

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE  
HELD ON 7 MARCH 2019**

\* Councillor Reynolds – Chairman  
\* Councillor A Bott – Vice Chairman

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

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

359. MINUTES

The Minutes of the meeting held on 20 December 2018, having been previously circulated, were signed by the Chairman as a true record.

360. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

361. 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 5.

362. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor A Bott declared a disclosable pecuniary interest in Agenda Item 27 as an employee of SSALC and remained in the Chamber.

363. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and made no comment or amendments.

364. PLANNING MATTERS

**Permitted Development Rights Impact Study**

Members received a report titled *Permitted Rights Impact Study* which was commissioned by Godalming Town Council to support an application to the Local Planning Authority for the instigation of 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 bound by Station Road, Station Approach and Mill Lane Godalming.

Having considered the report and an accompanying letter to the Head of Planning at Waverley Borough Council, Members resolved to agree that the Town Clerk submit the report to the Local Planning Authority (LPA) along with a request for the LPA to reconsider its earlier decision not to grant an Article 4 Direction Order.

Additionally, Members wished for the Town Clerk to inform the South West Surrey Member of Parliament of the issues regarding Permitted Development Rights within Godalming and of this Council's continued and consistent opposition to the Change of Use of employment land without the opportunity for consideration by the Local Planning Authority, which seems at odds with the aims of Localism. Members wished for the Town Clerk to request that the Secretary of State for Housing, Communities and Local Government be informed of this Council's concerns.

**WA/2018/1997 – Non-illuminated signs at land at High Street and Church Street, Godalming**

Members noted the above application submitted by Godalming Town Council has been granted and signage promoting Church Street will be installed as soon as possible.

**Neighbourhood Plan**

Members noted that the Independent Examiner for the Godalming & Farncombe Neighbourhood Plan has concluded that the Godalming & Farncombe Neighbourhood Plan, as modified by his recommendations, should proceed to referendum.

Following discussion, with the exception of Cllr Wainwright who wished his abstention to be recorded, Members resolved to accept the modifications as required by the Independent Examiner.

365. TOWN COUNCIL ACTION PLAN 2019/20

Members reviewed the Godalming Town Council Action Plan 2019/20. The Action Plan summarises the activities and projects the Council aims to continue or complete during 2019/20. Godalming Town Council's budget for 2019/20 supports the Action Plan.

Members resolved to recommend the Godalming Town Council Action Plan 2019/20 for adoption by the Full Council.

366. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since 21 December 2018	280,426.46
Receipts received since 21 December 2018	57,752.13
Balance held in Current Account	
Balance at 7 March 2019	23,529.81
Balance held in the Business Deposit Account	
Balance at 7 March 2019	520,059.23

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 Chairman should sign the schedule of accounts paid.

367. APPOINTMENT OF INTERNAL AUDITOR

The appointment of the Internal Auditor currently sits under the functions of the Policy & Management Committee. This process was consequential of the Audit Committee being a sub-committee. However, as the Audit Committee is now a standing committee in its own

right, there is no necessity for the Audit Committee's recommendations to go via the Policy & Management Committee. As such, Members approved that requirements of Standing Order 97.vii (*To appoint the auditors of the accounts*) be moved to sit under the Audit Committee. Standing Orders to be amended accordingly.

368. COMMUNITY BUILDINGS FEES & CHARGES

Members agreed Fees & Charges relating to Godalming Town Council's community buildings effective from 1 April 2019.

369. BUDGET MONITORING

Members considered a budget monitoring report up to 31 January 2019. Members noted that the report is compared against Revised Estimates, as agreed at Full Council on 10 January 2019 (Min No 309-18 refers) and noted the major variances and explanations thereof.

Members agreed the transfer of £15,000 from Waverley Borough Council for the fire escape to EMR 326 Godalming Museum Property Maintenance.

370. APPLICATIONS FOR GRANT AID

**Applications for General Grant Fund Support**

Members considered the following application for grant aid and dealt with it as indicated. In doing so Members resolved to agree the virement of £280 from the Council Community Fund Allocation to the General Grant Fund Allocation.

1254 (Godalming) Air Training Corps

£2,280 was granted to 1254 (Godalming) Air Training Corps to pay for new chairs with writing tablets for the squadron.

371. SCHEME OF DELEGATION

Members considered the Scheme of Delegation and resolved to recommend that the Scheme of Delegation be adopted by the Full Council.

372. NEW COUNCILLOR & STAFF MEMBER INDUCTION & TRAINING POLICY

Members considered the New Councillor & Staff Member Induction & Training Policy and resolved to recommend that the New Councillor & Staff Member Induction & Training Policy be adopted by the Full Council.

373. COMMUNITY ENGAGEMENT STRATEGY

The Council's *Supporting Our Community* document, which was adopted on 19 July 2018, sets out the Council's commitment to improve communications with residents and local businesses. The Community Engagement Strategy sets out the detail of how the Council plans to manage its commitment.

Members considered the Community Engagement Strategy document and resolved to agree to recommend the strategy to Full Council for adoption.

374. YOUTH PROVISION – DISCUSSION PAPER

Following a numbers of concerns expressed about youth activities and provision within the town, Members considered an initial discussion paper on this complex and challenging

subject, noting that any proposal for youth provision or support would require detailed considered, debate and deliberation.

Members approved the establishment of a four Councillor working group to explore the issues raised and report its findings to this Committee. Members were asked to inform the Town Clerk if they wish to be on this Working Group.

375. CHRISTMAS LIGHTS

Members considered a confidential report from the Town Clerk relating to provision of Christmas lights and illuminations.

Members approved that a contract for the provision of Christmas lights and illuminations for the period 2019-2021 inclusive be awarded to Supplier B (later revealed as JDS Decorations Ltd).

376. CROWN COURT PUBLIC TOILET REFURBISHMENT

Members were informed that the refurbishment of the public toilets in Crown Court has been completed and that following amendments to the original scheme took a little more time than anticipated. The amendments agreed under delegated powers were to provide maximum accessibility for users and, along with improved signage and appropriate colour contrasts, means that Godalming Town Council has continued its progress to ensure that, as far as is reasonably practicable, facilities maintained and operated by the Council are accessible and Dementia Friendly.

The cost of the refurbishments, which should, assuming appropriate maintenance is undertaken, have a through life expectancy of 20 years totalled £13,554.

Members noted the exercise of delegated authority by the Town Clerk and the overspend of £3,054 to the previously agreed budget.

Members requested that Officers investigate the possibility of opening the toilets later during summer months and report back to this Committee.

377. FARNCOMBE PUBLIC TOILET REFURBISHMENT

Having, along with some Members, inspected the Farncombe public toilets, the Town Clerk had been asked by the Chairman of the Farncombe Initiative to investigate the works necessary to bring this inherited facility up to a standard acceptable to Godalming Town Council.

Working with the Council's regular maintenance team and utilising in-house procurement, it is believed that immediate improvements can be made to both the interior area and the exterior appearance of the facilities. These improvements would bring the Farncombe facilities to a standard equal to those at Crown Court. The expected cost of the works being £7,397 including a contingency of 10%.

Members agreed that the costs of the work of £7,400 be met from the Emerging Projects Reserve.

378. GODALMING MUSEUM – LOCAL HISTORY GALLERY REFURBISHMENT

Members noted that the works being undertaken to refurbish the Local History Gallery at the Godalming Museum was nearing completion. During the works Officers took the opportunity, whilst the floor coverings were lifted, to instruct the Council's surveyors to conduct a survey of the structural integrity of the joists which although found to have signs of repair as you

would expect in a 600 year old building, were sound. However, as a safety measure the Council's surveyor has required the installation of load spreaders underneath the wooden knitting machine. Godalming Town Council also took advantage of the opportunity to upgrade the lighting in the Gallery to LED fixtures and replace the night storage heaters with more a energy efficient system. This was works brought forward in the 7 year maintenance plan.

Members noted that this project was managed by the ever resourceful, 92 year old Mr John Young, Honorary Freeman of Godalming and wished to register their thanks to him.

379. GODALMING MUSEUM – MEANS OF ESCAPE STAIRWAY

Members noted that planning permission for the replacement of the means of escape stairway at the Museum was delayed due to the need for a bat survey. This has now been arranged and the planning application has been resubmitted.

380. PEPPERPOT REFURBISHMENT

Members noted that the refurbishment of The Pepperpot is nearing completion with the meeting room back in use. Although minor finishing touches and fitting out, including the installation of graphics and artworks from the Museum Collection along with appropriate exhibits within the display areas, is still ongoing.

Members also noted that the Trustees of The Peter Caudle Memorial Trust have been kept informed of the progress and that any Member who wishes to view The Pepperpot meeting room may do so on a Tuesday, Friday or Saturday, having first contacted the Facilities Supervisor to ensure the room is not in use.

Members further noted that in addition to The Peter Caudle Memorial Trust, the Chamber of Commerce has also supported the project with the installation of IT presentation equipment and will be using the meeting room for Chamber training events. In keeping with the dual use plan, The Pepperpot meeting room will be used by the Museum on Wednesdays to support the Museum's educational outreach programme.

381. BROADWATER PARK COMMUNITY CENTRE – IMPROVEMENTS

Members are aware that the Trustees of The Peter Caudle Memorial Trust kindly agreed that any residual funds from their generous donation for the restoration of the internal areas of The Pepperpot could be applied to conducting improvements at Broadwater Park Community Centre.

Having noted an oral report from the Town Clerk, Members agreed in principle to a phased approach to the renovation of the Broadwater Park Community Centre. The first phase, to be funded by the residual monies from The Peter Caudle Memorial Trust, will include replacing the existing lighting with LED fixtures and refurbishing the kitchen at an estimated total cost of £23,500.

Members further agreed that up to £5,000 from the Emerging Projects Reserve could be used to replace tables and chairs.

Further works required at Broadwater Park Community Centre will be considered as part of the 2020/21 action plan and budget setting process.

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

Members noted a report from Councillor Gordon-Smith on the Godalming Museum Trust an organisation on which Councillor Gordon-Smith represents the Town Council.

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

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

384. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TOGETHER CIC

Members noted a report from Councillor Purkiss on the Godalming Together CIC an organisation on which Councillor Purkiss represents the Town Council.

385. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members noted a report from Councillor Cosser on the SALC an organisation on which Councillor Cosser represents the Town Council.

386. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – GODALMING TRANSPORTATION TASK GROUP

Members noted that the Council have been informed by Surrey County Council that the Godalming Transportation Task Group no longer exists. As such Godalming Town Council no longer has a requirement for a representative on this body.

Members requested that the Town Clerk write to Surrey County Council and ask that Godalming Town Council be informed and consulted on highway issues in our area.

387. COMMUNICATIONS ARISING FROM THIS MEETING

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

- Museum renovations
- Broadwater Park Community Centre renovations
- Farncombe public conveniences renovation
- Pepperpot renovation
- Grants

388. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 11 April 2019 at 7.00 pm in the Council Chamber.

389. ANNOUNCEMENTS

There were no announcements.