

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 24 MAY 2018**

* Councillor Reynolds – Chairman
Councillor Walden – Vice Chairman

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|---|---------------------|---|-------------------------|
| 0 | Councillor P Martin | * | Councillor Gordon-Smith |
| * | Councillor Poulter | * | Councillor Cosser |
| * | Councillor Wheatley | 0 | Councillor T Martin |
| * | Councillor Hunter | * | Councillor S Bott |
| * | Councillor Noyce | # | Councillor Welland |
| * | Councillor Williams | * | Councillor Pinches |
| * | Councillor Bolton | * | Councillor Gray |
| * | Councillor Purkiss | * | Councillor Wainwright |
| * | Councillor Follows | | |

* Present # Absent & no apology received 0 Apology L Late

23. ELECTION OF CHAIRMAN

It was resolved unanimously that Councillor Reynolds be elected as Chairman of the Policy & Management Committee for the local government year 2018/19.

24. ELECTION OF A VICE-CHAIRMAN

It was resolved unanimously that Councillor A Bott be elected as Vice Chairman of the Policy & Management Committee for the local government year 2018/19.

25. MINUTES

The Minutes of the meeting held on 12 April 2018, having been previously circulated, were signed by the Chairman as a true record.

26. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

27. 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.

28. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Bolton declared a non-pecuniary interest in Agenda Item 7 on the grounds that he knows some of the Clockhouse Trustees. Councillor Bolton stayed in the Chamber while the matter was debated.

Councillor Bolton also declared a non-pecuniary interest in Agenda Item 21 on the grounds that he is a member of Waverley Borough Council and Treasurer of the Church. Councillor Bolton stayed in the Chamber while the matter was debated.

29. APPLICATIONS FOR GRANT AID

Members considered the following grant applications.

General Grants Fund:

Deferred from last meeting:

The Clockhouse

£1,000 was granted to assist with the costs of replacing 3 fire/security doors.

Council Community Fund:

Community Planting

£500 was granted for the Town Council to purchase plants, shrubs and bulbs for planting at the town side of the approach to Boarden Bridge by Community Gardeners.

Green Oak School

£90 was granted to defer the cost of marquees for use at Green Oak School summer fete.

30. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted amendments required.

31. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

This matter was deferred to the next meeting.

32. BUDGET MONITORING

Members considered the budget monitoring report 30 April 2018.

Members noted that the monitoring report shows a current variance of £16,645 underspent against budget. £5,000 of this underspend relates to Insurance, where the Council entered into a new contract at a much better rate. The remaining variance is timing related.

Members also noted that there is significant pressure against the Professional Fees budget of £10,000 for the year and agreed that this item be reviewed at Revised Estimates, if required.

Members further noted that the arrangement with Go Godalming for Music in the Park needs to be reviewed.

33. PLANNING MATTERS

Members considered planning applications as required by SO 96, xxi.

The following referrals were received:

WBC Local Plan Part 2 – Consultation

Members noted that WBC will be holding a presentation to all town and parish councils on **4 June at 7pm** on the Local Plan Part 2. Members were requested to email the Town Clerk if interested in attending this presentation.

Article 4 Direction

Members resolved that the Town Clerk submit a letter to Waverley Borough Council seeking the following action:

Godalming Town Council requests that Waverley Borough Council, as the Planning Authority for Godalming issues an Article 4 Direction under The Town and Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1) to prevent a change of use under Schedule 2, Part 3 (Change of Use) Class O – Offices to Dwelling houses of the Act, for the area listed below, on the grounds that it is expedient that development should not be carried out unless permission is granted for it on an application.

Station Road, Station Approach and Mill Lane, Godalming

Godalming Town Council further request that Waverley Borough Council as the Planning Authority issue the Article 4(1) directions under Schedule 3 of the Act - Procedures for Article Directions – paragraph 2 - Procedure for article 4(1) directions with immediate effect.

Members further agreed to consider any other areas in the Parish that might benefit from similar action.

34. GDPR – POLICIES

Members considered the following policies required for Godalming Town Council to comply with the requirements of the General Data Protection Regulations. Members approved the policies and recommend the policies to Full Council for adoption.

- Document Retention Policy
- Information Data Protection Policy
- Removable Media Policy

35. FARNCOMBE INITIATIVE

Members received a report from the Chairman of the Farncombe Initiative on the work of the Initiative since the last report to this Committee of 25 May 2017.

36. BOARDEN BRIDGE

Members approved £2,970 to be transferred from the Land & Property Maintenance Reserve, the current balance of which is £25,750.

Members requested that the Town Clerk seek reimbursement of this cost from Surrey County Council as the owner of the bridge.

37. VEGETATION CLEARANCE FUNDING

Members noted that as part of Surrey County Council's Localism agenda and with the agreement of Cllr Rivers, Surrey County Councillor for Godalming North, an allocation of £6,500 for 2018/19 has been made to Godalming Town Council to fund vegetation clearance works adjacent to the highway/public footpaths in the Godalming North area.

Members requested that the Town Clerk approach the Godalming South County Councillor for a similar contribution.

38. BUSINESS PLAN WORKING GROUP

Members received a report from the Chairman of the Business Plan Working Group and approved it for recommendation for adoption by Full Council.

39. WILFRID NOYCE CENTRE PROJECTORS

Members approved the cost of £1,680 for modifications in relation to projectors against WNC revenue.

40. WILFRID NOYCE CENTRE INTERNAL DECORATION

Members agreed to defer internal decoration works until a decision on the issue of an in-house maintenance provision is made by the Council.

41. INTERNAL REFURBISHMENT OF THE PEPPERPOT

Members agreed that this project should be added to the Committee's work programme.

Additionally Members considered and approved:

- The internal refurbishment of The Pepperpot should be carried out sympathetically and in keeping with the building's iconic status as the symbol of the town.
- The refurbishment should be aimed at providing a business meeting and training room with the capability to be used as an educational resource for Godalming Museum.
- Officers are to be authorised to approve works within the limits of the funding provided by The Peter Caudle Memorial Trust, using GTC financial regulations as the basis for any spending decisions.
- Officers are to report to this Committee, if having started works, any emerging issues indicate that additional project funding will be required.
- Officers are authorised to relocate current regular hirers of The Pepperpot to enable works to be conducted in a safe and expedient manner.
- Information boards are to be displayed within the Undercroft to inform residents of the works being undertaken.

Members requested that the Town Clerk write to The Peter Caudle Memorial Trust with their grateful thanks for supporting this project.

42. GREEN WASTE COMPOUND

Members agreed to the creation of a green waste compound at Broadwater Park Community Centre at a cost of £4,300 to be set against Broadwater Park Community Centre revenue.

43. THE CLOSED CHURCHYARD OF GODALMING PARISH CHURCH

Waverley Borough Council are currently reviewing its grounds maintenance provision and is asking Town and Parish Council's whether they either wish to take control of specific areas within their town/parish or whether they wish WBC to add works already undertaken by the parish into WBC's contract.

Members agreed that the Town Clerk should explore with colleagues at WBC the possibility of GTC taking over the grass cutting of the churchyard from WBC and any other areas of general grounds maintenance that suitably fall within our Parish and come back to this Committee with financial and other resourcing implications.

44. THE SQUARE

Members received an oral update relating to the sale by auction of the Head Lease of The Square.

45. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE DISTRICT SCOUT COUNCIL

Members noted a report from Councillor Wheatley on the District Scout Council an organisation on which Councillor Wheatley represents the Town Council.

46. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FAIRTRADE STEERING GROUP

Members noted a report from Councillor Wheatley on the Fairtrade Steering Group an organisation on which Councillor Wheatley represents the Town Council.

47. PROPERTY & ASSETS WORKING GROUP

Members resolved to establish a Property & Assets Working Group and appointed the following to that group:

- Councillor Reynolds
- Councillor Cosser
- Councillor A Bott
- Councillor Bolton
- Town Clerk

Members agreed that the Terms of Reference of the Working Group be as follows:

- to identify GTC's land, property and other significant fixed assets;
- to evaluate the value and/or liability of those assets to the Council;
- to evaluate the benefit of those assets to the community;
- to evaluate whether the current use of land and property is the best value use;
- to identify the medium and long term requirements of the GTC office and other staff workplace needs; and
- to report its findings to this committee.

48. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised:

- Grants allocated
- Article 4
- Business Plan

49. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 12 July 2018 at 7.00 pm in the Council Chamber.

50. ANNOUNCEMENTS

The responsible Finance Officer advised Members that Floral Godalming would be implemented on Wednesday, 30 May 2018. Works would take place over two evenings and start in the High Street.