

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 13 JANUARY 2022**

- * Councillor Follows – Chair
- * Councillor Williams – Vice Chair

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| * Councillor Adam | * Councillor Ashworth |
| * Councillor Boyle | * Councillor Cosser |
| * Councillor Crooks | * Councillor Duce |
| * Councillor Faraday | * Councillor Heagin |
| * Councillor Hullah | * Councillor Martin |
| * Councillor Neill | * Councillor PS Rivers |
| * Councillor PMA Rivers | 0 Councillor Stubbs |
| 0 Councillor Rosoman | * Councillor Weightman |
| L Councillor Welland | |

* Present # Absent & No Apology Received 0 Apology for Absence L Late

388. MINUTES

The Minutes of the meeting held on 25 November 2021, having been previously circulated were signed by the Chair as a true record.

389. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

390. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Heagin declared a non-pecuniary interest in Agenda Item 20 WA/2021/03154 on the grounds that she is a near neighbour and left the Chamber when that agenda item was debated.

391. 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 4.

392. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

393. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted the progress therein. Members requested that the Town Clerk write to the relevant officers at Waverley Borough Council to push the proposed land transfers between the two Councils.

394. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 26th of November 2021	80,920.67
Receipts received since the 26 th of November 2021	42,349.61

Balance held in HSBC Current Account Balance at 13 January 2022	27,048.19
Balance held in the HSBC Business Deposit Account Balance at 13 January 2022	805,367.32
CCLA Deposit Account Balance at 13 January 2022	150,000.00

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 Chair should sign the schedule of accounts paid.

395. ROTARY'S WAVERLEY COVID SUPPORT FUND – PROPOSED CHANGES TO ELIGIBILITY CRITERIA

Members resolved to agree to the proposed changes to the name and eligibility criteria of the Rotary's Waverley Covid Support Fund, as set out below.

- a) The fund name is changed to Rotary's Waverley-wide Support Fund, although the same web address, namely rotaryc19fund.org will continue to be used.
- b) The Fund terms are modified to remove all reference to COVID and the maximum size of grant awarded on individual applications will be around £500 in place of £300 previously. Apart from the COVID link, all other criteria for awarding a grant and the mechanism of grant implementation remain the same as for the previous fund.
- c) The new fund will not be raising money directly from the public although it will accept the additional household support funding proposed by WBC.
- d) Application forms for both individuals and groups have been amended to remove references to COVID.

Members also wished to record their thanks for the extraordinary contribution that Rotary in Godalming has made to the community, especially over the previous 22 months since the start of the Covid pandemic in supporting the Godalming & Villages Community Store, The Waverley Covid-19 Support fund and the Sewing for Good who provided scrubs and masks.

396. YOUTH SUPPORT FUND

Members noted that on 2 September, Min No 226-21 refers, Members resolved to agree that:

- a) The funds within the base budget currently allocated to Youth Provision are reallocated for 2022/23 to the grants budget.
- b) Officers undertake a review of the grants allocation procedures and bring forward options for consideration by Members by March 2022.

In starting the review as set out at b) above, it was discovered that an error was made in stating that funds were available within the base budget to reallocate to the grants budget. This money was taken as a cost saving during the setting of the 2021/22 revenue budget (see statement of variation presented at FC on 17 December 2020). In agreeing recommendation a) Members were acting on erroneous information. Subsequently, when setting the 2022/23 budget, the grants budget was not increased as anticipated by Members and remains at £70,000, comprised of £60,000 for SLA, General and Community grants and £10,000 for Carbon Reduction & Biodiversity grants.

397. GRANTS POLICY & PROCEDURES

Members considered the Grants Policy & Procedure document and resolved to recommend the document for adoption by Full Council.

398. APPLICATIONS FOR GRANT AID

Members considered the following applications for grant aid – the summary of the application is given below.

Applications for General Grant Fund Support

1254 (Godalming) Squadron Air Training Corps

£3,100 was granted for the purchase of a Sim-X Lightening Flight Simulator Computer, associated software, monitors and ancillary equipment that would enhance the opportunities for members of Godalming Air Cadets to gain a Flying Scholarship.

Members requested that the Town Clerk issue an invitation to attend the Annual Town Meeting to give a presentation on the work they do and if possible, give a demonstration of the equipment purchased through this grant.

1254 (Godalming) Squadron Air Training Corps

£1,920 was granted for the purchase of “Bags of Character” to help the Air Training Corps and Army Cadets based at Hallam Road become better citizens and future leaders.

Surrey Association for Visual Impairment Trading as Sight For Surrey

£500 was applied for to support a centenary coffee morning for hearing and sight impaired clients in Godalming in June 2022. On the proposal of Councillor Cosser, seconded by Councillor Ashworth, the amount was amended to £150. The amendment was passed unanimously and £150 was granted.

Applications for SLA Funding

Wharf Nursery School

Members received a letter requesting consideration of a Service Level Agreement for £3,500 between Godalming Town Council and The Wharf Nursery School for the School to be able to provide staffing to enable the re-starting of the ‘Stay and Play’ groups for young children aged 1-3 years old and their parents/carers.

Members agreed that as the current funding allocated for SLA is fully committed this application should be considered against the General Grants Fund, with a new application for SLA funding to be submitted for consideration in September 2022. Additionally, Members also agreed that the applicant be advised to first apply to the Waverley Thriving Communities Fund prior to re-submitting any request to GTC for SLA support.

In consideration of this application, Members resolved to agree funding of £3,500 to enable this project to be funded for an initial 12 months.

399. NEIGHBOURHOOD CIL AGREEMENT

Members noted that the Environment & Planning Committee considered an application for Carbon Reduction & Biodiversity Fund grant aid from the Baden Hall Management Committee to replace the old lath and plaster ceiling and walls with new insulation and plaster. Having received additional information that the application could meet the criteria for Neighbourhood CIL, on a proposal from Cllr Cosser and seconded by Cllr Williams, Members wished the Town Clerk to make further investigations as to whether the application would be suited for Neighbourhood CIL funding. As such, the Town Clerk held an initial meeting with

representatives of the Baden Hall Management Committee on 21 December. The Town Clerk viewed the works that would be required to enable the Baden Hall, not only to continue to be a venue that supports the young citizens of Farncombe through Scouting and Guiding, but also allow the facility to be used by other community groups.

The scope of the works, not only included insulating the walls and ceiling as previously mentioned but also the provision of an accessible WC that would enable greater inclusive use of the venue and other energy efficiency measures. The Baden Hall Management Committee has been asked to scope these works and provide cost estimates to support a CIL bid application.

400. BROADWATER PARK – PARK RUN

Members noted the concerns raised by users of Broadwater Park concerning the wear being caused by the Park Run activities to grassed areas around the sports playing areas in Broadwater Park. On 21 December, the Town Clerk contacted WBC Parks & Countryside Greenspaces Manager for information on the actions WBC is taking to address the concerns that have been raised.

Subsequently, the Parks & Countryside Greenspaces Manager has informed GTC that following a meeting with interested parties it was highlighted that in order to undertake repairs and ensure they establish, the Park Run route will need to be re-routed. WBC will be proposing some alternative routes for discussion. A further meeting will be held to consider the proposals with an aim of resolving the issues by the end of January.

401. HM QUEEN ELIZABETH II PLATINUM JUBILEE CELEBRATIONS 2–5 JUNE 2022

Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6 February 1952 when Her Majesty was 25 years old.

Members considered the proposed outline programme which encompasses the broad detail of the celebrations announced by the Secretary of State for Culture Media & Sport that communities may wish to organise to mark this historic occasion.

Members approved the following items:

- a) endorse the general principle that Godalming Town Council should be the lead organisation for the arrangements to celebrate the Platinum Jubilee of Her Majesty Queen Elizabeth II;
- b) endorse the submitted programme as the Town Council's proposed celebrations for the Platinum Jubilee Weekend;
- c) approve the allocation of £5,000 from the Emerging Projects Fund; and
- d) authorise the Town Clerk to seek additional financial and material support.

402. GODALMING & FARNCOMBE YOUTH CENTRE

Members received a presentation from the Youth Service Officer on the importance of youth centres within the community. Following the presentation Members agreed that it would be beneficial to hold a separate Q&A to cover issues raised.

Members noted that the Broadwater Park Community Centre building is currently configured as a general purpose community building and that to fulfil its newly intended purpose as a youth centre, a number of adjustments will need to be made, as well as some new equipment purchased. Whilst the scope of the works is still to be worked up by the Youth Service Officer, in order to be able to progress the alterations as quickly as possible, Members are asked to

allocate funds from the Emerging Projects budget to support the works. Other sources of funds will also be sought wherever possible.

Members resolved to authorise up to £20,000 from the Emerging Projects Fund for the development of the Godalming & Farncombe Youth Centre.

Members further noted the generous donation of £10,000 from The Peter Caudle Memorial Trust.

403. SOCIAL MEDIA BENCHMARKING

Members noted the report below from the Community & Communications Officer regarding the range of GTC's digital communication engagement and the increases in reach over the previous 12 months and wished to congratulate her on the continuing growth of the Council's online presence.

Social Media Platform Benchmarking 7 Dec 2020 – 17 December 2021

MEDIUM	7 Dec 2020	9 Jun 2021	17 Dec 2021	% Change from December 2020
Instagram Followers	1,150	1,276	1,403	22%
Twitter Followers	228	279	357	57%
GTC Facebook Likes	836	973	1,133	36%
GTC Facebook Followers	1,000	1,145	1,1328	33%
WNC Facebook Likes	141	187	227	61%
WNC Facebook Followers	153	206	262	71%
Museum Facebook Likes	600	706	720	20%
Museum Facebook Followers	696	815	840	21%

404. COMMUNITY CENTRES

Members received a report on the Community Centres for the quarter ending 31 December 2021 from the Responsible Finance Officer.

405. COMMUNITY STORE FIGURES

Members received and noted the Community Store user information. Members wished to record their continued thanks to both the Community Store volunteers and the wider community that supports the store through the donations they make to enable the service to continue.

Officers confirmed that works on the adaption of premises to enable the Community Store to relocate are ongoing and it is hoped that they will be completed on time to allow the store to move over Easter.

Members noted that the Godalming & Villages Community Store had provided 9,321 days' worth of support between 5 July and 31 December 2021, which when added to the 40,477 days' worth of support provided prior to 5 July, the Community Store has provided a total 49,798 days' worth of support to members of the community since it first opened in April 2020. Additionally, Members noted that these figures do not include 'light' support provided by the community basket (help-yourself trolley) located outside the Community Store during operating hours, nor the support provided by others within the community to alleviate food poverty.

406. SAFEGUARDING REPORT

Members noted that there have been no safeguarding incidents to report for the quarter ending 31 December 2021.

Members further noted that one enhanced DBS check has been carried out by Godalming Town Council under the Surrey County Council DBS Checking system. Results to be confirmed.

407. PLANNING MATTERS

Members considered the following planning applications.

The comments and observations from the following Waverley Borough Councillors were preliminary ones prior to consideration at Borough Council level and were based on the evidence and representations to the Town Council.

Councillor Follows
Councillor Heagin
Councillor Martin
Councillor PMA Rivers
Councillor PS Rivers
Councillor Williams

In accordance with Min No 401-19, Cllr Cosser declared that, in order to avoid a personal conflict of interest, he would not take part in debates or votes on planning matters at meetings of this committee.

WA/2021/03159 - Change of use from Class E(c)(i) (Financial services) to Class E(b) (Restaurant) with first floor dining accommodation and vent extract location.

WA/2021/03184 - Display of 1 non-illuminated sign on retractable awning and 1 non illuminated fascia sign.

Members considered these applications together and made no objections to the proposed change of use from Class E(c)(i) to Class E(b). In regards to the proposal for the installation of an awning, whilst Members noted that the issue of whether outside dining will be permitted or not is a licencing and not a planning issue, they wished it to be noted that they consider the proposal shown within the supporting drawings showing 14 tables was excessive for the area as was the size of the proposed awning. Concern was raised regarding the terms of any pavement licence in this area irrespective of the number of proposed tables and authorised the Clerk to respond to any future pavement licence application for this area.

In response to the application itself (WA/2021/03184) Members objected to the installation of the retractable awning on the grounds it does not meet Godalming & Farncombe Neighbourhood Plan Policy GOD5(B)(a) in that it would significantly alter the characteristics of the Conservation area and significantly detract from an important listed building, which is also a building of importance and merit for the town, namely the 'Pepperpot' Old Town Hall.

**WA/2021/03154 - Lesslands Lodge 26 Busbridge Lane Godalming GU7 1PU
Erection of 4 dwellings following the demolition of existing dwelling.**

Members objected to this application (WA/2021/03154) on the grounds that it was not in keeping with Godalming & Farncombe Neighbourhood Plan Policy GOD5 (B)(c) in that the proposed development is an overdevelopment of the site, not in keeping with the street scene or the form of development of properties in the immediate surrounding area.

408. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members noted a report from Councillor Steel on the Godalming Museum Trust, an organisation upon which Councillor Steel represents the Town Council.

409. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members noted a report from Councillor Martin on the Holloway Hill Sports Association, an organisation upon which Councillor Martin represents the Town Council.

410. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY INITIATIVE GROUP

Members noted a report from Councillor Ashworth on the St Mark's Community Initiative Group, an organisation upon which Councillor Ashworth represents the Town Council.

411. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Grants awarded
- The Platinum Jubilee

412. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 10 March 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

413. ANNOUNCEMENTS

There were no announcements.