

## GODALMING TOWN COUNCIL

Tel: 01483 523575  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

18 November 2022

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, 24 NOVEMBER 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

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](mailto: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 Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Kiehl	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Steel
Councillor Stubbs	Councillor Welland
Councillor Williams	

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 13 October 2022, 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. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting 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.

7. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

8. GROUNDS ASSISTANT – ADDITIONAL PERMANENT HOURS – ITEM FOR DECISION

**Recommendation: Members to resolve to approve the Staffing Committee's recommendation to increase the Grounds Assistant's contracted hours from 30 hours per week to 37 hours per week effective from 1 April 2023.**

The Staffing Committee resolved to recommend to the Policy & Management Committee that the contracted hours of the Grounds Assistant be increased to 37 hours from 1 April 2023.

In making the recommendation, Members of the Staffing Committee noted the significant additional hours worked by the Grounds' and Buildings' Maintenance Team to deliver the required standard of service. Whilst additional work is compensated for, it is usually done so via Time off in Lieu (TOIL), which then reduces the number of standard working hours available, which in turn affects service delivery. Whilst it is likely there will always be occasions when additional hours must be worked and compensated for by TOIL, the level should be as low as possible to provide an acceptable work-life-balance and continued willingness of staff to flex to the needs of service delivery.

In setting the original hours for the Grounds Assistant, Members did so whilst acknowledging that the initial cautious approach in introducing the position at 30 hours was an appropriate position to take. However, experience has shown that the workload of the Grounds' and Buildings' Maintenance Team is such that it is appropriate for the Staffing Committee to recommend the increase to 37 hours as originally envisaged.

The increase in hours to FTE would provide GTC with an additional 323 hours per annum to enable existing services to be delivered within the available staffing resource. The additional

salary cost of £5,900 per annum (including on-costs of employment) has been included in the budget proposals to be considered at agenda item 9. If Members are not minded to approve the increased hours, Members could either seek to adjust the budget proposals or retain the cost within the budget to fund paid overtime and offset future staffing costs.

9. REVISED ESTIMATES & BUDGET

Members to consider a report (attached for the information of Members) from the Responsible Finance Officer. Members are asked to agree the revised estimates 2022/23 and draft budget 2023/24 and recommend them and a precept of £1,041,644 for 2023/24, which represents a Band D increase of £9.75 per annum (9.88%), to Full Council.

10. TREE SURVEYS

Attached for the information of Members are the completed reports for each of GTC's sites, which will be used to inform future works program.

Members will wish to note that a considerable effort has been made to ensure that most of the recommendations from the previous inspection have been conducted, resulting in a significant reduction in the amount of work now recommended. This should mean much lower costs for works than from the previous survey and indicates a positive attitude by all involved.

Only one tree, T20 located in the car park area of Broadwater Youth Centre requires immediate (within 6 months) work. The immediacy is mainly due to the location of the tree by the youth centre car park and school playing field, which increases the risk profile. The work on this tree will be undertaken before the start of the 2023 nesting season. To reduce overall costs, 1-year and 2-year works will be undertaken in batches over the next 18 months.

11. MOTION ON NOTICE – ITEM FOR DECISION

**Proposer: Councillor Adam**

**The Motion:** A proposal to Godalming Town Council for the Kings Coronation on 6 May 2023

**Members to consider the Motion as set out in the proposal paper (attached for the information of Members) and, if agreed, resolve to approve the implementation of the motion as set out in the recommendations contained within the proposal paper and show below:**

**Recommendations:** That Godalming Town Council:

- a) supports the concept outlined within the proposal paper and authorises the Town Clerk to spend the time required to develop it into a wider community programme;
- b) agrees to underwrite the cost of hosting the event on the basis of cost recovery, with any profit going to local charities;
- c) provides a firm commitment by end of November in order to secure the bands, staging and specialist support; and
- d) seeks feedback and ideas from Councillors as to the suggested charity partners.

Members to note that if they were minded to support the motion, funding would be from the Emerging Projects Fund, which currently has uncommitted funds of £29,000.

12. **BUDGET STRATEGY TASK & FINISH GROUP REPORT – ITEM FOR DECISION**

Members to receive a report from the Budget Strategy Task & Finish Group (attached for the information of Members) and are requested to resolve to agree the recommendations contained within the report.

13. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SURREY ASSOCIATION OF LOCAL COUNCILS (SALC)**

Members are asked to note a report from Councillor Cosser on the Surrey Association of Local Councils (report attached for the information of Members) an organisation upon which Councillor Cosser represents the Town Council.

14. **COMMUNICATIONS ARISING FROM THIS MEETING**

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

15. **DATE OF NEXT MEETING**

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 12 January 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

16. **ANNOUNCEMENTS**

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

7. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. <b>To be transferred as a Performance Indicator</b>	Quarterly	July 2022
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme now complete <b>Item on this agenda</b>	Biennially	Nov 2022
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>Reviewed in September 2022</b>	6 Monthly	March 2023
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>			<b>Required Date</b>	<b>Revised Date</b>
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report provided	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report provided	09/06/22	30/06/22
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report provided	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report provided	30/06/22	14/07/22
Sport Godalming	Cllr Adam	Report provided	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report provided	14/07/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report provided	01/09/22	
Godalming Museum Trust	Cllr Steel	Report provided	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report provided	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report not available	24/11/22	
SALC	Cllr Cosser	Report expected 24 November 2022 – <b>On this agenda</b>	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 12 January 2023	12/01/23	
District Scout Council	Cllr Crooks	Report expected 12 January 2023	12/01/23	
<del>Godalming Park Run Group</del>	<del>Cllr Duce</del>	<del>Report expected 16 March 2023</del>	<del>16/03/23</del>	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 16 March 2023	16/03/23	

## Godalming Town Centre Area – Action Plan

Action 1	Planning	Progress
	Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.	Ongoing
Action 2	Article 4 Directive	
	Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.	Ongoing
Action 3	Wiggins Yard Environmental Improvement Scheme	
	To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.	GTC Officers reviewed the Wiggins Yard Appraisal Report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project. <b>Letter sent to WBC – Meeting with WBC Sept 2022</b>
Action 4	Guildford to Godalming Greenway – Cross Godalming Section	
	When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.	On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway– Godalming Gateway. <b>Outcomes of SCC consultation published.</b>
Action 5	Current Pedestrianisation	
	Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.	Completed

<b>Action 6</b>	<b>Future Pedestrianisation</b>	
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.		SCC requested to take proposals forward <b>Costs to be sought for working up a scheme for consideration by public consultation</b>
<b>Action 7</b>	<b>Crown Court Pedestrian Area</b>	
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.		<b>Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area.</b> <b>Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities.</b>
<b>Action 8</b>	<b>Community Events – The Green Environment</b>	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		<b>Action Complete</b>
<b>Action 9</b>	<b>Community Events – The Green Environment</b>	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		<b>Quotes to be obtained</b>
<b>Action 10</b>	<b>Community Events – The Green Environment</b>	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		<b>Pride in Surrey – held 25 September 2021</b> <b>Beer Festival September 2022</b>
<b>Action 11</b>	<b>Community Events – Town Centre Built Environment</b>	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		<b>Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&amp;M 17 December 2020 (Min No 275-20).</b>
<b>Action 12</b>	<b>Floral Godalming</b>	
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.		<b>Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund.</b>



<b>Action 13</b>	<b>Floral Godalming</b>	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
<b>Action 14</b>	<b>Signage, Rails, Bollards, Bells, Benches &amp; Buildings</b>	
<ul style="list-style-type: none"> <li>• Conduct a full audit of street furniture</li> <li>• Implement a programme of repair and renovation during 2021</li> <li>• Audit info-signage for accuracy</li> <li>• Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage.</li> </ul>		<b>Repair of Town Centre street furniture carried out April–June 2021.</b> <b>Town centre cross over drains renovated March 2022.</b>
<b>Action 15</b>	<b>The Pepperpot</b>	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		
<b>Action 16</b>	<b>The Pepperpot</b>	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		<b>Investigation indicated this proposed option not to be feasible - no future action</b>
<b>Action 17</b>	<b>Buildings of Local Merit</b>	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		
<b>Action 18</b>	<b>Public Art</b>	
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.		<b>Cllr PMA Rivers initiated Art Forum.</b>
<b>Action 19</b>	<b>Regeneration and Supporting the Local Economy</b>	
<p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> <li>- encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services;</li> <li>- encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time."</li> </ul>		<b>GTC providing online footfall data for businesses to assess potential of Godalming as a business environment</b>

<b>Action 20</b>	<b>Business Improvement District</b>	
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.		<b>GTC agreed to provide funding and administrative support to a BID taskforce.</b> <b>Chamber of Commerce entering into an agreement with BID consultancy to support a Godalming based BID</b>
<b>Action 21</b>	<b>Devolution of Public Assets</b>	
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.		<b>GTC wrote to WBC December 2020, request acknowledged and within WBC work programme</b>
<b>Action 22</b>	<b>Devolution of Public Assets</b>	
GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.		

## Key Dates for Members' Information (Town Events etc.)

Event	Date
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 18 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

Events in red are organised by Godalming Town Council

9. BUDGET 2023/24

In preparation of the 2023/24 budget, known factors were applied such as notified contract increases, energy price increases, staffing structure changes and the 2022/23 staff pay award. This provided the initial base to which were added the costs of the decisions made by the council or its committees over the preceding year(s), such as rebuilding the General Reserve and the Capital Works Programme.

<b>2022/23 Precept</b>	<b>928,755</b>	<b>a</b>
<b>Variations from 2022/23 Base Budget:</b>		
1 Add inflation at 6% & minor adjustments	55,964	
2 Add decrease in SLA revenue (Museum)	6,625	
3 Add increase to Youth Provision	40,000	
4 Less increase to WNC income	-20,000	
5 Add decrease to JBC Members Contribution	-20,000	
6 Add increase to General Reserve	32,500	
7 Add Capital Works Programme	26,500	
8 Less decrease to Grants	-10,000	
<b>TOTAL VARIATION</b>	<b>112,889</b>	<b>b</b>
 <b>2023/24 Budget Requirements (a + b)</b>	 <b>1,041,644</b>	 <b>c</b>
 Total cash increase required	 112,889	
% increase in cash required	12.15%	
 Tax base 2023/24	 9,611.3	 <b>d</b>
Precept per Band D property (= c/d)	£108.38	

The precept requirement for the financial year 2023/24 is £1,041,644 equating to a Band D equivalent increase on 2022/23 of 9.88% which in cash terms is an increase of £9.75 per annum.

Reserves

The balance of the revenue reserve as of 31 March 2023 is estimated to be £342,919. This is below recommended levels of 50% of Precept. Plans have been made to address this over the next two to five years as can be seen by item 6 in the variations above.

The most significant Ear Marked reserve is the Community Infrastructure Levy reserve with a current balance of £241,522. Funds within this reserve must be spent on capital projects within five years of receipt. The Council has approved two applications against this fund to date.

The second largest Ear Marked Reserve is for the maintenance of all the Council's Land & Property with an estimated balance at year end of £126,865.

**Godalming Town Council**  
**Statement of Variation 2023/24**

	£		2024/25	2025/26
Base Budget (net) i.e. Precept 2022/23	928,755		1,041,644	1,182,976
Add inflation (ave 6%) and net minor adjustments	55,964	Add inflation at 8%	83,332	94,638
Add decrease in SLA Revenue (Museum)	6,625	Capital Works Programme	58,000	35,000
Add increase to Youth Provision	40,000			
Less increase in WNC Income	-20,000			
Add decrease in JBC Members Contribution	-18,700			
Add increase to General Reserve	32,500			
Add Capital Works Programme	26,500			
Less decrease in Grants	-10,000			
Estimated Budget Requirement 2023/24	<u>1,041,644</u>		<u>1,182,976</u>	<u>1,312,614</u>
Total increase required	112,889		141,332	129,638
% increase in cash terms	12.15%		13.57%	10.96%
Tax base 2022/23 (Band D Equivalent figure)	9416.7			
Precept per Band D property	£98.63			
Tax base 2023/24 (Band D Equivalent figure)	9611.3		9611.3	9611.3
Precept per Band D property	£108.38		£ 123.08	£ 136.57
Increase per Band D Property	£9.75		£14.70	£13.49
% Increase per Band D Property	9.88%		13.57%	10.96%

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2021 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2022 £
<b>Movement in Reserves to March 31 2022 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	274,583	20,327	27,561		-617	<b>321,854</b>
<b>Sub-total unallocated reserves</b>	<b>274,583</b>					<b>321,854</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	14,602		6,000			<b>20,602</b>
3 Community Infrastructure Levy	40,987		174,961		617	<b>216,565</b>
4 Emerging Projects	58,679		8,530	-15,000		<b>52,209</b>
5 WW1 Memorial	750					<b>750</b>
6 Youth Provision	10,000			-10,000		<b>0</b>
7 Pepperpot Lamp	6,500			-1,225		<b>5,275</b>
8 Land & Property Maintenance	87,806		23,250			<b>111,056</b>
9 Flood Wall Maintenance	2,000		2,000			<b>4,000</b>
10 Afghan Refugees	0		529			<b>529</b>
11 Community Store	20,394		9,901			<b>30,295</b>
12 Farncombe Initiative	3,201			-2,518		<b>683</b>
13 Mayors Expenses	0		280			<b>280</b>
<b>Sub- total Earmarked Reserves</b>	<b>244,919</b>					<b>442,244</b>
<b>Balances</b>	<b>519,501</b>	<b>20,327</b>	<b>253,012</b>	<b>-28,743</b>	<b>0</b>	<b>764,098</b>

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2023 £
<b>BUDGET 2022/23 - Projection of Reserves to March 31 2023 (Balances b/f restated to match actuals at 31/03/22)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	321,854		15,000			<u>336,854</u>
<b>Sub-total unallocated reserves</b>	<u>321,854</u>					<u>336,854</u>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	20,602		6,000			<b>26,602</b>
3 Community Infrastructure Levy	216,565					<b>216,565</b>
4 Emerging Projects	52,209		6,770			<b>58,979</b>
5 WW1 Memorial	750					<b>750</b>
6 Youth Provision	0					<b>0</b>
7 Pepperpot Lamp	5,275					<b>5,275</b>
8 Land & Property Maintenance	111,056		19,125			<b>130,181</b>
9 Flood Wall Maintenance	4,000		2,000			<b>6,000</b>
10 Afghan Refugees	529					<b>529</b>
11 Community Store	30,295					<b>30,295</b>
12 Farncombe Initiative	683					<b>683</b>
13 Mayors Expenses	280					<b>280</b>
	<u>442,244</u>					<u>476,139</u>
<b>Balances</b>	<u><u>764,098</u></u>	<b>0</b>	<u><u>48,895</u></u>	<b>0</b>	<b>0</b>	<u><u>812,993</u></u>

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2023 £
<b>REVISED ESTIMATES 2022/23 - Projection of Reserves to March 31 2023</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	321,854		16,500		4,565	<b>342,919</b> £15k FC 13 Jan 2022 Min 424-21
<b>Sub-total unallocated reserves</b>	<b>321,854</b>					<b>342,919</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	20,602		6,000			<b>26,602</b> £6k FC 13 Jan 2022 Min 424-21
3 Community Infrastructure Levy	216,565		24,957			<b>241,522</b> £6.8k FC 13 Jan 2022 Min 424-21; £4.5k P&M 13 Jan 2022 Min 401-21; £15.5k P&M 13 Jan 2022 Min 402-21; £10.5 P&M 3 Feb 2022 Min 439-21
4 Emerging Projects	52,209		6,770	-30,500		<b>28,479</b>
5 WW1 Memorial	750					<b>750</b>
6 Youth Provision	0					<b>0</b>
7 Pepperpot Lamp	5,275			-710	-4,565	<b>0</b>
8 Land & Property Maintenance	111,056		19,125	-3,316		<b>126,865</b> 19.1kk FC 13 Jan 2022 Min 424-21; £3.3k P&M 10 Mar 2022 Min 498-21
9 Flood Wall Maintenance	4,000		2,000			<b>6,000</b> £2k FC 13 Jan 2022 Min 424-21
10 Afghan Refugees	529					<b>529</b>
11 Community Store	30,295			-30,295		<b>0</b>
12 Farncombe Initiative	683					<b>683</b>
13 Mayors Expenses	280					<b>280</b>
	<b>442,244</b>					<b>431,430</b>
<b>Balances</b>	<b>764,098</b>	<b>0</b>	<b>75,352</b>	<b>-64,821</b>	<b>0</b>	<b>774,348</b>



Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2023 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2024 £
<b>Budget 2022/23 - Projection of Reserves to March 31 2023</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	342,919		50,500			393,419
<b>Sub-total unallocated reserves</b>	<b>342,919</b>					<b>393,419</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	26,602		6,000			32,602
3 Community Infrastructure Levy	241,522					241,522
4 Emerging Projects	28,479		5,000			33,479
5 WW1 Memorial	750					750
6 Youth Provision	0					0
7 Pepperpot Lamp	0					0
8 Land & Property Maintenance	126,865		12,500			139,365
9 Flood Wall Maintenance	6,000					6,000
10 Afghan Refugees	529					529
11 Community Store	0					0
12 Farncombe Initiative	683					683
13 Mayors Expenses	0					0
* Capital Works Programme	0		26,500			26,500
	<b>431,430</b>					<b>481,430</b>
<b>Balances</b>	<b>774,348</b>	<b>0</b>	<b>100,500</b>	<b>0</b>	<b>0</b>	<b>874,848</b>

**GTC Summary Revenue Budget**

2021/22 Actual £		2022/23			Variation	Notes
		2022/23 Budget £	Revised Estimate £	2023/24 Budget £	2021/22 to 2022/23 £	
<b>Employees</b>						
420,300	Direct employee expenses	516,746	558,827	601,335	84,589	2% Award increase budgeted in 2022/23 but actual 4.5% on average; 4% Budgeted Award increase for 2023/24
4,938	Indirect employee expenses	9,800	9,923	9,800	0	
<b>Premises Related Expenditure</b>						
50,587	Repairs, alteration & maintenance of buildings	33,830	60,987	34,800	970	
12,937	Energy costs	15,768	17,472	24,450	8,682	12-month inflation rates for gas and electricity are 28.1% and 18.8% respectively
6,201	Rents	5,070	4,875	5,320	250	
11,086	Rates	19,635	6,330	19,760	125	
2,728	Water services	5,600	994	6,340	740	
0	Fixtures and fittings	1,000	250	1,000	0	
44,051	Cleaning & domestic supplies	53,130	55,518	62,375	9,245	£3k due to new contract for Public Conveniences after existing provider withdrew services. Impact of increased labour costs.
14,380	Grounds maintenance costs	12,900	8,728	11,400	-1,500	Greening Godalming budget reduced as in maintenance mode
1,297	Premises insurance	1,550	1,375	1,550	0	
23,250	Contribution to premises-related provisions	19,125	19,125	12,500	-6,625	SLA for Museum finished
<b>Transport Related Expenditure</b>						
0	Public transport	100	2,326	100	0	
3,202	Car allowances	5,540	5,819	6,220	680	
<b>Supplies &amp; Services</b>						
28,622	Equipment, furniture and materials	12,630	19,593	11,220	-1,410	
562	Catering & Hospitality	1,430	3,337	2,400	970	
1,101	Clothes, uniform & laundry	2,200	4,551	4,000	1,800	In line with staff uniform policy
5,461	Printing, stationery & general office expenses	8,470	9,344	8,650	180	
87,856	Services	70,410	80,539	76,320	5,910	
36,175	Communications & computing	36,839	31,779	34,649	-2,190	Change in way Staycation is advertised
1,010	Expenses	2,400	2,400	2,400	0	
64,030	Grants & Subscriptions	78,860	79,201	70,140	-8,720	£10k reduction in Grants
219,861	Contributions to provisions	31,270	56,227	88,000	56,730	£2k Flood Defence Wall reserve has adequate provision; £32.5 increase to General Reserve, £28.6 increase for Capital Works
4,356	Miscellaneous expenses	7,821	5,482	7,726	-95	
<b>Third Party Payments</b>						
37,690	Godalming Joint Burial Committee	37,743	37,744	19,000	-18,743	JBC contribution reduced due to increased income & planned maintenance completed
<b>Income</b>						
-174,961	Government Grants	0	-24,957	0	0	
-12,591	Other grants, reimbursements & contributions	-1,770	-15,832	-3,000	-1,230	
-164,289	Customer & client receipts	-97,209	-125,971	-108,754	-11,545	
-127	Interest	-60	-1,634	-1,800	-1,740	
-58,518	Recharges	-39,776	-69,302	-43,961	-4,185	
<b>671,195</b>	<b>Net Cost of Services</b>	<b>851,052</b>	<b>845,050</b>	<b>963,940</b>	<b>112,888</b>	
77,703	<b>Capital Financing Costs (Not inc in net cost of Services)</b>	77,700	77,704	77,704	4	
<b>748,898</b>	<b>Net Expenditure (Precept)</b>	<b>928,752</b>	<b>922,754</b>	<b>1,041,644</b>	<b>112,892</b>	
<b>Net Expenditure by Cost Centre</b>						
£		£	£	£	£	
495,678	GTC	551,918	546,448	623,181	71,263	
5,264	Allotments	-530	-826	-710	-180	
879	Bandstand	850	550	850	0	
-1,900	Broadwater Park Youth Service	102,953	127,773	143,970	41,017	
45,556	Christmas Lights	39,050	43,700	43,700	4,650	
18,694	Civic Expenses	17,680	18,262	17,760	80	
-7,236	Festivals & Markets	-3,805	-4,900	-3,432	373	
0	Community Store	0	0	0	0	
71,072	Godalming Museum	66,776	69,042	70,836	4,060	
28,005	Land & Property Other	36,360	35,140	37,600	1,240	
-2,499	Pepperpot	2,779	1,973	4,454	1,675	
3,347	Staycation	4,497	2,914	4,713	216	
-8,995	The Square	-6,750	-9,641	-6,750	0	
17,772	Town Promotion	7,145	8,658	6,735	-410	
1,258	Wilfrid Noyce	32,129	5,957	21,034	-11,095	
4,300	107-9 High Street Capital Works	0	0	0	0	
<b>671,195</b>	<b>Net Cost of Services (excl. Financing Costs)</b>	<b>851,052</b>	<b>845,050</b>	<b>963,941</b>	<b>112,889</b>	

Cost Centre: 101 GTC Office

2021/22 Actual £		2022/23			Variation £
		2022/23 Budget £	Revised Estimate £	2023/24 Budget £	
	<b>Employees</b>				
277571	Direct employee expenses	289620	300700	317160	27540
26890	Salaries	31560	37898	39000	7440
50821	Er's NIC	52500	54915	58200	5700
0	Er's Supn	0	0	0	0
1494	Agency staff & Contractors	3000	4524	3000	0
2217	Indirect employee expenses	1500	1500	1500	0
76	Training	600	250	600	0
	Advertising				
	Other				
	<b>Premises Related Expenditure</b>				
7764	Repairs, alteration & maintenance of buildings	9000	8976	9060	60
2138	Energy costs	3200	3200	3360	160
3441	Rents	2400	2400	2400	0
12048	Rates	12600	0	12600	0
0	Water services	300	300	300	0
0	Fixtures and fittings	0	0	0	0
4376	Cleaning & domestic supplies	5280	5509	8400	3120
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	2500	2500	2500	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
3114	Car allowances	4720	5370	5800	1080
	<b>Supplies &amp; Services</b>				
4185	Equipment, furniture and materials	3500	2431	2000	-1500
258	Catering & Hospitality	300	495	540	240
1084	Clothes, uniform & laundry	1200	3797	3000	1800
4664	Printing, stationery & general office expenses	6490	6376	6610	120
16089	Services	10000	10932	10200	200
2020	Professional Fees	3300	3000	3300	0
8772	Audit fees	9200	9469	9660	460
218	Insurance	360	288	360	0
947	Bank charges	1200	1050	1950	750
2478	Communications & computing	2765	2765	2765	0
10914	postage	9540	9540	11400	1860
4664	telephones	1000	1000	1000	0
1220	computers	0	0	0	0
0	website	4400	0	0	-4400
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
56969	Grants & Subscriptions	70000	70000	60000	-10000
4904	Grants	4600	4600	5400	800
211581	Subscriptions	23270	48227	82000	58730
811	Contributions to provisions	1876	655	1876	0
	Miscellaneous expenses				
	<b>Third Party Payments</b>				
37690	Godalming Joint Burial Committee	37743	37744	19000	-18743
-174961	<b>Income</b>	0	-24957	0	0
-12591	Government Grants	-1770	-10764	0	1770
-38286	Other grants etc	-16000	-16832	-16000	0
-127	Customer & client receipts	-60	-1634	-1800	-1740
-39775	Interest	-39776	-39776	-43960	-4184
	Recharges				
<b>495678</b>	<b>Net Expenditure</b>	<b>551918</b>	<b>546448</b>	<b>623181</b>	<b>71263</b>
<b>77703</b>	<b>Capital Finance Costs (Not included in net costs of Services)</b>	<b>77704</b>	<b>77704</b>	<b>77704</b>	<b>0</b>

2% Award increase budgeted in 2022/23 but actual 4.5% on average; 4% Budgeted Award increase for 2023/24

**Cost Centre: 102 Civic Expenses**

2021/22 Actual £		2022/23 Budget £	2022/23 Revised Estimate £	2022/23 Budget £	Variation £
<b>Employees</b>					
0	Direct employee expenses				
	Salaries	0	473	0	0 Operation London Bridge overtime
0	Er's NIC	0	71	0	0
0	Er's Supn	0	87	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
0	Advertising	0	0	0	0
	Other	0	0	0	0
<b>Premises Related Expenditure</b>					
248	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
2420	Rents	2420	2420	2420	0 WBC Chamber rental
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	151	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
<b>Transport Related Expenditure</b>					
0	Public transport	0	2263	0	0
0	Car allowances	0	0	0	0
<b>Supplies &amp; Services</b>					
663	Equipment, furniture and materials	0	366	0	0
20	Catering & Hospitality	600	273	600	0
0	Clothes, uniform & laundry	500	254	500	0
160	Printing, stationery & general office expenses	800	800	800	0
3345	Services				
	Professional Fees	0	113	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
	telephones	0	0	0	0
3961	computers	2800	1977	2880	80
0	website	0	0	0	0
1315	publicity advert	1200	650	1200	0 Remembrance Parade Advertising
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
920	Mayor's expenses	1200	1200	1200	0
90	Members' training	1200	1200	1200	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
6280	Contributions to provisions	6000	6000	6000	0 £4k General Election; £2k By Election
497	Miscellaneous expenses	960	853	960	0
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-739	0	0
0	Interest	0	0	0	0
-1225	Recharges	0	-150	0	0
<b>18694</b>	<b>Net Expenditure</b>	<b>17680</b>	<b>18262</b>	<b>17760</b>	<b>80</b>

**Cost Centre: 104 Town Promotion**

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation £
£		£	£	£	
<b>Employees</b>					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
700	Agency staff & Contractors	0	0	0	0 Town Wardens
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
<b>Premises Related Expenditure</b>					
254	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	Rents	0	0	250	250
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
278	Cleaning & domestic supplies	300	522	405	105
2827	Grounds maintenance costs	6500	4303	5000	-1500 Greener Godalming
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
<b>Transport Related Expenditure</b>					
0	Public transport	0	13	0	0
0	Car allowances	0	0	0	0
<b>Supplies &amp; Services</b>					
11098	Equipment, furniture and materials	500	2262	500	0
185	Catering & Hospitality	0	1267	0	0
0	Clothes, uniform & laundry	0	0	0	0
209	Printing, stationery & general office expenses	0	283	0	0
2495	Services	500	3000	0	-500
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
2104	publicity advert	2250	4625	2100	-150
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	103	0	0
0	Contributions to provisions	0	0	0	0
1112	Miscellaneous expenses	395	615	600	205
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-472	Customer & client receipts	-3300	-3835	-2120	1180
0	Interest	0	0	0	0
-3018	Recharges	0	-4500	0	0
<b>17772</b>	<b>Net Expenditure</b>	<b>7145</b>	<b>8658</b>	<b>6735</b>	<b>-410</b>

**Cost Centre: 105 Staycation**

2021/22 Actual £		2022/23				Variation £
		2022/23 Budget	Revised Estimate	2022/23 Budget	£	
	<b>Employees</b>					
0	Direct employee expenses	Salaries	152	83	100	-52 Staff time at Green Gala
0		Er's NIC	15	8	15	0
0		Er's Supn	0	15	18	18
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
243	Energy costs		250	0	250	0
180	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		900	1311	1300	400 Staycation Live waste removal
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	<b>Transport Related Expenditure</b>					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	<b>Supplies &amp; Services</b>					
0	Equipment, furniture and materials		520	0	520	0
0	Catering & Hospitality		350	0	0	-350
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
935	Services	Professional Fees	950	1322	1950	1000
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
2300		publicity advert	1500	650	750	-750 12pg reduced to 4pg Advertising
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	170	0	170	0
0	Contributions to provisions		0	0	0	0
64	Miscellaneous expenses		90	0	90	0
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee		0	0	0	0
0	<b>Income</b>	Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-375		Customer & client receipts	-400	-475	-450	-50 Green Gala entrance fees
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
<b>3347</b>	<b>Net Expenditure</b>		<b>4497</b>	<b>2914</b>	<b>4713</b>	<b>216</b>

**Cost Centre: 106 Festivals & Markets**

2021/22			2022/23			
Actual			2022/23	Revised	2022/23	
£			Budget £	Estimate £	Budget £	
					Variation £	
	<b>Employees</b>					
196	Direct employee expenses	Salaries	1090	800	1542	452
19		Er's NIC	164	120	232	68
36		Er's Supn	201	147	284	83
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
420	Cleaning & domestic supplies		600	410	600	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	<b>Transport Related Expenditure</b>					
0	Public transport		0	0	0	0
0	Car allowances		400	200	0	-400
	<b>Supplies &amp; Services</b>					
166	Equipment, furniture and materials		510	510	600	90
93	Catering & Hospitality		180	195	180	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		530	530	530	0
1153	Services	Professional Fees	1650	3245	1650	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
790		publicity advert	3250	2470	3250	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
470		Subscriptions	220	594	600	380
0	Contributions to provisions		0	0	0	0
51	Miscellaneous expenses		1000	809	700	-300
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee		0	0	0	0
	<b>Income</b>					
0		Government Grants	0	0	0	0
0		Other grants etc	0	-1160	0	0
-10630		Customer & client receipts	-13600	-13770	-13600	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
<b>-7236</b>	<b>Net Expenditure</b>		<b>-3805</b>	<b>-4900</b>	<b>-3432</b>	<b>373</b>

**Cost Centre: 108 Christmas Lights**

2021/22		2022/23		2022/23		
Actual		2022/23	Revised	2022/23		
£		Budget	Estimate	Budget	£	Variation
	<b>Employees</b>					
0	Direct employee expenses	0	0	0		0
0	Salaries	0	0	0		0
0	Er's NIC	0	0	0		0
0	Er's Supn	0	0	0		0
0	Agency staff & Contractors	0	0	0		0
0	Indirect employee expenses	0	0	0		0
0	Training	0	0	0		0
0	Advertising	0	0	0		0
0	Other	0	0	0		0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings	0	0	0		0
0	Energy costs	0	0	0		0
0	Rents	0	0	0		0
0	Rates	0	0	0		0
0	Water services	0	0	0		0
0	Fixtures and fittings	0	0	0		0
0	Cleaning & domestic supplies	0	0	0		0
0	Grounds maintenance costs	0	0	0		0
0	Premises insurance	0	0	0		0
0	Contribution to premises-related provisions	0	0	0		0
	<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0		0
0	Car allowances	0	0	0		0
	<b>Supplies &amp; Services</b>					
0	Equipment, furniture and materials	0	0	0		0
0	Catering & Hospitality	0	0	0		0
0	Clothes, uniform & laundry	0	0	0		0
0	Printing, stationery & general office expenses	0	0	0		0
45535	Services	39050	43700	43700		4650
0	Professional Fees	0	0	0		0
0	Audit fees	0	0	0		0
0	Insurance	0	0	0		0
0	bank charges	0	0	0		0
0	Communications & computing	0	0	0		0
0	postage	0	0	0		0
0	telephones	0	0	0		0
0	computers	0	0	0		0
0	website	0	0	0		0
0	publicity advert	0	0	0		0
0	newsletter	0	0	0		0
0	Expenses	0	0	0		0
0	Staff expenses	0	0	0		0
0	Mayor's expenses	0	0	0		0
0	Members' training	0	0	0		0
0	Grants & Subscriptions	0	0	0		0
0	Grants	0	0	0		0
0	Subscriptions	0	0	0		0
0	Contributions to provisions	0	0	0		0
21	Miscellaneous expenses	0	0	0		0
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0		0
	<b>Income</b>					
0	Government Grants	0	0	0		0
0	Other grants etc	0	0	0		0
0	Customer & client receipts	0	0	0		0
0	Interest	0	0	0		0
0	Recharges	0	0	0		0
<b>45556</b>	<b>Net Expenditure</b>	<b>39050</b>	<b>43700</b>	<b>43700</b>		<b>4650</b>



Cost Centre: 201 Broadwater Park Youth Service

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
<b>Employees</b>					
0	Direct employee expenses	70143	80186	91980	21837 New Youth Service
0	Salaries				
0	Er's NIC	3650	6225	8100	4450
0	Er's Supn	3700	11485	16920	13220
0	Agency staff & Contractors	0	0	0	0
330	Indirect employee expenses	2500	2500	2500	0
366	Advertising	1200	500	1200	0
	Other	0	0	0	0
<b>Premises Related Expenditure</b>					
15228	Repairs, alteration & maintenance of buildings	3000	25918	3000	0
2916	Energy costs	3750	4126	4200	450
0	Rents	0	0	0	0
1347	Rates	1400	1347	1400	0
36	Water services	500	340	500	0
0	Fixtures and fittings	0	0	0	0
8335	Cleaning & domestic supplies	9500	11017	10980	1480
2491	Grounds maintenance costs	400	662	400	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
<b>Transport Related Expenditure</b>					
0	Public transport	100	50	100	0
88	Car allowances	100	89	100	0
<b>Supplies &amp; Services</b>					
5641	Equipment, furniture and materials	3000	6261	3000	0
6	Catering & Hospitality	0	1107	1080	1080
17	Clothes, uniform & laundry	500	500	500	0
398	Printing, stationery & general office expenses	350	939	350	0
475	Services	350	485	350	0
0	Professional Fees				
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
548	telephones	960	866	960	0
68	computers	850	1289	900	50
0	website	0	0	0	0
0	publicity advert	0	0	250	250
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
189	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	500	250	500	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	-3908	-3000	-3000
-28379	Customer & client receipts	-6000	-5961	-4800	1200
0	Interest	0	0	0	0
-14500	Recharges	0	-21000	0	0
<b>-1900</b>	<b>Net Expenditure</b>	<b>102953</b>	<b>127773</b>	<b>143970</b>	<b>41017</b>

Cost Centre: 202 The Pepperpot

2021/22 Actual £		2022/23		2022/23		Variation £
		Budget £	Estimate £	Budget £		
	<b>Employees</b>					
0	Direct employee expenses					
	Salaries	0	0	0		0
0	Er's NIC	0	0	0		0
0	Er's Supn	0	0	0		0
0	Agency staff & Contractors	0	0	0		0
0	Indirect employee expenses					
	Training	0	0	0		0
	Advertising	0	0	0		0
	Other	0	0	0		0
	<b>Premises Related Expenditure</b>					
2051	Repairs, alteration & maintenance of buildings	2510	2510	2700		190
1058	Energy costs	1560	2110	2600		1040
0	Rents	0	0	0		0
175	Rates	735	343	760		25
0	Water services	0	0	0		0
0	Fixtures and fittings	0	0	0		0
2332	Cleaning & domestic supplies	3000	3575	3720		720
0	Grounds maintenance costs	0	0	0		0
0	Premises insurance	0	0	0		0
2500	Contribution to premises-related provisions	2500	2500	2500		0
	<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0		0
0	Car allowances	0	0	0		0
	<b>Supplies &amp; Services</b>					
125	Equipment, furniture and materials	600	600	600		0
0	Catering & Hospitality	0	0	0		0
0	Clothes, uniform & laundry	0	0	0		0
0	Printing, stationery & general office expenses	0	0	0		0
0	Services					
	Professional Fees	0	0	0		0
0	Audit fees	0	0	0		0
0	Insurance	0	0	0		0
0	bank charges	0	0	0		0
0	Communications & computing					
	postage	0	0	0		0
485	telephones	504	490	504		0
0	computers	0	0	0		0
0	website	0	0	0		0
0	publicity advert	0	0	0		0
0	newsletter	0	0	0		0
0	Expenses					
	Staff expenses	0	0	0		0
0	Mayor's expenses	0	0	0		0
0	Members' training	0	0	0		0
0	Grants & Subscriptions					
	Grants	0	0	0		0
354	Subscriptions	70	70	70		0
0	Contributions to provisions	0	0	0		0
0	Miscellaneous expenses	0	0	0		0
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0		0
	<b>Income</b>					
0	Government Grants	0	0	0		0
0	Other grants etc	0	0	0		0
-11579	Customer & client receipts	-8700	-9665	-9000		-300
0	Interest	0	0	0		0
0	Recharges	0	-560	0		0
<b>-2499</b>	<b>Net Expenditure</b>	<b>2779</b>	<b>1973</b>	<b>4454</b>		<b>1675</b>

**Cost Centre: 203 The Square**

2021/22			2022/23		
Actual			2022/23	Revised	2022/23
£			Budget	Estimate	Budget
			£	£	£
					Variation
					£
	<b>Employees</b>				
0	Direct employee expenses	Salaries	0	0	0
0		Er's NIC	0	0	0
0		Er's Supn	0	0	0
0		Agency staff & Contractors	0	0	0
0	Indirect employee expenses	Training	0	0	0
0		Advertising	0	0	0
		Other	0	0	0
	<b>Premises Related Expenditure</b>				
0	Repairs, alteration & maintenance of buildings		0	0	0
0	Energy costs		0	0	0
0	Rents		0	0	0
0	Rates		0	0	0
0	Water services		0	0	0
0	Fixtures and fittings		0	0	0
0	Cleaning & domestic supplies		0	0	0
0	Grounds maintenance costs		0	0	0
1297	Premises insurance		1550	1375	1550
0	Contribution to premises-related provisions		0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport		0	0	0
0	Car allowances		0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials		0	0	0
0	Catering & Hospitality		0	0	0
0	Clothes, uniform & laundry		0	0	0
0	Printing, stationery & general office expenses		0	0	0
0	Services	Professional Fees	0	0	0
0		Audit fees	0	0	0
0		Insurance	0	0	0
0		Bank charges	0	0	0
0	Communications & computing	postage	0	0	0
0		telephones	0	0	0
0		computers	0	0	0
0		website	0	0	0
0		publicity advert	0	0	0
0		newsletter	0	0	0
0	Expenses	Staff expenses	0	0	0
0		Mayor's expenses	0	0	0
0		Members' training	0	0	0
0	Grants & Subscriptions	Grants	0	0	0
0		Subscriptions	0	0	0
0	Contributions to provisions		0	0	0
0	Miscellaneous expenses		0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee		0	0	0
	<b>Income</b>				
0		Government Grants	0	0	0
0		Other grants etc	0	0	0
-10292		Customer & client receipts	-8300	-11016	-8300
0		Interest	0	0	0
0		Recharges	0	0	0
<b>-8995</b>	<b>Net Expenditure</b>		<b>-6750</b>	<b>-9641</b>	<b>-6750</b>

**Cost Centre: 204 Allotments**

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	<b>Premises Related Expenditure</b>				
164	Repairs, alteration & maintenance of buildings	300	322	300	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
460	Water services	240	262	260	20
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	430	215	430	0
7114	Grounds maintenance costs	1000	1025	1000	0 Tree & Hedges Works
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
	<b>Income</b>				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-2474	Customer & client receipts	-2500	-2650	-2700	-200
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>5264</b>	<b>Net Expenditure</b>	<b>-530</b>	<b>-826</b>	<b>-710</b>	<b>-180</b>

Cost Centre: 205 Wilfrid Noyce Centre

2021/22			2022/23			
Actual		2022/23	Revised	2022/23		
£		Budget £	Estimate £	Budget £	Variation £	
<b>Employees</b>						
0	Direct employee expenses					
		Salaries	2826	1235	3000	174
0		Er's NIC	425	186	452	27
0		Er's Supn	520	227	552	32
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses					
		Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
<b>Premises Related Expenditure</b>						
9921	Repairs, alteration & maintenance of buildings		10800	13407	11340	540
5598	Energy costs		5808	7072	12720	6912
160	Rents		250	55	250	0
1184	Rates		4900	4640	5000	100
976	Water services		1320	-2075	2040	720
0	Fixtures and fittings		0	0	0	0
15794	Cleaning & domestic supplies		18600	18288	18900	300
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
<b>Supplies &amp; Services</b>						
2888	Equipment, furniture and materials		4000	2000	4000	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
1600	Services		1650	1400	1650	0 Xmas Lights
0		Professional Fees				
		Audit fees	0	0	0	0
		Insurance	0	0	0	0
		bank charges	0	0	0	0
0	Communications & computing		0	0	0	0
		postage	0	0	0	0
786		telephones	780	1170	780	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses		0	0	0	0
		Staff expenses	0	0	0	0
		Mayor's expenses	0	0	0	0
		Members' training	0	0	0	0
0	Grants & Subscriptions		0	0	0	0
		Grants	0	0	0	0
618		Subscriptions	550	644	650	100
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		1200	500	1200	0
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee		0	0	0	0
<b>Income</b>						
0		Government Grants	0	0	0	0
		Other grants etc	0	0	0	0
-40767		Customer & client receipts	-24000	-45292	-44000	-20000
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
<b>1258</b>	<b>Net Expenditure</b>		<b>32129</b>	<b>5957</b>	<b>21034</b>	<b>-11095</b>

**Cost Centre: 206 Bandstand**

2021/22			2022/23		2022/23		
Actual			2022/23	Revised	2022/23		
£			Budget	Estimate	Budget	£	Variation
	<b>Employees</b>						
0	Direct employee expenses	Salaries	0	0	0		0
0		Er's NIC	0	0	0		0
0		Er's Supn	0	0	0		0
0		Agency staff & Contractors	0	0	0		0
0	Indirect employee expenses	Training	0	0	0		0
0		Advertising	0	0	0		0
		Other	0	0	0		0
	<b>Premises Related Expenditure</b>						
313	Repairs, alteration & maintenance of buildings		600	265	600		0
0	Energy costs		0	240	0		0
0	Rents		0	0	0		0
0	Rates		0	0	0		0
0	Water services		0	0	0		0
0	Fixtures and fittings		0	0	0		0
88	Cleaning & domestic supplies		0	0	0		0
0	Grounds maintenance costs		0	0	0		0
0	Premises insurance		0	0	0		0
0	Contribution to premises-related provisions		0	0	0		0
	<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0		0
0	Car allowances		0	0	0		0
	<b>Supplies &amp; Services</b>						
72	Equipment, furniture and materials		0	0	0		0
0	Catering & Hospitality		0	0	0		0
0	Clothes, uniform & laundry		0	0	0		0
0	Printing, stationery & general office expenses		0	0	0		0
0	Services	Professional Fees	0	0	0		0
0		Audit fees	0	0	0		0
0		Insurance	0	0	0		0
0		bank charges	0	0	0		0
0	Communications & computing	postage	0	0	0		0
0		telephones	0	0	0		0
0		computers	0	0	0		0
0		website	0	0	0		0
0		publicity advert	0	0	0		0
0		newsletter	0	0	0		0
0	Expenses	Staff expenses	0	0	0		0
0		Mayor's expenses	0	0	0		0
0		Members' training	0	0	0		0
0	Grants & Subscriptions	Grants	0	0	0		0
406		Subscriptions	250	70	250		0
0	Contributions to provisions		0	0	0		0
0	Miscellaneous expenses		0	0	0		0
	<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee						0
	<b>Income</b>						
0		Government Grants	0	0	0		0
0		Other grants etc	0	0	0		0
0		Customer & client receipts	0	-25	0		0
0		Interest	0	0	0		0
0		Recharges	0	0	0		0
<b>879</b>	<b>Net Expenditure</b>		<b>850</b>	<b>550</b>	<b>850</b>		<b>0</b>

2021/22		2022/23		2022/23		2022/23			
Actual		Budget	Revised	Budget	Variation	Account Code			
£		£	£	£	£				
<b>Cost Centre: 207 Museum</b>									
<b>Employees</b>									
51209	Direct employee expenses		Salaries	46380	45811	48720	2340	4001	
4254			Er's NIC	5520	5048	6060	540	4002	
8604			Er's Supn	8280	7207	9000	720	4003	
0			Agency staff & Contractors	0	5900	0	0	4005	
0	Indirect employee expenses		Training	1000	500	1000	0	4011	
135			Advertising	0	149	0	0	4012	
320			Other	0	0	0	0	4013	
<b>Premises Related Expenditure</b>									
5057	Repairs, alteration & maintenance of buildings	2520		2184		2700	180	4101/4102/4103/4164	
0	Energy costs	0		-267		0	0	4111	
0	Rents	0		0		0	0	4121	
0	Rates	0		0		0	0	4131	
0	Water services	0		0		0	0	4141	
0	Fixtures and fittings	0		0		0	0	4151	
240	Cleaning & domestic supplies	0		0		0	0	4161/4162/4163	
0	Grounds maintenance costs	0		0		0	0	4171	
0	Premises insurance	0		0		0	0	4181	
13250	Contribution to premises-related provisions	6625		6625		0	-6625	5101	SLA for Museum drops from 1 Oct 2020
<b>Transport Related Expenditure</b>									
0	Public transport	0		0		0	0	4201	
0	Car allowances	320		160		320	0	4202/4203/4204/4205	
<b>Supplies &amp; Services</b>									
2074	Equipment, furniture and materials	0		0		0	0	4301/4302/4303	
0	Catering & Hospitality	0		0		0	0	4304	
0	Clothes, uniform & laundry	0		0		0	0	4305	
30	Printing, stationery & general office expenses	300		416		360	60	4306/4307/4308	
0	Services		Professional Fees	0		0	0	4311/4312/4313	
0			Audit fees	0		0	0	4314	
3219		3400	Insurance	3400	3361	3500	100	4315	
0			bank charges	0		0	0	4321	
748	Communications & computing	960		960		960	0	4322	Previously absorbed in Office postage
167		180	postage	180	180	180	0	4323/4324	
2680		2700	telephones	2700	2097	2820	120	4325	
0			computers	0		0	0	4326	
0			website	0		0	0	4327	
0			publicity advert	0		0	0	4331	
0			newsletter	0		0	0		
0	Expenses		Staff expenses	0		0	0		
0			Mayor's expenses	0		0	0	4332	
0			Members' training	0		0	0	4333/4334	
0	Grants & Subscriptions		Grants	0		0	0	4341	
120		3000	Subscriptions	3000	3120	3000	0	4342/4343	SMCC Partnership
0	Contributions to provisions	0		0		0	0	5102	
0	Miscellaneous expenses	0		0		0	0	4900	
<b>Third Party Payments</b>									
0	Godalming Joint Burial Committee						0	4401	
<b>Income</b>									
0			Government Grants	0		0	0	1101	
0			Other grants etc	0		0	0	1201/1202/1203/1204	
-21035		-14409	Customer & client receipts	-14409	-14409	-7784	6625	1301/1303/1304	SLA for Museum drops from 1 Oct 2020
0			Interest	0		0	0	1401	
0			Recharges	0		0	0	1501/1502	
<b>71072</b>	<b>Net Expenditure</b>	<b>66776</b>		<b>69042</b>		<b>70836</b>	<b>4060</b>		

Cost Centre: 208 Land & Property Other

2021/22 Actual £		2022/23 Budget £	2022/23 Revised Estimate £	2022/23 Budget £	Variation £	
<b>Employees</b>						
0	Direct employee expenses	Salaries	0	0	0	
0		Er's NIC	0	0	0	
0		Er's Supn	0	0	0	
0		Agency staff & Contractors	0	0	0	
0	Indirect employee expenses	Training	0	0	0	
0		Advertising	0	0	0	
		Other	0	0	0	
<b>Premises Related Expenditure</b>						
5287	Repairs, alteration & maintenance of buildings		5100	7405	5100	0
984	Energy costs		1200	991	1320	120
0	Rents		0	0	0	0
-3668	Rates		0	0	0	0 NNDR refund as no longer tax
1256	Water services		3240	2167	3240	0
0	Fixtures and fittings		1000	250	1000	0
12188	Cleaning & domestic supplies		14520	14520	17640	3120
1948	Grounds maintenance costs		5000	2738	5000	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
<b>Supplies &amp; Services</b>						
1710	Equipment, furniture and materials		0	5163	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
2000	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	224	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	0	0	0	0
2000	Contributions to provisions		2000	2000	0	-2000 Flood Wall Maintenance
1800	Miscellaneous expenses		1800	1800	1800	0
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee		0	0	0	0
<b>Income</b>						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
0		Customer & client receipts	0	-1302	0	0
0		Interest	0	0	0	0
0		Recharges	0	-3316	0	0
<b>28005</b>	<b>Net Expenditure</b>		<b>36360</b>	<b>35140</b>	<b>37600</b>	<b>1240</b>



# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

**SITE ADDRESS:**

Bridge Road,  
Godalming,  
Surrey,  
GU7 3DT

**FOR:**

Godalming Town Council

**DATED:**

Monday 17<sup>th</sup> October  
2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GTC/Bridge Rd/2022.

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

A small patch of land running parallel to the River Wey. There is a public footpath between the surveyed trees and Godalming United Church which leads to a large open field.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map, and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works.

Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 13<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 10 (T10).

## Comments:

In general, the trees on this site are in reasonable condition, with the previously recommended tree work implemented, there is very little work required. All of the specified work is to be completed within 2 years of the survey date. The tree survey schedule details the work recommendations and when the work should be carried out. The work priorities are highlighted in green for within one year and orange for within two years.

Whilst on site one of the church staff approached us and mentioned that the path which runs adjacent to the river, currently encroaches onto their land. They would like to see the vegetation removed in the area and the path reinstated off their land. Thus, the recommendation to clear the vegetation within the area of the surveyed trees, with only minor works necessary. This will also help with future inspections and should be checked 2 months prior to our next inspection and if required, the area cleared of vegetation once again to ensure that a visual assessment of the trees' rooting area and lower stem can be achieved.

## Tree work recommendations:

All work recommendations will be detailed in the survey schedule.

All the work is spread over a two-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be conducted to meet current B.S. 3998 2010, or it is superseded release, to a minimum. The work should be conducted by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 2m section removed from ground level upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be conducted.

The purpose of conducting these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained.

Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required.

As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet.

We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of conducting this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



Planting Schemes



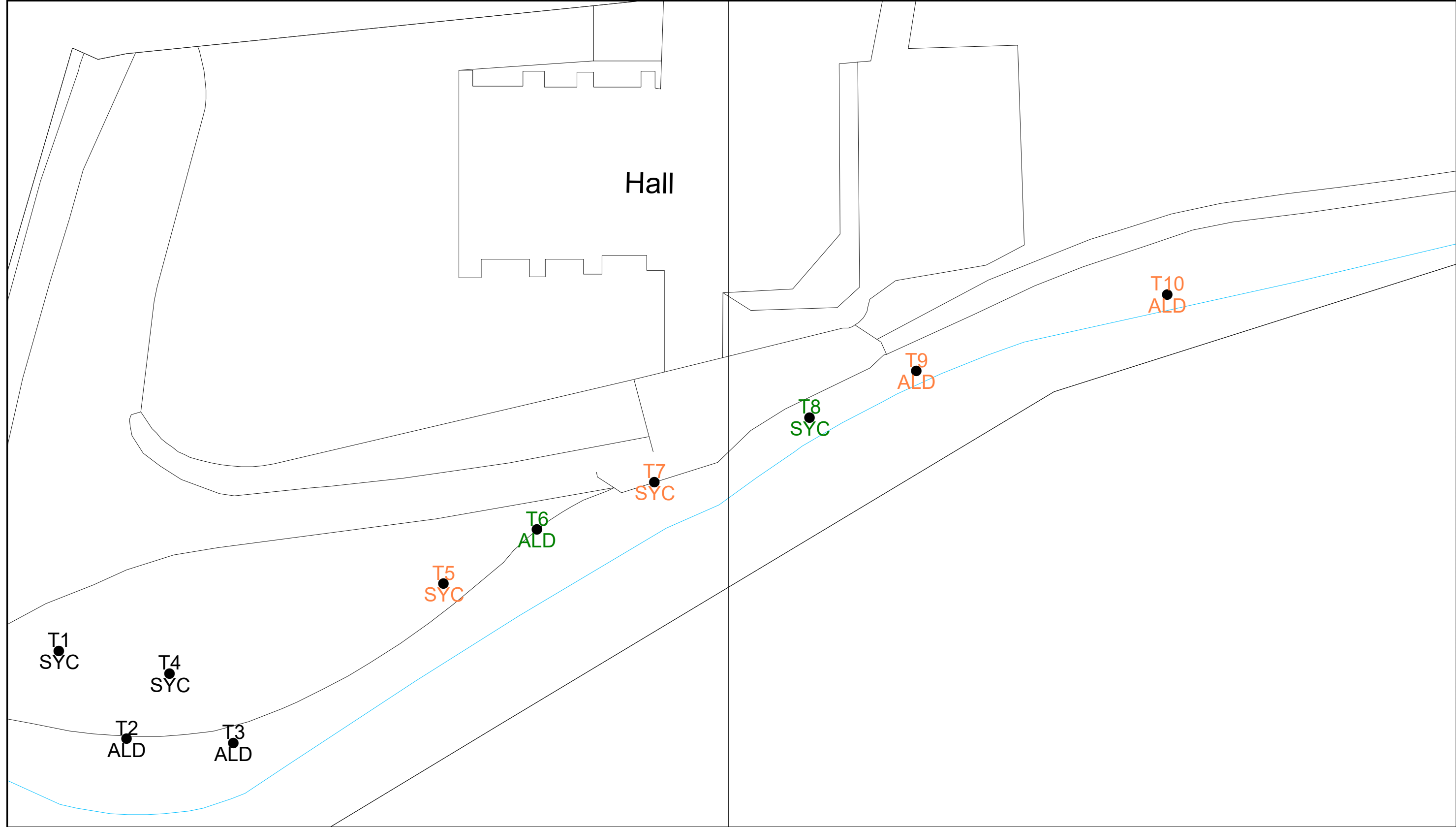
Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	Sycamore (Acer pseudoplatanus)	SYC	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Weak Forks; Rubbing branches,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork,</p> <p>Roots - Restricted root development area</p>	Average	None		Located in vegetation area between footpath and the river. Main stem forks at 2m with a weak fork union. Tree has a slight bias towards the bridge and highway.	18 months	13.10.22	GTC
T2	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Weak Forks; Biased Crown,</p> <p>Stem - Twin Stemmed tree; Slight Lean; Decaying old pruning wounds,</p> <p>Roots - Located on a bank</p>	Average	None		Located at the edge of the river bank. twin stemmed at ground level with biased lean and crown spread over the river. Works have been implemented revealing no visual defects.	18 months	13.10.22	GTC
T3	Common Alder (Alnus glutinosa)	ALD	Early Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Low branches over vegetation; Weak Forks,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation,</p> <p>Roots - Located on a bank</p>	Average	None		Located in vegetation area within 1.5m of the riverbank. Main stem forks at 0.5m into multi stemmed tree. Ivy removal has revealed no further visual defects.	18 months	13.10.22	GTC
T4	Sycamore (Acer pseudoplatanus)	SYC	Early Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood,</p> <p>Stem - Single stemmed tree.; No visual Defect,</p> <p>Roots - No visual damage</p>	Good	None		Located in dense vegetation area with other trees of partially uprooted nature under this tree. Would be advantageous to remove a lot of this understory vegetation to allow it to regenerate.	18 months	13.10.22	GTC
T5	Sycamore (Acer pseudoplatanus)	SYC	Early Mature	Small	<p>Leaf Condition - Normal,</p> <p>Branches - Low branches over vegetation,</p> <p>Stem - Multi Stemmed Tree,</p> <p>Roots - Dense vegetation preventing full inspection</p>	Average	Remove understory vegetation around trees base	Within 2 years	Located in very dense vegetation near the riverbank edge. Some partial clearance the understory vegetation has been undertaken but advantageous to remove the remaining to allow for a better inspection within 2 months of next inspection date. Previously uprooted tree at the base of this one which is heavily covered in vegetation.	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T6	Common Alder (Alnus glutinosa)	ALD	Early Mature	Medium	<p>Leaf Condition - Normal, Branches - Low Branches over grassed area; Low branches over vegetation; Dense crown; Ivy preventing full inspection,</p> <p>Stem - Weak Bifurcation; Multi Stemmed Tree; Slight Lean; Acute Lean; Ivy preventing full inspection; Severed ivy; Severed ivy still prevents full inspection; Decaying Cavities; Decaying old pruning wounds,</p> <p>Roots - Dense vegetation preventing full inspection; Located on a bank</p>	Poor	Coppice	Within 1 year	Tree located on bank of river. 1 stem has an acute lean over the river. Ivy has been severed up to 2m from ground level but still obscure stem above this point. The removal of the ivy and understory vegetation has a build a large cavity at it's base as well as a suspected decaying cavity at 2m on the stem over the river. Tree should be coppiced to 1m above ground level.	18 months	13.10.22	GTC
T7	Sycamore (Acer pseudoplatanus)	SYC	Early Mature	Small	<p>Leaf Condition - Normal, Branches - Low branches over vegetation; Ivy preventing full inspection,</p> <p>Stem - Single stemmed tree.; Severed ivy still prevents full inspection; Severed ivy,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection</p>	Average	Remove understory vegetation around trees base	Within 2 years	Tree located by river bank and old gate. Ivy has been previously severed up to a height of 2m but obscures the stem above this. Basal area includes dead stems which will need to be removed as part of the understory clearance to give good visual assessment.	18 months	13.10.22	GTC
T8	Sycamore (Acer pseudoplatanus)	SYC	Mature	Large	<p>Leaf Condition - Normal, Branches - Low branches over vegetation; Ivy preventing full inspection; Rubbing branches; Weak Forks,</p> <p>Stem - Twin Stemmed tree; Slight Lean; Ivy preventing full inspection; Weak Bifurcation,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection</p>	Average	<p>Remove understory vegetation around trees base; Remove ivy to 4m from ground level; Remove secondary stem close to river bank</p>	Within 1 year	Tree located by riverbank and church building. Tree has a secondary stem at ground level over the river which should be removed. Ivy prevents full inspection of possible defects. Basal clearance needs to be of 1m of in radius at least, to give good visual clearance of the basal area of the tree.	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T9	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Low branches over vegetation; Low Branches over footpath; Dense crown,</p> <p>Stem - Slight Lean; Single stemmed tree.; Ivy preventing full inspection,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection</p>	Average	<p>Crown lift to 3.5m; Remove ivy to 4m from ground level; Sever ivy; Remove understory vegetation around trees base</p>	Within 2 years	Tree located by river bank and church patio. Tree has a slight lean over the river with low branches over the river and footpath. Basic clearance needs to be at least 1m radius from the tree to give good visual clearance for inspection.	18 months	13.10.22	GTC
T10	Common Alder (Alnus glutinosa); Ash (Common) (Fraxinus excelsior)	ALD	Mature	Medium	<p>Leaf Condition - Normal; Ash dieback infection,</p> <p>Branches - Low branches over vegetation; Rubbing branches,</p> <p>Stem - Multi Stemmed Tree; Ivy preventing full inspection,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection</p>	Average	<p>Crown lift to 2.5m; Sever ivy; Remove ivy to 4m from ground level; Remove understory vegetation around trees base</p>	Within 2 years	Tree located by river bank, 4 stems approximately 1m apart. Ivy and basal vegetation prevents full inspection. All vegetation within 5m of this tree should be removed to give good visual clearance to all trees.	18 months	13.10.22	GTC



Tel: 07415115010		E: info@smwconsultancy.co.uk	
			
<b>SMW (Tree) Consultancy Ltd</b> Health & safety Arboricultural survey map for Godalming Town Council at Bridge Rd, Godalming, Surrey, GU7 3DT			
SCALE :	DATE :		
1 : 200 @ A3	17/10/2022		
MAP FILENAME : SMW/TS/H&S/GTC/Bridge Rd/2022			
<small>Map data shown may contain Ordnance Survey © products supplied by          Pear Technology Services Ltd; Email: info@peartechnology.co.uk          © Crown Copyright and database rights from date shown above          Ordnance Survey © licence number 100023148</small>			



# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

**SITE ADDRESS:**

Broadwater Park,  
Summers Rd,  
Farncombe,  
Godalming,  
GU7 3BB

**FOR:**

Godalming Town Council

**DATED:**

Tuesday 18<sup>th</sup> October 2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GTC/Broadwater Pk/2022.

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

The site is based around the community centre and its car park. The site borders private residential property, Waverley countryside ranger’s office and Broadwater School.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map, and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works.

Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 13<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 25 (T25). Two trees T2 and T3 have been removed, which was

not part of our recommendations, though we suspect that this was due to damage to the wall from the trees.

## Comments:

To ease with the identification of the urgent and priority works they have been highlighted on the spreadsheet, blue for within 6 months, green for within one year.

In general the trees on this site require very little remedial work as this has been implemented from the previous survey's work recommendations. Thus, the condition of the majority of trees has improved. All of the Ivy has been removed which has allowed for a full visual inspection of the trees. This should be carried out on an annual basis in order for the ivy to be clear of the stem at the time of the next inspection, 18 months from the date of this report. On most trees the ivy removal did not reveal any significant visual defects, with the exception of T20 which has a weak bifurcation at 5m and thus will require the below action.

## Tree work recommendations:

T20 has been recommended for work to be completed within 6 months, all other trees require work within 1 year or no work required. Please see survey spreadsheet for more information.

Tree ID	Species	Action	Priority	Comments
T20	Beech ( <i>Fagus sylvatica</i> )	Reduce overall crown by (See Comments)	Within 6 months	Tree located close to car parking area by boundary fence to school field. Tree has a significant weak bifurcation at 5m. Reduce height by 3m from 15m to 12m and reduce lateral limbs on south west side by 3-4m to give south western crown spread of 5m.

Due to the weight loading of the large limbs of this tree on the weak bifurcation, we recommend that the tree is reduced in height by 3m, from 15m to a final height of 12m, and its crown spread to the south west reduced by 3-4m from 8m to a final crown spread to the south west of 5m.

All work recommendations will be detailed in the survey schedule.

All the work is spread over a one-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

If any trees are within third party ownership, then it is recommended that they be contacted for permission to carry out any tree work before commencement.

A copy of this report should be made available to the tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 3m section removed from ground level

upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out. The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained. Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required. As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet. We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd

## Pest and disease information

As this site contains oak trees, we need to bring to your attention a pest which you need to be aware of.

### Oak Processionary Moth (*Thaumetopoea processionea*).

This can be found on most species of Oak and Sweet Chestnut. The hairs on the caterpillars are an extreme irritant to human skin and exacerbate respiratory issues.

The caterpillars emerge from branch tips at the end of April and throughout their life cycle of 5 months can release these hairs which contain the toxin.

At present the spread of these moths has been restricted to a radius of 50 miles from London but is likely to expand annually.

Please see the attached information sheet providing more details. If you have concerns over a possible infection, please contact us urgently so that we can provide the necessary assistance.

 **Forestry Commission****Pest Alert**

# Help us eradicate this pest

## Oak processionary moth



Caterpillars of the oak processionary moth – named after their habit of forming ‘nose-to-tail’ processions.

The oak processionary moth (*Thaumetopoea processionea*), a native of mainland Europe, is breeding on oak trees in Brent, Ealing, Hounslow and Richmond boroughs. Its caterpillars feed on oak leaves and produce silken nests on the trunks and branches of affected trees. As well as seriously damaging trees, the caterpillars can pose a risk to human and animal health.



© Forest Research Ltd. The London Borough of Hounslow

A silken nest on the trunk of an oak tree

The tiny hairs from the caterpillar can be blown on the wind and lead to itching skin lesions and, less commonly, sore throats and eye problems. You are advised not to touch the caterpillar or a nest, even an empty nest. If you think you may have been exposed and have an itching skin rash and/or conjunctivitis or other symptoms, contact your GP, or call NHS Direct on 0845 4647.

If you think you have seen the caterpillars or one of their nests/webs, contact one of the following authorities with exact details of the location.

- In Ealing: call 020 8825 5000 or e-mail [trees@ealing.gov.uk](mailto:trees@ealing.gov.uk)
- In Richmond upon Thames: call 0845 612 2660 or e-mail [trees@richmond.gov.uk](mailto:trees@richmond.gov.uk)
- In Hounslow: call 020 8583 5555 or e-mail [streetcare@hounslow.gov.uk](mailto:streetcare@hounslow.gov.uk)
- In Brent: call 020 8937 5050 or e-mail [gary.rimmer@brent.gov.uk](mailto:gary.rimmer@brent.gov.uk)

Sightings can also be reported to Forest Research (01420 22255) or e-mail [christine.tilbury@forestry.gsi.gov.uk](mailto:christine.tilbury@forestry.gsi.gov.uk)

You can send us a digital photograph with your report.

**IT IS IMPORTANT THAT YOU:**

**DO NOT** touch the caterpillars or the nests.

**DO NOT** try to deal with them yourself. Effective treatment of the moth requires specialist expertise and careful timing. Contact with nests or caterpillars can endanger your health.

**WARN** children not to touch caterpillars or nests.

**KEEP** pets away.

For more information visit: [www.forestresearch.gov.uk/oakprocessionarymoth](http://www.forestresearch.gov.uk/oakprocessionarymoth)  
or call: 0845 FORESTS (0845 367 3787)





Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	Blackthorn (Prunus spinosa)	BTH	Early Mature	Small	Leaf Condition - Normal,  Branches - Minor deadwood; Rubbing branches; Biased Crown; Dense crown,  Stem - Multi Stemmed Tree; Wall obscuring stem inspection,	Average	None		Tree located in private property by boundary wall. Branches have been pruned to give 2m clearance to the building.	18 months	13.10.22	Private
T2	Portuguese Laurel (Prunus lusitanica)	PLAU	Early Mature	Small	Leaf Condition - Removed,  Branches - Removed,  Stem - Removed,  Roots - Removed	Removed	None		Tree has been removed.		13.10.22	GTC
T3	Sycamore (Acer pseudoplatanus)	SYC	Early Mature	Small	Leaf Condition - Removed,  Branches - Removed,  Stem - Removed,  Roots - Restricted root development area	Removed	None		Tree has been removed.		13.10.22	GTC
T4	Sycamore (Acer pseudoplatanus);  Ash (Common) (Fraxinus excelsior)	SYC	Early Mature	Medium	Leaf Condition - Normal,  Branches - Minor deadwood; Low Branches over grassed area,  Stem - Multi Stemmed Tree; Old pruning wounds; Slight Lean; Severed ivy; Severed ivy still prevents inspection,  Roots - Restricted root development area; Sucker growth	Average	Crown lift to 3.5m; Remove sucker growth	Within 1 year	Trees located between car park and school field, by boundary fence. Tree is multi-stemmed at 0.5m of 3 stems. Two stems have been removed as per instruction. Two stems have slight lean over school fields, other over car parking area. Evidence of previous stem failure which may have resulted in some root decay but unable to inspect due to sucker growth.	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T5	English Oak (Quercus robur)	EO	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood; Decaying Old Pruning wounds; Low Branches over grassed area; Ivy preventing full inspection; Biased Crown; Major deadwood.,</p> <p>Stem - Decaying Cavities; Decaying old pruning wounds; Single stemmed tree.; Slight Lean; Severed ivy still prevents inspection; Severed ivy,</p> <p>Roots - Restricted root development area</p>	Average	Remove Major deadwood; Crown lift to 3.5m	Within 1 year	Tree located between car park and school field by boundary fence. Tree has several old pruning wounds throughout the crown and on the stem with one exuding wound with possible decay on car park side at 3m, which will need monitoring. Major deadwood now appearing in the crown which indicates possible decline.	18 months	13.10.22	GTC
T6	Beech (Fagus sylvatica)	BE	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Weak Forks; Rubbing branches; Biased Crown,</p> <p>Stem - Single stemmed tree.; Decaying old pruning wounds; Weak Bifurcation; Slight Lean; Old pruning wounds,</p>	Average	None		Tree located between car park and school field by corner of boundary fence. Tree is biased over the school field and main stem forks at 4m with weak fork union. Rubbing branches should be retained for structural support. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T7	Beech (Fagus sylvatica)	BE	Early Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood; Biased Crown,</p> <p>Stem - Single stemmed tree.; Slight Lean; Old pruning wounds,</p> <p>Roots - Restricted root development area</p>	Average	None		Tree located between car park and school field. Tree is heavily suppressed by other trees in proximity. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T8	Beech (Fagus sylvatica)	BE	Early Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Minor deadwood, Stem - Slight Lean; Weak Bifurcation; Old pruning wounds,	Average	None		Tree located between car park and school field by boundary fence. Tree has a slight lean and biased crown over the school field. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T9	Beech (Fagus sylvatica)	BE	Early Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; low branches over wall, fence; Rubbing branches; Biased Crown, Stem - Fluted Depression; Single stemmed tree.; Slight Lean; Old pruning wounds,	Average	None		Tree located between car park and school field by boundary fence. Tree is heavily suppressed by adjacent trees with biased crown and slight lean over school field. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T10	Beech (Fagus sylvatica)	BE	Early Mature	Small	Leaf Condition - Normal, Branches - Low Branches over grassed area; Biased Crown, Stem - Single stemmed tree.; Slight Lean; Severed ivy still prevents inspection; Severed ivy,	Average	None		Tree located between car park and school field by boundary fence. tree is biased over boundary fence and school field. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T11	Beech (Fagus sylvatica)	BE	Mature	Medium	Leaf Condition - Normal, Branches - Minor deadwood; Low Branches over grassed area; Biased Crown; Poor pruning stobs, Stem - Single stemmed tree.; Fluted Depression; Weak Bifurcation; Included Bark fork; Severed ivy; Severed ivy still prevents inspection,	Average	None		Tree located between car park and grass area of school field. Main stem forks at 2.5m with weak bifurcation into biased crown over school field. Removed tree 1m from the base has significant honey fungus fruiting bodies. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC





Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T12	Beech (Fagus sylvatica)	BE	Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown, Stem - Single stemmed tree.; Severed ivy; Severed ivy still prevents inspection, Roots - Restricted root development area	Average	None		Tree located by car park and school field. Severed ivy still obscuring full inspection. However, works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T13	Beech (Fagus sylvatica)	BE	Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Poor pruning stobs; Biased Crown; Rubbing branches; Ivy preventing full inspection, Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Old pruning wounds; Severed ivy; Severed ivy still prevents inspection, Roots - Restricted root development area	Average	None		Tree located by boundary fence to school field. Main stem forks at 6m with weak bifurcation, into compact crown with bias over car parking area. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T14	Beech (Fagus sylvatica)	BE	Early Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Biased Crown, Stem - Single stemmed tree.; Slight Lean; Severed ivy still prevents inspection; Severed ivy,	Average	None		Tree located by boundary fence to school field, in grass area. Tree is heavily suppressed by adjacent trees and has a biased crown and slight lean towards the school field. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T15	Beech (Fagus sylvatica)	BE	Mature	Medium	<p>Leaf Condition - 75% coverage,</p> <p>Branches - Low Branches over grassed area; Biased Crown; Poor pruning stobs,</p> <p>Stem - Single stemmed tree.; Ivy preventing full inspection; Severed ivy; Severed ivy still prevents inspection,</p> <p>Roots - Restricted root development</p>	Declining	None		Tree located between car park and school field in grass area. Tree has defoliated earlier than other trees in this row but no visible reason as to why.	18 months	13.10.22	GTC
T16	Beech (Fagus sylvatica)	BE	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood; low branches over wall, fence; Biased Crown,</p> <p>Stem - Single stemmed tree.; Slight Lean; Old pruning wounds; Severed ivy; Severed ivy still prevents inspection; Epicormic growth,</p>	Average	None		Tree located between grassed area and boundary fence. Crown biased over car park and slight lean in the same direction. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC
T17	Beech (Fagus sylvatica)	BE	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Rubbing branches; Biased Crown,</p> <p>Stem - Single stemmed tree.; Old pruning wounds,</p> <p>Roots - Restricted root development area</p>	Average	None		Tree located between car park and school field, 1m from corner of car park. Work has been implemented.	18 months	13.10.22	GTC
T18	Beech (Fagus sylvatica)	BE	Early Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - low branches over wall, fence; Biased Crown,</p> <p>Stem - Single stemmed tree.; Slight Lean; Old pruning wounds; Severed ivy; Severed ivy still prevents inspection,</p>	Average	None		Three located between car park area and school field tree has a slightly over school field and biased crown in the same direction. Works have been implemented revealing no further significant visual defects.	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T19	Beech (Fagus sylvatica)	BE	Mature	Medium	Leaf Condition - Normal, Branches - low branches over wall, fence; Minor deadwood, Stem - Single stemmed tree.; Old pruning wounds, Roots - Restricted root development	Average	None		Tree located on the corner of car parking area by boundary fence to school field. Tree has a wide spreading crown with some deadwood, but not a hazard at present.	18 months	13.10.22	GTC
T20	Beech (Fagus sylvatica)	BE	Mature	Medium	Leaf Condition - Normal, Branches - Rubbing branches; Weak Forks; Biased Crown; Minor deadwood; Major deadwood., Stem - Single stemmed tree.; Old pruning wounds; Weak Bifurcation; Included Bark fork,	Average	Reduce overall crown by (See Comments)	Within 6 months	Tree located close to car parking area by boundary fence to school field. Tree has a significant weak bifurcation at 5m. Reduce height by 3m from 15m to 12m and reduce lateral limbs on south west side by 3-4m to give south western crown spread of 5m.	18 months	13.10.22	GTC
T21	Beech (Fagus sylvatica)	BE	Early Mature	Medium	Leaf Condition - Normal, Branches - Rubbing branches; Biased Crown, Stem - Epicormic growth; Weak Bifurcation; Single stemmed tree., Roots - Restricted root development area	Average	None		Tree located by car parking area and school field by boundary fence. Main stem forks at 1m into slightly biased crown to the west.	18 months	13.10.22	GTC
T22	Beech (Fagus sylvatica)	BE	Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Minor deadwood; Biased Crown, Stem - Single stemmed tree.; Weak Bifurcation; Old pruning wounds; Severed ivy; Severed ivy still prevents inspection, Roots - Restricted root development area	Average	Crown lift to 3.0m over grassed area	Within 1 year	Tree located by boundary fence to school field. Tree has a wide spreading crown both over field and car park. Some ivy on the main stem which still obscures the stem for inspection. Crown lift over sports field area to 3m.	18 months	13.10.22	GTC

BLUE HIGHLIGHTED TEXT  
 GREEN HIGHLIGHTED TEXT

COMPLETED WITHIN 6 MONTHS  
 COMPLETED WITHIN ONE YEAR



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T23	Beech (Fagus sylvatica)	BE	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Close to building/Structure,</p> <p>Stem - Single stemmed tree.; Ivy preventing full inspection; Old pruning wounds; Included Bark fork; Weak Bifurcation,</p> <p>Roots - Restricted root development area</p>	Average	Shorten the branches by (See Comments); Reduce secondary stem	Within 1 year	Last tree of boundary row, between car park and school field. Main stem forks at 2m into wide spreading crown and biased over school field and adjacent wooden structure. Secondary stem towards sports field with weak included bark fork formation requires a reduction by 3m in both width and height to a final height of 12m and final width to the North-East of 6m.	18 months	13.10.22	GTC
T25	Norway Maple (Acer platanoides)	NM	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood; Damaged Branches; Interfering with services; Biased Crown; Previously shortened branches,</p> <p>Stem - Single stemmed tree.; Old pruning wounds,</p> <p>Roots - Surface root damage; Restricted root development area</p>	Average	Remove damaged branches; Clear service cables by 1m	Within 1 year	Tree located by entrance road to community centre, in small vegetation area. Tree is slightly biased towards brick wall, which is approximately 3.5m away from the tree. Remove damaged branch in the central crown towards the South-West.	18 months	13.10.22	GTC

Tel: 07415115010 E: info@smwconsultancy.co.uk



**SMW (Tree) Consultancy Ltd**

Health & safety Arboricultural survey map for  
Godalming Town Council  
at Broadwater Park Summers Rd,  
Farncombe, Godalming, GU7 3BB

SCALE : 1 : 250 @ A3 DATE : 18/10/2022  
MAP FILENAME : SMW/TS/H&S/GTC/Broadwater Pk/2022



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- T4 SYC
- T5 EO
- T6 BE
- T7 BE
- T8 BE
- T9 BE
- T10 BE
- T11 BE
- T12 BE
- T13 BE
- T14 BE
- T15 BE
- T16 BE
- T17 BE
- T18 BE
- T19 BE
- T20 BE
- T21 BE
- T22 BE
- T23 BE

- T2
- T3

T1  
BTH

T25  
NM

Gardeners Cottage

Community Centre

# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

## SITE ADDRESS:

The Burys Allotments,  
Great George St,  
Godalming, GU7 1EE

## FOR:

Godalming Town Council

## DATED:

Friday 20<sup>th</sup> October 2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GTC/Burys Allotments/2022

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

An allotment garden located adjacent to playground, footpaths, and grassed areas. Very waterlogged ground at the time of assessment.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works.

Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 13<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 4 (T4).

## Comments:

To ease with the identification of the works they have been highlighted on the spreadsheet. T3's work is highlighted in green for completion within one year. There are certain trees with defects or issues which require specialist annual reviews, please refer to the survey schedule for this information.

## Tree work recommendations:

Only one tree require work. T3, A Hornbeam. T3 requires a minor crown lift to 3.5m above ground level over the allotments only. The work to T1 has been carried out as per the recommendations for the previous survey in 2020.

All work recommendations will be detailed in the survey schedule.

All the work is spread over a one-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the Local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the Tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 2m section removed from ground level upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out.

The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained.

Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required.

As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet.

We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.



The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood

For and on behalf of

SMW (Tree) Consultancy Ltd



## Services



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



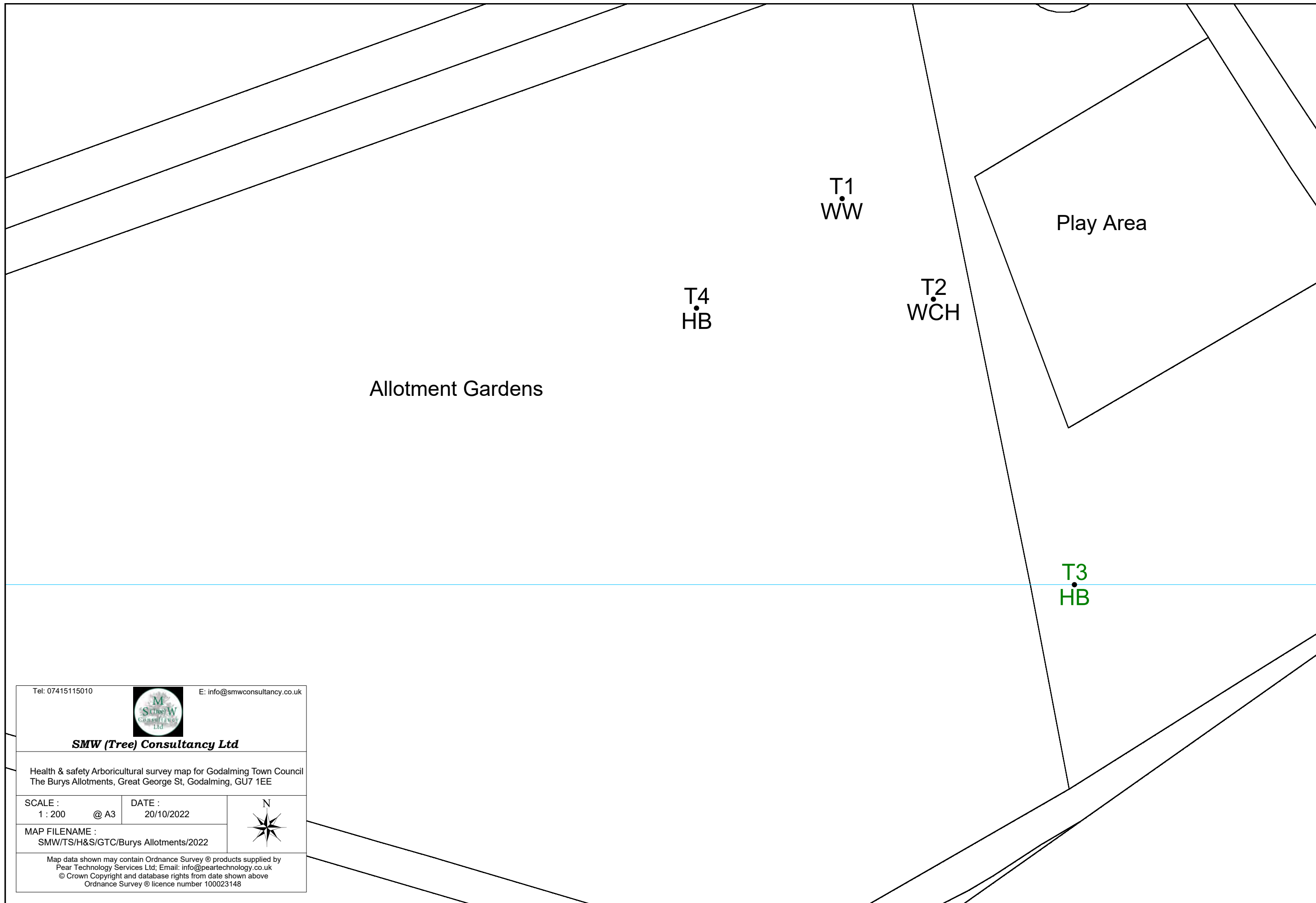
Planting Schemes



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	Weeping Willow (Salix X chrysocoma)	WW	Over Mature	Extra Large	<p>Leaf Condition - Normal,</p> <p>Branches - Weak Forks; Low branches over vegetation; Previously reduced crown; Included bark fork; Previously shortened branches; Major deadwood.,</p> <p>Stem - Single stemmed tree.; Decaying Cavities; Decaying old pruning wounds; Weak Bifurcation; Old pruning wounds,</p> <p>Roots - Surface root damage; Trenching/ Excavation; Mulched root zone</p>	Good	None		<p>Exceptionally large tree near children's play area. Main stem forks at 7m into wide spreading crown with exceptionally large limb structure. Large open cavity in upper crown towards the north and bowling green. Tree has been heavily reduced to a final height of approximately 15m with large lateral limbs reduced to alleviate loading on some of the defects. No signs of fungal activity at the time of this inspection.</p>	18 months	13.10.22	GTC
T2	Wild Cherry	WCH	Early Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Biased Crown; Rubbing branches; Weak Forks,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Slight Lean,</p> <p>Roots - Surface root damage; Trenching/ Excavation</p>	Average	None		<p>Located near boundary fence to children's play area. Main stem forks at 1.5m with weak fork union both stems intertwine with early stages of natural grafting occurring. Tree has a slight lean and biased towards the children's play area.</p>	18 months	13.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T3	Hornbeam (Carpinus betulus)	HB	Mature	Large	Leaf Condition - Normal, Branches - Low branches over vegetation; Weak Forks; Major deadwood.; Low Branches over grassed area; Rubbing branches, Stem - Single stemmed tree.; Weak Bifurcation; Fluted Depression; Old pruning wounds; Decaying old pruning wounds, Roots - Located on a slope	Good	Crown lift to 3.5m	Within 1 year	Located just outside the allotment boundary fence but has overhanging branches which are affecting the ability use the allotment. Crown lift over the allotment only.	18 months	13.10.22	Waverley borough council
T4	Hornbeam (Carpinus betulus)	HB	Early Mature	Medium	Leaf Condition - 75% coverage; Small/ Sparse, Branches - Rubbing branches; Biased Crown; Low branches over vegetation, Stem - Bark Wounds; Single stemmed tree.; Weak Bifurcation; Old pruning wounds, Roots - Trenching/ Excavation; Waterlogged	Declining	None		Located almost centrally within the allotment area. Main stem forks at 1m into multi-stem crown which has excessive squirrel damage and bark removal on most stems, this may affect the trees long-term health.	18 months	13.10.22	GTC



Tel: 07415115010		E: info@smwconsultancy.co.uk	
			
<b>SMW (Tree) Consultancy Ltd</b>			
Health & safety Arboricultural survey map for Godalming Town Council The Burys Allotments, Great George St, Godalming, GU7 1EE			
SCALE :	DATE :		
1 : 200 @ A3	20/10/2022		
MAP FILENAME :			
SMW/TS/H&S/GTC/Burys Allotments/2022			
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# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

**SITE ADDRESS:**

Cattershall Allotments,  
Meadrow,  
Godalming,  
Surrey,  
GU7 3HR

**FOR:**

Godalming Town Council

**DATED:**

20<sup>th</sup> October 2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GTC/Cattershall Allotments/2022

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

To the north, east and west of the site are residential properties, to the south is a small river which follows the length of the site. The site has had flood barrier defences installed meaning that trees along the riverbank have to be accessed via a footbridge.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works.

Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 13<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 24 (from herein called T24) and concludes with tree number 25 (T25).

In addition, 1 group has been included in the survey – this commences and concludes at group number 3 (G3).

## Comments:

To ease with the identification of the urgent and priority works they have been highlighted on the spread sheet, orange for within two years and purple for within 3 years. There are certain trees with defects or issues which require specialist annual reviews, please refer to the survey schedule for this information. Due to the Ivy coverage on most of the trees, we were unable to fully inspect them. Thus, we have recommended that all trees with ivy have it severed and removed from ground level up to a height of 3m. This should be carried out on an annual basis in order for the ivy to be clear of the stem at the time of the next inspection, 18 months from the date of this report.

## Tree work recommendations:

On this inspection, all trees require work.

T24 requires the ivy and basal vegetation to be cleared by 1m radius from the tree in order to fully inspect the tree, this should be carried out 2 months prior to the next inspection date, which is 18 months from this reports writing.

T25 requires the ivy to be severed and removed up to 3m above ground level, which may be obscuring defects.

G3 consists of several Alders, which require re-pollarding to the previous pollard points to prevent failure of stems.

All work recommendations will be detailed in the survey schedule.

All the work is spread over a three-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the Local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the Tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 3m section removed from ground level

upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out. The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained. Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required. As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet. We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us. We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



Planting Schemes

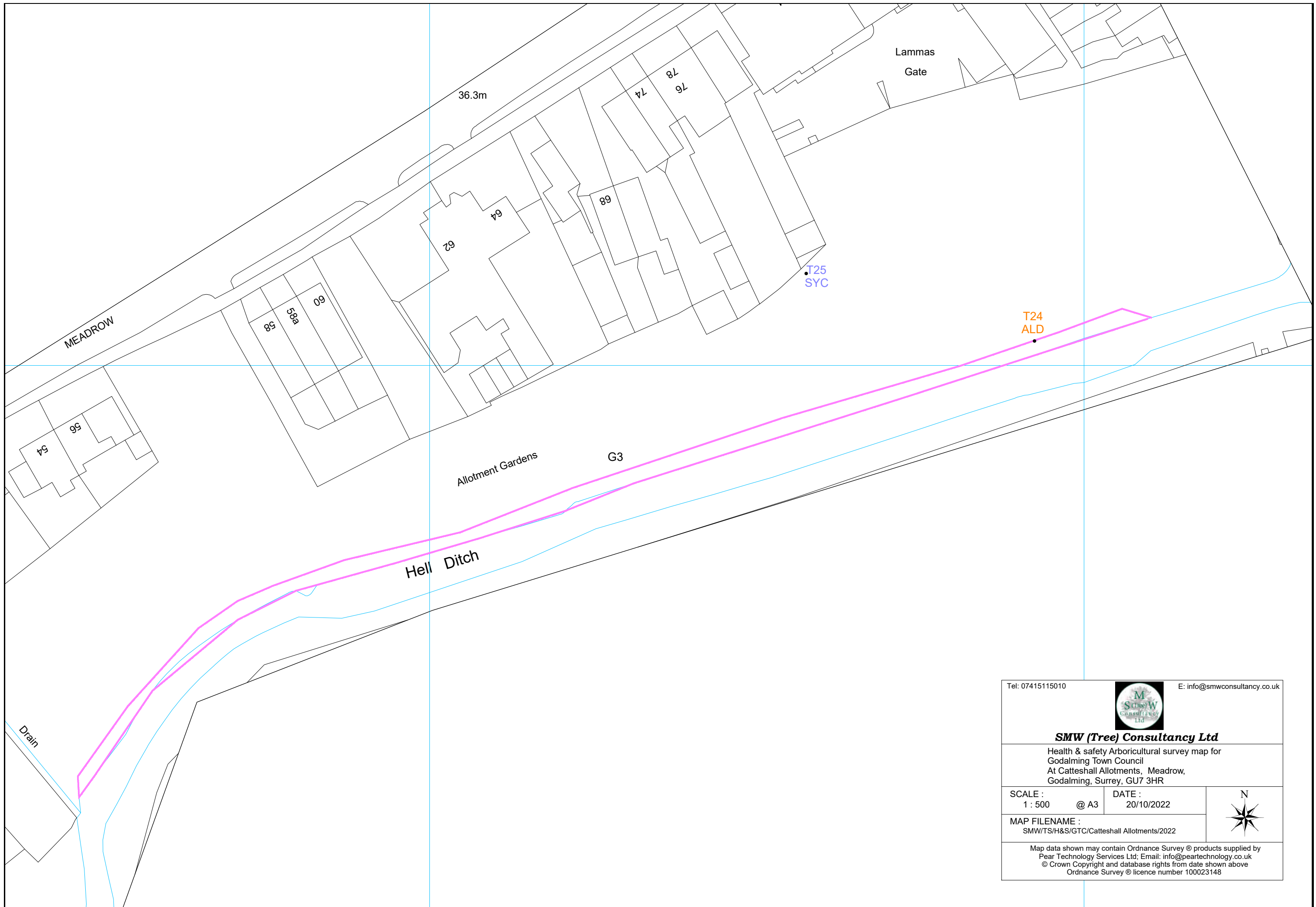




Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T24	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Biased Crown; Previously reduced crown; Weak Forks,</p> <p>Stem - Multi Stemmed Tree; Slight Lean; Ivy preventing full inspection; Decaying old pruning wounds; Old pruning wounds,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection</p>	Average	Sever ivy at ground level and remove to 3m above ground level; Clear basal vegetation to allow for a thorough inspection	Within 2 years	Located the edge of the river bank with a new water defence 2m to the North. Triple stemmed at ground level the two stems towards the river having been previously reduced resulting in some decay at the pruning wounds. Clear basal vegetation in a 1m radius to allow for full inspection.	18 months	13.10.22	GTC
T25	Sycamore (Acer pseudoplatanus)	SYC	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood,</p> <p>Stem - Single stemmed tree.; Old pruning wounds; Decaying Cavities; Ivy preventing full inspection,</p> <p>Roots - Restricted root development area</p>	Good	Sever ivy at ground level and remove to 3m above ground level	Within 2 years	Located on the northern boundary of the allotment by boundary fence to private residence. There is a large wooden shed under the trees canopy. Ivy may be obscuring defects.	18 months	13.10.22	GTC
G3	Common Alder (Alnus glutinosa)	ALD	Mature	Small	<p>Leaf Condition - normal,</p> <p>Branches - Low branches over vegetation; Previously pollarded,</p> <p>Stem - Single stemmed tree.; Previously pollarded,</p> <p>Roots - Located on a bank</p>	Average	Re-pollard to old pollard points	Within 3 years	Several old stems along river bank edge have been previously pollarded this process will need to be repeated within the next 3 years.	18 months	13.10.22	GTC

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COMPLETED WITHIN TWO YEARS



Tel: 07415115010		E: info@smwconsultancy.co.uk	
			
<b>SMW (Tree) Consultancy Ltd</b> Health & safety Arboricultural survey map for Godalming Town Council At Catteshall Allotments, Meadow, Godalming, Surrey, GU7 3HR			
SCALE :	1 : 500	@ A3	DATE : 20/10/2022
MAP FILENAME :			
SMW/TS/H&S/GTC/Catteshall Allotments/2022			
<small>Map data shown may contain Ordnance Survey © products supplied by          Pear Technology Services Ltd; Email: info@peartechology.co.uk          © Crown Copyright and database rights from date shown above          Ordnance Survey © licence number 100023148</small>			

# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

**SITE ADDRESS:**

Meadow Allotments,  
Meadow,  
Godalming,  
Surrey,  
GU7 3HR

**FOR:**

Godalming Town Council

**DATED:**

20<sup>TH</sup> October 2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GTC/Meadrow Allotments/2022

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

To the north, east and west of the site are residential properties, to the south is a small river which follows the length of the site.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map, and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works.

Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 13<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 23 (T23).

In addition, 2 groups have been included in the survey – these commence at group number 1 (G1) and concludes at group number 2 (G2).

## Comments:

To ease with the identification of the urgent and priority works they have been highlighted on the spread sheet, green for within one year, orange for within two years, purple for within three years. All trees should be re-inspected within 18 months of this reports date.

Due to the Ivy coverage on most of the trees, we were unable to fully inspect them. Thus, we have recommended that all trees with ivy have it severed and removed from ground level up to a height of 3m (or as specified in the tree survey schedule). This should be carried out two months prior to the next inspection, 18 months from the date of this report.

Two trees have been removed since the previous survey, T11 and T21 and have been shown on the accompanying map as a cross with a square boundary.

## Tree work recommendations:

All work recommendations will be detailed in the survey schedule and require actioning within 3 years of this reports date.

All the work is spread over a three-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the Local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the Tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 2m section removed from ground level upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out.

The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained.

Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required.

As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet.

We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

### Pest and disease information

Due to the presence of Ash trees on this site, there is a significant infection which we need to bring to your attention regarding tree safety.

### Ash (*Fraxinus excelsior*) dieback (*Chalara fraxinea*)

This very recent issue very much publicised in the national press possibly has some serious concerns for the Ash (*Fraxinus excelsior*) population, there is a lot of investigation being carried out as to the best method of control, which should be released shortly. Its diagnosis can only be fully determined when the tree is in leaf if trees on your site show signs of poor leaf cover during May to September; please contact us for further advice.



## Ash dieback disease

(*Chalara fraxinea*)



1  
Diseased saplings typically display dead tops and/or side shoots.



2  
At the base of dead side shoots, lesions can often be found on the subtending branch or stem.



3  
Lesions which girdle the branch or stem can cause wilting of the foliage above.



4  
Mature trees affected by the disease initially display dieback of the shoots and twigs at the periphery of their crowns. Dense clumps of foliage may be seen further back on branches where recovery shoots are produced.



5



6  
In late summer and early autumn (July to October), fruiting bodies of *Hymenoscypha* can be found on blackened rachises (leaf stalks) of ash in damp areas of leaf litter beneath trees. These do not necessarily belong to the pathogen but can be tested to determine their identity.



7

[www.forestry.gov.uk/planthealth](http://www.forestry.gov.uk/planthealth) [plant.health@forestry.gsi.gov.uk](mailto:plant.health@forestry.gsi.gov.uk)

We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd



## Services



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



Planting Schemes



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	<p>Leaf Condition - 75% coverage,</p> <p>Branches - Minor deadwood; Major deadwood.; Apical dieback; Ivy preventing full inspection,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation; Ivy preventing full inspection; Severed ivy; Severed ivy still prevents inspection,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection; Sucker growth</p>	Average	<p>Remove Major deadwood; Sever ivy at ground level and remove to 3m above ground level;</p> <p>Remove sucker growth; Clear basal vegetation to allow for a thorough inspection</p>	Within 1 year	<p>Located on the south boundary of the allotments at the edge of the river bank. Tree is 80% covered in ivy, unable to carry out a full inspection. Some large dead branches towards allotment need to be removed. Still the same work specification as previous inspection.</p>	18 months	13.10.22	GTC
T2	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Low branches over vegetation; Ivy preventing full inspection,</p> <p>Stem - Single stemmed tree.; Ivy preventing full inspection; Severed ivy still prevents inspection; Severed ivy,</p> <p>Roots - Located on a bank; Sucker growth</p>	Average	Remove sucker growth	Within 2 years	<p>In same location as previous tree. Ivy has been severed but need basal sucker growth removed for thorough inspection, ideally within 18 months for the next inspection.</p>	18 months	13.10.22	GTC
T3	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Low branches over vegetation; Rubbing branches; Biased Crown,</p> <p>Stem - Twin Stemmed tree; Weak Bifurcation; Slight Lean,</p> <p>Roots - Located on a bank</p>	Average	None		<p>In same location as previous trees. Main stems bifurcate at ground level with weak fork union. Tree is in the same condition as previous inspection.</p>	18 months	13.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T4	Pear s.p.	PEAR	Early Mature	Small	Leaf Condition - Normal,  Branches - Low branches over vegetation; Previously reduced crown; Low Branches over grassed area,  Stem - Slight Lean; Single stemmed tree.; Weak Bifurcation,  Roots - No visual damage	Average	None		In same location as previous trees approximately 1.5m from the river edge. Main stem forks at 1m & 2m. Although the branches are low over the grassed area, they do not constitute a significant safety hazard.	18 months	13.10.22	GTC
T5	Common Alder (Alnus glutinosa)	ALD	Mature	Large	Leaf Condition - Normal,  Branches - Weak Forks; Low branches over vegetation; Natural graft,  Stem - Multi Stemmed Tree; Slight Lean; Ivy preventing full inspection; Weak Bifurcation,  Roots - Located on a bank	Average	None		In same location as previous trees. Triple stemmed at 1m with weak fork unions. Work implemented.	18 months	13.10.22	GTC
T6	Common Alder (Alnus glutinosa)	ALD	Mature	Large	Leaf Condition - 75% coverage; Small/ Sparse,  Branches - Ivy preventing full inspection; Biased Crown; Major deadwood.; Minor deadwood,  Stem - Twin Stemmed tree; Slight Lean; Severed ivy,  Roots - Located on a bank	Average	None		In same location as previous trees. Twin stemmed at 0.5m. Work has been implemented.	18 months	13.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T7	Elder (Sambucus nigra)	ELD	Early Mature	Small	Leaf Condition - Normal, Branches - Major deadwood.; Weak Forks; Biased Crown; Poor pruning stobs, Stem - Twin Stemmed tree; Slight Lean; Ivy preventing full inspection, Roots - Located on a bank	Average	None		In same location as previous trees. Suppressed habit due to more dominant Alder above it. Ivy beneficial for wildlife.	18 months	13.10.22	GTC
T8	Common Alder (Alnus glutinosa)	ALD	Early Mature	Small	Leaf Condition - 25% coverage, Branches - Low branches over vegetation, Stem - Multi Stemmed Tree; Slight Lean, Roots - Located on a bank	Declining	Re-coppice	Within 1 year	Same location as previous trees. Multi stem tree probably coppice regeneration and should be re-coppiced to ground level.	18 months	13.10.22	GTC
T9	Silver Birch (Betula pendula)	SB	Mature	Medium	Leaf Condition - Normal, Branches - Low branches over vegetation; Major deadwood., Stem - Single stemmed tree.; Ivy preventing full inspection, Roots - Located on a bank; Dense vegetation preventing full inspection	Average	Sever ivy at ground level and remove to 3m above ground level; Clear basal vegetation to allow for a thorough inspection	Within 1 year	Same location as previous trees. Ivy has been severed and did not reveal any visual defects.	18 months	13.10.22	GTC
T10	Weeping Willow (Salix X chrysocoma)	WW	Mature	Small	Leaf Condition - 75% coverage, Branches - Previously pollarded crown, Stem - Single stemmed tree.; Slight Lean; Decaying Cavities; Decaying old pruning wounds, Roots - Located on a bank	Poor	None		Same location as previous trees. Old Pollard tree with significant decay. Tree has been pollarded with 3m of regrowth.	18 months	13.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T11	Norway Spruce (Picea abies)	NS	Early Mature	Small	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - Located on a bank	Removed	None		Tree has been removed.		13.10.22	GTC
T12	Weeping Willow (Salix X chrysocoma)	WW	Mature	Small	Leaf Condition - 75% coverage, Branches - Low branches over vegetation; Previously pollarded crown, Stem - Single stemmed tree.; Decaying old pruning wounds; Ivy preventing full inspection, Roots - Located on a bank	Poor	None		Located in same location as previous trees. Tree has been re-pollarded with 2.5m of regrowth.	18 months	13.10.22	GTC
T14	Weeping Willow (Salix X chrysocoma)	WW	Mature	Large	Leaf Condition - Normal, Branches - Biased Crown; Poor pruning stobs; Low branches over water, Stem - Single stemmed tree.; Slight Lean, Roots - Located on a bank	Good	None		Tree in same location as previous trees. One of the larger trees in the allotments. The crown biased over the river with typical low habit over the river. Work has been implemented.	18 months	13.10.22	GTC
T15	Sycamore (Acer pseudoplatanus)	SYC	Mature	Medium	Leaf Condition - Normal, Branches - Previously pollarded crown; Biased Crown; Dense crown, Stem - Single stemmed tree.; Decaying old pruning wounds; Decaying Cavities; Included Bark fork; Weak Bifurcation; Old pruning wounds; Ivy preventing full inspection, Roots - Dense vegetation preventing full inspection	Average	Sever Ivy. Remove to 2m above ground level.; Clear basal vegetation to allow for a thorough inspection	Within 2 years	Located centrally in the allotments, 6m from the rear boundary of residential properties. Tree has been previously pollarded at 2.5m where there is extensive regrowth with something decay at the attachment points. This will need regular monitoring. Ivy and vegetation prevent a full inspection thus the work should be carried out before the next recommended inspection.	18 months	13.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T16	Ash (Common) (Fraxinus excelsior)	ASH	Mature	Large	Leaf Condition - Normal,  Branches - Weak Forks; Biased Crown; Close to building/Structure,  Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Slight Lean; Old pruning wounds,  Roots - No visual damage	Average	None		Located within 4m of residential building. Main stem forks at 1.2m with an included bark formation. Cobra type brace inserted at 8m.	18 months	13.10.22	GTC
T17	Common Alder (Alnus glutinosa)	ALD	Mature	Large	Leaf Condition - Normal,  Branches - Damaged Branches; Low branches over vegetation,  Stem - Multi Stemmed Tree; Slight Lean; Ivy preventing full inspection; Weak Bifurcation,  Roots - Located on a bank	Average	Sever ivy at ground level and remove to 3m above ground level	Within 1 year	Located at the edge of the river bank. Multi-stemmed at ground level with dense ivy preventing a full inspection. Ivy has been severed on two stems with the remaining stems still heavily covered in ivy.	18 months	13.10.22	GTC
T18	Weeping Willow (Salix X chrysocoma)	WW	Mature	Large	Leaf Condition - Normal,  Branches - Major deadwood.; Weak Forks; Poor pruning stobs; Low Branches over grassed area,  Stem - Single stemmed tree.; Weak Bifurcation; Slight Lean,  Roots - Located on a bank	Good	Crown lift to 3.5m	Within 2 years	Located within 2m of the riverbank. Main stem forks at 2m into very large crown structure and biased towards residential properties. Branches low over allotments.	18 months	13.10.22	GTC
T19	Ash (Common) (Fraxinus excelsior)	ASH	Mature	Medium	Leaf Condition - 75% coverage; Ash dieback infection,  Branches - Major deadwood.,  Stem - Single stemmed tree.; Severed ivy,  Roots - Located on a bank; Dense vegetation preventing full inspection	Average	Clear basal vegetation to allow for a thorough inspection	Within 2 years	In same location as previous trees. Dense vegetation around the main stem prevents a full inspection. Tree is suffering from Ash dieback infection with likely decline of this tree within 10 years.	18 months	13.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T20	Apple (malus sp)	APP	Mature	Medium	Leaf Condition - 75% coverage,  Branches - Rubbing branches; Decaying Old Pruning wounds,  Stem - Twin Stemmed tree; Decaying old pruning wounds; Old pruning wounds; Slight Lean; Fluted Depression,  Roots - No visual damage	Declining	None		Located centrally within the allotment with a wooden shed and greenhouse under the crown. Numerous decaying old pruning wounds on the main stem and old bark wounds on the lowest stem. Works have been implemented.	18 months	13.10.22	GTC
T21	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	Leaf Condition - 75% coverage,  Branches - Removed,  Stem - Removed,  Roots - Removed	Removed	None		Tree has been removed.		13.10.22	GTC
T22	Common Alder (Alnus glutinosa)	ALD	Mature	Medium	Leaf Condition - Normal,  Branches - Biased Crown,  Stem - Single stemmed tree.; Slight Lean; Severed ivy,  Roots - Located on a bank	Average	None		Same location as previous trees. Tree has a slight lean parallel to the bank and a greenhouse under its canopy. Work has been implemented but some ivy has regenerated.	18 months	13.10.22	GTC
G1	Common Alder (Alnus glutinosa)		Early Mature	Small	Leaf Condition - normal,  Branches - Previously reduced; Poor pruning stobs; Decaying Old Pruning wounds,  Stem - Multi Stemmed Tree; Decaying old pruning wounds,  Roots - Located on a bank	Poor	Re coppice	Within 2 years	Group of 3 old coppice stems at the edge of the river bank, all have advancing decay wounds and advise re-coppicing to regenerate the stems. These are essential to maintain bank stability. Re-coppice to ground level.	18 months	13.10.22	GTC

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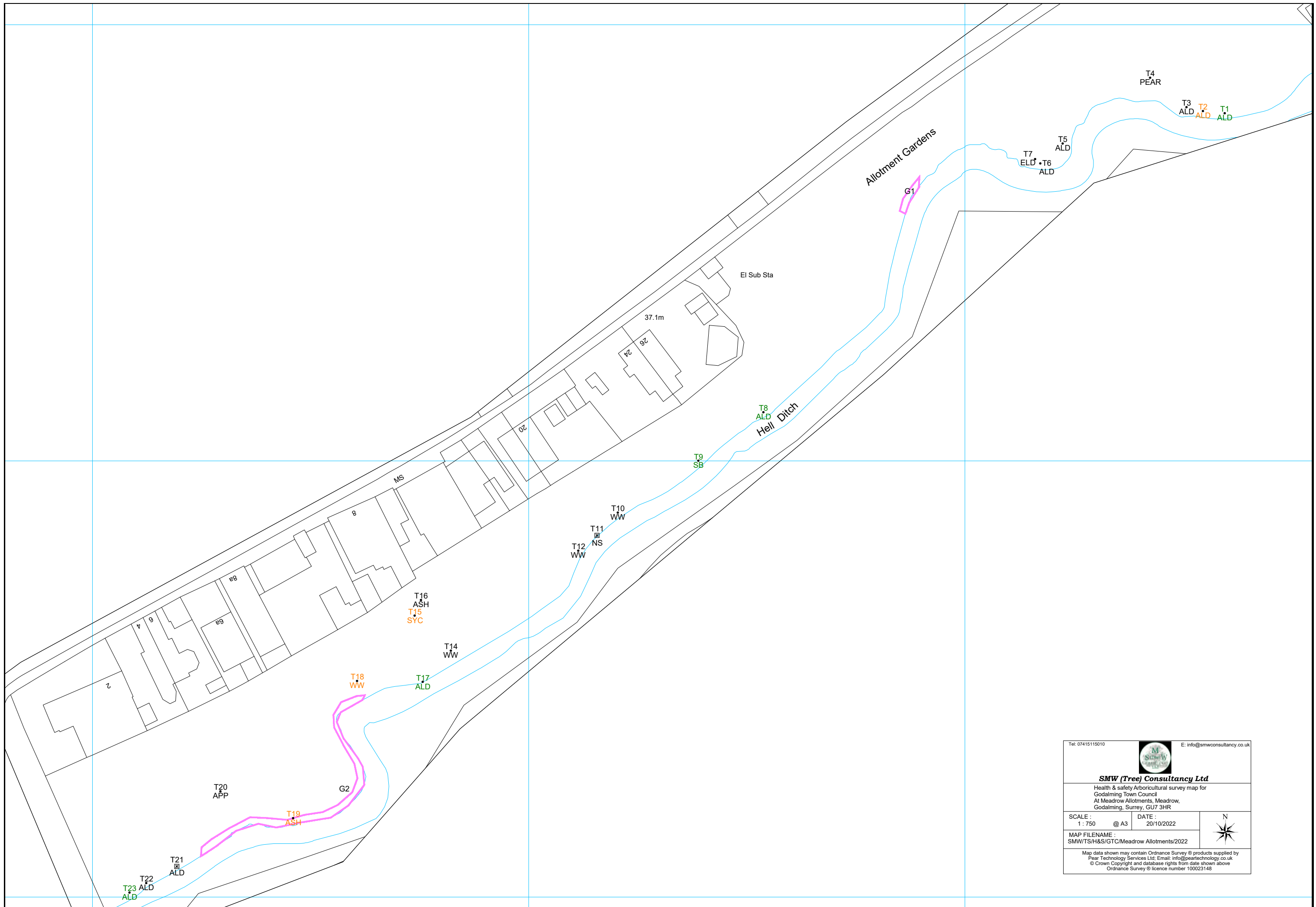
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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
G2	Common Alder (Alnus glutinosa); White Willow (Salix alba)		Mature	Small	<p>Leaf Condition - 75% coverage,</p> <p>Branches - Low branches over vegetation; Previously pollarded,</p> <p>Stem - Single stemmed tree.; Multi Stemmed Tree; Previously pollarded; Decaying Cavities; Decaying old pruning wounds,</p> <p>Roots - Located on a bank</p>	Average;Poor	None		Group of seven trees along river bank all have been previously pollarded or coppiced with work likely to need repeating in 2 years time.	18 months	13.10.22	GTC
T23	Common Alder (Alnus glutinosa)	ALD	Mature	Large	<p>Leaf Condition - Normal,</p> <p>Branches - Low branches over vegetation; Major deadwood.; Poor pruning stobs,</p> <p>Stem - Multi Stemmed Tree; Slight Lean; Decaying Cavities; Old pruning wounds; Bark Wounds; Ivy preventing full inspection,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection</p>	Average	Remove all ivy; Clear basal vegetation to allow for a thorough inspection	Within 1 year	In same location as previous trees and the last one of the survey. multi stemmed at ground level with stems at various angles in all directions. Several old wounds are showing advanced stages of decay but appear sound at present. Ivy needs to be totally removed and vegetation around the base cleared by 1m to give good visual inspection.	18 months	13.10.22	GTC

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Tel: 07415115010		E: info@smwconsultancy.co.uk	
			
<b>SMW (Tree) Consultancy Ltd</b> Health & safety Arboricultural survey map for Godalming Town Council At Meadow Allotments, Meadow, Godalming, Surrey, GU7 3HR			
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SMW/TS/H&S/GTC/Meadow Allotments/2022			
<small>Map data shown may contain Ordnance Survey © products supplied by          Pear Technology Services Ltd; Email: info@peartechology.co.uk          © Crown Copyright and database rights from date shown above          Ordnance Survey © licence number 100023148</small>			

# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

## SITE ADDRESS:

Peperharow Allotments,  
Peperharow Road,  
Godalming,  
Surrey,  
GU7 2PN

## FOR:

Godalming Town Council

## DATED:

Thursday 20<sup>th</sup> October 2022



## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GTC/Peperharow Allotments/2022.

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

Small allotment located in residential area. To the North lies Peperharow Road, to the East and West are residential properties and to the South lies dense vegetation and woodland.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map, and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works. Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 13<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 6 (T6).

In addition, 1 group has been included in the survey – this commences and concludes at group number 1 (G1).

## Comments:

To ease with the identification of the urgent and priority works they have been highlighted on the spreadsheet, orange for within two years. On this site there are no trees which require high priority work.

Some of the trees within G1 have died, however, they are in a low access area and provide wildlife benefits.

## Tree work recommendations:

The only tree with work generated from this inspection is T1, A multi stemmed Hazel, which has been previously coppiced, resulting in large stems with weak attachments. Thus, it is recommended that the tree be re-coppiced to prevent failure. All work recommendations will be detailed in the survey schedule.

All the work is spread over a two-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the Local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the Tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 2m section removed from ground level upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out.

The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained.

Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required.

As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet.

We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

## Pest and disease information

There are two significant issues which we need to bring to your attention regarding tree safety.

### 1. Oak Processionary Moth (*Thaumetopoea processionea*).

This can be found on most species of Oak and Sweet Chestnut. The hairs on the caterpillars are an extreme irritant to human skin and exacerbate respiratory issues.

The caterpillars emerge from branch tips at the end of April and throughout their life cycle of 5 months can release these hairs which contain the toxin.

At present the spread of these moths has been restricted to a radius of 50 miles from London but is likely to expand annually.

Please see the attached information sheet providing more details. If you have concerns over a possible infection, please contact us urgently so that we can provide the necessary assistance.

 Forestry CommissionPest Alert

# Help us eradicate this pest

## Oak processionary moth



Caterpillars of the oak processionary moth – named after their habit of forming ‘nose-to-tail’ processions.

The oak processionary moth (*Thaumetopoea processionea*), a native of mainland Europe, is breeding on oak trees in Brent, Ealing, Hounslow and Richmond boroughs. Its caterpillars feed on oak leaves and produce silken nests on the trunks and branches of affected trees. As well as seriously damaging trees, the caterpillars can pose a risk to human and animal health.



A silken nest on the trunk of an oak tree

The tiny hairs from the caterpillar can be blown on the wind and lead to itching skin lesions and, less commonly, sore throats and eye problems. You are advised not to touch the caterpillar or a nest, even an empty nest. If you think you may have been exposed and have an itching skin rash and/or conjunctivitis or other symptoms, contact your GP, or call NHS Direct on 0845 4647.

If you think you have seen the caterpillars or one of their nests/webs, contact one of the following authorities with exact details of the location.

- In Ealing: call 020 8825 5000 or e-mail [trees@ealing.gov.uk](mailto:trees@ealing.gov.uk)
- In Richmond upon Thames: call 0845 612 2660 or e-mail [trees@richmond.gov.uk](mailto:trees@richmond.gov.uk)
- In Hounslow: call 020 8583 5555 or e-mail [streetcare@hounslow.gov.uk](mailto:streetcare@hounslow.gov.uk)
- In Brent: call 020 8937 5050 or e-mail [gary.rimmer@brent.gov.uk](mailto:gary.rimmer@brent.gov.uk)

Sightings can also be reported to Forest Research (01420 22255) or e-mail [christine.tibury@forestry.gsi.gov.uk](mailto:christine.tibury@forestry.gsi.gov.uk).

You can send us a digital photograph with your report.

**IT IS IMPORTANT THAT YOU:**

**DO NOT** touch the caterpillars or the nests.

**DO NOT** try to deal with them yourself. Effective treatment of the moth requires specialist expertise and careful timing. Contact with nests or caterpillars can endanger your health.

**WARN** children not to touch caterpillars or nests.

**KEEP** pets away.

For more information visit: [www.forestresearch.gov.uk/oakprocessionarymoth](http://www.forestresearch.gov.uk/oakprocessionarymoth)  
or call: 0845 FORESTS (0845 367 3787)



## 2. Ash (*Fraxinus excelsior*) dieback (*Chalara fraxinea*)

This very recent issue very much publicised in the national press possibly has some serious concerns for the Ash (*Fraxinus excelsior*) population, there is a lot of investigation being carried out as to the best method of control, which should be released shortly. Its diagnosis can only be fully determined when the tree is in leaf if trees on your site show signs of poor leaf cover during May to September; please contact us for further advice.


 Forestry Commission

# Ash dieback disease

(*Chalara fraxinea*)

 1  
Diseased saplings typically display dead tops and/or side shoots.

 2  
At the base of dead side shoots, lesions can often be found on the subtending branch or stem.

 3  
Lesions which girdle the branch or stem can cause wilting of the foliage above.

 4  
Mature trees affected by the disease initially display dieback of the shoots and twigs at the periphery of their crowns. Dense clumps of foliage may be seen further back on branches where recovery shoots are produced.

 5

 6  
In late summer and early autumn (July to October), fruiting bodies of *Hymenoscyphus* can be found on blackened rachises (leaf stalks) of ash in damp areas of leaf litter beneath trees. These do not necessarily belong to the pathogen but can be tested to determine their identity.

 7

[www.forestry.gov.uk/planthealth](http://www.forestry.gov.uk/planthealth) [plant.health@forestry.gsi.gov.uk](mailto:plant.health@forestry.gsi.gov.uk)

We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd



## Services



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



Planting Schemes



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	Hazel (Corolus avalana)	HAZ	Mature	Small	<p>Leaf Condition - Normal,</p> <p>Branches - Major deadwood.; Decaying Old Pruning wounds; Damaged Branches; Low branches over vegetation; Previously reduced crown,</p> <p>Stem - Decaying old pruning wounds; Multi Stemmed Tree; Ivy preventing full inspection; Epicormic growth; Decaying Cavities,</p> <p>Roots - Located on a bank; Dense vegetation preventing full inspection; Sucker growth</p>	Average	Coppice	Within 2 years	Tree located on the western boundary of the allotment on the boundary to private residence. Main stem forks at 2m into multi-stemmed crown with weak bifurcations and decaying cavities. Coppice to 1.5m above ground level	18 months	13.10.22	GTC
T2	English Oak (Quercus robur)	EO	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Previously reduced crown; Minor deadwood,</p> <p>Stem - Single stemmed tree.; Slight Lean; Epicormic growth,</p> <p>Roots - Sucker growth; Located on a slope</p>	Average	None		Tree located approximately 5m from T1, in a south-easterly direction. Main stem forks at 8m into slightly biased crown with epicormic growth on the main stem, and a small amount of Hazel at the base not preventing inspection, which did not reveal any further visual defects.	18 months	13.10.22	GTC
T3	English Oak (Quercus robur)	EO	Mature	Large	<p>Leaf Condition - Normal,</p> <p>Branches - Previously reduced crown; Biased Crown; Minor deadwood,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation; Decaying old pruning wounds; Epicormic growth,</p> <p>Roots - Located on a slope</p>	Average	None		Located 5m from westerly boundary fence to private residences. Main stem forks at 3m with decaying old pruning wound on the main stem. Tree has a slight lean and biased towards private residences. Removal of basal growth revealed no further visual defects.	18 months	13.10.22	GTC

RED HIGHLIGHTED TEXT  
 BLUE HIGHLIGHTED TEXT  
 GREEN HIGHLIGHTED TEXT  
 ORANGE HIGHLIGHTED TEXT

COMPLETED WITHIN 3 MONTHS  
 COMPLETED WITHIN 6 MONTHS  
 COMPLETED WITHIN ONE YEAR  
 COMPLETED WITHIN TWO YEARS



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T4	English Oak (Quercus robur)	EO	Mature	Large	Leaf Condition - Normal, Branches - Biased Crown; Poor pruning stobs, Stem - Single stemmed tree.; Epicormic growth, Roots - Located on a slope	Average	None		Tree located near dense vegetation, 5m from western boundary fence. Biased crown towards the south. Works have been implemented.	18 months	13.10.22	GTC
T5	English Oak (Quercus robur)	EO	Mature	Large	Leaf Condition - Normal, Branches - Biased Crown; Previously reduced crown; Previously shortened branches; Major deadwood., Stem - Slight Lean; Single stemmed tree., Roots - Located on a slope	Average	None		Tree located within vegetation area of allotment. Tree has a biased crown and a slight lean in a south-westerly direction. Branches have been previously shortened to a poor standard.	18 months	13.10.22	GTC

RED HIGHLIGHTED TEXT  
 BLUE HIGHLIGHTED TEXT  
 GREEN HIGHLIGHTED TEXT  
 ORANGE HIGHLIGHTED TEXT

COMPLETED WITHIN 3 MONTHS  
 COMPLETED WITHIN 6 MONTHS  
 COMPLETED WITHIN ONE YEAR  
 COMPLETED WITHIN TWO YEARS

Tel: 01276 385 65

E: info@smwconsultancy.co.uk



**SMW (Tree) Consultancy Ltd**

Health & safety Arboricultural survey map for  
Godalming Town Council  
At Peperharow Allotments, Peperharow  
Road, Godalming, Surrey, GU7 2PN

SCALE :  
1 : 200 @ A3

DATE :  
20/10/2022



MAP FILENAME :  
SMW/TS/H&S/GTC/Peperharow Allotments/2022

Map data shown may contain Ordnance Survey ® products supplied by  
Pear Technology Services Ltd; Email: info@peartechology.co.uk  
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119

113

T1  
HAZ

# Allotment Gardens

T2  
EO

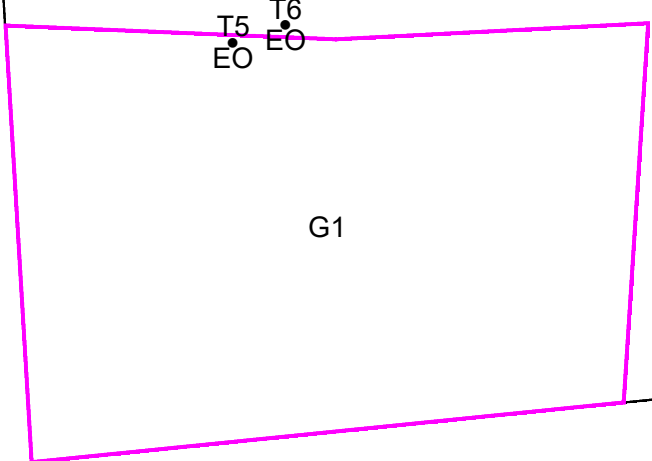
T3  
EO

T4  
EO

T5  
EO

T6  
EO

G1





11. A PROPOSAL TO GODALMING TOWN COUNCIL FOR THE KING'S CORONATION ON 6 MAY 2023

**Recommendations**

- a. That Godalming Town Council supports the concept outlined below and authorises the Town Clerk to spend the time required to develop this into a wider community programme.
- b. That Godalming Town Council agrees to underwrite the £17,200 cost of hosting the event on the basis of cost recovery, with any profit going to local charities.
- c. Note the need to provide a firm commitment by end of November in order to secure the bands, staging and specialist support.
- d. Seek feedback and ideas from Councillors as to the suggested charity partners.

**The Concept**

This proposal originates from an expressed desire to watch Pink Floyd play 'Shine On You Crazy Diamond' whilst the sunsets over the Llamas Lands.

Unfortunately, Pink Floyd aren't available, but fortunately there are local residents who are members of a highly accomplished Pink Floyd tribute act called [Endless Floyd](#), who would love to help put on a show for the local community.

A group of supporters has considered a variety of options for staging a community show, including arranging an independent event or adding it as part of another event. However, following GTC's recent request for ideas of how best to celebrate the King's coronation, it was felt that hosting a celebratory concert for the Coronation would provide the perfect opportunity to realise the vision, showcase local talent, support local businesses and provide an opportunity for the local community to celebrate the coronation.

**Proposal**

Building upon the huge success to the local community of Staycation Live, the Town Show, Surrey Pride, and the recent Godalming Beer Festival, Godalming Town Council is requested to support and underwrite the delivery of a concert on The Burys on Saturday, 6 May 2023.

The time of the Coronation has not yet been confirmed, but the assumption is that the majority of residents will want to watch it at home, with friends or in smaller local events, such as community street parties.

The possibility of putting up a big screen was explored by the Town Clerk, but with public licence requirements etc., this is deemed to be prohibitively expensive at £20K+.

As such, it is suggested that for daytime celebrations GTC should look to support residents and community groups who wish to host street parties eg. supporting applications for road closure licences, loaning road signs and barriers, trestle table and chairs etc., with GTC's main focus being to support a concert at The Burys during the mid to late afternoon and evening. This will provide the opportunity for residents to continue their celebrations whilst, as demonstrated by other main events held on The Burys, significantly increasing footfall into the primary retail area.

**The Event**

The Burys, which is provisionally booked by GTC, has a licenced capacity of 5,000 people. Once space for staging, concessions, toilets etc., is factored in, it is estimated that The Burys would have a safe capacity of 4,000 people. The safety limits for events are typically assessed at 2 people per square metre (UK Event Guidance). For a moving queueing system, the guidance states 4 people per square metre. The capacity of this event is assessed at 1 person per 1.5 square meter which provides a significant margin for the comfort and welfare and dynamic movement of the audience.

The event would be managed by an experienced team, including individuals who are well known to GTC and have a track record of running successful local events including Staycation Live, The Godalming Beer Festival and the music and technical support for the Town Show.

Most of the bands and equipment suppliers have been identified and are holding the date, but due to demand firm commitments need to be made by early December 2022 to secure their services.

The concert would be a ticketed event with ticket prices kept to a minimum to make it as accessible to as many residents as possible. With a capacity of 4,000 it is considered that individual adult tickets would be no more than £7.50 with family tickets (2x Adults, 2x under 16) no more than £17.50. The intention would be to sell tickets online in advance of the event.

In addition to the concert, other attractions would include, bars, food concessions and fairground rides. The event would also need to meet all licence requirements for performing rights, security, first aid and all relevant indemnities and insurance.

### Outline Event Programme

Timings (approx)	Programme
Friday, 5 May	Event set-up on The Burys field
Saturday, 6 May Day time	King's Coronation – time TBC GTC support focused on enabling local street parties etc.
3.00pm	Gates open
3.30pm	<a href="#">Godalming Rock Choir</a> Local Rock Choir
4.30pm	<a href="#">Beached Boys</a> Tribute band, played a hugely popular set at Town Show a few years ago.
5.45pm	<b>Tim Whittaker</b> Local acoustic artist with significant local following
6.45pm	<b>Stolen By Thieves</b> Local covers band with significant local following
8.15pm (sunset @ 9.15pm)	<a href="#">Endless Floyd</a> Highly acclaimed local tribute act
10.15pm	Music stops
10.30 pm	Site closes

### Finances

As stated, GTC would need to underwrite the cost of hosting the event if it is to become a reality. However, it is believed that it will be possible to recover all of the costs to GTC through ticket sales, sponsorship and concessions, and support donations to local charities through any profit (see budget below).

### Budget Estimate

Estimated Costs		Estimated Income	
Bands	£3,500	Ticket sales (4,000 @ £6)	£24,000
Staging	£6,000	Sponsorship	£2,000
Infrastructure	£2,500	Concessions	£1,700

Security	£1,200		
First Aid	£1,000		
Event Management & promotion	£1,500		
<i>Contingency *</i>	<i>£1,500</i>		
<b>Total</b>	<b>£17,200</b>		<b>£27,700</b>

Potential Profit/Charitable Donations	<b>£10,500</b>
---------------------------------------	----------------

### **Environmental Considerations**

The aim will be to ensure the event is as green as possible, adopting the best practice approaches that have been learnt from Staycation Live such as: no disposable plastics, recycling stations and the removal of all litter. Ideally, CO<sup>2</sup> emissions would be offset through the charitable donations to local groups for tree planting. Fireworks will not be included as part of the event; however, laser lights will be utilised as an alternative.

### **Wider Benefits**

Over and above providing the community with an opportunity to celebrate the King's coronation there are a number of wider benefits that would be delivered, namely:

- increasing footfall into the primary retail area, which would support businesses particularly the restaurants (lunch trade) and pubs (post event);
- help consolidate Godalming's growing reputation as a 'go to place' for outdoor events and music; and
- test some of the income generation opportunities for GTC that have been discussed by the commercial working group.

### **Suggested Charity Partners**

Although not exhaustive, possible charity beneficiaries of the event are listed below. However, the final decision would need to be determined by Councillors and be aligned to the Council's priorities.

- The Meath
- Godalming Youth Services
- Skillway
- Roots for the Future

# **Budget Strategy Task & Finish Group Report**

The Group comprising Cllrs Adam, Boyle, Heagin and Paul Rivers have considered the issues included in its terms of reference and make the following comments and recommendations:

## **Cost saving**

The group does not believe that there should be any cut in services unless there is a clear case to be made on value for money grounds.

There was debate about the significant element of GTC budget expended on Godalming Museum. The Museum is clearly an asset, but it is felt that other sources of finance should be explored, thereby reducing the cost to GTC.

- Recommendations:
1. The use of the toilets in both Crown Court and Farncombe should be monitored so that an informed decision can be taken regarding their future operation when current contracts are due for renewal.
  2. Negotiations with Godalming Museum Trust regarding the lease and the management agreement should explore the potential to realign the partnership aspects of the relationship. The Trust does have fundraising opportunities not available to GTC and are therefore in a position to assist to reduce GTC costs.

## **Revenue generation**

It is recognised that, apart from the precept, opportunities for revenue generation are limited. Nevertheless, it is felt that more can be done in three areas. In particular there is enthusiasm for an increase in the provision of events that bring benefit to the wider community, as well as potential revenue surplus.

- Recommendations:
1. Establish an Events task and finish group. Proposed terms of reference are included below.
  2. Explore the possibility of use of a charity, or similar vehicle, to enable the youth service to access additional funding not available to GTC.
  3. Charges for use of community buildings should continue to be handled sensitively but charging for use of the bandstand should be re-introduced. We should ensure that energy costs recharged from the Bowls Club are covered and that commercial users make an equitable contribution. Use for community benefit such as Music in the Park and Staycation Live can be supported through benefit-in-kind grants.

4. Identify opportunities for maximising the community value of other current and potential GTC assets.

### **Reserve management**

The group supports the present policy of gradual replenishment of the revenue reserve, until a benchmark level of 50% of precept is reached. It is noted that this approach is endorsed by the internal auditor.

### **Resilience for future inflationary pressures**

The group failed to identify any steps to assist with this challenge.

### **Proposed terms of reference for Events Task & Finish Group**

1. Review the costs and revenue associated with each of the events in 2022 to understand where greatest financial and community benefit is created. This should include Staycation and Staycation Live, as well as the events within the Festivals and Markets section of the budget.
2. Make recommendations for future events, including specific targets for sponsorship and framework for measuring benefits.
3. Investigate the potential introduction of a BID for Godalming, as an opportunity to expand the range of events and the extent of financial contribution available.
4. Consider if any revision is required to the Community Events Support Policy.

Joan Heagin  
Chair of Budget Strategy Task & Finish Group

## **SURREY ASSOCIATION OF LOCAL COUNCILS (SALC)**

1. The Town Council, along with almost all other Town and Parish Councils in Surrey, is a member of the Surrey Association of Local Councils (SALC). The Association is a membership organisation which provides access to a wide range of advice, support, information sharing and training provision for Parish and Town councils throughout Surrey. Also the Association is, if needed, a vital safety net in providing support that a Council could not get from anywhere else (or at least not without paying significant costs ) when difficulties arise in respect of complex employment issues, challenges to decisions, non-compliance, internal conflicts etc. Through their membership of the Surrey Association, a Council also has access to membership of the National Association of Local Councils (NALC) which acts as a national lobbying body for local councils, provides extensive legal and related advice and guidance on national legislation and is a valuable forum for sharing of good practice within the sector.

2. For many years SALC worked in formal co-operation with the Associations in East and West Sussex through a trading company (SSALC) to provide services to its member Councils. About 2 years ago though this joint arrangement was discontinued and it became necessary for the Surrey Board to put together alternative arrangements for service provision to Surrey members. The objective set was to ensure that the Board were able to secure a seamless transition of services providing at least the same level of support to members councils and at no additional cost. The new arrangements (which included the recruitment of key experienced existing SSALC staff) involved the appointment of Mulberry and Co as service providers went live on 1 April 2021. Both formal and informal feedback from SALC members has demonstrated significant satisfaction with the new arrangements in meeting their needs.

3 During the past year the SALC has continued to provide prompt advice and support to members and a training programme under contractual arrangements with Mulberry and Co. Feedback from members is secured via regular fora with Chairmen and Clerks. Service arrangements are tweaked in response where necessary. One particular advantage of the new arrangements

is the opportunity to sharpen the Surrey focus of the organisation and during the past year excellent links have been forged with Surrey County Council which is enabling the voice of Towns and Parish Councils to be heard at the highest levels at the County Council . Work (initiated by myself as SALC chairman) has also been done to strengthen the Board going forward by increasing the number of women on the Board and lowering the average age of Board members.

4.. As the elected Chairman of SALC I have been much involved in leading the development of these new arrangements. I believe the new SALC is now established on a firm foundation and decided it would probably therefore benefit from new leadership. I therefore stood down from my position as Chairman and from Board membership at the AGM in September this year. I was though honoured to be elected a Vice- President of the Association.

5. The Town Council office circulate to all Councillors all appropriate SALC And National Council (NALC)bulletins which enables members to keep in touch with current and emerging issues and to identify any training courses, conferences etc that they may find useful. I am always happy to discuss any issues that members may have in connection with SALC.

Steve Cosser

November 2022

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.