

GODALMING TOWN COUNCIL

Tel: 01483 523575
Fax: 01483 523077
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

20 November 2015

I HEREBY SUMMON YOU to attend the **PLANNING & ENVIRONMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 26 NOVEMBER 2015 at 7.00 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Poulter – Chairman
Councillor Bolton – Vice Chairman

Councillor P Martin
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Noyce
Councillor Welland
Councillor Pinches
Councillor Walden

Councillor Gordon-Smith
Councillor Wheatley
Councillor Reynolds
Councillor Hunter
Councillor Thornton
Councillor Williams
Councillor Gray
Councillor Young

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 5 November 2015, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

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.

Cllr P Martin
Cllr T Martin

Cllr RA Gordon-Smith
Cllr Reynolds

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

Cllr Welland
Cllr Thornton
Cllr Bolton

Cllr Wheatley
Cllr Williams
Cllr Hunter

5. PLANNING APPLICATIONS - CONSULTATION

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

6. WAVERLEY BOROUGH COUNCIL – PLANNING DECISIONS

A list of Godalming applications considered by Waverley Borough Council (either by delegated authority or by the Area Planning Committee (Central)) where decisions were significantly different to the observations submitted by the Town Council is attached for the information of members.

7. PLANNING APPEALS

New Appeals Lodged

WA/2015/1159 – Land to the rear of Lesslands Lodge, 26 Busbridge Lane, Godalming. Erection of a single storey dwelling.

Appeal Decisions

WA/2014/2173 – The Old Post House, 128-130 High Street, Godalming, GU7 1AB. Change of use of the first and second floors from office use to 4 residential flats together with the retention of office space at ground floor.

ALLOWED

8. STONEPIT CLOSE: FUTURE USE OF COMMUNITY ROOM

Members to consider the contents of an e-mail received from the Head of Strategic Housing & Delivery at Waverley Borough Council. The proposal is submitted in advance of a planning application being made and the Town Council is asked to confirm its support for the proposal to convert the community room, owned and managed by Waverley, into an additional affordable home.

9. CREATION OF A NEIGHBOURHOOD PLAN AD-HOC ADVISORY COMMITTEE

In accordance with Standing Order 132 Members are asked to appoint an ad hoc advisory committee to lead the Neighbourhood Plan process (effectively amalgamating the Town Council's Neighbourhood Plan Working Party and the GOFARNP Steering Group).

Members are further asked to agree purpose and terms of reference for the advisory committee as attached.

Members are further asked to agree the following membership of the advisory committee:

Cllr Bolton
Cllr A Bott
Ms K Horne
Cllr Hunter
Mr J Murray
Mr A Palmer
Cllr Poulter
Mr P Stevenson
Mr J Talbot

Mrs P Talbot
Cllr Walden
Cllr Williams

Members are further asked to agree the following meeting dates for the advisory committee (dates after 8 April are subject to ratification by Full Council when the calendar of meeting dates for the civic year 2016/17 is set). All meetings to be held at 18.30 in The Pepperpot:

Friday 8 January 2016
Monday 22 February 2016
Friday 8 April 2016
Monday 23 May 2016
Friday 8 July 2016
Monday 22 August 2016
Friday 7 October 2016
Monday 21 November 2016
Friday 6 January 2017
Monday 20 February 2017
Friday 7 April 2017
Monday 22 May 2017

Finally Members are asked formally to dissolve the Neighbourhood Plan Working Party.

10. UPDATE ON THE NEIGHBOURHOOD PLAN

Members to receive an update from the Town Clerk, Councillor Walden and Chris Bowden from Navigus Planning. Members to note that this item will include feedback on the results of the Neighbourhood Questionnaire (a written report to be tabled at the meeting and presented by the Town Clerk) and that a number of Godalming residents have been invited to attend the Committee meeting specifically to hear this agenda item.

It is likely that the Chairman will suspend Standing Orders for part of this item in order to allow members of the public to participate and ask questions at this time.

11. ITEMS FOR THE INFORMATION OF MEMBERS

Members are asked to note the items which are tabled for their information.

12. DATE OF NEXT MEETING

The next meeting of the Planning & Environment Committee is scheduled to take place on Thursday, 17 December 2015 at 7.00 pm in the Council Chamber.

13. ANNOUNCEMENTS

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

SCHEDULE OF PLANS SUBMITTED FOR
COMMENTS OF GODALMING TOWN COUNCIL'S PLANNING & ENVIRONMENT COMMITTEE

<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT & NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
1. WA/2015/2035	Erection of an extension. 76A High Street, Godalming Mr M Staff	
2. WA/2015/2036	Listed Building Consent for the erection of an extension. 76A High Street, Godalming Mr M Staff	
3. WA/2015/2040	Alterations to existing single storey extension together with alterations to existing garage to provide habitable accommodations (as amended by plans received 2/11/15). 63 Miltons Crescent, Godalming S Radwanski	
4. WA/2015/2041	Erection of extensions following demolition of existing conservatory; alterations to roof, attached garage and elevations to provide habitable accommodation. 48 Twycross Road, Godalming B Gilbert	
5. WA/2015/2042	Alterations to existing dormer windows to provide clear glazing. Chanter House, Town End Street, Godalming Collins	
6. WA/2015/2051	Erection of extensions and alterations to Museum and Science building; erection of new toilet block and associated following the demolition of ancillary buildings; siting of temporary replacement administration buildings for the duration of the construction project. Museum Block, Charterhouse School, Hurtmore Road, Godalming Charterhouse School	
7. WA/2015/2052	Listed Building Consent for the erection of extensions to the Museum and Science block and associated works.	

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<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT & NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
	Museum Block Charterhouse School, Hurtmore Road, Godalming Charterhouse School	
8. WA/2015/2055	Erection of a garage. 9 Maplehatch Close, Godalming P Sanderson	
9. WA/2015/2062	Erection of single storey front and rear extensions and alterations. 7 Penstock Mews, Catteshall Road, Godalming Mr & Mrs McNeill	
10.WA/2015/2068	Erection of building to provide 2 flats and associated parking. Land at 56 Birch Road, Farncombe S McKenna-Slade	
11.WA/2015/2072	Erection of a 2 storey side extension and front porch. Suma, St Annes Road, Godalming M Stevens	
12.WA/2015/2083	Construction of a dormer window. 18 More Road, Farncombe Mr & Mrs Bainbridge	
13.WA/2015/2088	Erection of two storey extensions and alterations including a dormer window. 15 Windy Wood, Godalming Mr & Mrs Berry	
14.WA/2015/2089	Erection of a detached garage/outbuilding following demolition of existing outbuildings. Holmeffield, Hurtmore Road, Godalming Luscombe	
15. WA/2015/2093	Erection of a two storey rear extension. 17 Hawthorn Road, Godalming F Pockett	
16. WA/2015/2099	Installation of ventilation ducting and flue. 139 High Street, Godalming M Cabbaroglu	

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<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT & NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
17. WA/2015/2100	Erection of first floor extension and alterations. 126 Busbridge Lane, Godalming Mr & Mrs Munz	
18. WA/2015/2139	Erection of single and first floor extensions and alterations following demolition of existing conservatory. 34 Franklyn Road, Godalming L Prichard	
19. WA/2015/2144	Erection of single storey extension and alterations including a dormer window following demolition of existing extension; erection of a detached double garage following demolition of existing detached garage. Georgeville, Hurtmore Road, Godalming Mr Smith	
20. WA/2015/2146	Construction of parking area adjacent to New Way. The Meath, Westbrook Road, Godalming M Keighly – The Meath Epilepsy Charity	
21. WA/2015/2167	Formation of parking area and associated works. Mill Pool House, Mill Lane, Godalming N Buckland – Threadneedle Portfolio Services Ltd	
22. TM/2015/0158	Application for works to trees subject of Tree Preservation Order 03/03. 128 Peperharow Road, Godalming L Housley	
23. TM/2015/0159	Application for works to a tree subject of Tree Preservation Order 42/99. 18 The Paddock, Godalming Mrs Eglinton	
24. TM/2015/0165	Application for works to and removal of trees subject of Tree Preservation Order 12/07. Broom and Lees Field, Charterhouse, Hurtmore Road, Godalming D Roberts	

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<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT & NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
25. TM/2015/0167	Application for works to trees subject of Tree Preservation Order 14/01. 1 69 Kingsdowne House, Meadow, Godalming Mrs Casey	
26. TM/2015/0169	Application for works to a tree subject of Tree Preservation Order 2/03. Little Normanhurst, Summerhouse Road, Godalming S Makhalouf	
CA/2015/0115	Ockford Road Conservation Area – Tree numbering in accordance with submitted annotated plan. T1 Norway maple – Fell T2 Willow – Remove easterly stem Inn on the Lake, Ockford Road, Godalming Mitchells & Butlers PLC	
CR/2015/0019	Prior Notification Application – Change of use from Class B1a (office) to Class C3 (residential) use to provide 10 dwellings. Southern House, Flambard Way, Godalming CEPF II CJ Sarl	
NMA/2015/0174	Amendment to WA/2015/1655 to provide alterations to elevations including porch. Willow View, Moss Lane, Godalming Mr & Mrs Steel	

WAVERLEY BOROUGH COUNCIL – PLANNING DECISIONS

Godalming applications considered by Waverley Borough Council where decisions were significantly different to the observations submitted by the Town Council.

<u>Plan Ref.</u>	<u>Description</u>	<u>Town Council Observations</u>	<u>Waverley Decisions</u>
WA/2015/1691	Erection of a dwelling together with associated works with access off Latimer Road. Land adjacent to Firbank, Croft Road, Godalming P Broggan	No objection	Refused
WA/2015/1759	Erection of two storey rear extension and alterations following demolition of existing single storey extension. 6 South Hill, Godalming Mr & Mrs Pickavance	No objection	Refused

Sent by Jane Abraham
Date 11/11/2015 17:59
To Godalming Town Council
Subject FW: Stonepit Close: Future use of community room

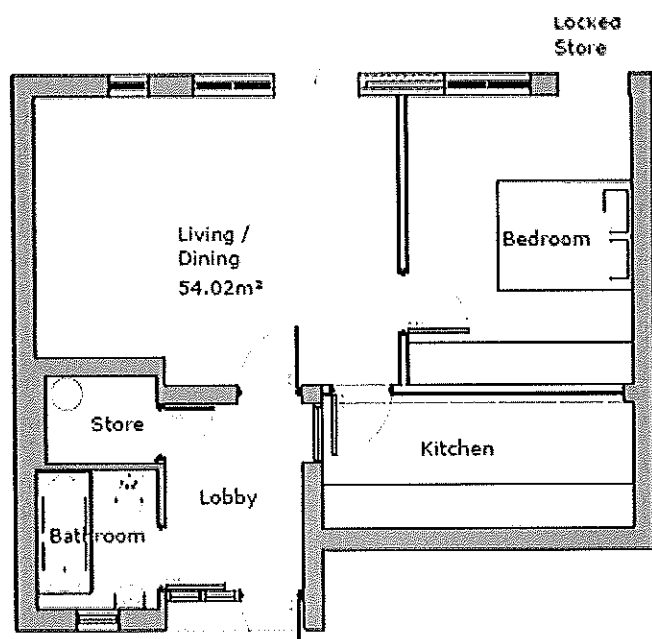
To the Clerk of Godalming Town Council,

As you are aware, the Council owns and manages a community room at Stonepit Close, Godalming. Based on a recent review, this room is currently underused and, as a result, its potential for conversion to provide an additional affordable home has been considered.

The Task Group comprising representatives from the Tenancy & Estates Team (Community Development), the Housing Development Team, the Tenant Involvement Officer and the Tenants Panel met earlier this year. The Tenants Panel representatives were positive about the proposals for conversion and that the laundry facilities provided within the community room were not required. The community room at Stonepit Close has potential to provide a 1 bedroom flat (see proposed layout below), subject to planning permission for change of use.

The Task Group supported the proposal to convert to residential. The outcome from the Task Group meeting was discussed with the Portfolio Holder for Housing, who supports this proposal. The Ward Councillors have indicated their support for the proposal.

I would be grateful if you could confirm if the Town Council would support the proposals to convert the community room to provide an additional affordable home before seeking support from the Town Council.



If you have any questions regarding this proposal, please do not hesitate to contact me. I look forward to your written response.

Kind regards, Jane

Jane Abraham
Head of Strategic Housing and Delivery
Waverley Borough Council
Tel: 01483 523096

9. CREATION OF A NEIGHBOURHOOD PLAN AD HOC ADVISORY COMMITTEE

Proposed Purpose & Terms of Reference for the Neighbourhood Plan Advisory Committee

Purpose of the Neighbourhood Plan Advisory Committee

To design, implement and oversee a Neighbourhood Development Plan for Godalming & Farncombe, on behalf of Godalming Town Council. To take the draft plan through to independent examination with the overall aim of a successful referendum and that the Plan will become planning policy.

Terms of Reference of the Neighbourhood Plan Advisory Committee

The advisory committee will:

- report to the Planning & Environment Committee;
- recognise that community engagement in the Neighbourhood Planning process is key to its success and be as open and inclusive as possible;
- be responsible for arranging and running opportunities for community engagement; and
- be responsible for drawing up a Draft Neighbourhood Plan and any revisions as a result of the on-going consultation process

Other Matters

- Meetings of the advisory committee will be conducted in accordance with Godalming Town Council's Standing Orders;
- the advisory committee shall elect a Chairman and Vice-Chairman;
- only the Chairman and Vice-Chairman are authorised to speak in the media (or elsewhere) on behalf of the advisory committee);
- the advisory committee shall not have the power to exercise, on behalf of the Town Council, any authority, nor to incur expenditure without reference to the Town Clerk (who will, as appropriate, use delegated authority or seek the necessary authority from the relevant Committee of the Council); and
- minutes of each meeting of the advisory committee will be received at the first subsequent meeting of the Planning & Environment Committee and published on the Town Council's website

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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.