

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 11 APRIL 2019**

\* Councillor Reynolds – Chairman  
\* Councillor A Bott – Vice Chairman

<p>* Councillor P Martin 0 Councillor Poulter * Councillor Wheatley * Councillor Hunter * Councillor Noyce * Councillor Pinches * Councillor Gray * Councillor Purkiss * Councillor Follows</p>	<p>* Councillor Gordon-Smith * Councillor Cosser # Councillor T Martin 0 Councillor S Bott 0 Councillor Welland * Councillor Bolton * Councillor Walden * Councillor Wainwright</p>
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\* Present                      # Absent & no apology received                      0 Apology                      L Late

432. MINUTES

The Minutes of the meeting held on 7 March 2019, having been previously circulated, were signed by the Chairman as a true record.

433. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

435. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

436. COMMITTEE WORK PROGRAMME

Members considered the work programme and noted the contents therein.

437. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid between 8 March and 31 March 2019	77,324.23
Receipts received between 8 March and 31 March 2019	17,777.92
Balance held in Current Account	
Balance at 11 April 2019	28,954.11
Balance held in the Business Deposit Account	
Balance at 11 April 2019	740,059.33

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chairman should sign the schedule of accounts paid.

438. PLANNING MATTERS

There were no planning applications brought forward for consideration at this meeting.

**Neighbourhood Plan**

Members noted that on 2 April 2019, Godalming Town Council received notification from Waverley Borough Council that the modifications proposed in the Independent Examiner's report have been accepted and that the draft Godalming & Farncombe Neighbourhood Plan has been modified accordingly and that the plan may proceed to referendum.

Subsequent to this, Godalming Town Council as the Qualifying Body for the Neighbourhood Plan has agreed with the Returning Officer that the referendum will be held on Tuesday, 9 July 2019.

Members wished to record their thanks to all those who have contributed to the neighbourhood planning process over a long period of time; their efforts have enabled the Neighbourhood Plan to be brought to referendum.

**Article 4 Direction**

Members noted that following the submission of the "Impact of Permitted Development Rights on Godalming Office Market" and accompanying letter to Waverley Borough Council, the Town Clerk has received a letter from the Leader of Waverley Borough Council explaining that the matter is being considered by Waverley Officers so they may advise on whether there is a justification for reconsidering Waverley Borough Council's approach on the matter of Article 4 directions. The Town Clerk will report on this matter once further information has been received from Waverley.

439. GODALMING YOUNG CITIZEN OF THE YEAR AWARD SCHEME

Members considered a report on the potential for the introduction of a Young Citizen's Award Scheme. Members supported the principle of the scheme, but wished to defer the item until the Youth Provision Working Group could consider it within the wider context of youth provision and support.

440. BUSINESS IMPROVEMENT DISTRICT

Members noted the outcomes of the feasibility study conducted by Consultants engaged by Waverley Borough Council to consider whether Godalming, Farncombe, Haslemere and Cranleigh would be suitable as a Business Improvement District (BID). Members noted the report's recommendations that it is considered that a case exists for a Godalming-based BID area and look forward to receiving further information regarding the development of the BID.

Members were please to noted that the report highlighted that Godalming Town Council is well regarded within the business community and that within the areas managed by the Town Council identified within the report that:

- 60% of respondents stated that Town Centre events are important;
- 80% of respondents reported that the Town Centre events help their business a little or a lot;
- 80% rate the current marketing of town events as good; and

- 100% stated that the town has the right number of events.

and one of the issues raised in regards to way-finding and signage has already been addressed by this Council. Members wished to congratulate the Community & Communications Officer on the level of satisfaction indicated above.

#### 441. REVIEW OF STANDING ORDERS

Members noted that those amendments which relate to staffing procedures and management have been reviewed and approved by the Staffing Committee (Min No 424-18 refers).

Members reviewed Standing Orders and resolved to recommend the amended Standing Orders (attached to the record minutes) for adoption by Full Council.

#### 442. LOCALISM

Members were informed that following the success of the procedures adopted by Godalming Town Council and agreed by SCC for the management of Localism Funding, it has been agreed that Godalming will continue to benefit from localism agreements and funding.

Members noted that the collaboration between Surrey County Councillors for Godalming North and Godalming South, the SCC local highways engineer for the Godalming area and the Town Council has worked well in identifying areas of concern to residents, which the Town Council has then been able to rectify under the localism arrangements. These works centre largely on vegetation clearance, culvert clearance to prevent or clear flooding and repairs of hand rails and removal of trip hazards, which the Town Council undertook using local resources. Members were asked to inform the Town Clerk of any areas they would wish to be considered for works under this scheme.

#### 443. COMMUNITY CENTRE MONITORING

Members noted the monitoring report detailed below for the Council's community buildings.

Centre	Hours Booked Q3 & Q4 2018/19	% Used	Hours Booked Q3 & Q4 2017/18	% Used	% Change year on year
<b>Broadwater</b>					
- Large Hall	1039	44%	1107	47%	-3%
- Small Hall	663	28%	622	26%	+2%
<b>Pepperpot</b>					
- Undercroft	561	24%	489	21%	+3%
- Meeting Room	283	12%	300	13%	-1%
<b>Wilfrid Noyce</b>					
- Caudle Hall	1647	70%	1794	76%	-6%
- Wyatt Room	905	38%	1047	44%	-6%
- Oglethorpe Room	656	28%	581	25%	+3%

Members noted that although the year-on-year performance of The Pepperpot meeting room has reduced by 1%, the meeting room was unavailable for the majority of Q4 due to renovation works.

444. ANNUAL SAFETY REPORT

Members noted that during the period 1 April 2018 to 31 March 2019 there were no notifiable health & safety incidents relating to the Town Council's staff, contractors (whilst working for the Town Council) buildings or land holdings.

445. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members noted a report from Councillor Purkiss on the Waverley Cycle Forum, an organisation on which Councillor Purkiss represents the Town Council. Members were informed that the Town Clerk will be attending a meeting with SCC and Guildford Borough Council on 26 April relating to the Guildford/Godalming Greenway.

446. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISTRICT SCOUT COUNCIL

Members noted a report from Councillor Wheatley on the District Scout Council, an organisation on which Councillor Wheatley represents the Town Council.

447. ANNUAL REPORT

Members noted the Annual Report which is to be presented at the Annual Town Meeting on the 18 April 2019.

448. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

- Neighbourhood Plan Referendum
- Localism

449. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 May 2019 at 7.00 pm in the Council Chamber.

450. ANNOUNCEMENTS

Members were informed that due to the Notice being published for the holding of Elections to the European Parliament on 23 May 2019, the meeting of this Committee and the other meetings scheduled for that date have been rescheduled and will now be held on **Wednesday, 22 May 2019**, the timings of the meetings remain as per those published in the original schedule.

Members were reminded that they should only use the Council provided email addresses to conduct Council related business.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. COMMERCIAL IN CONFIDENCE.

#### 451. PROPERTY ACQUISITION

Members considered a confidential report regarding an option to acquire a Town Centre property and resolved to agreed recommendations 1 to 4 contained within the report. The recommendations contained within the confidential report are shown below, amended to remove commercially sensitive information likely to influence further negotiations.

1. Members resolved to approve that Officers conduct preparatory works in order to be able to provide Full Council with appropriate advice and information for it to be able to consider whether to approve the purchase of the acquisition property.
2. Members resolved to approve that the Responsible Finance Officer should prepare an application to the Department for Communities & Local Government (DCLG) via the Surrey Association of Local Councils for approval to borrow up to the amount specified in the confidential report (over a 50-year period based on an annuity loan from the Public Works Loan Board) in order to complete the purchase of the property.
3. Members resolved to approve that Officers engage the District Valuer, the Council's Surveyor and the Council's Solicitor in order to provide value for money advice, condition survey and preparation of the required purchase documents, with fees to be set against the Professional Fees budget.
4. Members to resolve to approve that Officers should present a final report relating to the acquisition to Full Council as soon as practicable following the Annual Meeting of the Council on 16 May 2019.