

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 23 October 2014 at 7.15 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Andrew Jeffery  
Deputy Town Clerk

Committee Members: Councillor Reynolds – Chairman  
Councillor A Bott – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Cosser  
Councillor T Martin  
Councillor Lister  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Thomson  
Councillor Wheatley  
Councillor C Gordon-Smith  
Councillor Woodham  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 11 September 2014, 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.

5. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

7. RECORDING OF COUNCIL MEETINGS

Statutory Instruments 2014 No. 2095, Local Government, England - The Openness of Local Government Bodies Regulations 2014 was made on 5 August 2014 and came into force on 6 August 2014. This instrument makes amendments of the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

These Regulations give greater rights to report at meetings of local government bodies by filming, photographing, audio-recording or any other means to report the proceedings of an open meeting. Local people will be able to film, make audio-recordings and provide written commentaries during a meeting and provide oral commentaries outside the meeting, therefore allowing those who are unable to attend the meeting to follow the proceedings.

There is no new requirement for councils to film or audio record meetings; rather, legislation is being amended to allow the press and public to make their own recordings of a public meeting, if they wish. However, it has been recommended that Councils should consider having notices at meetings advising the 'unwary' public that the meeting might be recorded so that they have an option to leave. Notices advising that filming of a council meeting may be taking place have been produced and will be displayed in the area of the public gallery.

It has also been suggested that Councils should consider recording meetings to be able to respond to any misinterpretation of decisions or attempt to misinform. To this end, negotiations have been held with WBC to allow GTC to make use of the existing recording equipment installed in the Council Chamber. Although initially it was believed that this would be a nil cost option, GTC have now been informed that there will be a small charge for creating the recording into a format that GTC are able to access. Members are asked to consider whether they wish to make a recommendation to Full Council that all meetings of Godalming Town Council, its committees and sub-committees that are normally open to members of the public, are audio and video recorded for the purpose of clarification of any perceived misinterpretation or published misinformation concerning the conduct or decisions of the council, its committees and sub-committees.

8. CHRISTMAS FESTIVAL

Members will recall that on 6 June 2013 this Committee agreed to bring the Christmas and Spring Festivals under the direct management of the Town Council (Minute 67-2013 refers).

Plans for the Christmas Festival on 29 November 2014 are already well advanced and Members are asked to approve the budget (attached for the information of Members) noting that the Festival will take place at no cost to the Town Council with the first £750 of any surplus being paid to the Godalming Together Community Interest Company (in accordance with Minute No 67-13).

9. ANCESTRAL TOURISM

Members will recall that a presentation on Ancestral Tourism was given by the Projects Co-ordinator at the Annual Town meeting held 10 April 2014. The implementation of this project is now complete, although GTC project co-ordinator will remain engaged in order to verify and produce the 'Godhelmian Certificates'. Final costs will be reported once verified.

10. TOWN TEAM PARTNERSHIP

Members will be aware that Godalming Town Council, along with the Godalming Together CiC, Godalming and District Chamber of Commerce and Waverley Borough Council, is a partner member of the Town Team Partnership (TTP). Although the TTP was unsuccessful in its bid to become a 'Portas Town' it was allocated funds of £10,000 to manage the agreed projects as submitted to the WBC Executive on 8 January 2013.

At the request of the Chairman of the Godalming Together CiC, a meeting was held on 7 October with the partnership members to review the progress of the agreed projects.

**TiCL phone app:**

TiCL was brought to the attention of Cllr Reynolds, Cllr Thornton of Godalming Town Council and Waverley Borough Council, John Taylor of the Godalming & District Chamber of Commerce and the Godalming Projects co-ordinator in July 2012 at a meeting held in WBC offices by the TiCL developer for Godalming to be a pilot Surrey Town for the TiCL phone app.

A presentation of the TiCL app was made to the Chamber of Commerce on 13<sup>th</sup> September 2012, where it received an enthusiastic response from those present. It was decided to take advantage of being a pilot Surrey town (Putney was the London Pilot town) as part of the Town Team Partnership Initiative.

At the time TiCL Godalming was launched there was limited Smart phone use and TiCL promised town wide promotion allowing people access to Godalming related news, stories, offers etc (within a radius of 3.5km of the town) from local shops/businesses and groups etc. Retailers were able to access TiCL using a 'promotion code' which allowed them to promote their 'story' to all TiCL users free of charge for a year, after which there would potentially be a cost to the retailer for accessing TiCL. It was envisaged that dynamic retailers would post their offers easily on TiCL, thus allowing the wider community/public to see the range of deals available.

A town TiCL launch was held with the press in attendance and several press articles were written to inform the wider community of the TiCL phone application. All members of the Chamber of Commerce were given a promotional code, launch leaflets with FAQ's and information on how to access and use TiCL.

The take up of the TiCL app was not as great as expected, mainly it is believed because as TiCL was being rolled out in Godalming (end of 2012/2013) Smart phones technology enabled the same functions as TiCL without the need for obtaining promotion codes. The development and expansion of Smart phone use meant that businesses were more easily able to take advantage of social media themselves. As Smart phone technology overtook the original advantages of the Godalming specific TiCL phone app its usage dwindled resulting in the TiCL model rapidly becoming redundant.

As a pilot scheme, it did allow retailers to explore what could be achieved using phone applications. Although TiCL itself has not survived the rapid changes in Smart phone development, the concept of retailers using phone apps as a marketing tool has.

**Welcome Pack for New Retailers/Business Buddy/Landlord Register:**

The Welcome Pack for New Retailers has been produced and is now managed by the Godalming & District Chamber of Commerce. The Welcome Pack has also incorporated

elements of the Business Buddy Scheme. The Chamber of Commerce is now responsible for maintaining the accuracy and for the distribution of the pack.

The Landlords' Register element of this proposal has proved to be more problematic, due to various issues surrounding the accurate compiling and maintenance of a register, the issues surrounding its use in relation to the Data Protection Act and ultimately its usefulness against cost. Consideration was given to the procurement of a commercially available landlords' register, however, the cost of the licence for this option is prohibitive. It is therefore suggested that the funds allocated to this element of the bid are re-allocated to an alternative project. It should be noted that WBC Executive's approval is required prior to the re-allocation of funds.

### **Street Scene Enhancement:**

Within Godalming there are a number of Street Scene Enhancement programmes running concurrently. These projects have been subject to various delays relating to conservation area reviews and gaining relevant permissions.

Regarding the TTP element of the Street Scene Enhancements, these are primarily focused on the area of Angel Court. Much debate has surrounded the best way to proceed with this element of the project. However, following the meeting of 7 October a site visit was held with representatives of the TTP and agreement was reached on the way ahead for this project. It is hoped that the enhancements can be complete during this quarter.

The other area considered for street scene enhancement was the provision of hanging baskets. GTC officers, for sound practical reasons, were unable to support this element of the project. Godalming Together CiC agreed to explore other possible options for improving/increasing the floral decorations that might be achievable within the town, outwith of the TTP.

## 11. HELL DITCH FLOOD MITIGATION WORKS, ALLEVIATION OF SEWER FLOODING & GODALMING FLOOD FORUM

Members will be aware that the works agreed by this committee on 25 July (Minute 114-14 refers) to clear trees and vegetation from the Northern and Southern banks of Hell Ditch was carried out by WBC contractors during the first week of October. By working with WBC a much greater degree of clearance work was able to be conducted than originally anticipated. Members would wish to note that whilst the specialist machinery was on site, additional clearance work (contained within the agreed budget costs) was conducted on both GTC owned allotment land and WBC managed Lammas lands. This work has not only cleared the banks of Hell Ditch of potential obstructions, but has also improved the general appearance of Hell Ditch and the surround environs. The completed work was inspected by the GTC Facilities Manager and the WBC Member for Parks & Countryside on the 8 October.

However, there remains some works to be conducted on the allotment land in order to turn previously unproductive land into useable cultivation land. In order to complete this work the Farncombe & District Working Men's Allotment Association (F&DWMAA) will clear the accumulated debris including old scaffolding poles, rainwater gutters and other metal and plastic waste from the newly cleared area on Meadow Allotment. This will then allow the area to be rotovated and prepared for use as allotments. Additionally the F&DWMAA have also been asked to clear compost and vegetation waste from the Hell Ditch bank at both the Meadow and Catteshall Road Allotments. This clearance will help reduce the risk of debris entering the Ditch and causing obstructions in the water way.

Members will also wish to be informed that agreement has been reached with the Environment Agency's (EA) Hydrometry & Telemetry Team for the installation of a hydrometric logger on the northern side of Hell Ditch by Catteshall Road Bridge. This equipment will send live data, updated every 15 minutes to the EA. This logger is part of an expansion of the EA's early flood warning system.

Although Officers have agreed with the EA for the placement of a non-intrusive hydrometric logger, approval is sought from Members for permission to be granted to Optimise (Water) LLP. as the Land Agent working on behalf of Thames Water, for the installation of a control kiosk on the Catteshall Road allotments. The requested kiosk would house the systems required as part of flood alleviation works to help protect 1-19 Catteshall Road from further Sewer flooding. The location of the kiosk is shown on the attached plan and is 2010mm (Long) x 400mm (wide) x 1200mm (High) and would be placed on a similar sized plinth. If permission is granted Optimise (Water) LLP would manage all aspects of planning approval

As Members will also be aware, the EA, SCC WBC and the Godalming Flood Forum have been considering potential schemes for flood defences at Meadow. A number of meetings relating to flood resilience are being held in the week leading up to this committee meeting. Members will receive an oral report from the Deputy Town Clerk on the outcome of these meetings.

12. FARNCOMBE INITIATIVE

The Farncombe Initiative has seen a number of open meetings held with residents and businesses to identify issues and/or concerns relating to the Farncombe locality. As a result a number of projects have been identified that fall within its remit.

The projects to which funds have been committed are shown in the Farncombe Initiative budget (attached for Members information) along with costs, where known, for potential future initiatives. Although unallocated funds remain these will be allocated as residents/businesses identify projects that are able to be supported by the Farncombe Initiative.

13. ALLOTMENT FEES – FARNCOMBE & DISTRICT WORKINGMEN’S ALLOTMENT ASSOCIATION

Members are asked to agree to extend the current lease of the Council’s allotments to the Farncombe & District Workingmen’s Allotment Association and to agree the rent charged to the allotment association for the next 3 years.

The table below gives the recommended increase for 2015/16 and the assumed increases for 2016/17 and 2017/18 based on a 5%pa increase.

Rental p.a. (Agreed by Minute 177-11)	Rental p.a. @5% increase	Rental p.a. @5% increase	Rental p.a. @ 5% increase
<b>Current year 2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
£1,505	£1,580	£1,659	£1,742

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TRANSPORT GROUP (SCC)

Members are asked to note a report from Councillor Hunter & Councillor Thomson on the Godalming Transportation Task Group (SCC) (report to be tabled for the information of Members) an organisation on which Councillors Hunter & Thomson represents the Town Council.

15. APPLICATIONS FOR GRANT AID

	£
Information: 2014/2015 Grants Budget	55,000.00
Allocations this year to date	47,586.00 *
Balance available for allocation	7,414.00
Applications this meeting	13,600.00
Balance unallocated if applications agreed	-6,186.00
* Allocations this year to date:	
24 April 2014 Citizens Advice Waverley	28,000.00
The Friends of Broadwater School	545.00
Godalming Museum Trust	5,000.00
Godalming World War I Commemorations Working Group	5,000.00
St Peter & St Paul Scout Group	1,300.00
Friends of Broadwater Park	93.00
Godalming Round Table	110.00
Godalming Together Community Interest Company	210.00
The Godalming Trust	208.00
GO Godalming Association	84.00
St John's Spring Fair	110.00
Godalming & District Community First Responders	126.00
Cellar Café	800.00
Community Street Team	5,000.00
Sport Godalming	1,000.00
<b>Total</b>	<b>47,586.00</b>

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.

**Churches Together in Godalming & District**

£600 is applied for to help fund entertainment, refreshments and publicity including a PA system for Christmas Together in Godalming.

Previous Grants: £250 in 2006/7, £250 in 2007/8, £300 in 2008/9, £250 in 2009/10, £500 in 2010/11, £600 in 2011/12, £600 in 2012/13 and £600 in 2013/14.

**Farncombe Youth Football Club**

£7,000 is applied for to assist with funding to repair the floodlights at the Football Club's home ground in Farncombe Meads Park, to enable the provision of evening training sessions to more age groups and encourage sports participation during the autumn and winter evenings. The flood lights at home ground have not been working for the previous 5 seasons.

Previous grants: £958.80 in 2012/13.

### **The Godalming Trust**

£1,000 is applied for to assist with the costs of printing and distributing of the heritage open day programme (programme tabled at this meeting for Members information).

Previous grants: £250 in 2006/7, £400 in 2007/8, £400 in 2008/9, £400 in 2009/10, £621 in 2010/11, £1,370 in 2011/12 plus £208 Grant Aid in Kind in 2011/12, £964.80 plus £208 Grant Aid in Kind in 2012/13 and £208 Grant Aid in Kind in 2012/13, £994.40 plus £208 Grant Aid in Kind 2013/14 and £208 Grant Aid in Kind 2014/15.

### **Waverley Hoppa Community Transport**

£5,000 is applied for to assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages.

Previous Grants: £1,000 in 2004/5, £5,000 in 2008/9, £5,000 in 2009/10, £5,000 in 2010/11, £5,000 in 2011/12, £5,000 in 2012/13 and £5,000 in 2013/14.

#### 16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 4 December 2014 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

#### 17. ANNOUNCEMENTS

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

THE COMMITTEE MAY WISH 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. STAFFING MATTERS AND COMMERCIALY CONFIDENTIAL MATTERS.

#### 18. STAFFING MATTERS

Members to receive an oral report from the Chairman of the Staffing Sub-Committee.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2014/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.