

## **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

24 October 2025

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 30 OCTOBER 2025 at 6.30pm.

*Andy Jeffery*

Andy Jeffery  
Chief Executive Officer

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)

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

### **A G E N D A**

1. **MINUTES**

To approve as a correct record the minutes of the meeting of the Committee held on the 9 October 2025, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

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

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

Councillor PMA Rivers

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

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

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

#### 5. QUESTIONS BY MEMBERS

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

#### 6. PLANNING APPLICATIONS – CONSULTATION

Members to consider the following applications, a report for WA/2025/02001 is attached.

**WA/2025/01880** – 2 & 4 Victoria Road, Godalming, GU7 1JR

Erection of extensions and alterations including raising and replacement of pitched roofs to both 2 & 4 Victoria Road.

**WA/2025/02001** – Thornbrook House, Weyside Park, Godalming, GU7 1AW

Erection of second and third floor extensions to Thornbrook House to provide 4 duplex flats with alterations to flats (nos. 7, 21 and 31), relocation and extension of the existing external staircase and existing bin stores; erection of 5 two-storey dwellings and associated works including erection of bin stores; installation of EV charging points.

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

#### 7. PLANNING APPLICATIONS – SUBJECTED TO AMENDMENT

Members to consider planning applications previously considered by this committee for which subsequent amendments have been submitted.

#### 8. SOUTH & SOUTH-EAST IN BLOOM AWARDS

The annual South & South-East in Bloom Awards were held at RHS Wisley on 21 October. Godalming Town Council was recognised in four categories:

Small Cemetery of the Year – Nightingale Cemetery – Gold award

Large Cemetery of the Year – Eashing Cemetery – Gold award and Overall Category winner

Small Town Centre – Godalming Primary Retail Centre – Gold award

Workplace Well-being Garden – Broadwater Youth & Community Centre, entered under Godalming Youth Service – Gold award

Additionally, as the 'station adopters' for Farncombe Railway Station the GTC team was delighted to hear that the hard work and dedication of the Farncombe Initiative gardening group in brightening up Farncombe Station was also recognised by the South & South-East in Bloom Awards. The station gardening group was awarded Gold in the Celebrating Stations category and Outstanding in the RHS 'Its Your Neighbourhood' awards.

### About 'In Bloom'

South & South-East in Bloom is part of a larger initiative called Britain in Bloom, and covers Kent, Surrey, East & West Sussex, Hampshire, the Isle of Wight, East & North Dorset, and East Wiltshire. Each year, a wide range of entries come from villages, towns, cities, urban communities and business districts. Judges visit these communities to assess their efforts, and awards are given to celebrate their achievements.

Many people have misconceptions about what "Bloom" really means. While it might sound like it's just about summer flowers, hanging baskets, and window boxes, that is not its sole focus, which has significantly changed over the years. Today, while gardening, horticulture, and creating beautiful spaces is still important, *In Bloom* strongly emphasises caring for the environment.

Whilst we await the detailed feedback, GTC has been praised for the care and attention its cemeteries and opens spaces' team takes in looking after and improving the local environment.

## 9. COMMUNITY INFRASTRUCTURE LEVY (CIL) – POLICY CONSOLIDATION AND TEMPORARY MORATORIUM ON NEIGHBOURHOOD CIL AWARDS

### **Recommendations:**

**Members are requested to consider the report below, and if minded resolve to agree:**

- a. approve the consolidation of the *CIL Policy and Funding Application Form Guide* and *CIL Funding Application Form* into a single document titled *Community Infrastructure Levy (CIL) Policy, Guidance & Application Form*;**
- b. agree to implement a temporary moratorium on Neighbourhood CIL awards until after the October 2026 contribution from Waverley Borough Council is received; and**
- c. adopt a revised application process allowing submissions to be received and validated throughout the year, with all validated applications to be considered collectively at the November 2026 meeting of the Environment & Planning Committee.**

### Summary

This report seeks Members' approval to consolidate the existing Community Infrastructure Levy (CIL) policy and application documents into a single comprehensive document, and to consider the implementation of a temporary moratorium on Neighbourhood CIL awards while the CIL fund is rebuilt following recent allocations.

### Background

Godalming Town Council currently maintains two separate documents relating to Neighbourhood CIL (both documents can be viewed on the Town Council website):

- [\*CIL Policy and Funding Application Form Guide\*](#), and
- [\*CIL Funding Application Form\*](#).

Although these documents have worked effectively, their overlapping content can cause uncertainty for applicants and additional administrative work for Officers. To improve clarity and accessibility, Officers have prepared a combined document titled "Community Infrastructure Levy (CIL) Policy, Guidance & Application Form" (attached for the information of Members).

The merged document brings together all relevant information – including policy framework, eligibility criteria, guidance, and application form – into a single reference document, ensuring consistency and ease of use for both applicants and Officers.

### Current Financial Position

Following a number of recent awards, the Neighbourhood CIL fund has been significantly reduced. On receipt of the October 2025 contribution from Waverley Borough Council, the uncommitted Neighbourhood CIL balance will stand at approximately £141,840.

Officers are aware of several enquiries and potential applications that, individually or collectively, could exceed the available balance. In addition, further income is expected in due course, including:

- an estimated £117,000 from the development at *48–56 High Street*, and
- an unconfirmed but anticipated contribution from the *Mountain House* development.

Given these factors, it is likely that funds will need time to recover before the Council is in a position to support further substantial allocations.

### Considerations

In light of the current funding position, Members are invited to consider introducing a temporary pause on the award of Neighbourhood CIL funding until additional contributions are received, and the fund has been replenished.

It is proposed that during this period:

- applications may continue to be submitted at any time,
- applications would be validated to ensure they meet the Neighbourhood CIL criteria; and
- all validated applications will be held for collective consideration once sufficient funds are available.

To ensure transparency and fair prioritisation, it is recommended that the next scheduled round of Neighbourhood CIL consideration take place following receipt of the October 2026 contribution from Waverley Borough Council, with the November 2026 Environment & Planning Committee meeting being the earliest point for consideration of applications.

### Financial Implications

The proposed moratorium will not impact the Council's operational budget but will temporarily suspend the allocation of Neighbourhood CIL funds until sufficient balances are restored. This approach safeguards the Council's ability to support future projects with meaningful funding and prevents the premature exhaustion of CIL resources.

### Legal and Risk Implications

Godalming Town Council must comply with the CIL Regulations (2010, as amended), which require that local CIL funds are spent within five years of receipt on infrastructure or projects addressing the impacts of development.

Introducing a temporary moratorium does not contravene these regulations provided that funds are committed within the statutory period.

Failure to manage awards prudently may, however, result in the Council being unable to fund high-priority projects or address emerging infrastructure needs.

### Communications Considerations

Applicants and community groups will need to be informed of the revised policy and temporary moratorium. The consolidated CIL document will be published on the Council's website and publicised through the Council's normal communication channels.

### Conclusion

The consolidation of the existing CIL policy documents will streamline processes and provide a clear, accessible framework for applicants.

A temporary moratorium on new Neighbourhood CIL awards will enable the fund to rebuild to a sustainable level, ensuring the Council can support future infrastructure projects of genuine community value.

### 10. COMMUNICATIONS ARISING FROM THIS MEETING

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

### 11. DATE OF NEXT MEETING

The next meeting of the Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 20 November 2025 at 6.30pm.

### 12. ANNOUNCEMENTS

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

6. PLANNING APPLICATION WA/2025/02001 – THORNBROOK HOUSE, GODALMING GU7 1FP

**1. Summary of Proposals**

**Application Reference:** WA/2025/02001

**Proposal:**

- erection of second and third floor extensions to Thornbrook House (4 duplex flats);
- construction of 5 two-storey dwellings in the northern car park; and
- associated landscaping, refuse/cycle storage, and sustainable infrastructure.

**2. Site Description and Constraints**

- The application site is located within a developed area east of Catteshall Lane.
- Thornbrook House is a residential block with permitted prior use conversion.
- Site borders the River Wey (Flood Zone 1).
- No statutory or locally designated heritage or landscape designations.
- Several mature trees line the northern and eastern boundaries.

**3. Planning History**

- **WA/2017/1798** – Prior approval for roof extensions to create 7 flats; now lapsed.
- The current scheme revises this approach with fewer units, enhanced sustainability, and new build dwellings in the car park.

**4. Policy Context**

**National Planning Policy Framework (NPPF, Dec 2024 update):**

- presumption in favour of sustainable development (para 11);
- paragraphs 119–120: Encourage effective use of brownfield land;
- chapter 12: High-quality design;
- chapter 14: Climate resilience; and
- chapter 15: Natural environment and biodiversity net gain.

**Waverley Local Plan (Part 1, 2018):**

- **Policy ALH1** – Housing delivery
- **Policy TD1** – Design of new development
- **Policy CC1–CC4** – Climate change mitigation
- **Policy NE1** – Biodiversity
- **Policy ST1–ST3** – Transport and accessibility

**Godalming and Farncombe Neighbourhood Plan (2021):**

- **Policy GOD1** – Design in context
- **Policy GOD6** – Biodiversity and green infrastructure
- **Policy GOD9** – Sustainable transport and parking

## 5. Main Planning Considerations

Issue	Assessment
Principle of Development	Acceptable. Previously developed land with precedent for intensification. The principle of residential use is consistent with spatial policy.
Design and Appearance	Contemporary roof addition sympathetic to existing massing. New houses adopt high-quality brick/slate palette. Dual aspect units enhance quality.
Residential Amenity	No undue overlooking, overshadowing or overbearing identified. Internal layout allows good levels of daylight and privacy.
Transport and Highways	Transport Statement (May 2025) concludes trip generation negligible; 13 parking spaces + cycle stores meet adopted standards.
Flood Risk and Drainage	Site is in Flood Zone 1. Drainage strategy uses attenuation tanks and restricts discharge rates to greenfield equivalent.
Trees and Landscaping	One Category B tree (T4) to be removed. Tree protection measures in accordance with BS 5837:2012 are proposed. Minimal root protection conflict.
Biodiversity	BNG report confirms a 10.24% net gain. Proposals include tree planting, pollinator species, and green roof potential.
Sustainability and Energy	New homes to Passivhaus standard; 70.2% carbon reduction beyond Part L. ASHPs, MVHR and triple glazing proposed.
Affordable Housing	9 units in total – below the 10-unit threshold. No contribution proposed.

## 6. Arboricultural Assessment Summary

- **Tree Survey (May 2025)** identified 20 trees and groups.
- Only **1 tree (T4, Birch, Category B)** requires removal due to proximity to new buildings.
- Minor crown lifting to Hornbeams (T11, T13, T14) to facilitate construction; considered beneficial regardless of development.
- No encroachment on Root Protection Areas (RPAs).
- Full tree protection plan, fencing and mitigation provided (Appendix A of tree report).

## 7. Transport Statement Summary

- Assessment uses TRICS data; predicts negligible impact (2 two-way vehicle trips in peak hour).
- Sufficient turning space demonstrated via swept path analysis.
- Pedestrian connectivity to Catteshall Lane and sustainable transport links acceptable.
- No objections from Surrey Highways Authority anticipated based on evidence presented.

## **8. Ecology & Biodiversity**

- Baseline survey confirmed no protected species affected.
- BNG metric demonstrates net gain >10%.
- Proposals include pollinator planting, wildflower turf, and sustainable urban drainage.
- Recommendations include ecological clerk of works during construction phases.

## **9. Planning Balance and Conclusion**

This application proposes a sustainable residential development on a brownfield site. It aligns with the strategic and neighbourhood plan objectives to:

- reuse developed land efficiently;
- deliver low-carbon homes;
- protect existing residential amenity;
- enhance biodiversity and landscape integration; and
- preserve trees wherever feasible.

The proposed removal of one moderate-quality tree is offset by ecological enhancement. Transport impacts are minimal, and infrastructure is sufficient. The scheme delivers on several national and local planning objectives, notably climate change, design quality, and housing growth.

## **10. Recommendation**

Members to determine any material objections and/or observations for this application they wish to make to the planning authority.

If Members do not object to this application they may wish to consider recommending the following conditions:

1. Time Limit – development to begin within 3 years.
2. Approved Plans – development in accordance with submitted plans and documents.
3. Materials – samples to be approved prior to construction.
4. Tree Protection – in line with GHA Arboricultural Report (May 2025).
5. Drainage – implementation of surface water strategy as submitted.
6. BNG Implementation – as per BNG Checklist and Ecological Enhancements Plan.
7. Sustainability Measures – units to be constructed to Passivhaus or equivalent standards.
8. Parking and Access – as per approved layout before occupation.
9. Construction Management Plan – to be agreed prior to commencement.
10. Lighting Scheme – to prevent ecological harm and light spill.



## GODALMING TOWN COUNCIL

### ENVIRONMENT & PLANNING – SCHEDULE OF PLANNING APPLICATIONS – 30 SEPTEMBER TO 21 OCTOBER 2025

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
<b>WBC Weekly List 25/40</b>				
TM/2025/01898	Godalming Binscombe & Charterhouse	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER GOD12	Netherwood Court Filmer Grove Godalming GU7 3AF	
TM/2025/01897	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER GOD 8	Newstead Close Godalming GU7 2AJ	
TM/2025/01911	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA94	Greenheys 24 Mark Way Godalming GU7 2BE	
WA/2025/01880	Godalming Central & Ockford	Erection of extensions and alterations including raising and replacement of pitched roofs to both 2 and 4 Victoria Road.	2 & 4 VICTORIA ROAD GODALMING GU7 1JR	
WA/2025/01913	Godalming Central & Ockford	Erection of single storey rear extension with associated works.	105 Ockford Ridge Godalming GU7 2NQ	
WA/2025/01899	Godalming Farncombe & Catteshall	Certificate of Lawfulness under Section 192 for alterations to roofspace including a dormer, rooflights and new window to provide habitable accommodation.	6 Broadwater Lane Farncombe Godalming GU7 3JQ	
WA/2025/01879	Godalming Holloway	Erection of extensions and alterations.	28 Quartermile Road Godalming GU7 1TJ	
WA/2025/01887	Godalming Holloway	Erection of a two storey dwelling, detached car port and bin/cycle store with associated amenity space and parking following demolition of existing garage.	Land At Glennie Ramsden Road Godalming GU7 1QE	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
<b>WBC Weekly List 25/41</b>				
WA/2025/01933	Godalming Binscombe & Charterhouse	Erection of single storey extension and alterations to elevations following demolition of existing outbuilding; alterations to integral garage to provide additional habitable accommodation.	44 Binscombe Lane Farncombe Godalming GU7 3PP	
TM/2025/01928	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 41/99	Land in Front of 14 and 15 Hillside Way Godalming GU7 2HN	
TM/2025/01927	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/04	5 Dormers Close Godalming GU7 2QX	
WA/2025/01955	Godalming Holloway	Erection of a single storey extension.	7 Windy Wood Godalming GU7 1XX	
TM/2025/01938	Godalming Holloway	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 07/03	12 Busbridge Lane Godalming GU7 1PU	
<b>WBC Weekly List 25/42</b>				
WA/2025/01983	Godalming Central & Ockford	Listing building consent for widening of round floor entrance together with works to existing staircases and other internal alterations; installation of secondary glazing to existing windows.	61-63 High Street Godalming GU7 1AW	
WA/2025/01981	Godalming Central & Ockford	Alterations to shopfront to provide dry water main inlet cabinet and associated works.	65 & 65a High Street Godalming GU7 1AW	
WA/2025/02001	Godalming Farncombe & Catteshall	Erection of second and third floor extensions to Thornbrook House to provide 4 duplex flats with alterations to flats (nos. 7, 21 and 31), relocation and extension of the existing external staircase and existing bin stores; erection of 5 two-storey dwellings and associated works including erection of bin stores; installation of EV charging points.	Thornbrook House Weyside Park Catteshall Lane Godalming	
CA/2025/01998		WEY AND GODALMING NAVIGATIONS CONSERVATION AREA WORKS TO TREES	Lammas Lands Godalming	

<b><u>Ref</u></b>	<b><u>Ward</u></b>	<b><u>Proposal</u></b>	<b><u>Site Address</u></b>	<b><u>GTC Observations</u></b>
PRA/2025/01987	Godalming Binscombe & Charterhouse	The erection of a single storey side extension which would extend beyond the rear wall of the original house by 4m, for which the height would be 3m, and for which the height of the eaves would be 2.9m.	63 Binscombe Crescent Farncombe Godalming GU7 3RA	



## Community Infrastructure Levy (CIL) Policy, Guidance & Application Form Godalming Town Council

### Part A – Policy and Guidance

#### 1. Introduction

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and implemented on 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of that development.

Godalming Town Council (GTC) receives 25% of CIL funds collected by WBC from development within the Godalming parish area. These funds are available to spend on local projects that address the demands development places on the area.

In accordance with the CIL Regulations, the local proportion of CIL should be used for:

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

The definition of infrastructure is broad and includes (but is not limited to):

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

GTC encourages potential applicants to discuss ideas with the Town Clerk before submitting a formal application.

#### 2. CIL Policy

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, where applicable, sponsoring applications.

Funds must be spent **within five years of receipt, though** GTC may choose to accumulate funds to support larger or strategic projects.

The level of available CIL receipts will depend on the rate of local development and cannot be considered a continuous funding stream.

All final decisions for approval and disbursement of CIL funds must be made by **Full Council**.

### 3. Who Can Apply

Applications may be submitted by:

- Godalming Town Council Committees; or
- External **not-for-profit organisations**, including statutory infrastructure providers, community groups, schools, and registered charities.

Membership organisations must demonstrate wider community benefit. Facilities funded through CIL should be accessible to a range of people within the community.

**Note:** If an external organisation has been granted CIL funds for a project, it may not apply for further CIL funding (for any project) until twelve months have elapsed since the previous award.

### 4. What Is Not Eligible

The following will not normally be funded:

- Projects completed prior to submitting an application
- Ongoing revenue or running costs
- Annual maintenance or repair
- Projects promoting political parties or causes
- Projects conflicting with existing Town Council policies
- Recoverable VAT

In some cases, it may be determined that alternative funding sources are more appropriate.

### 5. What a Project Should Demonstrate

Projects should clearly demonstrate:

- How they address the impacts created by new development
- A wider community benefit, not limited to the applicant organisation
- A clear and deliverable plan with sound governance
- The ability to attract additional resources (match funding or partnership support)

CIL should be considered **funding of last resort**, and applicants must show that other potential funding sources have been explored first.

### 6. Application and Assessment Process

Applications should be submitted via email to: **office@godalming-tc.gov.uk**

The process is as follows:

1. Applications are validated by a panel consisting of three nominated councillors and the Town Clerk.
2. Validated applications are considered by the **Environment & Planning Committee**.
3. Approved applications are then forwarded to **Full Council** for final decision and prioritisation against available funds.

Meeting dates are published on the Council's website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk).

Where a project is also applying for **Strategic CIL** from Waverley Borough Council, GTC will accept an initial application using WBC's CIL form to avoid duplication.

## 7. **Guidance on Completing the Application Form**

Below is guidance to assist applicants completing the CIL Funding Application Form:

**Questions 1–3:** Applicant and main contact details. Each participating organisation must sign the declaration section.

**Questions 4–5:** Type and legal status of organisation. If registered as a charity, provide the registration number. Confirm whether VAT can be reclaimed, failure to declare this will invalidate an application.

**Question 6:** Location of project (full address and postcode).

**Question 7:** Project summary – description, purpose, and community benefit.

### **Questions 8–12:**

- Project cost breakdown and sources of funding.
- Indicate other contributions or match funding sought.
- Declare any previous CIL or grant awards from GTC or WBC.

### **Questions 13–14:**

- Explain how the project meets infrastructure needs arising from development.
- Provide community support evidence (letters or endorsements).
- Projects aligning with the following local priorities are encouraged:
  - Transport improvements (roads, cycling, pedestrian safety)
  - Open space and recreational improvements
  - Youth provision
  - Biodiversity enhancement
  - Community facilities
  - Flood and drainage works

### **Questions 15–16:**

- Demonstrate deliverability within **24 months** of approval.
- Explain long-term sustainability and revenue funding arrangements.

### **Questions 17–19:**

- Non-public sector applicants must provide the latest audited accounts (including reserves).
- State whether planning permission is required and whether it is secured.

## 8. **Supporting Information and Post-Approval Process**

- Applications must include or later provide **three competitive quotes** for the works proposed.
- Following approval, written confirmation will be required agreeing to reimburse GTC if the project does not proceed.
- No funds will be released until such confirmation is received.
- Projects must commence within **24 months** of Full Council approval.
- Applicants must hold a bank account in the organisation's name.

The CIL award covers **capital expenditure only**. GTC will not assume ongoing maintenance or operational responsibilities.

**9. Publicity and Acknowledgement**

Recipients must acknowledge Godalming Town Council's support in any publicity or signage relating to the project.

GTC reserves the right to use project images or descriptions for public information or promotional purposes.

The assessment process is competitive, and not all applications will be funded. There is no right of appeal.



Supporting Our Community

## CIL FUNDING APPLICATION FORM

1. Applicant organisation	
2. Name and position of main contact	
3. Applicant contact details (phone no, email and address)	
4. Type of organisation  If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	



9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		

10. Detail of additional sources of funding available

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

13. How does the project help address the demands of development in the area. What evidence is there to support this?

<p>14. What evidence is there of support from the community</p>	
<p>15. Proposed timescales for the project</p>	
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	
<p>18. Do you need planning permission to carry out the works?</p>	
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	

## Section E: Declaration

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

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

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

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## 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.