

GODALMING TOWN COUNCIL

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15 March 2024

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 21 MARCH 2024 at 6.30pm.

Andy Jeffery

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 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	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 22 February 2024, 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.

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 Crowe, Councillor Martin, Councillor PMA Rivers

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 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.

5. QUESTIONS BY MEMBERS

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

6. 69 HIGH STREET – CONSULTATION

Members to receive a presentation by Debbie Smith, Development Programme Manager at Waverley Borough Council regarding 69 High Street, Godalming.

7. FOOTPATHS & ALLEYWAYS – ITEM FOR DECISION

Recommendation: Members to resolve to approve the list of Footpaths & Alleyways for the GTC trial for additional maintenance visits.

As part of discussions regarding Public Rights of Way at the Environment & Planning Committee meeting of 22 February, the upkeep of some footpaths and alleyways within the town was highlighted. Members were informed that the responsibility for upkeep of these areas lies with either SCC Highways, SCC Countryside Access or Waverley Borough Council depending on the designation of the footpath/alleyway. Each of these authorities are meeting their maintenance obligations. However, Members noted that the level of maintenance undertaken is towards the minimum level and that they would wish to see an increase in maintenance visits provided for the benefit of residents, citing examples of overgrown hedges and slippery surfaces caused by wet leaves.

Whilst not relinquishing other authorities of their responsibilities to maintain footpaths and alleyways within the town, especially the maintenance of the surface structure, Godalming Town Council is able to enhance the maintenance provision for the benefit of residents and to support and encourage active travel.

If Members are minded to support the use of GTC resources to provide an enhanced service for residents, the maintenance staff propose that the footpaths and alleyways indicated below are approved for GTC to trial for additional maintenance visits.

Footpath 9	(River Walk Thackery Way to Peperharow Road)
Footpath 11	(Deanery Road – Chalk Road)
Footpath 12	(Deanery Road to Shadyhanger)
Footpath 15	(Farncombe Street – George Road)
Footpath 13	(Upper Manor Road – Ballfield Road)
Footpath 17	(Fern Road – Meadow)
Footpath 26	(Croft Road – Summerhouse Road, incl St Edmund's Steps)
Footpath 42	(Perrior Road – Tudor Circle – More Road)
Steps	from Cliffe Rise – Coopers Rise
Footpath	from Eashing Lane – Ockford Ridge

8. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY – ITEM FOR DECISION

Recommendation: Members to consider the New Initiatives Assessment Form – Bus shelters Franklyn Road and Eashing Lane and resolve to approve the recommendation contained within the report.

Members are requested to consider the proposal contained within the New Initiatives Assessment Form – Bus shelters Franklyn Road and Eashing Lane (attached for the information of Members)

9. WAVERLEY LOCAL PLAN - CONSULTATION

Recommendation: Members to consider the questions below and agree responses.

Waverley Borough Council is currently considering the approach to allocating sites for housing development over the period to 2043. The National Planning Policy Framework (NPPF) para 69 requires them to identify specific, deliverable sites for 5 years following the intended date of adoption of the Local Plan, together with specific, developable sites or broad locations for growth for the next 5 years and, where possible for the remaining plan period.

The current LPP1 identifies the overall housing requirement and its distribution across the Borough. It allocates 'strategic' housing sites (defined as being capable of delivering 100 or more homes). LPP2 allocates additional sites (of any size) in parishes where this was not being done through non-strategic sites allocated in neighbourhood plans. The problem with this approach is that sites have not come forward at a sufficient rate to meet identified housing requirements. This is in part due to the time lag in bringing forward plans and to delays in the delivery of strategic sites. Consequently, Waverley has not been able to demonstrate a 5-year supply of housing land and has been vulnerable to speculative development proposals.

In order to tackle this, it is likely that the new Local Plan will need to identify a wide range of housing sites of all sizes to give greater certainty over delivery at the point of adoption, together with neighbourhood plans identifying additional sites where appropriate. Waverley Borough Council wishes to work closely with the town and parish councils on this issue. Waverley recognises that a one-size-fits-all approach is unlikely to be appropriate across the borough and would welcome feedback on the following questions:

- a. Does your council intend to prepare a neighbourhood plan or to update an existing neighbourhood plan in the next 5 years?
- b. If yes, please provide an indication of likely work programme. If this is not available, please say if work will commence before or after the proposed adoption of the local plan at the end of 2027?
- c. If you will be preparing/updating a neighbourhood plan, is it likely to allocate sites for housing or will this be left to the local plan (with input from the town or parish council)?
- d. Is the current LPP1 definition of strategic sites as those able to deliver 100+ dwellings still appropriate? If not, what threshold would you suggest and why?

10. PLANNING APPLICATIONS – CONSULTATION

The full schedule of planning applications received from the Local Planning Authority since the last meeting is attached for the information of Members.

Members to consider the following application:

PRA/2024/00389 - YOGA MILA ANGEL COURT 1 HIGH STREET GODALMING GU7 1DT
General permitted development order 2015 schedule 2-part 3 class ma - prior notification application for change of use of first floor from commercial business and service (use class e) to 1 no. Dwellinghouse (use class c3).

11. WBC CONSULTATION OF AMENDED APPLICATION

Waverley Borough Council has informed GTC that they have received an amendment/ additional information in respect of the application shown below relating to the layout and has invited additional comments from GTC.

WA/2023/02158 - OFLICK, BRIGHTON ROAD, GODALMING, GU7 1XA

Erection of 3 dwellings following demolition of existing dwelling and outbuildings together with associated works including additional vehicular access onto Appletree Close.

Godalming Town Council objected to the original application on 2 November 2023 on the grounds of overdevelopment of the site, concerns relating to highway safety, both vehicular and pedestrian access and egress.

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 Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 4 April 2024 at 6.30pm.

14. ANNOUNCEMENTS

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

NEW PROJECT/INITIATIVE ASSESSMENT FORM

Proposal Name/Title	Provision of Bus Shelter at Franklyn Road and Eashing Lane
Aim/Objective	<ol style="list-style-type: none"> 1. Provision of a new bus shelter on Franklyn Road, Godalming to serve the needs of users of Eashing Cemetery and residents living in the local vicinity. 2. Replacement of dilapidated bus shelter on Eashing Lane adjacent to the Aaron Hill Green for the benefit of residents of Aaron Hill and Ockford Park.
Corporate Plan Reference	Pt 4 s5, Pt 5 s1,
Recommendation(s)	<ol style="list-style-type: none"> 1. Members to resolve to agree the use of available S106 funding (if approved by WBC) to support the provision of bus shelters at Eashing Cemetery, Franklyn Road and Eashing Lane. 2. Members to resolve to recommend Full Council approve the award of up to £28,600 of Neighbourhood CIL funding for the installation of the bus shelters.
Proposal	
<p>Members will be aware that the former Joint Burial Committee had considered the installation of a bus shelter to serve the stop directly outside of Eashing Cemetery on Franklyn Road to meet the needs of not only cemetery visitors, but also residents of the neighbouring estate. With the dissolution of the Joint Burial Committee the consideration now rests with Godalming Town Council.</p> <p>As the public footpath is not wide enough at the bus stop location to accommodate a shelter, the proposal would be to locate the shelter on GTC land immediately adjacent to the footpath.</p> <p>Eashing Cemetery is the main cemetery serving Godalming and the immediate area and is served by a direct bus service not only from Godalming but also between Guildford and Haslemere. The cemetery has seen an increased rate of use over the last four years, and with the growth of population within the town, coupled with an estimated 50 years plus of capacity, use of the cemetery as the primary burial ground for the town will continue for many years to come. The redevelopment of the housing stock within the vicinity of the cemetery has also seen an increase in the population of the immediate area surrounding the proposed new bus shelter.</p> <p>In addition to the installation of a new bus shelter to serve the bus stop on Franklyn Road, Members are asked to consider the replacement of the dilapidated shelter located on Eashing Lane adjacent to the Aaron Hill Green, which serves residents from Aaron Hill and Ockford Park. Not only is the current shelter dilapidated, but in comparison to the majority of bus shelters located in other parts of the town, it is of poor design and quality.</p> <p>Corporate Plan Part Four, Section 5 of the GTC Corporate Plan states that Godalming Town Council will: <i>“support measures to improve air quality and water quality across the Godalming Town Council Area”</i></p> <p>The provision of infrastructure that encourages and supports the use of public transport has the potential to reduce the use of private vehicles, which could help improve air quality in the town.</p>	

Part Five, Section 1 of the GTC Corporate Plan states that Godalming Town Council will:
“Promote opportunities for a balanced, pedestrian and cycle-friendly, sustainable and affordable public transport system”

The provision of well-designed and high-quality bus shelters enhance the user experience and is therefore more likely to encourage bus use, which in turn creates a sustainable and viable bus route.

The Bus Shelter

The proposal would be to install Littlethorpe Rettendon Bus Shelters. This design of bus shelters have recently been installed by SCC at other locations within Godalming, notably on the Portsmouth Road and would also match those in other locations on Ockford Ridge and Aarons Hill. The Littlethorpe bus shelter is made from FSC® certified hardwood and have an expected lifespan in excess of 50 years.

Costs

If Members were minded to support the proposal, the cost for installing a single bus shelter to serve the bus stop on Franklyn Road by Eashing Cemetery would be £15,500

The replacement of the bus shelter on Eashing Lane by Aaron Hill green would be an additional £10,500. NB. this cost is assuming the replacement shelter is located in the same position with minimal groundworks required.

Contingency £2,600 (in case of price increase of shelter and/or additional ground works required)

Total potential cost £28,600 (which equates to £572 per annum anticipated lifetime capital costs).

Purchase of the Bus shelter falls under Financial Regulation 11.6.vi.

S106

GTC has been informed that £4460.63 is available from legacy S106, which WBC have indicated could be used towards this project. NB. S106 funding can only be used towards the bus shelter on Franklyn Road, it cannot be used to replace an existing bus shelter. An application for use of S106 was submitted to WBC on 6 March 2024

Neighbourhood CIL

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places upon Godalming.

These definitions allow GTC and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes transport infrastructure i.e. bus shelters.

Both Ockford Ridge and Aarons Hill have experienced recent growth through development with an approximate combined increase of 240 residential dwellings.

The Godalming and Farncombe Neighbourhood Plan seeks to focus local policy on measures that encourage alternatives to car use, such as walking and cycling and the use of public transport. Bus services are an important part of this strategy shift away from private cars. Facilities that improve users experience of public transport are key to encouraging and supporting the aims of the Godalming & Farncombe Neighbourhood Plan.

<p>The Waverley Local Plan Pt 1 8.2 states that sustainable development aims to support strong, vibrant and healthy communities with accessible local services that reflect the community's needs and support its well-being. To achieve this, the right community facilities and other local services must be planned to enhance the sustainability of communities and meet local needs.</p> <p>Current non-committed Godalming Neighbourhood CIL Funding stands at £144,278.14 with an additional £106,273.86 due in April 2024.</p>	
<p>Key Identified Risks & Mitigation</p>	
<p>Strategic Risk: Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.</p>	
Decision unlawful	<p>Decision is within the power provided under the LGA 1972 S137 & General Power of Competence.</p> <p>Decision is within the GTC Neighbourhood CIL Policy</p> <p>The Council has the lawful power to provide roadside seats, shelters and bus shelters under s.1, Parish Council Act 1957 and s.4 Local Government (Miscellaneous Provisions) Act 1953</p>
<p>Compliance Risk: Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.</p>	
Decision improperly made	<p>Proposal placed on a published agenda. Decision to be made by the Council, or a Committee of the Council. Decision of the Council recorded on the record minutes.</p>
<p>Financial Risk: Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.</p>	
Improper expenditure	<p>Procurement to be authorised by decision of the council and implemented i.a.w financial regulations</p>
Affordability	<p>This initiative funded entirely from developers' contributions, (CIL and S106 contributions). Ongoing maintenance to be contained within the Land & Property Other cost centre.</p>
<p>Operational, Staffing and Health & Safety Risks: Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.</p>	
Installation of Shelters	<p>Shelters installed by manufacturer installers. GTC have been working with SCC Transport Officers to ensure that the installation will be able to accommodate the future Roll Out of Real Time Passenger Information Units (RTPI)</p>
Ongoing Maintenance	<p>The ongoing maintenance for both bus shelters would remain with GTC. It should be noted that GTC are currently responsible for four bus shelters, with repairs costs due to damage over the last 10 years being less than £500 (roof of St John's Road bus shelter)</p>
GTC Asset Register	<p>The shelters would become a GTC asset and GTC would be liable for their insurance.</p>
<p>Environmental Risk; Effect on Climate and Ecology, sustainability of development</p>	
Sustainability of Construction	<p>Increase use of Public Transport is to be encouraged in order to reduce GHG emissions. Shelter constructed from sustainably sourced FSC® certified hardwood with an expected lifespan in excess of 50 years.</p>

GODALMING TOWN COUNCIL

ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS – 13 FEBRUARY TO 4 MARCH 2024

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 24/07				
WA/2024/00331	Godalming Binscombe & Charterhouse	Listed Building consent for installation of replacement windows and internal alterations.	Verites Charterhouse Hurtmore Road Godalming GU7 2DG	
PRA/2024/00316	Godalming Binscombe & Charterhouse	General Permitted Development Order 2015, Schedule 2 Part 14 Class J - Prior Approval for installation of 98 PV solar panels with a maximum output of 39.69 kWp on flat roof of the school building.	Surrey County Council Loseley Fields Primary School Green Lane Godalming GU7 3TB	
WA/2024/00280	Godalming Central & Ockford	Alterations to elevations and refurbishment of public convenience.	Godalming Town Council Public Convenience Crown Court High Street Godalming	
PRA/2024/00282	Godalming Farncombe & Catteshall	Application for Prior Approval under Part 18 of the Town and Country Planning Act (General Permitted Development) for minor realignment of footway to the north of the crossing on Station Road to increase the width of the footway and installation of a drop kerb and regraded footway to the north of the crossing.	Farncombe West Level Crossing Farncombe Street Godalming	
WA/2024/00338	Godalming Holloway	Erection of an outbuilding with associated works following demolition of existing garage.	Red Acre Ramsden Road Godalming GU7 1QE	
NMA/2024/00295	Godalming Binscombe	WA/2015/1391 - Relocation of double doors, addition of double doors in south-west elevation and addition of photo voltaic panels on the rear flat roof	Binscombe Church, Loseley Road, Farncombe GU7 3RF	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
NMA/2024/00279	Godalming Holloway	Amendment to WA/2023/01228 for the addition of a wall on the first storey extension and add a white render finish.	15 The Paddock Godalming GU7 1XD	
WBC Weekly List 24/08				
WA/2024/00374	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	
PRA/2024/00389	Godalming Central & Ockford	General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use of first floor from commercial, business and service (Use Class E) to 1 No. dwellinghouse (Use Class C3).	Yoga Mila Angel Court 1 High Street Godalming GU7 1DT	
WA/2024/00368	Godalming Holloway	Erection of extensions and alterations following demolition of detached garage.	26 The Paddock Godalming GU7 1XD	
WA/2024/00364	Godalming Holloway	Erection of a single storey attached garage; erection of porch and two storey bay window with alterations to elevations; alterations to roof and integral garage to create additional habitable accommodation following demolition of existing conservatory.	Heathfield House (Formerly Littleworth) Tuesley Lane Godalming GU7 1SJ	
WBC Weekly List 24/09				
TM/2024/00409	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/04	15 The Brambles Godalming GU7 2QY	
WA/2024/00397	Godalming Central & Ockford	Erection of a first floor extension including alterations to entrance and elevations; construction of a raised terrace and associated works.	Headley Lodge Ockford Road Godalming GU7 1QP	
WA/2024/00422	Godalming Farncombe & Catteshall	Erection of two storey extension and alterations to parking area to create an additional parking space.	57e Summers Road Farncombe Godalming GU7 3BE	

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.