

# 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

6 January 2017

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, 12 JANUARY 2017 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

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

Councillor P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor Thornton  
Councillor Noyce  
Councillor Williams  
Councillor Bolton  
Councillor Walden  
Councillor Purkiss

Councillor Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor S Bott  
Councillor Welland  
Councillor Pinches  
Councillor Gray  
Councillor Young

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the extraordinary meeting held on the 22 December 2016, 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. COMMUNITY CENTRES – PERFORMANCE MONITORING

Members to note the latest performance monitoring report, attached for the information of Members.

8. HENRY SMITH CHARITY

The Town Council's nominated trustees on the Henry Smith Charity each serve for a four-year term. The term for two nominated trustees ends in March 2017 and the Committee is asked to consider who should be nominated for the next four-year term. The trustees whose term comes to an end are Councillor Gordon-Smith who has indicated that he would like to continue to serve and former councillor Andrew Wilson. The Town Clerk will report orally at the meeting.

The Committee is asked to recommend two individuals to Full Council for formal nomination to the Henry Smith Charity.

9. RESOURCES WORKING PARTY

Further to Minute 417-16 Members are asked to agree the creation of a Resources Working Party. The Working Party to be established under Standing Orders 130 & 131.

The following is suggested as terms of reference:

To review the resources (staffing and finance) required to meet the Town Council's existing and future commitments and make recommendations to the Policy & Management Committee.

Membership of the Working Party is proposed as:

Chairman of the Policy & Management Committee (*ex officio*)  
Chairman of the Staffing Sub-Committee (*ex officio*)  
Councillor Cosser  
Councillor S Bott  
Councillor Purkiss

10. FIREWORKS WORKING PARTY

Further to Minute 418-16 Members are asked to agree the creation of a Fireworks Working Party. The Working Party to be established under Standing Orders 130 & 131.

The following is suggested as terms of reference:

To make recommendations to the Policy & Management Committee that ensure the delivery of a Fireworks event on the evening of Friday 3 November 2017 that is:

- Safe;
- Maximises income by the sale of tickets and sponsorship opportunities; and

- Engages a wide cross section of the community.

Membership of the Working Party is proposed as:

Councillor Reynolds  
Councillor A Bott  
Councillor Thornton  
Andy Jeffery

11. PUBLIC REALM

Members to consider a discussion paper from the Town Clerk. The matter was considered first on 15 December 2016 (Minute 423-16 refers) and the report is represented with the requested additional information included.

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

Members are asked to note a report from Councillor Bolton on the St Mark's Community Initiative Group (report attached for the information of Members) an organisation on which Councillor Bolton represents the Town Council.

13. APPLICATIONS FOR GRANT AID

Information:	2015/2016 Grants Budget	£ 55,000.00
	Less top sliced for Queen's 90 <sup>th</sup> Birthday	1,500.00
	Allocations this year to date	50,756.00 *
	Balance available for allocation	2,744.00
	Applications this meeting	1,423.08
	Balance unallocated if applications agreed	1,320.92

\* Allocations this year to date:

		£
24 March 2016	Godalming & Farncombe Bowling Club	500.00
	Godalming Museum Trust	5,000.00
	Skillway	1,500.00
	St Peter & St Paul Scout Group	2,226.00
	Friends of Broadwater Park**	93.00
	The Godalming Trust**	208.00
	Godalming & District Community First Responders**	126.00
9 June 2016	Age Concern Farncombe (Farncombe Day Centre)	5,000.00
	Citizens' Advice Waverley	28,000.00
	Guildford & Godalming Croquet Club	1,000.00
	Roots for the Future	1,015.00
	SERFCA & Princess of Wales' Royal Regiment	
	Museum Fund	250.00
	The Cellar Café	825.00
	Waverley Borough Council	300.00
	Farncombe & District Allotment Association **	21.00
	Go Godalming Association **	42.00
13 October 2016	Churches Together in Godalming & District	650.00
	The Eikon Charity	500.00
	Godalming District Scout Canoe Club	1,000.00
	Godalming Trust	1,000.00
	Revitalise Respite Holidays	500.00
	Sport Godalming	1,000.00
	<b>Total</b>	<b>50,756.00</b>

\*\*Grant Aid in Kind

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.

**1254 (Godalming) Squadron Air Training Corps**

£923.08 applied for to facilitate the alternative to shooting (which has had to be reduced). The ATC has embraced archery as the alternative and competitive sport. ATC staff are qualified in the same way as they are for shooting and cadets cannot take part unless they pass a safety test. The Squadron would like to purchase its own archery equipment so that this can be included in the training and activity programme. The use of archery equipment gives the Squadron more flexibility in where it can provide the activity and would not be limited to approved rifle ranges.

Previous Grants: None

**Kids Out/Rotary Club of Farnborough**

£500 applied for to enable more children in the Godalming area to participate in Rotary's Kids Out 2017 day out. A number of local Rotary Clubs join together to provide a fun day out for children that are disabled and for children from disadvantaged backgrounds. Entertainment for the children consists of: miniature steam train rides, fairground rides, face painting, transfers, balloon race, crockery smashing, football, netball, clowns, golf game, lucky dip, inflatable slides, pets for therapy, farmyard animals, BBQ, sandwiches, fruit, drinks, ice creams and candy floss.

Previous Grants: None

14. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 23 February 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

15. ANNOUNCEMENTS

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

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Monitoring report on the agenda for this meeting.	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	To be completed by 31 March 2017	31/03/17		
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Most recent report received on 15 December 2016. Further reports expected at approximately six-monthly intervals so next report expected 29 June 2017.	N/A		
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016. The Deputy Town Clerk to give an oral update at this meeting	23/10/14	unknown	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Website item on this agenda. Awaiting external report of use of social media.	21/07/16 30/09/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	The Town Clerk will give an oral update at the meeting.	12/01/17		
WW1 2018 (INC GODALMING WAR MEMORIAL)	Deputy Town Clerk	46-16	Oral update to be given by the Deputy Town Clerk at this meeting Report now deferred to 23 February 2017	12/01/17	23/02/17	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
CHURCH STREET ENVIRONMENTAL IMPROVEMENTS	Deputy Town Clerk	46-16	Item considered on 9 June and agreed. S106 funding approved by WBC. Orders have been placed. New bollards installed – bench delivered but fixing brackets to be crafted.	21/07/16		
PUBLIC REALM (TO INCLUDE AUDIT OF GTC'S NOTICEBOARDS)	Town Clerk	46-16	Report considered initially on 15 December 2016 and revised report on the agenda for this meeting.	12/01/17		
RECEIVING PAYMENTS BY CARD etc.	Finance Administrator	46-16	Report initially expected on or before 12 January 2017, now deferred to February 2017.	12/01/17	23/02/17	
FIREWORKS	Deputy Town Clerk	173-16	Update report considered on 15 December 2016 – matter of forming a working group on the agenda for this meeting.	4/11/16		4/11/16
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Deputy Town Clerk	414-16	This inclusion of this matter arose from recent press coverage of a High Court case involving Witley Parish Council and a fallen tree in its ownership. A report outlining how the Town Council manages trees in its ownership is expected on 23 February 2017	23/02/17		
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming/Joigny Friendship Association	Cllr A Bott	81-15	Report received 19 May 2016	19/05/16		19/05/16
Godalming/Mayen Association	Cllr Hunter	51-16	Report received 1 September 2016	09/06/16	1/09/16	1/09/16
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report received 21 July 2016.	09/06/16	21/07/16	21/07/16

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued:						
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report received 21 July 2016.	21/07/16		21/07/16
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report received 1 September 2016	21/07/16	1/09/16	1/09/16
Go Godalming Association	Cllr Gordon-Smith	51-16	Report received 1 September 2016	1/09/16		1/09/16
Holloway Hill Sports Association	Cllr T Martin	51-16	Report received 13 October 2016	13/10/16		13/10/16
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report received 13 October 2016	13/10/16		13/10/16
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report received 15 December 2016	15/12/16		15/12/16
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report on the agenda for this meeting	12/01/17		
Godalming Together CIC	Cllr A Bott	51-16	Report expected 23 February 2017	12/01/17	23/02/17	
SALC	Cllr Cosser	51-16	Report expected 23 February 2017	23/02/17		
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 6 April 2017	6/04/17		
Sport Godalming	Cllr P Martin	51-16	Report expected 18 May 2017	18/05/17		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Mayor's Charity Event – Band Night	Saturday, 25 February 2017
Pancake Races	Tuesday, 28 February 2017
Mayor's Charity Event – Film Night	Friday, 10 March 2017
Farmers' Market	Saturday, 25 March 2017
Spring Festival – Spring into Godalming	Saturday, 1 April 2017
Farmers' Market	Saturday, 29 April 2017
St John's Spring Fair	Saturday, 29 April 2017 (TBC)
Annual Council/Mayor Making	Thursday, 11 May 2017
Godalming Run	Sunday, 14 May 2017
Town Show & Carnival	Saturday, 3 June 2017
Farmers' Market	Saturday, 24 June 2017
Summer Food Festival	Saturday, 1 July 2017
Farmers' Market	Saturday, 29 July 2017
Staycation	Saturday, 5–Sunday, 13 August 2017
Farmers' Market	Saturday, 26 August 2017
Farmers' Market	Saturday, 23 September 2017
Farmers' Market	Saturday, 28 October 2017
Godalming Fireworks (TBC)	Friday, 3 November 2017
Remembrance Sunday	Sunday, 12 November 2017
Christmas Festival & Light Switch-On	Saturday, 25 November 2017
Blessing of the Crib and Carol Service	Saturday, 9 December 2017



## Community Buildings Monitoring Report to 01 Aug to 30 Nov 2016

### Wilfrid Noyce Centre 2016/17 (2014/15\*)

Occupancy	August	September	October	November	4 month	Diff
					Average	
Wyatt Room (small hall)	34% (30%)	77% (62%)	89% (63%)	100% (40%)	75% (49%)	26% increase
Caudle Hall (main hall)	50% (33%)	78% (72%)	83% (73%)	97% (76%)	77% (64%)	13% increase
Regular users	13 (6)	20 (14)	20 (11)	22 (13)	19 (11)	42% increase
Casual Users	5 (0)	8(4)	19 (3)	10 (1)	11 (2)	550% increase
Unfulfilled booking requests	4	17	20	5	11.5	
Income 16/17	Income to 30 Nov = £32345 (75.4% of £42,875)					
Expenditure 16/17	to 30 Nov £32,107					

### Broadwater Park 2016/17 (2015/16)

Occupancy	August	September	October	November	4 month	Diff
					Average	
Small hall**	42% (14%)	69% (20%)	71% (23%)	87% (44%)	67% (25%)	42% increase
Main hall	37% (27%)	66% (41%)	67% (51%)	80% (49%)	63% (42%)	21% increase
Regular users	9 (3)	15 (8)	15 (8)	14 (14)	13 (8)	5% increase
Casual Users	7 (4)	11 (1)	12 (8)	8 (18)	9 (8)	11% increase
Unfulfilled booking requests	10	12	12	12	11.5	
Income 16/17	Income to 30 Nov = £21,412(73.8% of £29,000)					
Expenditure 16/17	£21,203					

**Pepperpot**                      Income to 30 Nov £7,605 (80% of £9,500)  
Expenditure to 30 Nov £8,331

\* Centre was shut down in comparative period 2015/16

## 11. PUBLIC REALM

### A discussion paper for Policy & Management Committee on 12 January 2017

#### Preamble

This paper was originally tabled at the meeting of this Committee held on 15 December 2016. Members agreed that the noticeboards used by the Council for official notices etc. but not in the Council's control should be added to the audit of noticeboards. It was further agreed that a report on the Surrey County Council Lengthman's Scheme should be made (Minute 423-16 refers). This requested amendments have been made – except for the fact that the Surrey County Council Lengthman's Scheme and details of the County Council's Highways Localism Scheme are included instead.

#### Purpose of this paper

This discussion paper arises from a request originally from Councillor Anne Bott for an audit of the Town Council's noticeboards. That request was incorporated into this Committee's work programme as "Audit of GTC's Noticeboards" with a target completion date of 12 January 2017. In September 2016 the work programme item was expanded to cover the wider heading "Public Realm".

The purpose of this paper is to initiate debate about Godalming Town Council's role in the maintenance of the town's public realm and to record the work that the Council has already undertaken in this area. The paper will identify budget issues and areas for future discussion and, through its annexes, record the position and condition of many of the Council's assets in the public realm as well as assets that the Council is maintaining without owning.

#### Introduction

"Public realm" is one of the phrases of the moment and a quick Google search yields the following definitions:

"as any publicly owned streets, pathways, right of ways, parks, publicly accessible open spaces and any public and civic building and facilities."<sup>1</sup>

"as a place where strangers meet."<sup>2</sup>

"as any space that is free and open to everyone."<sup>3</sup>

In this paper and in the context of Godalming the phrase "public realm" will be used to refer to publicly owned streets, pathways, rights of way and publicly accessible open spaces in the town but will specifically exclude parks and green open spaces. Supporting this paper are a number of annexes which document specific assets, predominantly street furniture, in the public realm, these include the requested audit of the Town Council's noticeboards.

A speaker at a recent NALC conference referred to another phrase that is much used in the 21<sup>st</sup> century and that is "people and place". The phrase itself is commonly used in the context of social and economic regeneration and the speaker emphasised that parish and town councils are increasingly concerned with "place" (and principal

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<sup>1</sup> The Humber Centre for Excellence in the Built Environment

<sup>2</sup> Richard Sennett

<sup>3</sup> "Public London – Creating the best public realm" - the Mayor's Design Advisory Group

authorities with “people”). Again a definition is helpful, but simply “place” is defined as “a particular position, point, or area in space; a location” but in the context of urban policy and regeneration the word also has connotations of the distinctiveness, culture and heritage of individual locations.

### **Public Realm in Godalming**

The Godalming experience is that our communities are very much concerned with “place”; with the uniqueness of their location, its culture and its appearance. The Godalming Healthcheck report demonstrated this as does the emerging Neighbourhood Plan. A report from Councillor Cosser elsewhere on this agenda details the work of the Farncombe Initiative and shows that this concern about place translates into work to improve the public realm.

Responsibility for maintaining and improving the public realm in the town rests with all three layers of local government, that is Surrey County Council, Waverley Borough Council and Godalming Town Council all undertake duties in this regard. Public parks and green open spaces have been specifically excluded from this report because responsibility clearly lies with Waverley Borough Council and, with the Green Flag status recently granted to the town’s two significant parks, there is evidence that this responsibility is being exercised effectively.

The effectiveness of the principal authorities in maintaining the street scene and hard landscaping within the town is less clear. A significant theme in responses to the Neighbourhood Plan questionnaire was residents were concerned about poor maintenance of paths and pavements. In Godalming town centre there are frequent difficulties where both Surrey and Waverley deny any responsibility for maintenance of street furniture and landscaping installed after the opening of the Godalming relief road (Flambards Way) in the 1990’s. Where possible the Town Council has undertaken that work without prejudice to this Council’s position that it does not have legal responsibility for the asset concerned. The requests usually come from officers of one of the principal authorities. One recent example reveals some of the complexity and frustrations involved.

*A resident complained about vegetation growing in the guttering of the bus shelter at Woolsack Way. Surrey Highways referred the complaint to the Town Council and enquiries revealed that neither Waverley nor Surrey was prepared to do the work. Town Council officers concluded that it was simpler and cheaper to divert one of the Town Council’s contractors for an hour or so to clear the gutters than to argue the point with the other authorities and leave an eyesore in place. When the matter was discussed with the resident the individual observed that the problem was created when an unknown agency powerwashed the bus shelter roof and dislodged debris into the gutters – clearly while no agency other than the Town Council was prepared to clear the guttering one agency (not GTC) had thought it their responsibility to clean the roof.*

The general point is that as the resources of the principal authorities become more constrained Godalming Town Council is picking up more responsibility on an ad hoc basis. This has not necessarily been the subject of discussion or decision by Town Councillors.

Incrementally the Town Council has worked to maintain and improve the appearance of the public realm in both Godalming town centre and Farncombe village centre. Often this has been funded either directly by grants from other organisations; from the, now defunct, SEEDA, Surrey County Council and Waverley Borough Council. The Town Council’s annual budget for this purpose (shown elsewhere on the agenda – cost centre 208 Land & Property

Other) is a modest £4,500 p.a. (the revised estimated for 2016/17 is £6,510 reflected increased expenditure in the current year) made up as follows:

Repairs, alteration & maintenance of buildings (including maintenance of defibrillators)	£1,650
Fixtures and fittings (Noticeboards)	£1,000
Grounds maintenance costs	£1,000
Contribution to premises-related provisions	£1,000

There are no balances remaining in earmarked reserves that can be applied to this purpose.

### **Surrey County Council's Highways Localism Scheme**

Annexe 6 sets out the Surrey County Council Localism Scheme. It is unclear whether, apart from the cleaning of road signs, any of the maintenance work identified in the Annexes 1-5 could come within the scope of this scheme. The table on page 5 of Annexe 6 implies that the "Repair of street furniture including litter bins, benches, bus stops" is the responsibility of Waverley Borough Council.

However, if Members are minded that the Town Council should take a much wider interest in the maintenance of the public realm then some work could be undertaken under the auspices of the scheme. This is likely to be work in addition to any identified in this paper.

### **Matters for Consideration by Members**

Members are asked the following:

- To consider what the Town Council's role is in the maintenance of the public realm and if appropriate to indicate that they wish to formulate policy/guidance in this area for officers;
- To consider whether in the longer term the budget above is sufficient to maintain the assets in the Town Council's control (which includes land at Chalk Road not covered in this paper);
- To consider whether it is appropriate to have a costed action plan to address the issues identified in the audit of items set out in the annexes attached and if so to request that action plan; and
- To identify whether there are any other neglected assets in the public realm that should be considered
- To identify whether Surrey County Council's Highways Localism Scheme can be of any assistance in any responsibilities that the Town Council may wish to assume in relation to maintenance of the public realm.

### **Annexes**

Annexe 1 – Noticeboards

Annexe 2 – Benches

Annexe 3 – Bus Shelters

Annexe 4 – Signage

Annexe 5 – Gates & other features

Annexe 6 – Surrey County Council – Highways Localism

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## Audit of GTC's Noticeboards

The audit of Godalming Town Council's (GTC) noticeboards was carried out in the first two weeks of December 2016. The boards inspected are listed below. Boards 4 and 5 were not installed by the Town Council and are believed to be in the ownership of Waverley Borough Council though *de facto* now under the control of GTC. Board 9 was installed by a developer and is on private land but is also *de facto* in the control of GTC.

### Binscombe Ward:

1. Green Lane (outside Costcutters)

### Central & Ockford Ward

2. Eashing Lane/Aarons Green
3. Mill Lane (pedestrianised area near the Red Lion)
4. High Street (outside Fat Face)
5. Crown Court
6. Bridge Street (outside GTC offices)
7. The Burys (outside the Bel & Dragon)
8. The Burys (outside Godalming Library)

### Charterhouse Ward

9. Charterhouse Road/Borough Road

### Farncombe & Catteshall Ward

10. Elizabeth Road/Farncombe Hill
11. St Johns Street (outside St Johns Church)
12. Meadow (near junction with Kings Road)

### Holloway Ward

13. Crownpits Green
14. Tuesley Lane
15. Shackstead Lane (This noticeboard is owned & managed by Waverley Borough Council)
16. Pullman Lane (This noticeboard is owned & managed by Waverley Borough Council)

### Findings

The findings in respect of each of the boards are shown below. A current photograph of each board is also shown. Those findings are summarised as follows. All noticeboards are currently fit for purpose. Most are in sound or good condition. Four boards require replacement as funds allow – these are the two boards near Fatface in the High St, the one at Crownpits Green and that at Charterhouse/Borough Roads. It is

suggested that replacement and relocation of the Charterhouse Road one is priority. The last two might usefully be relocated at the same time as replaced. A fifth board, the one at Tuesley Lane needs cleaning

### 1. Noticeboard – Green Lane – Farncombe (Binscombe Ward)

Man-made timber (MMT) vandal-proof board installed in 2014 to replace an old worn timber board; this board remains in good condition and fit for purpose.



### 2. Noticeboard – Aarons Green/Eashing Lane – Godalming (Central & Ockford Ward)

Installed more than 12 years ago – made of man-made timber (MMT) to be vandal-proof. The bottom of the frame is separated slightly from the board but otherwise this noticeboard is sound and fit for purpose.



### 3. Noticeboard – Mill Lane near the Red Lion – Godalming (Central & Ockford Ward)

Locked metal board installed by GTC in 2015 as part of a Godalming Together CIC project regarding street scene enhancement and visitor information. The board is as yet unused and is in good condition and fit for purpose.



### 4. Noticeboards – High Street outside Fatface – Godalming (Central & Ockford Ward)

Locked metal boards installed in the 1990s by Waverley Borough Council – currently maintained by GTC. Ad hoc repairs completed by GTC. Still fit for purpose but increasingly difficult to use and need of replacement at some point.





## 5. Noticeboards– Crown Court Godalming (Central & Ockford Ward)

Two locked metal boards installed by Waverley Borough Council in the 1990's – unsupported by Waverley these boards are presumed to be in the control of the Town Council.



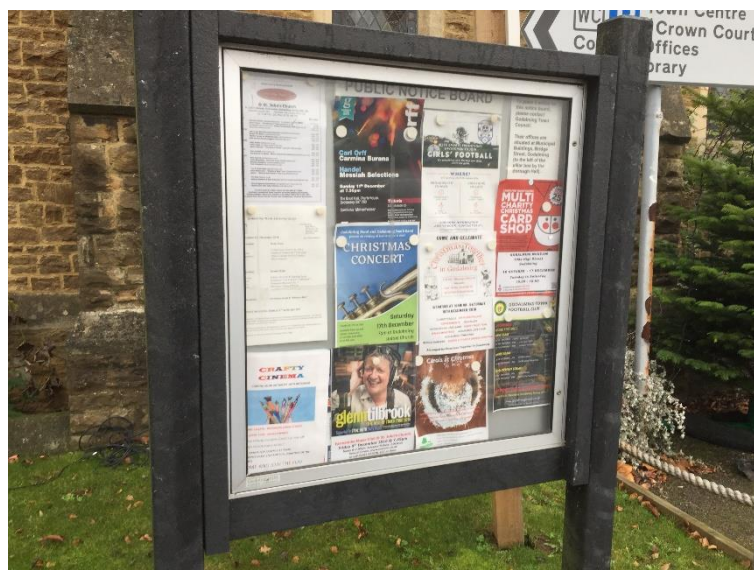
## 6. Noticeboard – Bridge Street outside Town Council Offices (Central & Ockford Ward)

Locked oak noticeboard installed in the period 2000 – 2005. Used solely for GTC's own notices. Ad hoc repairs and maintenance have been carried out. Evidence of water ingress at the back and some damage caused by the emptying of the litterbin that used to be sited underneath. On the whole sound and fit for purpose but in need of minor internal repair.



## 7. Noticeboard – The Burys outside the Bel & Dragon – Godalming (Central & Ockford Ward)

Locked MMT board installed in 2006 following the destruction by vandalism of its predecessor. In good condition and fit for purpose



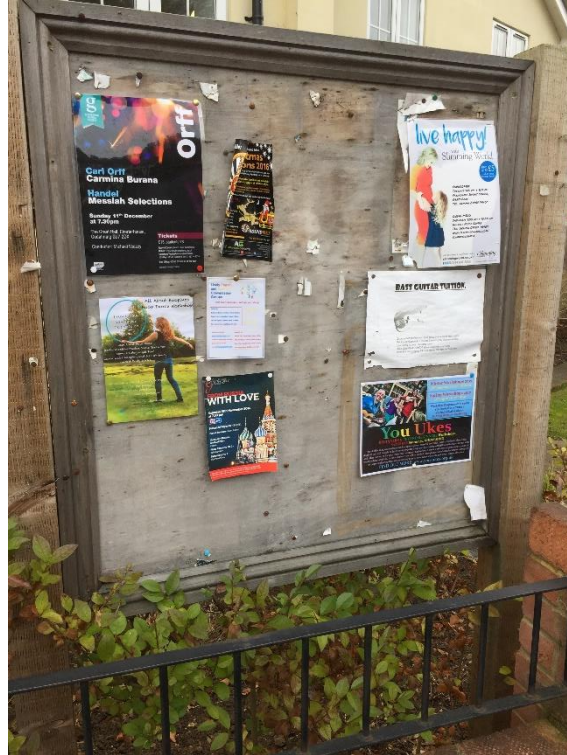
## 8. Noticeboard – The Burys outside Godalming Library (Central & Ockford Ward)

Locked metal board installed by GTC in 2014 as part of a Godalming Together CIC project regarding street scene enhancement and visitor information. Board currently in use by Waverley Parks. This board is in good condition and fit for purpose.



## 9. Noticeboard – Corner Charterhouse/Borough Roads – Godalming (Charterhouse Ward)

Timber board installed by developer in 2013 in fulfilment of a planning condition (Planning Enforcement were involved in ensuring fulfilment of the condition). The board is poorly constructed and ad hoc repairs have already been carried out by GTC. While still fit for purpose the residents of the flats have queried the position of the board and asked for it to be relocated. Officers suggest that this relocation is a priority and suggest that it is replaced with a MMT board and moved to a site further along Borough Road in the financial year 2017/18.



## 10. Noticeboard – Elizabeth Road/Farncombe Hill – Farncombe (Farncombe & Catteshall Ward)

MMT board installed more than 12 years ago – this vandal-proof board has withstood an arson attack and remains sound and fit for purpose.



### 11. Noticeboard – St John’s Street –Farncombe (Farncombe & Catteshall Ward)

MMT board installed more than 12 years ago – the board is sound and fit for purpose.



### 12. Noticeboard – Meadow (Bus Stop adj Kings Road) – Farncombe (Farncombe & Catteshall Ward)

Timber board of indeterminate age – still sound and fit for purpose



### 13. Noticeboard – Crownpits Green – Godalming (Holloway Ward)

Timber noticeboard of indeterminate age. This board is still fit for purpose but in poor condition looking aged and scruffy. This board is need of replacement when possible and slight relocation (with Waverley Borough Council's consent) because the adjacent tree now partly obscures the board.



### 14. Noticeboard – Tuesley Lane –Godalming (Holloway Ward)

This MMT Board was installed more than 12 years ago. The board is sound and fit for purpose but most of the lettering at the top has worn off and needs either replacement or complete removal. The board also requires cleaning.



### 15. Waverley Borough Council Noticeboard – Bottom of Shackstead Lane (Holloway Ward)

This timber noticeboard is in good condition and adequately maintained by its owner Waverley Borough Council.



### 16. Waverley Borough Council Noticeboard – Pullman Lane (Holloway Ward)

This timber noticeboard is in sound condition and adequately maintained by its owner Waverley Borough Council.



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## Audit of GTC's Benches

The following benches are in the Town Council's ownership and were inspected in the first two weeks of December 2016.

1. Bridge Street (outside GTC offices)
2. High Street (outside The Square)
3. High Street (outside Fatface)
4. Angel Court
5. Pepperpot Undercroft
6. High Street (outside The Red Lion)
7. Upper High Street (Zoe's Garden – facing Station Road)
8. Catteshall Lane
9. Marshall Road/Lower Manor Road

The next two benches are not believed to be in the Town Council's ownership but are in poor condition and not being maintained by anyone else.

10. Ockford Road (outside Ladymere Place)
11. Frith Hill Road

### Findings

The finding in respect of each bench are shown below and may be summarised as follows. All benches in the Town Council's ownership are in sound or good condition and fit for purpose. Two further benches (9 & 10) are identified as needing replacement (or, in the case of 9, removal - these are not owned by Godalming Town Council but it is difficult to see which other authority will undertake this work. The timber bench outside the GTC offices and the slats outside The Square will require replacement in 5 to 10 years time. The bench by the Red Lion needs regular cleaning.



#### **1. Bench in Bridge Street outside GTC offices – Godalming**

This timber bench was a gift to the people of the town from Godalming Baptist Church in 2001 to mark the church's centenary.

In August 2013 it was "stolen" and went for a little excursion around the town before being located and returned. Additional brackets fastening it in position were installed at that time. The slabs in front of the bench providing access without having to walk on the grass/mud were installed by GTC in 2015. The bench is sound and fit for purpose but showing signs of its age and will require replacement in the next 5 to 10 years.





## **2. Bench outside The Square – High St Godalming**

This bench is timber slats on a stone wall and runs along the length of The Square's High St frontage. It remains in the Town Council's control – not forming part of the lease to Messrs Davis & Charles

The slats have been recently cleaned by contractors working for Cote Restaurants Limited and the bench is sound and fit for purpose but the slats will require replacement in the next 5 to 10 years



## **3. Bench at corner of High St & Great George St – Godalming**

This timber bench was installed in 2015 replacing another bench nearby which had deteriorated to the point that it was unusable. This bench is in good condition and fit for purpose.



## **4. Bench in Angel Court – Godalming**

This timber bench was installed in 2015 as part of a Godalming Together CIC initiative. A larger bench at the entrance of Angel Court was removed at the same time. This bench is in good condition and fit for purpose.



### 5. Bench at Pepperpot

This timber bench was installed more than 12 years ago and is in sound condition.



### 6. Bench outside The Red Lion, High Street Godalming

This timber bench was installed in 2015. This bench is in good condition and fit for purpose but requires cleaning now and regularly going forward.



### 7. Bench at Zoe's Garden Upper High Street – Godalming

This timber bench was installed in 2015 as part of a Godalming Together CIC initiative replacing an older bench that had been vandalised. This bench is in good condition and fit for purpose.



### **7. Bench at Catteshall Lane – Godalming**

This bench was installed in 2010 to provide a resting place for people en route to the Mill Medical Practice. This bench is in good condition and fit for purpose but requires cleaning.



### **8. Bench at Marshall Road/Lower Manor Road – Farncombe**

This bench was installed in 2016 as part of the work of the Farncombe Initiative and to provide a seat for local families. The bench is in good condition and fit for purpose.



### **9. Bench at Ockford Road**

This bench was installed in the 1990s as part of the landscaping works following the opening of Flambards Way. While it is not in the Town Council's ownership Waverley Borough Council have contacted GTC to report its poor condition. Experience suggests that neither Surrey County Council nor Waverley Borough Council are likely to accept responsibility for this bench. The bench is in poor condition and needs replacement or removal.



#### **10. Bench at Frith Hill Road**

This bench is of some age and, while clearly visually unappealing, residents of Frith Hill report that it is of benefit to those who are returning home atop the hill. It is not owned by Godalming Town Council but the state of neglect indicates that neither Surrey County Council nor Waverley Borough Council are likely to accept responsibility for it. The bench needs to be replaced.

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## Audit of GTC's Bus Shelters

Godalming Town Council owns two bus shelters and has recently undertaken maintenance of a third. The two in the Town Council's ownership are at St John's Street Farncombe and High Street Godalming outside The Square. The one where some maintenance has been undertaken is at Woolsack Way Godalming.

### 1. Bus Shelter St Johns Street – Farncombe

Installed in 2007 funded by donation(s) and grant from GTC. Expenditure has been required on more than one occasion on repairs and replacement shingles to the roof when damaged (believed to be caused by large vehicles delivering to local businesses).

The shelter is in sound condition but currently requires the vegetation cutting back from around and within the shelter, and ideally, cleaning, sanding and staining/varnishing



### 2. Bus Shelter - High Street - Godalming

Installed in 2005 and funded as shown in the second photograph this bus shelter requires periodic cleaning but is in good condition.



### 3. Bus Shelter – Woolsack Way – Godalming

Presumed to have been installed at a similar time to the opening of the adjacent Sainsburys store it is unclear who owns this bus shelter. In the absence of any other authority being prepared to take responsibility for the work Godalming Town Council recently cleared vegetation from the guttering on the shelter.







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## Audit of GTC's Signage

The audit of Godalming Town Council's road signage was carried out in the first two weeks of December 2016. The Town Council is responsible for the following signage:

### Town Boundary Signs

Four in total marking the boundary of the town (of the Godalming Civil Parish). These are sited on the A3100 southwest bound opposite Broadwater Park (1); on the A3100 Portsmouth Road northeast bound near Primrose Ridge (2); on the Brighton Road southbound near Home Farm Road (3) and on the Hurtmore Road near the car sales garage (4). These are shown in the photographs below. Numbers 2, 3 & 4 have been replaced recently while number 1 is older but remains in reasonable condition.



**1. Town Boundary sign on the A3100 southwest bound opposite Broadwater Park**

**2. Town Boundary sign on the A3100 Portsmouth Road northeast bound near Primrose Ridge**





**3. Town Boundary sign on the Brighton Road southbound near Home Farm Road**

**4. Town Boundary sign on the the Hurtmore Road near the car sales garage**



## Town Centre Signs

Three in total installed in 2011 as described below:



**5. Town centre sign on Ockford Road near the Telephone exchange**



**6. Town centre sign on the roundabout at the junction of Meadow, Bridge Road and Chalk Road**

Repaired in 2014 after vandalism



**7. Town centre sign at the junction of Borough Road and Chalk Road.**

This sign needs cleaning