

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

30 October 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, 5 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 Woodham  
Councillor Hunter  
Councillor Thornton  
Councillor Williams  
Councillor Gray  
Councillor Young

Councillor Gordon-Smith  
Councillor Wheatley  
Councillor Reynolds  
Councillor S Bott  
Councillor Noyce  
Councillor Welland  
Councillor Pinches  
Councillor Walden

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 15 October 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.

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

Cllr P Martin  
Cllr T Martin  
Cllr Welland  
Cllr Thornton  
Cllr Bolton

Cllr RA Gordon-Smith  
Cllr Reynolds  
Cllr Wheatley  
Cllr Williams  
Cllr Hunter

5. PLANNING APPLICATIONS - CONSULTATION

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

6. PLANNING APPEALS

New Appeals Lodged

WA/2015/0468 – Erection of 9 dwellings and ancillary works following the demolition of 2 dwellings at Foxdene and Southwall, Charterhouse Road, Godalming

7. UPDATE ON THE NEIGHBOURHOOD PLAN

Members to receive an update from the Town Clerk (attached for information).

8. ITEMS FOR THE INFORMATION OF MEMBERS

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

9. DATE OF NEXT MEETING

The next meeting of the Planning & Environment Committee is scheduled to take place on Thursday, 26 November 2015 at 7.00 pm in the Council Chamber.

10. 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 &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
1. WA/2015/1870	Erection of extensions together with roof lights; erection of dormer window to garage roof. Crownpits Corner, Grosvenor Road, Godalming Mr & Mrs Peck	
2. WA/2015/1879	Erection of single-storey extension. The Ridings, Primrose Ridge, Godalming Mr & Mrs R Venn	
3. WA/2015/1894	Erection of extensions and alterations to elevations following the demolition of existing extension. Robuck House & Latimer House, Brighton Road, Godalming Countrywide Design Ltd	
4. WA/2015/1899	Display of illuminated and non-illuminated signs. 32 Ockford Road Filling Station, Ockford Road, Godalming Valero Limited	
5. WA/2015/1917	Erection of extension and alterations; conversion of garage to habitable accommodation. 16 The Paddock, Godalming Mr & Mrs Fullarton	
6. WA/2015/1922	Erection of a detached dwelling and alterations to existing dwelling. 1 South Hill, Godalming J Kingerlee	
7. WA/2015/1923	Erection of single storey rear extensions. 187 & 189 Brighton Road, Godalming R Harvey & V Gunn	
8. WA/2015/1926	Erection of extensions, alterations to roof and associated works. Rosemount, Grosvenor Road, Godalming N Saunders	

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<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
9. WA/2015/1953	Application under Section 73 to vary Conditions 1 & 3 of WA/2014/1794 (materials and plan numbers) to allow walls to be rendered. 14 Appletree Close, Godalming G Turner	
10.WA/2015/1970	Erection of roof extensions to provide habitable accommodation. 15 Hare Lane, Godalming Mr & Mrs J Mora-Cordoba	
11.WA/2015/1973	Erection of a roof extension and installation of roof lights. Flat 2, Sussex House, Lower Manor Road, Farncombe Mr & Mrs Crabbe	
12.WA/2015/1974	Construction of pitched roof over existing front porch and alterations to rear elevation. 79 Summers Road, Godalming D Connolly	
13.WA/2015/1991	Erection of extensions and alterations including works to garage. 10 Quatermile Road, Godalming Mr & Mrs T Leatham	
14.WA/2015/1992	Erection of extensions and alterations. High Woodpeckers, Ashstead Lane, Godalming Mr & Mrs D Bowen	
15. WA/2015/2009	Erection of a detached garage and associated works. Land at Huxley Close, Godalming G Irish	
16. WA/2015/2012	Formation of a parking area and associated works. 15 Hare Lane, Godalming J Mora-Cordoba	
17. WA/2015/2016	Erection of extensions following demolition of existing single storey extension. 79 Fern Road, Godalming Ms Williams & Mr Knight	

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<u>APPLICATION</u>	<u>PROPOSED DEVELOPMENT &amp; NAME OF APPLICANT</u>	<u>OBSERVATIONS</u>
18. WA/2015/2031	Erection of two storey extension (revision of WA/2015/0361). 20 Coopers Rise, Godalming M Ackroyd	
CA2015/0109	Godalming Central Conservation Area. Works to and removal of trees. Vicarage Cottage, Westbrook Road, Godalming M Young	
CA/2015/0111	Godalming Centre Conservation Area. Removal of tree. 21 The Mint, Godalming M Davies	
DW/2015/0053	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.2m, for which the height would be 3.35m, and for which the height of the eaves would be 2.2m. 37 Crownpits Lane, Godalming J Bawden	

7. UPDATE ON THE NEIGHBOURHOOD PLAN

Notes of the joint working group/steering group meeting held on 9 October 2015. This meeting was the subject of an oral update on 15 October 2015.

**Questionnaire**

At the time of writing 1,912 paper questionnaires have been received and 175 electronic responses. Of the paper questionnaires 760 have been transcribed & checked; a further 460 are transcribed and unchecked; 200 are “out” for transcription and 492 are as yet untouched. These figures will be updated orally at the meeting. Analysis cannot start until all have been transcribed and checked.

However, with a concerted push on processing over the next week (before the meeting) it is still hoped to be able to share the main highlights of the questionnaire findings with the volunteers at a social event to be held on 10 November 2015. The final report will be available at the meeting of this Committee to be held on 26 November.

**Ad hoc Advisory Committee**

On 15 October 2015 the Policy & Management Committee agreed the changes to Standing Orders required to facilitate the formation of an ad hoc advisory Committee and recommended those changes to Full Council for adoption on 19 November 2015.

At the next meeting of this Committee on 26 November 2015 it should be possible formally to form the ad hoc advisory committee. At that meeting it will also be necessary to agree the meeting dates for the advisory committee to the end of the current civic year (those dates are given in the attached notes) with Full Council setting the dates for the civic year 2016/17.



Notes of a Joint Meeting of:

**GTC NEIGHBOURHOOD PLAN WORKING GROUP  
&  
GOFARNP STEERING GROUP MEETING**

Held on Friday 9 October 2015 at 6.00pm at The Pepperpot

**Present:** Andrew Bolton; Anne Bott; Louise Goodfellow; Kate Horne; David Hunter; Justin Murray; Joy Poulter; Peter Stevenson; John Talbot; Pam Talbot; Kirsty Walden; Gareth Williams; Nick Williams

**Apologies:** Chris Bowden; Patrick Haveron; Angus Palmer

**Welcome & Introductions:** Kirsty Walden welcomed everyone to the meeting and introductions were made

**Future arrangements for the Steering Group:** Kirsty Walden outlined proposals formally to amalgamate the two groups (GTC's Councillor Working Group & the GOFARNP Steering Group) into an ad hoc advisory Committee of the Town Council's Planning & Environment Committee. The formal steps to effect that change would take place over a number of GTC meetings but the final one would be the meeting of the P&E Committee scheduled for 26 November 2015. All would be invited to be present at that meeting which would also receive a report on the findings of the questionnaire. The proposed dates for meetings of that advisory committee are given at the end of these notes.

**Redrafted Project Plan:** A redrafted project plan was considered and John Talbot pointed out that it did not make provision for stakeholder engagement, and at that point he distributed the considerable piece of work he had undertaken coordinating the numerous stakeholders identified and each working group's requirements in relation to which stakeholders they wished to consult with. Louise Goodfellow undertook to redraft the project plan to include stakeholder engagement (attached).

**Update on Questionnaire:** Louise Goodfellow gave an update on the number of questionnaires received to date (approx. 1650 being 1543 hard copy and 100 or so electronically). Louise outlined the onerous task of processing the questionnaires and indicated that help would be welcome, but that volunteers would need to be able to use Excel and have an eye for detail.

**Social Event for Volunteers 10 November 2015:** Louise Goodfellow outlined arrangements for a social event for volunteers to be held at The Wharf on Tuesday 10 November. Volunteers were to be invited to that event and to the P&E Committee meeting on 26 November 2015

**How to engage with new "volunteers"?:** Louise Goodfellow asked the meeting for a steer on how to engage with questionnaire respondents who had indicated that they would like to become involved in the Neighbourhood Plan process. It was agreed that all would be invited to the P&E meeting on 26 November and that Louise would work up a programme of focus groups to discuss in more detail some of the issues raised by the questionnaire (or other issues raised by groups). After 26 November potential volunteers

might be offered the opportunity to join one of the GOFARNP groups but that this would depend on whether a group felt it needed new input at this time – this definitely applied to the Community & Infrastructure Group.

**Issues/queries from each Working Group:** a roundtable item revealed that groups were in abeyance awaiting the results of the questionnaire

**Dates of Future meetings:**

All 6.15pm 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



## 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 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

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