

GODALMING TOWN COUNCIL

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27 October 2023

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 2 NOVEMBER 2023 at 6.30pm.

Andy Jeffery

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 12 October 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

Councillor Crowe, Councillor Martin, Councillor PMA Rivers

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY

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

- Godalming Junior School – resurfacing of playground sports area
- Busbridge Junior School – New Multi Use Games Area
- Broadwater School – Garden Canopy & Arena Area
- Farncombe Community Garden – Phase 1 Pathways and Access

The following approved project remains extant:

- Broadwater Park Youth & Community Centre – Infill Extension

Applications For Consideration

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

As of 23 October 2023, GTC has received a total of £380,235.69 in Neighbourhood CIL from WBC. Of that sum, the uncommitted Neighbourhood CIL funds currently held by GTC stand at £22,845.69. However, it should be noted that GTC is currently awaiting payment from WBC of a further £303,143.45 (due October 2023).

Members are requested to consider the Neighbourhood CIL applications indicated below. It should be noted that any recommendations for funding are conditional upon receipt of funds due from WBC.

7. CROWN COURT PUBLIC TOILETS

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

Having unanimously approved the design and high-level costings for the renovation of the Crown Court public toilets, a funding application was made to the Department for Levelling Up, Housing and Communities (DLUHC) Community Ownership Fund (COF) (Min No 118-

23 refers). Godalming Town Council has now been notified by the DLUHC that it's funding bid was successful and that it has received an in-principle award from the COF.

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

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

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

The business case in support of GTC's successful COF bid to the DLUHC is attached for the information of Members.

Based on the above, Members are requested to agree that the Environment & Planning Committee recommends to Full Council the allocation of £41,500 of Neighbourhood CIL towards the renovation of the Crown Court public toilets.

8. FARNCOMBE COMMUNITY GARDEN

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

Members will recall that on 23 March 2023, this committee recommended to Full Council the award of £10,000 to the Farncombe Community Garden (FCG) for the provision of accessible pathways throughout the garden area to ensure public safety and allow people with physical and mobility difficulties to access the garden (Min No 544-22 refers). When making the recommendation, the FGC were waiting to hear whether they had been successful in their application to other bodies and to confirm the full cost of the pathways. As such it was recommended that the normal 12-month period between applications be waived, both the award and the waiver were subsequently approved on 27 April 2023 by Full Council (Min No 615-22 refers).

Members will note from this secondary application that the project costs have increased from the £36,231 estimated in March 2023 to £39,811, of which FCG have secured £36,231 (which includes the £10,000 Neighbourhood CIL previously granted to the FGC), hence the request for an additional £3,580 of Neighbourhood CIL Funding to complete the project (see attached Neighbourhood CIL application form).

9. PLANNING APPLICATIONS - CONSULTATION

To consider a schedule of planning application attached at Appendix A.

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

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

Members will be aware that at present, Members are usually forwarded the weekly list of planning applications published by WBC each Monday. In a normal planning cycle, Members would receive three such lists between each of the scheduled E&P committee meetings.

As all planning applications are provided on the WBC Planning Portal, in order for Members to be able to highlight and share concerns or issues at an E&P Committee meeting relating to an application, Officers need sufficient notice to be able to identify and download the required documents.

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

- a. Members will be sent the weekly list of planning applications as per the existing process.
- b. On the email containing the weekly list, Members will be informed of the date they are required to inform the Chair and GTC office that they wish a specific application to be considered at the next relevant meeting of the E&P Committee. This date will be the Wednesday ahead of the issuing of the E&P agenda as per the table below.
- c. In requesting a specific application be considered by the E&P Committee, the Member is to confirm:
 - i. The Planning Application Number
 - ii. The reason for wishing the application to be considered
 - iii. The drawings/documents to be downloaded from the planning portal for use at the appropriate meeting.
- d. The subsequent E&P agenda will identify those applications that have been notified to the Chair and GTC office as set out above.
- e. At the E&P Committee meeting where the application is to be considered, the Chair will ask the Member concerned to speak to the issues raised.
- f. Applications not notified to the Chair and GTC office will be listed in an annex to the E&P agenda. Should a Member wish to comment in the meeting on any of these applications the Chair and GTC office must be notified by the Member 48 hours in advance of the meeting, stating their reasons and relevant documents. It will be at the Chair's discretion to consent to this request and Members will be informed the day before the meeting if an additional application is to be considered.

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

11. COMMUNICATIONS ARISING FROM THIS MEETING

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

12. DATE OF NEXT MEETING

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

13. ANNOUNCEMENTS

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



Community Ownership Fund Crown Court Public Toilets Project

Business Case

CROWN COURT PUBLIC TOILETS – RENOVATION – BUSINESS PLAN

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THE NEED

Godalming Town Council (GTC), on behalf of residents, businesses, and visitors to the town, wishes to safeguard the future provision of a public toilet facility in the town centre.

The provision of public toilets is not a statutory service of a local authority, nor is it a statutory service of a town council. However, GTC has a General Power of Competence that allows it to operate public toilets for the benefit of its community.

The renovation project for the Crown Court public toilets, would support the re-provisioning of what is currently an aging, poorly designed and unwelcoming facility whose ongoing maintenance challenges are stretching the ability of the GTC to keep the toilets operating. The renovation of an existing facility supports sustainable development and is of greater benefit, both financially and environmentally, than demolition and rebuild. Additionally, the renovation of the interior of the building, whilst maintaining the exterior structure is in keeping with the preservation of the Godalming town centre conservation area.

The current facilities are gender specific, which can be problematic for many individuals and groups, particularly people looking for a gender-neutral option. Binary gender labels lead some people to feel unsafe in either toilet and could also lead to other toilet occupants being concerned that the toilets are not subject to 'correct' usage.

The aim of the renovation of the public toilet facilities is to be able to provide modern, hygienic, gender-neutral facilities that are fit for purpose to serve the residents and visitors of the town for many years to come. Renovated facilities would also be able to support the adjacent recreation ground, which hosts the town's main community festivals and celebratory events.

With a growing population (+7% between 2011 and 2021 census) the improved facilities, which will include disability access facilities as well as gender-neutral and dedicated baby changing facilities, will not only improve an individual's experience, but will also enhance the town centre as a welcoming, safe environment for all.

1. 2017 CONDITION REPORT

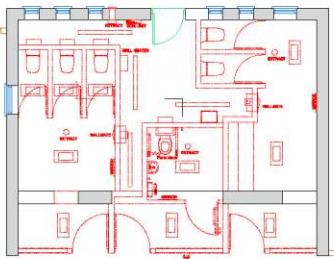
The Local Authority closed the Crown Court public conveniences in 2017 – Annex A. Subsequently, to ensure that public toilets facilities were available within the town centre, GTC took over the ownership and operation of the facilities. Waverley Borough Council (WBC) provided an in-house condition report, which recommended that the building is either updated or modernised.

Since taking on the operation of the asset, the GTC has discovered issues not identified within the provided condition report. The main problems being, the below ground sewage system has shown fractures and failures of the underground drainage system and that it is unfit for purpose and suffers from regular blockages, requiring manual clearance on a weekly basis. Additionally, high use of the facility encounters an inherent system failure of the water storage system, which results in the use of water exceeding the capacity to replenish, which consequently results in a loss of both flushing and hand washing supply. The hand washing and drying facilities are inadequate for the number of user points and the lack of a working hot water system provides significant cleaning challenges.

2. DESIGN

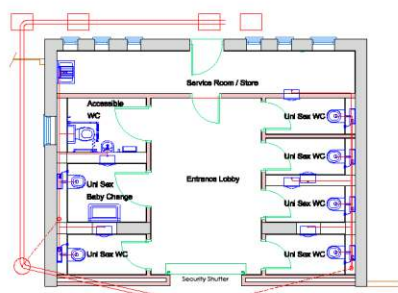
GTC has sought design options to provide an energy and resource efficient modern, hygienic, gender-neutral, facilities alongside a baby change and disability accessible provision.

This drawing is the property of Drake & Kannemeyer Chartered Surveyors and shall not be used for any other purpose without the written consent of the firm. The firm shall not be liable for any errors or omissions in this drawing and shall not be responsible for any consequences arising from its use. The user of this drawing shall be deemed to have accepted the terms and conditions of use set out in this disclaimer. No liability shall be accepted by the firm for any loss or damage, whether direct or indirect, arising from the use of this drawing. The firm shall not be responsible for any loss or damage, whether direct or indirect, arising from the use of this drawing. The firm shall not be responsible for any loss or damage, whether direct or indirect, arising from the use of this drawing.



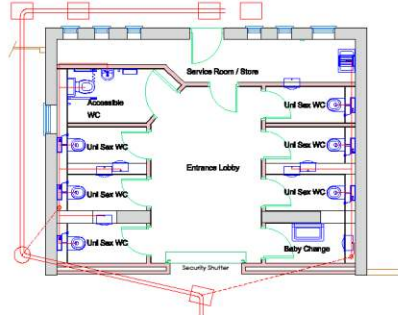
Demolition / Strip Out
scale 1:50

- Demolish steel striping out
- Demolish masonry partitions and cast away
- Make good floor screed
- Strip out timber entrance screen partitions and metal gates
- Remove partitions, wall tiling and cast away. To be behind IPS system. Strip in service areas reverse.
- Strip out ceramic floor tiles and cast away
- Strip out internal doors and frames and cast away
- Strip out concrete baby change and make good floor
- Strip out lounge and groove timber boarded ceiling and cast away
- Strip out sanitary ware and cast away
- Strip out stainless steel step unit and cast away
- Disconnect, block and strip out mechanical, water and above ground drainage services complete and cast away. To include fans, air filters, pipework, controls, liners, electric heater, water pipework, above ground drainage and fittings.
- Strip out electrical supplies and fittings
- Strip out existing handrails for men's toilets (to specialist contractor supplied by the Council)
- Strip out bins, sanitizers, control servers, extract fan/lighting, air vents, air fresheners and hand to cast
- Disconnect water tank and level in situ.



Proposed Layout Option 1
scale 1:50

- New works
- Excavate and construct new foundations.
- Cast steel cavity wall to fringeage
- Make good floor screed floor to provide level surface to rest layout
- Steelwork to support roof including cladding
- Use of DPM to floor surface including base
- Render external face of external walls ready to be re-faced in IPS - tiling to remain in service area)
- Eventid ceiling
- Partitions to form new layout
- Vertical radiator, outside door area including non porous
- Security shutter to cover fire door opening (see table)
- Wall ring (IPS areas only)
- Non-slip quarry tile floor
- Vertical radiator IPS systems
- Vertical radiator sanitary ware (Festal - to be installed)
- Vertical radiator sanitary ware (Festal - to be installed)
- Client supplied and installed door (open - to be installed)
- Doc M pack (table etc)
- Remove glassed legs to accessible unit
- Sanitary towel bins - Group 3 - Client supply and fit
- Jankers sink to service area
- Type A0 printers sink
- Decorations
- Electrical installation to suit new layout to include LULI lift bottom board, central heating (emergency lights), electrical connections to sensors, socket outlets, spurs, junks, vertical hand wash units and external lighting
- Extract fans to outdoors including rigid ducting
- Autofill air fresheners to outdoors - Group 2. Client supplied fit only
- accumulator to maintain mains water pressure to suit baby work apparatus (Subject to Building Services Contract advice)
- Winter services to suit new layout
- Allowance for planning to suit new layout
- Electric heating (heat cables)
- Panel alarm to accessible WC
- Water heater to battery sink and accessible hand basin
- Heating and coverings (Chairwheels, Electric) Builders work for services
- Baby change unit
- Toilet roll holder - Group 2: client supplied. Fit only
- Signage: clear looks etc



Proposed Layout Option 2
scale 1:50

Rev.		Date
<p>Drake & Kannemeyer LLP CHARTERED SURVEYORS</p> <p>Ground Floor, River Court The Old Mill, Business Centre Mill Lane, Godalming, Surrey GU7 1EP. 01483 425744 UK. www.drakegroup.co.uk</p> <p>Registered by HCS</p>		
<p>Client Godalming Town Council</p>		
<p>Job Title Crown Court Public Conveniences Reconfiguration & Refurbishment Works</p>		
<p>Drawing Title FEASIBILITY OPTIONS</p>		
Date	Date	Drawn
1:50@A1	June 2023	PH
Job No.	Drawing No.	Status
223-06-01	F-01	Feasibility Revision

3. COSTS

In seeking options, GTC also sought RCIS budget estimate costs for building works and benchmarked costs for hand dryers and security shutter against recently purchased items.

Breakdown of RCIS costs is shown at Annex B.

Headline costs being:

Renovation Works, contractor's establishment, site management overheads, profit & contingency.	£189,985
Hand dryers	£ 15,000
Security Shutters	£ 2,500
Capital Costs	£207,485
Professional fees and statutory costs (revenue costs)	£ 28,498
Total	£235,983

VAT

GTC is able to reclaim VAT against these works, as such Value Added Tax, of £47,196.60 has not been included in the costs.

COF Funding Request

Capital - £165,988

Revenue - £28,498

Matched Funding

20% Match Capital Funding requirement £41,497

GTC would allocate £41,497 of Neighbourhood Community Infrastructure Levy (CIL) as match funding for the project. The Godalming Town Council Neighbourhood CIL funding could be made available within four to six weeks following the granting of a COF award.

4. DELIVERY PROGRAMME

The following activities and time are indicative from notification of an award from the COF. No allowance has been made for time required to complete COF actions or requirements.

Activity	Period	Accumulated Period
Notice to landlord for written agreement to conduct alterations.	4 weeks	4 weeks
Survey and preparation of documents	4 weeks	
Approval for Neighbourhood CIL Match Funding from Godalming Town Council	4 weeks	
Submission of Planning Application	8 weeks	12 Weeks
Prepare Tender Documents	4 weeks	
Tender period	30 days	
Tender evaluation	1 week	
Client Approval and pre-contract meetings	2 weeks	18 Weeks
Lead in period	2 - 4 weeks subject to materials)	
Construction period	12 weeks	30 Weeks
Handover	1 week	31 Weeks

5. PROJECT MANAGEMENT

GTC is the 91st largest local (parish) council by number of residents in the country and delivers a wide range of services for its community. Additionally, GTC operates and maintains several building assets, including meeting halls, youth centre, community halls, a museum, workshops, and cemetery chapels and has the capacity and capability to deliver operational management and the resources to undertake refurbishment and renovation works. To achieve the best results, experience of refurbishment and renovation work has shown the importance of working with appointed professionals to fulfill areas where the in-house staff lack the required expertise.

In terms of delivering renovation projects, in 2015 GTC managed a £1.6million project to transform a near derelict, energy inefficient building into a highly sustainable, fully DDA accessible and

economically viable community hub, creating the largest single venue and activity space in the town and one of the largest in the borough, which enjoys well over 1,000 people a week undertaking some form of community activity within the centre. Strong project management and engagement of surveyors and CDM professionals to oversee the construction contractors saw the project delivered to an agreed user requirement, on time and on budget.

In 2020 GTC converted a former sports shop, which had occupied a grade II listed property dating from approximately 1460, into modern office space for use by the council.

In 2021, GTC secured the lease from the local authority on part of run-down premises to provide a new home for the Godalming Community Store (food bank). Utilizing its in-house team, GTC renovated the facility to provide a safe, secure setting for the food bank, which is also able to be used for alternative community use when the food bank is no longer required.

In 2022, having agreed to the creation of the Godalming Youth Centre, GTC transformed a former community hall into a dedicated Youth Centre. Not only did this involve significant work to ensure that the premises became a practical but pleasant environment for the young people, but also met the aspirations of the young people and youth workers for it to be a safe space for all. The first part was achieved by a renovation project that included the creation of a club room, activities space, computer/gaming room and music studio plus an outside activity space, with the second part being achieved by the reconfiguration of facilities to create safe gender-neutral toilet facilities that allows respect for each other's needs.

The team who delivered the above projects are still staff members.

Regarding the Crown Court public toilets, GTC already has a facilities supervisor in place who oversees the cleaning contractors and an in-house maintenance team who conducts operational repairs and maintenance as required.

6. USE & MANAGEMENT

Community Use

The main purpose of the asset will be to provide visitors to the town centre with modern, hygienic, gender-neutral toilet facilities. However, as a public space which supports many different user groups, The Crown Court public toilets will also be able to become a public health information point as well as being able to provide important information for vulnerable users.

Public toilets matter to everybody, regardless of age, class, ethnic origin, gender, mental ability, or physical ability. They are even more important to certain sections of our society, including the elderly and disabled, families with young children and those who suffer from a range of medical conditions. Help The Aged stresses the importance of public toilets to give older people the confidence to leave their homes and to avoid problems arising from isolation and dependency and the isolation of vulnerable groups who feel unable to go out without the assurance of access to public toilets.

[According to the 2021 census](#), 18% of the town's residents are over 65 years of age. Public toilets are equally important for carers of young children, 12% of the town's population is under 10 years of age.

Crown Court public toilets also support community events that are held on the adjoining recreation ground as well as festivals and activities which are held within the primary retail area of the town to support the economic development, vibrancy and viability of the town. Such events increase [the daily footfall](#) in the town, with the previous four events increasing the average footfall, and therefore the demand on the public toilet facilities, by 57% or 6,327 people.

As well as providing public toilet facilities, the exterior of the building will also house a water bottle filling station and in support of the drive towards active travel will also be the location for a 'cycle

repair' station that allows cycle users to conduct emergency repairs and minor adjustment to their bikes.

Running Costs

The running costs of the asset cover, utility costs (electricity and water), cleaning costs, consumables (toilet rolls, hand washing supplies etc.), sanitation contracts (disposal of sanitary products and baby change waste), maintenance and repair and are based on the actual costs of operating the asset in 2022/23.

Item	Annual Cost
Water	£600
Electricity	£900
Cleaning Services	£15,500
Rent	£1 (if demanded)
Insurance	£550
Contract Services	£1200
Consumables	£500
Maintenance	£2700
TOTAL	£21,951

Revenue Funding

The revenue cost requested from COF as part of this application is for the professional fees to appoint consultants for design, pre and post contract services and for CDM Principal Designer services associated with project delivery not to cover day-to-day operational expenditure and will be used to fund the following services:

Pre-Contract Project Services – Architectural Design and Building Surveying Services

- Preparation of architectural plans and budget estimate for approval by the Council members.
- Preparation of tender drawings,
- Preparation of NBS Preliminaries incorporating JCT contract.
- Preparation of Schedule of works for pricing.
- Preparation of NBS reference specification.
- Preparation and issue of Tender Documents.
- Report of tender results.

Pre-Contract CDM 2015 Services – Principal Designer Duties (Health and Safety Appointment)

- To plan, manage, monitor and coordinate health and safety of the pre-construction phase of the project.
- To assist in the preparation of pre-construction information.

Post Contract Services – Contract Administration and Cost Control

Services include:

- Preparing Contract Documents and arranging for the signing by the parties.
- Arranging and chairing pre-contract meeting.
- Administration of the JCT building contract to include weekly site visits, chairing, and recording monthly site meetings, issuing contract instructions and contract certificates.

- Carry out monthly valuations in accordance with the contract terms.
- Issue payment certificate and advising employer of payment terms.
- Resolving technical queries.
- Issue monthly cost reports.
- Agree final account with contractor and certify monies properly due.
- Carry out end of defects inspection and issuing list of defects.
- Issue Certificate of Making Good Defects.

Post-Contract CDM 2015 Services – Principal Designer Duties (Health and Safety Appointment)

- To monitor the construction phase to ensure risks associated with design change are communicated and appropriate safeguarding action taken.
- To collate health and safety file and issue to parties.

Operating and Ongoing Finance

As an asset within the public realm whose aim is to provide community well-being and to support the economic well-being of the town, the asset will not produce a revenue stream and will be operated by GTC for the benefit of the community. The operating costs of the asset will be funded from the parish precept, which is set in January of each year and is payable by the local council taxpayers who reside within the civic parish of Godalming. The precept is collected on behalf of GTC by the local authority and is paid in two installments, April, and October. GTC’s finances are managed by the Section 151 Officer (Finance Officer) who monitors the income and expenditure of the council and provides a budget monitoring report to the meetings of the Council’s Policy & Management Committee, which meets a minimum of 9 time per annum. Additionally, the budget against expenditure and the financial security of GTC is tested as part of its internal audit process.

The cash flow requirement to meet the operating costs of the asset equate to 2.1% of the parish precept. GTC holds general reserves sufficient to support requirements for 6 months operating costs of the council.

The projection below, based on the required three-year projection of known costs for the provision of GTC services on behalf of residents. GTC’s detailed revenue budget and statement of variation is provided at Annex.C.

Financial Year	Parish Precept	Projected operating costs for Crown Court Public Toilets ¹	% of precept for Crown Court Public Toilets ²	Inflationary Increase* (5%)	Increases required by Council for new or expanded service provision in following year
2023/24	£1,041,644	£21,951	2.1%	£83,332	£58,000
2024/25	£1,182,976	£23,049	1.9%	£94,638	£35,000
2024/26	£1,312,644	£24,201	1.8%		

1. The actual inflation rate is determined by the rate of CPI in the September preceding the next financial year, 8% is used as a base figure and adjusted at budget setting.
2. Calculations assume no increase in the taxbase from 2023/24 figure of 9611.3

Community Benefit

[Around the Toilet \(AtT\)](#) a cross-disciplinary, arts-based research project funded by the [AHRC Connected Communities](#) programme, explored the toilet as a place of exclusion and belonging. Researchers based at Sheffield Hallam University have worked with various communities to explore the ways that toilets can exclude some, whilst including others.

The research identified that toilets often reflect the rights of dominant groups to occupy and label public space. The renovation of Crown Court public toilets provides an opportunity to re-think definitions of 'able'-bodiedness, gender and public space. Providing accessible toilets can validate, reinforce, and celebrate public culture and our shared 'right to the city'.

Provision of gender-neutral toilets along with clean hygienic baby changing and disability accessible facilities will help remove barriers that create or reaffirm feelings of exclusion and regulation and enable all to fully engage and participate in community life.

Good quality public toilets are an invitation to participate in urban life — a signal of welcome. No one can stay long in any place without access to a toilet. Safe public toilets are not only a vital part of personal and public health but also key to fostering livability in our communities. [According to Angela Casias, Legislative Services Manager for the Denver Department of Public Works](#). "We're encouraging people to walk and bike and use transit and it just makes sense then to offer a public restroom as well in these places where people are gathering," The renovation of the Crown Court public toilets will not only support those who visit the town centre but will also support the town centre in attracting visitors to stay longer and visit more often. This in turn supports the economic viability of the town.

The House of Commons Communities and Local Government report "[The Provision of Public Toilets](#)" highlighted the research of Clara Greed, Professor of Inclusive Urban Planning at the University of the West of England that "It is important to argue 'the business case' that investment in good toilet provision has been shown to increase retail turnover, tourist numbers, and economic growth."

Renovated public toilets at Crown Court, that are fit for purpose with the capacity to support not only the day-to-day footfall of the town centre but also the increased requirements of town centre events and community events held on the recreation ground, will help safeguard those events. Renovated public toilet provision will be able to support not only the existing cultural and sporting activities that take place in the town and the recreation grounds, be it, choir festivals, children's sports, community fetes or bandstand concerts, but would allow for an expansion of events in the knowledge that the supporting infrastructure is in place.

The delivery of renovated, gender-neutral public toilets, which have high-quality accessible facilities including baby change facilities will provide an immediate benefit to the community, allowing equality of access for all. The importance then of maintaining the facilities to the highest possible standard of cleanliness and appearance will be undertaken by GTC as a core service on behalf of its community. A budgetary provision has been made within both the town council's revenue budget for day-to-day maintenance and janitorial services and if success in its funding bid will set an earmarked reserve budget for the medium- and longer-term repair and replacement of fixtures and fittings, decoration and building upkeep.

Whilst we have no data on who has not used the public toilet facilities because of concerns of hygiene issues, gender separate facilities, poor provision for baby changing or disability access, the renovated public toilets would be gender-neutral, fully disability accessible, with modern hygienic baby change facilities that would remove barriers to access for our community. Facilities that remove barriers that create or reaffirm feelings of exclusion and regulation and enable all to fully engage and participate in community life will be beneficial to all within our community irrespective of any protected characteristic.

Bathroom access for transgender people has recently become a focal point of conversation and debate, [The national centre for transgender equality](#) discussion paper on bathroom access highlights that non-binary people, who don't identify fully as either male or female, often feel unsafe using either the women's and the men's toilets, because others may verbally harass them or even physically attack them. It also makes that case that the provision of 'separate facilities' for transgender and non-binary people separates and creates the feeling of 'other'. A benefit of this project is that it provides facilities that are equally accessible for all.

Although considering toilets in the workplace, the same points raised by the [Society for Human Resource Management](#) (SHRM) are equally valid for the public realm.

Gender-neutral bathrooms help a community communicate its values. Providing only gendered bathrooms, can make people feel uncomfortable, as if they aren't being recognised, and can force people to make a choice that doesn't necessarily align with their gender identity to use the toilet, which is a basic human need. This creates an environment that is non-affirming to those who identify as transgender, genderqueer, gender neutral or non-binary and only affirms those who identify on the gender binary, particularly cisgender people."

A community that provides gender-neutral bathrooms fosters an inclusive environment that cares about diversity. It also demonstrates that a community doesn't just tolerate differences but affirms them.

Having gender-neutral bathrooms sends a clear message that a community does not just talk about diversity and inclusion; it acts on it. It sends the message that every person is respected and valued for who they are, not by what sex they were assigned at birth or their gender identity.

Research by [direct365](#) showed that anything that takes some of that stress out of a visit won't go unnoticed by parents and that they were instantly more inclined to return regularly to a place where changing their baby wasn't a stressful experience because of the standard of facilities. Approx. 16% of families have a child aged between newborn and 4 years old; a dedicated baby change facility would make Godalming Town Centre a more accessible and welcoming place for families.

7. RISKS & MITIGATION

It is considered the risks to the delivery of this project are low, with the following being the most significant issues:

Risk	Likelihood of Risk	Point of Risk	Mitigation	Likelihood of Risk Post Mitigation
<p>Planning Permission – The asset is not a listed building, however, it is within the town centre conservation area. Although the footprint of external structure would remain the same, planning permission would be needed because of the required alterations to the frontage of the building.</p>	<p>Low – No material planning grounds for refusal have been identified. Therefore, the likelihood of planning permission being refused is considered low.</p>	<p>If planning permission were to be refused, the decision notice would be issued 8 weeks after the submission date of a planning application.</p>	<p>Once the design is finalised, pre-application advice would be sought, which would allow for discussions on the design and, where necessary, provide an opportunity to make amendments prior to making a full planning application.</p>	<p>The likelihood of planning refusal following pre-application advice, if that advice is followed, is significantly lower and it would be expected that planning permission would be granted.</p>
<p>Refusal of Landlord to approve alterations – Clause 4.6 of the Schedule of the Lease dated 3 December 2018, requires prior written consent for approval of alterations to the building.</p>	<p>Low – The same clause states that “such approval not to be unreasonably withheld or delayed”. As the project is beneficial to the long-term preservation and operation of the asset, it is almost inconceivable that the landlord (in this case the local authority) would refuse such permission.</p>	<p>It is expected a written consent to be received within 21 days of making a formal request and providing design information.</p>	<p>Discussions have been held with the landlord’s property and asset team regarding the proposals to renovate the building.</p>	<p>No issues of concern have been raised. It is considered highly unlikely that the local authority would refuse permission to GTC to renovate this public asset on behalf of the community.</p>

Risk	Likelihood of Risk	Point of Risk	Mitigation	Likelihood of Risk post mitigation
<p>Project Delivery and Oversight – Design and building contract overseer becomes unavailable or departs during the project delivery period and therefore the delivery of the project is delayed or halted.</p>	<p>Low – The lead design and contract overseer is a partner of the chartered surveyors appointed by GTC, who has a strong working relationship with the partnership, there are no indications that the project lead would not be available.</p>	<p>If the lead design and contract overseer were to become unavailable, it could be at any point between issuing of instructions and completion of project.</p>	<p>GTC’s surveyors are a multi partnership company, if the designated lead for this project were to become unavailable for whatever reason, an alternative partner would assume responsibility.</p>	<p>It is extremely unlikely that the partnership would not have the resource to deliver on their contractual responsibilities.</p>
<p>Failure of Contractor – The appointed contractor to conduct the renovations either fails to deliver the contract within the agreed timescales or ceases trading during the project delivery period.</p>	<p>Financial checks are conducted on contractors who submit tenders, as such there should be a higher degree of confidence on the financial viability of the contractor. Likewise, as part of the tender process, references will be sought for work on similar projects, which should provide a degree of confidence that work will be to the required standard.</p>	<p>It is possible the contractor conducting the renovations ceases to trade or fails to deliver the required standard of workmanship at any point during the delivery of the project.</p>	<p>The contractor tender process to be conducted in accordance with the GTC’s Financial Regulations with an independent evaluation of each submitted tender. The contract would be awarded on a JCT contract and the project administration and cost control, including building control, valuation reports and issue of payment certificates would be managed by the appointed surveyors and CDM. As such if a contractor failure did occur, the contract terms and processes would limit any financial loss and allow for appointment of alternative contractor to complete the project.</p>	<p>If the mitigation is followed, the risk should be minimal.</p>

8. ORGANISATION & GOVERNANCE

Godalming Town Council Governance

GTC is governed by the Local Government Act 1972, which sets the legislative framework for its membership and governance. Additionally, GTC acts within the legislative boundaries of a range of legislation and Statutory Instruments (SI), including the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and The Public Health Act 1936, which gives GTC the powers to provide and/or operate services on behalf of its residents.

Decisions of GTC are made by the elected members, who are supported by the Proper Officer and Responsible Finance Officer. Notices of Council meetings are published as required by legislation giving notice of the business to be considered and all Council meetings are open to residents, who may exercise their right to speak and ask questions of the council. Minutes of all meetings are also published at <https://godalming-tc.gov.uk/agendas-minutes-2023/>. In addition to the statutory notice requirement, GTC publicises its meetings on social media and livestreams proceedings.

Whilst GTC operates under legislative framework, it is also governed by its Standing Orders and Financial Regulations. Standing Orders (Annex D) lays out GTC will manage its business and reach decisions with the Financial Regulations (Annex E) governing the conduct of financial management by the council, these are underpinned by the Accounts and Audit (England) Regulations 2015 and the Public Contracts Regulations 2015.

GTC abides by the requirements of the Local Government Transparency Code 2015 issued by the Secretary of State for Communities and Local Government in exercise of powers under S2 of the Local Government, Planning and Land Act 1980, amongst other matters this provides the community with transparency of expenditure and procurement information can be found at <https://godalming-tc.gov.uk/transparency/>

Additionally, information used to support the setting of the parish precept, the Councils, Annual Returns, Internal and External Audit reports are all publicly available at <https://godalming-tc.gov.uk/godalming-town-council/>

Performance and risks are managed through a process of internal controls which include Income, payment, payroll, bookkeeping and VAT controls. These internal controls form part of GTC's Audit Committee work programme. The results of the latest internal control checks are shown at Annex F.

Organisation Structure – Elected Councillors

The organisation arrangements for both the elected representatives and the staff are set out in the organisational charts below.

GTC is a local council created under the Local Government Act 1972. The council is made up by 18 elected councillors, who were last elected in May 2023. Local councillors are members of the community who have been elected by their peers to represent the community; local councillors receive no payment or allowances for their work.

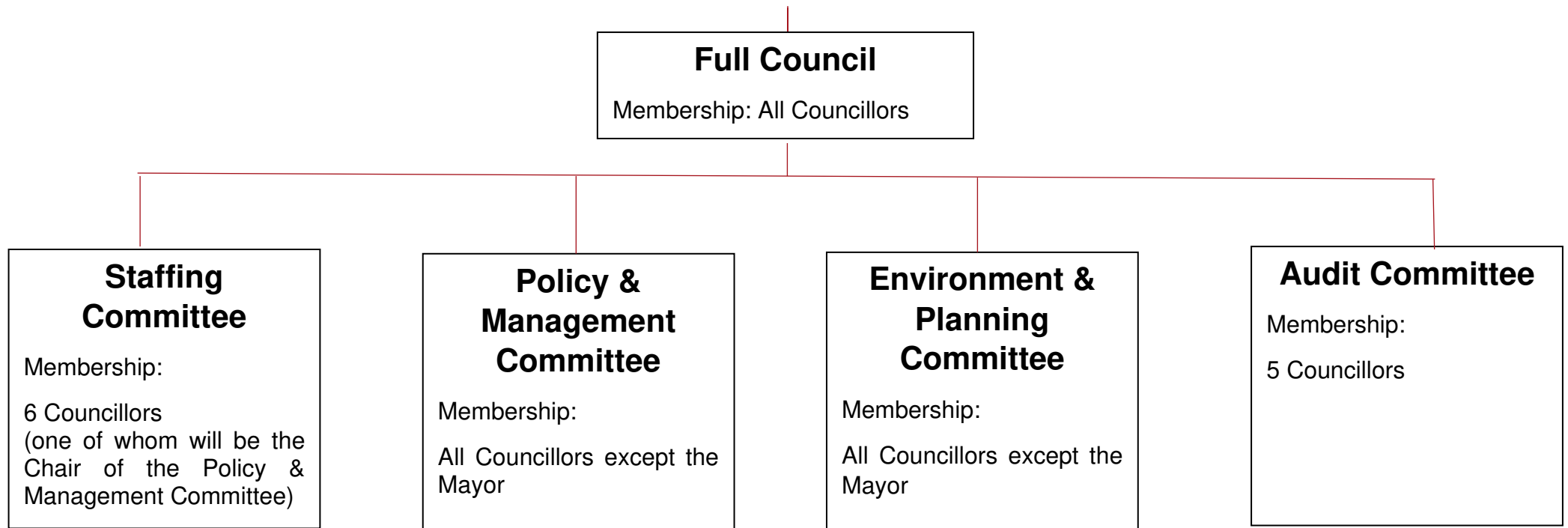
A local councillor's primary role is to represent their ward and the people who live in it. Councillors provide a bridge between the community and the council, acting as an advocate for residents to represent local views and priorities. Councillors live and/or work within the community and build strong relationships and encourage local people to make their views known and engage with the council.

GTC is made up of the following people:

Cllr Adam Duce – Chair of the Council and Town Mayor
Cllr Paul Rivers – Deputy Chair and Deputy Town Mayor
Cllr Paul Follows – Chair of Policy & Management & leader of the Council
Cllr Clare Weightman – Deputy Chair of Policy & Management
Cllr Tom Kiehl – Chair of Environment & Planning Committee
Cllr Nina Clayton – Deputy Chair of Environment & Planning
Cllr Joan Heagin – Chair of Staffing Committee
Cllr Stuart Downey – Deputy Chair of Staffing Committee
Cllr Ruth Thomson – Chair of Audit Committee
Cllr Bob Crooks – Deputy Chair of Audit Committee
Cllr Alex Adam – Council Member
Cllr Janet Crowe – Council Member
Cllr Ed Holliday – Council Member
Cllr Peter Martin – Council Member
Cllr Penny Rivers – Council Member
Cllr Michael Steel – Council Member
Cllr Charlotte Taylor – Council Member
Cllr Steve Williams – Council Member

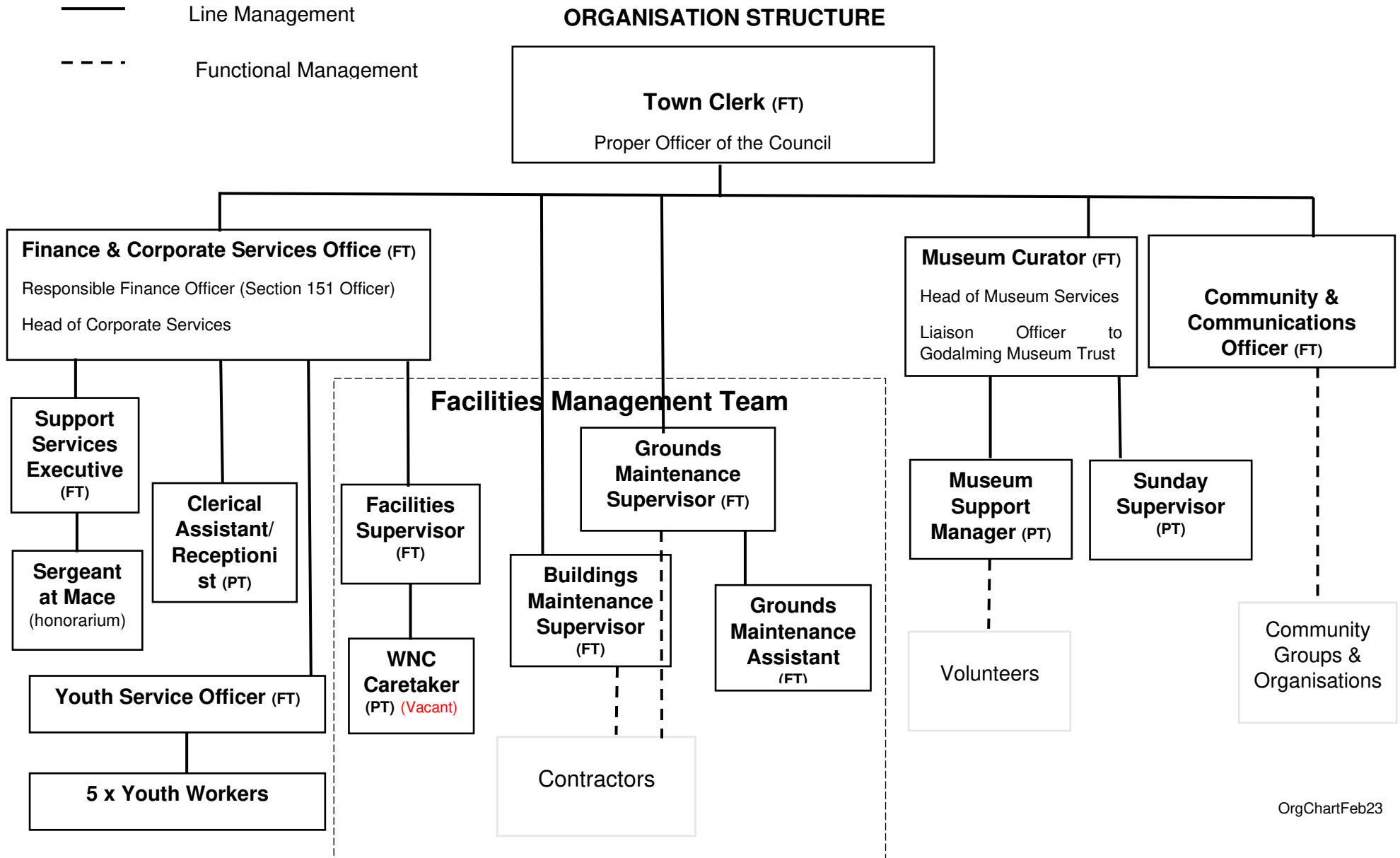


GODALMING TOWN COUNCIL – STANDING COMMITTEE STRUCTURE



Refer to Standing Orders for Committee Terms of Reference

ORGANISATION STRUCTURE





CIL FUNDING APPLICATION FORM

INTRODUCTION

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Please return completed application forms and supporting information to: office@godalmingtc.gov.uk

Linked Document: CIL Policy and Funding Application Form Guide for Applicants



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	Farncombe Community Garden
2. Name and position of main contact	Deepa Craig, Treasurer
3. Applicant contact details (phone no, email and address)	07751 790840 deepacraig@gmail.com 17 Orchardfield Road, Godalming, GU7 3PB
4. Type of organisation If a charity, please provide registration number	Charity (CIO) Charity no. 1198491
5. Is the organisation able to reclaim VAT?	No.
6. Location of project	Land adjacent to Broadwater Lodge Care Home, Summers Road, GU7 3BF

7. Summary of the project proposal	<p>Building accessible pathways throughout the garden. This will make the garden accessible and safe to the public and enable us to open up the garden to everyone in the community.</p> <p>Once these pathways are in place we can ensure public safety and invite people with physical disabilities/difficulties. It is our aim that the garden is open to all to benefit.</p>	
8. Estimated project cost	£39,811	
9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£3,580	For accessible pathway materials
Any other Local authority contribution eg EBC and/or SCC	None for this item.	
Third party contribution	£10,000 £10,000 £10,000 £6,231	National Lottery OpenWorks Neighbourhood CIL funding Your fund Surrey small grants
Total cost	£39,811	
10. Detail of additional sources of funding available	<p>We have successfully raised grant monies towards this project, but just need a little bit more to cover the cost of the project.</p>	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>CIL funding is being sought for this project because it is for infrastructure projects specifically addressing the impact of development in the local area. Our garden project aims to increase social cohesion and reduce social isolation, particularly as more people are moving into our area. It aims to provide a community space for everyone, particularly after the reduced provision of local services (the Children's Centres; the change of use of Broadwater Community Centre).</p> <p>We have sought funds from Alstom, Princes Countryside Trust, Card Factory, but have been unsuccessful in these instances.</p> <p>We have managed to raise funds from People's Postcode Lottery; Surrey County Councillor nominated grants; Godalming Town Council, Your Fund Surrey small grants programme, Openworks Foundation, RHS and the Community Foundation for Surrey for other aspects of setting up the community garden. We have applied to the Schrodgers grant scheme and</p>	

	Assura Social impact grants for unrestricted costs and are awaiting the outcome.
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	Yes - £3,000 from Godalming Town Council for storage container – Sept 2022 £10,000 from Neighbourhood CIL in June 2023 (the restriction of not being able to reapply for a grant within a year was lifted for us).
13. How does the project help address the demands of development in the area. What evidence is there to support this?	<p>The project addresses 3 areas from the Local Plan - improving biodiversity by promoting the protection and respect for wildlife and plant in our local community; providing a new recreational facility which supports healthier lifestyles and improves quality of life for all; and promoting outdoor recreation and access to the countryside for the local community.</p> <p>The project objectives are aligned with the priorities of Waverley Borough Council Corporate Strategy 2020-25 in tackling loneliness, social isolation, mental health and supporting social prescribing.</p> <p>The health and wellbeing benefits of community gardening are well known and have been described in detail in the King's Fund Report (2016) on gardens and health.</p>
14. What evidence is there of support from the community	<p>Over 250 people have shown support for our project on the Your Fund website, https://yourfundsurreymap.commonplace.is/comments/61616e77fecb10ad449d92e</p> <p>Over 100 volunteers have signed up to help. We have held 2 public meetings which have been well attended. The garden also has support from the Binscombe Medical Centre and the trust has made a donation to kick-start the garden. Penny Rivers, the Surrey County Councillor for Godalming North, is supporting our project. We have support from the Broadwater Care Home and Broadwater School - both of which are keen to use the garden for their clients/pupils. The Halow Project and Freemantles School have been using the garden for their clients.</p>

<p>15. Proposed timescales for the project</p>	<p>The main paths have now been laid out. We are hoping to open the garden fully in November 2023. Currently We are having clearing sessions regularly to prepare the site.</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>There are no day-to-day running costs associated with the pathways. Just maintenance which will be conducted by the volunteer team.</p>
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>Our audited accounts have been included – this is the first year of running the garden. Our unrestricted reserves at the end of the financial year was £9,029.</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>Not for the pathways.</p>
<p>19. If planning permission is required is it in place to carry out the works? If so, please provide the application number</p>	<p>n/a</p>

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://godalming-tc.gov.uk/data-protection/>

Signed: Deary _____

Organisation: Farncombe Community Garden _____

Date: 19 October 2023 _____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____



Annual report and Accounts 31st March 2023

Charity's principal address: c/o Binscombe Medical Centre
106 Binscombe Lane
Godalming
GU7 3PR

Trustees: Helen Farmer (Chair)
Dr Martin Brunet
Deepa Craig
Dr Karen Jones

Aims and Objectives

Farncombe Community Garden is a Charitable Incorporated Organisation (CIO). The charitable objectives are stated in its constitution: -

To provide facilities for recreation or other leisure time occupation by providing an area for use as a community garden for individuals in Farncombe and the surrounding area who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Farncombe Community Garden is an ambitious project which aims to bring the local community together in the creation of a vibrant, beautiful, productive, and wildlife-friendly garden. It will be inclusive to all, seeking to share the health and well-being benefits of the outdoors, connecting people more closely to the natural world on our doorstep and encouraging community cohesion as individuals of all ages and backgrounds work together towards a common goal.

Vision and Mission

The project vision is to establish a working community garden within Farncombe for all the local residents to benefit from, whether it is through taking up gardening for the first time to aid recovery from a physical or mental health problem, finding purpose by volunteering in

support of the project, enjoying passing on a passion for gardening to others, or in education as people of all ages are encouraged to learn about horticulture and the importance of encouraging and supporting wildlife in an urban environment.

In planning the charity's activities the trustees have regarded the guidance issued by the Charity Commission on public benefit.

Organisational Structure

As well as the four trustees to oversee and give strategic direction to the project, there is a management team who meet regularly consisting of 10 volunteers with different areas of expertise.

Achievements and performance

During the first year of the charity the key achievements were as follows: -

- Securing a 2.5 acre site by signing an initial 15 year lease with Surrey County Council at a peppercorn rent;
- Raising over £100,000 in income through grants and donations;
- Over 80 people engaging with the garden and activities so far;
- Raising the profile of the garden through fundraising events, social media, a new website, a radio appearance on BBC Surrey, and talks to the public;
- Developing links with other community groups and other service providers, including the local care home.

The charity commissioned various ecological surveys to determine the suitability of the site and preserve its natural features and biodiversity.

Future Plans

Over the next year our aims are to achieve the following:

- Install a wildlife pond
- Install a temporary building on the site to allow all-weather activities for up to 30 people
- Install accessible pathways around the site
- Install accessible plant beds
- Install a polytunnel to allow a wider range of gardening opportunities and development of skills
- Enlist and train a team of volunteers and provide safeguarding training and undertake DBS checks
- Continue to develop links with other local charities and services
- Hold at least 4 regular sessions per week, with the aim to engage at least 100 people

By the end of 3 years, we hope to:

- Have a core team of support volunteers to help run sessions
- Recruit further trustees with a variety of relevant skills

- Hold at least 6 sessions over 3 days, including one weekend session
- Each session with up to 30 people including supported and supporting volunteers
- Have an annual schedule of activities to cover the full calendar year
- Have at least one open garden event per year to showcase the garden and sell plants and produce from the garden
- Have a programme of workshops throughout the year to generate revenue and increase community engagement
- Have collected strong evidence of impact

Financial Review

The charity received grants from People's Postcode Lottery, The National Lottery, Openworks, The Community Foundation for Surrey, Binscombe Medical Trust and Penny Rivers via the Surrey County Councillor nomination. A grant was also awarded by Godalming Town Council for a storage container, but planning permission needs to be granted before this will be received.

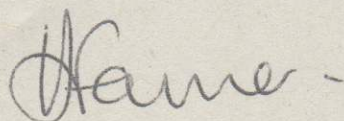
A restricted donation was also received towards a building on the site.

Donations of goods/services have been gratefully received from Honey Brothers, Lucas Groundworks, Alstom and Network Rail. These included a donation of loose tools which totalled £577. The Charity has chosen not to include these in the Accounts. Donations were also received from individuals through various initiatives, including a crowd-funding campaign and a wreath-making workshop.

Expenditure of funds was delayed due to waiting for confirmation of the lease from Surrey County Council. This is now in place and it is expected that the grants will be spent in the next few months on developing the infrastructure so that the garden can be made safe and accessible to the public.

Whilst the charity has been successful securing grants in the first year, the aim will be to try and build up sustainable income sources and reserves to cover running costs once the garden is fully open.

This report was approved by the trustees on 28th June 2023 and signed on their behalf by:



Helen Farmer
(Chair of Trustees)

FARNCOMBE COMMUNITY GARDEN**INDEPENDENT EXAMINER'S REPORT****TO THE TRUSTEES OF THE FARNCOMBE COMMUNITY GARDEN**

I report to the trustees on my examination of the financial statements of Farncombe Community garden (the charity) for the period to 1 December 2021 to 31 March 2023 as set out on pages 5 and 6.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider an audit is not required for this financial period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner' report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

PI Vickerman FCA
Practising Accountant
31a Nightingale Road
Godalming
Surrey
GU7 2HP

4/7/2023

Farncombe Community Garden
Receipts and payments accounts
 1st December 2021-31st March 2023

Charity number: 1198491

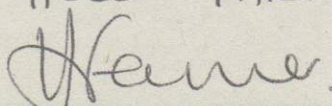
	Unrestricted funds	Restricted funds	TOTAL FUNDS
	£	£	£
RECEIPTS			
Grants	-	59,700	59,700
Donations	15,150	30,000	45,150
Total receipts	15,150	89,700	104,850
PAYMENTS			
Infrastructure	4,528	14,279	18,807
Fundraising costs	212	-	212
Administration and insurance	403	-	403
Total payments	5,143	14,279	19,422
Net of receipts/(payments)	10,007	75,421	85,428
Cash funds last year end	-	-	-
Cash funds this year end	10,007	75,421	85,428

Statement of Assets and Liabilities at 31st March 2023

	Unrestricted funds	Restricted funds	TOTAL FUNDS
	£	£	£
Assets			
Cash in current account	10,007	75,421	85,428
Total	10,007	75,421	85,428
Liabilities			
Amounts due in respect of acquisition of lease	978	-	978
Total	978	-	978

The notes on page 6 form part of these financial statements.

Approved by the trustees on 28th June 2023 and signed on their behalf by:

Name: *HELEN FARMER*


Notes to the Financial Statements
1st December 2021-31st March 2023

1. Assets are only capitalised when future income or cost reduction from their acquisition can be identified.

2. Restricted Fund Analysis

	Total Received	Total Expenditure	Balance C/fwd
	£	£	£
Postcode Society Trust	25,000	11,779	13,221
National Lottery	10,000	-	10,000
Openworks	10,000	-	10,000
Penny Rivers SCC	2,500	2,500	-
CF Surrey	12,200	-	12,200
Care UK (donation)	30,000	-	30,000
	89,700	14,279	75,421

GODALMING TOWN COUNCIL

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

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 23/41				
WA/2023/02111	Godalming Binscombe & Charterhouse	Erection of a double garage and car port and alterations to driveway following demolition of existing garage.	High Orchard Mark Way Godalming GU7 2BB	
WA/2023/02110	Godalming Binscombe & Charterhouse	Certificate of Lawfulness under Section 192 for erection of a single storey extension and alterations to existing garage to provide habitable accommodation.	9 Binscombe Lane Farncombe Godalming GU7 3PN	
TM/2023/02139	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 12/19	Taliesin Heights Frith Hill Road Godalming GU7 2EE	
WA/2023/02160	Godalming Central & Ockford	Alterations to elevations to enlarge 3 windows.	First Floor 110 & First Floor & Second Floor 106/108 High Street Godalming GU7 1DP	
WA/2023/02159	Godalming Holloway	Erection of roof extension and alterations to elevations.	Trees, The Avenue Godalming GU7 1PE	
TM/2023/02137	Godalming Holloway	APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDERS WA301 AND 10/06	The Eyrie 33 Grove Road Godalming GU7 1RE	
WA/2023/02158	Godalming Holloway	Erection of 3 dwellings following demolition of existing dwelling and outbuildings together with associated works including additional vehicular access onto Appletree Close.	Oflick, Brighton Road Godalming GU7 1XA	
WBC Weekly List 23/42				
WA/2023/02217	Godalming Binscombe & Charterhouse	Erection of extensions and alterations with associated landscaping (revision of WA/2023/00043).	11 The Brambles Godalming GU7 2QY	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2023/02232	Godalming Central & Ockford	Installation of dormer windows to north and south elevations together with alterations to elevations and fenestration.	The Old Print House 18b Bridge Mews Bridge Street Godalming GU7 1HZ	
WA/2023/02193	Godalming Central & Ockford	Certificate of Lawfulness under Section 192 for extensions and alterations to roof to provide habitable accommodation in loft space.	34a Hawthorn Road Godalming GU7 2NE	
WA/2023/02192	Godalming Central & Ockford	Certificate of Lawfulness under Section 192 for proposed replacement roof of existing lean-to of dwelling with installation of 2 rooflights; replacement of existing rear door with bifold doors.	22 Victoria Road Godalming GU7 1JR	
WA/2023/02206	Godalming Farncombe & Catteshall	Erection of a single storey extension.	99 Kings Road Farncombe Godalming GU7 3EU	
WA/2023/02229	Godalming Holloway	Erection of a single storey front extension following demolition of existing bay window.	5 Phillips Close Godalming GU7 1XZ	
WBC Weekly List 23/43				
WA/2023/02259	Godalming Binscombe & Charterhouse	Erection of single storey extension and entrance gates; alterations to roof including raising of ridge height and installation of dormers to provide habitable accommodation following demolition of existing garage.	Timberscombe Priorsfield Road Godalming GU7 2RG	
WA/2023/02263	Godalming Binscombe & Charterhouse	Erection of extension including new garage and alterations to existing flat roof; formation of an additional vehicular access.	Ridge House Frith Hill Road Godalming GU7 2EE	
TM/2023/02257	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 41/99	The Coach House 45 Twycross Road Godalming GU7 2HJ	
WA/2023/02261	Godalming Central & Ockford	Erection of extensions following demolition of existing sunroom.	42 Ockford Ridge Godalming GU7 2NR	
WA/2023/02275	Godalming Central & Ockford	Erection of rear extensions including associated landscaping and alterations to fenestration.	106 Ockford Ridge Godalming GU7 2NQ	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2023/02250	Godalming Farncombe & Catteshall	Erection of single storey extension.	23 Grange Close Godalming GU7 1XT	

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.