

# PARISH OF GODALMING

## MINUTES OF A MEETING OF THE TOWN COUNCIL

### OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY, 26 SEPTEMBER 2019 AT 7.00 PM

\* The Town Mayor - Councillor PMA Rivers  
\* The Deputy Town Mayor – Councillor Steel

0	Councillor P Martin	*	Councillor Stubbs
*	Councillor PS Rivers	0	Councillor Cosser
*	Councillor Welland	*	Councillor Follows
*	Councillor Adam	*	Councillor Ashworth
*	Councillor Boyle	*	Councillor Crooks
*	Councillor Duce	*	Councillor Heagin
*	Councillor Hullah	*	Councillor Neill
*	Councillor Purvis	*	Councillor Rosoman
*	Councillor Wardell	*	Councillor Williams

\* Present                      # Absent without apology                      0 Apology for Absence                      L Late

#### 221. MINUTES

The Minutes of the meeting of the Council held on 25 July 2019 were signed by the Mayor as a correct record.

#### 222. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

Councillor Heagin declared a non-pecuniary interest in Agenda Item 15, SLA for Citizens' Advice Waverley on the grounds that she is a volunteer for that organisation, Cllr Heagin remained in the Chamber when that agenda item was debated.

Councillor Follows declared a non-pecuniary interest in Agenda Item 15, SLA for Citizens' Advice Waverley on the grounds that he is the Waverley Borough Council representative to that organisation, Cllr Follows remained in the Chamber when that agenda item was debated.

Councillor Williams declared a non-pecuniary interest in Agenda Item 15, SLA for Citizens' Advice Waverley on the grounds that his wife is a volunteer for that organisation, Cllr Williams remained in the Chamber when that agenda item was debated.

#### 224. WELCOME REMARKS

The Mayor welcomed members of the public and guests to the meeting and highlighted mayoral visits to various community groups and organisations, which included Broadwater School and the South & South East in Bloom regional awards ceremony. Both visits were extremely enjoyable with the Mayor being particular impressed with the awareness of Broadwater School pupils in climate issues. The Mayor announced to Members that she was delighted that Godalming Town Council had been awarded at Silver award for the Town

Centre on its first time of entering, and that on behalf of the Joint Burial committee she was delighted to accept a Silver Gilt award for Nightingale Cemetery. Her thanks were extended to everyone involved in achieving such high standards.

The Mayor was delighted to welcome Lily Patel and her family to present Lily with a town badge and certificate in recognition of her achievement in having written the winning entry, "*The author who came to tea*" in the Staycation short story competition judged by Nicky Cassidy from *The Words*.

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

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

226. QUESTIONS BY MEMBERS

Cllr Ashworth had submitted a question in accordance with Standing Order 6.

I wish to ask the Leader of Godalming Town Council whether he is aware of the current situation regarding the closure of the New Way Entrance to Godalming Railways station and the impact it is having on users of the Station, in particular the risk associated with the increased pedestrian traffic through the narrow railway arch bridge on Westbrook Road and also of the difficulties faced by road users accessing Station Approach, particularly during the evening peak period, when long queues of taxis are formed and whether there are any actions the Town Council can take, on behalf of its residents, to address these issues?

Cllr Follows, Leader of Godalming Town Council responded that he is aware of the situation and set out the issues relating to the situation highlighted by Cllr Ashworth.

Background:

Prior to the elections this matter came before the Central Area Planning Committee (of WBC) where the issue was discussed at length. However it was only discussed at this venue because the matter was conflated with a planning application for a listed building consent. It was deferred in the first instance to seek further information.

Cllr Follows explained that following that meeting, as a ward borough councillor, he had met with representatives from SWR and that subsequently the conflation of the two planning matters was separately addressed by the applicant when it came back to WBC. That separation removed the capacity for the issues at the centre of the question to be discussed in that forum. However, the two specific issues raised in the question remain as live issues.

I) In the matter of the erection of the new gated entrances at Godalming Station. SWR were wholly unaware of the proposals at Ockford Park (and elsewhere) which is likely to increase the pedestrian levels around Godalming station from both of the primary access points. These housing developments are likely to increase the pedestrian and cycling traffic that will be taking the route via Westbrook Road, which, coupled with the more general road layout of that area, poses a material risk to safety. However it has to be clarified that access through the station is not a public right of way and neither GTC nor WBC has any power to prevent the modification of private land in this way.

II) On the second matter raised by the question, Cllr Follows stated that he had also observed what appears to be a growth in the number of taxis around the station, which (when added to the peak time cars picking up passengers) is often a serious problem. Cllr Follows observed that the situation is made worse by the absence of a proper path on the left side of the road, the frequently overgrown verge and the steady stream of commuters that build up

on that side and that he believed that The licensing , road safety and green spaces part of this issue needs to be considered.

Cllr Follows explained that these were not matters directly for GTC, but that he would engage with County Councillor for Godalming North, Cllr Penny Rivers and also write to Surrey Highways to discuss the overall road layout and safety considerations and that consideration should be given to raising a petition or some kind of submission to the December 2019 Waverley Local Committee. Additionally, Cllr Follows stated that other issues such as landscaping and parking issues around the station and whether GTC would wish to make representations to WBC regarding taxis and licensing of them in Godalming are matters that would need to be brought to the appropriate council committee in order for GTC to establish an agreed position. Although, Cllr Follows stated that in the meantime he would, in his capacity as Deputy Leader of WBC continue the dialogue with SWR and ensure the issues raised by Cllr Ashworth's question are followed up at WBC.

#### 227. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

Members receive a letter from the Rt Hon Jeremy Hunt MP in response to a letter sent by the Town Clerk on the direction of the Policy & Management Committee (Min No 188-19 refers) requesting he supports all possible lawful actions to oppose the Government's plan to prorogue parliament, both letters are attached to the record minutes.

On the proposal of Cllr Williams and seconded by Cllr Heagin, Members, with the exception of Cllr Welland who abstained, voted to agree that the Town Clerk should respond to the Rt Hon Jeremy Hunt MP expressing, in light of the Supreme Court's judgement that the proroguing of parliament was unlawful, the Council's disappointment in his response to the Council's original letter.

#### 228. PRESENTATION BY SURREY POLICE

Members received a presentation from Inspector Gary Smith, Waverley Borough Commander on the work of Surrey Police in Waverley in general and the work of the Specialist Neighbourhood Team for Godalming in particular.

Following questions from Members, the Mayor thanked Inspector Smith for both his presentation and the work of his team. Insp Smith remained at the meeting and engaged with residents at its conclusion.

#### 229. ENVIRONMENT & PLANNING COMMITTEE

Members considered a report from the Town Clerk for the implementation of an Environment & Planning Committee to provide the Council with a structured and formal approach for Godalming Town Council's (GTC) engagement with the planning process, as well as providing for the scrutiny of environmental matters.

On consideration of the report, Members resolved to agree:

1. The formation of an Environment & Planning Committee as of January 2020.
2. The following administrative arrangements in order to facilitate the formation of the Environment & Planning Committee within existing resource:
  - Environment & Planning Committee – normal start time 6.30pm;
  - Policy & Management Committee – start time 7.15pm or on conclusion of preceding meeting;
  - Staffing Committee and Audit Committee may be scheduled to start at the same time on the same day, therefore, there can be no dual membership of these committees;
  - where Full Council follows an Environment & Planning Committee, FC will be scheduled to start at 7.30pm;

- the Annual Town Meeting start time will be rescheduled from 8pm to 7pm;
  - as of April 2020, Full Council, Environment & Planning and Policy & Management and the Annual Town Meeting will be held in the WBC Council Chamber; and
  - Staffing, Audit and Joint Burial Committee meetings will be held either in the Museum, the Wyatt Room or other similar DDA compliant Meeting Room as appropriate and/or available.
3. To approve the Terms of Reference of the Environment & Planning Committee as detailed below:
- a. **Purpose of the Environment & Planning Committee**  
To address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure.
- b. **Functions of the Environment & Planning Committee**
- i. to identify key environmental and planning policy issues facing the Council and to formulate, for the Council's consideration, its policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
  - ii. consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted upon;
  - iii. to maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
  - iv. to decide on applications made by local organisations for funding from the Council's Carbon-reduction and Mitigation grant scheme;
  - v. consideration of and comment upon applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation, including compliance with the policies set out in the Godalming & Farncombe Neighbourhood Plan;
  - vi. monitoring and reviewing the continued validity of the Neighbourhood Plan;
  - vii. consideration and comment upon issues relating to street naming;
  - viii. in consultation with the Town Clerk, to agree priorities for the management of Committee business; and
  - ix. on behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

Having noted that the composition of the Environment & Planning Committee is expected to be further considered by that committee as part of its inaugural meeting and if amendments are considered appropriate for the efficient conduct of business, recommendations will be brought to Full Council, Members resolved to approve the composition of the Environment & Planning Committee as detailed below.

### **Composition of Committees**

The Environment & Planning Committee shall comprise 19 councillors. The Town Mayor shall not be a member of the Environment & Planning Committee. The Chair and Vice Chair of the Environment & Planning Committee are expected to attend appropriate planning training.

In support of the resolutions set out above, Members further resolved to approve the amendments to Standing Orders Section 15 as detailed in Annex A of the report (attached to the record minutes).

### 230. **COMMITTEE CHAIRS' & GROUP LEADERS' MEETINGS (CCM)**

Members noted that in delivering the Council's priorities, there may be simultaneous work strands being undertaken or explored and that it could be helpful to provide an opportunity to

enable the Town Clerk to discuss progress on a range of issues in an informal, collaborative environment. Such an opportunity would allow the Chairs and Group Leaders to highlight issues that may be concerning Members and for Staff to seek guidance outwith of formal meetings. Members considered a report from the Town Clerk relating to the establishment of a Committee Chairs' & Group Leaders' Meeting (CCM) that could be used to provide such an option.

Following consideration of the report, Members resolved to:

1. approve the holding of Committee Chairs' & Group Leaders' Meetings;
2. approve the Terms & Conditions of the Committee Chairs' & Group Leaders' Meeting as detailed below:
  - a. The Membership of the Committee Chairs' & Group Leaders' Meeting will consist of the Mayor, Chair of Policy & Management, Chair of Audit, Chair of Staffing, Chair of Mayoralty, Chair of Joint Burial, Chair of Environment & Planning along with any political group leader not already attending in the capacity of a committee chair, together with the Town Clerk.
  - b. Functions of the Committee Chairs' & Group Leaders' Meeting:
    - i. to hold regular monthly meetings, or as required by exception, with the Town Clerk to examine how the Town Council's plans and services are meeting documented requirements and expectations;
    - ii. to establish that timescales are being met according to the strategic and financial requirements set out by Godalming Town Council; and
    - iii. to provide information and ensure transparency.
  - c. These meetings do not replace any Council meetings.
  - d. The Town Clerk will provide briefing papers as required.
  - e. Meetings are informal, only notes of required actions will be recorded for use at future CCM.
  - f. If not covered elsewhere on committee meeting agendas, relevant information (determined by the Mayor) discussed at CCM will be brought to Members' attention at Full Council meetings.
  - g. No decisions can be made at these meetings, however, any matters of concern will be reported to Members in accordance with para f.
  - h. Any councillor who has concerns or questions relating to council matters may either raise those matters in accordance with Standing Order 6 or, if they so wish, address them in writing to any member of the CCM. That member will process any queries and respond to the author.
  - i. Any Godalming Town Councillor may attend the CCM but may not take part in any discussions.

## 231. SCHEDULE OF MEETINGS

Having resolved to approve the formation of an Environment & Planning Committee as set out at Minute 229-19, Members resolved to agree to approve amendments to the 2019/2020 published schedule of meetings. Additionally, Members also resolved to adopt the 2020/2021 schedule of meetings.

The amended 2019/20 and the adopted 2020/2021 schedule of meeting to be posted on the Council's website.

## 232. COMMITTEE REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED:

### **Policy & Management Committee**

#### Godalming Town Council Programme 2019-2023

Members considered the recommendations of the Policy & Management Committee and, with the exception of Cllr Welland who abstained, resolved to adopt the Godalming Town Council Programme 2019-2023.

The Godalming Town Council Programme 2019-2023 is published on the Councils website.

In adopting the Godalming Town Council Programme 2019-2023 Members noted that the Policy & Management Committee resolved that, if adopted by Full Council, the Aims & Objectives Working Group be requested to bring forward further proposals relating to a Delivery Plan to develop the programme into detailed objectives, accountabilities and target dates

#### Policy Review – Safeguarding Policy

Members considered the recommendations of the Policy & Management Committee and unanimously resolved to approve the adoption of the Godalming Town Council Safeguarding Policy.

Godalming Town Councils' Safeguarding Policy is published on the Councils website

### **Staffing Committee**

#### Policy Review

Members considered the recommendations of the Staffing Committee and resolved to agree to adopt the policy documents listed below:

- Disciplinary Policy & Procedures
- Grievance Policy & Procedures

The adopted policies are published on the Town Council's website.

233. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

	Meetings Dated
Audit Committee	19 September 2019
Policy & Management Committee	5 September 2019
Staffing Committee	12 September 2019

234. GODALMING JOINT BURIAL COMMITTEE

The report of the meeting of the Joint Burial Committee held on the 5 September 2019 was noted.

235. SLA FOR CITIZENS' ADVICE WAVERLEY

Members noted that the Policy & Management Committee, had resolved to approve that a Service Level Agreement covering the period 1 April 2020-31 March 2024 be entered into between Godalming Town Council and Citizens' Advice Waverley to a sum of £28,000 per annum, which equates to £112,000 over the four-year period. Members further noted that as the agreement would commit the Council to an expenditure in excess of £50,000, in accordance with Financial Regulation 1.14 Full Council is required to approve this expenditure.

Members resolved to approve expenditure of £112,000 at a rate of £28,000 per annum in support of a Service Level Agreement between Godalming Town Council and Citizens' Advice Waverley.

236. REVIEW OF FINANCIAL REGULATIONS

Members noted that the Audit Committee had reviewed the Council's Financial Regulations against the NALC's Model Financial Regulations (2019) and considered the changes recommended by the Audit Committee. Members resolved to agree to adopt the proposed changes to the Council's Financial Regulations.

Godalming Town Councils' adopted Financial Regulations are published on the Councils website.

237. EXTERNAL AUDITOR'S REPORT

Members noted that a letter from the External Auditor was received stating that there is no report as no matters came to their attention during the audit. Members wished to express their thanks to the RFO for her effective and efficient management of the Council's Financial Governance.

238. SEALING OF DOCUMENTS, ETC.

The following resolution was passed nem con.

THAT THE TOWN CLERK BE AUTHORISED TO SIGN OR WHERE APPROPRIATE, TO HAVE SEALED ON BEHALF OF THE TOWN COUNCIL ANY ORDERS, DEEDS OR DOCUMENTS NECESSARY TO GIVE EFFECT TO ANY OF THE MATTERS CONTAINED

IN THE REPORTS RECEIVED AT THIS MEETING OR IN ANY RESOLUTION PASSED BY THE TOWN COUNCIL.

239. STAYCATION 2019

Members received a presentation from the Community Services & Communications Officer relating to Staycation 2019.

The Mayor expressed her gratitude to all those members of the community who work so hard to make Staycation such a success and invited those present to join her for refreshments on completion of the meeting.

240. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 19 December 2019 at 7.00pm in the Council Chamber.

241. ANNOUNCEMENTS

The Town Clerk informed Members that Mrs Zadie Caudle, who through The Peter Caudle Memorial Trust supported the establishment of Floral Godalming, was delighted that the Town Centre had been recognised at the South & South East in Bloom Presentation Ceremony with a Silver award. The Peter Caudle Memorial Trust has expressed its support for the Chalk Road and Inn on the Lake roundabouts to be incorporated into Floral Godalming and will work with Council staff to achieve this objective.

The Mayor expressed personal thanks and the gratitude of the Council for the great and generous support provided by The Peter Caudle Memorial Trust for the benefit of the Town.