

**MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE
HELD ON 20 DECEMBER 2018**

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

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

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

289. MINUTES

The Minutes of the meeting held on 29 November 2018, having been previously circulated, were signed by the Chairman as a true record.

290. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

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

In accordance with Standing Order No 5, Cllr Penny Rivers, Surrey County Councillor for Godalming North, requested to make a statement related to Agenda Item 8, Planning Matters – Waverley BC – Infrastructure Delivery Plan Update in support of a pedestrian crossing on Meadow by Godalming Junior School.

The Chairman agreed to hear Cllr Rivers' statement prior to the item being debated.

292. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

293. COMMITTEE WORK PROGRAMME

Members considered the draft work programme and requested clarification on item Engagement of Internal Audit.

294. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 30 th of November 2018	64,389.81
Receipts received since the 30 th of November 2018	12,407.88

Balance held in Current Account	
Balance at 20 December 2018	7,374.87
Balance held in the Business Deposit Account	
Balance at 20 December 2018	684,209.85

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.

295. REVISED ESTIMATES 2018/19 AND DRAFT BUDGET 2019/20

Members considered a report from the Responsible Finance Officer and agreed the revised estimates 2018/19 and draft budget 2019/20 and unanimously resolved to agree to recommend them and a precept of £643,778 for 2019/20 to Full Council which represents a Band D increase of £1.36 per annum (1.98%).

296. PLANNING MATTERS

Members to consider planning applications as required by SO 96, xxi.

Article 4 Direction

Members considered the response from Waverley Borough Council in relation to this committee's request that Waverley Borough Council instigate 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 (Min No 33-18 refers). Additionally, Members also considered the outcomes of the Local Government Association survey regarding Permitted Development Orders and the fact that since June 2013 there has been 23, prior approval B1a to dwellings in the Godalming area and considered that Waverley Borough Council should be asked to review their earlier response.

However, in acknowledging that Waverley Borough Council would need to be able to defend any decision to instigate an Article 4 Direction, Members agreed that the Town Council's planning consultants should be engaged to establish whether a robust evidence based case exists for an Article 4 Direction. The report from the planning consultants to be brought to this committee before making further representations to WBC.

It was further agreed that the cost of the report should be funded from the Neighbourhood Plan reserve.

Waverley BC - Infrastructure Deliver Plan – Update

Waverley Borough Council is in the process of updating the schedule of projects contained within the Infrastructure Delivery Plan (IDP) to ensure that they are aware of the current funding arrangements for committed projects as well as other projects that still need funding, before they can be implemented, which may include CIL. WBC therefore seeks the views of the parish and town councils on the projects put forward by the infrastructure providers and whether there are other projects that should be considered for addition.

Having reviewed the relevant parts of Waverley Borough Council's Infrastructure Delivery Plan, Members noted that the following potential projects identified in table 10.1 or elsewhere

within the submitted Neighbourhood Plan are already within the schedule and as such could be supported by Godalming Town Council's Community Infrastructure Levy (CIL) contributions.

- flood alleviation;
- children's play area;
- skate park at Farncombe (Broadwater Park);
- integration of bus network with train services; and
- Guildford-Godalming Greenway.

Members agreed that the review of the schedule will benefit both the Town Council and Waverley Borough Council in the administration of CIL monies, Members consider other potential infrastructure projects which they believed should be added to the schedule.

Although at this stage project costs and the delivery phase are unknown and further works will be required to prioritise the delivery of potential projects, the sources of funding for projects put forward by the Town Council would be CIL/other funding (other funding could be from WBC/SCC for joint projects, external grants or from partnership working with other agencies such as the EA or National Trust etc.).

Members agreed that the following potential projects should be put forward for inclusion in the WBC Infrastructure Delivery Plan.

- provision of pedestrian crossing facilities at Meadow (by Godalming Junior School);
- increased parking facilities at both Godalming and Farncombe train stations;
- environmental and leisure improvements to 'Charterhouse Green';
- re-instatement of the 'Horse Bridge' from Godalming Wharf to the Lammas Land;
- tow path improvements on the Godalming section of the Godalming & Wey Navigation;
- provision of new community centres/increasing capacity within existing facilities;
- on street Electric Vehicle Charging Points (EVP) (i.e. adaption of lamp posts to allow paid for EVP); and
- improvements of existing play provision to allow wheelchair and pushchair access across grassed areas.

Neighbourhood Plan Update

Members receive an update from the Town Clerk on the progress of the Neighbourhood Plan, noting that the Regulation 16 Consultation had been completed and that the plan has been passed for independent examination by the appointed inspector.

297. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018

Members were informed that The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018 came into force on 23 September 2018. The purpose of the regulations being to improve accessibility of public sector websites/mobile apps so they can be used by as many people as possible. Use by as many people as possible could mean people with impaired vision, impaired hearing, cognitive impairment or learning disabilities amongst others. Accessibility doesn't just mean putting things online. It concerns things like website content and design, type of font etc. so that most people can use a website without the need to adapt it.

Members noted that although the 2018 regulations are now in force, the requirement to meet the accessibility standards does not apply for existing websites until 23 September 2020 and that for apps the deadline is 2021, although at present GTC does not have any mobile apps.

Members also noted that the 2018 regulations require the Council to provide an Accessibility Statement and keep that statement under regular review and that the National Association of Larger Councils (NALC) are looking to produce a model Accessibility Statement which GTC will amend to its requirements and this will be brought to Council for adoption when complete.

Having noted the requirements of the regulations and that GTC will need to identify which parts of its website are and are not accessible/meet accessibility standards as set out in the International WCAG 2.1 AA Accessibility Standard, Members agreed the following:

- compliance with the Public Sector Bodies (website and Mobile Applications)(No2) Accessibility Regulations 2018 is placed on the Council work programme;
- Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk;
- the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and
- the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations.

298. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GO GODALMING ASSOCIATION

Members noted a report from Councillor Gordon-Smith on the Go Godalming Association an organisation upon which Councillor Gordon-Smith represents the Town Council.

299. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members noted a report from Councillor T Martin on the Holloway Hill Sports Association an organisation upon which Councillor Martin represents the Town Council.

300. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting for wider publication:

Recommendation of budget to Full Council
Submission of potential projects for inclusion in the WBC Infrastructure Delivery Plan

301. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 January 2019 at 7.00 pm in the Council Chamber.

302. ANNOUNCEMENTS

The Chairman wished all present a happy Christmas and successful New Year.