

GODALMING TOWN COUNCIL

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1 June 2022

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 9 JUNE 2022 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor PMA Rivers	Councillor PS Rivers
Councillor Steel	Councillor Stubbs
Councillor Welland	Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 26 May 2022, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

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 principal 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. RESPONSE TO MEMBER'S QUESTION

Although initially asked at a Meeting of the Environment & Planning Committee, as the question relates to all meetings of the Council, the substance of the question and response best lie with the Policy & Management Committee.

The Town Clerk was asked whether a Member is permitted to ask a question, make a statement, or submit a petition as a member of the public under the Council's Standing Order 5.

Advice has been sought from the Surrey Association of Local Councils who have agreed with the Town Clerk's view that:

Members cannot use Standing Order No 5 to make a statement, submit a petition, ask a question, or otherwise seek to make a representation to the Council, except as exempted under the Members' Code of Conduct, but that they may:

- avail themselves of the opportunity to ask questions regarding any item on the agenda during the debate of that agenda item;
- ask a question regarding an item not on the agenda by use of Standing Order 6, which allows a Member to ask a question of the Town Mayor/Chair or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given;
- submit a Motion on Notice in accordance with Standing Order 36 as long as it meets the requirements of Standing Order 43 in as much that it relates to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

The limited circumstances and legislative specific exception being where a Councillor wishes to speak to an item on which they have declared either an "Other Registerable Interest" (non-pecuniary) or have declared a Non-Registerable Interest at a meeting and as allowed by the Members' Code of Conduct, wish to speak to the item as allowed if the public also have a right to speak at the same meeting. If this were to be the case then the opportunity to speak would be at the same time as other members of the public, and the Member would have to leave the Chamber before the item was debated, nor vote on that item.

Surrey Association of Local Councils added that elected members cannot shed the mantle of public office even if they were sitting in the gallery as they are deemed to be at the scheduled meeting in their official capacity.

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

8. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

9. PERFORMANCE INDICATORS – ITEM FOR DECISION

Recommendation: Members to consider Performance Indicators associated with the Policy & Management Committee and recommend agreed Performance Indicators for adoption by Full Council.

Members to consider the Performance Indicators (attached for the information of Members) associated with the Policy & Management Committee, which were proposed in the draft Godalming Town Council Performance Indications 2022/3-2026/27 V1 document (Min No 541-21 refers) and determine whether they should be recommended to Full Council.

In considering Performance Indicators (PI) Members will wish to bear in mind that a PI expresses what is wanted to be achieved and by when. It is a quantifiable, outcome-based statement used to indicate whether an organisation is on track to meet specific goals or objectives. The anatomy of a structured PI includes:

- **A Measure** – Every PI must have a measure.
- **A Target** – Every PI needs to have a target that matches the measure and the time period of the goal or objective. These are generally a numeric value.
- **A Data Source** – Every PI needs to have a clearly definable data source so there is no grey area in how each is being measured and tracked.
- **Reporting Frequency** – A PI should have an agreed reporting period and frequency.

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Hullah on the Farncombe Day Centre (report to be tabled) an organisation upon which Councillor Hullah represents the Town Council.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members are asked to note a report from Councillor Ashworth on the St Marks Community Centre Management Committee (report to be tabled) an organisation upon which Councillor Ashworth represents the Town Council.

12. COMMUNICATIONS ARISING FROM THIS MEETING

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

13. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 30 June 2022 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

14. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 15 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED - COMMERCIAL-IN CONFIDENCE

15. THE SQUARE

Members to consider a letter from the Head Leaseholder and the Town Clerk's response (attached for the Information of Members). Members are requested to resolve to agree how they wish the Town Clerk to proceed with the matter.

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	July 2022
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme now complete	Biennially	Nov 2022
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023	6 Monthly	October 2022
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:			Required Date	Revised Date
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report expected 9 June 2022 – On this agenda	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report expected 9 June 2022 – On this agenda	09/06/22	
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report expected 30 June 2022	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report expected 30 June 2022	30/06/22	
Sport Godalming	Cllr Adam	Report expected 14 July 2022	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report expected 14 July 2022	14/07/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report expected 1 September 2022	01/09/22	
Godalming Museum Trust	Cllr Steel	Report expected 1 September 2022	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report expected 13 October 2022	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report expected 24 November 2022	24/11/22	
SALC	Cllr Cosser	Report expected 24 November 2022	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 12 January 2023	12/01/23	
District Scout Council	Cllr Crooks	Report expected 12 January 2023	12/01/23	
Godalming Park Run Group	Cllr Duce	Report expected 16 March 2023	16/03/23	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 16 March 2023	16/03/23	

Godalming Town Centre Area – Action Plan

Action 1	Planning	Progress
	Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.	Ongoing
Action 2	Article 4 Directive	
	Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.	Ongoing
Action 3	Wiggins Yard Environmental Improvement Scheme	
	To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.	GTC Officers reviewed the Wiggins Yard Appraisal Report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project.
Action 4	Guildford to Godalming Greenway – Cross Godalming Section	
	When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.	On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway– Godalming Gateway. SCC consulting on potential routes
Action 5	Current Pedestrianisation	
	Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.	Completed

Action 6	Future Pedestrianisation	
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.		SCC requested to take proposals forward Costs to be sought for working up a scheme for consideration by public consultation
Action 7	Crown Court Pedestrian Area	
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.		Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area. Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities
Action 8	Community Events – The Green Environment	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		Action Complete
Action 9	Community Events – The Green Environment	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		Quotes to be obtained
Action 10	Community Events – The Green Environment	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		Pride in Surrey – held 25 September 2021 Beer Festival September 2022
Action 11	Community Events – Town Centre Built Environment	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20).
Action 12	Floral Godalming	
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.		Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund.

Action 13	Floral Godalming	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
Action 14	Signage, Rails, Bollards, Bells, Benches & Buildings	
<ul style="list-style-type: none"> • Conduct a full audit of street furniture • Implement a programme of repair and renovation during 2021 • Audit info-signage for accuracy • Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. 		Repair of Town Centre street furniture carried out April–June 2021. Town centre cross over drains renovated March 2022.
Action 15	The Pepperpot	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		
Action 16	The Pepperpot	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		Investigation indicated this proposed option not to be feasible - no future action
Action 17	Buildings of Local Merit	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		
Action 18	Public Art	
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.		Cllr PMA Rivers initiated Art Forum.
Action 19	Regeneration and Supporting the Local Economy	
<p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time." 		GTC providing online footfall data for businesses to assess potential of Godalming as a business environment

Action 20	Business Improvement District	
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.		GTC agreed to provide funding and administrative support to a BID taskforce. Chamber of Commerce entering into an agreement with BID consultancy to support a Godalming based BID
Action 21	Devolution of Public Assets	
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.		GTC wrote to WBC December 2020, request acknowledged and within WBC work programme
Action 22	Devolution of Public Assets	
GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.		

Key Dates for Members' Information (Town Events etc.)

Event	Date
Annual Council/Mayor Making	Thursday, 5 May 2022
Godalming Run	TBC Sunday in May Sunday, 22 May 2022
Town Show	Saturday, 4 June 2022 [?]
Summer Food Festival	TBC Sunday, 3 July 2022
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

Godalming Town Council Performance Indications 2022/3 – 2026/27 – P&M

To monitor effectively how the Council is performing, the following performance indicators (PI's) are suggested as being associated with the Environment & Planning Committee. PI's have been created for all Council Service areas. There are also some indicators that the Council does not have direct control over, such as retail unit vacancies and footfall, but are measured nevertheless as the information is useful in determining the overall 'health' of the town.

Each of the PIs indicated below have a measurable data source and it is suggested that they are reported/published on an annual basis to the community via the Annual Report.

Continuing to Improve the organisational management and efficiency of the Town Council					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	Target to 2026/27	Current year Out-turn
1	Policy & Management	Non precept income as a percentage of gross expenditure.	27.5%	33%	

1. Non precept income generation target of 1/3rd of expenditure.

To Continue to improve services targeted to all community sectors in the town					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	Target to 2026/27	Current year Out-turn
2	Policy & Management	To carry out or facilitate a minimum of 6 community-based events per annum	7	8	
3	Policy & Management	To provide grant aid to voluntary community groups	£60,000	£66,000	
4	Policy & Management	Total number of physical visits to Godalming Museum	13931	15,948	
		Total Number of School/Educational engagements with Godalming Museum	1028	1200	
5	Policy & Management	Occupancy rate – Wyatt Room	23%	28%	
		Occupancy rate – Oglethorpe Hall	13%	18%	
		Occupancy rate – Caudle Hall	39%	44%	
		Occupancy rate – Pepperpot Meeting Room	12%	17%	
		Occupancy rate – Pepperpot Undercroft	23%	28%	
6	Policy & Management	Total number of days-worth of support provided by the Godalming & Villages Community Store per annum	24,900	14,700	
7	Policy & Management	Total number of visits to Council provided youth service	N/A		

2. GTC current organise, facilitate, or support the following events – Spring Festival, Summer Food Festival, Town Show & Carnival, Staycation, Green Gala, Godalming Christmas Festival & Lights Switch On, Farncombe Christmas Lights Switch on. The target assumes that with the demise of the St John's Spring Fair, GTC may wish to look to support a replacement town event.
3. The 2020/22 Budget provides for £60,000 of Grant support to community organisations. The target is based on a @ 2.5% per annum inflation increase from 2023/24.
4. Target based on 10-year average since 2010.
5. Base line set at occupancy of 2019/2020 as the last full year without lockdowns; Occupancy is a measure of use against availability. Target is set on a 5% increase (1% per annum).
6. Community Store support target based on a 10% per annum reduction in need.
7. Baseline figure to be set in March 2023 after first year of operation, if capacity staffing ratio remains 'as is' target figure is to maintain level of use indicated at 31 March 2023.

To represent residents, businesses, and community groups of Godalming					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	Target to 2026/27	Current year Out-turn
8	Policy & Management	Total Number of GTC website hits	97,257	107,500	
9	Policy & Management	Total number of GTC Facebook likes	1,175	1,300	
10	Policy & Management	Total number of GTC Instagram followers	1,485	1,650	
11	Policy & Management	Total number of GTC Twitter followers	392	450	
12	Policy & Management	Total Number of GTC newsletter subscribers	51	1,300	
13	Policy & Management	Total Facebook social media reach of Godalming Museum	732	808	

8. Base figure for period 1 April 2021 – 31 March 2022. Target figure based on per annum increase of 2%
- 9, 10 & 11. Base figure as per 31 March 2022. Target figure based on per annum increase of 2%
12. Base figure as per 31 March 2022. Target figure based on 15% of tax base.
13. Base figure as per 31 March 2022. Target based on per annum increase of 2%

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (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 registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.