

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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11 September 2020

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held via Zoom on THURSDAY, 17 SEPTEMBER 2020 at 6.30pm.

Andy Jeffery
Town Clerk

The meeting of the Environment & Planning Meeting of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and 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/89072675525?pwd=VzlnN0cyaFNydmFiRXhnUjg4aXNTQT09>

Meeting ID: 890 7267 5525

Passcode: 614757

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 5 March 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.

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. COMMUNITY INFRASTRUCTURE LEVY – ITEM TO NOTE

Godalming CIL fund as of 1 September 2020 stands at £13,044.12, next payment due October 2020 is anticipated to be £27,942.68 totalling £40,986.80.

Potential Neighbourhood CIL payments on 1 September 2020 based on approved planning permissions is £174,363.33.

In order to allow for an accumulation of funds, this Committee indicated that disbursement of funds should not take place prior to April 2021. However, the process of considering what infrastructure projects might be considered may be undertaken prior to that date. CIL projects are required to be validated and then considered for approval by Full Council prior to the disbursement of funds. CIL funding should be allocated and projects started within 5 years of the receipt date of the CIL contribution. As such it is important that GTC prepares a number of projects that can be undertaken within the required timescales.

In addition to the CIL Neighbourhood allocation, projects may also apply for CIL funding from Waverley Borough Council.

7. MOTIONS ON NOTICE – ITEM FOR DECISION

Proposed by Councillor Paul Follows

This Council believes that the Crown Court pedestrian area should be enhanced as an attractive central feature within the town centre. As a gateway to the town, such improvements, especially if co-ordinated with improvements to the Public Toilets and Crown Court Car Park, could provide for an improved pedestrian access and public experience.

With GTC currently managing the use of Crown Court on behalf of WBC, a further request to WBC has been made for the transfer of this land asset to Godalming Town Council. In order to be able to bring forward a CIL bid, the Environment & Planning Committee is asked to nominate three Members to work with Officers to establish a design brief to support further scoping of options.

8. **ADDITIONAL COMMUNITY FACILITIES – PLANNING APPLICATION - ITEM FOR DECISION**

Recommendation: Members to resolve to agree to the recommendation contained in the attached report.

Members to consider a report (attached for the information of Members) relating to outline planning permission for the provision of additional community facilities, namely a dedicated youth facility.

9. **GTC CARBON AUDIT & REDUCTION PLAN – ITEM FOR NOTE**

Members to receive the GTC Carbon Audit for the period 1 April 2019 – 31 March 2020 (attached for the information of Members)

Members to receive an update (Sept 20) on the progress of the GTC Carbon Reduction Plan July 19 (attached for the information of Members)

10. **PLANNING APPLICATIONS – CONSULTATION – ITEM FOR DECISION**

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

11. **COMMUNICATIONS ARISING FROM THIS MEETING**

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

12. **DATE OF NEXT MEETING**

The next meeting of the Environment & Planning Committee is scheduled to take place in via Zoom on Thursday, 8 October 2020 at 7.00pm.

13. **ANNOUNCEMENTS**

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

8. ADDITIONAL COMMUNITY FACILITIES – PLANNING APPLICATION ITEM FOR DECISION

Recommendation: Members are requested to resolve to approve that the Town Clerk arranges for an application for outline planning permission be submitted for the provision of a modular building of up to 144m² for community related activities ancillary to Broadwater Park Community Centre, including use as a youth drop-in facility.

Following a meeting of the Town Council held on 20 December 2018, Godalming Town Council submitted additional proposals to Waverley Borough Council in response to reviewing the Waverley Infrastructure Plan (attached for the information of Members). Included within the additional proposals was the provision of a new community building or increased capacity within existing facilities.

On 25 June Members reluctantly agreed that in light of the current COVID-19 pandemic situation that the consideration of the Youth Provision Working Group's main recommendation should be deferred and be brought back for further consideration later in the year, with the Working Group to continue to explore non-budget or resource dependent items contained within the report.

Whilst the full report will be brought forward in October to P&M, two of the recommendations contained within the report are:

1. Identify potential permanent locations for a universal youth drop-in service and with Council approval acquire possession through rent or lease for April 2021.
2. If a suitable permanent premises cannot be acquired to establish a youth drop-in service for the beginning of the 2021 financial year, investigate capacity within existing youth/community buildings for temporarily locating the universal youth drop-in service.

As Members will have noted from their decision to defer the original report, establishing, through renting or leasing a permanent location for a drop-in service in the short to medium term at an estimated premises cost of £20,000 plus per annum would be financially prohibitive. Members will have also noted from previous meetings that even at reduced capacity there is little to no scope for the use of either the WNC or BWP to house a dedicated youth facility. It is suggested that the need identified in the additions to the Waverley Infrastructure Plan as a potential requirement in December 2018, is now an actual requirement.

Experience gained from the Hailsham Youth Project, strongly supports the location of any after school youth drop-in to be within easy reach of the secondary school serving the town. Whilst not totally exclusive, Godalming's main secondary school is located on Summers Road directly adjacent to Broadwater Park. Therefore, it is suggested that the logical location for a youth drop-in, if there was capacity, would be at Broadwater Park Community Centre.

The fact that such capacity does not exist and is unlikely to be available in the foreseeable future has led to considerations of alternative options, with one such option being the provision of a modular building to the rear of the Community Centre on the currently unused storage compound.

Without losing any existing car parking spaces, it could be possible to locate a single storey modular building of approximately 120-144m² (the Wyatt Room is 49m² and the main hall at BWP is 87.5m²) which would provide enough space for an activity room, toilet facilities, kitchen and office.

Whilst at this time it is not intended to conduct a full cost analysis, it is fair to say that approx. 3 years of rents and rates for a leased/rented facility of a similar size would cover the cost of a suitable modular building. Additionally, if considered a suitable project, the capital cost could be met by CIL funds (including a BID to WBC).

In order to provide a clear sense of direction on which to consult with the community, it is requested that approval be granted to submit an outline planning application, which would determine whether a modular building option is feasible and achievable.

Costs

The 2019/20 budget provided for £10,000 towards exploratory matters and public consultation relating to youth provision, it is suggested that the professional fees associated with an outline planning application are drawn from that budget.

Members may wish to consider that if such permission is granted, in addition to providing a solution for the provision of a youth drop-in service, earlier provision could allow for other temporary uses whilst other issues surrounding youth provision are resolved.

Godalming Town Council Proposed Additions to the Waverly BC Infrastructure Delivery Plan

Category	Scheme	Need for Scheme	Lead Agency	Cost	Funding Secured	Funding Gap	Delivery Phase	Sources of Funding	Sources of Information
Transport	Pedestrian Crossing on Meadow opposite Godalming Junior School	To provide a safe crossing point on the main Godalming Through Road	Surrey CC	£0.13M	£0	£0.13M	Plan period	SCC/GTC/S106 /CIL	GTC
Transport	Increased parking provision at Godalming Train Station	To meet increased demand for provision	Southwestern Rail	TBC		TBC	Plan period	Southwestern Rail	GTC
Transport	Increased parking provision at Francombe Train Station	To meet increased demand for provision	Southwestern Rail	TBC		TBC	Plan period	Southwestern Rail	GTC
Transport	On Street Electric Vehicle Charging Points (EVP) such as adaption of lamp posts to allow paid for EVP	To meet demand for EVP in existing built environment as use of electric vehicles increase	Surrey CC	TBC		TBC	Plan period	EVP providers	GTC
Community /Leisure	Environmental and leisure improvements to Charterhouse Green, clearance of the Hell ditch banks, provision of outside gym and benches on the green	To meet demand for provision	Waverley BC	TBC		TBC	Plan period	GTC, CIL, S106	GTC

Community /Leisure	Bridge across River Wey between Godalming Wharf and the Lammas Land	To improve access to the River walk and Lammas Land	National Trust	TBC		TBC	Plan period	GTC/CIL/NT and other funders	GTC
Community /Leisure	Improvements to Tow path on the Godalming section of the Godalming & Wey Navigation	To improve countryside access and encourage walking as a leisure activity	National Trust	TBC		TBC	Plan period	GTC/CIL/NT and other funders	GTC
Community /Leisure	Improvements of existing play provision to allow wheelchair and pushchair access across grassed areas	To improve access to existing facilities	Waverley BC	TBC		TBC	Plan period	GTC, CIL, S106	GTC
Community /Leisure	Provision of new community building Godalming Wharf	To provide fit for purpose community building in support of water based leisure activities, especially those aimed at young people	National Trust	TBC		TBC	Plan period	GTC, CIL, S106	GTC
Community /Leisure	Provision of new community building or increased capacity within existing facilities	To meet increased demand	Godalming Town Council	TBC		TBC	Plan period	GTC, CIL, S106	GTC

9. GODALMING TOWN COUNCIL CARBON FOOTPRINT AUDIT APRIL 19 – MARCH 20

The information set out below is based upon actual energy consumption between 1 April 2019 and 31 March 2020, with a comparator for the period 1 April 2018 and 31 March 2019.

Energy use in KWh has been converted to KgCO₂e by utilising the Carbon Trust Carbon Footprint Calculator designed for UK based SMEs and follows the Green House Gas (GHG) Protocol Guidance.

	Fuel (natural gas=KWh, diesel/petrol = Ltr)	Purchased Electricity KWh	Total Emissions (kgCO ₂ e)	Energy Profile
Wilfrid Noyce Centre 1072m ²	48,257	16,808	13,168	Within Industry Standard
	57,967	15,909	15,167	Within Industry Standard
Broadwater Park Community Centre 507m ²	44,134	6,468	9,767	Within Industry Standard
	44,458	9,060	10,743	Within Industry Standard
Pepperpot (Old Town Hall) 69m ²	307	2,655	735	Within Industry Standard
	13,688	1,963	3,074	12% less efficient than best practice
Toilets Farncombe	0	697	178	
	0	2,223	629	No Comparator
Toilets Crown Court	0	2,556	653	
	0	5,126	1,451	No Comparator
Council Vehicles (diesel)	317	n/a	833	
Machinery (petrol)	39	n/a	86	
			24,685 KgCO₂e	= 21% year on year reduction in CO₂e
			31,064 KgCO₂e	

The Carbon Trust's Carbon Footprint Calculator is not a complete evaluation of an organisational footprint. It only includes selected emission sources, common to the majority of SMEs using an operational control approach.

Using the Carbon Trust's energy profile tool for leisure sector/community centre sub-sector, the Wilfrid Noyce and Broadwater Park are within industry standards. Members will note a significant reduction in electricity consumption at Broadwater Park, this was achieved by the upgrading

of lighting from fluorescent fixtures to LED. It is hoped the upgrading to more efficient radiators undertaken in 2020 will show a further CO₂e reduction in 2020/21.

In 2018/19 the Pepperpot was less efficient than the industry standard indicators, this has been reversed in 2019/20 mainly due to the replacement of the old water stored heating and hot water system and ageing backboiler with an efficient combi on demand system. The electricity use is directly attributable to the increased use of the Pepperpot. There are no comparators available to benchmark public toilets, however the significant reductions in electricity usage is attributable to the upgrading of lighting and the change to more efficient hand dryers.

The transfer of energy contracts to renewable energy suppliers began in early 2020 and will be completed in November 2020, at that time GTC electricity requirements will be generated from 100% renewable electricity, certified by UK renewable energy guarantees of origin.

9. GODALMING TOWN COUNCIL CARBON REDUCTION ACTION PLAN – JULY 2019 –
UPDATED SEPTEMBER 2020

Item	Action	Time Scale	Note
Short/Medium Term Actions to be achieved by April 2023			
Vehicles	All GTC vehicles to meet Euro 6 standards	July 2019	Suitable load and towing capacity electric/hybrid vehicles not currently available in UK. Ford currently 'real world' testing vehicles within the London Ultra Low Emission Zone (ULEZ). EURO 6 vehicle purchased in Sept 2019.
NEW Offices	Lighting to be LED/Smart Lighting	April 2020 Dec 2020 – March 2021	Internal layout of office space to make best use of natural lighting and where practicable Smart LED lighting is to be used, areas of non-smart lighting are to be illuminated by LED fixtures Lighting fixtures are all specified as LED fixtures with PIR operation
Electricity	Transfer to renewable energy supply	December 2020 October 2020	GTC negotiate supplies for GTC and JBC properties. Current contracts are on fixed terms, last relevant end date is Dec 2020 Changeover negotiated earlier than anticipated.
Gas supplies	Transfer to carbon neutral gas supply (biogas and certified carbon offset schemes)	April 2022	As above with last relevant date being April 2022. Biogas currently supplies approx. 6% of UK supply, natural gas carbon offset by use of carbon reduction scheme.
Gas Boilers	Where physically possible install a solar pre-heat water system	April 2023	Solar preheat water systems increase the T-ave of the feed water supply for hot water boilers, each 1 degree temperature increase of the boilers feed water reduces the energy required to raise the supply water temperature to the required output temperature.
Grounds Maintenance	Lobby JBC to audit carbon footprint of contractor's operations engaged on JBC works	November 2020	Identify carbon offsetting actions to enable carbon neutral grounds maintenance. JBC actively rewilding areas of Eashing Cemetery, significant areas of works have been insourced with the majority of machinery being electric powered.
Longer Term Actions			
Gas Boilers	Replace gas hot water and central heating boilers with alternative systems such as air source systems/electric hot water heaters (using renewable electricity supplies)	2030	Gas boilers to be replaced at end of current effective life or by 2030 whichever is earlier.
Vehicles	All vehicles to be full electric or hybrid	2030	Vehicles to be replace at end of effective life or by 2030 whichever is earlier. Vehicles to be fully electric if suitable vehicle available in the UK market

GODALMING TOWN COUNCIL**ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS - 2 SEPTEMBER 2020 - 7 SEPTEMBER 2020**

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observatons</u>
WBC Weekly List 20/36				
WA/2020/1280	Godalming Central and Ockford	Alterations to elevations with dormer window and roof terrace.	WILLOWBROOK, GREAT GEORGE STREET, GODALMING GU7 1EE	
WA/2020/1294	Godalming Central and Ockford	Application under Section 73 to vary Condition 1 of WA/2020/0319 (approved plan numbers) to allow alterations to roof design to a flat roof with provision of a skylight window.	71 AARONS HILL, GODALMING GU7 2LH	
WA/2020/1300	Godalming Charterhouse	Erection of extensions and alterations to elevations.	10 ORMONDE ROAD, GODALMING GU7 2EU	
TM/2020/0182	Godalming Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 33/06	3 KNOLL WOOD KNOLL ROAD GODALMING GU7 2EW	
TM/2020/0179	Godalming Charterhouse	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 12/07	BROOM CLOSE MARK WAY GODALMING GU7 2BN	
TM/2020/0181	Godalming Farncombe and Catteshall	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 26/02	15 STREETERS CLOSE GODALMING GU7 1YY	
WA/2020/1270	Godalming Farncombe and Catteshall	Erection of extension.	6 LOWER MANOR ROAD, FARNCOMBE GU7 3EG	
WA/2020/1295	Godalming Farncombe and Catteshall	Erection of extension following demolition of existing.	17 STREETERS CLOSE, GODALMING GU7 1YY	

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.