

GODALMING TOWN COUNCIL

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Godalming
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Sir/Madam

I HEREBY SUMMON YOU to attend an Extraordinary Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 2 NOVEMBER 2023 at 7.30pm or at the conclusion of the preceding Policy & Management Committee meeting, whichever is later.

Adam Duce

DATED this 27th day of October 2023.

Adam Duce
Mayor of Godalming

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.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 21 September 2023.

2. APOLOGIES

TO RECEIVE 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 TOWN MAYOR 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 Chair of the meeting,
- A question shall not require a response at the meeting nor start a debate on the question. The Chair 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.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

5. QUESTIONS BY MEMBERS

To consider any questions from councillors in accordance with Standing Order 6.

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Environment & Planning	21 September 2023 12 October 2023
Policy & Management Committee	12 October 2023

8. MOTION ON NOTICE - CORPORATE PLAN

Proposer – Cllr Follows

Seconders – Cllr Weightman, Cllr Downey

Motion prepared by Cllrs Follows, Weightman, Downey, PMA Rivers, Williams, Heagin and Crowe on behalf of the administration.

The Motion

Full Council to adopt the Godalming Town Council Corporate Plan 2023/27

Full Council is requested to consider the proposed Godalming Town Council Corporate Plan 2023/27 (attached for the information of Members).

The aim of the Corporate Plan is to set the objectives and direction of Godalming Town Council for the period 2023-2027.

9. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY

Crown Court Public Toilets – Community Ownership Fund – Match Funding

Recommendation: Subject to the recommendation of the Environment & Planning Committee, Full Council to agree the awarding of £41,500 of Neighbourhood CIL towards the renovation of the Crown Court public toilets.

Any award subject to GTC receiving sufficient CIL receipts from WBC.

Members to receive an oral report from the Chair of the Environment & Planning Committee regarding the awarding of £41,500 of Neighbourhood CIL funds as the community's 20% funding contribution to add to the Community Ownership Fund's capital grant of £165,988 capital from the Department of Levelling Up, Housing and Communities for the renovation of the Crown Court public toilets.

Farncombe Community Garden

Recommendation: Subject to the recommendation of the Environment & Planning Committee, Full Council to agree the awarding of £3,580 Neighbourhood CIL to the Farncombe Community Garden project for the provision of accessible pathways throughout the garden.

Any award subject to GTC receiving sufficient CIL receipts from WBC.

Members to receive an oral report from the Chair of the Environment & Planning Committee regarding the awarding of £3,580 Neighbourhood CIL funds to the Farncombe Community Garden (FCG) for the provision of accessible pathways throughout the garden area to ensure public safety and allow people with physical and mobility difficulties to access the garden.

10. **DOCUMENT REVIEW**

Recommendation: Full Council to strike off the Committee Chairs' & Group Leaders' Meeting – Terms of Reference document from the list of GTC's adopted Policies & Procedures.

Committee Chairs' & Group Leaders' Meeting

The purpose of the Committee Chairs' & Group Leaders' meeting document was to provide an agreed and structured procedure for the Town Clerk to be able to seek guidance on Council priorities and to be able to highlight concerns or issues affecting the delivery of council services outside of formal meetings.

However, the provision set out at paragraph 4 of the Council's Scheme of Delegation and Standing Order 35, which have been incorporated since the original adoption of the Committee Chairs' & Group Leaders' Meeting document, makes the procedures contained within the above document redundant. As such, it is recommended that this document is struck off from the list of GTC's adopted Policies & Procedures.

11. **AUTHORISATION OF THE CLERK**

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

12. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 14 December 2023 at 6.30pm.

13. **ANNOUNCEMENTS**

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

MOTION ON NOTICE to FULL COUNCIL of GODALMING TOWN COUNCIL

FULL COUNCIL - THURSDAY NOVEMBER 2nd, 2023

PROPOSER: Cllr Paul Follows

SECONDER(S): Cllr Clare Weightman, Cllr Stuart Downey

Prepared by Cllrs Paul Follows, Clare Weightman, Stuart Downey, Penny Rivers, Steve Williams, Joan Heagin and Janet Crowe on behalf of the Administration.

GODALMING TOWN COUNCIL – CORPORATE PLAN 2023/27

PART ONE - DEMOCRACY, ACCOUNTABILITY AND GOVERNANCE

Strategic Objective: Engage further with residents. Develop GTC as an organisation.

PART TWO - GREEN SPACES

Strategic Objective: Expand GTC green spaces. Develop and increase the team to manage them.

PART THREE - INVESTING IN OUR COMMUNITY

Strategic Objective: Supporting our retail areas, local businesses, food security and improving community assets.

PART FOUR - ENVIRONMENTAL PROTECTION

Strategic Objective: Expanding our organisational commitment to carbon neutrality, biodiversity, water conservation and waste management.

PART FIVE - TRANSPORT

Strategic Objective: Promotion of active and sustainable transport option in our community.

PART SIX - WELLBEING, LEISURE & THE ARTS

Strategic Objective: Supporting cultural and leisure activities in our community.

PART SEVEN - CHILDREN & YOUNG PEOPLE

Strategic Objective: Supporting children and young people through the Godalming Youth Service.

APPENDIX – CONSOLIDATED ACTION PLAN

PART ONE - DEMOCRACY, ACCOUNTABILITY, GOVERNANCE & COMMUNICATIONS

Godalming Town Council will:

1. Build upon our democratic and participatory form of governance, by giving the public more opportunity to engage with Town Council business. **[1,2,3]**
2. Empower young people in the town by developing a Godalming Youth Council. **[4]**
3. Remain alert to opportunities to seek devolution of services from Waverley Borough Council and Surrey County Council, as appropriate to meet local needs. **[5, 14]**
4. Expand in-house service provision, where beneficial to do so, rather than contracted-out service delivery. **[6]**
5. Seek designation as a Living Wage Employer. **[8]**
6. Improve communication with residents regarding the work and activity of the Town Council. **[9, 10, 11, 17]**
7. Ensure the Godalming and Farncombe Neighbourhood Plan remains robust and based upon current information. **[12]**
8. Support and promote Equality, Diversity, and Inclusion. **[52]**

PART TWO - GREEN SPACES

Godalming Town Council will:

1. Protect open / green spaces for the community and to maximise community benefit. **[13, 14]**
2. Expand public land holdings within the boundary of Godalming Town Council to have control of and manage our local spaces. **[5, 14]**
3. Expand the grounds team accordingly to be able to manage land acquisitions. **[7]**
4. Devise a coherent strategy for enhancing planting and biodiversity within areas of green spaces. **[15, 16]**
5. Consult and engage the public on our Green Spaces Strategy. **[10, 17]**

PART THREE - INVESTING IN OUR COMMUNITY

Godalming Town Council will:

1. Act ethically and sustainably in our procurement and support local businesses where possible. **[18]**
2. Encourage the development of local, sustainable businesses that meet local demand. **[19]**
3. Lobby for local infrastructure to support residents and local businesses now and in the future including opportunities to improve communication infrastructure and provide for active travel. **[20, 21, 22]**
4. Provide grants, support and promotion for local businesses that are actively working towards becoming carbon neutral. **[19]**
5. Improve the recording and management of Town Council assets. **[23]**
6. Continue support for community food security initiatives. **[24, 25]**
7. Lobby developers to offer Waverley Affordable housing (65% or 70% of market rents) as part of their proposed developments with proper infrastructure such as charging points. **[26]**
8. Support and encourage GTC contractors to provide training and apprenticeships. **[6]**
9. Encourage and promote multi-agency approach to support community safety **[18, 27, 28, 29, 30]**

PART FOUR - ENVIRONMENTAL PROTECTION

Godalming Town Council reaffirms its declaration of a climate and ecological emergency.

A – Biodiversity and Ecology Management Measures

Godalming Town Council will:

1. Promote at least 10% Biodiversity Net Gain on private land and ensure it on land that we own. **[12]**
2. Prohibit the use of pesticides and herbicides to the maximum extent possible on GTC land and encourage others to do likewise. **[15]**

3. Promote the development of community gardens and natural wildlife corridors. **[15]**
4. Protect and manage soils, planting, and landscape to lock in carbon and prevent soil degradation wherever possible. **[15]**
5. Support measures to improve air quality and water quality across the Godalming Town Council area **[48]**

B - Carbon Reduction / Energy Management Measures

Godalming Town Council will:

1. Ensure that Godalming Town Council is carbon neutral across Scope 1 & 2 by 2025 and across all other areas of its own operations by 2030. **[31, 32]**
2. Ensure net zero scope 3 emissions by 2030. **[31, 32]**
3. Lobby for and where possible, deliver infrastructure for electric vehicles ahead of 2030. **[20, 22]**
4. Promote an understanding of the climate and ecological crisis amongst our community and work together on strategies for reduction of individual carbon footprint. **[9]**
5. Support divestment in fossil fuels and oppose development of new sources for fossil fuels through 'fracking', 'acidisation', drilling and other unsustainable approaches. **[9]**
6. Strive to be a net exporter of renewable energy to the grid by 2030. **[50]**

C – Water Conservation / Water Management Measures

Godalming Town Council will:

1. Develop a cohesive water management strategy for GTC including a baseline of current consumption. **[33]**
2. Continue to support cleaner rivers through ongoing support for Water Rangers, The River Wey Trust and strategies to promote cleaner rivers and hold water companies and polluters to account. **[9, 49]**

D – Waste Management and Other Environmental Management Issues

Godalming Town Council will:

1. Promote the concept of Godalming becoming a zero-waste town by encouraging repair, reuse, and re-fashioning in addition to recycling an increasingly wide range of items, diminishing the quantity of residual waste generated across the town. **[9, 18]**
2. Create a GTC Waste Reduction Plan and promote strategies for reducing, reusing, and recycling. **[18, 34]**
3. Encourage the reduction in the use of plastic packaging and single use plastic throughout Godalming. **[18, 35, 36]**

PART FIVE – SUSTAINABLE TRANSPORT

Godalming Town Council will:

1. Promote opportunities for a balanced, pedestrian and cycle-friendly, sustainable, and affordable public transport system. **[9, 20, 22]**
2. Support the Godalming/Guildford Greenway project. **[9, 20, 22]**
3. Support and engage with the Local Cycling and Walking Infrastructure Plan (LCWIP). **[20, 37]**
4. Support Waverley Borough Council in the development of an integrated and sustainable local public transport in Godalming. **[20, 38]**
5. Pursue a pedestrian-priority zone within the High Street in Godalming whilst maintaining accessibility. **[20, 22, 39]**
6. Continue to lobby for the implementation of a 20mph speed limit for the Godalming Town Council area and take action to promote active and sustainable travel. **[20, 40, 51]**

PART SIX - WELLBEING, LEISURE & THE ARTS AND EVENTS

Godalming Town Council will:

1. Encourage and promote access to sports and leisure facilities and the arts for all. **[9, 19]**
2. Support Sport Godalming and Art Godalming in encouraging and enabling greater and wider participation in sports and the arts in Godalming. **[41, 42]**
3. Engage with Waverley Borough Council on the Broadwater Park Project. Continue to encourage public participation in shaping future leisure plans for the site. **[43]**
4. Consider additional town events and to continuously review our existing events roster. **[44]**
5. Refresh the relationship with Godalming Museum to expand the learning opportunities within our community on a sustainable financial basis and promote an understanding of the local area, sustainability and biodiversity, the arts and local history through the Godalming Museum and Godalming Town Council links with local schools. **[45]**

PART SEVEN - CHILDREN & YOUNG PEOPLE

Godalming Town Council will:

1. Support and encourage training and apprenticeship schemes for young people particularly in areas where there are local skill shortages, working with Waverley Training Services and other providers as appropriate. **[9, 30]**
2. Support the development of nursery provision and services for parents and families within the Godalming Town Council area. **[46]**
3. Expand the scope and impact of the Youth Service in Godalming and the surrounding area so that every child of secondary school age in the town can access the service. **[30, 47]**
4. Engage with and support other stakeholders, including the Godalming and Villages Community Store, to tackle holiday hunger. **[53]**

APPENDIX – CONSOLIDATED ACTION PLAN

Action	Part	Clause	Action
0	ALL	ALL	Leader, Deputy Leader, administration group leaders and chair of staffing to set targets and priorities with Town Clerk and RFO as part of budget setting and investigate the public presentation of this document.
1	1	1	Explore 'listening panel' type exercises for matters of interest.
2	1	1	Work with WBC as part of its Citizens Assembly on Climate Change.
3	1	1	Encourage participation and attendance at town council meetings through communications
4	1	2	Design and implement a model for a Godalming Youth Council.
5	1 2	3 2	Seek a formal statement from WBC as to further devolution and transfer of assets
6	1	4	Create a working group of the Audit Committee to explore any potential options and review existing contracts.
7	1 2	4 3	Where appropriate, and in consultation with GTC staff, restructure the council to facilitate the delivery of this corporate plan.
8	1	5	Formally apply for Living Wage Employer status.
9	1 4b 4c 4d 5 6 7	6 4, 5 2 1 1, 2 1 1	Utilise social media, print media (where appropriate) and public assets / street furniture (such as notice boards) to publicise the work and policies of Godalming Town Council. To be monitored at P&M.
10	1 2	6 5	Develop a process for more formal engagement with residents on the provision and funding of new initiatives.
11	1	6	Ensure that, where possible, all GTC provided items in the town are branded/labelled.
12	1	7	Create a working group of E&P to review the G&F Neighbourhood Plan.
13	2 1	1 3	Assess formally any opportunities for managing land currently held by Waverley Borough Council (as full freehold transfers) including, but not limited to: <ul style="list-style-type: none"> a. The Burys Field b. The Crown Court (including the landholding at the Public Toilets) c. Land at the Wilfrid Noyce & Land + at the Scout HQ building

			d. Canon Bowring Field
14	2 1 2	1 3 2	Create a working group of Policy & Management to explore other potential sites/asset transfer opportunities and to work with SCC and WBC to create a full, local government owned land asset inventory for the civic parish of Godalming and to create a full Green Spaces Strategy for Godalming.
15	2 4a	4 1, 2, 3, 4	Create a working group of E&P to design a Green Spaces Strategy.
16	2	4	Expand and modify Floral Godalming programme out of the town centre, as per the Farncombe Village & Binscombe Community Vision document, and divert the focus from high maintenance annual planting, towards lower cost, low maintenance planting for biodiversity and water conservation.
17	2 1	5 6	Issue formal consultation on green spaces strategy and review results at E&P.
18	3 3 4d	1 9 All	Create a working group of E&P to design an Ethical and Sustainable Procurement Policy to ensure that GTC buy locally and support sustainable local businesses.
19	3 3 6	2 4 1	Seek and provide grants, events, and other in-kind support for third party organisations for delivery of GTC aims and objectives.
20	3 4b 5	3 3 All	Lobby our local Borough (Waverley) and County (Surrey) highways to expand and improve local infrastructure through the planning process and through the direction application of neighbourhood CIL (or support of applicants seeking strategic CIL).
21	3	3	Support Waverley in the creation of a Telecommunications strategy.
22	3 4b 5	3 3 1, 2, 5	Support Waverley and Surrey in the delivery of the Local Cycling and Walking Infrastructure Plan (LCWIP)
23	3	5	Create a full catalogue of all GTC managed assets (including street furniture) and create a programme for the renewal, refresh, and expansion of street furniture (seating, signage etc.) across the town.
24	3	6	Continue working relationship with the Community Store.
25	3	6	P&M to investigate support for provision of meals for children who cannot access free school meals and provision of food at the youth centre during holidays.
26	3	7	Engage as part of the E&P planning committee process.
27	3	9	Continue to work as part of the Safer Waverley Partnership.
28	3	9	Invite the South West Surrey Citizens Advice to present local trends and information to council once per annum.

29	3	9	Invite the Police to present local trends and information to council once per annum.
30	3 7	9 1, 3	Publication and Presentation of Annual report from the Youth Service. Annual staffing committee meeting with youth service staff.
31	4b	1	Continue to deliver and monitor the GTC investment plan and monitor Carbon reduction at E&P.
32	4b	1, 2	Undertake a full analysis of the Scope 3 footprint for suppliers to Godalming Town Council and develop a trajectory to net zero by 2030.
33	4c	1	Create a working group of E&P to baseline GTC Water usage and create a Water Management Plan for GTC
34	4d	2	Create a working group of E&P to baseline GTC Waste create a Waste Reduction and Recycle Plan for GTC that includes: a network of repair and re-use points across Godalming a network of recycling points for hard-to-recycle items. reduction in the use of plastic packaging and single use plastic throughout Godalming.
35	4d	3	Prohibit single use plastics at GTC hosted events and in our buildings.
36	4d	3	Write to Waverley requesting support for such a byelaw/restriction at local events and by street peddlers including balloons, helium balloons etc.
37	5	3	Request a Waverley-led overview of the LCWIP status at E&P
38	5	4	Write to WBC requesting more information on their plans for a pilot sustainable bus scheme in Godalming
39	5	5	Write to SCC asking for an update on previous requests for a pedestrianised zone through the high street.
40	5	6	Write to SCC asking for an update on previous requests for 20mph zones through the town.
41	6	2	Appoint a GTC rep for Sport Godalming.
42	6	2	Appoint a GTC rep for Art Godalming.
43	6	3	Request a briefing / update from the WBC project team at E&P
44	6	4	Create an events working group
45	6	5	Request a briefing / update from the Godalming Museum Curator at P&M
46	7	2	Ongoing project (new site at Broadwater)

47	7	3	P&M to assess the projected expansion of the service vs this goal.
48	4a	5	Work with Waverley Borough Council to identify potential air quality ‘hotspots’ in Godalming and develop mechanisms for improving air quality across the Godalming Town Council area.
49	4c	2	Continue to support Water Rangers, promoting its work within the Godalming community.
50	4b	6	Investigate potential sites for generation of renewable energy in Godalming
51	5	6	Develop a scheme to enable residents and businesses to trial the use of e-bikes and cargo bikes.
52	1	8	Annual review of the Equality and Diversity Policy and statement.
53	7	4	Commission a working group to engage with the Community Store and other stakeholders in regard to local food security and holiday hunger.

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.