

GODALMING TOWN COUNCIL

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Bridge Street
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22 May 2020

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held via Zoom on TUESDAY, 26 MAY 2020 at 7.00pm.

Andy Jeffery
Town Clerk

The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and the The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/83502016303?pwd=RU45TEFLMzI0SkduRFNXWEhzejNvdz09>

Meeting ID: 835 0201 6303

Password: 773125

Committee Members:

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Follows	Councillor Hullah
Councillor Heagin	Councillor Neill
Councillor Martin	Councillor Purvis
Councillor PS Rivers	Councillor Rosoman
Councillor Steel	Councillor Stubbs
Councillor Wardell	Councillor Welland
Councillor Williams	

A G E N D A

1. ELECTION OF CHAIR

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

2. ELECTION OF A VICE-CHAIR

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

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 5 March 2020, a copy of which has been circulated previously.

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

4. APOLOGIES FOR ABSENCE

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.

6. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

7. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO 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.

9. ROAD TRAFFIC REGULATION ACT 1984 – TEMPORARY RESTRICTIONS ON GODALMING HIGH STREET – ITEM FOR NOTE

Government Guidance issued on 13 May 2020 relating to the Management of Social Distancing in High Street and Town Centres (see link below) indicates that "*it is within high streets that conflict in achieving social distancing is most likely to arise*" and set out a number of temporary interventions that could be considered for high streets and town centres.

The first of the suggested interventions being the widening of footways by utilising carriageways. As Members will be aware, the pavements within Godalming retail centre are narrow and that social distancing would not be achievable without utilising the carriageway. However, Godalming High Street is also a one way road serving a number of side roads and business parking areas. As such, the needs of both social distancing protocols and the amenity of the residents and businesses should be considered and where possible, arrangements sought that achieve an appropriate balance between differing requirements.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884698/A4_Portrait_Content_Document_REV_H_low_res.pdf

The issuing of a temporary prohibition or restriction notice is the responsibility of the Local Highways Authority. However, on the issuing of the guidance, Godalming Town Council

Officers acted expediently in submitting an application to the Local Highways Authority so as to ensure such restrictions, as may be granted, are available for use on 1 June. At the time of application 1 June was the anticipated date for the lifting of restrictions for the opening of non-essential shops. The submitted application requested that:

In pursuant of the Road Traffic Regulation Act 1984, Section 14(1)(b) and Section 14 (2)(b) to prevent the likelihood of danger to the public caused by the requirements of social distancing protocols it is requested that temporary restrictions are put in place for Godalming High Street from the Access Control Barrier adjacent to its junction with Queen Street along its length to its Junction with Church Street, to all vehicular traffic, excepting; emergency vehicles and vehicles holding resident and/or business access permits. The Temporary Closure to be between 10am and 4pm daily Monday-Saturday from 1 June (assuming that this date remains as the 'opening up date' – as indicated in the guidance this action would cover the main footfall area of the Town).

Members to note that the application was a precautionary and preparatory action. Members will be informed as soon as possible on the outcome of the application. Members should also note that if granted the Order would be for a period of up to 21 days but may be subject to a one off extension of an additional 21 days.

10. GODALMING TOWN COUNCIL SUPPORT – SOCIAL DISTANCING IN HIGH STREETS AND TOWN CENTRES – ITEM FOR DECISION

Recommendation:

- 1. Members to resolve to agree that Godalming Town Council should manage the implementation of a temporary prohibition and restriction on roads order for Godalming High Street from Monday, 1 June 2020 between 10am and 4pm Monday-Saturday for an initial period of 21 days;**
- 2. Members to resolve to agree to authorise the Town Clerk to engage appropriate operatives to act as Town Centre Wardens during the period of prohibition and restriction of Godalming High Street as indicated in the relevant order notice;**
- 3. Members to resolve to agree that the effectiveness and/or requirement to request an extension of the prohibition and restriction order be delegated to the Town Clerk in consultation with the Group Leaders.**

As stated under the previous agenda item, HM Government has issued guidance relating to Coronavirus (COVID-19) Safer Public Places – Urban Centres and Green Spaces. This guidance provides information and examples of measures that may be undertaken to adapt and manage public spaces in order to help social distancing. Officers considered the issues highlighted in Section 4 – Management of Urban Centres and specifically 4.2 Social Distancing in the High Street and Town Centres and subsequently consulted on the issues raised within the guidance with the Leader of the Council and Mayor as required by Section 5 of the Council's Scheme of Delegation.

The matter was also raised at the Group Leaders' meeting and Members were informed of the investigation and preparatory works being undertaken in order to bring forward options to this meeting.

Members will be aware that under the current Coronavirus COVID-19 National Alert System, if the alert status is at the appropriate level HM Government has indicated the intention to permit the re-opening of non-essential shops. This will inevitably lead to increased footfall within the main retail centres along with additional challenges, as highlighted in the guidance, relating to safe use and social distancing.

The responsibility for the management and maintenance of the public realm falls to a number of bodies, however, Members are asked to consider whether, in the current situation, the

Town Council is best placed to manage the practical implementation of the safer public spaces guidance, which is aimed at both protecting and reassuring residents.

In advance of and subsequent to the issuing of the guidance, consultation and investigation was undertaken with Waverley Borough Council, Surrey County Council and the Godalming & Villages Chamber of Commerce to advance preparations for interventions in support of safe social distancing protocols in the main retail centres, these included:

1. installing signage relating to social distancing throughout the retail areas;
2. marking out pavements with social distancing indicators;
3. working with local business organisations to ensure sensible queuing arrangements;
4. providing a public toilet facility in Crown Court;
5. instigating temporary restrictions in Godalming High Street from the High Street barrier to the Pepperpot between 10am and 4pm daily Monday-Saturday from 1 June (assuming that this date remains as the 'opening up date' – as indicated in the guidance this action would cover the main footfall area of the Town (see details in previous agenda item); and
6. investigating and making appropriate preparations to engage 'Town Centre Wardens' to manage the High Street barrier and offer advice, support and information to residents on social distancing.

In considering the guidance provided along with the required practical and logistical arrangements, including lead-times and staff availability, and having consulted in accordance with the Council's Scheme of Delegation, Officers have instigated arrangements relating to the implementation of items 1-4 above.

In considering item 5 and 6 above, Members will have noted the narrow and confined nature of the central retail area, which precludes queuing and the maintenance of social distancing protocols without the necessity of utilising the roadway. However, if the request for a prohibition and restriction order is granted for Godalming High Street, to enact the order Godalming Town Council will be required to manage the High Street access barrier.

Having considered options for managing the High Street access barrier, Members are requested to consider the temporary provision of 'Town Centre Wardens' to support both the management of the High Street barrier and the social distancing message.

As Members will be aware, for activities and events on the High Street the control of the High Street barrier is normally managed by Godalming Town Council staff and community volunteers. Whilst this is a workable option for a one day closure, it is not practicable for an extended period. Officers have sought costings and availability of appropriate operatives to manage the requirement. If approved by this Committee, a risk assessment of the task and submission of method statements can take place in preparation for a start date on 1 June 2020. The cost of provision being £3,024 for the initial 21 day closure period.

If Members agree to the recommendations, it is suggested that the cost of doing so could be funded from either a re-allocation of the £3,000 previously agreed for the VE75 Commemorations but not utilised and/or from the anticipated underspend of the Staycation Budget (£6,000).

As previously stated the initial prohibition and restriction order is for a period of 21 days, application for an extension for a further 21 days would need to be made before the expiry of the original period. Prior to requesting an extension of the order it is suggested that the effectiveness and/or requirement for a further period is evaluated by the Group Leaders and that subsequent to the recommendation of the Group Leaders, the Town Clerk be authorised to seek an extension of the order and provision of the Town Centre Wardens as required.

11. GODALMING & VILLAGES COMMUNITY STORE & RELIEF OF FOOD ANXIETY AND POVERTY IN GODALMING WORKING GROUP – (COMMUNITY STORE WORKING GROUP) – ITEM FOR DECISION

Recommendation:

1. **Members to resolve to approve the formation of the Godalming & Villages Community Store & Relief of Food Anxiety and Poverty in Godalming Working Group – (Community Store Working Group);**
2. **Members to resolve to approve the Terms of Reference of the Community Store Working Group;**
3. **Members to resolve to appoint four of their number to the Community Store Working Group;**
4. **Members to resolve to agree that the Chair of the Working Group should provide progress reports at each meeting of this Committee.**

The opening of the Godalming & Villages Community Store on 20 April 2020, in response to food anxiety and poverty resulting from the Coronavirus pandemic and the economic impact of the same, has provided substantial support to the community. However, as national and local response along with associated guidance and support packages are amended, existing and future arrangements surrounding food anxiety and poverty will need to be considered.

It is proposed that Members appoint four Councillors to form a working group to explore issues highlighted within the proposed Terms of Reference (attached for the information of Members). Additionally in order to keep Members informed, it is proposed that the Chair of the working group provide a progress report at each future meeting of this Committee.

The following Members have indicated their willingness to serve on the Community Store Working Group:

Cllr Ashworth
Cllr Follows
Cllr Wardell
Cllr Williams

Members are requested to inform either the Town Clerk prior to, or the Chair at the meeting, the name of any other Member who wishes to be considered for election to the working group. If more than four nominations are received, the Chair will seek a vote by a show of hands in support of each nominee. Those receiving the most votes to be appointed. In the event of more than four Members receiving equal votes, lots are to be drawn, the first four names to be appointed.

12. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

13. DATE OF NEXT MEETING

Unless otherwise summoned, the next meeting of the Policy & Management Committee to be held via Zoom on Thursday, 25 June 2020 at 7.00pm.

14. ANNOUNCEMENTS

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

11. GODALMING & VILLAGES COMMUNITY STORE & RELIEF OF FOOD ANXIETY AND POVERTY IN GODALMING WORKING GROUP – (COMMUNITY STORE WORKING GROUP) – TERMS OF REFERENCE

Objectives:

1. To support the provision of food and other essentials to residents of Godalming & Villages during the current Coronavirus pandemic and economic impact.
2. To identify issues and make recommendations to Godalming Town Council regarding the sustainability of the current model of the Godalming & Villages Community Store to ensure 1 above is achieved, including;
 - a. the duration of requirement of current model;
 - b. ability of existing organisations to meet ongoing requirement;
 - c. identifying any required additional support for existing organisations to meet demand;
 - d. re-organisation of the Godalming & Villages Community Store to enable use of the Caudle Hall; and
 - e. options to re-location of Godalming & Villages Community Store to support the full re-opening of Wilfrid Noyce Centre.
3. To determine sustainable, medium to long term, model for relief of food anxiety and poverty in Godalming (and surrounding villages – TBC).
 - a. Identification of sustainable model, including:
 - i. lead organisation;
 - ii. consolidation of existing provision;
 - iii. financial sustainability;
 - iv. structure – external linkage – Tressel Trust;
 - v. supply lines – donations, FareShare etc.; and
 - vi. location.
4. Linkage to external organisations;
 - a. Citizens Advice Waverley – situation support to ensure temporary issues do not become entrenched; and
 - b. charitable sector – Community Foundation for Surrey. Rotary RIBI – Local Volunteers.

Membership:

4 x GTC Councillors
1 x GTC Officer

Invited Representatives from:

Godalming & Farncombe Coronavirus Support Group
Churches Together In Godalming & District
St Marks' Food Bank
Citizens Advice Waverley
Witley Parish Councillor - TBC

Immediate Action:

Convene (virtual) meeting to list and delegate tasks and decide on the way forward.

Geographic Scope:

Primary: Godalming Town Council area (the five wards).

Secondary: St Marks' area of present provision (i.e. some extension into Witley Parish area with their consent/involvement).

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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