EVPs).**

Godalming November Event Budget 2018

THE BURYS

| Item | Cost exc VAT | Item | Income exc VAT |
|--------------------------------|-------------------|-----------------------------------|-------------------|
| Fireworks | £5,000.00 | | |
| Safety barriers/generator | £790.00 | | |
| Labour (set up/clear down) | £600.00 | | |
| PA System | £600.00 | | |
| SIA | £500.00 | | |
| Band | £500.00 | | |
| Additional advertising banners | £650.00 | | |
| | | Sponsorship - Chamber of Commerce | £1,250.00 |
| Misc | £50.00 | | |
| Waste disposal | £100.00 | | |
| Radios | £187.50 | Hot food concessions | £400.00 |
| Transport | £250.00 | Fair (donation) | £700.00 |
| Crown Court Car Park | £290.00 | Ticket sales Eventbrite | £7,025.60 |
| First Aid (St Johns) | £45.00 | On Night Sales | £2,000.00 |
| Coloured Wrist bands | £195.00 | Procession Torches sales (150) | £525.00 |
| | £10,422.50 | | £11,900.60 |
| Income/expenditure | -£1,478.10 | | |

| | 2016 £ | 2017 £ |
|--------------------------|------------------|------------------|
| Family (£11.24) [£15.00] | 209 £2,349.00 | 249 £2,799.00 |
| Adult (£4.52) [£6.40] | 738 £3,336.00 | 839 £3,792.00 |
| Child (£2.25) [3.50] | 45 £101.00 | 70 £158.00 |
| | £5,786.00 | £6,749.00 |
| On Night Sales | £2,566.00 | £0.00 |
| Total | £8,352.00 | £6,749.00 |

| | 2018 £ |
|---------------------------------------|------------------|
| Tickets (income) [buyers cost] | |
| Family (£10.20) [£13.50] | 300 £3,060.00 |
| Adult (£4.26) [£6.00] | 900 £3,834.00 |
| Child (£1.88) [£3.00] | 70 £131.60 |
| | £7,025.60 |
| On Night Sales | £2,000.00 |
| Total | £9,025.60 |



COMMUNICATIONS POLICY

Introduction

Effective communications provide residents, partners and stakeholders with clear messages to enable access to Godalming Town Council services; raise understanding of the Council's vision as well as the benefits of the Council's services for the local communities.

Aim

Godalming Town Council has identified a need to utilise a communications culture that recognises the growing importance of digital channels, such as social media, by residents, partners and stakeholders who are seeking to find, as well as share news and information. This strategy sets a framework to guide Godalming Town Council's communications and marketing activities to ensure they support the future aims of the Council's as set out in its *Supporting Our Community Document* adopted on 19 July 2018 <http://godalming-tc.gov.uk/supporting-our-community>

Objectives of the Strategy

- To ensure Godalming Town Council's services, priorities, aims, objectives and challenges are communicated openly and effectively to the local community;
- To identify cost effective methods and systems to communicate with residents, partners and stakeholders;
- To promote a positive image within the community;
- To manage any negative impact of service failure;
- Measure effectiveness of communications activities.

Communication Principles – Godalming Town Council will:

- Communicate as one organisation;
- Communicate in plain English;
- Ensure communications are transparent, timely and focused on issues that matter to residents, partners and stakeholders;
- Ensure communications are widely accessible;
- Listen to and engage with the community.

Communication Audience

- Godalming residents;

- Government bodies and non-governmental bodies;
- Local business community;
- Local community and voluntary groups and organisations;
- Other local authorities and parish councils;
- Social media audiences;
- The media (national, regional, local and trade (as appropriate));
- Users of Godalming Town Council services;
- Visitors/tourists to Godalming.

Communications Channels

Godalming Town Council will use the following communication channels:

- Agendas, Minutes and Reports;
- Annual Report;
- Email correspondence;
- GTC Website;
- GTC newsletters;
- JBC Website;
- Mail correspondence when appropriate;
- Media releases;
- Media broadcast - local/regional/online;
- Office reception service;
- Outdoor marketing – banners, noticeboards;
- Partner websites and social media pages;
- Printed materials, leaflets, posters, flyers and brochures;
- Public events, displays, roadshows, consultations;
- Social media – Twitter, Facebook, Instagram;
- Statutory public notices.

Communications Themes

Godalming Town Council will utilise communication channels for:

- Public relations and media engagement
 - Proactively inform the public about Godalming Town Council, its aims and objectives, plans and services;
 - Develop and maintain effective media relations, locally, regionally and nationally to raise the profile of Godalming Town Council;
 - Manage the reputation of Godalming Town Council turning reactive activity into proactive activity wherever possible.
- Digital Communications
 - Identify opportunities to benefit Godalming Town Council and the communities it serves;
 - Promote the work of Godalming Town Council and its services;
 - To listen and engage with residents;
 - Increase online accessibility to council services.
- Marketing Activities
 - Raise Godalming Town Council's profile nationally and locally as a great place to live, work, visit and invest in;
 - Deliver cost effective information campaigns;
 - Provide marketing activity for events and activities that supports the work of the Council;
 - Enhance recognition of Godalming Town Council's brand identity;

- Ensure consistency of the Council's identity by officers, partners and external suppliers to ensure easier and quicker public recognition of GTC's services.
- Publications
 - Develop and improve council produced publications that support the Council's communications activities e.g. Supporting Our Community;
 - Utilise publications that offer value for money and are timely for residents and other target audiences;
 - Review the effectiveness and relevance of corporate publications to GTC's target audience.

Benchmarking Measures of Success

The following activities will be benchmarked for measurements of success

- Public relations and media engagement
 - Monitor proactive and reactive media releases (*see press strategy);
 - Monitor social media engagement growth (reach/number of views);
 - Monitor GTC website engagement;
 - Monitor JBC website engagement;
 - Produce feedback surveys for community.
- Digital Communications
 - Monitor number of visitors to
 - www.godalming-tc.gov.uk
 - <http://godalming-tc.gov.uk/godalming-joint-burial-committee/>
 - Monitor and evaluate social media engagement growth (reach/number of views) for GTC social media/online platforms.
- Marketing Activities
 - Use of consistent and professional branding across the Council for all communications and marketing material;
 - Monitor feedback and customer satisfaction on marketing and events campaigns via social media channels.
- Publications
 - Distribution/readership statistics;
 - Monitor feedback created by published articles.

Supporting Policies and Guidance Documents

- Acceptable Use of Social Media
- Acceptable Use of IT Facilities
- Press Strategy
- Supporting Our Community Publication
- Freedom of Information - Publication Scheme
- GDPR – Privacy Notice

GTC Costs for Administration of Godalming Joint Burial Committee

Staff Costs Including On Costs

| % of Cost | Service | Amount |
|-----------|---------|--------|
| 7.5% | TC | £4,730 |
| 12% | RFO | £5,682 |
| 10% | SSE | £3,918 |
| 25% | FS | £8,960 |

Cost Centre 101

| % of Cost | Service | Amount |
|-----------|----------------------------------|---------------------|
| 75% | Essential Car Users Allowance | £929 |
| 15% | Office Recharge | £2,274 |
| 15% | Computing | £1,200 |
| 15% | Telecom | £248 |
| 15% | Printing | £360 |
| 15% | Stationary | £423 |
| 15% | Postage | £234 |
| | TOTAL | £28,958 |
| | Plus 2.5% Inflation (July 2018) | £724 |
| | GTC/GJBC recharge 2019/20 | £29,682 +VAT |

1. Staff costs reflect the estimated time of staff members who have a direct function and responsibility for GJBC administration and operational activities.

2. The mean average of staff time engaged in GJBC activity is 16.6%, this has been rounded down to 15% for office support costs with the exception of the essential car users allowance which is evenly split between 25% GTC and 75% GJBC to reflect actual journeys undertaken

3. It is recommended that, subject to staff time being reviewed once GTC's time management system is fully implemented, the above formula is used for future years (reviewed every 4 years) adjusted for the CPI rate prevailing in July each year. This will allow for both GTC and GJBC to set appropriate budgets.

15. RIGHTS OF WAY – NATALIE WAY

Members will be aware that concern has been raised about a possible closure of a perceived Public Right of Way (PROW) along Natalie Way which is located between Flambards Way and the National Trust Wharf.

Natalie Way is a private road that provides access to what was known as Southern House which is being converted into residential flats, with the National Trust also having limited vehicular access to the wharf, hence the locked barrier gate which has been located for many years at the end of Natalie Way to prevent unauthorised vehicular access onto the Wharf. It is understood that during the transfer of ownership the developer established with the National Trust and the Land Registry the correct boundary line between the Wharf and Natalie Way. It was when close board fencing and gates indicating that no PROW existed were erected at the new boundary line that some residents contacted Councillors about this matter.

Members may wish to note the following in relation to this issue:

- The developer has not actually closed the gates at the Wharf end of the route so pedestrian access still exists
- The responsibility for determining a Modification to the Definitive Map Order under the Wildlife & Countryside Act 1981 (WCA) to establish a PROW lies with the County Council.
- If an application under the WCA is made to SCC, the landowner can either choose to support such an application or to oppose it.
- Even if an application is made under the WCA a Landowner may, if they so choose, close the route until any such determination is made.
- Applications for a Modification to the Definitive Map Order are dealt with in strict order of receipt by the County, currently determinations are taking in excess of two years.
- It does not require a 'public body' such as a council to make an application, applications may be made by individuals, resident groups or any other group or organisation.

In order to establish whether a solution to a potential problem could be found, The Town Clerk met with the developer, from this meeting and subsequent investigation and correspondence, the Town clerk has established:

- The developer's concerns regarding litter that accumulates along the route caused by pedestrians using the route.
 - As a private road, WBC will not add it to their litter/cleaning schedules;
 - Cleaning is currently being conducted by the developer, however, once they finish on site the responsibility would fall either on the residents or building management company, which would have to be funded by the residents service charges, which the developer considers unfair.
- From observation it appears that the majority of the pedestrians using Natalie Way do so to access Sainsbury's;
- Measuring the distance from the junction of Natalie Way and Flambard Way along the route to the point it exits the Wharf onto Woolsack way is a distance of 242 metres;
- Using the same measuring method, the distance between the same points via the public footpaths along Flambard Way and Woolsack Way measure a distance of 228 metres, which is further reduced to 218 metres by cutting across the retail car park;
- The developer is not prepared to concede that a PROW exists along Natalie Way;

- The developer believes evidence exists to refute any claim of unfettered access/PROW;
- The developer has offered to enter a Permissive Path Agreement and allow public non-vehicular access along this route on each day of the year with the exception of the 26 December (Boxing Day).

In light of the developer's offer regarding a Permissive Path Agreement, the Town Clerk has informed SCC of this offer and has made the necessary introductions for this process to proceed.

Attached for the information of Members is a guide from SCC on the process for applying for a Modification to the Definitive map order and the evidence form which would need to be gathered from a variety of sources to support the application.

The Town Clerk requests a decision from Members as to whether further GTC resource should be expended at this time to facilitate an application for a Modification to the Definitive Map Order, or whether Members are content, at this point, to allow negotiations to proceed in respect of a Permissive Path Agreement.

APPLYING FOR A MAP MODIFICATION ORDER

Introduction

Anyone can apply for a Map Modification Order (MMO) to change the Definitive Map and Statement - the legal record of public rights of way. Users might believe that because the public have used a path for a number of years it should be added to the map or that historic evidence supports a change; landowners and occupiers might believe that a right of way should never have been shown on the map or that it is shown on the wrong line

Before applying for an order you will need to gather sufficient evidence to persuade the County Council that on the balance of probabilities the Definitive Map needs changing. The procedure for making a formal application is set out below. The council *can* make an order without having received a formal application, but if you do not make a formal application you will not have any right of appeal if the council decides not to make an order and there is no set timescale for the council to investigate your claim.

How to make a formal application

The form in which the application must be made is prescribed by law - the Wildlife and Countryside Act 1981 and the Wildlife and Countryside (Definitive Maps and Statements) Regulations 1993 (SI 1993 No. 12) - copies of which can be obtained from HMSO or downloaded from their website www.opsi.gov.uk. Alternatively, *Rights of Way: A Guide to Law and Practice, Riddall and Trevelyan 2001* - published by the Open Spaces Society and the Ramblers Association - contains useful information, including copies of the relevant legislation and advice about how to make a claim.

You must firstly submit an application to the County Council [**Form A**] together with a map showing the route, preferably based on the 1:2500 Ordnance Survey Map; and any supporting documentary evidence and completed public user evidence forms.

Documentary evidence might include:

- Inclosure Awards and maps
- Tithe Awards and maps
- Parish Council minutes
- old maps
- title deeds

If your application is based on user evidence it is not necessary for every claimant to have used the path for twenty years, but the claimants' evidence, taken together, must

show twenty years unbroken use. The use must have been by the public at large and not by employees of the landowner or visitors to the landowner or his tenants.

You must serve notice on every owner and occupier of land affected by your application [**Form B**]. If you are unable to trace the owner or occupier of the land, you may ask us to exempt you from this requirement and agree to you posting a notice on the land instead. We will normally agree to this if you can show that you have made every reasonable effort to trace the owner and occupier.

Before we can deal with your application you must send us a signed and dated Certificate of Service of Notice of Application [**Form C**], listing the names and addresses of all the people you have served notice on.

What happens next?

We will deal with your application as soon as possible, and aim to make a decision whether to modify the Definitive Map or not, within twelve months of receiving it. If we have not done so, you may ask the Secretary of State for Environment Food and Rural Affairs to direct us to deal with it within a specific time limit.

As part of our investigation we will ask the affected landowner(s) for their views and invite them to produce any evidence that may be relevant to the application. We will also consult the Parish and District Councils. All of the evidence produced will be considered and if the claim is based on user evidence, we will interview a selection of the claimants. We will then make a decision on the basis of all the available evidence.

We will notify you of our formal decision

- a) If we decide not to make an order you will have 28 days from our notice of decision for you to appeal to the Secretary of State.
- b) If we decide to make an order we will advertise it in the local newspaper and on site and notify the local councils the landowner and user groups. There will be 42 days for people to object to the order if they wish.
- c) If there are no objections we will confirm the order. If there are objections, we must send it to the Secretary of State who will appoint an independent Inspector to consider the evidence, either by written representations or by holding a Public Inquiry.
- d) When an order is confirmed, either by the council or by the Secretary of State, it will be publicised as in b). There is then a period of 28 days during which the validity of the order can be challenged in the High Court on the grounds that it was made or confirmed outside the powers of the Act or that the Act has not been complied with. The High Court may quash the order if it is satisfied that this is the case.

APPLICATION FOR A MODIFICATION TO THE DEFINITIVE MAP AND STATEMENT
Wildlife and Countryside Act 1981

To: Surrey County Council
Countryside Legal – Room 365A
County Hall
Kingston upon Thames
KT1 2DY

I/We (i)

of (ii)

hereby apply for an order under section 53(2) of the Wildlife and Countryside Act 1981 modifying the Definitive Map and Statement for the area by (iii):-

- (a) **Deleting** the footpath/bridleway/restricted byway/byway open to all traffic* which runs
from:
to:
- (b) **Adding** the footpath/bridleway/restricted byway/byway open to all traffic* which runs
from:
to:
- (c) **Upgrading/downgrading** to a footpath/bridleway/restricted byway/byway open to all traffic* the
footpath/bridleway/byway open to all traffic which runs
from:
to:
- (d) **Varying/adding** to the particulars relating to the footpath/bridleway/restricted byway/byway open to all
traffic*
from:
to:
by providing that

as shown on the map annexed hereto.

I/We attach copies of the following documentary evidence [including statements of witnesses] in support of this application:-

(iv)

Signed:

Date:

* Delete as appropriate

Specimen Form A Application

(i) ***Selina Fielding***

of (ii) ***62 Cleveland Lane, Rowton, Surrey***

hereby apply for an order under Section 53(2) of the Wildlife and Countryside Act 1981 modifying the definitive Map and Statement for the area by (iii):-

- (a) **Deleting** the footpath/bridleway/byway open to all traffic* which runs
from:
to:
- (b) **Adding** the footpath which runs
from: ***Cleveland Lane (grid reference)***
to: ***Field Lane (grid reference)***
- (c) **Upgrading/downgrading** to a footpath/bridleway/byway open to all traffic* the
footpath/bridleway/byway open to all traffic which runs
from:
to:
- (d) **Varying/adding** to the particulars relating to the footpath/bridleway/byway open to all
traffic*
from:
to:
by providing that

as shown on the map annexed hereto

I/We attach copies of the following documentary evidence [including statement of witnesses] in support of this application:-

- (iv) ***Extracts from 1st Edition of Ordnance Survey 1:2500 scale map dated 1874 showing the route in question.
Minutes of the Rowton Parish Council referring to the condition of the path on various occasions between 1896 and 1910
32 evidence forms completed by claimants showing use of the route over a period from 1920 to 2000.***

Signed: ***Selina Fielding***

Form B



NOTICE TO LANDOWNERS AND OCCUPIERS

To:

of

Notice is hereby given that on the

I.....

made application to the Surrey County Council, Countryside Legal –Room 365A, County Hall, Kingston upon Thames, Surrey, KT1 2DY that the definitive map and statement for Surrey be modified by.....

Dated:.....

Signed:.....

Specimen Form of Notice to Landowners and Occupiers [Form B]

To ***Mr D George***

of ***Wood Farm, Field Lane, Rowton***

Notice is hereby given that on the ***2 March 2004***

I Selina Fielding of 62 Cleveland Lane, Rowton, Surrey,

made application to the Surrey County Council, Countryside Legal- Room 365A, County Hall, Kingston upon Thames, KT1 2DY that the Definitive Map and Statement for Surrey be modified by ***adding the footpath from Cleveland Lane (grid reference) to Field Lane (grid reference).***

Dated ***21 March 2004***

Signed: ***Selina Fielding***

Form C



**CERTIFICATE OF SERVICE OF NOTICE
OF APPLICATION FOR MODIFICATION ORDER**

Wildlife and Countryside Act 1981

To: Surrey County Council
Countryside Legal – Room 365A
County Hall
Kingston upon Thames
KT1 2DY

I/We:

of (i)

hereby certify that the requirements of paragraph 2 of Schedule 14 to the Wildlife and Countryside Act 1981 have been complied with in relation to the attached application.

The notices have been served on

Signed:

Date:

Specimen Form of Certificate of Service of Notice of Application for Modification Order [Form C]

To Surrey County Council
Countryside Legal – Room 365A
County Hall
Kingston upon Thames
KT1 2DY

I ***Selina Fielding***

of ***62 Cleveland Lane, Rowton, Surrey***

hereby certify that the requirements of paragraph 2 of Schedule 14 to the Wildlife and Countryside Act 1981 have been complied with

The notices have been served on ***Mr D George of Wood Farm, Field Lane, Rowton***

Dated: 14 April 2004

Signed: *Selina Fielding*

UEF Number (for
office completion)

CP...../.....

Public Right of Way User Evidence Form

This form should be completed and returned to the person making the application so that it can be submitted with or form part of an application seeking a change to the Definitive Map and Statement of Public Rights of Way.

It is intended to provide preliminary evidence about the application. When the Order- Making Authority (OMA) commences detailed research, an officer from that authority may contact you to seek further information or ask you to be interviewed about your evidence.

The form is designed to help establish whether or not the route being claimed in the application is a public right of way. It also provides evidence of how it is used (for example on foot, on horseback, by vehicles etc).

You should answer the questions as fully as possible and not keep back any information, whether for or against the public claim. This is important if this information is to be of real value in establishing the status of the application route. The information given may be examined at a public inquiry.

This form should be completed by one person only and should relate to only one route. If you need more space please continue on a separate sheet which will need to be attached to this form.

If completing the form by hand, please ensure it is written legibly and in black ink.

Confidentiality – Please Read Carefully

The information you give in this form cannot be treated as confidential.

- The information you provide will be retained by the OMA for the purposes of undertaking its statutory obligations in accordance with The Wildlife and Countryside Act 1981, section 53. For the purposes of data protection, the OMA is the data controller. It may use an Agent to undertake certain obligations on its behalf. If so, the Agent will be the data processor.
- It may be necessary for the OMA to disclose information received from you to others, which may include other local authorities, the Planning Inspectorate and other government departments, public bodies, other organisations, landowners and members of the public. If you would like to see how we use your personal data please read our privacy notice at www.surreycc.gov.uk/your-council/your-information-and-privacy.
- If the OMA proceeds with the application but it is contested (for example by a landowner), there may be a public inquiry. This will be held locally and your evidence will be made available to it. If you are unable to attend your evidence will be given in writing, but user evidence is of much greater value if you attend in person and are prepared to answer questions about it. Inquiries are kept as informal as possible and the OMA will help you with the procedure.
- The information you give in this form will be processed in accordance with the Data Protection Act 1998. It is held by the OMA's Rights of Way Service for the sole purpose of processing the application for the route referred to.



Printed on recycled paper



www.surreycc.gov.uk

DECLARATION – Important please read carefully

General Data Protection Regulation (GDPR)

Under the GDPR the OMA has a duty to inform you about how your personal data will be handled. Information provided in this form will be used to that the OMA may undertake its statutory duties in accordance with the Wildlife and Countryside Act 1981 section 53. In order to determine if a public right of way exists it may be necessary to disclose information received from you. The information provided on this form cannot be treated as confidential (other than your personal contact details and signature contained on this page). You should only provide us with the information requested if you are happy for it to be placed in the public domain. Do not include information about another person.

This form and the details contained therein will be retained by the OMA and considered and published as part of its statutory duty to determine the application to establish whether a public right of way exists. In signing it, you are acknowledging that it may be made publically available.

ABOUT YOU

Name

(MR/MRS/MISS/MS/OTHER)

Address

Please print your name

Home Telephone Number

Mobile Telephone Number

Home Telephone Number

Email Address

STATEMENT OF TRUTH

I BELIEVE THAT THE FACTS AND MATTERS CONTAINED IN THIS FORM ARE TRUE AND I HAVE READ THE DECLARATION ABOVE

Your Signature:

Date:

You should keep a copy of the completed form

Warning: If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

THE INFORMATION ON THIS PAGE WILL ONLY BE MADE PUBLICLY AVAILABLE ONCE AN ORDER HAS BEEN MADE

THE INFORMATION BEYOND THIS POINT WILL NOT BE CONFIDENTIAL

UEF Number (for office completion)

CP...../.....

PUBLIC RIGHT OF WAY USER EVIDENCE FORM

ABOUT YOU

1. Year of Birth

2. Have you lived at any other addresses during the time you have used the path or way?

If so, please provide details and years [full addresses are not required]

ABOUT THE APPLICATION ROUTE

3. Describe the application route (include start and finish points and provide OS grid references if you can)

4. MAP OF THE APPLICATION ROUTE

Please mark the route on the attached map and annotate it with anything you provide details about in this form. Please sign and date your map.

YOUR USE OF THE APPLICATION ROUTE

5. In which years did you use the application route?

| | | | |
|------|----------------------|----|----------------------|
| From | <input type="text"/> | To | <input type="text"/> |
| From | <input type="text"/> | To | <input type="text"/> |
| From | <input type="text"/> | To | <input type="text"/> |

6. Were there any extended periods during which you did not use the route at all? If so, please state when and why?



UEF Number (for office completion)

CP...../.....

7. **How did you use the application route and how often?**
[Please tick any that apply]

| | Daily | Weekly | Monthly | Every few months | Once a year | Other (please describe) |
|---------------------------------|-------|--------|---------|------------------|-------------|-------------------------|
| On foot | | | | | | |
| On horseback | | | | | | |
| By pedal cycle | | | | | | |
| By car | | | | | | |
| Other [please specify] | | | | | | |

8. **For what purpose were you using the application route?**

9. **Has the application route always followed the same course?**

Yes

No

Don't know

If no – how and when was the route altered?

10. **Approximately how wide is the application route?**

[Please give your estimate of the width across which you used the route including the width used when passing others or walking with others. Take care to consider the overall width of the route. If this varies, please describe how] [Or please state 'Don't know']

UEF Number (for office completion)
CP...../.....

11. **What type of surface does the application route have?**
(for example grass, gravel, earth)
[For varying surfaces, please describe with reference to your map]

12. **Have there ever been any of the following on the application route?** (state location and show on your map)

| | Where were they? | How long were they in place |
|---|------------------|-----------------------------|
| Stiles <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | Where were they? | How long were they in place | Were they locked? | When were they locked? |
|--|------------------|-----------------------------|--|------------------------|
| Gates <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | What were they? | Where were they? | How long were they in place |
|---|-----------------|------------------|-----------------------------|
| Other Barriers <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

13. **Did any of the above prevent you from using the application route?**

No Yes

If yes, please give details

UEF Number (for office completion)
 CP...../.....

14. Have you ever seen any signs or notices suggesting whether or not the application route is a public right of way?
 (for example “Private”, “Keep Out”, No Right of Way “Trespassers will be Prosecuted”)

- No Yes Don't know

If yes – state when and give details, including when they were present and mark their location on your map. If possible please include the wording of notices.

15. Have you seen other people using the application route whilst you have been using it?

- No Yes

If yes, please provide any additional information about this

Land Ownership

16. Were you working for any owner or occupier of land crossed by the application route at the time when you used it, or were you then a tenant / licensee of any such owner?

- No Yes

If yes, provide details and dates

17. Did the owner or occupier ever give you permission (or did you seek permission) to use the application route?

- No Yes

If yes,

| | |
|------------|--|
| From whom? | |
| When? | |

UEF Number (for office completion)
CP...../.....

18. Has anyone ever told you the application route was not public (including by an owner, tenant of the land or by anyone in their employment)?

No Yes

If yes, by whom and when?

19. Have you ever been stopped or turned back when using the application route?

No Yes

If yes, please give details including when this happened

20. Has anyone else ever told you that they were prevented from using the application route?

No Yes

If yes, please give details including when this happened

21. Have you ever had a private right to use the application route? (for example, an easement, private right of access, licence, etc)

No Yes

If yes, please give full details, including who gave the permission, why and when

UEF Number (for office completion)
CP...../.....

Other Information

22. Do you have, or do you have knowledge of, any documentary evidence which is relevant to the application route or which indicates public use? (for example photographs, guidebooks, letters, sale documents, old maps, etc)

- No Yes

If yes – please provide details

23. Please give any further information which you consider would be helpful in reaching a decision as to whether the application route should be recorded as a public right of way?

[Continue on a separate sheet if necessary]

[If you wish to provide a separate sketch map, please do so and attach to this form]

24. During the investigation the OMA may want to interview some or all of the claimants in order to gather additional information. Would you be willing to talk to an officer from the OMA about your knowledge of the application route?

- Yes No

25. Would you be willing to attend a hearing or public inquiry to give evidence if necessary?

- Yes No

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a 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 Interest | Non-Pecuniary Interest | 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 non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.