

GODALMING TOWN COUNCIL

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11 July 2025

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, 17 JULY 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 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 [YouTube](#) page.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Holliday
Councillor Clayton	Councillor Kiehl
Councillor Crowe	Councillor Martin
Councillor C Downey	Councillor PMA Rivers
Councillor S Downey	Councillor PS Rivers
Councillor Duce	Councillor Steel
Councillor Heagin	Councillor Thomson
	Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 5 June 2025, 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 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. APPLICATIONS FOR GRANT AID

Information:		£
	25/2026 Grants Budget	65,100.00
	Allocations this year to date	47,996.00
	Balance available for allocation	17,104.00
	25/2026 SLA Fund Allocation	45,500.00
	SLA Fund applications this meeting	45,500.00
	Balance unallocated	0.00
	25/2026 Council Community Fund Allocation	19,600.00
	Allocations this year to date	2,496.00
	Council Community Fund – applications this meeting	9,664.12
	Balance unallocated if applications agreed	7,439.88

Community Grants

Members to consider the following applications for grant aid – the summary of the application is given below – where stated, more information is contained in the detailed applications and the summary which is attached for the information of Members.

a. Farncombe Infants School

Sponsors: Cllr Crowe, Cllr Williams

£592 is being requested to provide a cover for a Bike Rack Facility

Members will recall that on 24 February 2025 this committee awarded Farncombe Infants School £1,085 to provide a 3-Bike and 10-Scooter facility (Min No. 516-24 refers) which was taken from the 2024/25 grant fund. Pleasingly, the installation of these facilities has been completed and is extremely well used.

During the installation process, Farncombe Infants unexpectedly ended up with a free additional bike rack from the company, and due to such a good uptake of use of the racks they have had this installed to allow space for additional bikes. However, the free addition was for the bike rack only and did not come with the rain cover, meaning that one bike rack has protection from the elements and the other does not.

Whilst Farncombe Infants does appreciate the support from GTC to supply the initial bike and scooter facility and shelter cover, the sponsoring councillors request that Members consider an award of £592 that would allow for this second bike and scooter rack to also

have a cover, thus providing a degree of protection for all of the children's bikes and scooters.

b. What Next? Climate Emergency Centre for Waverley

Sponsors: Cllr Williams, Cllr Follows, Cllr Crooks

£1,400 is being requested towards the cost of the infrastructure to create a 'living wall' at the What Next? Climate Emergency Centre for Waverley.

Members are requested to consider a proposal from What Next? Climate Emergency Centre for Waverley (attached for the information of Members) to create a living wall.

c. Army Cadet Force – Farncombe Detachment

Sponsors: Cllr Martin, Cllr PMA Rivers

£870 is being requested for a detachment standard.

Since the COVID-19 pandemic, the Farncombe ACF Detachment has made commendable progress in re-establishing a thriving and active unit, currently supporting approximately 30 young people from Godalming and the surrounding area. The detachment offers cadets enriching experiences and fosters key values such as respect, integrity, loyalty, selfless commitment, courage and discipline.

A detachment standard (also known as a banner) is an important ceremonial and symbolic item within the cadet training programme. It plays a significant role in teaching cadets' military traditions, drill, and respect for collective (regimental) identity. The current standard is outdated, incorrectly represents regimental affiliation, and is in poor condition.

The detachment seeks funding for the purchase of a new standard that accurately reflects its identity and enhances its ceremonial presence, including during public parades such as Remembrance and other national occasions.

d. Farncombe Jazz Choir

Sponsors: Cllr PMA Rivers, Cllr Heagin

£2,412.12 is being requested to cover the travel costs incurred by the Farncombe Jazz Choir during their participation in the 40th anniversary Twinning Charter commemorations in Joigny, France.

Between 20–23 June 2025, 19 members of the Farncombe Jazz Choir represented the Town of Godalming at the 40th anniversary of the signing of the Twinning Charter with Joigny. The choir undertook this visit in a voluntary capacity and served as cultural ambassadors for the community.

The Choir performed extensively throughout the weekend:

- An impromptu performance on Le Shuttle during transit;
- A welcome concert shortly after arriving in Joigny on Friday;
- Seven separate performances across various venues on Saturday;
- A final concert on Sunday evening, prior to returning home on Monday.

These performances showcased not only the talent and commitment of the choir but also significantly enhanced Godalming's cultural standing and fulfilled the core aims of the Town's twinning arrangements—namely, the promotion of friendship, mutual understanding, and cultural exchange between communities.

The visit required a considerable level of personal commitment from the participants and has been recognised as a resounding success by those in Joigny and observers from Godalming alike. No remuneration was received by the performers, and the amount requested reflects transportation expenses only.

e. Moss Lane School Association

Sponsors: Cllr Thomson, Cllr Follows

£1,500 is being requested to purchase new non-fiction books to replace outdated materials in the school library.

Members are requested to consider the letter (attached for the information of Members) from the Moss Lane School Association requesting Members consider the award of a Council Community Grant for the provision of non-fiction books for the school library.

f. Farncombe Youth Football Club

Sponsors: Cllr PMA Rivers, Cllr Crowe

£1,450 is being requested for the sponsorship of team kits for Farncombe Youth Football Club (FYFC) – two teams to be nominated by the club based on assessed need.

In September 2023, Godalming Town Council (GTC) awarded a £700 Community Grant to Farncombe Football Club for the provision of team kit. That kit, which featured the GTC logo prominently, was very well worn throughout the season and has now reached the end of its usable life. Feedback from the club indicates that the visibility of the Council's sponsorship was well received locally and positively remarked upon by visiting and opposing teams during away fixtures. The support clearly demonstrated GTC's commitment to local youth and community sport.

FYFC, a Charter Standard FA-accredited organisation, serves over 600 local children across a broad range of age groups. FYFC is once again seeking GTC's support to act as a home kit sponsor for the upcoming 2025–26 and 2026–27 seasons. However, to remain within the Community Grant limit of £1,500, The CEO suggests that GTC sponsorship is limited to **two team kits** only at this stage:

- One full team kit at £850
- One full team kit at £600

The specific teams to receive the sponsored kits will be selected by FYFC management based on greatest need, ensuring equitable support across the age range and visibility for GTC throughout the club's representation.

Each sponsored kit will include shirts, shorts, and socks, and will feature the GTC logo on the front of the shirts. GTC's sponsorship will be promoted across FYFC's website, social media, and matchday presence.

g. Sport in Mind

Sponsors: Cllr Thomson (seeking a second sponsor)

A grant of £1,440 is being requested by *Sport in Mind*, a registered mental health charity that uses sport and physical activity to support individuals experiencing mental health issues. The funding will be used to continue delivering weekly one-hour yoga sessions in Godalming for adults and carers (aged 17+) living with mental ill health.

The yoga sessions, held at the Local Studio in Godalming High Street, have supported 21 participants with 155 attendances across 38 sessions. The initiative has received positive feedback from attendees and aims to address isolation, build confidence, and

improve both mental and physical health. Participants are also provided with Wellbeing Journals to encourage personal reflection and engagement with the Five Ways to Wellbeing framework.

The grant application outlines two scenarios for delivery:

- £1,260: to cover six months of venue hire and instructor costs at Well & Good Studio.
- £1,440: to cover a full year of instructor costs if the Ockford & Aaron's Hill Hub venue (previously offered free of charge) is available.

The project will be managed by the Senior Development Officer for Surrey and London, with support from a local instructor and volunteers. Promotion and referrals will be managed through local networks, healthcare contacts, and social media.

The original letter to Cllr Thomson from Amy Wright is attached for Members' information.

Members are asked to consider whether to support this application. Two councillor sponsors are required for it to proceed.

Previous Grant: £2,500 Sept 2022

7. PROPOSAL FOR COMMUNITY-SUPPORTED SCHOOL LIBRARY BOOK TOKEN SCHEME – "TRIAL INITIATIVE"

Recommendation

Members are asked to consider the information below and if minded resolve:

That the Town Council supports a trial of a Community Book Token Scheme in partnership with Waterstones Godalming bookshop.

Purpose

To consider launching a **pilot community partnership** between the Town Council, the Godalming Branch of Waterstones bookshops, and residents to support the enhancement of school library resources across Godalming and Farncombe.

Background

In light of the Moss Lane School Association's application for funding to improve their non-fiction book collection and the recognised value of school libraries in supporting early years literacy, Members are invited to consider an initiative that enables the wider community to play an active role in strengthening schoolbook stocks.

This proposal also promotes civic pride in education and encourages local giving.

Proposal

That the Town Council initiates a trial scheme, in partnership with Waterstones Godalming bookshop, to allow residents to purchase book tokens, which can be held by the bookshop and later redeemed by schools for curriculum-supporting non-fiction titles.

Key features of the proposed scheme:

- **Duration:** Trialled between July 21 and 31 August during Waterstone's "Children's Summer Reading Challenge"
- **Mechanism:** Residents buy book tokens at Waterstones Godalming and place them into the in-store collection box. The tokens will then be distributed to the state infant and junior schools located within the civic parish of Godalming – St Marks & All Saints Primary, Moss Lane Infants, Busbridge Infants, Busbridge Junior, Godalming Junior, Farncombe Infants and Loseley Fields Primary schools
- **Redemption:** Schools will be able to use the tokens at Waterstones Godalming to procure appropriate non-fiction, inclusive, and/or curriculum-aligned reading materials.
- **Promotion:** The initiative would be promoted by the Town Council.
- **Evaluation:** The scheme's success will be assessed on total participation, school feedback, and community response. If deemed successful, a repeat scheme could be run on an annual or termly basis.

Rationale

This scheme aligns with the Council's ongoing commitment to supporting:

- Youth education and opportunity;
- Community-led initiatives;
- The local independent retail sector.

Equality of Access to Reading Resources

It further provides an alternative channel of support for schools whose needs may exceed what can be funded solely via the Council's grant mechanisms.

8. LOCAL GOVERNMENT REORGANISATION IN SURREY – CONSULTATION – ITEM FOR DECISION

Recommendation

Members are requested to consider the information set out below and if minded to resolve the following:

- Whether to support the conclusion of the LGR Working Group that GTC's preferred option is the three-unitary council proposal.**
- Whether to approve the draft consultation response as set out in the attached LGR Group Draft Consultation Response document.**
- Whether to authorise the CEO to submit the approved response on behalf of the Town Council.**
- Members to note SALC's position relating to LGR in Surrey.**

Summary

Members will be aware that following receipt of submissions concerning the potential reorganisation of local government in Surrey, the Government has launched a formal consultation seeking views on the proposals submitted. The consultation, which is open until 5 August 2025, can be accessed at:

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-surrey/proposals-for-local-government-reorganisation-in-surrey>

Proposals Under Consideration

Two Unitary Council Structure

Proposed by Elmbridge Borough Council, Mole Valley District Council and Surrey County Council:

East Surrey: Elmbridge, Epsom & Ewell, Mole Valley, Reigate & Banstead, Tandridge

West Surrey: Guildford, Runnymede, Spelthorne, Surrey Heath, Waverley, Woking

Three Unitary Council Structure

Proposed by the Borough Councils of Epsom & Ewell, Guildford, Reigate & Banstead, Runnymede, Spelthorne, Surrey Heath, Waverley, Woking, and Tandridge District Council:

East Surrey: Epsom & Ewell, Mole Valley, Reigate & Banstead, Tandridge

North Surrey: Elmbridge, Runnymede, Spelthorne

West Surrey: Guildford, Surrey Heath, Waverley, Woking

Although Godalming Town Council (GTC) is not a named consultee, the consultation explicitly welcomes views from all interested parties, including town and parish councils. Members have previously indicated that GTC should submit a formal response and inform residents of its preferred option.

Local Government Reorganisation (LGR) Working Group Assessment

Members are referred to the Strategic Comparison of Two vs. Three Unitary Models (attached for the information of Members), prepared by the Council's LGR Working Group. Based on Government criteria and guidelines, the group concluded that:

"Godalming Town Council should adopt and endorse the three-unitary model. It not only safeguards the interests of Godalming and its residents but also reinforces GTC's commitment to practical, people-centred local governance rooted in tradition and community pride, while being future-facing."

Draft Consultation Response

Attached for Members' consideration is the LGR Working Group's draft document entitled: 'Godalming Town Council (GTC) – Draft Response to the Government's Consultation on Local Government Reorganisation in Surrey'. The LGR Group believes this document reflects the Council's support for the three-unitary option and provides detailed responses to the Government's consultation questions.

Sharing of GTC Consultation Responses and Position

Members will have noted that Town and Parish Councils are not specifically identified as statutory consultees for this consultation. However, the Surrey Association of Local Councils, the representative body for Town and Parish councils in Surrey is a named consultee.

Following the LGR working Group meeting of 26 June, in consultation with the Chair of the working group, in order to be able to put GTC's view to the SALC Board, the CEO sent the attached letter to SALC. Following the board meeting GTC received correspondence from SALC informing them of SALC's position (correspondence attached for the information of Members).

Members are asked to consider the correspondence from SALC and note its position.

9. COMMUNITY ASSET TRANSFERS AND LOCAL GOVERNMENT REORGANISATION – EXPENDITURE FROM EARMARKED RESERVES – ITEM FOR DECISION

On 21 November 2024, Full Council resolved (Min No. 337-24 refers) to delegate to the Policy & Management Committee the authority to approve business cases in support of Community

Asset Transfer (CAT) applications and to allocate necessary financial and personnel resources.

Subsequently, at its meeting of 24 April 2025 (Min No. 617-24 refers), this Committee resolved that expenditure related to CAT be met from the Professional Fees Reserve. However, in view of the establishment of the Local Government Reorganisation (LGR) Reserve, Members are now asked to consider the treatment of expenditure relating to CAT and LGR initiatives.

Recommendation:

In accordance with Financial Regulation 4.11, which requires that any addition to or withdrawal from an earmarked reserve be approved by Full Council, it is recommended that the Committee resolve to agree the following:

- a. **Scope of Expenditure:** Costs associated with the preparation, drafting, and submission of Expressions of Interest and Business Cases for the transfer of land, property, or services—where such activity is recommended by the LGR Working Group and approved by this Committee—be met from the LGR Reserve.
- b. **Eligible Costs:** Eligible expenditure shall include administrative support, professional services (e.g. legal, valuation, or surveyor fees), associated costs for consultancy, public engagement such as newsletters, publicity, and any other costs relating to LGR matters.
- c. **Budgetary Limitation:** Expenditure not to exceed the funds allocated in the LGR Reserve, without further resolution of Full Council.
- d. **Authorisation Protocol:** Delegate authority to the Chief Executive Officer, in consultation with the Chair of the LGR Working Group, to approve such expenditure. All expenditure shall be reported to this Committee.
- e. **Governance Compliance:** In compliance with Financial Regulation 4.11 concerning the use of earmarked reserves, this resolution be referred to Full Council for approval.

10. COMMUNITY ASSET TRANSFERS – ASSET LIST AND EXPRESSIONS OF INTEREST

Recommendations

Members are requested to agree:

- a. the priority order for the LGR community asset Wishlist;
- b. approve the submission of EOIs for the assets tranche 2 assets as indicated below to Waverley Borough Council;
- c. the conclusions and recommendations as set out in agenda reports 10e relating to the Borough Hall and 10f relating to the Farncombe Day Centre;
- d. any additional proposals from Members for CAT are to be submitted to the CEO for consideration by the LGR Working Group.

Summary

Authorised by previous resolutions of this council, four Expressions of Interest (EOIs) for the transfer of local assets were submitted to WBC. Subsequently these progressed to the Business Case stage, with outcomes expected before Christmas regarding which, if any, assets will be transferred to GTC in this initial tranche.

In anticipation of future opportunities, the Local Government Reorganisation (LGR) Working Group has compiled a 'Wishlist' of community assets. This list reflects both previous suggestions from Members, as well as being influenced by the responses from the recent LGR resident survey, in identifying assets of significant local value. The Wishlist is

categorised into four tranches as described below and is attached for Members' consideration.

Asset Wishlist

Members are asked to review the attached LGR asset Wishlist and determine the preferred order in which the tranches should be pursued for transfer.

Tranche 2 Assets

Tranche 2 comprises of assets that are already in the control of GTC either by way of an existing lease or licence arrangement with WBC. EOI's and subsequent business cases for Tranche 2 assets seek to secure property assets either by transfer of freehold or the provision of long lease arrangements where existing arrangements are on a limited licence basis.

Members will wish to note that the Trustees of Godalming & Villages Community Store are supportive of and endorse GTC's EOI in the store's premises.

P&M Committee, having delegated authority from Full Council, is asked to consider and, if appropriate, approve the submission of EOIs recommended by the LGR Working Group for the following community assets:

Crown Court Public Toilets
Farncombe, North Street, Public Toilets
Wilfrid Noyce Centre
Godalming & Villages Community Store

Copies of the draft EOIs for Tranche 2 assets are attached for review.

Tranche 3 Assets

Tranche 3 comprises of assets that are either managed on a leasehold arrangement by a third party, with WBC being the freeholder, or in the case of the bus shelters, assets that WBC has previously requested GTC consider taking ownership of. Public benches are included in this tranche as GTC is already, by default, taking responsibility for their upkeep.

Although not a strict requirement for CAT, The LGR Working Group consider the support of existing leaseholders to be paramount if GTC is to make EOI submissions. Early engagement with interested parties is progressing with the aim that Members would, if they approve the Tranche 3 list, be able to consider the EOIs at the next P&M Committee meeting.

Tranche 4

As indicated on the CAT Wishlist, Tranche 4 assets are the High Complexity assets. Consideration of Tranche 4 assets is likely to require considerable resource to research the history, legal position, stakeholder relationships and interconnectivity with other assets and organisations, as well as the condition of the asset along with its current use, community benefit value and income and expenditure profile. From that, a determination of how GTC might be able to either support an existing operational model, identify future opportunities for community benefit of the asset and establish an understanding of any cost/benefit analysis could be undertaken.

In considering the Tranche 4 list as presented at this meeting, the LGR Working Group wish Members to consider the following reports (attached for the information for Members) and are requested to resolve to agree the recommendations contained within each report.

- Borough Hall
- Farncombe Day Centre

The conclusions and recommendations from which are set out below:

Borough Hall Report Conclusions & Recommendations:

Conclusion

The freehold transfer of the Borough Hall complex presents a strategic opportunity to protect one of Godalming's most important cultural assets during a time of structural change. It allows for the development of an integrated, locally managed arts and community venue while securing the building's future against external redevelopment pressures.

Godalming Town Council stands ready to take on the responsibilities of ownership to ensure the Borough Hall continues to serve the community's cultural and civic life for generations to come.

Recommendations:

- i. That the LGR Working Group undertake any necessary preparatory work to establish a viable EOI and basis for a subsequent business case for the acquisition of the freehold of the Borough Hall complex, subject to due diligence and transitional planning.
- ii. This work to include but not limited to the commencement of detailed dialogue with WBC's to:
 - o Identify plant, mechanical and utility systems for decoupling.
 - o Map and assess existing leasehold and licensing arrangements.
 - o Begin HR and legal review regarding potential TUPE implications for Borough Hall staff.
- iii. That associated legal, technical and HR costs be drawn from the LGR Reserve.
- iv. That GTC confirms its commitment to preserve and enhance the cultural and performance functions of the Borough Hall, including the integration of additional space from the Stonehouse/Municipal areas of the complex.

Farncombe Day Centre Report Conclusions & Recommendations:

Conclusion

The transfer of the Farncombe Day Centre freehold to Godalming Town Council is a strategic and protective step that strengthens local control, sustains a valued community facility, and positions GTC to act decisively in the face of diminishing upper-tier support.

It also reflects responsible financial planning and proactive local governance during a period of structural uncertainty.

Recommendations:

- i. That the LGR Working Group undertake any necessary preparatory work to establish a viable EOI and basis for a subsequent business case for the acquisition of the freehold of the Farncombe Day Centre, subject to due diligence and transitional planning.
- ii. This work to include but not limited to the commencement of detailed dialogue with WBC's to:
 - o Identify plant, mechanical and utility systems for decoupling.
 - o Map and assess existing leasehold arrangements.
- iii. That associated legal, technical and HR costs be drawn from the LGR Reserve.
- iv. That within the budget setting process, options for future financial support for Farncombe Day Centre are incorporated for consideration by Members.

Additional Asset Suggestions

Members who believe additional community assets should be considered for inclusion are requested to email the Chief Executive Officer with the asset's name, location, and rationale. These will be reviewed by the LGR Working Group and, if appropriate, referred back to this Committee for formal inclusion.

11. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since 22 May 2025

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office 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 Chair should sign the schedule of accounts paid.

12. BUDGET MONITORING

Members are asked to note a report from the Responsible Finance Officer on the Council's financial performance to 30 June 2025 (report attached for the information of Members).

13. FARNCOMBE DAY CENTRE – REPORT

Members to receive a report (attached for the information of members) from Farncombe Day centre as required by the SLA agreement between GTC and the day centre.

14. PEPPERPOT UPDATE

Members to receive an update on the progress of restoration and repair works at The Peppercot, as provided by the Operations & Compliance Officer. The project continues to advance well, with significant structural and cosmetic works already undertaken.

Project Update – Key Works Completed and Ongoing

- **Clock Restoration:** The historic clock has been transported to Smith of Derby for full restoration. No unforeseen issues have been reported to date, and the clock is expected to be reinstated in the first half of August 2025.
- **Copper Roofing Removal and Storage:** The existing copper from the domed roof and barrel section have been removed. These materials are being safely stored until their replacements are fitted, in case any sections are needed for templating.
- **Specialist Joinery Works:** The dome, barrel section, and supporting columns have been lowered to ground level and transported to a specialist joiner for stripping and structural inspection. Initial assessments are positive regarding the dome and barrel's condition; however, the base of the columns is rotten and will require replacement.
 - The Council's surveyors have recommended the use of Accoya wood for these replacements, owing to its durability and resistance to moisture and rot. This recommendation is currently under review by the Local Building Control (LBC) authority, who will issue the final determination.
- **Clock Box Assessment:** A structural engineer is scheduled to visit on Tuesday, 15 July, to inspect the clock box housing and assess whether any wooden elements need replacement. This assessment will also inform the extent of copper removal still required.
- **Window Repairs:** All windows on the building have now been repaired and repainted.
- **Render Works (First Floor):** First floor rendering repairs, excluding the stair tourelle, have been completed, primed, and received a first coat of paint. The final topcoat will be applied once all overhead works have been concluded.

- **Arch Repairs:**
 - Repair work is underway on the structural arches.
 - Heli-coils have been bonded into the brickwork to stabilise cracking.
 - A particularly severe crack discovered in the High Street-facing arch (previously hidden beneath render) will require the installation of metal plates, to be fixed into the brickwork and concealed below new render. Full details and sign-off for this solution will be discussed during the 15 July engineer's visit.
- **Arcade Ceiling Repairs:** Two repair options were offered by LBC. The Council has approved a cement board and skim finish, in keeping with the practical nature of the repair and conservation aims.
- **Public Consultation and LBC Decision:** The formal public consultation concluded on 27 June 2025. The final determination from LBC is expected to be issued on 17 July 2025. All required documentation and supporting information have been provided by D&K.
- **Stair Tourelle – Structural Concern:** During works to the stair tourelle, evidence of dry rot was identified in the supporting structure. Works have been suspended on this section pending the structural engineer's site visit on 15 July. A detailed inspection and remediation recommendation will follow.

Financial Oversight

An expenditure report for the Pepperpot Renovation Cost Centre will be tabled at the meeting for Members' review. This will provide an up-to-date financial overview of the project, including actuals to date against the approved budget.

15. YOUTH SERVICE SUPPORT GROUP

Members to receive a report from the Chair of Staffing Committee relating to the Youth Service Group and are asked to endorse the Staffing Committee's recommendations and forward those recommendations to Full Council.

16. GODALMING AMATEUR SWIMMING CLUB – ITEM TO NOTE

Members are asked to note the letter sent to WBC in support of Council's Motion in support of the Godalming Amateur Swimming Club (Min No 650-24 refers). Members will be informed of any response or outcome (letter attached for the information of Members)

17. SCHEDULE OF MEETINGS – UPDATE

Due to the anticipated elections to the shadow unitary authority on the 7 May 2026, the Full Council meeting scheduled for the 7th has been moved to 14 May 2026.

18. GODALMING TOWN CENTRE TRAFFIC MANAGEMENT – FOLLOW-UP TO MIN NO. 82-25 – ITEM FOR DECISION

Recommendation

That Members approve the draft letter for immediate dispatch to Surrey County Council and confirm that SCC representatives be invited to the Policy & Management Committee on 21 August 2025.

At its meeting on 5 June 2025 (Min No 82-2025), the Policy & Management Committee resolved that the Town Clerk write formally to Surrey County Council (SCC) to progress the long-standing proposals for a 20-mph speed limit and associated traffic management measures within the Godalming town centre.

A draft letter has now been prepared (attached), reaffirming the Council's support for lower speed limits in line with SCC's stated policy position that:

“Lower speed limits can help to reduce collisions and improve safety for all road users... 20 mph speed limits can improve road safety and make walking, wheeling and cycling safer, easier and more pleasant.”

The letter invites SCC to:

- Provide a delivery programme for the proposed scheme;
- Allocate officer resource to update the technical proposals;
- Collaborate on funding and design; and
- Respond to previous correspondence from 2022 and 2023.

The letter further invites SCC representatives to attend the Committee’s meeting of 21 August 2025 to discuss next steps.

Attached Appendices:

1. Draft Letter to SCC – 18 July 2025
2. Correspondence to SCC:
 - Letter to Cllr Furniss – 16 March 2022
 - Letters to SCC – 27 November 2023

19. BUSINESS IMPROVEMENT DISTRICT LOAN FACILITY

Recommendations:

Members are requested to resolve:

- a. To approve a cashflow support loan facility of up to £12,000 to the Godalming BID Board, repayable in full by 31 December 2025, under formal agreement; and**
- b. To approve the use of The Pepperpot for mobile connectivity hardware.**

Summary

To consider a request from the Godalming Business Improvement District (BID) Board for a short-term cashflow support facility of up to £12,000 to enable the immediate commencement of a mobile connectivity improvement project in the town centre, as set out in the BID’s business plan. The request also includes seeking permission to utilise The Pepperpot as a location for the required hardware.

Background

At its meeting held on 11 January 2024 (Min No 455-24), Members unanimously welcomed the establishment of the Godalming Business Improvement District and recognised the advantages it could provide for the town. As part of this support, Members approved a loan facility to the BID Board in advance of receiving the first BID levy payment from Waverley Borough Council (WBC), to enable the timely setup of the BID company. A formal signed agreement detailing repayment terms was entered into, and the loan was repaid in full by the BID in August 2024.

Since its establishment, the BID has made significant progress in delivering on its objectives, including developing the “Discover Godalming” brand, supporting BID businesses through training, and driving down operational costs. However, a recurring challenge has been the issue of poor mobile connectivity in the central Godalming area, which has had an adverse impact on businesses and the visitor experience.

While discussions with mobile providers were initiated by others, unfortunately limited progress has been made. The BID is now seeking to implement a localised solution, drawing on experiences from other BID areas.

Current Position

Improving mobile connectivity is a stated priority in the BID's five-year business plan and has been budgeted for across the BID term. However, due to the cycle of levy billing and income collection, the BID's cashflow will not allow for commissioning the required hardware installation until levy funds are received in late August.

To prevent further delay and ensure readiness ahead of the autumn trading period, the BID is requesting a short-term loan facility of up to £12,000, repayable within the current financial year, to enable immediate progression of the project.

As part of the project plan, The Pepperpot has been identified as a strategically advantageous location to host connectivity hardware. The BID is therefore also seeking GTC's agreement in principle to use the building for this purpose.

A commercially sensitive project summary has been provided by the BID (attached as "*in Confidence*").

Legal and Financial Considerations

- The BID will be required to enter into a formal loan agreement with GTC, outlining repayment terms and conditions, as was done previously.
- Officers will ensure that use of The Pepperpot is in line with heritage, and structural constraints.
- The facility, if approved, would be funded from general reserves and repaid by 31 December 2025.

20. UPCOMING EVENTS

Members to note the following upcoming event(s):

Date	Event
Saturday, 2 - Sunday, 10 August	Staycation
Saturday, 9 August	Godalming Street Market
Saturday, 13 September	Farncombe Market

21. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

22. COMMUNICATIONS ARISING FROM THIS MEETING

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

23. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 28 August 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

24. ANNOUNCEMENTS

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

6. BRIEFING PAPER: COMMUNITY GRANT APPLICATIONS ANALYSIS – P&M COMMITTEE (17 JULY 2025, ITEM 6)

1. Policy Framework Overview

The Council's Community Grants Policy sets out the following key criteria for awarding funding:

- Benefit must accrue to the civic parish of Godalming or some of its inhabitants.
- Grants should support specific projects or initiatives, not ongoing revenue or operational costs, unless by exception (e.g. urgent cases).
- Grants are normally up to £1,500, with up to £2,500 in exceptional cases.
- Two Councillor sponsors are required for eligibility.
- Applications must demonstrate clear community benefit, and ideally align with the Council's Corporate Plan or provide value through match/leverage funding.

The available balance for 2025/26 Council Community Fund after this round would be £7,439.88 if all applications are approved in full.

2. Grant Applications Analysis

a) Farncombe Infant School – Bike Rack Cover (£592)

Summary: Seeks a cover for an additional bike rack installed at no cost. The facility is well used following a prior GTC-funded installation.

Assessment:

- Provides direct benefit to local children and promotes active travel, a Council priority.
- Application is for a discrete capital item, not revenue.
- Modest value, justified, with positive outcomes from previous funding.

Policy Alignment: Compliant.

b) What Next? Climate Emergency Centre – Living Wall (£1,400)

Summary: Seeks funding toward creation of a public-facing green infrastructure project at The Denningberg Centre.

Assessment:

- Delivers environmental education, climate awareness, and visual improvement in a civic space.
- Strong community engagement plan involving schools, volunteers, and local groups.
- Grant is for capital costs (planting infrastructure, materials), not general operations.
- Proposed phased approach and match funding support policy aims.
- Landlord's consent should be evidenced beforehand as condition of grant

Policy Alignment: Compliant

c) Army Cadet Force – Farncombe Detachment Standard (£870)

Summary: Requests support to replace an old ceremonial standard for cadet events and public parades.

Assessment:

- The project is capital and supports youth participation, community cohesion, and civic ceremonies (e.g. Remembrance).
- Clear benefit to local residents, supports character-building and engagement for young people.
- No duplication of funding noted.

Policy Alignment: Compliant.

d) Farncombe Jazz Choir – Twinning Visit Costs (£2,412.12)

Summary: Seeks reimbursement of transport costs for participation in Joigny twinning celebrations.

Assessment:

- Project aligns with twinning objectives and cultural diplomacy, promoting Godalming abroad.
- Exceeds standard grant limit. However, previous twinning activities have been supported, and the project has concluded with demonstrable impact.
- Costs are travel-only, not operational or remuneration.

Policy Alignment: **Exceeds standard grant threshold** but justifiable under exceptional provision.

e) Moss Lane School – Library Non-Fiction Books (£1,500)

Summary: Requests full grant to refresh outdated non-fiction titles in the school's library.

Assessment:

- Strong educational and social equity rationale.
- Project-based, with books being selected to support curriculum and inclusivity.
- School's core budget does not cover this specific enhancement.

Policy Alignment: Compliant.

f) Farncombe Youth Football Club – Team Kit Sponsorship (£1,450)

[Supporting file: Sponsorship Flyer]

Summary: Seeks repeat of past successful sponsorship to fund two team kits with GTC branding.

Assessment:

- Strong track record, visible Council recognition, and engagement with 600+ local youth.
- Previous support well utilised and praised.
- Application tailored to remain within the £1,500 grant cap.

Policy Alignment: Compliant

g) Sport in Mind – Yoga for Mental Health Support (£1,440)

Summary: Funding to continue free weekly yoga for adults/carers with mental health challenges.

Assessment:

- Evidence of outcomes, and community benefit.
- However, grant is for **ongoing service delivery**, not a defined project—against general policy.
Sport In Mind is a National Charity and according to its latest accounts (available via the Charity Commission website: [Charity No. 1161323](#)), the charity reported:
 - **Income:** £1,177,551
 - **Expenditure:** £931,146
 - **Free reserves held above policy requirement:** £25,192
- A **second councillor sponsor** is still required to progress under current policy.

Policy Alignment: **Operational costs**, limited compliance. Requires a second sponsor.

Support Local. Inspire the Future. Sponsor Farncombe Youth FC.

We're more than just a football club – we're a proud part of the local community, helping over 600 young players grow in confidence, teamwork, and skill every season.

We're looking for **home shirt sponsors** for the 2025-26 and 2026-27 seasons and would love to partner with local businesses that share our passion for supporting the next generation.

As a home shirt sponsor, your business will:

- Feature on the front of every home shirt worn by your chosen team.
- Appear on our website, in social media posts, and club communications.
- Be associated with a respected and community-driven football club.
- Reach hundreds of local families, supporters, and visitors throughout the season.

This is a chance to give back to the community, raise your profile, and make a real difference in the lives of young players.

Let's team up to build something great – on and off the pitch.

Interested? Get in touch at committee@fyfc.org.uk or message us via Facebook Messenger.



CHARTER
STANDARD
CLUB



Proposal to Godalming Tow Community Fund,

What Next? Climate Emergency Centres for Waverley is a registered charity. Our Charity Registration Number is 1196404. What Next would like to create a living wall on the north-east and south-east facing walls of the Denningberg Centre, attached to The Borough Hall in Godalming.

A living wall is one on which vegetation grows. A range of different methods of creating living walls are used.

Principles:

As a charity, our key goal is to raise awareness of the climate and ecological emergency and to encourage the people of Godalming to work together to live more sustainably, consume responsibly and reduce their carbon footprint where they can.

We promote the conservation, protection and improvement of the physical and natural environment in the Borough of Waverley for the public benefit of its residents and the wider community by raising awareness and providing information on climate and ecological issues, working collaboratively with other environmental groups, and educating the public, local business and other local bodies on the impact and mitigation of, as well as adaptation to, climate and ecological changes.

If approved, we will carry out the living wall project in line with our goals. We will work with local groups to design and implement the project. We will ensure that the construction methods and materials we use will reflect our goal to live sustainably and are safe for our volunteers and the public.

Vision:

Our vision is for the north- and south-east walls of the Denningberg Centre to be covered in plants as a vertical, living wall in approximately three sections.

Section 1. 2025 The Clean Air project. We envisage on the surfaces closest to Bridge Street to have plants that are proven to be effective at absorbing pollution, as mitigation for the pollution caused by traffic. (<https://www.biotecture.uk.com/portfolio/highway-living-wall-southampton/>)

Section 1. 2026 The Wildlife project 3m tall and 1.5 meters wide, to the right of the What Next notice board, and a section (be planted with to create as much year-round colour as possible using uk wild plants that are of benefit to wildlife. We would like this area to inspire wildlife planting in public spaces and gardens.

Section 3. 2027 The JoyFull Greens Partnership. We envisage a section of the wall furthest from Bridge Street, next to the entrance to the Centre, to have edible plants, to illustrate how vertical spaces can be used to supply food in a sustainable way.

Benefits:

We see the following people as benefitting from the creation of the living wall.

- All those who pass by The Borough Hall, due to the enhanced greenery and aesthetic value of the living wall. Studies indicate that green spaces, including vertical green spaces, can have a positive impact on well-being. (<https://www.mdpi.com/2071-1050/15/5/4107>)
- The community of people who create and maintain the living wall will feel a sense of achievement and connection
- What Next? will benefit through greater exposure to the public and thereby increase its potential reach for the work it does.
- Members of the public who wish to know more about living walls and wildlife planting may wish to create their own either in residential, commercial or other settings (such as schools, churches etc).

How we will work with others:

Current collaborators

We will invite all our collaborators to share seeds and bulbs and help us plant the wall. The opportunities below are more specific to each group.

Organisation	Current activities	Living Wall opportunities
Artventure	Contribute artworks to our Annual exhibition	Arrange an art workshop in front of the wall for the 2026 art exhibition.
Conquest Art	As above	As above
Godalming Library	Library of Things - weekly Wardrobe Warriors - monthly Wildlife walks - quarterly Puppet show performances - annually	Encourage the Library to build their own living wall for wildlife link our wildlife walks to the living wall
Broadwater School Godalming College Rodborough School	Attend Climate Action workshops run by What Next in Waverley Borough Council Chambers (500 students so far)	Design interactive educational workshops relating to the living wall Encourage the schools to plant wildlife friendly areas
Loseley Fields St Marks Moss Lane	Contribute art works to annual exhibition	As above plus an art workshop for 2026' exhibition based on the wall.
Rotary Repair Café	What Next attends the repair café provides a PAT testing service and promotes the Library of Things. We have received many donations of useful items from supporters and users of the Repair café	Volunteers from the Rotary may wish to help build and plant the wall. Puppet show will be 'Growing up the Wall' in 2026

	Perform the puppet show at their fair	
Surrey Hills Enterprises	Performances of puppet show	Puppet show will be 'Growing up the Wall' in 2026
Godalming Museum	Host our annual Art Exhibition and 4 performances of the puppet show	2026 Art project to be based on wildlife in urban spaces
Joy Full Greens	Share ideas for plant-based cookery at Climate Club	Provide a plant-based picnic to celebrate the living wall
Waverley Borough Council	Give us the use of the Denningberg Rooms every Wednesday, we hire the room for climate club twice per month	Promote the Grow Wild living wall purposes. Apply for funding for the Clean Air and Joy Full Greens sections
Godalming Town Council	Donated our Library of Things cabinet	Link up to their pollinator friendly planting in the High Street. Share seeds and plants.

The organisations we are currently involved with:

JoyFull Greens encouraging people to grow food and eat more plant based, we will organise a picnic in front of the living wall, and they will provide the food.

Godalming College, Broadwater School and Rodborough School have sent 500 geography students to What Next's Climate Action Workshops since 2021. We will arrange visits and wildlife walks relating to our living wall relating to their learning plans.

The Godalming Museum, Art Venture, Conquest Art, Loseley Fields Primary School, Moss Lane Infants School, St Marks C of E Primary School and artistic members of the public have contributed art works to our annual environmental exhibition in Godalming. In 2025 our theme is 'Water is Life' and in 2026 we plan to use the theme of urban wildlife, the exact title has not yet been decided. We display our exhibition in the museum and have a significant piece in the window on the High Street. The 2024 exhibition received over 1500 visitors and the footfall passing the Museum in Godalming is often as high as 5000.

Godalming Rotary, Surrey Hills Enterprises, Godalming Museum and Godalming Library regularly allow us to put on our Puppet Shows promoting environmentally responsible behaviour. 'Nolene and the Rescue Hens' has 14 performances booked for 2025. We plan a new show that will be based on the living wall in Godalming for 2026.

Godalming Library – volunteers from What Next provide the people of Godalming a Library of Things, which is run out of Godalming library. We have over 100 items to borrow and 300 members of the public signed up to borrow things. We have numerous gardening items. We run wildlife walks starting from the Library.

Waverley Borough:

Gives us free use of the Denningberg Centre on Wednesdays and we hire the venue twice a month for our climate club every 2nd and 4th Friday where we eat and discuss climate related themes. The idea of the green living wall was worked on as a group at climate club.

We plan to invite with other local groups and organisations to create and maintain the living wall, for example (but not limited to):

- Local garden centres - find out what they might like to contribute.
- Local businesses – encourage those with suitable walls to build living walls or provide more wildflowers for pollinators that link to
- Community gardens from who we can learn about community involvement and gardening skills
- Other environmental groups who share similar goals, for example groups who are part of Godalming Climate Forum (<https://godalming-tc.gov.uk/climate-forum/>)
- Schools, early years settings, local colleges and University of Surrey
- Godalming Town Council have some wildlife-oriented planting on the high street and we will liaise with them to provide valuable links between our living wall and their planting.
- We will enter the wall into the Go-Godalming, Godalming in Bloom competition.

Outline project plan:

As part of its governance of projects, What Next? Trustee Cinzia Fontana has been assigned to oversee the Living Wall project. Shirley Faraday will be the volunteer in charge of setting up the project and will invite other volunteers to take over once the project has been established.

What Next? will form a project working group who will be responsible for the design and maintenance of the living wall. The project working group will:

- Research different designs that are used to create living walls (done)
- Based on the research, create a concept for the living wall
- Do a costing (done)
- Apply for funding
- Get publicity support from Godalming Library, Godalming Museum, Godalming Town Council and Waverley Borough Council
- Design and send invitations out to local groups and additional partners
- Work with local groups as set out above to inform them of the project and to seek participation in finalising the concept
- Talk to members of the public about how the project will impact the area
- Purchase infrastructure
- Health and safety assessment
- Oversee the construction of the project
- Purchase plants and compost

- Do planting projects with our partners
- Create information about the project to be posted on the What Next? website and through the information board on the side of the building
- Arrange social and public events including the living wall e.g. a picnic in the ground adjacent to the Denningberg
- Oversee the management of the project over time

Costings

Item/service	Cost
600 Native Bulbs Snowdrops, British Bluebells, Narcissi https://www.bostonseeds.com/	£140
Wild flower selection suitable for North East facing wall https://www.wildflower.co.uk/products/wildflower-plugs-and-plants/wildflower-plant-collections/hedgerow-wildflower-plant-collection.html	£445
Compost 10 x 80L bags Compost Centre 600L needed + maintenance http://www.thecompostcentre.co.uk/smallbags.html	£50
Tools, and Watering equipment	£150
Materials for building the living wall Sedum Supply (https://www.sedumsupply.co.uk/) 10 Tray (w60cm x h200cm) is £240. Three of these will give us a 120cm x 300cm wall. £240 x 3 = £720 (inc/ VAT) Tray volume estimated at 15 litres. Total volume of compost 450 litres. Wall of Plants (https://wallsofplants.com/) 4 Tray (w120cm x h80cm) is £235. This could be mounted under the noticeboard. £235 (inc VAT) Tray volume estimated at 30 litres. Total volume of compost 120 litres.	£720 £235
Public Engagement Invitations to join us planting, promoting wildlife gardening £20 Opening event, picnic, food – Joy Full Greens £100 Drinks £40 Printing, promotional and learning materials	 £160 £100
Total:	£2000



FAO: Town Clerk - Andy Jeffery
Godalming Town Council
107-109 High Street
Godalming
GU7 1AQ

1st July 2025

Application for Council Community Fund – Moss Lane School Library Enhancement

Dear Andy Jeffery,

I am writing to submit an application for a grant from the Council's Community Grants Fund on behalf of the Moss Lane School Association.

Aim of the Initiative:

The objective of this project is to enhance the library resources at Moss Lane School by acquiring a selection of new non-fiction books. A recent review of the school's library has identified a significant number of outdated and worn books, which limits the breadth of information available to pupils. Providing updated, engaging, and diverse non-fiction materials will support the school's commitment to delivering a high-quality English curriculum and fostering a love for reading among young learners.

Who It Will Benefit:

This initiative will directly benefit the Reception to Year 2 children currently attending Moss Lane School, as well as future pupils from across Godalming and Farncombe. By improving access to relevant and high-quality books, we aim to enrich their learning experience, encourage curiosity, and support their development across a variety of subjects aligned with the National Curriculum.

Requested Grant and Purpose:

We are seeking a grant of £1,500 to purchase new non-fiction books to replace outdated materials in the school library. While the school's core budget covers essential curriculum resources, this funding will enable us to go beyond basic provision and offer pupils access to a richer, more engaging, and inclusive collection of books. The investment will ensure that our pupils have access to accurate, educational, and inspiring reading materials that support their learning and development. It will also particularly benefit children who may have limited access to books at home, helping to promote equality of opportunity and foster a lifelong love of reading beyond the classroom.

Project Delivery:

The Moss Lane School Association, in close collaboration with the school's senior leadership team, will be responsible for selecting and acquiring the new books. The selection process will focus on ensuring a diverse and inclusive range of materials that support the school's curriculum and the interests of the children.

We sincerely appreciate your consideration of our application and look forward to the opportunity to enhance our school's library resources for the benefit of our pupils.

Please do not hesitate to contact me should you require any further information.

Kind regards,

Elizabeth Holliday

On behalf of Moss Lane School Association, Moss Lane, Godalming, Surrey, GU7 1EF

Charity Reg No: 1089177

Email: ptamossilane@gmail.com

Sport in Mind

The aim of the initiative/project

Sport in Mind is a nationally acclaimed Berkshire charity that uses sport and physical activity to improve the lives of local people experiencing mental ill health (with a core focus on those with serious mental health conditions such as bipolar disorder and schizophrenia). Our overall mission is to improve the lives of adults, children and young people through sport and physical activity, for those experiencing mental health difficulties. The charity's innovative work was awarded the Queen's Award for Voluntary Services in 2019, is endorsed by the NHS and has supported the recovery of over 30,000 people to date.

To achieve our mission, Sport in Mind delivers a wide range of sport and physical activity sessions each week across the United Kingdom (including yoga, tennis, wellbeing walks, equestrian and football). All our work focuses on the importance and benefits of keeping active for your mental (and physical) health and on providing a safe and supportive environment for people to get more active and meet people with similar needs. Co-designed by those with lived experience and healthcare professionals to ensure our sessions are relaxed, non-competitive and welcoming: our community and inpatient services aim to enhance mental and physical wellbeing, build confidence and self-esteem, combat social isolation and empowers positive life changes. Sessions are run in a very informal manner and tailored to meet the needs of the service users attending a specific session. Our sessions are also free for anyone experiencing mental health problems, to remove barriers to becoming more physically active.

Whilst based in Berkshire, we aim to continue to sustain, develop and expand our services across Surrey, with Godalming as a key focus area. In particular, we aim to sustain and increase the reach and success of our weekly yoga sessions in Godalming. Our Godalming one hour weekly yoga sessions are held at Well and Good Studio on the high street, open to anyone aged 17+ experiencing mental ill health, and is free to all. Sustaining this session will maintain the positive impact we have on the health and wellbeing on members of the Godalming community with mental health challenges.

Each participant will also be provided with a Sport in Mind Wellbeing Journal, at no cost. We know from research that keeping a journal can help us gain control of our emotions and improve our mental health, so we have developed a journal for people to write and draw their thoughts and feelings, tracking their activity progress and associated moods. The journals, combined with our sessions, aim to support participants by aligning their lifestyle with the evidence based Five Ways to Wellbeing: connect, be active, take notice, keep learning and giving. The journals also provide information on improving physical wellbeing, eating healthily, positive sleep habits and being more active. Each section provides an opportunity to write: positive points, worries, fears, activity goals and to complete an activity tracker amongst others. We are especially aiming for the journals to help people to associate positive changes in their anxiety/stress/mood with exercising regularly, as well as helping people prioritise problems, identify negative thoughts, behaviour, fears and concerns, and to help individuals focus on the positive.

Training and volunteering are also a key aspect of our work. Regular participants in our sessions and the wider Godalming community will be offered the opportunity to volunteer with Sport in Mind and then will have access to training opportunities. Our training and volunteering opportunities aim to support individuals to gain new skills, to play an active role in service design and delivery, and to enhance their future employment prospects.

Who it will benefit

Both those participating in our sport sessions, and our local coaches and volunteers from the Godalming community will benefit from the continuation of our Godalming yoga sessions. To date, our Godalming yoga session has supported almost 20 people, with 87 attendances since the session began. For each session, we aim to keep numbers small to allow people to meet others, socialise and feel comfortable to talk amongst each other. The session is also run at Well & Good Studio on the high street, a local independent business and is delivered by Loni, who is a local yoga instructor and delivers across Surrey- an indicator of the wider community who will continue to benefit from involvement with the charity.

Evidence of our benefit on Sport in Mind participants is demonstrated by a study of 1,023 adult participants, which found over a 6-month period: 94% of participants had improved mental well-being; 86% displayed reduced levels of stress and anxiety, 82% had reduced symptoms of depression, 91% highlighted improved levels of self-esteem/ confidence, 84% had improved physical health. We anticipate these benefits to be reflected by our Godalming yoga session participants, with the session receiving feedback such as, "Just wanted you to know the Loni's yoga class in Godalming continues to be tremendously beneficial. // Weekends are the toughest times of week for my mental health journey and knowing that I have Yoga on

Monday to look forward to really helps. However I feel when I arrive for the class, I leave exhilarated (11th February 2025, a Godalming yoga participant)."

To monitor and ensure constant benefit to participants, we will continue to collect feedback from participants using Upshot and our new Net Promoter Scale. To date, 72% of participants have described their experience with Sport in Mind as amazing, and 23% as good, and 75% of participants have fed back how sessions have improved their mood. Instructors and development officers will also continue to regularly ask for testimonial and case studies from participants.

The sum being applied for and the purpose for which the grant will be used

We are looking for funding to ensure we can sustain our Godalming weekly yoga sessions..

The grant will be used to cover instructor and venue costs for 6 months, as below:

	Weekly Session Cost	6 month Cost (i.e. Weekly Cost x 24 Weeks)
Instructor cost	£30	£720
Well and Good Venue Cost	£23	£540
Total Grant Request (£)		£1,260

Although, in a previous communication with Andy Jeffrey (Town Clerk), he mentioned we could use Ockford & Aaron Hill Hub venue free of charge. If this venue is still available, the grant will be used to cover instructor costs for 12 months, as below:

	Weekly Session Cost	Year Cost (i.e. Weekly Cost x 48 Weeks)
Instructor cost	£30	£1,440
Ockford & Aaron Hill Hub Venue Cost	£0	£0
Total Grant Request (£)		£1,440

Who will be responsible for the delivery of the initiative/project

Amy Wright will be responsible for the project. She is a full time Senior Development Officer covering London and Surrey and reports into Tom Crowe, our Head of Operations. She will organise the sessions, appoint the coach/instructor, support the volunteers, book venues and quality assure sessions. Amy will work with local partners to promote sessions, and ensure the referral links are in place to target adults with mental health issues. Sessions will be included on our website and promoted via social media for self-referrals as well. Amy will be responsible for monitoring the success of the project.

8a. GODALMING TOWN COUNCIL (GTC) – DRAFT RESPONSE TO THE GOVERNMENT'S CONSULTATION ON LOCAL GOVERNMENT REORGANISATION IN SURREY
(for consideration by the LGR Working Group – 26 June 2025)

Internal Note – For Council Consideration Only (To Be Removed Before Submission)

While the consultation process lists the Surrey Association of Local Councils (SALC) and the National Association of Local Councils (NALC) as named consultees, individual town and parish councils have not been identified as statutory consultees.

Therefore, to ensure that GTC's position is reflected through both the SALC and NALC responses, **it is recommended that GTC submits a copy of its final response to both organisations.**

Additionally, in the interests of collaboration and regional cohesion, **GTC is encouraged to share its response with neighbouring town and parish councils within the Waverley area.** This may help inform wider local perspectives and encourage consistency where appropriate.

Covering Statement

Godalming Town Council (GTC) welcomes the opportunity to respond to the Government's proposals for the reorganisation of local government in Surrey. GTC supports a model of governance that:

- enhances local identity and democratic accountability;
- improves the efficiency and quality of public services;
- ensures appropriate roles and recognition for the first tier of local government;
- delivers lasting financial resilience and strategic capability.

Based on the information provided, GTC supports:

The Borough Councils of Epsom and Ewell, Guildford, Reigate and Banstead, Runnymede, Spelthorne, Surrey Heath, Waverley and Woking, and Tandridge District Council's proposed 3 unitary councils:

- East Surrey (Epsom and Ewell, Mole Valley, Reigate and Banstead, and Tandridge)
- North Surrey (Elmbridge, Runnymede, and Spelthorne)
- West Surrey (Guildford, Surrey Heath, Waverley, and Woking)

The following provides GTC's consultation response to each question posed by the Department.

Question 1 – Does the proposal suggest sensible economic areas and geographies which will achieve a single tier of local government for the whole of Surrey?

Yes. GTC agrees that creating East, North and West Surrey unitary councils reflects real travel-to-work areas, housing markets and service-use patterns. These boundaries avoid artificial splits, preserve community ties, and provide each council with a robust tax base. The three-unitary structure also aligns with existing functional geographies and NHS systems. For example, the proposed West Surrey authority reflects the footprint of the Royal Surrey NHS Trust and Surrey Heartlands Integrated Care Board, as well as strong east-west transport corridors. This spatial logic is well-evidenced in the Final Proposal (pp.16–18), which demonstrates the coherence of these regional identities and their suitability for effective local government.

Question 2 – Will the local government structures being put forward, if implemented, achieve the outcomes described?

Yes. The evidence shows that a three-unitary model will simplify governance, strengthen local leadership, and deliver long-term financial sustainability while maintaining the services residents rely on. It offers a clear structure for accountability and decision-making, removing duplication and confusion between tiers. The Districts and Boroughs' own comparative assessment (Table 10.2, p.103) scores the three-unitary option highest—28 out of 30 against the government's criteria—compared with 21 for a two-unitary model and 16 for a mega-unitary. GTC supports the view that this model is the most effective in delivering improved local government for Surrey.

Question 3 – Is the proposal for unitary local government of the right size to achieve efficiencies, improve capacity and withstand financial shocks and is this supported by a rationale for the population size proposed?

Although each new authority will have a population slightly below the 500,000 benchmark, the proposed scale is sufficient to secure efficiencies, ensure professional capacity, and support strategic leadership. At the same time, the population sizes offer the best balance: large enough to deliver economies of scale and resilience, with the greatest chance to retain responsiveness to local identity and community needs. This approach minimises the risks of over-centralisation while still enabling strong and sustainable service delivery.

Question 4 – The proposal covers an area in which there are councils in Best Value intervention and in receipt of Exceptional Financial Support. Do you agree the proposal will put local government in the area as a whole on a firmer footing?

Yes. Provided that there is an acceptable solution to the stranded debt issue associated with Woking & Spelthorne (debt not backed by assets). This could be via ringfencing and precepting repayment from these former borough areas. If this is achieved, then a single-tier arrangement of three unitary councils could deliver consistent financial oversight across Surrey. Unless government support is secured for the management of the stranded debt of Woking & Spelthorne, GTC firmly believes that, irrespective of whichever proposal is finally adopted, no new unitary authority could be launched on a firm financially sustainable footing or prevent community assets in Godalming from exposure of potential disposal. Crucially, if the stranded debt situation is resolved then the three unitary proposal projects recurring savings of £22.5 million a year by Year 4 (Table 10.1, p. 103; Appendix J). These efficiencies come without the stranded-debt risks that would accompany a mega-unitary, which could inherit significant long-term liabilities from Surrey County Council.

Question 5 – Will the proposal prioritise the delivery of high quality and sustainable public services to citizens, improve local government and service delivery, avoid unnecessary fragmentation of services and lead to better value for money in the delivery of these services?

Yes. Moving from the current two-tier system to three unitary authorities will remove duplication and enable integrated neighbourhood teams, shared commissioning, and closer collaboration with NHS and emergency services. This approach is expected to improve outcomes in areas such as adult social care, SEND, and homelessness, while ensuring continuity of service during transition. The Final Proposal sets out how key services—including housing, waste management, and social care—can be better joined up through local integration strategies (Annex E). GTC also notes the potential for £40–46 million in additional transformation savings over five years, particularly through streamlined delivery and investment in digital capability (Appendix I, p.90).

Question 6 – Has the proposal been informed by local views, and does it consider issues of local identity and cultural and historic importance?

Yes. Public engagement involving over 3,300 residents shows 63% support for the three-unitary model—the highest level of backing for any option (p.75). Respondents consistently cited local identity and effective representation as key factors. The proposed boundaries align with historic and social geographies, reinforcing natural community ties and rejecting top-down “area board” models in favour of participatory approaches that keep decision-making close to residents. This mirrors our experience in Godalming and surrounding parishes, where strong place-based identity and civic pride underpin effective local leadership.

Question 7 – Does the proposal support devolution arrangements?

Yes. The three-unitary model provides a clear and coherent footprint for establishing a county-wide Mayoral Combined Authority by 2027. This would enable strategic decision-making on transport, skills, housing, and climate action at the right scale. The Final Proposal (p.84) confirms that this model is intentionally designed to unlock devolution opportunities—something that would not be viable under a fragmented or mega-unitary arrangement. It avoids the governance complexity of the two-unitary option and strengthens the case for a future devolution deal.

Question 8 – Will the proposal enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment?

Yes. Smaller, recognisable unitary areas—working in partnership with empowered parish and town councils—create fertile ground for participatory budgeting, co-designed services, and genuine neighbourhood control over local priorities. The proposed unitaries will operate on a more local scale, enabling approaches such as neighbourhood forums and devolved service design. The Final Proposal (p.78) sets out six key outcomes to strengthen local engagement:

- Strong civic engagement
- Local decision-making powers
- Visible ward councillors
- Partnership working with town and parish councils
- Citizen involvement through digital democracy
- Community-level performance monitoring

GTC sees significant potential for deeper collaboration between the new unitaries and local councils, supporting truly community-led governance.

Question 9 – Do you have any other comments with regards to the proposed local government reorganisation in Surrey?

Yes. Godalming Town Council welcomes the overall direction of the proposal and offers the following additional observations and recommendations:

1. **Electoral Representation** – Godalming, with a population of approximately 23,500, is currently represented by 11 principal authority councillors, 2 County and 9 Borough — equating to around 1 councillor per 2,100 residents. Under the proposed unitary model, this could fall to just 2 or 3 councillors, increasing the ratio to as high as 1 per 11,750 residents.

This would dilute local democratic access by up to 80%, placing a significantly heavier burden on remaining councillors. Such a shift risks overwhelming elected members with casework, reducing their visibility and responsiveness to residents, and ultimately weakening public trust in democratic institutions.

Moreover, this increased workload may discourage new candidates from standing, particularly those with balancing work, caring duties or accessibility challenges—making it harder to attract and retain a diverse and representative cohort of councillors and risks the sustainability of local representation.

GTC strongly urges that any new governance model must preserve genuine democratic access, ensure manageable workloads for elected members, and support a healthy pipeline of future community leaders.

2. **Parish and Town Council Role** – The reorganisation must affirm the importance of parish and town councils as delivery partners and community leaders. Mechanisms should be embedded for devolved service and asset transfers, underpinned by adequate funding and governance frameworks. GTC welcomes the proposal's recognition of this role and supports the commitment to involving local councils in transition planning.
3. **Governance of Transition** – A formal Transition Programme Board should be established with representation from the parish and town council sector to ensure local knowledge informs delivery and democratic accountability is maintained. The inclusion of a Local Democracy Review Panel is a welcome step toward ensuring legitimacy and continuity.
4. **Financial Stewardship** – Government must actively address the financial legacies of failing authorities—most notably Woking—to ensure that the viability of any successor bodies is not compromised at the outset.
5. **Climate Responsibility** – The reorganisation presents an opportunity to embed climate action and sustainability at the heart of governance and service design. GTC supports the commitment to aligning future unitaries with local delivery of Net Zero plans, which complements our own Climate Action Plan.

Conclusion:

The three-unitary proposal is **realistic, locally supported, financially sound**, and **strategically aligned** with future governance and devolution opportunities. GTC strongly urges the government to support its progression to the next stage and ensure that the principles of localism, accountability and resilience remain at the heart of reform.

Provisional Recommendation

Subject to further feedback, it is proposed that **Godalming Town Council endorses this submission in support of the three-unitary model**, and additionally ensures that its views are registered with **SALC, NALC, and neighbouring parish and town councils** within the Waverley area.

8b. LOCAL GOVERNMENT REORGANISATION – STRATEGIC COMPARISON OF TWO VS THREE UNITARY MODELS

This comparison considers the **strategic, operational, financial, and representational implications** to assess which position may be more **beneficial for Godalming Town Council (GTC)**.

1. Strategic Vision and Governance Model

Two-Unitary Model

- Views the East–West division as a simplified, scalable, and streamlined governance approach.
- Emphasises clarity, reduced bureaucracy, and a stronger strategic voice in regional and national affairs.
- Supports future devolution through fewer but larger authorities.

Three-Unitary Model

- Advocates for more balanced local leadership across East, North, and West Surrey, maintaining clearer links with NHS footprints, housing markets and transport corridors.
- The response is rooted in spatial logic and functional geography, with strong backing from data in the final proposal.
- Emphasises that the three-unitary structure offers greater alignment with integrated care systems (e.g., Royal Surrey Trust) and a stronger base for strategic devolution via a Combined Authority.

Advantage: *Three-unitary model*, as it aligns with NHS and public service boundaries, enhancing cross-sector strategic coherence.

2. Operational Effectiveness and Service Integration

Two-Unitary Model

- Projects improved integration of county and district services, with simplified governance and economies of scale.
- Risks over-centralisation, particularly in large western or eastern blocks.

Three-Unitary Model

- Identifies specific operational efficiencies, including £22.5 million in savings per year by Year 4 and up to £46 million in transformation savings.
- Suggests nimbler and community-focused structures, with closer ties to residents and fewer layers of hierarchy.
- Highlights that a three-unitary system scored highest (28/30) on comparative evaluation of effectiveness.

Advantage: *Three-unitary model*, for being evidence-backed with tangible costings, operational depth, and a credible roadmap for service transformation.

3. Financial Sustainability

Two-Unitary Model

- Anticipates cost savings from consolidation and service alignment.

- Less specific on how it would handle legacy financial issues, especially large liabilities (e.g. Woking).

Three-Unitary Model

- Explicitly flags stranded debt and legacy issues and proposes a sustainable, decentralised approach.
- Offers detailed financial modelling showing more manageable risk allocation and avoids centralised liability exposure.

Advantage: *Three-unitary model*, due to clearer financial planning and a proactive stance on long-term liabilities.

4. Local Identity and Accountability

Two-Unitary Model

- Aims to preserve identity by embedding localism through parish empowerment.
- However, risks homogenising diverse communities across a wider area.

Three-Unitary Model

- Stronger case made for preserving historic geographies and social cohesion.
- Backed by public consultation (63% support for three-unitary structure), showing resonance with residents.
- Proposes participatory budgeting, digital democracy, and local forums as tools to deepen engagement.

Advantage: *Three-unitary model*, offering better alignment with GTC's focus on preserving community identity and grassroots leadership.

5. Empowerment of Parish and Town Councils

Two-Unitary Model

- Expresses a desire to involve parish councils but lacks mechanisms or commitment structure.

Three-Unitary Model

- Proposes devolved service and asset transfers.
- Calls for formal parish involvement in transition planning and governance (e.g. a Transition Programme Board and Local Democracy Review Panel).
- Recognises the essential civic role of town councils like GTC.

Advantage: *Three-unitary model*, provides concrete measures to uplift first-tier governance and embed subsidiarity.

6. Political Realism and Alignment

Two-Unitary Model

- May align more closely with Surrey County Council's original LGR ambitions.
- Risks alienating borough and district partners, potentially becoming politically divisive.

Three-Unitary Model

- Developed and supported by a coalition of boroughs and districts.
- Builds broader local consensus and is rooted in extensive joint working.
- Demonstrates regional cohesion—aligns with sentiments across Waverley and Guildford areas.

Advantage: *Three-unitary model*, for uniting local partners and enhancing GTC's influence through alignment with prevailing views.

Conclusion and Recommendation

The three-unitary proposal presents a more beneficial and balanced position for Godalming Town Council across all key criteria:

- It offers **greater protection of local identity** and participatory governance.
- Demonstrates **stronger financial resilience** and operational feasibility.
- Provides **a clearer structure for parish empowerment** during and after transition.
- Enjoys **greater public support and regional consensus**, which enhances its political viability.

Recommended Position for GTC:

Godalming Town Council should adopt and endorse the **three-unitary model**. It not only safeguards the interests of Godalming and its residents but also reinforces GTC's commitment to practical, people-centred local governance rooted in tradition and community pride, while being future-facing.

GODALMING TOWN COUNCIL



Chief Executive Officer: Andy Jeffery MSc MCGI

Tel: 01483 523575

E-Mail: office@godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

3 July 2025

To: Sally Harman – Chief County Officer chiefofficer@surreyalc.gov.uk

For: Chair and Board Members Surrey Association of Local Councils (SALC)

Dear Chair and Board Members,

Re: SALC's Response to the Government Consultation on Local Government Reorganisation in Surrey

I am writing to you to seek to both understand and inform SALC's position as a named consultee in the UK Government's consultation on the future structure of local government in Surrey.

It is understood that SALC will be submitting a formal consultation response on behalf of the parish and town council sector. As such, so I may inform my council, I respectfully ask the Board to clarify how it intends to determine its position and ensure that its response reflects the structural and geographic interests of its membership.

To assist your considerations, GTC has prepared a briefing (attached) which analyses the distribution of parish and town councils across Surrey and the alignment of those councils with the borough and district authorities that have declared support for either the Two Unitary or Three Unitary Authority proposals.

The evidence shows that:

- 73 of Surrey's 86 parish and town councils (84.9%) are located within borough and district areas that support the Three Unitary model.
- These areas account for approximately 293,000 residents living in parished communities, compared to just 37,000 in areas aligned with the Two Unitary proposal.
- The Three Unitary model offers a more geographically identifiable and accessible structure, within which local councils can engage more effectively and ensure their voices are heard.

It is also noted that Farnham Town Council, our neighbouring council in Waverley Borough has formally declared its support for the Three Unitary model — a position that GTC share.

In light of this, we respectfully urge the SALC Board to:

1. Clearly communicate its process for determining its consultation response; and
2. Support the Three Unitary Authority model as the option that most closely aligns with the structure, population, and working reality of parish and town councils across Surrey.

GODALMING TOWN COUNCIL

We thank you for your continued leadership and representation of the sector and hope this contribution assists the Board in forming a position that reflects the best interests of its members.

Yours sincerely



Andrew Jeffery
Chief Executive Officer
Godalming Town Council

GODALMING TOWN COUNCIL

Report for the Surrey Association of Local Councils (SALC) Parish and Town Council Context in Surrey's Unitary Government Proposals

Prepared by: Godalming Town Council

Date: 3 July 2025

Introduction and Purpose

Godalming Town Council (GTC) has prepared this briefing in recognition of the Surrey Association of Local Councils (SALC)'s role as a named consultee in the UK Government's consultation on local government reorganisation in Surrey.

The purpose of this report is twofold:

1. To present an objective analysis of how parish and town councils are distributed across the county, and how those distributions align with the declared positions of borough and district councils on the two principal reorganisation proposals:
 - A Two Unitary Authority model supported by Surrey County Council and two districts,
 - And a Three Unitary Authority model supported by the majority of borough and district councils.
2. To express GTC's desire to understand how the SALC Board intends to determine its formal response to the consultation, and to submit evidence supporting what GTC believe is the most representative and effective option for Surrey's parished communities.

We further acknowledge that Farnham Town Council, our fellow local council in Waverley Borough, has declared its support for the Three Unitary Authority model — a position that Godalming Town Council also favours.

Overview: Parish and Town Councils by Borough/District

Borough/District	No. of Parishes/ Town Councils	Borough/District Position
Waverley	21	Three Unitary
Guildford	24	Three Unitary
Tandridge	22	Three Unitary
Reigate & Banstead	2	Three Unitary
Surrey Heath	4	Three Unitary
Mole Valley	13	Two Unitary
Elmbridge	0	Two Unitary
Epsom & Ewell	0	Three Unitary
Runnymede	0	Three Unitary
Spelthorne	0	Three Unitary
Woking	0	Three Unitary

This table presents the number of parish and town councils located within each borough or district area. It does not imply a formal stance by individual parishes unless one has been publicly declared.

GODALMING TOWN COUNCIL

Structural Distribution of Parish Councils

Supported Proposal (by Principal Authority)	Parish/Town Councils in Area	% of All Parishes
<i>Three Unitary</i>	73	84.9%
<i>Two Unitary</i>	13	15.1%

Nearly 85% of parish and town councils in Surrey are geographically situated within boroughs and districts that have publicly endorsed the Three Unitary model.

Parished Population Representation

Host Authority Alignment	Estimated Population in Parished Areas
<i>Three Unitary</i>	<i>~293,000 residents</i>
<i>Two Unitary</i>	<i>~37,000 residents</i>

Surrey's parish-tier governance structure overwhelmingly lies within the Three Unitary-supporting areas, both by council count and population.

Godalming Town Council's View

GTC believes that the Three Unitary Authority model is the most representative, proportionate, and structurally sound option for future governance in Surrey. Not only does it reflect where parish councils are geographically and demographically concentrated, but it also offers a more practical governance structure for local collaboration.

Godalming Town Council believes that clearer geographically identifiable unitary councils — as proposed in the Three Unitary model — would provide a more accessible and collegiate structure of local government, enabling parish and town councils to work more effectively alongside the new principal authorities and to ensure their voices are properly heard.

Recommendation to SALC

Given SALC's status as a named consultee and the representative body for Surrey's parish and town councils, Godalming Town Council respectfully submits the following:

- That SALC clearly articulates the basis upon which it will determine its formal position in response to the government consultation; and
- Seeks endorsement of that position from its constituent members prior to making its submission.
- That SALC supports the Three Unitary Authority model, recognising it as the structure that most closely aligns with the majority footprint, function, and interests of parish governance in the county.

These recommendation are made with full respect for the autonomy of individual councils, and in the spirit of championing a governance model that offers the greatest opportunity for local voices to be heard and valued.

From: Sally Harman <chiefofficer@surreyalc.gov.uk>
Sent: 09 July 2025 08:34
To: Andy Jeffery <townclerk@godalming-tc.gov.uk>
Cc: Joan Heagin <Joan.Heagin@godalming-tc.gov.uk>; Chris Howard <chair@surreyalc.gov.uk>
Subject: Fw: Letter for consideration by SALC Board Members re LGR consolation response

Dear Andy,

Thank you for your letter. The SALC Board reviewed it at its meeting on 3rd July and agreed the following:

- Given SALC's role in representing the entirety of Surrey, our primary focus has been to ensure that all members were included in the consultation process. We have lobbied accordingly to support comprehensive engagement.
- In light of the diversity of our membership—both geographically and in terms of opinion—we believe SALC's role should be to encourage members to attend the available webinars, explore both options, and make informed decisions based on the needs of their individual communities. We do not consider it appropriate for SALC to determine a preferred route on behalf of our members.
- As an umbrella association, SALC will be submitting its response to the consultation directly to MHCLG focusing on Community Engagement and reiterating our proposed mechanisms for strengthening the relationship between principal authorities and Parish and Town Councils (see attached letter submitted to the Minister on 20th February). We will also be expanding on our recommendations for the functionality of Neighbourhood Area Committees, as outlined in the attached Terms of Reference document sent to SCC yesterday and a version of which will be circulated to Borough and District Councils, NALC, and MPs later this week. We will circulate a copy of this to our members once finalised.

Finally, we have carefully considered your comments regarding transparency with regards to Board meetings and have agreed to add the Annual Calander and agenda to the website going forth. If there are any subjects you would like more information on in advance of a meeting please do feel free to give Chris or myself a call.

Kind regards,

Sally Harman
Chief County Officer
07498 884532
Working Hours: Mornings Monday – Friday



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or <http://eepurl.com/hsA8G5>

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Surrey Association of Local Councils
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
Mobile 07498884532

20th February 2025

Dear Minister of State Jim McMahon OBE MP,

CC:

Cllr Tim Oliver OBE, Leader of Surrey County Council

Terence Herbert, CEO Surrey County Council

Cllr Mike Rollings, Leader of Elmbridge Borough Council

Adam Chalmers, CEO Elmbridge Borough Council

Cllr Shaun Macdonald, Leader of Surrey Heath Borough Council

Nick Steevens, Interim CEO Surrey Heath Borough Council

Cllr Ann-Marie Barker, Leader of Woking Borough Council

Richard Carr, Managing Director Commissioner Woking Borough Council

Cllr Julia McShane, Leader of Guildford Borough Council

Pedro Wrobel, Joint CEO Guildford Borough Council

Cllr Paul Follows, Leader of Waverley Borough Council

Pedro Wrobel, Joint CEO Waverley Borough Council

Cllr Stephen Cooksey, Leader of Mole Valley District Council

Karen Brimacombe, CEO Mole Valley District Council

Cllr Catherine Sayer, Leader of Tandridge District Council

David Ford, CEO Tandridge District Council

Cllr Richard Biggs, Leader of Reigate and Banstead Borough Council

Mari-Roberts Wood, CEO Reigate and Banstead Borough Council

Cllr Hannah Dalton, Leader of Epsom and Ewell Borough Council

Jackie King, CEO Epsom and Ewell Borough Council

Cllr Joanne Sexton, Leader of Spelthorne Borough Council

Daniel Mouawad, CEO Spelthorne Borough Council

Cllr Linda Gilham, Cllr Robert King, Cllr Steve Ringham, Cllr Don Whyte, Co-Leaders Runnymede Borough Council

Andrew Pritchard, CEO Runnymede Borough Council

SURREY ASSOCIATION OF LOCAL COUNCIL'S (SALC) RECOMMENDATION ON THE ROLE OF PARISH, TOWN & COMMUNITY¹ (PTC) COUNCILS WITHIN SURREY'S PROPOSED STRATEGIC UNITARY LOCAL GOVERNMENT STRUCTURE.

THE CONTEXT

The Central Government's English Devolution White paper (16th December 2024) has called for a **rewiring of the relationship between central and local government and with principal authorities and town and parish councils**. Further to this the Local Government Association (LGA) wants every council in England to secure devolution that aligns with their local economies and residents' needs. They are seeking genuine devolution of powers and resources, which can significantly promote inclusive economic growth, create jobs, and improve public services. Both Surrey's Association of Local Councils (SALC) and National Association of Local Councils (NALC) have noted that effective devolution must recognise PTC Councils as the community tier of local government, serving as a strong voice for local neighbourhoods and an effective tier for service delivery.

SALC have reviewed the learning from the establishment of Unitary Authorities elsewhere in the Country including, but not limited to, Cornwall, Wiltshire, Cumbria, Somerset, Northants and Shropshire. We have also held discussions with and shared learnings from other County Associations that have gone through the process. This has resulted in us establishing a concise list of mechanisms that would work well when creating new ways of working, and roles and responsibilities that could be shared between newly established Unitary Authorities and PTC Councils. The learning elsewhere shows that the most successful Unitarisation and Devolution processes have worked with PTC Councils as key partners and the introduction of new PTC Councils where none existed previously.

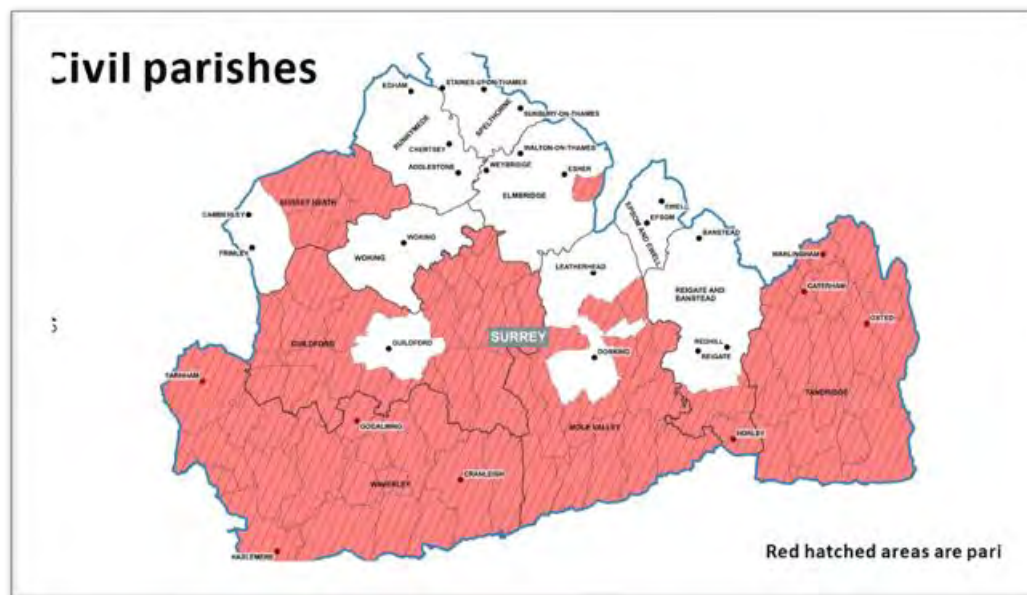
We seek that any restructuring of local government within Surrey includes the list of partnership mechanisms set out below and urge that any proposed Local Government Reorganisation submissions incorporate them within their proposal to ensure local communities are at the heart of decision-making going forward.

We also exhort Surrey partners to take up the challenge to rewire the relationship and work with SALC and NALC to ensure that local statutory bodies (whether a town, parish or community council), are set up across all communities in the new Unitary structure rather than informal groups that are not accountable to the electorate or representative of their local areas.

¹ In England, a parish council can call itself a *community council*, as an 'alternative style' under the Local Government and Public Involvement in Health Act 2007.

2024/25 SURREYS PARISH & TOWN COUNCIL EXISTING NETWORK

Parish and Town Councils in Surrey currently cover an area comprising an electorate of 278,242² which equates to 32% of Surrey's 882,083 total electorate³. Within Surrey there are 86 Parish and Town Councils who raise £10.26m between them with an average Band D precept of £60.76. These Councils vary in size, services and assets.



	No of Parishes	Council Tax base	Average Band D Precept	Amount Precepted on Billing Authority
Waverley	21	58262	£81.27	£4,735,228
Guildford	24	31759	£73.39	£2,330,834
Tandridge	22	39128	£31.48	£1,231,716
Mole Valley	13	8956	£46.24	£414,143
Surrey Heath	4	14554	£57.80	£841,150
Reigate and Banstead	2	12639	£51.49	£650,760
Elmbridge	1	3576	£15.85	£56,680
TOTAL	87	168874	£60.76	£10,260,511

- Note: Populations, assets and services and staffing sizes mean precept levels can vary considerably from parish to parish.

² 2024/25 DMHCLG

³ 2023 ONS

THE MAIN BENEFITS OF PARISH, TOWN & COMMUNITY COUNCILS

The main benefits of PTC Councils address core issues Surrey County Council, Borough Councils and Districts Councils are currently facing: -

1. **Create a sense of place, pride, culture, ownership and belonging for its residents** resulting in better mental wellbeing and strengthened community cohesion increasing community resilience. Areas with a PTC Council are more likely to generate a localised culture of volunteering.
2. Provide **key local assets and services** such as allotments, public toilets, community centres, bus shelters, playgrounds, green spaces maintenance, economic development and business support, and sometimes local transport where none exists.
3. Provide **vital statutory feedback** on areas such as planning and development and often have enacted written statutory instruments, including Neighbourhood Plans and other supplementary planning documents that form part of the body of planning policy on which Officers and the Planning Inspectorate rely.
4. Build **local community resilience plans** for use in emergencies that occur due to weather, pandemic, infrastructure collapse or war events. These are the plans that the District and County, and soon the Unitary Authority, request and ask local PTC Councils to deploy in emergencies.
5. Provide **grants to help key local community organisations**. These organisations can offer vital support to key social groups in need such as Youth Clubs and Senior support groups which have faced reductions as a result of pressure on principal authority finances.
6. Provide **key community support services** such as youth clubs and support groups for the elderly, helping to combat social isolation and loneliness.
7. Run or support **local events which help foster community relationships** resulting in better mental wellbeing and strengthened community cohesion and reducing social isolation and loneliness.
8. **Offer true localised consultation and decision making** accountable to the local electorate.

PARISH/TOWN & COMMUNITY COUNCILS FUTURE ROLE WITHIN SURREY

So that the benefits to Surrey's residents and the new unitary authorities of PTC Councils can best be incorporated in its impending restructure, the following should be adopted: -

1. PTC Councils must be considered the new Unitary Authority's **collaborative partners** in meeting local needs.
2. A **climate of openness and trust** must be in place from the start to ensure this process is as effective as possible and truly benefits local communities.
3. Ensure **consultation** of the PTC sector which is closest to residents and electorate is ingrained in the new government formation and its identified needs are acted on. This will ensure true **local democracy** can succeed.

4. PTC Councils' **statutory role regarding development** is vital and consideration should be given to making PTC Councils *consultees* on strategic matters such as social needs, infrastructure and education planning.
5. Ensure **financial efficiencies** are galvanised rather than simply passing the tax burden down to the 1st tier of government. The impact on Surrey residents' purse must be viewed as a whole rather than the Unitary Authority operating in silos.
6. **Expand PTC Councils** to the rest of Surrey so to ensure local resident connection, local democracy and localised devolution can exist throughout Surrey as part of a move to new Unitary councils.

KEY PARTNERSHIP MECHANISMS

Specifically, we urge the newly formed unitary proposals to include mechanisms that have been identified as working well in other newly formed Unitary areas: -

1. **A Charter** between Parish, Town and Community Councils and the Newly Formed Unitary(ies) establishing clear rights and responsibilities, mutual expectations, procedures and ways of working. The Charter will help avoid duplication and ensure efficiency of service delivery. Needs to be reviewing regularly and be binding.
2. **Parish Council Lead Liaison Officer** supported by Senior Community Development officers in new established unitary structure. North Yorkshire has deployed this set up and seen success.
3. Create **Community Networks** led by new Unitary Senior Community Development Officers. There are already 87 PC and TC in Surrey which could rise with roll out of new Councils. A new unitary will need to run two-way communication with all of them so clustering via community networks can make this more manageable. The role of the network could include: -
 - Monitoring quality of local services.
 - Consulting with residents and raising issues back into Unitary.
 - Supporting and developing local partnerships.
 - Helping develop local projects and funding to respond to community needs.
4. **Create a PTC Council and Unitary Lead Focus Group.** Establish a group of sample PTCs to develop better ways of working and improvement ideas whether that be communication, highways, disaster response etc. This would be a permanent group set up for to facilitate improvements and consistency in ways of working between each new Unitary and their PTC Councils. Such roles would be rotated amongst PTC Councils over time, to ensure engagement across all PTC Councils
5. **Monthly meetings with SALC, representatives of nominated lead PTC Councils for the County and new Unitary Authority leaders.**
6. **Training support for the sector** to include courses on how to work with new Unitary Authority and process for transfer of service or assets.
7. **Transfer of Assets and Services to PTC Councils.** Early agreement is key to success and ensuring vital local community assets are not lost, particularly in areas with no current PTC. We would urge asset transfer invitations are sent by Districts and Borough Councils to PTC Councils ahead of the new unitary formation as evidence elsewhere has shown they are more successfully implemented in advance of the new unitary formation rather than after. The

outgoing authorities should sustain local facilities at a local level subject to Parish, Town or Community Council confirming: -

- i. It has carried out resident consultation and a clear need has been identified.
- ii. There is a business case demonstrating the Council has the long-term financial means to take on an asset or service plus the correct support structures in place in terms of Council staff, assets etc.
- iii. The Council has the legal power to take on services and assets.
- iv. The Council has access to legal, financial, and property specialists to ensure agreements are sound and align with statutory obligations and the outgoing authorities may need to provide this support if not.

The new Unitary must recognise the diversity of capability and desire of PTC Councils and create capacity for the Unitary to handle multiple contacts effectively.

The outcome of a transfer of a service can take various forms: -

- i. Influencing and monitoring by PTC Councils with management remaining with the Unitary
- ii. Joint/enhanced delivery
- iii. Agency Agreements
- iv. Delegated Authority
- v. Full transfer of Services or assets

Examples of asset and service transfer elsewhere include: -

- **Cornwall:** Councils took on services such as public toilets, libraries, street cleaning, verge maintenance, and footpath schemes through management agreements. The legal requirements of the transfer and associated costs were often supported by the Unitary.
 - **Wiltshire:** Assets like sports facilities and car parks were devolved to parish councils with clear agreements on responsibilities.
 - **Somerset:** Taunton Town Council took responsibility for key public spaces, demonstrating effective collaboration during reorganisation.
8. **Create New PTCs in currently non-parished areas.** This is essential to ensure local representation, decision-making, preserve vital local assets and avoid service gaps in communities. Some Surrey Boroughs and Districts are fully parished, some partly and some are not. With one large, higher tier of local government, PTC Councils are vital, both to understanding and meeting local needs as well as to ensure that Unitarisation does not feel like it is moving government further from people.

Shadow PTC Councils and partnerships can smooth the transition whilst SALC can provide training and ongoing advice and support. The normal process to create a PTC Council is a Community Governance Review (CGR) led by the District or Unitary council. A CGR requires public consultation, and assesses the geographical boundaries, electoral arrangements, and governance structure of the proposed parish council to ensure they are suitable for the community.

The order creating the new unitary council should outline the need for CGRs in specific areas (e.g. previously unparished urban centres) and a faster decision-making process, but the creation of parish councils still requires public consultation and following the CGR principles.

In Cornwall and Wiltshire (2009) and Northamptonshire 2021, new town councils such as Salisbury City Council, St Austell Town Council and Northampton Town Council were created as a result of CGRs triggered during the transition to unitary status. CGR reviews should ideally be conducted during the shadow authority phase, and should reflect required PTC Council sizes, if any. SALC is also committed to working with NALC and the government on minimum effective sizes of PTC Councils.

SUMMARY OF RECOMMENDATION

Any restructuring of local government within Surrey should include the list of PCT Unitary Partnership Mechanisms and any proposed Local Government Reorganisation submissions should incorporate them within their proposal so to ensure local communities are at the heart of decision-making going forward.

S Harman

Sally Harman, Chief County Officer SALC

Signed on behalf of the Surrey Association of Local Councils Board, all serving councillors from across the County: -

Deputy Lord-Lieutenant, Chair of SALC Cllr Chris Howard, Wonersh Parish Council

Vice Chair of SALC Cllr Katia Malcaus-Cooper, Windlesham Parish Council

Cllr Stuart MacLachlan, Capel Parish Council.

Cllr Mike George, Horley Town Council

Cllr Graham Alleway, West End Parish Council

Cllr Deborah Sherry, Woldingham Parish Council



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8th July 2025

Dear Cllr Oliver OBE, Carolyn McKenzie, Nicola Kilvington and Jean-Pierre Moore,

SURREY ASSOCIATION OF LOCAL COUNCIL'S (SALC) RECOMMENDATION ON TERMS OF REFERENCE FOR SURREY'S NEIGHBOURHOOD AREA COMMITTEES (NACS) & COLLABORATIVE WAYS OF WORKING WITH THE NEW UNITARY.

As we noted in our Unitary Parish Town and Community (PTC) Council Role Recommendation letter dated 20th February 2025, SALC have reviewed the learning from the establishment of Unitary Authorities elsewhere in the Country including, but not limited to, Cornwall, Wiltshire, Cumbria, Somerset, Northants and Shropshire. We have also held discussions with and shared learnings from other County Associations that have gone through the process. This has resulted in us establishing a concise list of mechanisms that would work well when creating new ways of working, and roles and responsibilities that could be shared between newly established Unitary Authorities and PTC Councils.

We strongly believe that, to ensure the success of NACs and achieve the collaborative “rewiring” envisaged by Minister McMahon, the following elements should be embedded within the NAC Terms of Reference over and above those already tabled by SCC.

Key Recommendations for NAC Terms of Reference

1. **Minimum Meeting Frequency:** Define a minimum number of meetings per year to ensure meaningful engagement. We suggest NACs should meet at least every two months.
2. **Governance Responsibility:** Clarify the officer/team responsible for managing quorum, recording decisions, financial monitoring, and performance tracking. Define frequency of performance review, by whom & follow up procedures for an underperforming NAC.
3. **Decision-Making Protocols:** Establish transparent voting procedures and governance safeguards.

4. **Committee Oversight:** Define how population coverage, boundaries, and membership will be reviewed over time.
5. **Chair and Vice Chair Elections:** Set out the process, eligibility (including both Unitary and PTC councillors), and term limits, ensuring equal voice and shared leadership.
6. **Communication with PTCs:** Mandate reporting to all PTCs within each NAC's boundary not just SCC, Borough and District Councils and Unitary Councils.
7. **Training Commitment:** Provide induction and ongoing training on NAC roles and responsibilities.
8. **Evidence Integration:** Ensure a formal process for considering community consultation data from PTCs within NAC deliberations.
9. **Funding Allocation Framework:** Clarify how NACs will be funded, allocation of that funding and also allow for pooled resources for shared community priorities.
10. **Disbandment Procedures:** Include a member-led process to protect democratic accountability.

We would also like to take this opportunity to reiterate the requests for broader Unitary-PTC Council collaboration letter dated 20th February 2025 and ask that new Unitaries have the following in place so we achieve a successful **rewiring of the relationship between central and local government and with principal authorities and town and parish councils:-**

1. **A Charter** between Parish, Town and Community Councils and the Newly Formed Unitary(ies) establishing clear rights and responsibilities, mutual expectations, procedures and ways of working. The Charter will help avoid duplication and ensure efficiency of service delivery. Needs to be reviewing regularly and be binding.
2. **Parish Council Lead Liaison Officer** who is trained on the role of Parish and Town Councils within the County (SALC are happy to provide this training). The learnings we have been given from other existing Unitaries is that this role is critical, particularly in the early days.
3. **Create a PTC Council and Unitary Lead Focus Group.** Establish a group of sample PTCs to develop better ways of working and improvement ideas whether that be communication, highways, disaster response etc. This would be a permanent group set up for to facilitate improvements and consistency in ways of working between each new Unitary and their PTC Councils. Such roles would be rotated amongst PTC Councils over time, to ensure engagement across all PTC Councils
4. **Monthly meetings with SALC, representatives of nominated lead PTC Councils for the County and new Unitary Authority leaders.**
5. **Training support for the sector** to include courses on how to collaborate with new Unitary Authority and process for transfer of service or assets.

An additional request from our letter dated 20 February 2025 is that SALC be granted a seat on both the Unitary Executive Committee and the Standards Board of the new Unitary Authority. This representation would enable SALC to support more effective engagement with the PTC Council sector. In particular, SALC is well positioned to assist Monitoring Officers by guiding them to targeted training packages and where to seek mediation support to help resolve persistent standards issues efficiently and impartially. This contribution would directly reinforce the new Authority's commitment to high standards, transparency, and sector collaboration.

Finally, we include SALC's responses to SCC's recent queries concerning pilot NAC Workshops and councillor representation:

- **Pilot Workshop Engagement:** We recommend that each PTC Council within a NAC area nominates both its Proper Officer and one councillor representative to participate in workshops. This dual representation ensures a well-rounded perspective, drawing on both procedural knowledge and elected member insight.
- **Councillor Allocation Method:** In the interest of fairness and efficiency, we suggest that each PTC Council appoints a single NAC representative. Given the democratic mandate and local accountability of PTC councillors, this approach would ensure that each community retains a clear and independent voice. We further recommend that appointed representatives should not be both a member of Surrey County and any District, Borough, Town or Parish Council, to reinforce impartiality and avoid perceived conflicts of interest.
- **Formal Sector Consultation:** Finally, we urge that SCC undertakes a formal consultation with all PTCs in the County on the NACs' proposed Terms of Reference, core principles, and operational frameworks. This step is essential to ensuring sector-wide alignment and support.

SALC recognises and appreciates the collaborative approach SCC is taking in shaping this important structural evolution. We remain fully committed to supporting the development of inclusive and effective local governance.

Please do not hesitate to contact us should you require any clarification. We look forward to meeting with you shortly to discuss further.

Yours sincerely,

S Harman

Sally Harman, Chief County Officer SALC

Signed on behalf of the Surrey Association of Local Councils Board, all serving councillors from across the County: -

Chair of SALC Cllr Chris Howard DL, Womersley Parish Council

Vice Chair of SALC Cllr Katia Malcaus-Cooper, Windlesham Parish Council








Cllr Stuart MacLachlan, Capel Parish Council.






Cllr Mike George, Horley Town Council







Cllr Graham Alleway, West End Parish Council

Cllr Deborah Sherry, Woldingham Parish Council





10a. GTC LOCAL GOVERNMENT REORGANISATION – COMMUNITY ASSET TRANSFERS WISHLIST & PRIORITY

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
The Burys Field	WBC Managed	Freehold	Community	Central & Ockford	None listed	Business case submitted	Due WBC Executive Autumn 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Canon Bowring Recreation Ground	WBC Managed	Freehold	Community	Farncombe & Catteshall	None listed	Business case submitted	Due WBC Executive Autumn 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Charterhouse Green	WBC Managed	Freehold (registered common-land)	Community	Binscombe & Charterhouse	None listed	Business case submitted	Due WBC Executive Autumn 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Lamas land Adjacent Bridge House	WBC Managed	Freehold (registered common-land)	Community	Farncombe & Catteshall	None listed	Business case submitted	Due WBC Executive Autumn 2025	Day to day operating costs already within existing budget and staff structure	 Tranche 1
Crown Court Public Toilets	Leased from WBC	Freehold	Public Realm	Central & Ockford	None listed	Submit EOI	EOI written P&M 17 July	Day to day operating costs already within existing budget and staff structure	 Tranche 2
Farncombe North Street Public Toilets	Leased from WBC	Freehold	Public Realm	Farncombe & Catteshall	None listed	Submit EOI	EOI written P&M 17 July	Day to day operating costs already within existing budget and staff structure	 Tranche 2
Wilfrid Noyce Centre	Leased from WBC	Freehold	Community	Central & Ockford	None listed	Submit EOI	EOI written P&M 17 July	Day to day operating costs already within existing budget and staff structure	 Tranche 2

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
Godalming & Villages Community Store	Licenced to GTC	Long Lease	Community	Farncombe & Catteshall	Godalming & Villages Community Store	Community Store's views needed	High Community Value. Trustees supportive of proposal - possible rental income. Engagement with WBC in progress	Support to Community Store maintenance already within existing budgets and staffing structure – nominal rental income	 Tranche 2
Burys Scout & Guide HQ	Leased to third party	Freehold	Community	Central & Ockford	Godalming Scouts & Guides	Scouts & Guide HQ Management Group views needed	High Community Value Meeting arranged with Trustees	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Seymour Road Scout & Guide Building	Leased to third party	Freehold	Community	Central & Ockford	Godalming Scouts & Guides	Community benefit case required	Potentially straightforward Meeting arranged with Trustees.	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Godalming Band Room	Leased to third party	Freehold	Community	Farncombe & Catteshall	Godalming Band	Band Management Group views needed	High Community Value Meeting to be arranged with Trustees - possible rental income	Nominal expenditure on building compliance potentially offset by lease rental.	 Tranche 3
Bus Shelters & Public Benches	Managed by WBC	Ownership Transfer	Public Realm	All Wards	SCC	Audit required to confirm scope	Possible SCC coordination required	WBC requested to confirm position relating to their request in April 2024 for GT to take on ownership of Bus shelters. By default GTC already maintains public benches.	 Tranche 3

Asset Name	Current Tenure	Desired Tenure	Asset Type	WBC Ward	Other Interested Parties	Action Required	Current Status	Finance	Priority
Farncombe Day Centre	Leased to third party	Freehold or Long Lease	Community	Farncombe & Catteshall	Farncombe Day Centre Trustees	Discuss options with trustees and legal clarity from WBC	High Community Value Needs stakeholder consensus	Initial discussion meeting with trustees to be arranged	 Tranche 4
Borough Hall Complex (inc. WhatNext?, Stonehouse etc.)	Managed by WBC	Freehold	Community	Central & Ockford	WhatNext?, Borough Hall Users	Needs comprehensive asset plan and occupier consultation and property condition survey	High Community Value Major project, resource intensive. At Risk Level potentially high		 Tranche 4
Old Print Room (CAB)	Managed by WBC	Freehold	Community	Central & Ockford	Citizens Advice	Identify ongoing needs and property condition survey	Positive community case needed – possible rental income. At Risk Level potentially high		 Tranche 4
Phillips Memorial Park	Managed by WBC	Freehold	Community	Central & Ockford	GTC	Identify maintenance requirements and costs	High Community Value. At Risk Level potentially low.		 Tranche 4
Crown Court Pedestrian Area	Licenced to GTC	To Be Confirmed	Public Realm	Central & Ockford	SCC, adjoining property owners	Clarify desired tenure with stakeholders	High Community Value Complex shared interest. At Risk Level potentially low		 Tranche 4
Holloway Hill Recreation Ground	Leased to third party	Freehold	Community	Holloway	Multiple local clubs & associations	Complex stakeholder mapping and WBC discussions – Legal protection to be determined	High Community Value. At Risk Level potentially low		 Tranche 4

Legend for Traffic Light System (Priority of Resource)

-  **EOI Submitted**– Tranche 1
-  **Low Complexity** – Likely low resistance, but timing or value moderate – Tranche 2 submission – P&M 17 Jul 25.
-  **Medium Complexity** – Clear opportunity but needs stakeholder agreement or preparatory work – Tranche 3 submission – P&M 28 Aug 25.
-  **High Complexity** – Multiple stakeholders, high community value – Tranche 4 submission – P&M 8 Jan 26.

Recommendations

1. **Legal Review Needed:** For third-party leases and ambiguous tenure (e.g. Crown Court Pedestrian Area, Holloway Hill, Borough Hall, FDC).
2. **Stakeholder Mapping:** Establish clear contacts with community partners (especially where “other interested parties” exist).
3. **Status Tracker:** Create internal tracker to reflect live updates and steer member briefings.

ANNEX 1 – Expression of Interest Form

Community Asset Transfer (CAT)

Expression of Interest Form

Crown Court Public Toilets - Godalming

VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: townclerk@godalming-tc.gov.uk
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Asset Address: Public Conveniences on the north side of 38 High Street, Godalming, Surrey GU7 (Crown Court Public Toilets) Title Information (from Land Registry): <ul style="list-style-type: none">• Title Type: Leasehold• Lease Commencement: 3 December 2018• Term: 20 years, expiring 2 December 2038• Parties to Lease:<ol style="list-style-type: none">1. Waverley Borough Council2. Godalming Town Council• Landlord's Title Registered• Plan Reference: As per Land Registry Plan (attached – edged red) Area: Site edged in red on the Title Plan – approx. 25 sqm.
Type of transfer requested. If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Requested Transfer Type: Freehold GTC seeks the freehold transfer of the Crown Court Public Toilets to provide long-term security for the asset, which it has maintained and operated on behalf of the community since 2017. Given its pivotal role in the daily functioning and event support within the town centre and its proximity to the Crown Court recreation ground, freehold ownership would allow the Town Council to invest confidently in the building's long-term future and sustainability. Should a freehold transfer not be feasible, GTC would seek a lease of no less than 125 years to ensure strategic, long-term stewardship of the asset.

<p>Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.</p>	<p>Godalming Town Council has already undertaken and completed a comprehensive renovation of the Crown Court public toilets at a total cost of £230,000. This investment was made possible through a combination of Government funding and community contributions, with the express aim of delivering modern, inclusive, and sustainable public toilet facilities that serve the needs of residents, visitors, and event organisers in the town centre.</p> <p>To ensure this substantial public investment delivers long-term value, GTC now seeks to secure a freehold transfer (or, if not possible, a long-term lease of no less than 125 years). Without such tenure, the Council—and by extension, the community—risks losing stewardship of an asset into which it has already committed significant resources. Ownership or long-term control will provide the security required to:</p> <ul style="list-style-type: none"> • Protect and maintain the newly renovated facility to a high standard • Maximise the return on public investment over the long term • Guarantee the ongoing delivery of inclusive and accessible toilet provision as a core community service <p>This approach is consistent with the principles of public value, stewardship, and accountability, and supports both GTC's Corporate Plan and Waverley Borough Council's commitment to localist, community-focused asset management.</p> <ul style="list-style-type: none"> • Waverley Borough Council's Corporate Strategy 2020–2025: through partnership working and stewardship of public assets • Godalming Town Council's Corporate Plan 2023–2027, Part 2, S1: protecting community infrastructure and enhancing quality of life • Local sustainable development goals and inclusive access to public space
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council:</p> <ul style="list-style-type: none"> • Operates with over £20 million in assets, an annual revenue of £1.18 million, and reserves of £1.4 million • Employs 19.12 FTE staff, including a dedicated in-house facilities management team • Has extensive experience delivering capital projects, including: <ul style="list-style-type: none"> ◦ A £1.6 million community hub redevelopment ◦ Renovation of a Grade II listed building into office space ◦ Establishing the Godalming Youth Centre • Maintains robust financial governance (as per Standing Orders and Financial Regulations) • Already operates and maintains the Crown Court toilets under a lease since 2018 <p>Ongoing operating costs are included in the Town Council's revenue budget and equate to approx 2.1% of the annual parish precept.</p>

<p>List of any other stakeholder groups with an interest in this asset</p>	<ul style="list-style-type: none"> • Town Centre visitors (including approx. 18% aged over 65 and 12% under age 10) • Event organisers (Godalming Spring Festival, Town Show, etc.) • Local community groups • Active travellers and cyclists • Local businesses
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Community Asset Transfer (CAT)

Expression of Interest Form

Farncombe North Street Public Toilets - Godalming

VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: townclerk@godalming-tc.gov.uk
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Asset Address: Public Conveniences, Station Road, Farncombe, Godalming (north side of Farncombe Street) Title Information (Land Registry): <ul style="list-style-type: none">• Title Type: Leasehold• Lease Date: 31 October 2018• Term: 20 years from 31 October 2018 to 30 October 2038• Parties to Lease:<ol style="list-style-type: none">1. Waverley Borough Council2. Godalming Town Council• Restrictions: The lease prohibits or restricts alienation• Proprietor: Godalming Town Council• Landlord's title: Registered• Plan Reference: Land shown edged red in the attached title plan (page 4 of title document)
Type of transfer requested. If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Requested Transfer Type: Freehold Godalming Town Council has been managing the Farncombe public toilet facility since 2018 under lease. In line with the Council's strategic asset management aims, GTC now seeks a freehold transfer to ensure long-term control, efficient maintenance, and ability to invest in its ongoing use. The toilet block represents a critical piece of public infrastructure, especially in supporting the local retail centre, public transport users (being located adjacent to Farncombe Station), and community footfall. A freehold transfer would enable GTC to plan confidently for long-term investment and stewardship. Should a freehold not be granted, GTC requests a 125-year lease in parity with other community facilities transferred to the Town Council.

<p>Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.</p>	<p>Godalming Town Council's Corporate Plan 2023–2027 (Section S1) commits to protecting community infrastructure, maximising public benefit, and promoting inclusive, accessible public services. In support of this:</p> <ul style="list-style-type: none"> • GTC intends to renovate and modernise the Farncombe Toilets, in line with the successful delivery at Crown Court • Facilities will be gender-neutral, disability accessible, and include hygienic, modern installations • Energy and water efficiency improvements will reduce the environmental impact and improve operational cost-efficiency <p>As Farncombe continues to develop as a residential and transport hub, access to modern, safe, and inclusive public conveniences is key to supporting the well-being of the community, promoting active travel, and enhancing the village centre economy.</p> <p>This approach is consistent with the principles of public value, stewardship, and accountability, and supports both GTC's Corporate Plan and Waverley Borough Council's commitment to localist, community-focused asset management.</p> <ul style="list-style-type: none"> • Waverley Borough Council's Corporate Strategy 2020–2025: through partnership working and stewardship of public assets • Godalming Town Council's Corporate Plan 2023–2027, Part 2, S1: protecting community infrastructure and enhancing quality of life • Local sustainable development goals and inclusive access to public space
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council:</p> <ul style="list-style-type: none"> • Operates with over £20 million in assets, an annual revenue of £1.18 million, and reserves of £1.4 million • Employs 19.12 FTE staff, including a dedicated in-house facilities management team • Has extensive experience delivering capital projects, including: <ul style="list-style-type: none"> ◦ A £1.6 million community hub redevelopment ◦ Renovation of a Grade II listed building into office space ◦ Establishing the Godalming Youth Centre • Maintains robust financial governance (as per Standing Orders and Financial Regulations) • Already operates and maintains the Farncombe, North Street toilets under a lease since 2018 <p>Ongoing operating costs are included in the Town Council's revenue budget and equate to approx 2.1% of the annual parish precept.</p> <p>The Council's financial resilience, internal governance structures, and experience in managing statutory and discretionary community services place it in a strong position to assume full responsibility for Farncombe Toilets.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<ul style="list-style-type: none"> • Local retail and food businesses in Farncombe village centre • Public transport users (Farncombe Station footfall) • Vulnerable residents (elderly, disabled, families) • Active travel users (pedestrians, cyclists) • Community event organisers and local groups

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Wilfrid Noyce Centre, Crown Court – Godalming

VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: townclerk@godalming-tc.gov.uk
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	<p>Asset Name: Wilfrid Noyce Centre</p> <p>Location: Crown Court Car Park, High Street, Godalming, GU7 1DY</p> <p>Land Registry Title: Leasehold title registered by Land Registry Durham Office on 6 July 2011</p> <p>Current Tenure:</p> <ul style="list-style-type: none"> • Lease Term: 125 years • Lease Commencement: 31 May 2011 • Lease Parties: <ol style="list-style-type: none"> 1. Waverley Borough Council (landlord) 2. Godalming Town Council (tenant) • Restrictions: The lease prohibits or restricts alienation • Legal Easements: Subject to rights granted or reserved under the lease • Title Plan: As shown on page 3 of the Land Registry document – edged red
Type of transfer requested. If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	<p>Requested Transfer Type: Freehold</p> <p>Since entering into a 125-year lease with Waverley Borough Council in 2011, Godalming Town Council has invested over £1.3 million of public funds in the comprehensive refurbishment and transformation of the Wilfrid Noyce Centre.</p> <p>At the time of lease commencement, the building was dilapidated and energy-inefficient. GTC's investment has delivered:</p> <ul style="list-style-type: none"> • Full DDA compliance and accessibility • Creation of multiple flexible community-use spaces • Major energy efficiency upgrades • A venue that now hosts over 1,000 users per week <p>This significant capital investment—funded through a combination of council reserves, Public Work Board Loans, and grant funding—has transformed the Wilfrid Noyce Centre into the largest community venue in the town and one of the most intensively used in the borough.</p> <p>GTC now seeks freehold ownership of the building and its curtilage to:</p> <ul style="list-style-type: none"> • Safeguard the public investment made on behalf of the town • Remove tenure-based restrictions that limit strategic decision-making

	<ul style="list-style-type: none"> • Enable future investment, including further capital grants, which are often inaccessible to leaseholders • Guarantee community ownership and protection of this key asset for future generations <p>This request reflects a desire for local democratic accountability over an asset that is already entirely managed, maintained, and funded by the Town Council</p>
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	<p>The proposal directly supports:</p> <ul style="list-style-type: none"> • Waverley Borough Council's Corporate Plan 2020–2025, which calls for localist approaches and collaborative working with local councils to maximise value for money and local service delivery • Godalming Town Council's Corporate Plan 2023–2027, Section S1, which commits to protecting and enhancing community infrastructure and delivering inclusive, sustainable services for residents <p>By transferring the freehold to GTC, Waverley Borough Council can demonstrate commitment to localism, reduce its long-term liabilities, and ensure that community-led infrastructure remains in community hands.</p>
Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)	<p>Godalming Town Council:</p> <ul style="list-style-type: none"> • Operates with over £20 million in assets, an annual revenue of £1.18 million, and reserves of £1.4 million • Employs 19.12 FTE staff, including a dedicated in-house facilities management team • Has extensive experience delivering capital projects, including: <ul style="list-style-type: none"> • The £230,000 Crown Court public toilet renovation (2024–25) • The conversion of a 15th-century listed building into council offices (2020) • Refurbishment of a community hall into a Youth Centre (2022) <p>Maintains robust financial governance (as per Standing Orders and Financial Regulations)</p> <p>The Wilfrid Noyce Centre is already fully self-managed, with bookings, maintenance, compliance and staffing handled by GTC at no cost or risk to Waverley Borough Council.</p>
List of any other stakeholder groups with an interest in this asset	<p>The Wilfrid Noyce Centre is a cornerstone of community life in Godalming, supporting:</p> <ul style="list-style-type: none"> • Youth and children's clubs • Health and wellbeing groups • Cultural activities and choirs • Markets, festivals and civic events • A warm, accessible venue for vulnerable residents during periods of crisis (e.g., cost-of-living or extreme weather) • It is also a key venue for inclusive programming, with universal access, gender-neutral facilities, and flexible space for multi-generational activity. Freehold transfer will help secure its future as a permanently community-owned facility.

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Community Asset Transfer (CAT)

Expression of Interest Form

Godalming & Villages Store - Godalming

VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: townclerk@godalming-tc.gov.uk
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972 Godalming Town Council qualifies as a Voluntary and Community Organisation (VCO) under Section 6 of Waverley Borough Council's Community Asset Transfer Policy. GTC is a Parish Council constituted under the Local Government Act 1972 and has a longstanding record of managing community facilities for public benefit.
Address and Area in sqm of asset to be transferred (please attach a plan)	Asset Address: Broadwater Park Sports Changing Rooms (northern section) Summers Road, Godalming, Surrey GU7 3BH Allocated Space: Approx. 54 square metres at the northern end of the building, currently in use for the Godalming & Villages Community Store. Basis of Occupation: The premises are currently held under a Licence to Occupy (dated July 2021) between Waverley Borough Council and Godalming Town Council, permitting use for the purposes of the Community Store or other agreed community uses. While formally expired, the agreement continues on a rolling basis.
Type of transfer requested. If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Type of Transfer Requested: Leasehold Godalming Town Council seeks a minimum 20-year lease for the allocated space at Broadwater Park currently occupied by the Community Store. GTC does not seek freehold ownership, but recognises that a long-term lease is critical to support and secure the continued operation of this essential community service. A secure leasehold would allow for: <ul style="list-style-type: none">• Medium-to-long term planning and possible investment in the premises• Improved security of tenure to underpin future funding or grant applications Formalisation of responsibilities and expectations between both parties

<p>Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.</p>	<p>Plans for the Asset and Fit with Organisational and Corporate Objectives</p> <p>The Godalming & Villages Community Store has evolved from an emergency COVID-19 response initiative into a permanent and highly valued local food bank and support hub, serving households in need across Godalming, Farncombe, and the surrounding area.</p> <p>With the full backing of the Community Store Trustees, GTC submits this EOI to secure long-term continuity of the facility through formal leasehold tenure. The lease would:</p> <ul style="list-style-type: none"> • Enable continued operation of the food bank and associated services • Provide operational stability and clarity of responsibility • Demonstrate a commitment to tackling food poverty and inequality • Support community resilience in line with Waverley's priorities <p>Strategic Alignment:</p> <ul style="list-style-type: none"> • WBC Corporate Strategy 2020–2025 – particularly in relation to: <ul style="list-style-type: none"> ◦ Tackling inequality and hardship ◦ Supporting community-led solutions ◦ Effective asset stewardship • Godalming Town Council Corporate Plan 2023–2027, Section 1.5: <ul style="list-style-type: none"> ◦ Supporting services which reduce hardship and improve wellbeing ◦ Strengthening community partnerships and sustainable service delivery
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council brings:</p> <ul style="list-style-type: none"> • Over £20 million in assets, £1.18 million annual revenue, and £1.4 million in reserves • A full-time staff complement of 19.12 FTE, including governance, finance, and facilities professionals • A proven track record in delivering and managing community-facing assets including: <ul style="list-style-type: none"> ◦ Wilfrid Noyce Community Centre redevelopment ◦ The Godalming Youth Centre partnership ◦ Crown Court Toilets capital programme and operations <p>The operational management of the Community Store will remain in the hands of its Trustees and volunteer network, who are fully supportive of this proposal. GTC will act as the leaseholder and strategic enabler, ensuring governance compliance and infrastructure support.</p>

<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Stakeholder Support</p> <ul style="list-style-type: none"> • Trustees of the Godalming & Villages Community Store (statement of support available) • Local food donors, volunteers, and partner charities • Families and individuals experiencing food poverty • Neighbouring communities across the Godalming area • GTC as active partner and licence holder • Farncombe Cricket Club as a neighbour & supporter of the store
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10f. POTENTIAL FREEHOLD TRANSFER OF THE BOROUGH HALL COMPLEX TO GODALMING TOWN COUNCIL

1. Executive Summary

This paper proposes that Godalming Town Council (GTC) enter formal discussions with Waverley Borough Council (WBC) regarding the transfer of the freehold of the Borough Hall complex, recognising both the complexities involved and the strategic opportunity to protect and enhance local cultural and community infrastructure ahead of the 2027 Local Government Reorganisation.

While the separation of plant, utilities, and shared systems between the Borough Hall and adjacent Burys offices will require careful planning, the LGR Working Group consider the long-term benefits—including the preservation and potential improvement of local performance and cultural facilities—to justify the undertaking.

The transfer would also enable a more coherent and locally accountable management approach, particularly in light of, as yet unknown, plans for the future redevelopment of The Burys site, which is likely to come about post 2027 and that may not prioritise cultural use of the Borough Hall.

2. Context and Strategic Rationale

With WBC and SCC set to be dissolved by 2027 and replaced by a new Unitary Authority, any public asset not otherwise assigned will be transferred to that new body. The LGR Work Groups concern is that key assets such as the Borough Hall could lose their community-focused function under a centralised governance structure.

By transferring the freehold to GTC, the Borough Hall can be retained in local public ownership, ensuring that its existing use as a cultural, performance, and community venue is not only preserved, but also enhanced.

3. Proposed Future Use and Integration

3.1 Cultural and Performance Development

The Borough Hall is not only a historically significant civic building but also houses Godalming's principal large-scale performance and assembly space. GTC believes that the Hall's potential is currently underutilised due to fragmented usage and civic office overlap.

The proposed transfer would support plans to:

- Integrate the underused Stonehouse and former Municipal Building elements of the complex into a larger, adaptable cultural space.
- Expand availability and flexibility of the Borough Hall for concerts, theatre, conferences, and community events.
- Enable GTC to coordinate investment and programming through direct engagement with local arts groups and event organisers.

3.2 Mitigating the Impact of The Burys Redevelopment

GTC acknowledges that not only did WBC have long-term ambitions to redevelop parts of The Burys site, but post 2027 the new Unitary Authority may not wish to use the site as

council offices. In such a scenario, the cultural and public-use aspects of the Borough Hall are at risk of being deprioritised in favour of commercial or other administrative use. By separating the Borough Hall via a freehold transfer, its identity and function can be safeguarded outside of speculative master-planning processes.

4. Legal, Operational and Leasing Considerations

4.1 Plant, Utilities and Site Integration

The Borough Hall is structurally and operationally integrated with The Burys offices, particularly in terms of:

- Shared plant and building systems.
- Electrical and mechanical infrastructure.
- Utilities metering and environmental controls.

Separation of services will require a technical decoupling programme, with professional input and potential for transitional service agreements. However, such separation is common in phased public estate break-ups and can be resolved through collaborative planning and shared services in the short term.

4.2 Existing Third-Party Occupation

GTC is aware of:

- The Christian Warehouse Trust, which operates the Cellar Café under a lease arrangement.
- The What Next? environmental charity, which occupies the former Denningberg Centre under a licence-to-occupy.

Both arrangements will need to be reviewed and potentially novated as part of the transfer, ensuring legal continuity or renegotiation under GTC ownership as appropriate. GTC's intention is to support the continued community benefit use of these spaces, subject to leaseholder dialogue.

4.3 Staff Implications

Any operational transfer of the Borough Hall facility is likely to involve the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) for any Borough Hall staff currently employed by WBC. GTC would need to acknowledge this responsibility and undertake necessary HR and legal assessments to ensure a compliant and fair transition.

5. Financial and Governance Considerations

- The cost of legal advice, property surveys, service mapping, and transitional utilities work would be funded from the Local Government Reorganisation (LGR) Reserve, which was established by GTC to support such transitional processes.
- The Borough Hall complex would continue to be operated as a community and cultural venue, with the Town Council taking on the landlord and operational responsibilities and developing new models for usage, hiring, and community programming.
- The transfer would remove any need for GTC to enter into hire agreements or depend on leasehold access, giving it long-term control over the facility's strategic direction and use.

- Without the constraints of existing operational limitations of the Borough Hall complex, GTC might be able to access Strategic CIL to provide an appropriate regional cultural, arts, drama and dance facility

6. Recommendations

Members are asked to approve the following actions:

1. That the LGR Working Group undertake any necessary preparatory work to establish a viable EOI and basis for a subsequent business case for the acquisition of the freehold of the Borough Hall complex, subject to due diligence and transitional planning.
2. This work to include but not limited to the commencement of detailed dialogue with WBC's to:
 - Identify plant, mechanical and utility systems for decoupling.
 - Map and assess existing leasehold and licensing arrangements.
 - Begin HR and legal review regarding potential TUPE implications for Borough Hall staff.
3. That associated legal, technical and HR costs be drawn from the LGR Reserve.
4. That GTC confirms its commitment to preserve and enhance the cultural and performance functions of the Borough Hall, including the integration of additional space from the Stonehouse/Municipal areas of the complex.

7. Conclusion

The freehold transfer of the Borough Hall complex presents a strategic opportunity to protect one of Godalming's most important cultural assets during a time of structural change. It allows for the development of an integrated, locally managed arts and community venue while securing the building's future against external redevelopment pressures.

Godalming Town Council stands ready to take on the responsibilities of ownership to ensure the Borough Hall continues to serve the community's cultural and civic life for generations to come.

10g. POTENTIAL TRANSFER OF THE FREEHOLD OF FARNCOMBE DAY CENTRE TO GODALMING TOWN COUNCIL

1. Executive Summary

This report sets out a case for consideration for initiating formal discussions with Waverley Borough Council (WBC) regarding the transfer of the freehold of the Farncombe Day Centre to Godalming Town Council (GTC), in advance of Local Government Reorganisation in Surrey, scheduled to take effect by 2027.

While there are known complexities—specifically related to the site's integration with Bowring House—the LGR Working Group believe the long-term strategic, governance, and community protection benefits of such a move significantly outweigh the short-term logistical and legal issues.

It is also recognised that regardless of freehold ownership, a possibility exists that any future Unitary Authority may reduce or withdraw from discretionary funding for non-statutory services such as those offered at the Day Centre. Therefore, GTC may wish to prepare to provide additional financial support to enable the Day Centre to continue to operation from the site.

Costs associated with legal and administrative aspects of the freehold transfer would be met from the Council's Local Government Reorganisation (LGR) Reserve, established for this purpose.

2. Context

The Farncombe Day Centre freehold is owned by WBC. From 2027, should no alternative arrangement be in place, the site will transfer to an, as-yet unnamed and undefined Unitary Authority with unclear governance structures, funding priorities, or community ties.

This presents a strategic risk to the long-term protection and operation of the site as a valued local service facility.

3. Why Transfer to GTC?

3.1. Local Ownership Ensures Local Accountability

GTC is the closest local authority to the community it serves. Ownership of the freehold would ensure decision-making stays local, transparent, and responsive.

3.2. Proactive Management of Site Complexity

While shared plant and access with Bowring House presents technical issues, these are more efficiently resolved at local level than by a remote authority. GTC's existing knowledge and working relationships will facilitate a smooth and cooperative approach.

3.3. Protection Against Strategic Drift or Disposal

Experience from other reorganised areas indicates that non-core assets are at risk of sale or neglect by upper-tier authorities. Transferring the freehold now mitigates this risk.

3.4. Opportunity for Strategic Investment

GTC can take a longer-term view of the site's potential and seek to enable improvements, partnerships, and expanded community use, in keeping with local need.

3.5. Service Delivery Continuity

The transfer would not affect the Day Centre's operational arrangements. Service delivery would remain with the day centre trustees, and the current lease would remain extant, except where technical revisions are needed to support the transfer.

4. Alignment with Strategic Policy

The transfer aligns with WBC's Community Asset Transfer Policy (2024), which supports:

- Transfers to town councils as suitable custodians.
- Continuation of community use and local governance.
- Avoidance of costly Best Value tests that would be incurred for public-to-private transfers.

5. Practical Considerations

5.1. Challenges

- Physical integration with Bowring House requires mapping of services, rights, and responsibilities.
- Legal and property due diligence will be needed.

5.2. Mitigation

- GTC will work with WBC and relevant partners to agree transitional plans.
- Associated legal and administrative costs will be met from the LGR Reserve.

5.3. Future Financial Responsibility

Any withdrawal or reduction of discretionary funding for non-statutory services, including those delivered from the Farncombe Day Centre, is likely to cause significant hardship, which would be detrimental to the services provision for some of the most vulnerable within our community.

At present, GTC provides £7,500 per annum via an SLA to support the day centre's minibus service. Members may wish to consider implementing contingency planning over the next three budget cycles in anticipation of a future need to support the day centre.

It should be noted that this contingency planning may become necessary to preserve services regardless of whether or not GTC acquires the freehold and that an increase of funding from GTC to replace existing principle authority funding would likely require a 1% pa uplift to the precept over the next three budget cycles.

6. Recommendations

Members are asked to consider and approve the following:

- i. That the LGR Working Group undertake any necessary preparatory work to establish a viable EOI and basis for a subsequent business case for the acquisition of the freehold of the Farncombe Day Centre, subject to due diligence and transitional planning.
- ii. This work to include but not limited to the commencement of detailed dialogue with WBC's to:
 - Identify plant, mechanical and utility systems for decoupling.
 - Map and assess existing leasehold arrangements.
- iii. That associated legal, technical and HR costs be drawn from the LGR Reserve.
- iv. That within the budget setting process, options for future financial support for Farncombe Day Centre are incorporated for consideration by Members.

7. Conclusion

The transfer of the Farncombe Day Centre freehold to GTC is a strategic and protective step that strengthens local control, sustains a valued community facility, and positions GTC to act decisively in the face of diminishing upper-tier support.

It also reflects responsible financial planning and proactive local governance during a period of structural uncertainty.

12. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 30 June 2025 against the estimates agreed at Full Council for the 2025/26 financial year (detailed report attached for the information of Members).

Cost Centre	Year-to-date Variance	Projected Variance @ Year End
Head Office Costs	£677 o/s	On budget
Civic Expenses	£4,995 u/s	£2,000 u/s
Street Scene	£3,100 u/s	£3,000 u/s
Staycation	£3,116 o/s	On budget
Festivals & Markets	£3,026 u/s	£2,500 u/s
Christmas Lights	£0	£0
Ockford Building	£14,930 o/s	£5,000–£7,000 o/s (rates pending)
BWP Youth Centre	£12,852 u/s	On budget
Pepperpot	£414 u/s	On budget
The Square	£585 o/s	On budget
Allotments	£1,192 o/s	On budget
Wilfrid Noyce Community Centre	£5,831 u/s	£8,000 u/s
Bandstand	£796 u/s	On budget
Godalming Museum	£3,877 o/s	£5,000 o/s (maternity)
Public Conveniences	£30 o/s	On budget
Broadwater Park Extension	£5 o/s	£5 o/s
Pepperpot External Redecoration	£78,603 o/s	£0 (EMR funded)
Cemeteries	£36,367 u/s	£40,000–£45,000 u/s
TOTAL	£35,634 o/s	@ £42,000 u/s Broadly on Budget

Commentary by Cost Centre

The monitoring report shows a current variance of £35,634 overspend against the budget and at this time a predicted year end underspend currently within 3% of the annual budget, so broadly on budget.

NOTE: +£ = additional income or less expenditure than budgeted.

-£ = a lower income or higher expenditure than budgeted.

Cost Centre 101 – Head Office Costs

+£10,181 – Interest income continues to outperform profile.

+£4,700 – Staffing underspend driven by vacancy timing.

-£5,432 – Overspend on Locum fees.

-£10,348 – Computing spend exceeds phased budget; annual total remains within tolerance (Minute 627-24 refers for General reserve support if required)

Net YTD variance is minimal at £677 o/s, with a projected outturn close to breakeven.

Cost Centre 102 – Civic Expenses

+£4,995 underspend to date across meetings, catering and professional fees. Slight overspends on Publicity offset. Forecast £2,000 underspend.

Cost Centre 104 – Street Scene

No expenditure to date; timing only. Expected expenditure on improved, repaired, renovation of existing street scene infrastructure.

Cost Centre 105 – Staycation

Costs relate to ChoirBLAST, not Staycation Live (now cancelled).

Projected to balance out; forecast remains on budget.

Cost Centre 106 – Festivals & Markets

Income received ahead of profile.

Majority of delivery costs fall into Q2–Q3. Forecast £2,500 underspend.

Cost Centre 109 – Ockford Building

-£14,930 overspend year-to-date driven by high business rates from unexpected NNDR valuation as a sales office- Rates have been challenged with the VOA – expected to be reclassified to 'Community Use' and backdated. Residual equipment costs relate to fit-out; any additional spend will be supported by EMR.

Forecast revised to £5–7k overspend pending VOA decision.

Cost Centre 201 – BWP Youth & Community Centre

Additional grant income and donation support received.

+£12,852 underspend year-to-date with forecast on budget.

Cost Centre 202 – Pepperpot (non-renovation costs)

Minor overspend. Position is **on budget**

Cost Centre 203 – The Square

Rental income and costs slightly off profile as awaiting re-imbursement of insurance premium. Forecast **on budget**.

Cost Centre 204 – Allotments

Rental income not due until October – current overspend is a timing issue. Forecast on budget.

Cost Centre 205 – Wilfrid Noyce Community Centre

Income and controlled expenditure continue to show a positive trend.

Forecast +£8,000 underspend.

Cost Centre 206 – Bandstand

Minimal activity to date. On budget.

Cost Centre 207 – Godalming Museum

-£3,877 overspend to date from maternity cover and associated staffing.

May be subject to reserve support at revised estimates. Forecast £5,000 overspend.

Cost Centre 208 – Public Conveniences

The service is expected to be on budget.

Cost Centre 211 – Pepperpot External Redecoration

Works are underway; full cost of £78,603 is covered by transfers already agreed (Min Nos 643-24 & 421-24) additional EMR support will be required.

Cost Centre 301 – Cemeteries

Strong income performance well ahead of profile across interments and grave purchases. Expenditure remains contained. Forecast £40,000–£45,000 underspend.

STATEMENT OF GENERAL AND EARMARKED RESERVES 30 JUNE 2025

		Opening Balance	Net Transfers	Closing Balance 30 June 2025
	Unallocated Reserve	£		
1	Revenue Reserve	969,448	-283,948	685,000
	GTC Unallocated Reserves	969,448		685,000
	Earmarked Reserves			
2	Election Expenses Fund	15,026		15,026
3	Emerging Projects Fund	47,591	27,409	75,000
4	Youth Provision	5,250		5,250
5	Afghan Refugees	529		529
6	Land & Property	227,500	56,539	284,039
7	Capitol Works	59,900	100,000	159,900
8	Professional Fees	17,000		17,000
9	Flood Alleviation	6,000		6,000
10	Mayors Charity (P Rivers)	2,011		2,011
11	Local Gov't Reorganisation	0		100,000
	Sub-total GTC Earmarked Reserves	380,807		664,756
12	Community Infrastructure Levy	455,589		455,589
	Total Earmarked Reserves	836,396		1,120,344
	Balances	1,805,844		1,805,344

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101</u>	<u>Head Office Costs</u>											
1001	Precept	0	0	0	618,196	618,196	1	1,236,391			50.0%	
1102	Community Infrastructure Levy	0	0	0	18,610	0	(18,610)	0			0.0%	
1401	Interest Received	4,231	2,100	(2,131)	16,481	6,300	(10,181)	25,000			65.9%	
	Head Office Costs :- Income	4,231	2,100	(2,131)	653,286	624,496	(28,790)	1,261,391			51.8%	0
4001	Salaries	19,026	21,860	2,834	64,161	65,581	1,420	262,321		198,160	24.5%	
4002	Employer's NIC	2,468	2,890	422	8,468	8,669	201	34,679		26,211	24.4%	
4003	Employer's Superannuation	3,356	3,865	509	11,320	11,592	272	46,377		35,057	24.4%	
4011	Staff Training	0	318	318	0	954	954	3,816		3,816	0.0%	
4012	Recruitment Advertising	81	0	(81)	81	0	(81)	1,530		1,449	5.3%	
4013	Other Staff Expenses	40	51	11	40	153	113	612		572	6.5%	
4101	Repair/Alteration of Buildings	0	0	0	323	0	(323)	0		(323)	0.0%	
4102	Property Maintenance	61	200	139	160	600	440	2,400		2,240	6.7%	
4103	Maintenance Contracts	40	196	156	310	588	278	2,352		2,042	13.2%	
4111	Energy Costs	433	510	77	1,215	1,530	315	6,120		4,905	19.9%	
4121	Rents	0	0	0	2,442	2,700	258	2,700		258	90.4%	
4131	Rates	340	0	(340)	8,625	6,440	(2,185)	6,440		(2,185)	133.9%	
4141	Water Services	34	26	(8)	72	78	6	312		240	23.2%	
4161	Cleaning	268	501	233	561	1,503	942	6,012		5,451	9.3%	
4162	Waste Removal	0	51	51	136	153	17	612		476	22.2%	
4163	Domestic Supplies	76	31	(45)	176	93	(83)	372		197	47.2%	
4202	Car Allowances	0	120	120	453	360	(93)	1,440		987	31.4%	
4203	Other Transport Costs	12	0	(12)	12	0	(12)	0		(12)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Equipment	13	500	487	93	500	407	2,000		1,907	4.6%	
4304 Catering & Hospitality	48	58	10	48	174	126	696		648	6.9%	
4306 Printing	186	183	(3)	284	549	265	2,196		1,912	12.9%	
4307 Stationery	108	408	300	889	1,224	335	4,896		4,007	18.2%	
4308 General Office Expense	0	0	0	0	0	0	255		255	0.0%	
4311 Professional Fees - Legal	0	417	417	1	1,247	1,246	5,000		4,999	0.0%	
4313 Professional Fees - Other	429	683	254	7,485	2,053	(5,432)	8,200		715	91.3%	
4314 Audit Fees	0	0	0	205	266	61	3,366		3,161	6.1%	
4315 Insurance	0	0	0	19,180	19,010	(170)	19,010		(170)	100.9%	
4321 Bank Charges	14	46	32	55	138	83	552		497	10.0%	
4322 Postage	0	84	84	0	252	252	1,008		1,008	0.0%	
4323 Telephones & Broadband	210	238	28	1,276	714	(562)	2,856		1,580	44.7%	
4325 Computing	2,081	1,265	(816)	14,143	3,795	(10,348)	15,180		1,037	93.2%	
4326 Website	171	204	33	291	612	321	2,448		2,157	11.9%	
4327 Publicity Advertising	650	0	(650)	650	0	(650)	0		(650)	0.0%	
4341 Grants	0	1,633	1,633	15,148	50,403	35,255	65,100		49,952	23.3%	
4342 Subscriptions	0	500	500	3,986	5,110	1,124	6,117		2,131	65.2%	
4343 Licensing/PRS	0	0	0	0	122	122	122		122	0.0%	
4900 Miscellaneous Expenses	17,532	165	(17,367)	17,983	496	(17,487)	1,981		(16,002)	907.8%	
6000 Debt Charges - Principal	0	0	0	6,151	5,978	(173)	34,501		28,350	17.8%	
6001 Debt Charges - Interest	0	0	0	10,165	10,338	173	43,202		33,037	23.5%	
Head Office Costs :- Indirect Expenditure	47,677	37,003	(10,674)	196,588	203,975	7,387	596,781	0	400,193	32.9%	0
5001 Transfers from Reserves	0	0	0	0	(35,500)	(35,500)	(35,500)		(35,500)	0.0%	
Head Office Costs :- Other Costs	0	0	0	0	(35,500)	(35,500)	(35,500)	0	(35,500)	0.0%	0
Net Income over Expenditure	(43,446)	(34,903)	8,543	456,698	456,021	(677)	700,110				

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	660	660	2,420		2,420	0.0%	
4203 Other Transport Costs	94	0	(94)	94	0	(94)	0		(94)	0.0%	
4304 Catering & Hospitality	17	83	66	179	253	74	1,000		821	17.9%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	816		816	0.0%	
4313 Professional Fees - Other	13	300	287	408	300	(108)	300		(108)	136.0%	
4325 Computing	135	350	215	1,633	1,050	(583)	4,200		2,567	38.9%	
4327 Publicity Advertising	0	0	0	813	700	(113)	1,600		787	50.8%	
4332 Mayor's Expenses	0	112	112	0	336	336	1,344		1,344	0.0%	
4334 Members' Training	0	100	100	0	300	300	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	1,249	82	(1,167)	1,723	246	(1,477)	984		(739)	175.1%	
Civic Expenses :- Indirect Expenditure	1,509	1,247	(262)	4,850	3,845	(1,005)	14,364	0	9,514	33.8%	0
5102 Contrib. to Other Provisions	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	
Civic Expenses :- Other Costs	0	0	0	0	6,000	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	(1,509)	(1,247)	262	(4,850)	(9,845)	(4,995)	(20,364)				
<u>104 Street Scene</u>											
4102 Property Maintenance	0	200	200	0	600	600	2,400		2,400	0.0%	
4151 Fixtures & Fittings	0	0	0	0	2,500	2,500	2,500		2,500	0.0%	
Street Scene :- Indirect Expenditure	0	200	200	0	3,100	3,100	4,900	0	4,900	0.0%	0
Net Expenditure	0	(200)	(200)	0	(3,100)	(3,100)	(4,900)				

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Staycation</u>											
4162 Waste Removal	0	0	0	1,500	0	(1,500)	1,500		0	100.0%	
4313 Professional Fees - Other	0	0	0	1,241	0	(1,241)	3,150		1,909	39.4%	
4327 Publicity Advertising	375	0	(375)	375	0	(375)	650		275	57.7%	
4343 Licensing/PRS	0	0	0	0	0	0	160		160	0.0%	
Staycation :- Indirect Expenditure	375	0	(375)	3,116	0	(3,116)	5,460	0	2,344	57.1%	0
Net Expenditure	(375)	0	375	(3,116)	0	3,116	(5,460)				
<u>106 Festivals, Markets & Events</u>											
1301 Premises Hire Charges	0	0	0	4,257	0	(4,257)	0			0.0%	
1303 Other customer/client receipts	740	790	50	2,040	5,670	3,630	14,410			14.2%	
1304 Donations	0	0	0	0	0	0	2,000			0.0%	
Festivals, Markets & Events :- Income	740	790	50	6,297	5,670	(627)	16,410			38.4%	0
4001 Salaries	0	0	0	0	1,295	1,295	2,589		2,589	0.0%	
4002 Employer's NIC	0	0	0	0	194	194	388		388	0.0%	
4003 Employer's Superannuation	0	0	0	0	225	225	451		451	0.0%	
4162 Waste Removal	0	400	400	214	700	486	1,100		886	19.4%	
4163 Domestic Supplies	0	0	0	97	0	(97)	0		(97)	0.0%	
4164 Workshop Consumables	0	0	0	4	0	(4)	0		(4)	0.0%	
4171 Grounds Maintenance Costs	25	0	(25)	25	0	(25)	0		(25)	0.0%	
4301 Equipment	0	0	0	0	250	250	3,192		3,192	0.0%	
4304 Catering & Hospitality	93	180	87	123	340	217	460		337	26.8%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4306 Printing	0	400	400	0	400	400	930		930	0.0%	
4313 Professional Fees - Other	0	0	0	2,400	1,600	(800)	3,200		800	75.0%	
4327 Publicity Advertising	90	366	276	90	1,098	1,008	4,392		4,302	2.0%	
4343 Licensing/PRS	359	0	(359)	359	0	(359)	600		241	59.8%	
4900 Miscellaneous Expenses	600	100	(500)	744	353	(391)	1,253		509	59.4%	
Festivals, Markets & Events :- Indirect Expenditure	1,167	1,446	279	4,056	6,455	2,399	18,555	0	14,499	21.9%	0
Net Income over Expenditure	(427)	(656)	(229)	2,241	(785)	(3,026)	(2,145)				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	48,600		48,600	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	48,600	0	48,600	0.0%	0
Net Expenditure	0	0	0	0	0	0	(48,600)				
<u>109 Ockford Building</u>											
1301 Premises Hire Charges	305	333	28	618	999	381	4,000			15.5%	
Ockford Building :- Income	305	333	28	618	999	381	4,000			15.5%	0
4102 Property Maintenance	161	75	(86)	694	225	(469)	900		206	77.1%	
4103 Maintenance Contracts	402	155	(247)	402	465	63	1,860		1,458	21.6%	
4111 Energy Costs	0	110	110	0	330	330	1,320		1,320	0.0%	
4121 Rents	0	0	0	0	400	400	400		400	0.0%	
4131 Rates	0	0	0	15,968	1,500	(14,468)	1,500		(14,468)	1064.5%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Water Services	0	33	33	0	99	99	396		396	0.0%	
4151 Fixtures & Fittings	0	0	0	22	0	(22)	0		(22)	0.0%	
4161 Cleaning	0	278	278	0	834	834	3,336		3,336	0.0%	
4162 Waste Removal	0	75	75	27	225	198	900		873	3.0%	
4163 Domestic Supplies	0	25	25	63	75	12	300		237	21.0%	
4164 Workshop Consumables	0	0	0	4	0	(4)	0		(4)	0.0%	
4301 Equipment	1,207	0	(1,207)	1,402	0	(1,402)	0		(1,402)	0.0%	
4323 Telephones & Broadband	0	600	600	140	600	460	600		460	23.3%	
4343 Licensing/PRS	0	0	0	130	0	(130)	0		(130)	0.0%	
Ockford Building :- Indirect Expenditure	1,770	1,351	(419)	18,852	4,753	(14,099)	11,512	0	(7,340)	163.8%	0
Net Income over Expenditure	(1,465)	(1,018)	447	(18,234)	(3,754)	14,480	(7,512)				
<u>201 BWP Youth & Community Centre</u>											
1201 Grants - SCC	6,780	0	(6,780)	7,799	2,000	(5,799)	8,000			97.5%	
1202 Grants - WBC	0	0	0	200	0	(200)	0			0.0%	
1301 Premises Hire Charges	1,326	450	(876)	3,371	1,350	(2,021)	5,400			62.4%	
1304 Donations	0	0	0	563	0	(563)	0			0.0%	
BWP Youth & Community Centre :- Income	8,106	450	(7,656)	11,933	3,350	(8,583)	13,400			89.0%	0
4001 Salaries	18,193	19,092	899	54,981	57,272	2,291	229,100		174,119	24.0%	
4002 Employer's NIC	2,120	2,227	107	6,478	6,676	198	26,719		20,241	24.2%	
4003 Employer's Superannuation	2,434	3,379	945	7,442	10,140	2,698	40,551		33,109	18.4%	
4011 Staff Training	138	318	181	438	954	517	3,816		3,379	11.5%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Recruitment Advertising	0	41	41	0	131	131	500		500	0.0%	
4102 Property Maintenance	79	153	74	123	459	336	1,836		1,713	6.7%	
4103 Maintenance Contracts	385	150	(235)	1,533	450	(1,083)	1,800		267	85.2%	
4111 Energy Costs	28	408	380	1,066	1,224	158	4,896		3,830	21.8%	
4131 Rates	0	0	0	2,784	1,596	(1,188)	1,596		(1,188)	174.5%	
4141 Water Services	40	59	19	163	177	14	708		545	23.0%	
4161 Cleaning	55	795	740	1,155	2,385	1,230	9,540		8,385	12.1%	
4162 Waste Removal	0	83	83	247	249	3	996		750	24.7%	
4163 Domestic Supplies	0	15	15	10	45	35	180		170	5.8%	
4171 Grounds Maintenance Costs	0	29	29	496	87	(409)	348		(148)	142.5%	
4201 Public Transport	0	20	20	0	20	20	80		80	0.0%	
4202 Car Allowances	18	20	3	18	20	3	80		63	21.9%	
4203 Other Transport Costs	653	0	(653)	653	0	(653)	0		(653)	0.0%	
4204 Fuel Costs	0	42	42	0	126	126	504		504	0.0%	
4205 Vehicle Maintenance	13	200	187	211	600	389	2,400		2,189	8.8%	
4305 Clothes, Uniform & Laundry	0	0	0	312	250	(62)	500		188	62.4%	
4313 Professional Fees - Other	0	11	11	0	33	33	132		132	0.0%	
4323 Telephones & Broadband	98	146	48	967	438	(529)	1,752		785	55.2%	
4325 Computing	170	179	9	881	537	(344)	2,148		1,267	41.0%	
4327 Publicity Advertising	0	25	25	0	75	75	300		300	0.0%	
4900 Miscellaneous Expenses	0	40	40	25	120	95	480		455	5.2%	
7100 Youth Programmes	1,598	970	(628)	2,007	2,920	913	11,650		9,643	17.2%	
7104 BWP - Decorations & Lighting	0	0	0	0	0	0	200		200	0.0%	
7105 BWP - Food & Cooking	0	0	0	92	0	(92)	0		(92)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7300 HAF	1,474	0	(1,474)	2,322	1,884	(438)	5,650		3,328	41.1%	
7302 HAF - Sports & Activities	0	0	0	284	0	(284)	0		(284)	0.0%	
7305 HAF - Food & Cooking	0	0	0	211	300	89	1,100		889	19.2%	
BWP Youth & Community Centre :- Indirect Expenditure	27,495	28,402	907	84,899	89,168	4,269	349,562	0	264,663	24.3%	0
Net Income over Expenditure	(19,388)	(27,952)	(8,564)	(72,966)	(85,818)	(12,852)	(336,162)				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	467	717	250	1,601	2,151	551	8,604			18.6%	
Pepperpot :- Income	467	717	250	1,601	2,151	551	8,604			18.6%	0
4102 Property Maintenance	215	100	(115)	215	300	85	1,200		985	17.9%	
4103 Maintenance Contracts	0	100	100	0	300	300	1,200		1,200	0.0%	
4111 Energy Costs	43	221	178	1,762	663	(1,099)	2,652		890	66.4%	
4131 Rates	0	0	0	419	805	386	805		386	52.1%	
4161 Cleaning	0	315	315	0	945	945	3,780		3,780	0.0%	
4302 Furniture	0	0	0	0	600	600	600		600	0.0%	
4323 Telephones & Broadband	0	60	60	433	180	(253)	720		287	60.1%	
4343 Licensing/PRS	0	0	0	0	0	0	72		72	0.0%	
Pepperpot :- Indirect Expenditure	258	796	538	2,829	3,793	964	11,029	0	8,200	25.6%	0
Net Income over Expenditure	209	(79)	(288)	(1,228)	(1,642)	(414)	(2,425)				

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	2,554	1,050	(1,504)	2,565	3,150	585	12,600			20.4%	
1303 Other customer/client receipts	1,998	0	(1,998)	1,998	2,020	22	2,020			98.9%	
The Square :- Income	4,551	1,050	(3,501)	4,563	5,170	607	14,620			31.2%	0
4315 Insurance	0	0	0	1,998	2,020	22	2,020		22	98.9%	
The Square :- Indirect Expenditure	0	0	0	1,998	2,020	22	2,020	0	22	98.9%	0
Net Income over Expenditure	4,551	1,050	(3,501)	2,565	3,150	585	12,600				
<u>204 Allotments</u>											
1302 Rents	0	0	0	0	0	0	2,900			0.0%	
Allotments :- Income	0	0	0	0	0	0	2,900			0.0%	0
4102 Property Maintenance	0	0	0	35	0	(35)	300		265	11.7%	
4141 Water Services	39	20	(19)	132	68	(64)	248		116	53.4%	
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%	
4171 Grounds Maintenance Costs	0	0	0	1,092	0	(1,092)	1,000		(92)	109.2%	
Allotments :- Indirect Expenditure	39	20	(19)	1,260	68	(1,192)	1,763	0	503	71.4%	0
Net Income over Expenditure	(39)	(20)	19	(1,260)	(68)	1,192	1,137				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	1,244	3,855	2,612	9,324	11,565	2,241	46,260			20.2%	
Wilfrid Noyce Community Centre :- Income	1,244	3,855	2,612	9,324	11,565	2,241	46,260			20.2%	0

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Property Maintenance	212	445	233	711	1,335	624	5,340		4,629	13.3%	
4103 Maintenance Contracts	79	791	712	652	2,373	1,721	9,492		8,840	6.9%	
4111 Energy Costs	208	1,016	808	1,823	3,048	1,225	12,192		10,369	15.0%	
4131 Rates	0	0	0	1,945	3,000	1,055	3,000		1,055	64.8%	
4141 Water Services	(247)	121	368	142	363	221	1,452		1,310	9.8%	
4161 Cleaning	30	1,400	1,370	1,627	4,200	2,573	16,800		15,173	9.7%	
4162 Waste Removal	0	130	130	296	390	94	1,560		1,264	19.0%	
4163 Domestic Supplies	38	29	(9)	47	89	42	350		303	13.4%	
4301 Equipment	0	250	250	0	750	750	3,000		3,000	0.0%	
4323 Telephones & Broadband	0	100	100	642	300	(342)	1,200		558	53.5%	
4343 Licensing/PRS	0	0	0	0	0	0	650		650	0.0%	
4900 Miscellaneous Expenses	0	46	46	30	138	108	552		522	5.4%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	321	4,328	4,007	7,914	15,986	8,072	55,588	0	47,674	14.2%	0
Net Income over Expenditure	922	(473)	(1,395)	1,410	(4,421)	(5,831)	(9,328)				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	11	0	(11)	0			0.0%	
Bandstand :- Income	0	0	0	11	0	(11)	0				0
4102 Property Maintenance	0	125	125	0	375	375	1,500		1,500	0.0%	
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4163 Domestic Supplies	0	0	0	20	0	(20)	0		(20)	0.0%	
4343 Licensing/PRS	0	0	0	70	500	430	500		430	14.0%	
Bandstand :- Indirect Expenditure	0	125	125	90	875	785	2,250	0	2,160	4.0%	0
Net Income over Expenditure	0	(125)	(125)	(79)	(875)	(796)	(2,250)				

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>207 Godalming Museum</u>											
1302 Rents	2,201	0	(2,201)	2,201	2,201	0	8,804			25.0%	
1303 Other customer/client receipts	2,024	0	(2,024)	2,024	240	(1,784)	960			210.8%	
Godalming Museum :- Income	4,225	0	(4,225)	4,225	2,441	(1,784)	9,764			43.3%	0
4001 Salaries	6,748	4,528	(2,220)	22,809	13,586	(9,223)	54,338		31,529	42.0%	
4002 Employer's NIC	(50)	509	559	(2,617)	1,521	4,138	6,102		8,719	(42.9%)	
4003 Employer's Superannuation	855	801	(54)	3,008	2,409	(599)	9,618		6,610	31.3%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4102 Property Maintenance	1,056	292	(764)	1,216	872	(344)	3,500		2,284	34.7%	
4103 Maintenance Contracts	79	117	38	317	351	34	1,404		1,087	22.6%	
4121 Rents	0	0	0	0	1,300	1,300	1,300		1,300	0.0%	
4202 Car Allowances	0	9	9	0	27	27	108		108	0.0%	
4307 Stationery	0	30	30	0	90	90	360		360	0.0%	
4315 Insurance	0	0	0	2,087	2,118	31	2,118		31	98.5%	
4322 Postage	0	20	20	0	60	60	240		240	0.0%	
4325 Computing	1,005	263	(742)	1,969	793	(1,176)	3,160		1,191	62.3%	
4342 Subscriptions	0	0	0	0	0	0	100		100	0.0%	
Godalming Museum :- Indirect Expenditure	9,694	6,569	(3,125)	28,788	23,127	(5,661)	82,848	0	54,060	34.7%	0
Net Income over Expenditure	(5,468)	(6,569)	(1,101)	(24,563)	(20,686)	3,877	(73,084)				

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Public Conveniences</u>											
4102 Property Maintenance	15	130	115	195	390	195	1,560		1,365	12.5%	
4103 Maintenance Contracts	0	250	250	0	750	750	3,000		3,000	0.0%	
4111 Energy Costs	216	187	(29)	687	561	(126)	2,244		1,557	30.6%	
4141 Water Services	237	208	(29)	802	628	(174)	2,500		1,698	32.1%	
4151 Fixtures & Fittings	0	0	0	0	100	100	500		500	0.0%	
4161 Cleaning	2,232	2,184	(48)	6,695	6,552	(143)	26,208		19,513	25.5%	
4162 Waste Removal	0	0	0	194	0	(194)	0		(194)	0.0%	
4163 Domestic Supplies	212	333	121	493	999	506	3,996		3,503	12.3%	
4900 Miscellaneous Expenses	0	50	50	183	150	(33)	600		417	30.5%	
Public Conveniences :- Indirect Expenditure	<u>2,911</u>	<u>3,342</u>	<u>431</u>	<u>9,249</u>	<u>10,130</u>	<u>881</u>	<u>40,608</u>	<u>0</u>	<u>31,359</u>	<u>22.8%</u>	<u>0</u>
Net Expenditure	<u>(2,911)</u>	<u>(3,342)</u>	<u>(431)</u>	<u>(9,249)</u>	<u>(10,130)</u>	<u>(881)</u>	<u>(40,608)</u>				
<u>210 Broadwater Park Extension</u>											
7100 Youth Programmes	5	0	(5)	5	0	(5)	0		(5)	0.0%	
Broadwater Park Extension :- Indirect Expenditure	<u>5</u>	<u>0</u>	<u>(5)</u>	<u>5</u>	<u>0</u>	<u>(5)</u>	<u>0</u>	<u>0</u>	<u>(5)</u>		<u>0</u>
Net Expenditure	<u>(5)</u>	<u>0</u>	<u>5</u>	<u>(5)</u>	<u>0</u>	<u>5</u>	<u>0</u>				
<u>211 Pepperpot Ext Redec</u>											
4101 Repair/Alteration of Buildings	0	0	0	35,770	0	(35,770)	0		(35,770)	0.0%	
4102 Property Maintenance	36,034	0	(36,034)	36,034	0	(36,034)	0		(36,034)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4312 Professional Fees - Surveyors	3,000	0	(3,000)	6,800	0	(6,800)	0		(6,800)	0.0%	
Pepperpot Ext Redec :- Indirect Expenditure	39,034	0	(39,034)	78,603	0	(78,603)	0	0	(78,603)		0
Net Expenditure	(39,034)	0	39,034	(78,603)	0	78,603	0				
301 Cemeteries & Open Spaces											
1302 Rents	2,375	2,270	(105)	6,915	6,810	(105)	32,240			21.4%	
1303 Other customer/client receipts	505	1,200	695	2,405	5,600	3,195	16,400			14.7%	
1700 Interment	2,095	3,200	1,105	8,615	9,600	985	38,400			22.4%	
1701 Monument	540	230	(310)	1,275	690	(585)	2,760			46.2%	
1702 Purchase of Grave Space	5,070	5,750	680	17,080	17,250	170	69,000			24.8%	
1703 Other Cemetery Fees	0	0	0	400	0	(400)	0			0.0%	
Cemeteries & Open Spaces :- Income	10,585	12,650	2,065	36,690	39,950	3,260	158,800			23.1%	0
4001 Salaries	10,496	10,083	(413)	28,961	30,247	1,286	120,994		92,033	23.9%	
4002 Employer's NIC	1,324	1,263	(61)	3,679	3,782	103	15,149		11,470	24.3%	
4003 Employer's Superannuation	1,858	1,785	(73)	4,612	5,351	739	21,416		16,804	21.5%	
4011 Staff Training	0	318	318	0	954	954	3,816		3,816	0.0%	
4014 Sexton Duties	0	125	125	150	375	225	1,500		1,350	10.0%	
4015 Grave Digging	0	1,200	1,200	1,650	3,600	1,950	14,400		12,750	11.5%	
4101 Repair/Alteration of Buildings	0	0	0	107	0	(107)	0		(107)	0.0%	
4102 Property Maintenance	4,232	817	(3,415)	5,439	2,447	(2,992)	9,800		4,361	55.5%	
4103 Maintenance Contracts	442	217	(225)	914	657	(257)	2,610		1,696	35.0%	
4111 Energy Costs	199	500	301	1,167	1,500	333	6,000		4,833	19.4%	

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4131 Rates	0	0	0	2,910	2,400	(510)	2,400		(510)	121.3%	
4141 Water Services	54	48	(6)	159	144	(15)	576		417	27.6%	
4161 Cleaning	0	48	48	0	144	144	576		576	0.0%	
4162 Waste Removal	131	500	369	1,376	1,500	124	6,000		4,624	22.9%	
4163 Domestic Supplies	103	30	(73)	263	90	(173)	360		98	72.9%	
4164 Workshop Consumables	28	335	307	418	1,005	587	4,020		3,602	10.4%	
4171 Grounds Maintenance Costs	6,935	4,042	(2,893)	10,835	12,122	1,287	48,500		37,665	22.3%	
4172 Memorial Inspection	0	0	0	47	0	(47)	0		(47)	0.0%	
4203 Other Transport Costs	1,144	2,134	990	3,898	6,402	2,504	25,608		21,710	15.2%	
4204 Fuel Costs	40	84	44	119	252	133	1,008		889	11.8%	
4205 Vehicle Maintenance	310	115	(195)	721	345	(376)	1,380		659	52.3%	
4301 Equipment	(512)	2,199	2,711	2,588	6,601	4,013	26,392		23,804	9.8%	
4304 Catering & Hospitality	0	62	62	0	186	186	744		744	0.0%	
4305 Clothes, Uniform & Laundry	18	300	282	523	900	377	3,600		3,077	14.5%	
4311 Professional Fees - Legal	1,240	0	(1,240)	1,240	0	(1,240)	0		(1,240)	0.0%	
4312 Professional Fees - Surveyors	0	0	0	565	0	(565)	0		(565)	0.0%	
4313 Professional Fees - Other	457	250	(207)	457	250	(207)	1,000		544	45.6%	
4323 Telephones & Broadband	0	1,200	1,200	0	1,200	1,200	1,200		1,200	0.0%	
4325 Computing	15	0	(15)	54	0	(54)	0		(54)	0.0%	
4327 Publicity Advertising	0	33	33	0	99	99	396		396	0.0%	
4342 Subscriptions	90	0	(90)	90	0	(90)	0		(90)	0.0%	
4900 Miscellaneous Expenses	0	30	30	0	90	90	360		360	0.0%	
Cemeteries & Open Spaces :- Indirect Expenditure	28,603	27,718	(885)	72,941	82,643	9,702	319,805	0	246,864	22.8%	0
Net Income over Expenditure	(18,018)	(15,068)	2,950	(36,251)	(42,693)	(6,442)	(161,005)				

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>416 Community Store</u>											
1304 Donations	460	0	(460)	1,230	0	(1,230)	0			0.0%	
Community Store :- Income	<u>460</u>	<u>0</u>	<u>(460)</u>	<u>1,230</u>	<u>0</u>	<u>(1,230)</u>	<u>0</u>				<u>0</u>
Net Income	<u>460</u>	<u>0</u>	<u>(460)</u>	<u>1,230</u>	<u>0</u>	<u>(1,230)</u>	<u>0</u>				
Grand Totals:- Income	34,914	21,945	(12,969)	729,778	695,792	(33,986)	1,536,149			47.5%	
Expenditure	160,857	112,547	(48,310)	516,037	420,438	(95,599)	1,536,145	0	1,020,108	33.6%	
Net Income over Expenditure	<u>(125,943)</u>	<u>(90,602)</u>	<u>35,341</u>	<u>213,741</u>	<u>275,354</u>	<u>61,613</u>	<u>4</u>				
Movement to/(from) Gen Reserve	<u>(125,943)</u>	<u>(90,602)</u>	<u>35,341</u>	<u>213,741</u>	<u>275,354</u>	<u>61,613</u>	<u>4</u>				

Farncombe Day Centre

2024/25 Commissioning Agreement Monitoring Information

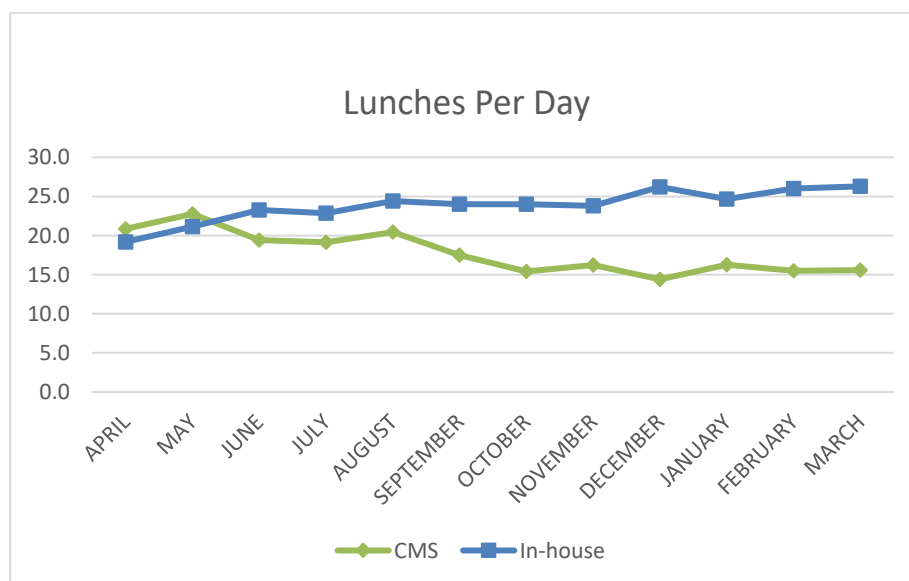
Period of completion: Half 2 (1 October 2024 to 31 March 2025) plus Full Year
(Figures shown in brackets are the data for Half 1)

Annual Summary

- The key driver for the Day Centre is the number of people making use of the Centre and its various services. Overall the number of lunches served is up to 3,059 compared with 2,855 in the previous half year.
- There is a reduction in the number of CMS meals delivered in the half year compared to the previous half year. The numbers decreased from 2,540 to 1,906.
- Overall the total number of lunches provided across both in-house and CMS deliveries over the full year exceeded 10,000 for the first time.
- Demand for the minibus service dropped slightly in absolute numbers in the second half but the rate per day has remained constant across the two halves.
- The total percentage of users who arrive by the minibus over the year was 74%. 82% of minibus users live in the Godalming Town council area.
- During the half year we have successfully recruited a new cook and kitchen assistant.
- There have been no changes to the Trustees in the half year. There is no progress as yet on finding a new Chair.
- The Centre made a loss of just over £3k in the full year.

Core Services Statistics

Number of Lunches



1	Number of volunteers supporting the service during the half/year	60 (65)
2	Number of new volunteers supporting the service during the half/year	5 (5)
3	Average number of people that use the centre on each day of the week for lunch and/or a core activity during the quarter. We ask for the average on each day as numbers can vary significantly and be busier on certain days.	
	H2 Mondays	23.9 (20.7)
	Tuesdays	22.7 (22.3)
	Wednesdays	31.0 (27.3)
	Thursdays	21.4 (18.0)
	Fridays	26.5 (23.8)
		Overall 25.1 (22.4)
	FY Mondays	22.4
	Tuesdays	22.5
	Wednesdays	29.1
	Thursdays	19.7
	Fridays	25.2
		Overall 23.8
4	Number of regular new users of the centre during the period	26 (26) Overall 52
5	Total number of lunch time main meals served during the half year and year	3059 (2855) FY 5914
6	Users arriving by minibus Total Numbers % of attendees	2161 (2244) 79% (79%) FY 4405
	Users from GTC area only	3603 (82%)
7	Estimated percentage of people attending the centre that have cognitive impairment during the half year	75% (70%)
8	Estimated percentage of people attending the centre that have mobility difficulties during the half year	80% (75%)

9 Provide a timetable of specific regular activities on offer and the average number of people that attend each activity - eg Monday mornings, falls prevention class 5 attendees; Thursday afternoons, community choir 20 attendees. If the activity is part of the core offer and most people that attend the centre for the day go to the activity, please state this is the case and in this instance the figure mentioned in point 3 should be the average number of attendees. [Please attach a separate sheet for this if easier.]

A total of 4925 (4159) individual attendees were recorded during the H2 period. Over the whole year a total of 9537 individuals attended.

The split in attendees at the different types of sessions were:

- Card Games, Bingo, etc. 99% (98%)
- Music 1% (2%)
- Exercise <1% (2%)
- Arts & Crafts 0% (0%)

10 List of notable one-off activities/special events in the quarter and estimated number of attendees - eg 5 day trip to Isle of Wight in June, 20 people; Summer party with entertainer on 1 August, 30 people.

The Centre put on the following special activities:

- Christmas Fair
- Outing to Redfields Garden Centre
- 100th Birthday Party for user
- Outing to Badshot Lea Garden Centre
- Children visiting to sing to users
- Outing to local pub
- Mobile clothes shop in
- Themed St Patrick's Day
- Regular musical entertainment

Community Meals Service

11 Number of hot two course lunches delivered during the half year.	1,906 (2,540)
12 Number of frozen meals & afternoon teas delivered during the half.	Frozen Meals 48 (82) Teas 30 (53)
13 Number of meals delivered per day (target 30 if the Council's funding contributes towards the service)	16 (20) FY 18

Care Assistant Service

14	Estimated number of people that are supported by the service	65 (60)
15	Number of new clients that are regularly supported by the service	26 (26)
16	Number of baths given during the quarter	119 (69)
17	Any additional commentary/updates on the service All our users rely on our Care Assistants, they are always there to help. The figure above of 65 is those requiring extra assistance due to either cognitive or mobility issues.	

Staffing

18 The Commissioning Agreement provides for the following level of support to the Centre's staffing:

- Centre Manager – 65% of salary
- Assistant to the Manager – 45% of salary
- Cook – 45% of salary
- Kitchen Assistant – 45% of salary
- Minibus Driver – 25% of salary
- Minibus Driver – 25% of salary
- Senior Care Assistant 100% of salary

During the period all of the above roles were in place plus a second Care Assistant funded by the Centre. The Care Assistant roles are currently covered by three individuals, two of whom are in a job share. In the period we have increased the total hours for the job share from 18 to 24 hours per week.

Total staff salary costs during the half year were £64,246. Full year staff costs were £127,284.

Trustees & Finance

19

- There have been no changes to the trustees during the period.
- A set of management accounts for the year will be provided as a separate spreadsheet. The current forecast shows the Day Centre making a loss of just over £3k.

Case Studies

20 Once again we have attached case studies for two of our users to this report. These have been deliberately chosen to demonstrate the range of benefits that the Centre brings.

- Ms J
- Ms S

Farncome Day Centre Limited

Statement of Income and Expenditure - 12 months to 31March 2025

Income	Actual	Budget	Variance
Unrestricted Grant - WBC	60,400	60,000	400
Unrestricted Grant - National Lottery	3,333		3,333
Restricted Grant - Henry Smith (Minibus)	0	8,333	(8,333)
Restricted Grant - GTC mini bus	7,500	7,500	0
Grant - yet to be secured	0	1,667	(1,667)
Gifts & Donations - Unrestricted	9,362	6,000	3,362
Social Activities	5,360	4,000	1,360
Catering	46,181	45,548	633
Catering - Community Meals Service	35,078	41,723	(6,645)
Minibus Fares	31,483	27,872	3,611
Baths / Manicures	3,111	1,461	1,650
Hairdressing / Chiropody	11,814	10,400	1,414
Hire of Premises	623	2,000	(1,377)
Miscellaneous Income (incl. Greetings Cards)	491	320	171
Bank Interest Received	1,121	1,000	121
			0
Total Income	215,858	217,825	(1,967)
Expenditure			
Staff Costs	127,212	129,048	1,836
Staff Costs - holiday cover	0	800	800
Training	607	1,000	393
Premises Costs	0	0	0
Advertising	0	0	0
Cleaning Materials	4,121	5,040	919
Equipment	1,329	0	(1,329)
Repairs and Maintaince	5,091	4,000	(1,091)
Depreciation	8,749	7,870	(879)
Catering Expense	29,533	37,601	8,068
Meal Service trays, film, labels and PPE etc	9,094	3,208	(5,886)
Social Activities Cost	3,471	3,000	(471)
Minibus Lease	13,639	11,158	(2,480)
Minibus Costs - Other	4,746	6,711	1,965
Petrol CMS	1,274	1,885	611
Hairdressing / Baths	267	100	(167)
Printing, Stationery & Telephone	4,230	3,150	(1,080)
IT Costs	754	1,283	528
Insurance	1,906	1,971	65
Accountancy	2,065	2,000	(65)
Miscellaneous Costs	2,723	1,800	(923)
Garden Supplies	0	60	60
Square fees (bank charges on contactless payment)	1,037	850	(187)
Total Expenditure	221,848	222,534	687
			0
Net Incoming/(Outgoing) Resources	(5,989)	(4,709)	(1,280)

14. BRIEFING NOTE – THE PEPPERPOT: FUNDING REQUEST FOR COMPLETION OF OUTSTANDING WORKS

1. Purpose

To set out—in plain terms—**why Godalming Town Council (GTC) now needs to release additional funds** to finish the Pepperpot repairs, and why further delay is no longer an option.

2. How We Got Here (2009 → 2025)

Year	Decision/Event	Action taken
2009	Survey identified £145,478 of work (roof + wider external envelope) and c. £100,000 of internal upgrades.	Only the urgent roof package (£69-70 k) went ahead.
2010	Extra rot discovered mid-contract; Council authorised +£15 k from reserves to keep work moving.	External shell made safe; non-urgent £75 k of external items and all internal works deferred.
2010-14	Friends of the Pepperpot formed to raise funds and champion use.	Group met but <i>no quantifiable fundraising or project delivery</i> resulted.
2014-24	Routine redecoration reserve built up; no capital repairs undertaken.	Inflation quietly eroded buying power.
Apr 2025	Opening-up inspections for cyclical paintwork revealed new hidden structural defects (failed beams, wet rot in wall plates, corroded fixings).	Committee approved immediate works using remaining contingency and EMR up to £167,000; outstanding works must be completed in full to avoid progressive failure.

3. What the Deferred £75 k (External) Now Mean in 2025 Money

Cost escalation has not been kind. Using the **UK Tender Price Index** published by Costmodelling.com (Year 2000 = 100):

- 2 Q 2009 index: ≈ 144
- 2 Q 2025 index: 224 costmodelling.com

Inflation factor = 224 / 144 ≈ **1.56** (+ 55 %)

Element (2009 prices)	Inflated to 2025	Notes
Deferred external items	£75,000 × 1.56 ≈ £116,000	Brickwork, rainwater goods, joinery repairs, etc.—scope never fully documented, so not sure what else would have been uncovered if work had progressed in 2009

4. Present Liability

The estimated cost of the works including renovation of the structure, including the cupola, arches and brickwork, roof, copper cladding, undercroft ceiling and stair terrel, along with the repairs and renovation to the clock mechanism and faces and decoration costs with a 5% contingency is estimated at £316,000 (rounded down for prudence).

Engineers warn that further hidden decay **cannot be ruled out**, but it is hoped that the full extent will be known after an invasive inspection on 15 July. Costs could also be adversely

impacted by any unexpected requirements imposed by the Listed Building Consent approval. It should also be noted that the longer the works take to complete the higher the scaffold costs will be; any additional delay will only compound cost escalation.

5. Observations

- a) **Time really is money** – the 16-year pause has added roughly **£97k** in inflation alone.
- b) **Scope risk remains high** – because no comprehensive schedule was ever drawn for the “non-urgent” items, we may still uncover extra work.
- c) **Deterioration and Dilapidation**: Whilst we cannot know the extent that the 2009 decision not to conduct full renovations have contributed to the current structural issues, it is considered fair to say that over the intervening 16 years, the deterioration and dilapidation would only have got worse.
- d) **Friends of the Pepperpot** – laudable intent but no substantive financial return; as current Members have already highlighted, reliance on community fundraising is unrealistic for this work.

6. Why Members’ April 2025 Decision Matters

Members have already shown courage and foresight by voting to tackle the emerging structural defects immediately. That commitment now needs to be matched by further financial decisions:

- **There is no turning back** – partial completion would leave the building exposed and vulnerable to further decay (and reputational damage).
- **Generational stewardship** – finishing the job now secures the Pepperpot for decades; deferring again simply hands today’s problem to tomorrow’s council—likely at an even steeper price.

7. Recommendation

Approve an additional funding of £149,000 (rounded, based on today’s best estimate) from reserves and revenue underspend as set out at the end of this brief to:

- Complete all outstanding external elements;
- Deliver the long-promised internal refurbishment to modern standards; and
- Allow a prudent contingency (≈ 5 %).

By agreeing this funding, it is hoped that Members will draw a line under sixteen years of incremental fixes and ensure future generations inherit a Pepperpot that is safe, sound and fit for purpose—without facing the same difficult choices you confront today.

Description	Sum	Notes
Original Works	£52,500	
Estimated Additional Works	£157,000	
Stair Terrel TBC	£30,000	Awaiting Structural Engineer’s Report
Potential Scaffold Over-run	£10,000	
Contract Management	£24,000	
Clock Works	£27,550	
Sub-Total	£301,000	
5% Contingency	£15,000	
Total	£316,000 (a)	

Funding		
Capital Works Reserve	£229,698	
Utilise Professional Fee Other Reserve	£17,000	
Estimated Revenue Underspend	£42,000	
Land & Property Reserve	£27,000	Balance of reserve £170,500
Sum	£315,698 (b)	
a – b	£-302	

GODALMING TOWN COUNCIL



Chief Executive Officer: Andy Jeffery MSc MCGI

Tel: 01483 523575

E-Mail: office@godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

18 June 2025

Sent Via Email: tamsin.mcleod@waverley.gov.uk

Tamsin McLeod
Leisure Contracts Manager
Waverley Borough Council

Dear Tamsin

Re: Godalming Amateur Swimming Club – Disparity in Pool Charges and Request for Fairer Treatment

Godalming Town Council (GTC) wishes to formally express its strong support for Godalming Amateur Swimming Club (GASC) in light of the significant financial pressures it is currently facing following a substantial increase in hire charges at Godalming Leisure Centre (GLC).

The Council became aware of the issue through correspondence shared by the Club and, recognising the potential impact on a key community asset, debated the matter at its Full Council meeting of 8 May 2025. It is as a result of that debate, and with a unanimous view to stand with GASC, that I now write on behalf of GTC to Waverley Borough Council (WBC).

We understand that GASC has been informed of a 9.8% increase in pool hire costs for the 2025/26 financial year, equating to an additional £7,000 in expenditure, and bringing total annual hire charges to around £78,000. This increase adds to an already disproportionate burden borne by GASC in comparison with other local swimming clubs that hire lanes at other Everyone Active (EA) managed pools in the borough.

This disparity in pricing appears unjust, particularly given that Godalming Leisure Centre is understood to have lower general use by the public for evening swimming compared to other borough pools. It raises real concern that GASC is being unfairly relied upon to offset wider facility costs – a position that is neither equitable nor sustainable.

GASC is a long-established, inclusive, and highly respected organisation, providing over 30 hours of weekly training to over 170 members, many of them local young people. Its role in promoting community health, youth development, and local pride cannot be overstated.

While it is acknowledged that Everyone Active operates the facility under contract and holds pricing responsibilities, WBC remains the owner of the facility and the ultimate custodian of public benefit. It is therefore incumbent upon WBC to ensure that such arrangements do not result in unfair treatment of community sports clubs or compromise their viability.

Accordingly, GTC urges WBC to:

1. **engage directly with Everyone Active** to address the fee disparity and introduce fair and consistent lane hire rates across the borough's facilities;

2. **advocate for and agree a cap on annual price increases** (e.g. no more than 3%) to support stability and sustainability for community clubs; and
3. **explore and facilitate targeted financial support**, including the possibility of grants or subsidised rates, in recognition of GASC's invaluable contribution to the borough.

We note your previous response acknowledging the financial challenges faced by community clubs and recommending potential funding sources. While welcome, such routes are no substitute for structural fairness in pricing.

GTC remains fully committed to the continued success of GASC and is willing to assist in any discussions or initiatives that might help secure a more sustainable future for it.

We look forward to your response and to constructive engagement on this matter.

Yours sincerely



Andrew Jeffery
Chief Executive Officer

cc: Kelvin Mills – Assistant Director Commercial Services, WBC (kelvin.mills@waverley.gov.uk)
Cllr Paul Follows – Leader, WBC (paul.follows@waverley.gov.uk)
Cllr Steve Williams – Portfolio Holder for Environment & Sustainability, WBC (steve.williams@waverley.gov.uk)
Godalming Amateur Swimming Club – Chair (chair@godalmingasc.co.uk)

GODALMING TOWN COUNCIL



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18 July 2025

Sent via Email: matt.furniss@surreycc.gov.uk
simon.crowther@surreycc.gov.uk

Cllr Matt Furniss
Cabinet Member for Highways, Transport & Infrastructure
and
Mr Simon Crowther
Interim Executive Director, Environment, Property & Growth
Surrey County Council
Woodhatch Place
11 Cockshot Hill
Reigate
RH2 8EF

Dear Cllr Furniss and Mr Crowther

Re: Godalming Town Centre Traffic Management – 20 mph Zone and Associated Measures

I write on behalf of Godalming Town Council following a resolution passed at the Policy & Management Committee on 5 June 2025, requesting renewed engagement with Surrey County Council on longstanding traffic and public realm proposals for the town centre.

In March 2022, the Town Council submitted a detailed scheme including a 20mph zone, timed High Street closure, improved loading arrangements, enhanced accessibility for disabled users, and support for active travel. Despite the passage of time, and follow-up letters in July and November 2023, the Council has yet to receive a formal response.

Godalming Town Council fully supports SCC's published position that:

"Lower speed limits can help to reduce collisions and improve safety for all road users. It has been shown that the slower a vehicle is travelling, the less likelihood there is of a serious or fatal injury occurring. Introducing lower speed limits helps reduce vehicle speeds and improves safety and accessibility for all, including pedestrians, cyclists and equestrians, while supporting sustainable travel more generally."

We also agree that:

"20 mph speed limits can improve road safety and make walking, wheeling and cycling safer, easier and more pleasant."

The proposed scheme seeks to give effect to these shared aims in the heart of the town, balancing safety, accessibility, and economic vitality in one of Surrey's most historic centres. Accordingly, the Town Council respectfully requests that SCC:

1. Provide a programme for progressing the 20mph zone and associated measures.
2. Confirm officer resource to revisit and update the 2022 proposals.

3. Engage in joint working, including consideration of funding and design coordination.
4. Respond to the outstanding correspondence, clarifying SCC's current position.

We would be pleased to welcome SCC representatives to the Policy & Management Committee on 21 August 2025 to discuss this matter further.

We look forward to working in partnership to deliver a scheme that promotes safety, supports modal shift and improves the experience of all who live, work, and visit Godalming.

Yours sincerely

Andy Jeffery

Andy Jeffery
Chief Executive Officer

GODALMING TOWN COUNCIL



Town Clerk: Andy Jeffery MSc MCGI
Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

27 November 2023

Email: matt.furniss@surreycc.gov.uk

Cllr Matt Furniss
Cabinet Member for Highways, Transport and Economic Growth
Surrey County Council
Woodhatch Place
11 Cockshot Hill
Woodhatch
Reigate RH2 8EF

Dear Cllr Furniss

Highways Works – Request for Meeting with Godalming Town Council

I am instructed by the Members of Godalming Town Council's Environment & Planning Committee, supported by the County Councillors for Godalming North and Godalming South, Milford & Witley, to invite you to meet with Members of Godalming Town Council to take questions from Council Members and the public on highway works and utility works, including the establishment of a blanket 20mph speed limit in Godalming.

At its meeting of 23 November 2023, the Environment & Planning Committee of Godalming Town Council noted concerns raised regarding:

- the increasing frequency, severity, and duration of utility and highway works undertaken in Godalming in the last few months;
- the disruption that lengthy utility and highway works have caused and the increase in complaints and concerns of our residents;
- the absence, since Surrey County Council abolished the Local Committee System, of a proper forum to discuss highways matters formally; and
- the motion passed at by Godalming Town Council on 12 October 2023, which requests in part "to request that Surrey County Council prioritise the establishment of a blanket 20mph speed limit in Godalming, tasking SCC Officers to work with this Council to draw up detailed plans on the scope, funding and implementation timetable of these schemes.

The Council also wished me to extend the invitation to Katie Stewart, which I have done by separate letter.

Godalming Town Council Environment & Planning Committee meet on a regular basis at 6.30pm in the Council Chamber of Waverley Borough Council, The Burys, Godalming, GU7 1HT, with the dates for the remainder of the current civic year being, 14 December 2023, 11 January, 1 February, 22 February, 21 March, 4 April and 25 April 2024.

It would be much appreciated if you could let me know if any of these dates are convenient for you to attend.

Yours sincerely

Andy Jeffery

Andy Jeffery
Godalming Town Clerk

cc: Katie Stewart – Executive Director of Environment, Infrastructure and Growth - SCC

16 March 2022

Cllr Matt Furniss
Cabinet Member for Transport & Infrastructure
Surrey County Council
Woodhatch Place
11 Cockshot Hill
Woodhatch
Reigate RH2 8EF

Dear Cllr Furniss

Re: Consultation on Implementation of Road Traffic Orders

I write at the request of the Environment & Planning Committee of Godalming Town Council to ask that consideration be given for Surrey County Council to consult on the implementation of Road Traffic Orders that would have the effect of:

1. Creating a 20mph zone within the Godalming Primary Shopping area as defined in Waverley Local Plan Part 2 and the Godalming & Farncombe Neighbourhood Plan that would:
 - a) Create a safe environment for both pedestrians and vehicle drivers within the Godalming Primary Shopping Area.
 - b) Create a safer environment on the approach to the prohibited traffic area on Godalming High Street located west of its junction with Pound Lane to its junction with Church Street by managing traffic speeds thereby enabling greater opportunity of understanding of the approaching restricted area and the diversion route for non-permitted traffic.
 - c) Be identified by the installation of 20mph speed zone area signs at Wharf Street at its junction with Flambard Way, Church Street at its junction with Station Road, The Burys at its junction with Bridge Street.
2. Creating a Prohibition of Entry, High Street, Godalming from its junction with Pound Lane to its junction with Church Street 10.00am to 4.00pm, except for buses, taxis and loading and unloading by goods vehicles or access only to Harts Yard or Moss Lane.
3. Creating designated loading and unloading bay(s) and Blue badge holder disabled bays within Godalming town centre.
4. Allowing for contra-flow cycling along the length of Godalming High Street and the provision of appropriate information signage.
5. Allowing for contra-flow cycling along the length of Bridge Street and the provision of appropriate signage.
6. Allowing for contra-flow cycling along the length of Church Street and the provision of appropriate signage.
7. The painting of double yellow lines with provision for loading by way of kerb marking yellow lines on the south side of Godalming High Street between its junction with Wharf Street and Queen Street.
8. The painting of double yellow lines with provision for loading by way of kerb markings in the layby on the north side of High Street outside No 6.

In doing so, Godalming Town Council appreciates that SCC would have to satisfy itself on the legitimacy and practicality of the suggested proposals in order to be able to undertake a public consultation. Likewise Godalming Town Council appreciates that the implementation of any outcomes following public consultation would have to be considered in light of available funding and that SCC may wish to seek CIL funding to be able to implement infrastructure works to support outcomes of the consultation, be they experimental traffic orders to determine the practicalities on the ground or any subsequent permanent traffic orders.

In considering the proposals outlined above, Godalming Town Council sought examples of similar schemes implemented either in Surrey or in adjoining counties as exemplified in the enclosed supporting document.

Godalming Town Council believes the Godalming Primary Retail Area has changed significantly since the implementation of the existing Road Traffic Order and would welcome the support of SCC to review the current arrangements to enable the Primary Retail Area to remain a vibrant and successful location for businesses and residents alike.

In addition to seeking your support to bring this matter before the Waverley Local Committee at the earliest opportunity, Godalming Town Council has also written to Cllr Furniss as Cabinet Member for Transport and Infrastructure.

I look forward to hearing from you.

Yours sincerely

Andy Jeffery
Town Clerk

Encs: Supporting Information for consultation on Road Traffic Orders for the Godalming primary Retail Area.

SUPPORTING INFORMATION FOR THE CONSULTATION ON ROAD TRAFFIC ORDERS FOR THE GODALMING PRIMARY RETAIL AREA

1. Creation of 20mph Zone

The imposition of lower speed limits can lead to a reduction in the number of road injury accidents if the speed limit is effective. Godalming Town Council contends that with the use of 20mph zone signage and the existing restrictions provided by the road 'bells' and bollards in the Godalming Primary Retail Area a 20mph zone similar to that recently approved by Surrey County Council for **Horsell High Street Area** would be effective and make Godalming's Primary Retail Area a safer and more pleasant place

2. Creation of Prohibited Entry Area

The implementation of a Prohibition of Traffic Order for part of Godalming High Street is exemplified by a similar order made for Victoria Road in Aldershot as shown below:

"THE RUSHMOOR BOROUGH COUNCIL (ONE-WAY STREETS AND OTHER PRESCRIBED DIRECTIONS, ALDERSHOT) (CONSOLIDATION) ORDER, 2015

The Rushmoor Borough Council ("the Council") pursuant to arrangements made under Section 19 of the Local Government Act 2000 with the Hampshire County Council in exercise of the powers of the said County Council under Sections 1(1), 2(1) to (3), 4 and 124 of the Road Traffic Regulation Act, 1984 ("The 1984 Act"), Part IV of Schedule 9 to the 1984 Act, the Road Traffic (Permitted Parking Area and Special Parking Area) (County of Hampshire) (Borough of Rushmoor) Order, 2002 ("the Order") the Traffic Management Act 2004 ("the 2004 Act"), and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

*No person shall cause or permit any motor vehicle except Buses, Hackney Carriages, and Goods Vehicles performing loading/unloading to proceed in the lengths of road specified in **Schedule 3** to this Order.*

SCHEDULE 3 Prohibition of entry, 7.00am to 6.00pm, except for buses, taxis, and loading and unloading by goods vehicles Victoria Road, Aldershot From its junction with Heathland Street to its junction with Gordon Road"

Godalming Town Council believes that the Prescribed Directions used for Victoria Road over many years is a clear indication of how a similar scheme could be implemented within Godalming High Street that meets the need for a safe and pleasant pedestrian environment as well as providing for the needs of businesses and high street residents needing to access their properties.

Using data from a pedestrian and traffic movement system located within the proposed area, it has been identified that, with the exception of 10-11am on a Sunday, the periods between 10am and 4pm have a ratio of pedestrian movement vs car movements which is higher than the mean average as calculated between 8am and 6pm. As such, Godalming Town Council is suggesting that the prohibition entry should be enforced between those times and for ease of operation it should be daily 10am to 4pm.

**Ratio of Pedestrians to Vehicles Godalming High Street
Between Great George Street and Moss Lane averaged**

Time	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY		
	footfall	vehicle	ratio	footfall	vehicle	ratio	footfall	vehicle	ratio	footfall	vehicle	ratio	footfall	vehicle	ratio	footfall	vehicle	ratio	footfall	vehicle	ratio
8-9.00	253	89	2.84	278	100	2.78	295	97	3.04	287	102	2.81	293	98	3.00	155	56	2.57	88	23	3.86
9-10.00	390	77	5.06	427	84	5.08	435	86	5.06	442	86	5.14	515	89	5.79	486	65	7.48	206	54	3.81
10-11.00	625	78	8.32	672	76	8.84	655	73	9.07	663	75	8.94	805	82	9.82	939	53	17.70	484	73	6.63
11-12.00	776	76	10.21	804	84	9.57	819	78	10.50	824	77	10.70	974	89	10.94	1295	61	21.23	773	78	10.17
12-13.00	859	74	11.74	903	82	11.01	932	79	11.80	913	78	11.71	1074	85	12.64	1262	57	22.14	780	79	9.87
13-14.00	885	73	12.15	925	76	12.15	946	80	13.71	950	75	12.67	996	81	12.32	1174	54	21.74	725	71	10.21
14-15.00	711	73	9.74	757	79	9.58	782	72	10.86	778	73	10.66	878	83	10.58	1238	55	22.47	822	75	10.96
15-16.00	743	84	8.85	748	82	9.10	777	79	9.84	793	82	9.67	836	87	9.61	1197	59	20.29	650	75	8.67
16-17.00	575	83	6.93	595	90	6.61	612	93	6.58	630	92	6.85	672	95	7.07	955	71	13.45	515	61	8.44
17-18.00	325	99	3.28	357	112	3.19	349	116	3.01	346	109	3.17	371	106	3.50	480	75	6.40	160	47	3.40
Average	613.2	80.4	7.63	646.5	86.5	7.47	660.2	84.2	7.84	662.6	84.5	7.80	741.6	89.3	8.30	917.8	60.8	15.10	518.3	63.4	8.18

Times and pedestrian v vehicle ratio highlighted in **RED** = periods when the ration of pedestrians to vehicles is above the average ratio.

3. Creating designated loading and unloading bay(s) and blue badge holder disabled parking bays within Godalming town centre

The current Traffic Restriction Order for Godalming Town Centre should prevent parking (other than blue badge parking) within Godalming High Street between the designated hours. The exception to this is for loading and unloading, for which areas are provided on the north side of the carriageway in the High Street and south side of the carriageway in Bridge Street. However, the ambiguous marking of these areas (the cobble stone edging within the footpath pavements and reliance upon a single notice located at the bottom of Wharf Street and wall plates located along the High Street and Bridge Street) does result in many motorists believing the areas designed for loading and unloading are actually parking bays.

This often means that delivery vehicles struggle to find sufficient parking space in Godalming High Street and Bridge Street to safely move off the carriageway into an unloading bay in order to make deliveries to retail outlets. The importance of frequent delivery to the economic viability of the town centre shops should not be underestimated, likewise the time restraints on the delivery drivers also creates pressures for the town centre roadway. This pressure often results in inappropriately parked delivery vehicles which cause obstructions to other vehicles and in particular to the buses which have limited manoeuvring capability within the narrow confines of Godalming High Street and Bridge Street.

It is believed that the provision of clearly designated loading/unloading bays for delivery vehicles would help to alleviate this issue and also provide greater clarity of traffic restrictions to other motorists. The marking of these bays should be sensitive to the area, and could be achieved by use of different coloured pavements to sign the designated bays.

In relation to blue badge holders, they are permitted to park on single or double yellow lines for up to 3 hours, but in general not where there are restrictions on loading or unloading – indicated by yellow kerb dashes and/or signs on plates¹. The ambiguity of the signage in Godalming also means that a great number of blue badge holders park within Godalming High Street and Bridge Street as opposed to the disabled parking bays provided in all the town centre car parks and/or the designated on street parking areas such as exists in Queens Street. Blue badge holders parking for up to 3 hours in the High Street and Bridge Street adds to the difficulties for retail delivery.

In considering the balance between providing a traffic prohibited area, a safe area for loading and unloading which avoids obstruction of other traffic and meeting the needs of blue badge holders, it is believed that workable solutions can exist. It is suggested that within Godalming High Street and Bridge Street, designated loading/unloading bays should be identified and clearly marked for operation within specified times (for example 08.30-18.00 Monday-Saturday), coupled with the creation of 24/7 designated, time restricted to 1½ hours, blue badge holder parking bays located in Godalming High Street and Bridge Street.

The time restriction of 1½ hours on designated disabled parking bays (blue badge holder parking bays) would allow for the vast majority of badge holders to be able to access the retail and banking facilities within Godalming, whilst also ensuring that the designated spaces were able to be available to as many people as possible throughout the day. Disability parking for periods longer than 1½ hours exists in the town centre car parks.

Outside of the restricted times for loading/unloading, those areas of the High Street and Bridge Street designated for those activities would be available for parking by all motorists, with blue badge holders still being able to utilise the designated disabled bays.

4. Provision of Two Way Cycling along Godalming High Street, Church Street and Bridge Street

As shown by the Royal Borough of Kensington and Chelsea contra flow cycling on one way streets is a safe option in the right circumstances <https://www.rbkc.gov.uk/parking-transport-and-streets/cycling-and-walking/two-way-cycling-one-way-streets>

¹<https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england/the-blue-badge-scheme-rights-and-responsibilities-in-england>

In 2001 the then inspector for the existing Road Traffic Order surrounding Godalming High Street recommended that a trial be held for contra flow cycling in Godalming High Street. Whilst that trial was never conducted, the reality is that contra flow cycling exists in the Primary Retail Area and as such should be regulated with appropriate signage. Godalming Town Council contends that combined with a 20mph Zone this would greatly benefit the move towards active travel.

5. Provision of Double Yellow Lines with provision for Loading by Way of Kerb Marking

Public transport forms an important part of the Godalming infrastructure. However, far too often the public buses are unable to access kerbside (thus being unable to use their equality access facilities). Although the bus stop areas at the eastern end of Godalming High Street are within a traffic parking control zone, the lack of highly visible indicators creates a perception that people can park in these areas. Godalming Town Council considers that the use of double yellow lines in these areas would provide a greater visual deterrent.

Whilst primarily wishing to support the access of public transport, Godalming Town Council recognises the need for businesses to receive deliveries and therefore would support the addition of loading/unloading markers coupled with the double yellow lines.

6. Conclusion

It is believed that, if supported by public consultation, the proposals set out above would enhance the town centre and make it a more pleasant and welcoming location.

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.