

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
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24 December 2015

I HEREBY SUMMON YOU to attend the **NEIGHBOURHOOD PLAN AD HOC ADVISORY GROUP** Meeting to be held in the Pepperpot, High Street, Godalming on FRIDAY, 8 JANUARY 2016 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members:

- 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

AGENDA

1. **TO ELECT A CHAIRMAN**

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. **TO ELECT A VICE-CHAIRMAN**

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. **APOLOGIES FOR ABSENCE**

4. **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.

5. **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.

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

6. PROJECT PLAN

The Committee to consider the most recent project plan (attached for the information of members of the Committee)

7. BUDGET

The Committee to note the current budget position for the Neighbourhood Plan. An extract of the Godalming Town Councils budget papers is attached for the information of members of the Committee and more detailed information will be tabled at the meeting.

8. QUESTIONNAIRE AND CONDUCT OF FOCUS GROUPS

The Committee to consider how it would like to conduct focus groups following the questionnaire to residents.

9. STAKEHOLDER INTERVIEWS

The Committee to consider how it would like to conduct stakeholder interviews.

10. EXHIBITION AT GODALMING MUSEUM

The Committee to consider how it would like to conduct the planned exhibition at Godalming Museum.

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 Neighbourhood Plan Ad Hoc Advisory Group is scheduled to take place on Monday, 22 February 2016 at 6.30 pm in the Pepperpot.

13. ANNOUNCEMENTS

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

SUMMARY DIAGRAM OF MILESTONES/PROCESSES – GODALMING NEIGHBOURHOOD PLAN – REVISED OCTOBER 2015

	2013		
	Oct	Nov	Dec
	Planning Public Meeting		
	Developing Community Engagement Strategy		

2014											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
◆ Public Meeting											
Developing Community Engagement Strategy											
	Setting up working groups										
			Working groups active in their subject/theme areas								

2015											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Working groups active in their subject/theme areas											
								Questionnaire			
										◆ Questionnaire report	
											Stakeholder Engagement

SUMMARY DIAGRAM OF MILESTONES/PROCESSES – GODALMING NEIGHBOURHOOD PLAN – REVISED OCTOBER 2015

2016											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Stakeholder Engagement											
		◆ Working groups report									
		Bringing the first draft plan together									
					◆ First draft plan						
					◆ Pre-submission Consultation						
								Redrafting in the light of Comments			
									◆ Updated plan		
										◆ Publicity stage	

SUMMARY DIAGRAM OF MILESTONES/PROCESSES – GODALMING NEIGHBOURHOOD PLAN – REVISED OCTOBER 2015

2017											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
◆ Independent Examination											
			◆ Referendum								
				◆ Plan is made							

Cost Centre: Neighbourhood Plan

2014/15 Actual £		2015/16 Budget £	2015/16 Revised Estimate £	2016/17 Budget £	Variation £
	Employees				
0	Direct employee expenses		0	0	0
0			0	0	0
0			0	0	0
0			0	0	0
0	Indirect employee expenses		0	0	0
0			0	0	0
					0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
81	Equipment, furniture and materials	2000	620	0	-2000
110	Catering	0	400	0	0
0	Clothes, uniform & laundry	0	0	0	0
386	Printing, stationery & general office expenses	5000	5000	0	-5000

Cost Centre: Neighbourhood Plan

2014/15		2015/16	2015/16	2016/17	
Actual		Budget	Revised	Budget	Variation £
£		£	Estimate £	£	
5145	Services	8803	3100	11450	2647
0			0		0
0			0		0
0			0		0
0	Communications & computing	4000	4500	0	-4000
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
937		0	1380	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
10952	Contributions to provisions	0	498	0	0
802	Miscellaneous expenses	0	0	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0		0	0	0	0
0		-7000	-7498	0	7000
0		0	0	0	0
0		0	0	0	0
-5413		-4803	0	-11450	-6647
13000	Net Expenditure	8000	8000	0	-8000