

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 6 SEPTEMBER 2018**

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

0	Councillor P Martin	*	Councillor Gordon-Smith
*	Councillor Poulter	*	Councillor Cosser
*	Councillor Wheatley	0	Councillor T Martin
*	Councillor Hunter	*	Councillor S Bott
0	Councillor Noyce	#	Councillor Welland
*	Councillor Pinches	*	Councillor Bolton
*	Councillor Gray	*	Councillor Walden
*	Councillor Purkiss	0	Councillor Wainwright
*	Councillor Follows		

\* Present                      # Absent & no apology received                      0 Apology                      L Late

134. MINUTES

The Minutes of the meeting held on 12 July 2018, having been previously circulated, were signed by the Chairman as a true record.

135. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

Questions received from Members of the public in accordance with Standing Order No 5, along with the Council's response are detailed below;

Questions received from Mr Michael Voisin, a resident of Godalming on the electoral register.

*Have Councillors and Officers of the Town Council read:*

- *The Shackleford Parish Council objection to the planning application; and*
- *The Representation by Way of Objection by a Group of 175 Godalming Residents to the planning application*

*and, as a consequence, will Godalming Town Council be formally objecting to the planning application and, if not, why not?*

**Response** – Members have been informed of both documents referred to in the question. Regarding the third question, Godalming Town Council will be considering this application as part of this evening's agenda and forming its opinion and responses in light of those considerations.

Question received from Mr Geoffrey Brazier, a resident of Godalming on the electoral register.

*As small scale plots of brownfield land are being removed from Land Availability Assessment when they are deemed unsuitable for development, would Councillors and Officers of the Town Council therefore agree that removing this land from Local Plan Part 1 & 2, (Land*

*Availability Assessment) is directly resulting in a larger need for more higher density developments to be proposed on Waverley Borough Council greenbelt land, which then has its greenbelt status removed solely for the purpose of larger scale developments?*

**Response** – The removal of brownfield sites deemed unsuitable for development have not resulted in a need for more high density developments to be proposed on Waverley Borough Council greenbelt land, which then has its greenbelt status removed solely for the purpose of larger scale developments. It is the lack of suitable brownfield sites that make meeting the housing needs more challenging.

In addition, Mr Voisin requested to make a statement regarding planning application WA/2018/1239 – Ockford Park, Godalming. The Chairman informed Mr Voisin that he would invite him to address Members before that item was debated.

137. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Bolton declared a non-pecuniary interest in Agenda Item 5, Planning Matters on the grounds that he is a Member of Waverley Borough Council. Councillor Bolton remained in the Chamber whilst that item was debated.

Councillor Wheatley declared a non-pecuniary interest in Agenda Item 13, Godalming Joint Burial Committee recharge, on the grounds that she is a Member of the Godalming Joint Burial Committee. Councillor Wheatley remained in the Chamber whilst that item was debated.

Councillor A Bott declared a non-pecuniary interest in Agenda Item 13, Godalming Joint Burial Committee recharge, on the grounds that she is a Member of the Godalming Joint Burial Committee. Councillor A Bott remained in the Chamber whilst that item was debated.

Councillor Gray declared a non-pecuniary interest in Agenda Item 13, Godalming Joint Burial Committee recharge, on the grounds that she is a Member of the Godalming Joint Burial Committee. Councillor Gray remained in the Chamber whilst that item was debated.

Councillor Gordon-Smith declared a non-pecuniary interest in Agenda Item 13, Godalming Joint Burial Committee recharge, on the grounds that he is a Member of the Godalming Joint Burial Committee. Councillor Gordon-Smith remained in the Chamber whilst that item was debated.

The comments and observations from the following Waverley Borough Councillors relating to Agenda Item 5, Planning Matters, were preliminary ones prior to consideration at Borough Council level and were based on the evidence and representations to the Town Council.

Cllr Bolton	Cllr Follows
Cllr Gordon-Smith	Cllr Hunter
Cllr Reynolds	Cllr Wheatley

138. PLANNING MATTERS

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.

The Chairman invited Mr Voisin to make a statement to Members regarding the application.

The Committee considered the application with 13 Members voting to object to this application, with one abstention, Cllr Cosser wished his abstention to be recorded.

Members' observations and comments are detailed in the letter (attached to record minutes) to Waverley Borough Council.

139. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted its content, an amendment to the due date for the next report of the Farncombe Initiative to 29 November was agreed. Amended work programme attached to record minutes.

140. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 13 <sup>th</sup> of July 2018	132,585.25
Receipts received since the 13 <sup>th</sup> of July 2018	28,049.86
Balance held in Current Account	
Balance at 6 September 2018	16,540.88
Balance held in the Business Deposit Account	
Balance at 6 September 2018	468,428.95

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.

141. BUDGET MONITORING

Members considered the budget monitoring report 31 July 2018 which showed a current variance of £8,630 underspent against budget.

Members noted 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.

142. OUTSIDE WORKS & MAINTENANCE SERVICES

Members considered a supplementary report regarding Outside Works & Maintenance Services for the Town Council together with the original report of 12 July 2018, and resolved to agree that the Staffing Committee be requested to explore options in relation to staffing issues, so as to be able to advise the Policy & Management Committee when it considers further options on this matter. Members requested that the Staffing Committee:

- 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.

Members also resolved to agree to request 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.

Additionally, Members resolved that the RFO transfers £18,442 currently contained within the miscellaneous staffing costs against the possibility of costs on this item being incurred during the current financial year to the New Initiative Reserve.

143. NEIGHBOURHOOD PLAN – POLICY GOD15 – HEALTHY AIR

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

144. GODALMING FIREWORKS

Members resolved to approve the budget for Godalming's Fireworks 2018

145. COMMUNICATIONS POLICY

Members considered the Communications Policy document and, having agreed amendments to the document, resolve to recommend the same for adoption by the Full Council.

146. GTC ADMINISTRATIVE CHARGE TO GODALMING JOINT BURIAL COMMITTEE

Members considered a report regarding the administrative charge made by Godalming Town Council for administrative support to the Godalming Joint Burial Committee (GJBC). Members noted that the GJBC had been informed of this agenda item.

Members resolved to approve 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.

147. PUBLIC TOILETS – LEASES

Having received the engrossed leases for the public toilets at Farncombe and Crown Court Godalming, Members resolved to approve the sealing of the engrossed leases and for the Town Clerk to make the appropriate arrangements in accordance with Standing Order 93.

Members noted the recommendation 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. Members also noted that possible uses of the Farncombe building not used as public toilet facilities need to be considered. Members agreed that the Asset Working Group should consider options as part of its work and report its findings to this committee.

148. RIGHTS OF WAY – NATALIE WAY

Members considered 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).

Members considered that Godalming Town Council should indicate its support for an application for a modification to the Definitive Map Order under the Wildlife & Countryside Act 1981 to be submitted to Surrey County Council and that the Town Clerk should offer reasonable assistance to residents to help them to facilitate an application.

149. TOWN CLERK DELEGATED AUTHORITY

Members noted 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. Members agreed that the previously agreed provision of £150 pa for defibrillators should be made within the Land & Property reserve.

150. WRITE-OFF OF IRRECOVERABLE DEBT

Following the unsuccessfully attempt at recovery of an outstanding debt of £313.55 (as authorised at Min No 398-17) Members resolved to recommend that Full Council authorised the RFO to write this debt off.

151. THE SQUARE

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

152. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members received an oral update on the repairs of the latent defect to the flat roof areas of the Wilfrid Noyce Centre and were informed that the roof has now been fully replaced and a new 25-year guarantee issued. Members also noted that Godalming Town Council's professional fees incurred in expediting the resolution of the defects are not recoverable from third party sources. The costs having been met from the professional fees budget.

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

This item was deferred.

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

Members noted a report from Councillor Williams on the Godalming/Joigny Friendship Association an organisation on which Councillor Williams represents the Town Council.

155. MUSUEM ACCESS DATABASE

Members resolved to approve expenditure of up to £800 from the museum's operating expenses in order to provide specialist IT support to recover the Museum's Percy Woods collection indexing database.

156. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised:

Planning Matters decision  
Public Rights of Way

157. 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.

158. ANNOUNCEMENTS

The Town Clerk informed Members that once again, The Peter Caudle Memorial Trust has shown incredible kind generosity in its ongoing commitment to the historic heart of the town. The Peter Caudle Memorial Trust has donated £80,000 for the internal restoration and external improvements to the undercroft of the 1814 Old Town Hall (The Pepperpot), the iconic building of Godalming, with any balance being made available for works at Broadwater Park Community Centre.

The Town Clerk further announced that two projects that were made possible by the support of The Peter Caudle Memorial Trust were recognised at the Godalming Heritage Trust's biennial Civic Design Awards. The first being the restoration of Boarden Bridge with the second being the introduction of Floral Godalming. Both projects being recognised as winners in the category of environmental improvement.

Additionally, Members were informed that the Oglethorpe Hall was recognised as a winner in the community buildings category.

Members were informed that Godalming Town Council's exhibition at Godalming Museum to mark the ending of the First World War and its social impact on the town will open on Sunday 16 September, which falls on the Heritage Open Weekend. Members are invited to view the exhibition.

Finally, Members were asked if they would put their names forward to volunteer to assist with the Royal British Legion Poppy Appeal and if they could indicate their availability.