

MINUTES AND REPORT OF THE ENVIRONMENT & PLANNING COMMITTEE HELD ON 2 NOVEMBER 2023

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

0 Councillor Adam	* Councillor PS Rivers
* Councillor Crooks	* Councillor PMA Rivers
* Councillor Crowe	* Councillor Steel
0 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

324. MINUTES

The Minutes of the Meeting held on 12 October 2023, were signed by the Chair as a correct record.

325. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

326. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

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

327. 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.

328. QUESTIONS BY MEMBERS

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

329. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY

Members noted that, although we are yet to receive all the invoices for payment, the following Neighbourhood Community Infrastructure Levy (CIL) projects supported by this Council have now been completed:

- Godalming Junior School – Resurfacing of Playground Sports Area
- Busbridge Junior School – New Multi Use Games Area
- Broadwater School – Garden Canopy & Arena Area

- Farncombe Community Garden – Phase 1 Pathways and Access

The following approved project remains extant:

- Broadwater Park Youth & Community Centre – Infill Extension

Applications For Consideration

Payments of Neighbourhood CIL from WBC, acting as the collecting authority, are expected in April and October.

Members were informed that as of 23 October 2023, GTC has received a total of £581,248.51 in Neighbourhood CIL from WBC. Of that sum, the uncommitted Neighbourhood CIL funds currently held by GTC stand at £223,858.51.

Members considered the Neighbourhood CIL applications indicated below (Min Nos. 330 and 331) and noted that any recommendations for funding are conditional upon receipt of funds due from WBC.

330. CROWN COURT PUBLIC TOILETS

Members agreed that the Environment & Planning Committee recommends to Full Council the awarding of £41,500 of Neighbourhood CIL towards the renovation of the Crown Court public toilets.

Having unanimously approved the design and high-level costings for the renovation of the Crown Court public toilets, a funding application was made to the Department for Levelling Up, Housing and Communities (DLUHC) Community Ownership Fund (COF) (Min No 118-23 refers). Godalming Town Council has now been notified by the DLUHC that it's funding bid was successful and that it has received an in-principle award from the COF.

The in-principle COF grant is for £165,988 capital funding and £28,498 revenue funding for the Crown Court public toilets' renovation which the DLUHC has stated is to "help save your treasured community asset and support the ambitions of your community".

The capital grant is 80% of the estimated building works, with a condition of the award being contingent upon the applicant (GTC) funding the remaining 20%, which in this case is £41,497. When GTC consulted with residents as to whether it should apply to the DLUHC for funding to renovate the public toilets, it also consulted as to whether the match funding should come from Neighbourhood CIL (Min No 159-23 refers). 87% of respondents supported the use of Neighbourhood CIL for the required match funding.

The application submitted to the DLUHC indicated that if successful, a confirmation of the approval of match funding would be sought at the earliest opportunity. Once the Town Clerk is able to confirm that match funding is available, full, and positive engagement can be made with the appointed representative from DLUHC to proceed with the funding agreement. It is a requirement of any funding agreement that works are completed within 12 months of the agreement.

331. FARNCOMBE COMMUNITY GARDEN

Members agreed that the Environment & Planning Committee recommends to Full Council the awarding of £3,580 of Neighbourhood CIL to the Farncombe Community Garden Project for the provision of accessible pathways throughout the garden.

On 23 March 2023, this committee recommended to Full Council the award of £10,000 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 (Min No 544-22 refers). When making the recommendation, the FGC were waiting to hear whether they had been successful in their application to other bodies and to confirm the full cost of the pathways. As such it was recommended that the normal 12-month period between applications be waived, both the award and the waiver were subsequently approved on 27 April 2023 by Full Council (Min No 615-22 refers).

This application is submitted to cover the remaining part of the project with the FCG requesting an additional £3,580 of Neighbourhood CIL funding to complete the project.

332. PLANNING APPLICATIONS – CONSULTATION

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

333. IDENTIFICATION OF PLANNING APPLICATIONS TO BE CONSIDERED BY E&P COMMITTEE

Members agreed to trial the effectiveness and efficiency of proposed changes to the method used to determine the selection of planning applications to be considered by the Environment & Planning Committee.

Between each of the scheduled E&P committee meetings Members would normally receive three weekly lists of planning applications published by WBC each Monday.

In order for Members to be able to highlight and share concerns or issues at an E&P Committee meeting relating to an application, Officers need sufficient notice to be able to identify and download the required documents.

This is a time-consuming process, and it is often left until the morning of the relevant E&P meeting for the Chair and the Town Clerk to be informed that a Member wishes a particular application to be considered. In order to seek a more efficient and effective use of staff resource and enable the Chair and Council Officers to review an application in a timely manner, it is proposed that the following procedure is trialled until the end of the current civic year to determine whether they prove effective.

- a. Members will be sent the weekly list of planning applications as per the existing process.
- b. On the email containing the weekly list, Members will be informed of the date they are required to inform the Chair and GTC office that they wish a specific application to be considered at the next relevant meeting of the E&P Committee. This date will be the Wednesday ahead of the issuing of the E&P agenda as per the table below.
- c. In requesting a specific application be considered by the E&P Committee, the Member is to confirm:
 - i. The Planning Application Number
 - ii. The reason for wishing the application to be considered
 - iii. The drawings/documents to be downloaded from the planning portal for use at the appropriate meeting.
- d. The subsequent E&P agenda will identify those applications that have been notified to the Chair and GTC office as set out above.
- e. At the E&P Committee meeting where the application is to be considered, the Chair will ask the Member concerned to speak to the issues raised.
- f. Applications not notified to the Chair and GTC office will be listed in an annex to the E&P agenda. Should a Member wish to comment in the meeting on any of these

applications the Chair and GTC office must be notified by the Member 48 hours in advance of the meeting, stating their reasons and relevant documents. It will be at the Chair's discretion to consent to this request and Members will be informed the day before the meeting if an additional application is to be considered.

<u>Weekly Waverley List Issued</u>	<u>Deadline For Councillor Notification of Application for Review by E&P</u>
30 October	15 November
6 November	15 November
13 November	6 December
20 November	6 December
27 November	6 December
4 December	3 January 2024
11 December	3 January 2024

334. **COMMUNICATIONS ARISING FROM THIS MEETING**

Members identified no items from this meeting to be publicised.

335. **DATE OF NEXT MEETING**

The next meeting of the Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 23 November 2023 at 6.30pm.

336. **ANNOUNCEMENTS**

Members were reminded of the Fireworks event at the Rugby Club on 2 November 2023.

GODALMING TOWN COUNCIL

ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS – 3 OCTOBER-23 OCTOBER 2023

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 23/41				
WA/2023/02111	Godalming Binscombe & Charterhouse	Erection of a double garage and car port and alterations to driveway following demolition of existing garage.	High Orchard Mark Way Godalming GU7 2BB	No observation
WA/2023/02110	Godalming Binscombe & Charterhouse	Certificate of Lawfulness under Section 192 for erection of a single storey extension and alterations to existing garage to provide habitable accommodation.	9 Binscombe Lane Farncombe Godalming GU7 3PN	No observation
TM/2023/02139	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 12/19	Taliesin Heights Frith Hill Road Godalming GU7 2EE	No observation
WA/2023/02160	Godalming Central & Ockford	Alterations to elevations to enlarge 3 windows.	First Floor 110 & First Floor & Second Floor 106/108 High Street Godalming GU7 1DP	No observation
WA/2023/02159	Godalming Holloway	Erection of roof extension and alterations to elevations.	Trees, The Avenue Godalming GU7 1PE	No observation
TM/2023/02137	Godalming Holloway	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDERS WA301 AND 10/06	The Eyrie 33 Grove Road Godalming GU7 1RE	No observation
WA/2023/02158	Godalming Holloway	Erection of 3 dwellings following demolition of existing dwelling and outbuildings together with associated works including additional vehicular access onto Appletree Close.	Oflick, Brighton Road Godalming GU7 1XA	Godalming Town Council objects to this development on the grounds of overdevelopment of the site, concerns relating to highway safety, both vehicular and pedestrian access and egress
WBC Weekly List 23/42				
WA/2023/02217	Godalming Binscombe & Charterhouse	Erection of extensions and alterations with associated landscaping (revision of WA/2023/00043).	11 The Brambles Godalming GU7 2QY	No observation

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2023/02232	Godalming Central & Ockford	Installation of dormer windows to north and south elevations together with alterations to elevations and fenestration.	The Old Print House 18b Bridge Mews Bridge Street Godalming GU7 1HZ	No observation
WA/2023/02193	Godalming Central & Ockford	Certificate of Lawfulness under Section 192 for extensions and alterations to roof to provide habitable accommodation in loft space.	34a Hawthorn Road Godalming GU7 2NE	No observation
WA/2023/02192	Godalming Central & Ockford	Certificate of Lawfulness under Section 192 for proposed replacement roof of existing lean-to of dwelling with installation of 2 rooflights; replacement of existing rear door with bifold doors.	22 Victoria Road Godalming GU7 1JR	No observation
WA/2023/02206	Godalming Farncombe & Catteshall	Erection of a single storey extension.	99 Kings Road Farncombe Godalming GU7 3EU	No observation
WA/2023/02229	Godalming Holloway	Erection of a single storey front extension following demolition of existing bay window.	5 Phillips Close Godalming GU7 1XZ	No observation
WBC Weekly List 23/43				
WA/2023/02259	Godalming Binscombe & Charterhouse	Erection of single storey extension and entrance gates; alterations to roof including raising of ridge height and installation of dormers to provide habitable accommodation following demolition of existing garage.	Timberscombe Priorsfield Road Godalming GU7 2RG	No observation
WA/2023/02263	Godalming Binscombe & Charterhouse	Erection of extension including new garage and alterations to existing flat roof; formation of an additional vehicular access.	Ridge House Frith Hill Road Godalming GU7 2EE	No observation
TM/2023/02257	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 41/99	The Coach House 45 Twycross Road Godalming GU7 2HJ	No observation
WA/2023/02261	Godalming Central & Ockford	Erection of extensions following demolition of existing sunroom.	42 Ockford Ridge Godalming GU7 2NR	No observation
WA/2023/02275	Godalming Central & Ockford	Erection of rear extensions including associated landscaping and alterations to fenestration.	106 Ockford Ridge Godalming GU7 2NQ	No observation

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2023/02250	Godalming Farncombe & Catteshall	Erection of single storey extension.	23 Grange Close Godalming GU7 1XT	No observation