

**MINUTES AND REPORT OF THE ENVIRONMENT & PLANNING COMMITTEE  
HELD ON 21 SEPTEMBER 2023**

- \* Councillor Kiehl – Chair
- \* Councillor Clayton – Vice Chair

- |                       |                         |
|-----------------------|-------------------------|
| * Councillor Adam     | * Councillor PS Rivers  |
| * Councillor Crooks   | * Councillor PMA Rivers |
| * Councillor Crowe    | * Councillor Steel      |
| * Councillor Downey   | * Councillor Taylor     |
| * Councillor Follows  | * Councillor Thomson    |
| * Councillor Heagin   | * Councillor Weightman  |
| * Councillor Holliday | * Councillor Williams   |
| * Councillor Martin   |                         |

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

259. MINUTES

The Minutes of the Meeting held on 31 August 2023 were signed by the Chair as a correct record.

260. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

261. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillors Williams, Follows, Crowe, Downey and Taylor declared an other registerable interest in Agenda Item 10 WA/2023/01822 on the grounds that a close friend lived in proximity to the property and remained in the Chamber when that agenda item was debated.

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

- Councillor Crowe
- Councillor Martin
- Councillor PMA Rivers

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

263. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

264. PRESENTATION BY TREE & LANDSCAPE OFFICER, WAVERLEY BOROUGH COUNCIL

Members received a presentation by Mr Ian Brewster, Tree & Landscape Officer, Mr Steve Chudley and Mr Theo Dyer, Assistant Tree and Landscape Officers, from Waverley Borough Council regarding the planning portal and in particular TPO applications.

265. BROADWATER PARK YOUTH & COMMUNITY CENTRE BUILDING IMPROVEMENTS

On 29 June 2023, Members authorised the Town Clerk to explore options to extend the Broadwater Park Youth & Community Centre to provide additional space for the Godalming Town Council Youth Services (Min No 117-23 refers).

Members considered a proposal for an infill extension that would provide additional facilities for the delivery of the Godalming Youth Service for the benefit of the community, and the accompanying indicative budget cost estimate. As GTC will be seeking competitive tenders, to ensure tenders are competitive, the cost details of the various elements within the indicative budget cost estimate are commercial-in-confidence.

Members approved the scheme to be delivered subject to funding approval.

In addition to the above, Members noted that as part of the Broadwater Youth & Community Centre Garden Project, supported by RHS Wisley and Rotary in Godalming, it is proposed that the existing dilapidated shed located in the rear garden be replaced within the same footprint by a more suitable and versatile building for use as a quiet room by the Youth Service. This element of the improvements is kindly being funded by the Rotary (Woolsack) Club, Staycation Live and support from [Secrett Garden Landscapes](#).

Members thanked the Rotary Club and Secrett Garden Landscapes for their kind and generous support for the youth centre and agreed that the plans and the replacement of the existing shed be submitted on the same planning application.

Members resolved to approve the feasibility drawings and indicative budget costs for the improvements to Broadwater Park Youth & Community Centre facilities and to authorise the Town Clerk to submit a planning application for this project and the replacement of the existing storage shed.

266. NEIGHBOURHOOD CIL FUNDING APPLICATION FROM GODALMING YOUTH SERVICES

The Environment & Planning Committee considered the Neighbourhood CIL application in support of the Broadwater Park Youth & Community Improvement Project and resolved to recommend the application to Full Council for £90,000 Neighbourhood CIL funding.

Members noted that at present, the uncommitted funds within the Neighbourhood CIL Fund stands at £113,345. An additional £200,837.82 is due to be paid to GTC in October of this year.

Members noted that if the second phase of the Broadwater Park Youth & Community Centre Improvement Project were to proceed that the Town Clerk should investigate applying for 30% of the project cost for the second phase from WBC Strategic CIL.

267. OCCUPIED AND VACANT RETAIL UNITS

Members received a copy of the letter (attached to record minutes) to be sent to occupied retail units within the Godalming primary retail area.

In relation to vacant units, the WBC Economic Development team has informed the Town Clerk that they have been trying to get the owners (via the agents) of the vacant units along the central part of the high street to tidy up and at least clean the outsides of their premises while they have been vacant, this approach has been to no avail.

WBC has now written directly to the owners of the properties and the WBC Economic Development team is taking advice from enforcement colleagues in consideration of a Section 215 notice to force them to clean up, WBC awaits a response from the owners.

Looking forward, if successful, the BID would potentially have resources to provide incentives to put vinyls in the windows as has been done in other empty units. Whilst responses so far are disappointing it is possibly a reflection of the disconnect of remote landlords from the community where their properties lie.

In an attempt to at least clean the frontages of dirt and cobwebs, the Town Clerk had asked the WBC Economic Development team to ask the agents if they would permit GTC to soft brush and hose down the frontage of these empty properties. GTC has received a positive response to this request and will make appropriate arrangements.

268. PLANNING APPLICATIONS – CONSULTATION

The Committee considered the applications listed on the attached schedule and commented on them as shown in the fifth column.

269. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the matters, discussed at the meeting, that are to be publicised, as follows:

- Works in the High Street

270. DATE OF NEXT MEETING

The next meeting of the Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 12 October 2023 at 6.30pm.

271. ANNOUNCEMENTS

Members were requested to sign the form authorising the Council to send summons to meetings electronically.

**GODALMING TOWN COUNCIL**

**ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS – 22 AUGUST TO 11 SEPTEMBER 2023**

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
<b>WBC Weekly List 23/35</b>				
WA/2023/01845	Godalming Binscombe & Charterhouse	Erection of single storey extension and installation of rooflight.	Binscombe Medical Centre 106 Binscombe Godalming GU7 3PR	No objection subject to approval by SCC Highways
WA/2023/01844	Godalming Binscombe & Charterhouse	Installation of 4 windows at first floor.	Binscombe Medical Centre 106 Binscombe Godalming GU7 3PR	No objection
WA/2023/01830	Godalming Holloway	Extension to an existing canopy.	St Edmunds Catholic Primary School The Drive Godalming GU7 1PF	No observation
WA/2023/01822	Godalming Holloway	Erection of 4 dwellings and associated works following demolition of existing dwelling and outbuildings.	Brambletye Ashstead Lane Godalming GU7 1SY	Godalming Town Council objects to this application on the grounds of: Over-development of the site with a density out of keeping with the character of the area; Inadequacy of existing sewage system to service the additional load; Loss of neighbour's amenity through overlooking; Limited access to the site and concerns regarding access for Service Vehicles & Emergency Vehicles; The utility for the properties is inadequate, parking and garden size. However, if permission is granted, then GTC would wish the following conditions to be met: That the adequacy of the sewage and surface water system is clearly evidenced;

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
				The existing access road is to be resurfaced on completion of the main demolition and construction works.
<b>WBC Weekly List 23/36</b>				
WA/2023/01875	Godalming Binscombe & Charterhouse	Erection of extensions and alterations to elevations following demolition of existing extension.	17 Nightingale Road Godalming GU7 3AG	No observation
WA/2023/01883	Godalming Binscombe & Charterhouse	Erection of two storey extension, alterations to elevations, replacement porch and installation of rooflight and solar panels to roof.	6 Gothic Place Marshall Road Godalming GU7 3AR	No observation
TM/2023/01895	Godalming Binscombe & Charterhouse	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 07/07	10 Woodmancourt Godalming GU7 2BT	No observation
TM/2023/01907	Godalming Binscombe & Charterhouse	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 02/04	Hill House 3 Fernden Rise Godalming GU7 2BF	No observation
WA/2023/01866	Godalming Central & Ockford	Erection of single storey and two storey extensions and alterations following removal of chimney stack and demolition of existing conservatory.	6 Ockford Ridge Godalming GU7 2NP	No observation
PRA/2023/01862	Godalming Central & Ockford	General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use from commercial, business and service (Use Class E) to 6 dwellings (revision of PRA/2023/00489).	First Floor 110 & First Floor & Second Floor 106/108 High Street Godalming GU7 1DP	Godalming Town Council wishes to note its objection to development within the conservation area under PDR including the change of use of premises, which it believes should be subject to a full planning application.
WA/2023/01865	Godalming Farncombe & Catteshall	Installation of electric charging stations with associated works in the existing car park.	The Co-Operative Food Car Park 61-65 St Johns Street Farncombe Godalming GU7 3EH	No observation

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2023/01877	Godalming Farncombe & Catteshall	Installation of roof mounted photovoltaic panels together with air source heat pumps.	Godalming Town Council Community Centre Broadwater Park Summers Road Godalming GU7 3BH	No observation
WA/2023/01894	Godalming Farncombe & Catteshall	Erection of a hip to gable and dormer extensions including rooflights to provide habitable accommodation in roof space.	3 Wolseley Road Farncombe Godalming GU7 3DX	No observation
NMA/2023/01900	Godalming Holloway	Amendment to WA/2021/01776 to change the external finish and to amend the new gables to half rendered.	Lodge House Ladywell Convent Ashstead Lane Godalming	No observation
<b>WBC Weekly List 23/37</b>				
WA/2023/01930	Godalming Binscombe & Charterhouse	Erection of dormer extensions.	45 Birch Road Farncombe Godalming GU7 3NT	No observation
TM/2023/01939	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 07/07	Marley House Mark Way Godalming GU7 2BE	No observation
PRA/2023/01916	Godalming Central & Ockford	General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use of from commercial, business and service (Use Class E) to 2 dwellings.	The Old Stables Wiggins Yard Bridge Street Godalming GU7 1HW	Godalming Town Council wishes to note its objection to development within the conservation area under PDR including the change of use of premises, which it believes should be subject to a full planning application.
NMA/2023/01937	Godalming Central and Ockford	Amendment to WA/2023/00447 to make changes to approved extractor vent dimension. According to the manufacturer, for the best result and to prevent odour to the environment, there should be an outside unit (ductwork) that includes the carbon filter.	145 High Street Godalming GU7 1AF	No observation

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
TM/2023/01934	Godalming Farncombe & Catteshall	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 27/02	Land At The Landings Blackburn Way Godalming GU7 1JY	No observation
NMA/2023/01947	Godalming Holloway	Amendment to WA/2022/03138 – Corner Cantilevered window removed for standard Bi-fold to match others. Rear wall extended to be flush with previously proposed glazing removed. Window widened. Window removed and blocked up. Green roof canopy removed. Partial removal of entrance structure with door set back to main wall. New Steel canopy above in Anthracite grey. Bay window removed and replaced with flush single pane window casement. Applicant requirements and design preferences	Bryn Mawr Waterside Lane Godalming GU7 1RN	No observation
CA/2023/01935		RIVER WEY AND GODALMING NAVIGATIONS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES	Land at the Landings Blackburn Way Godalming GU7 1JY	No observation