

GODALMING TOWN COUNCIL

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Bridge Street
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28 February 2020

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 5 MARCH 2020 at 6.30pm.

Andy Jeffery
Town Clerk

Committee Members:	Councillor PS Rivers – Chair Councillor Crooks – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Duce	Councillor Follows
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor Rosoman
Councillor Steel	Councillor Stubbs
Councillor Wardell	Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 13 February 2020, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. 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.

The Comments and observations from the following Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

Councillor Follows
Councillor Heagin
Councillor Martin
Councillor PS Rivers
Councillor Rosoman
Councillor Williams

In accordance with Minute 401-19, Cllr Cosser has declared that, in order to avoid a personal conflict of interest, he will not take part in debates or votes on planning matters at meetings of this committee.

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

4. 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.

5. QUESTIONS BY MEMBERS

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

6. CARBON REDUCTION & BIODIVERSITY FUND GUIDANCE NOTES AND APPLICATION FORM – ITEM FOR DECISION

Recommendation: Members to review the documents listed below (attached for the information of Members) and, if approved, to resolve to agree to recommend the documents for adoption by the Full Council.

On 23 January 2020, Cllr Hullah, Cllr Purvis and Cllr Wardell were nominated to form a Carbon Reduction Fund Working Group to work with the Responsible Finance Officer to formulate a Grants Criteria for consideration by this Committee that establishes:

- a) the general scope of the grant award scheme;
- b) who/what type of groups may apply; and
- c) method of determination of benefit in CO² reduction and/or improved biodiversity outcome.

Members are requested to consider the following documents submitted by the Working Group for approval by this committee.

- i. Carbon Reduction & Biodiversity Fund Application Form
- ii. Guidance for Grant Applicants – CO² Reduction

If approved, it is recommended that Members request the Policy & Management Committee to review the Council's general and community grants application process to encourage consideration of the Guidance for Grant Applicants – CO² Reduction document by applicants to those grants funds as well as applicants to the Climate Fund.

7. COMMUNITY INFRASTRUCTURE LEVY – GOVERNANCE – ITEM FOR DECISION

Recommendations:

- 1. Members to review the documents listed below (attached for the information of Members) and, if approved, to resolve to agree to recommend the documents for adoption by the Full Council.**
- 2. The current Members of the CIL Working Group be appointed to the CIL application validation panel.**

On 23 January 2020 Cllr Adam, Cllr Crooks and Cllr Ashworth were nominated to form a working group to work with the Town Clerk to formulate a CIL policy for consideration by this Committee that establishes:

- a) GTC's Governance Arrangements for managing Neighbourhood CIL;
- b) GTC's CIL Project Assessment Process; and
- c) draft a list of Infrastructure Projects for Godalming.

Members are requested to consider the following documents submitted by the Working Group, that relate to ToR points a and b for approval by this Committee.

- i. Godalming Town Council CIL Policy and Funding Application Form Guide for Applicants
- ii. Godalming Town Council CIL Funding Application Form
- iii. Godalming Town Council Community Infrastructure Levy Report 1 April 2019-31 March 2020

If the documents listed above are approved for recommendation to Full Council, the Working Group are to bring forward an initial CIL project list, based on the objectives of the Council, for consideration by this Committee.

8. PLANNING APPLICATIONS – CONSULTATION – ITEM FOR DECISION

To consider a schedule of planning applications attached at Appendix A.

Items in bold on the schedule have been highlighted by the Chair for discussion at the meeting.

9. PLANNING APPEALS – ITEM TO NOTE

Appeal decision for WA/2019/0756 – 5 Dormers Close, Godalming
Erection of extension and alterations following demolition of existing garage.
The appeal was DISMISSED

Main Issue

The main issue is the effect of the proposal on the character and appearance of the area, having regard to a tree protected by a TPO.

10. COMMUNICATIONS ARISING FROM THIS MEETING

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

11. DATE OF NEXT MEETING

The next meeting of the Environment & Planning Committee is scheduled to take place on Thursday, 26 March 2020 at 6.30 pm in the Council Chamber.

12. ANNOUNCEMENTS

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

CARBON REDUCTION & BIODIVERSITY FUND **GUIDANCE NOTES AND APPLICATION FORM**

GUIDANCE NOTES FOR APPLICANTS

Aim of the fund

Godalming Town Council established a Carbon Reduction & Biodiversity Fund in July 2019 in order to provide funding towards projects where a primary aim is to reduce CO₂ emissions from households, organisations or individuals in Godalming and promote biodiversity. The fund is designed to support activities such as (but not limited to); practical work, feasibility studies/research projects, awareness raising or training.

The Council anticipates that projects which fit into one or more of the following themes to be eligible for this grant, though innovative schemes which further the aims of this grant, but do not fit within these categories are also welcome to apply.

- Energy conservation and renewable energy,
- Reduction in energy use in homes, businesses and elsewhere,
- Low carbon transport,
- Farming and food, particularly the production, sale and consumption of preferably organic locally sourced food
- Community involvement in reducing CO₂ emissions
- The creation, restoration or enhancement of wildlife habitats

The **primary criterion** for carbon reduction applications to the fund is **CO₂ savings per pound spent**. The carbon reduction grants are intended to help facilitate projects whose primary aim is to reduce CO₂ emissions within Godalming parish. Although not required, applications who are able to provide a quantitative estimate of CO₂ savings that result from their proposed activity will be favoured.

The **primary criterion** for biodiversity applications to the fund is **biodiversity net gain**.

The fund can endorse projects which enable applicants to leverage income from other sources or be the full and only sponsor of the project.

Funding priorities

In addition to the primary aim of the fund, applications will be at an advantage if the project fulfils one or more of the following criteria:

- Is innovative in its approach to the reduction of CO₂
- Develops a stronger and more sustainable community
- Encourages community engagement around sustainability and reduction of CO₂

- Improve the overall biodiversity of habitats including woodlands, ponds, rivers, meadows, green spaces and the wider countryside in the Godalming parish.
- Demonstrate additionality, specifically a net gain in biodiversity will be achieved using the grant funding that would not otherwise have been achieved.
- Secure a site as a biodiversity asset in perpetuity

How to use these guidance notes

These guidance notes accompany the grant application form and are provided to help you make the best possible case for an award from the fund. To make best use of the guidance notes, follow the steps below:

FIRST – check that your project meets the fund conditions. If it does not, you will not receive funding.

SECOND – if your project meets the conditions, it is important that you make this clear on the application form. Make sure that your answer to the question indicated after each condition clearly demonstrates that you meet that condition.

THIRD – the more of our **funding priorities** that your project fulfils, the better chance you have of receiving a grant. When filling in the form, be clear as to which of the funding priorities your project relates and how it does so. The questions where you can do this most easily are indicated after each funding priority below; you may find other opportunities. You do not have to address all the priorities, you could still be funded even if your project does not address them as long as it addresses the main **aim** of the fund (as above).

FUND CONDITIONS

Funding will be awarded *only* if:

- There has been no successful application to Godalming Town Council for funding for the same project in the previous twelve months (**Q7**)
- The project is designed primarily to focus on the reduction of **CO2** in Godalming, ultimately for the benefit of the global community but also for the residents of the parish (**Q10, Q17**)
- The project does not financially benefit any private individual or private company (for example, the fund could not be used to fund solar panels on roof of an applicants private residence).

Additional extras

It would also be beneficial to provide the following information to assist the Council with its decision making.

- List potential beneficial effects that extend beyond the period of the project itself
- Where the project is likely to be long-term or open-ended, the application includes a projection of how it will be funded after any grant awarded by the Town Council is spent.

Linked Documents:

Guidance Notes for Applicants – CO² Reduction & Biodiversity

CARBON REDUCTION & BIODIVERSITY FUND: GRANT APPLICATION FORM

You must complete every section of the form, attach additional sheets if necessary.

<p>1) Organisation Applying</p> <p>Name _____ Address _____ _____</p>	<p>_____</p> <p>_____</p> <p>_____</p>		
<p>2) Contact Person for this Application</p> <p>Name _____ Position _____ Organisation _____ Telephone No. _____ Email Address _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>3) Payee Details</p> <p>Give the name of the account to which any grant cheque should be made payable (payments will not be made to individuals).</p>	<p>Acc Name _____ Acc No. _____ Sort Code _____</p>		
<p>4) Please describe the main activities of your organisation.</p> <p>Further information/organisation literature may be attached.</p>			
<p>5) How much are you applying for?</p>	<p>£ _____</p>		
<p>6) Name of Project/Activity</p>			
<p>7) Give details of any previous applications by your organisation for grants from Godalming Town Council in the past 5 years.</p>	<p>Year</p>	<p>Amount Applied For</p>	<p>Amount Granted</p>

<p>8) Is your organisation either new or not known to the Council?</p> <p><i>If yes, please provide the name and contact details of at least one referee (e.g. an officer of an established organisation).</i></p>	<p><input type="checkbox"/> Yes (give referee details) <input type="checkbox"/> No</p>
<p>9) Brief Description of Project/Activity <i>(up to 200 words)</i></p>	
<p>10) How does the project aim to achieve a reduction in CO²?</p> <p><i>If applicable, explain how this meets one or more of the Council's funding priorities (see Guidance Notes for Applicants). Explain how the effectiveness of this will be measured.</i></p>	
<p>11) Are you able to provide a quantitative estimate of CO² reduction as a result of your project?</p>	

<p>12) What benefits will this project give to Godalming in addition to CO² reduction?</p>			
<p>13) How do you intend to spend the grant if successful?</p> <p><i>(e.g. equipment, materials, staff expenses, training, room hire etc.)</i></p>	<p>Purpose</p>	<p>Total spend</p>	<p>Spend from this grant</p>

<p>14) Give details of other applications for funding for this project.</p> <p><i>If you have not yet received a decision on other applications for funding, please give the date when the decision is expected</i></p>	<p>Source</p>	<p>Amount applied for</p>	<p>Amount awarded or expected date of decision</p>
<p>15) In what ways does your project involve volunteers?</p> <p><i>a) How many volunteers are involved? b) What will they do? c) What is the total number of hours of volunteer time that will be used?</i></p> <p><i>You can include fund-raising for the project as well as the project itself. If you are estimating figures this should be made clear</i></p>	<hr/> <hr/> <hr/>		
<p>16) Have you received (or do you expect to receive) any donations in kind to support your project?</p> <p><i>If yes, give brief details and approximate value if possible (e.g. raffle prizes: £100; furniture: £200)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>17) Who will benefit from the project?</p>			

<p>18) How will you evaluate whether the project has been a success?</p> <p><i>You will be required to submit a report at the end of the project.</i></p>	
<p>19) When do you expect your project to start and finish?</p> <p><i>If the project is open-ended or continues beyond the time funded by this grant, explain how you expect it to be funded in future.</i></p>	
<p>20) Will you be working with any other organisations to deliver this project?</p> <p><i>If so, please explain briefly how this will work.</i></p> <p><i>In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>21) How is your organisation constituted?</p> <p><i>You must attach a copy of your constitution or memorandum and articles of association (if a company) or rules or other evidence of how members join and how decisions are made.</i></p>	<p><input type="checkbox"/> Charity <input type="checkbox"/> Registered or <input type="checkbox"/> Unregistered</p> <p><input type="checkbox"/> Company <input type="checkbox"/> Limited by shares or <input type="checkbox"/> Limited by guarantee</p> <p><input type="checkbox"/> Charitable trust</p> <p><input type="checkbox"/> Constituted voluntary organisation</p> <p><input type="checkbox"/> Other (give details)</p>

<p>22) Does your organisation have a health and safety policy and a risk assessment for the proposed activity or event?</p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>23) Does your organisation have an equal opportunities policy?</p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>24) Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability?</p> <p><i>If no, please explain.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (give details)</p>
<p>25) Does your organisation have appropriate insurance in place for this project/activity?</p> <p><i>If yes, give the name of the company, dates, type of cover and amount insured.</i></p>	<p><input type="checkbox"/> Yes (give details) <input type="checkbox"/> No</p>
<p>26) Does your project involve children, young people or vulnerable adults?</p> <p><i>If yes,</i></p> <p><i>a) do you have a safeguarding children and vulnerable adults policy? If yes, we may ask you for a copy.</i></p> <p><i>b) Are all relevant staff and volunteers DBS checked?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

You must attach	Attached
Your organisation's constitution and/or rules	<input type="checkbox"/>
Your organisation's latest set of accounts (if available)	<input type="checkbox"/>
Have you attached	
Further information about your organisation/project? (optional)	<input type="checkbox"/>

Declaration and data protection statement <i>The declaration must be signed by two authorised representatives of the organisation applying</i>		Agreed
We confirm that the organisation named in this form has authorised us to sign this application on their behalf.		<input type="checkbox"/>
The information in this application is correct to the best of our knowledge.		<input type="checkbox"/>
Any grant aid received will be used solely for the purposes specified herein or returned to Godalming Town Council.		<input type="checkbox"/>
Any grant that remains unspent at the end of the project will be returned to Godalming Town Council		<input type="checkbox"/>
Any proceeds from the project will be reinvested in the project or returned to Godalming Town Council		<input type="checkbox"/>
We agree to our names and details of our organisation being held in paper and electronic files.		<input type="checkbox"/>
Signature		
Name		
Position in Organisation		
Date		
Signature		
Name		
Position in Organisation		
Date		

GUIDANCE FOR GRANT APPLICANTS – CO₂ REDUCTION & BIODIVERSITY

In July 2019 Godalming Town Council (GTC) declared a climate emergency and committed to becoming a carbon-neutral organisation by 2030.

The Council also made a commitment to seek ways to facilitate and encourage the community in reducing direct and indirect CO₂ emissions and to become resilient to changes caused by the changing climate. As part of that commitment GTC introduced a Carbon Reduction & Biodiversity Fund to support specific climate change mitigation projects.

GTC would, however, like all grant applicants to help meet the council's aims by considering the impact of the projects and activities that could be supported by GTC by taking steps to reduce their carbon footprint.

The Carbon Reduction & Biodiversity Fund grant application form asks applicants to explain how their project will help to reduce CO₂ emissions or enhance biodiversity.

In answering this question GTC would like applicants to think about a range of issues, including, but not limited to:

Sustainable transport	<ul style="list-style-type: none"> • If you are applying for travel costs have you considered public transport? (Please note that GTC will not fund air travel.) • How will you support people who want to walk or cycle to your project or event?
Reductions in energy use	<ul style="list-style-type: none"> • If you plan to buy new equipment have you considered lower energy alternatives, e.g. LED lighting or battery powered equipment rather than petrol? • If your project involves building renovations is there an opportunity to install renewable energy generation, e.g. solar panels or to improve energy performance of the building e.g. by reducing drafts, insulating walls, roofs, windows and floors, or by installing more efficient heating systems?
Renewable energy sources	<ul style="list-style-type: none"> • Have you considered switching to renewable energy contracts? • If you plan to buy new equipment have you considered alternatives that can be powered by renewables, rather than petrol or diesel, e.g. rechargeable battery powered equipment?
Production, sale and consumption of locally sourced food	<ul style="list-style-type: none"> • If you will be purchasing food and drink have you considered using locally produced or sourced products? • Have you considered switching to organic management?
Biodiversity andrewilding	<ul style="list-style-type: none"> • Will there be opportunities to enhance the natural environment, e.g. by planting trees or wildflowers or by making habitat improvements, e.g. installing nest boxes or reducing mowing?

Waste and recycling	<ul style="list-style-type: none"> • How will you seek to reduce waste, e.g. could you avoid the use of single use plastics or introduce compostable packaging/containers? • What arrangements will you put in place for recycling or composting waste?
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Further advice and support can be found from the following organisations:

[Centre for Sustainable Energy](#) – home energy, local energy

[National Biodiversity Network](#) - a collaborative partnership created to exchange biodiversity information

Although not essential, applications which are able to provide a quantitative estimate of the CO² savings which will result from their proposed activity will be favoured.

Here are links to some **carbon calculators**:

[National Energy Foundation](#) Good calculator that show calculation, conversation factors and assumptions. Useful for energy and travel impact calculations.

[The Resurgence Carbon Calculator](#) This is a much more detailed calculator that can provide a good insight to the emissions from lifestyle and activities.

[Carbon Trust](#) a range of tools and a calculator for small businesses, but may also be useful for community organisations.

Although not essential, applications which are able to provide a quantitative estimate of net gain in biodiversity which will result from their proposed activity will be favoured.

Here is a link to a **biodiversity impact calculator**:

[The Environment Bank](#) using Defra metric 2.0

Linked Documents:

Carbon Reduction & Biodiversity Fund Guidance Notes and Application Form

Godalming Town Council – Application for Grant Aid

CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

INTRODUCTION

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the Borough or local infrastructure.

CIL POLICY

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on Godalming.

These definitions allow Godalming Town Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Godalming Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

Final decisions for the approval of CIL applications and disbursement of CIL payments must be made at a meeting of the Full Town Council.

WHO CAN APPLY?

Applications may be made either by:

- Godalming Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers, state schools, community groups and registered charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given

that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

- Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project.
- Annual maintenance or repair.
- Projects promoting a political party.
- Projects that conflict with existing Town Council policies.
- VAT that you can recover.

Please note it may be determined that some projects are better funded through other funding sources.

WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) addressing impacts created by new development;
- b) wider community benefit beyond just the benefits to the organisation submitting the application;
- c) deliverability: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

HOW MUCH CAN BE APPLY FOR?

Applications can be made for full or part funding of a project. It is in the interests of Godalming Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate, with the approval of the validation panel, a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

COMPLETING THE APPLICATION FORM

Applications forms should be emailed to: office@godalming-tc.gov.uk

CIL applications will be validated by a panel consisting of three nominated councillors and the Town Clerk. If validated, applications will be passed for consideration by the Environment & Planning Committee. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Dates of meetings of Godalming Town Council and its committees are available on the Godalming Town Council website www.godalming-tc.gov.uk

CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Godalming Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk

COMPLETING THE FORM

Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Godalming Town Council Committees
- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

Question 6 - Please provide the address of the project, including postcode.

Question 7 - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

Questions 8-12 - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Waverley Borough Council or Godalming Town Council.

Questions 13-14 - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Godalming. These priorities have been identified in existing WBC infrastructure plans such as the: Godalming & Farncombe Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Godalming.

GODALMING proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

Questions 15-16 - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

Questions 17-19 - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Godalming Town Councillors for decision making purposes.

If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

DECLARATION

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

SUPPORTING INFORMATION

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Environment & Planning Committee and you will be able to attend to speak in support of your application. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

PAYMENT OF CIL FUNDING

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Godalming Town Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

PUBLICITY

The applicant will need to agree to publicise the support of Godalming Town Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Linked Document: CIL Funding Application Form



CIL FUNDING APPLICATION FORM

INTRODUCTION

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Please return completed application forms and supporting information to: office@godalming-tc.gov.uk

Linked Document: CIL Policy and Funding Application Form Guide for Applicants



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	
2. Name and position of main contact	
3. Applicant contact details (phone no, email and address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		

10. Detail of additional sources of funding available

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

13. How does the project help address the demands of development in the area. What evidence is there to support this?

<p>14. What evidence is there of support from the community</p>	
<p>15. Proposed timescales for the project</p>	
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	
<p>18. Do you need planning permission to carry out the works?</p>	
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: _____

Organisation: _____

Date: _____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____



COMMUNITY INFRASTRUCTURE LEVY REPORT 1 APRIL 2019-31 MARCH 2020

INTRODUCTION

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

DUTY TO PASS CIL RECEIPTS TO LOCAL COUNCIL

Under Regulations 59A of the CIL Regulations 2010 (as amended), charging authorities, in this instance Waverley Borough Council, have a duty to pass CIL to local councils such as Godalming Town Council.

In areas where no neighbourhood plan has been made, fifteen per cent of CIL charging authority receipts have to be passed directly to Parish and Town Councils where development has taken place each year. However, this is capped at £100 per existing council tax dwelling.

Where development has taken place in an area that has a neighbourhood development plan made, twenty-five per cent of CIL charging authority receipts have to be passed directly to the Parish or Town Council.

The Godalming & Farncombe Neighbourhood Plan was 'made' (adopted) by Waverley on 13 August 2019 and became part of the statutory development plan for Godalming and Farncombe, so will receive 25% CIL from the date the Neighbourhood Plan was adopted. Prior to this date, the Town Council received 15% of CIL receipts.

The CIL receipts are passed to local council twice during a financial year:

- by the **28 October** of the financial year for the CIL receipts from 1 April to 30 September
- by the **28 April** of the financial year for the CIL receipts from 1 October to 31 March.

SPENDING THE CIL RECEIPTS IN LOCAL COUNCILS

In compliance with Regulation 59C of the CIL Regulations 2010 (as amended), the use of CIL receipts passed to Godalming Town Council will support the development of Godalming, or any part of it, by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that development will place on our area.

Where CIL receipts received by Godalming Town Council have not been spent within 5 years of receipt or otherwise that in accordance with regulation 59C, the charging authority (Waverley Borough Council) may require those receipts to be repaid (Regulation 59E of the CIL Regulations (as amended)).

REPORTING BY LOCAL COUNCILS

Parish and Town Councils must make arrangements for the proper administration of their financial affairs. They must have systems in place to ensure effective financial control. These requirements

also apply when dealing with neighbourhood funding payments under the Community Infrastructure Levy.

Regulation 62A of the CIL Regulations (as amended) sets out the information to be reported and it requires a Local Council to “*prepare a report for any financial year (“the reported year”) in which it receives CIL receipts.*” It is required that the report should be published on the Town Council’s website no later than 31 December following the reported financial year.

The table below sets out the CIL receipts received from **1 April 2019 to 31 March 2020**.

Regulation 62A Reference	Description	Amount
2(a)	Total CIL receipts for the reported year	£4,844.31
2(b)	Total CIL expenditure for the reported year Summary of CIL expenditure during the reported year including— (i) the items to which CIL has been applied; and (ii) the amount of CIL expenditure on each item	None None None
2(c)	Details of any notices received in accordance with regulation 59E, including— (i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; (ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year	None None
	The total amount of— (i) CIL receipts for the reported year retained at the end of the reported year; and (ii) CIL receipts from previous years retained at the end of the reported year	£4,844.31 None

GODALMING TOWN COUNCIL

ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS - 5 MARCH 2020

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 20/06				
WA/2020/0101	Godalming Central and Ockford	Erection of extensions following demolition of garage.	HYDET HOUSE, 12 QUARRY HILL, GODALMING, GU7 2NW	
WA/2020/0070	Godalming Charterhouse	Erection of extension following demolition of existing conservatory.	61 PEPERHAROW ROAD, GODALMING, GU7 2PL	
WA/2020/0089	Godalming Farncombe and Catteshall	Certificate of Lawfulness under Section 192 for construction of dormer window and roof light to provide habitable accommodation.	24 NORTH STREET, FARNCOMBE, GU7 3NE	
WA/2020/0084	Godalming Farncombe and Catteshall	Erection of extensions and alterations.	THE OLD SCHOOL COTTAGE, 19 HALLAM ROAD, FARNCOMBE GU7 3HW	
WA/2020/0065	Godalming Farncombe and Catteshall	Erection of extensions and alterations.	6 WOLSELEY ROAD, FARNCOMBE, GU7 3DX	
WA/2020/0067	Godalming Holloway	Erection of extensions.	WOODFELL, RAMSDEN ROAD, GODALMING, GU7 1QE	
WA/2020/0079	Godalming Holloway	Erection of two storey extension.	11 PARK CHASE, GODALMING, GU7 1TL	
WA/2020/0091	Godalming Holloway	Erection of extension and alterations.	5 THE PADDOCK, GODALMING, GU7 1XD	
WBC Weekly List 20/07				
WA/2020/0121	Godalming Central and Ockford	Erection of extension and alterations.	1, CARLOS STREET, GODALMING GU7 1BP	

WA/2020/0160	Godalming Charterhouse	Erection of first floor extension and alterations.	SOUTH WIND, 27 SHADYHANGER, GODALMING GU7 2HR	
TM/2020/0028	Godalming Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 07/07	8 WOODMANCOURT GODALMING GU7 2BT	
WA/2020/0145	Godalming Farncombe and Catteshall	Installation of replacement extraction flue.	KINGS CUISINE, KINGS ROAD, FARNCOMBE GU7 3ES	
WA/2020/0150	Godalming Farncombe and Catteshall	Alterations to fenestration.	11 LITTLE THATCH, GODALMING GU7 3LA	
WA/2020/0140	Godalming Holloway	Erection of extension and alterations.	17 PARK ROAD, GODALMING GU7 1SQ	
WA/2020/0134	Godalming Holloway	Erection of a two storey extension following demolition of existing conservatory.	MAPLE LODGE, GROSVENOR ROAD, GODALMING GU7 1PA	
TM/2020/0031	Godalming Holloway	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 09/03	44 BUSBRIDGE LANE GODALMING GU7 1QD	
CA/2020/0019	Godalming Holloway	MUNSTEAD CONSERVATION AREA REMOVAL OF TREE	HURST OAKS HAMBLEDON ROAD GODALMING GU7 1PJ	
WA/2020/0128	Godalming Holloway	Erection of extensions.	15 TUESLEY CORNER GODALMING GU7 1TB	
WBC Weekly List 20/08				
WA/2020/0193	Godalming Central and Ockford	Change of use from flexible (Use Class B1 and D2) to solely Assembly and Leisure (Use Class D2).	79 - 81 HIGH STREET GODALMING	
WA/2020/0178	Godalming Central and Ockford	Application under Section 73A to vary Condition 2 of WA/2017/1803 (restricts type and colour of external materials) to allow changes to materials and appearance.	29 CROFT ROAD, GODALMING GU7 1DB	

WA/2020/0218	Godalming Farncombe and Catteshall	Listed Building consent for erection of a single-storey extension and alterations with glazed link.	THE OLD CIDER HOUSE, CATTESHALL LANE, GODALMING GU7 1LW	
WA/2020/0217	Godalming Farncombe and Catteshall	Erection of a single-storey extension and alterations with glazed link.	THE OLD CIDER HOUSE, CATTESHALL LANE, GODALMING GU7 1LW	
NMA/2020/0017	Godalming Holloway	Amendment to WA/2019/0667 for minor change to roof profile and width of porch; as well as changing the position of the roof light.	15 BRAEMAR CLOSE, GODALMING GU7 1SA	
NMA/2020/0018	Godalming Holloway	Amendment to WA/2019/0486 for Change of external finish to fully rendered.	4 QUARTERMILE ROAD, GODALMING GU7 1TG	
TM/2020/0032	Godalming Holloway	APPLICATION FOR WORKS TO TREES SUBJECT TO TREE PROTECTION ORDER 42/99	ST EDMUNDS CATHOLIC PRIMARY SCHOOL, THE DRIVE GODALMING GU7 1PF	
CA/2020/0022	Godalming Holloway	MUNSTEAD CONSERVATION AREA WORKS TO TREES	BUSBRIDGE CHURCH OF ENGLAND JUNIOR SCHOOL, BRIGHTON ROAD, GODALMING GU7 1XA	
TM/2020/0034	Godalming Holloway	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 05/03	WESTDENE GODALMING GU7 1QL	
WA/2020/0214	Godalming Holloway	Application under Section 73A to vary Conditions 1 & 13 of WA/2017/2228 & WA/2018/2130 (approved plan numbers and restricts windows to obscured glazing) to allow alterations to design, materials and internal layout.	CAR PARK ADJOINING HIGHFIELD (BRIGHTON ROAD), CROFT ROAD, GODALMING	

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.