

GODALMING TOWN COUNCIL

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

Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

2 October 2020

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held via Zoom on THURSDAY, 8 OCTOBER 2020 at 7.00pm.

Andy Jeffery
Town Clerk

The meeting of the Environment & Planning Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/82507546937?pwd=WWM1WGtQYIFiWVNIY3ovSmwwL011dz09>

Meeting ID: 825 0754 6937

Password: 439015

Committee Members: Councillor PS Rivers – Chair
Councillor Crooks – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Duce	Councillor Follows
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor Rosoman
Councillor Steel	Councillor Stubbs
Councillor Wardell	Councillor Williams

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 17 September 2020, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

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

Councillor Follows
Councillor Heagin
Councillor Martin
Councillor PS Rivers
Councillor Rosoman
Councillor Williams

In accordance with Minute 401-19, Cllr Cosser has declared that, in order to avoid a personal conflict of interest, he will not take part in debates or votes on planning matters at meetings of this committee.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for principle councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. CARBON REDUCTION AND BIODIVERSITY FUND – GRANT APPLICATIONS

Information:	£
2020/2021 Carbon Reduction & Biodiversity (CRBD) Fund	10,000.00
Allocations this year to date	0.00
Balance available for allocation	10,000.00
CRBD Grant Fund applications this meeting	3,000.00
<hr/> Balance unallocated if applications agreed	<hr/> 7,000.00

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Applications for CRBF Fund Support

Godalming Cycle Campaign

£3,000 is applied for to support a Design & Feasibility Study for Central Godalming Greenway in the Phillips Memorial Park.

The Town Clerk has been requested to inform Members that they should note that although the Phillips Memorial Park is owned and managed by WBC, and if successful they would be a key stakeholder, the application is not on behalf of WBC as stated, but is made on behalf of the Godalming Cycle Forum.

7. **CHRISTMAS IN GODALMING DURING COVID-19 – ITEM FOR DECISION**

Recommendation:

1. Members to resolve to approve the proposals contained in the attached report for #Godalming Christmas.
2. Members to resolve to approve expenditure shown in the report.

At the Full Council meeting of 17 September (Min No 174-20 refers) delegated authority was provided for the Environment & Planning Committee to consider and, if appropriate, approve, options brought forward relating to Christmas in Godalming during COVID-19, including budgetary issues.

In light of the current guidelines, the option for a Christmas Festival Market to be held on the Bury's Field has not been pursued. Members are requested to consider the proposals and accompanying PR plan brought forward by the Community & Communications Officer (attached for the information for Members), which are considered to be in keeping with current guidelines.

If Members are minded to approve the expenditure contained in proposals, it is suggested the funding is drawn from the Christmas Lights reserve which currently stands at £8,788.

8. **ENVIRONMENTAL IMPROVEMENTS – BURYS ALLOTMENTS – ITEM FOR NOTE**

Members are requested to note the environmental improvement works undertaken by GTC staff at The Bury's Allotments. Significant amounts (approx 30 cubic yards) of non-organic waste has been removed from the site, mainly consisting of hard and soft plastics (including tens of dozens of empty plastic bags which had previously held compost and weed control chemical containers), household sanitary ware, and many other items that either should never have been brought onto the allotment site or should have been removed when no longer required. It is hoped that the current tenants will not repeat the mistakes of the past and remove the packaging of anything they bring on the site to use on their allotment plot. The cleared areas now not only provide greater opportunities for cultivation, but will allow for the provision of safer wildlife areas around the boundary of the allotment site.

9. **PLANNING APPLICATIONS - CONSULTATION**

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

10. **COMMUNICATIONS ARISING FROM THIS MEETING**

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

11. **DATE OF NEXT MEETING**

The next meeting of the Environment & Planning Committee is scheduled to take place via Zoom on Thursday, 29 October 2020 at 7.00pm.

12. **ANNOUNCEMENTS**

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

CARBON REDUCTION & BIODIVERSITY FUND **GUIDANCE NOTES AND APPLICATION FORM**

GUIDANCE NOTES FOR APPLICANTS

Aim of the fund

Godalming Town Council established a Carbon Reduction & Biodiversity Fund in July 2019 in order to provide funding towards projects where a primary aim is to reduce CO₂ emissions from households, organisations or individuals in Godalming and promote biodiversity. The fund is designed to support activities such as (but not limited to); practical work, feasibility studies/research projects, awareness raising or training.

The Council anticipates that projects which fit into one or more of the following themes to be eligible for this grant, though innovative schemes which further the aims of this grant, but do not fit within these categories are also welcome to apply.

- Energy conservation and renewable energy,
- Reduction in energy use in homes, businesses and elsewhere,
- Low carbon transport,
- Farming and food, particularly the production, sale and consumption of preferably organic locally sourced food
- Community involvement in reducing CO₂ emissions
- The creation, restoration or enhancement of wildlife habitats

The **primary criterion** for carbon reduction applications to the fund is **CO₂ savings per pound spent**. The carbon reduction grants are intended to help facilitate projects whose primary aim is to reduce CO₂ emissions within Godalming parish. Although not required, applications who are able to provide a quantitative estimate of CO₂ savings that result from their proposed activity will be favoured.

The **primary criterion** for biodiversity applications to the fund is **biodiversity net gain**.

The fund can endorse projects which enable applicants to leverage income from other sources or be the full and only sponsor of the project.

Funding priorities

In addition to the primary aim of the fund, applications will be at an advantage if the project fulfils one or more of the following criteria:

- Is innovative in its approach to the reduction of CO₂
- Develops a stronger and more sustainable community
- Encourages community engagement around sustainability and reduction of CO₂

- Improve the overall biodiversity of habitats including woodlands, ponds, rivers, meadows, green spaces and the wider countryside in the Godalming parish.
- Demonstrate additionality, specifically a net gain in biodiversity will be achieved using the grant funding that would not otherwise have been achieved.
- Secure a site as a biodiversity asset in perpetuity

How to use these guidance notes

These guidance notes accompany the grant application form and are provided to help you make the best possible case for an award from the fund. To make best use of the guidance notes, follow the steps below:

FIRST – check that your project meets the fund conditions. If it does not, you will not receive funding.

SECOND – if your project meets the conditions, it is important that you make this clear on the application form. Make sure that your answer to the question indicated after each condition clearly demonstrates that you meet that condition.

THIRD – the more of our **funding priorities** that your project fulfils, the better chance you have of receiving a grant. When filling in the form, be clear as to which of the funding priorities your project relates and how it does so. The questions where you can do this most easily are indicated after each funding priority below; you may find other opportunities. You do not have to address all the priorities, you could still be funded even if your project does not address them as long as it addresses the main **aim** of the fund (as above).

FUND CONDITIONS

Funding will be awarded *only* if:

- There has been no successful application to Godalming Town Council for funding for the same project in the previous twelve months (**Q7**)
- The project is designed primarily to focus on the reduction of **CO₂** in Godalming, ultimately for the benefit of the global community but also for the residents of the parish (**Q10, Q17**)
- The project does not financially benefit any private individual or private company (for example, the fund could not be used to fund solar panels on roof of an applicants private residence).

Additional extras

It would also be beneficial to provide the following information to assist the Council with its decision making.

- List potential beneficial effects that extend beyond the period of the project itself
- Where the project is likely to be long-term or open-ended, the application includes a projection of how it will be funded after any grant awarded by the Town Council is spent.

Linked Documents:

Guidance Notes for Applicants – CO² Reduction & Biodiversity

CARBON REDUCTION & BIODIVERSITY FUND: GRANT APPLICATION FORM

You must complete every section of the form, attach additional sheets if necessary.

1) Organisation Applying <i>Name</i> <i>Address</i>	Godalming Cycle Campaign on behalf of Waverley Borough Council. <hr/> The Burys, Godalming, Surrey, GU7 1HR <hr/> <hr/>		
2) Contact Person for this Application <i>Name</i> <i>Position</i> <i>Organisation</i> <i>Telephone No.</i> <i>Email Address</i>	Arianna Pisetti <hr/> General Member <hr/> <hr/> 07494243211 <hr/> arianna.pisetti@gmail.com <hr/>		
3) Payee Details <i>Give the name of the account to which any grant cheque should be made payable (payments will not be made to individuals).</i>	Waverley Borough Council Acc Name <u>Waverley Borough Council (General Account)</u> Acc No. <u>21369121</u> Sort Code <u>40-22-12</u>		
4) Please describe the main activities of your organisation. <i>Further information/organisation literature may be attached.</i>	The Godalming Cycle Campaign (GCC) is a local voluntary group dedicated to promoting cycling in Godalming. The group promotes the creation of a Guildford Godalming Greenway which will provide an active travel route between the two towns with links to significant local destinations. While focused on active travel, the group will also give consideration to sustainable transport in the more general sense. For example, improving rail and bus integration locally will help to reduce congestion making streets safer and more attractive for active travel.		
5) How much are you applying for?	£ <u>3000</u>		
6) Name of Project/Activity	Design and feasibility study for Central Godalming Greenway in Philips Memorial Park.		
7) Give details of any previous applications by your organisation for grants from Godalming Town Council in the past 5 years.	Year	Amount Applied For	Amount Granted
	2019 2020 Grant in aid of Pepperpot	£168 per annum for use.	£168

<p>8) Is your organisation either new or not known to the Council?</p> <p><i>If yes, please provide the name and contact details of at least one referee (e.g. an officer of an established organisation).</i></p>	<p><input type="checkbox"/> Yes (give referee details) <input checked="" type="checkbox"/> No</p>
<p>9) Brief Description of Project/Activity (up to 200 words)</p>	<p>To commission a design and feasibility study to widen part of the existing footpath along the Philips Memorial Park so that it supports the Surrey Cycling Strategy 2014-2026. The vision is to provide a route that a wide variety of users could comfortably share including pedestrians, cyclists, wheelchair and buggy users, and parents wheeling pushchairs.</p> <p>The existing footpath from the Library to the junction with Borough Road measures approximately 700m using Waverley's onsite display map. This assumes the route will use the footpath that runs parallel to the Library car park rather than the longer path that follows the river. The width currently varies and would need to be widened in places, so that it is no less than 3m wide. Where the route cannot be widened, (behind the Godalming and Farncombe Bowles Club) signage such as 'Share with Care' or 'Give Way to Pedestrians', would need to be put up.</p> <p>The study would be commissioned by Waverley and adhere to the Department of Transport 'Cycle Infrastructure Design' July 2020 document, ensuring proper construction and that the route is safe and attractive to all users.</p>
<p>10) How does the project aim to achieve a reduction in CO²?</p> <p><i>If applicable, explain how this meets one or more of the Council's funding priorities (see Guidance Notes for Applicants). Explain how the effectiveness of this will be measured.</i></p>	<p>The project aims to reduce CO₂ and encourage the community to engage in the reduction of it through making possible the creation of a shared-use cycle and walking path. The widened path (called Greenway) will facilitate access for cyclists and residents in general to public transports (e.g. train stations) without having to use motor vehicles. It will also create a link for residents to reach places of interest like the town center and the river path to Guildford. With the existence of such an infrastructure the community will feel more encouraged to turn to active travel rather than using motor vehicles to reach different locations.</p>
<p>11) Are you able to provide a quantitative estimate of CO² reduction as a result of your project?</p>	<p>This is difficult to quantify but the project in itself will not produce a reduction.</p>

<p>12) What benefits will this project give to Godalming in addition to CO² reduction?</p>	<p>*Improvement of the lifestyle balance (healthy mind and body) particularly in relation to Government targets to reduce obesity and rising cases of mental health issues.</p> <p>*Encouraging residents to enjoy the outdoor and part of Godalming parks. *Linking the central area to the train station.</p> <p>*Safety for cyclists/residents (safe cycle environment for young children too and presence of lighting in that area).</p> <p>*To encourage children to use Active Travel to get to school eg Moss Lane, The Wharf and Godalming Junior.</p> <p>*Connectivity- the Greenway will link Binscombe, Farncombe and Ockford Ridge to Godalming High Street.</p> <p>*Access to children who do not have access to open area to learn to ride their bicycle.</p> <p>*The Greenway is not just for cyclists but all people wishing to use</p>		
<p>13) How do you intend to spend the grant if successful?</p> <p><i>(e.g. equipment, materials, staff expenses, training, room hire etc.)</i></p>	<p>Purpose</p>	<p>Total spend</p>	<p>Spend from this grant</p>
	<p>Waverley will use the grant to commission the feasibility and design study.</p> <p>In addition, Waverley will be applying to Waverley's own CIL fund for the money to build the section of the Greenway in the Philips Memorial Park. The amount to be applied for and the design of the Greenway in the park will be determined by the design and feasibility study.</p>	<p>£3000</p>	<p>£3000</p>

14) Give details of other applications for funding for this project. <i>If you have not yet received a decision on other applications for funding, please give the date when the decision is expected</i>	Source	Amount applied for	Amount awarded or expected date of decision
	Please refer to reply to question 13. At present Godalming Cycling Campaign don't know when Waverley will submit its application or the amount however we will advise Godalming Town Council as soon as we have any further information.		
15) In what ways does your project involve volunteers? <i>a) How many volunteers are involved? b) What will they do? c) What is the total number of hours of volunteer time that will be used?</i> <i>You can include fund-raising for the project as well as the project itself. If you are estimating figures this should be made clear</i>	There will be no volunteers for the design and feasibility study but after the project is completed an evaluation will take place as started in answer 18.		
16) Have you received (or do you expect to receive) any donations in kind to support your project? <i>If yes, give brief details and approximate value if possible (e.g. raffle prizes: £100; furniture: £200)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
17) Who will benefit from the project?	Residents of Waverley Borough Council and Godalming Town Council but also tourists and visitors to the town from other areas.		

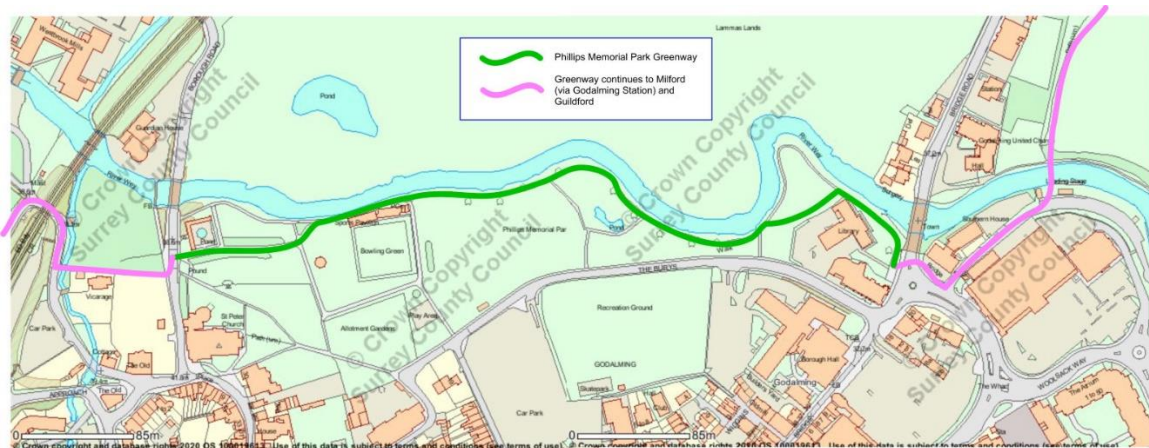
<p>18) How will you evaluate whether the project has been a success?</p> <p><i>You will be required to submit a report at the end of the project.</i></p>	<p>We aim to deliver a general survey after the shared use cycle and walking path has been built, counting how many users per day and at different time of the day, asking them to rate the infrastructure and give a feedback.</p>
<p>19) When do you expect your project to start and finish?</p> <p><i>If the project is open-ended or continues beyond the time funded by this grant, explain how you expect it to be funded in future.</i></p>	<p>Within a month - depending on when the contractors can start and write the feasibility study.</p>
<p>20) Will you be working with any other organisations to deliver this project?</p> <p><i>If so, please explain briefly how this will work.</i></p> <p><i>In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Waverley, Guildford and Surrey Councils. Also Waverley Cycle Forum and other local cycling Organisations.</p>
<p>21) How is your organisation constituted?</p> <p><i>You must attach a copy of your constitution or memorandum and articles of association (if a company) or rules or other evidence of how members join and how decisions are made.</i></p>	<p><input type="checkbox"/> Charity <input type="checkbox"/> Registered or <input type="checkbox"/> Unregistered</p> <p><input type="checkbox"/> Company <input type="checkbox"/> Limited by shares or <input type="checkbox"/> Limited by guarantee</p> <p><input type="checkbox"/> Charitable trust</p> <p><input type="checkbox"/> Constituted voluntary organisation</p> <p><input checked="" type="checkbox"/> Other (give details)</p>

<p>22) Does your organisation have a health and safety policy and a risk assessment for the proposed activity or event?</p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>23) Does your organisation have an equal opportunities policy?</p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>24) Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability?</p> <p><i>If no, please explain.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (give details)</p>
<p>25) Does your organisation have appropriate insurance in place for this project/activity?</p> <p><i>If yes, give the name of the company, dates, type of cover and amount insured.</i></p>	<p><input type="checkbox"/> Yes (give details) <input checked="" type="checkbox"/> No</p>
<p>26) Does your project involve children, young people or vulnerable adults?</p> <p><i>If yes,</i></p> <p><i>a) do you have a safeguarding children and vulnerable adults policy? If yes, we may ask you for a copy.</i></p> <p><i>b) Are all relevant staff and volunteers DBS checked?</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

You must attach	Attached
Your organisation's constitution and/or rules	<input type="checkbox"/>
Your organisation's latest set of accounts (if available)	<input type="checkbox"/>
Have you attached	
Further information about your organisation/project? (optional)	<input type="checkbox"/> yes

Declaration and data protection statement <i>The declaration must be signed by two authorised representatives of the organisation applying</i>		Agreed
We confirm that the organisation named in this form has authorised us to sign this application on their behalf.		
The information in this application is correct to the best of our knowledge.		
Any grant aid received will be used solely for the purposes specified herein or returned to Godalming Town Council.		
Any grant that remains unspent at the end of the project will be returned to Godalming Town Council		
Any proceeds from the project will be reinvested in the project or returned to Godalming Town Council		
We agree to our names and details of our organisation being held in paper and electronic files.		
Signature		
Name		
Position in Organisation		
Date		
Signature		
Name		
Position in Organisation		
Date		

Proposed route through the Phillips Memorial Park



The proposed route follows the **River-side path and New Way**

This is the quietest route for the intended audience. It is scenic and is likely to be cheaper and easier than the other routes to bring up to standard. It also provides a good link to the rail station.

The High Street was seriously considered as an attractive alternative. Taking the route through the town would offer direct access to key services and destinations providing a closer connection with the many cafes, restaurants and shops in the town. This would be of clear benefit to greenway users and bring a business advantage to traders. Unfortunately, the option is not currently available due to the one-way restrictions which prohibit two-way use by people on bikes. (The regulations could, of course be changed. In February 2001, the inspector conducting the Local Public Inquiry into proposed changes to the Traffic Regulation Order for Godalming Town Centre [1] noted that two-way cycling through the high street would be “entirely consistent with County and national policy” and recommended “an extended trial ... in order to evaluate it”.) The town centre route is slightly shorter than the River-side path/New Way option (1.44 kms compared with 1.72 kms.)

If the recommended route is accepted, a link or links to enable greenway users to access the town centre would be required.

Flambard Way was not designed with cycling or pedestrians in mind and would require significant investment to create a route suitable for family use. Similarly, Ockford Road is busy and space is tight. By sacrificing parking, it may be possible to create a roadside greenway but New Way presents itself as the preferred option.

Five options have been considered for this section:

- River-side path/New Way
- The Burys/New Way
- Godalming High Street/New Way
- Godalming High Street/Ockford Road
- Flambard Way/Ockford Road

[1] [Public Inquiry Report \(2001\)](#) – Paragraph 5.8 in the ‘Conclusion’

Covering letter for Carbon Reduction and Biodiversity Fund

This grant application is being submitted by Godalming Cycling Campaign so that Waverley can use it to commission the design and feasibility study which would complete the section of the Greenway in the Philips Memorial Park.

Godalming Cycling Campaign is a voluntary organisation which does not have a constitution, it has only twenty volunteers. However it is an inclusive body and does not discriminate. Some questions (21- 24) on the application form relate to policy and therefore cannot be answered.

30 September 20

Dear Sirs,

Re Application to the Carbon Reduction and Biodiversity Fund (CRBF)
by Godalming Cycle Campaign on behalf of Waverley Borough Council.

I am writing on behalf of the Godalming Cycle Campaign (GCC) in relation to the application to the Town Council's CRBF for a grant to Waverley Borough Council to cover the cost of a feasibility and design study (FDS) of the Philips Memorial Park section of the Guildford Godalming Greenway (The Greenway)

The Greenway is a fully off road cycle and pedestrian path principally linking Guildford and Godalming High Streets with extensions to Farncombe and Binscombe and onto Milford. It is open to all non motorised traffic including cyclists and walkers as well as joggers, disabled scooters, children on scooters, parents with prams, dog walkers etc.

Full details of the Greenway can be found at our website guildfordgodalminggreenway.com

This application to the CRBF is for £3,000 to cover the cost of a feasibility and design study which will principally give an accurate estimate of the cost of building this section of the Greenway as well as architect quality building plans which can be used to instruct the company building the path.

We have recommended to Waverley they instruct a company called Transport Initiatives (TI) to write the report as they are comparatively local being based in Brighton and have recently written a substantial report on cycle paths for Guildford Borough Council. also, one of their consultants lives in Godalming and we are hopeful he will be commissioned to write the report.

We have obtained an estimate from TI of £2,000 for the cost of the report and have applied on behalf of Waverley for a grant of £3,000 to give a financial cushion however under the CRBF rules, Waverley will only be allowed to spend any grant from the CRBF on the study so that should the actual cost be less than £3,000 the surplus will be returned to the Town Council.

Once Waverley have received the FDS it intends to apply to its own CIL management board for funding to build this section of the Greenway. Applications for this funding have to be submitted by 31 January 2021. We have estimated the cost of widening the existing footpath by one metre along the 700 metre section along the river in the park to be in the region of £64,000.

There is an existing footpath in the Philips Memorial Park which broadly follows the River Wey and covers the route of the Greenway. Part of this path is already 3 metres wide and needs only signage to convert it to the Greenway standard and the remaining 700 metres require the path to be widened by 1 metre.

The Godalming Cycle Campaign have received undertakings from Surrey County Council that on the building of the Ockford Park development in Ockford Ridge, the council will ensure that they will build the section of the Greenway from Ockford Park and therefore the whole of Ockford Ridge along New Way/ Westbrook Road/ Station Road to Godalming High Street by the Red Lion pub. Therefore once this is completed, with the exception of a short section of footpath along Vicarage Walk, Godalming residents will be able to cycle and walk in complete safety from Ockford Ridge/ Aaron's Hill (where car ownership is the lowest in Godalming) to Godalming Library, Waitrose Supermarket and the council offices at The Burys.

At the Guildford end of the Greenway the section through Shalford Park is already complete and the section from there to Shalford village is advanced with a design study completed and we understand finances available to build the same.

In relation to the CRB application form - the Godalming Cycle Campaign is a legally unincorporated body, and therefore it has no formal legal status and is unable itself to apply for a grant and for this reason the grant is being made on behalf of Waverley Borough Council who have approved the same, will received any funds granted and be accountable for the same to the Town Council.

I hope this letter will be helpful to the Town Councillors in their consideration of the application.

I would be happy to answer any questions councillors have either prior to the meeting on 8th October or at the meeting which I plan to attend via Zoom.

Thank you for reading this letter and considering the application.

yours sincerely,

Richard McIlwraith
Godalming Cycle Campaign

7. CHRISTMAS IN GODALMING 2020 – DURING COVID-19

As an alternative to the traditional Godalming Christmas Festival and Lights Switch-on, it is proposed the following be considered:

#GodalmingChristmas – Christmas Crackers Countdown

Commencing on 1 December through to 24 December.

Godalming retailers/businesses to offer a discount/free goods or service on a specific date. "Calendar" to be designed and available digitally and via hard copy for distribution to participating retailers/businesses for display in shop windows/noticeboards.

Retailers'/businesses' logo to be added, date of offer and offer.

#Godalming Christmas including Christmas Crackers Countdown to be publicised from 1 November via GTC social media platforms, GTC website, Godalming & District Chamber of Commerce website, participating shops/businesses' websites and media distribution.

Godalming & Farncombe Virtual Lights Switch-on Events

Date to be confirmed and embargoed.

Video of Godalming Town Mayor virtually switching-on lights whilst on the Round Table Sleigh.

Mayor to give an address to residents to encourage support of local shops and businesses using the #Godalming Christmas.

Farncombe and Moss Lane Infant Schools will help with the virtual counting down.

Virtual Countdown will be 'screened' via social media and You Tube.

Additionally to explore possibility of a virtual memory tree on GTC website for those unable to visit the physical Memory Tree.

Godalming Mini Xmas Mart – Saturdays 5, 12 and 19 December

7 x Market Trader stalls to occupy pitches in front on the High Street (in normal Pop-up Saturday location) on each of these dates. No hot food stalls. Mini Mart will include Farmers' Market Producers on one of those dates.

On the Mini Xmas Mart Saturdays, to include a mix of elves, Christmas bauble, pudding or tree characters in the retail centre encouraging shoppers to visit the High Street and to other areas, i.e. Church Street.

The Round Table's Santa's Sleigh to be situated in Crown Court on one of the Mini Mart Saturdays.

Memory Tree – Crown Court

The Memory Tree will again be erected in Crown Court.

The Mayor will dedicate the tree to the town.

Memory tags will be available for use from Cut Thru Barbers located in Crown Court.

Invite Churches Together to project a Nativity Scene in Crown Court.

Attached: Plan of activities
 Estimated costs
 Godalming Christmas – Christmas Crackers Countdown

Community & Communications Officer

Event	Date	Owner	Status	Comments
#GodalmingChristmas	1 – 24 December	GTC	Completed	
Lights Switch-on – Mayor to be filmed on sleigh	Date TBC	GTC	<p>Planning stage, RT in principle agree they can do this</p> <p>Filming crew secured Moss Lane and Farncombe Infants confirmed</p> <p>Countdown to Christmas 17/24 confirmed remaining 7 to be confirmed.</p>	<ul style="list-style-type: none"> • Round Table will offer Sleigh and “drive” Mayor to switch on • Will provide a Santa • Filming of Lights being switched on to take place in Godalming & Farncombe. Moss Lane and Farncombe Infants schools to provide “Countdown” to Lights switch-on • Mayor to invite the community to support local shops and businesses and promote #GodalmingChristmas Crackers Countdown to Christmas
Godalming Mini Xmas Mart <ul style="list-style-type: none"> • 7 x Stalls in High Street Christmas Characters as above 	Sat 5 Dec	GTC	Completed await approval	<ul style="list-style-type: none"> • Costs and income provided
Godalming Mini Xmas Mart <ul style="list-style-type: none"> • 7 x Stalls in High Street Christmas Characters as above 	Sat 12 Dec	GTC	Completed await approval	
Godalming Mini Xmas Mart <ul style="list-style-type: none"> • 7 x Stalls in High Street Christmas Characters as above 	Sat 19 Dec	GTC	Completed await approval	
Memory Tree <ul style="list-style-type: none"> • Installed in Crown Court • Nominations sought for person’s image to be placed on star atop the tree 	Date TBC	GTC	Confirmed with contractor Members to agree nominee for Community Officer to seek permission from NoK	<ul style="list-style-type: none"> • Star tags • Virtual tree on website with messages?

Projected Light Nativity in Crown Court	Date to be confirmed though should go up at same time as Memory Tree	Churches Together in Godalming	Community Officer to Liaise with Churches Together in Godalming & District	
Santa's Sleigh Comes to Town	Dates & Times to be confirmed	Round Table	Pending	<ul style="list-style-type: none"> • Round Table setting up Just Giving page as they will not be able to stop and collect money on their normal routes • Hope to be able to include Witley on the route • Charterhouse x 1 night • Busbridge x 2 • Aaron's Hill/Ockford Ridge x1 night • Catteshall Lane x 1 night • Milford Hospital

Costs

Item	Income	Expenditure
Traders Stalls 14 x £30.00 Plus Farmers Market Fee	£440.00	
Christmas Characters 3 x £300.00 plus £25.00 travel		£975.00
Filming Christmas Lights		£1100.00

PR PLAN – CHRISTMAS IN GODALMING 2020

Date	Action	Medium	Comments
W/C 26 October	Christmas in Godalming promotional copy to be finalised	GTC Website	For GTC website #Godalming Christmas, where, what, how etc.
W/C 2 Nov	Finalise Press Releases	All local press/radio	Press Release for #GodalmingChristmas, where the community can access it etc. What it involves and Xmas Mini Mart Saturdays etc.
W/C 2 Nov	Upload Godalming Mini- Mart information onto GTC Website	GTC Website	#Godalming Christmas, Christmas Crackers Countdown and Xmas Mini Mart Saturdays
W/C 2 Nov	Post social media	Facebook, Instagram, Twitter	#Godalming Christmas, Christmas Crackers Countdown and Xmas Mini Mart Saturdays
W/C 9 Nov	2 nd wave Social Media posts	Facebook, Instagram, Twitter	#Godalming Christmas, Christmas Crackers Countdown and Xmas Mini Mart Saturdays
W/C 23 Nov (TBC)	Social Media posts on where to find Lights Switch-on (You Tube etc.)	Facebook, Instagram, Twitter	How to virtually watch Lights Switch-on
30 Nov (TBC)	Social Media posts on where to find Lights Switch-on (You Tube etc.)	Facebook, Instagram, Twitter	How to virtually watch Lights Switch-on
30 Nov	Social Media	Facebook, Instagram, Twitter	Call to arms – Remember countdown to Christmas Offers and 1 st Godalming Xmas Mini Mart Saturday
7 December	Social Media	Facebook, Instagram, Twitter	This week's offers – "See Calendar" and 2 nd Godalming Xmas Mini Mart on Saturday, 12 December
14 December	Social Media	Facebook, Instagram, Twitter	This week's offers – "See Calendar" and 3 rd Godalming Xmas Mini Mart Saturday 19 December
TBC	Memory Tree	Facebook, Instagram, Twitter	When confirmed to go onto GTC website and included in all social media

GODALMING TOWN COUNCIL

ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS - 8 SEPTEMBER 2020 - 4 OCTOBER 2020

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observatlons</u>
WBC Weekly List 20/37				
WA/2020/1338	Godalming Binscombe	Erection of extension and alterations to elevations.	15 BINSCOMBE LANE, FARNCOMBE GU7 3PN	
DW/2020/0031	Godalming Binscombe	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.70m, for which the height would be 3.67m, and for which the height of the eaves would be 3m.	40 FURZE LANE, FARNCOMBE GU7 3NP	
WA/2020/1310	Godalming Central and Ockford	Erection of extensions.	FLAT 1, 42 CROFT ROAD, GODALMING GU7 1DD	
WA/2020/1325	Godalming Central and Ockford	Erection of extensions.	40 CROFT ROAD, GODALMING GU7 1DD	
WA/2020/1347	Godalming Central and Ockford	Erection of conservatory.	39 ALDERBANK DRIVE, GODALMING GU7 1GB	
WA/2020/1313	Godalming Charterhouse	Erection of detached two storey outbuilding; boundary wall and gates.	129 PEPERHAROW ROAD, GODALMING GU7 2PW	
TM/2020/0184	Godalming Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER GOD12	LAMMAS LEA, FILMER GROVE, GODALMING GU7 3AB	
WA/2020/1324	Godalming Charterhouse	Erection of extension and alterations to elevations including dormer windows.	LITTLE STOWE, MARK WAY, GODALMING GU7 2BD	
WA/2020/1346	Godalming Farncombe and Catteshall	Erection of extensions.	6 GRAYS ROAD, FARNCOMBE GU7 3LT	
DW/2020/0030	Godalming Farncombe and Catteshall	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.35m, for which the height would be 3.30m, and for which the height of the eaves would be 2.83m.	77 KINGS ROAD, FARNCOMBE GU7 3EX	

WA/2020/1319	Godalming Farncombe and Catteshall	Consultation under Regulation 3 for Construction of a single storey new build block to provide a dining hall, kitchen and associated works; Single storey extension to science lab and Construction of new car parking spaces at the front and rear of the site	BROADWATER SCHOOL, SUMMERS ROAD, FARNCOMBE GU7 3BW	
WA/2020/1312	Godalming Holloway	Erection of extensions and alterations to elevations including Juliette balcony.	8 MAPLEHATCH CLOSE, GODALMING GU7 1TQ	
WA/2020/1339	Godalming Holloway	Erection of extension.	39 ADMIRAL WAY, GODALMING GU7 1QN	
TM/2020/0187	Godalming Holloway	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 05/03	WESTDENE GODALMING GU7 1QL	
WBC Weekly List 20/38				
DW/2020/0032	Godalming Binscombe	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3.80m, and for which the height of the eaves would be 2.70m.	40A FURZE LANE, FARNCOMBE GU7 3NP	
WA/2020/1367	Godalming Central and Ockford	Change of use of part of ground floor and first floor retail unit (Use Class A1) together with extension and alterations and partial relevant demolition of unlisted existing building in a Conservation Area to provide 8 dwellings with parking, landscaping and associated works.	69 HIGH STREET, GODALMING GU7 1AW	
WA/2019/0983	Godalming Central and Ockford	Erection of 2 buildings to provide 14 flats following demolition of existing dwelling (house in multiple occupation), provision of a new access, parking and landscaping, together with associated works (revision of WA/2019/0225) Amended description	OCKFORD WATER, PORTSMOUTH ROAD, GODALMING GU7 2JJ	
WA/2020/1349	Godalming Central and Ockford	Erection of extension.	ELSDALE, 21 CROFT ROAD, GODALMING GU7 1DB	
WA/2020/1396	Godalming Charterhouse	Certificate of Lawfulness under Section 192 for erection of an extension following demolition of conservatory, alterations to fenestration and new roof windows.	4 KNOLL QUARRY, GODALMING GU7 2ES	
NMA/2020/0128	Godalming Charterhouse	Amendment to WA/2019/2065 for removal of bedroom window and addition of a side door.	41 MARSHALL ROAD, GODALMING GU7 3AT	

TM/2020/0194	Godalming Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 12/19	TYNDALLS CHARTERHOUSE ROAD GODALMING GU7 2AL	
WA/2020/1387	Godalming Farncombe and Catteshall	Alterations to elevations including erection of balcony extensions, bike and bin store; landscaping and associated works.	82 - 82A MEADOW, GODALMING GU7 3HT	
WA/2020/1386	Godalming Farncombe and Catteshall	Alterations to elevations including dormer window.	24A FARNCOMBE STREET, GODALMING GU7 3LH	
NMA/2020/0131	Godalming Farncombe and Catteshall	Amendment to WA/2020/1151 To Change the side facing first floor window from top hung obscured glazing to clear glazing and style to match the ground floor window.	103 SUMMERS ROAD GODALMING GU7 3BE	
WA/2020/1395	Godalming Farncombe and Catteshall	Certificate of Lawfulness under Section 192 for erection of an extension following demolition of a conservatory.	53 BLACKBURN WAY, GODALMING GU7 1JY	
CA/2020/0157	Godalming Holloway	CROWNPIES GODALMING CONSERVATION AREA WORKS TO AND REMOVAL OF TREES	FIR BANK BRIGHTON ROAD GODALMING GU7 1PW	
WA/2020/1376	Godalming Holloway	Erection of extensions and alterations to elevations with dormer window; erection of new boundary wall with fence and associated works (follows invalid application WA/2020/0961).	16 HEATHFIELD CLOSE, GODALMING GU7 1SL	
WBC Weekly List 20/39				
DW/2020/0034	Godalming Binscombe	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 4m, and for which the height of the eaves would be 3m.	44 FURZE LANE, FARNCOMBE GU7 3NP	
WA/2020/1406	Godalming Binscombe	Erection of extension.	26 CORNFIELDS, FARNCOMBE GU7 3PH	
DW/2020/0033	Godalming Binscombe	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 4m, and for which the height of the eaves would be 3m.	42 FURZE LANE, FARNCOMBE GU7 3NP	
TM/2020/0201	Godalming Central and Ockford	APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 10/13	CAESARS PLACE OCKFORD ROAD GODALMING GU7 1QW	

TM/2020/0199	Godalming Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 12/07	LITTLE BARN, MARK WAY, GODALMING GU7 2BG	
WA/2020/1416	Godalming Charterhouse	Application under Section 93B for extension of planning permission: additional environmental approval relating to WA/2017/0185 for erection of detached single garage and store which expired on 8th May 2020.	2 MAYEN PLACE, NIGHTINGALE ROAD, GODALMING GU7 3AH	
WA/2020/1409	Godalming Farncombe and Catteshall	Erection of extensions.	7 PENSTOCK MEWS CATTESHALL ROAD GODALMING GU7 1NB	
WA/2020/1407	Godalming Farncombe and Catteshall	Erection of extensions, alterations to elevations, extended dropped kerb and associated landscaping.	FIRCROFT, CATTESHALL LANE, GODALMING GU7 1LW	
WA/2020/1413	Godalming Farncombe and Catteshall	Erection of conservatory.	4 ANVIL COTTAGES, CATTESHALL LANE, GODALMING GU7 1LF	
TM/2020/0204	Godalming Holloway	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER GOD 13	10 ASHSTEAD LANE GODALMING GU7 1SZ	
WA/2020/1403	Godalming Holloway	Application under Section 73 to vary Conditions 1 & 10 of WA/2017/0087 in relation to the church centre, (approved plan numbers) to allow variation of elevations and roof of the Church Centre; alterations to the terrace.	BUSBRIDGE RECTORY & CHURCH COTTAGE, BRIGHTON ROAD GODALMING	

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.