

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 18 OCTOBER 2018**

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

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

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

202. MINUTES

The Minutes of the meeting held on 6 September 2018, having been previously circulated, were signed by the Chairman as a true record.

203. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

Mr Stephen Clarke requested to make a statement regarding planning application WA/2018/1525 – Binscombe Land, Godalming. The Chairman informed Mr Clarke that he would invite him to address Members before that item was debated.

205. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Pinches declared a non-pecuniary interest in Agenda Item 8, Grant Application from The Baden Hall Management Trust on the grounds that he is a Scout Leader in the Godalming District. Councillor Pinches remained in the Chamber whilst that item was debated.

In the interests of transparency, a declaration of a non-pecuniary interest was made to Members by Mrs R Tong, Responsible Finance Officer for Godalming Town Council in Agenda Item 8, Grant application from The Baden Hall Management Trust on the grounds that she is the Chairperson of 1st Farncombe Scouts who meet at The Baden Hall and that her daughter is about to start at 1st Farncombe Guides, who also meet at The Baden Hall.

206. PLANNING MATTERS

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

WA/2018/1524 - Westbrook Mills, Borough Road, Godalming, Surrey, GU7 2AZ. Erection of extensions and alterations to provide an additional floor to buildings 1 and 2 and alterations to building 3 to facilitate the flats permitted under CR/2018/0011. Provision of additional car parking and bin/cycle stores.

Members objected to this application on the grounds of loss of employment land. Members also expressed concern that the public consultation over this application has been inadequate. In debating this item, Members wished it to be noted that if this application were to be passed by the Planning Authority, they hoped that the development would meet The Code for Sustainable Homes.

WA/2018/1525 – Binscombe Land Centred Coordinates 496830 146100 South East, Binscombe, Surrey. Erection of 21 dwellings and associated works with new access from Binscombe.

Members objected to this application due to its lack of environmental consideration relating to surface water strategy and environmental impact on the local area including roads, traffic access and traffic generation. Additionally, Members consider that the effect of the development on listed buildings in the area has not been adequately considered in its Heritage Impact Assessment. Members also expressed concern relating to the capacity of local social infrastructure such as doctors surgeries and school places.

Guildford Local Plan: Strategy and Sites – Main Modifications

Having considered the Main Modifications to the Guildford Borough Council submission Local Plan: Strategy and Sites, Members reviewed issues relating to MM2, MM23 and MM39 and agreed the text of the consultation response to be sent to Guildford Borough Council.

Members' observations and comments are detailed in the letter (attached to record minutes) to Guildford Borough Council.

207. COMMUNITY INFRASTRUCTURE LEVY

Members noted the Examiner's Report on the Community Infrastructure Levy (CIL) Examination has been received by Waverley Borough Council and that the CIL Examiner has recommended that Waverley Borough Council's CIL Charging Schedule should be approved.

Additionally members noted that, as required by the CIL Regulations, Waverley Borough Council will pass on a portion of the CIL receipts to each parish council. This will be at 15% (up to a limit of £100 per dwelling) of the CIL originating in that parish. In parishes with a Neighbourhood Plan in place (following a successful referendum), the proportion increases to 25% with no upper limit.

Members agreed that, once Waverley Borough Council had issued the procedural and administrative instructions for the CIL scheme, Godalming Town Council should produce a priority list of infrastructure projects so that it is in a position to take advantage of the funds as they become available.

208. NEIGHBOURHOOD PLAN

Members noted that Waverley Borough Council will run the required Neighbourhood Plan Regulation 16 Consultation from the 19 October for 6 weeks until the 30 November.

209. APPLICATIONS FOR GRANT AID

Applications for General Grant Fund Support

Members considered the following applications for grant aid and dealt with them as indicated. In doing so Members resolved to agree the virement of £2,866 from the Council Community Fund Allocation to the General Grant Fund Allocation.

The Baden Hall Management Trust

£4,750 was granted to The Baden Hall Management Trust to cover the cost of removing the old heating system and replacement of new boiler and heating system in The Baden Hall.

Home Start in Waverley

£1,163 was granted to Home Start Waverley to facilitate 9 x volunteer support meetings in Godalming, with the funds being used to cover volunteer expenses, venue costs and resource materials as well as some co-ordinator facilitation costs.

Applications for Council Community Funding

Dementia Friendly Cinema Screening

Members heard that visiting a cinema is one of life's pleasures, which most people take for granted. With dementia being one of the greatest challenges facing society today, it is a sad fact that many people affected by dementia often have to give up things they love due to inaccessibility and unsupportive environments. Cinemas have an important part to play in tackling the social and economic impact of dementia, by allowing people living with dementia to continue to participate in entertainment. Godalming Town Council has a superb venue in the Wilfrid Noyce Centre which lends itself to Dementia Friendly Cinema Screenings. Members felt that the Town Council has an important role in supporting this type of initiative.

£500 was granted to support Dementia Friendly Godalming, Godalming Film Society and Godalming Town Council in a pilot Dementia Friendly Cinema Screening at the Wilfrid Noyce Centre on Saturday, 15 December (matinée screening of *It's a Wonderful Life*). If the pilot is successful it is hoped that future screenings will be able to be run on a self-supporting basis.

210. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and noted its content.

211. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 7 th of September	36,776.52
Receipts received since the 7 th of September	418,937.08
Balance held in Current Account	
Balance at 18 October 2018	47,123.82
Balance held in the Business Deposit Account	
Balance at 18 October 2018	768,428.95

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.

212. BUDGET MONITORING

Members considered the budget monitoring report to 30 September 2018 and noted the following:

£80,000 was received from The Peter Caudle Memorial Trust for the capital works to be done on The Pepperpot (and Broadwater Park Community Centre should there be a balance remaining).

Members already advised of the pressure against our Professional Fees budget of £10,000 for the year (Min No 32-18 refers). Given the Council was unable to offset fees paid to our surveyors regarding the Wilfrid Noyce Centre roof defect (Min No 172-18 refers), the accounts now reflect a £2,800 overspend in this budget line.

Members already advised of the pressure against our Computing budget and the forecast of a £2,000 overspend for Councillor Emails (Min No 86-18 refers).

Town Promotion overspend is largely in relation to Floral Godalming. The Council has an earmarked reserve of £8,000 to cover this cost, but the actual transfer will not be done until later in the year when total costs have been determined. Similarly, Neighbourhood Plan has a reserve of £5,651 which covers the overspend in this cost centre.

213. POLICY DOCUMENTS FOR REVIEW

Equality & Diversity Statement

Members considered the Equality & Diversity Statement and resolved to agree to pass it for adoption by Full Council.

Equality & Diversity Policy

Members considered the Equality & Diversity Policy and resolved to agree to pass it for adoption by Full Council.

Customer Complaints Procedure

Members considered the Customer Complaints Procedures and resolved to agree to pass the following documents for adoption by Full Council.

- Customer Complaints Procedure, '*How to Make a Complaint*' and
- Customer Complaints Procedure, '*How to Handle a Complaint*'

Freedom of Information – Publication Scheme

With an agreed amendment - Register of gifts and hospitality to be published on the Council's website, Members resolved to agree to pass the Freedom of Information – Publication Scheme for adoption by Full Council.

214. COMMUNITY CENTRE MONITORING

Members noted the occupancy rates of the Town Council's community buildings.

215. PROPERTY & ASSETS WORKING GROUP

Members received an update from the Chairman of the Asset & Property Working Group on its progress to date, and resolved to agree that Godalming Town Council should seek to register title to its land and property with the Land Registry, with the Town Clerk authorised, where necessary, to engage legal support, with costs being set against the professional fees budget.

216. SUMMER FOOD FESTIVAL

Members considered a request from the Godalming & District Chamber of Commerce and agreed to a change of date for the 2019 Summer Food Festival from the first Saturday in July to the first Sunday in July.

217. PUBLIC TOILETS – WORK SCHEDULE

Members agreed that as part of the continued improvement programme of the Public Toilets, the following improvements, which would upgrade the Crown Court facilities to a more pleasant experience, should be carried out:

- making good and re-painting of all woodwork;
- replace existing lighting with LED fittings;
- replacement of the existing WC's (3 x Female, 2 x Male 1 x Disability Accessible) with Wallgate anti-vandal solid surface back to wall WC pan with shrouded waste and integral solid surface seat;
- replacement of existing stainless steel urinal with wall hung Franke, Centinal wall hung stainless steel urinal trough;
- associated plumbing and drainage works.

Members resolved to agree expenditure of up to £10,500 including contingency for these works to be funded from the Emerging Projects Fund.

Members noted that although improvement works are also required at the Farncombe facilities, these have not been brought forward at this time as the Property & Assets Working Group is currently considering uses for the non-toilet facility areas of the building.

218. THE PEPPERPOT – INTERNAL REFURBISHMENT

Members noted that as authorised by the Policy & Management Committee at Min No 41-18, Officers have sought quotes for works at The Pepperpot and that it is anticipated that works will be starting after Christmas.

219. GODALMING MUSEUM – FIRE ESCAPE

As part of the ongoing programme of maintenance and improvements to the Godalming Museum, Members reviewed the plans for the replacement of the existing means of escape stairway located to the rear of the Museum.

Members noted that, in keeping with the Council's commitment to the advancement of equality, the proposed redesign would allow for the future provision of an accessible WC at the museum.

Members resolved to agree to instruct the Town Clerk to:

- i. Engage the services of the Council's surveyors to submit a planning application for the replacement of the means of escape stairway and the provision of an accessible WC and associated Listed Building Consent.
- ii. Engage the services of the Council's surveyors to prepare a tender specification, which will allow for Members to consider the project either as a whole or in two phases:
 - Phase 1 – replacement of the means of escape stairway and associated works
 - Phase 2 - Provision of an accessible WC
- iii. Report the outcomes of 1 & 2 above to this Committee for further consideration prior to seeking tender costs.

220. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/MAYEN ASSOCIATION

Members noted a report from Councillor Williams on the Godalming/Mayen Association an organisation upon which Councillor Williams represents the Town Council.

221. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

The report on Sport Godalming, deferred from the last meeting, was not available to be tabled at this meeting and has been deferred to the next meeting.

222. SCHEDULE OF MEETINGS 2019/20

Members resolved to recommend the Schedule of Meetings for the Local Government year 2019/20 for adoption by Full Council.

223. REPLACEMENT COMMUNITY NOTICEBOARDS

Members resolved to approve expenditure of £1,750 for two noticeboards, including mounting posts and installation costs on Borough Road in Charterhouse ward and at Crownpits in Holloway ward. Costs to be allocated against the Land & Property Maintenance reserve, which has a current balance of £33,780.

224. RECORDING REASONS FOR ABSENCE

Members reviewed Standing Order SO16 adopted by Full Council on 19 July 2018 and resolved to agree that SO16 should be retained in Standing Orders, for clarity Standing Order 16 is set out below.

16. During a prolonged period of absence a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

225. EMERGING PROJECT

Public Bench – Spring Grove

Members resolved to approve the provision of a public bench at the bus stop in Spring Grove at a cost of up to £1,000. The cost of provision to be allocated to the Emerging Projects Fund.

226. COMMUNICATIONS ARISING FROM THIS MEETING

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

Guildford Local Plan: Strategy and Sites – Main Modifications
Grants
Improvements to Public Toilets
Replacement Noticeboards and Installation of Public Bench

227. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 29 November 2018 at 7.00 pm in the Council Chamber.

228. ANNOUNCEMENTS

Members were asked to ensure that they check their @godalming-tc.gov.uk emails on a regular basis as these are now the main communication channel from the Town Council Officers.

Members were informed that the Community Support Officer would be letting them know their duties for the Fireworks Night.