

# MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE HELD ON 17 JULY 2025

- \* Councillor Follows – Chair
- \* Councillor Weightman – Vice Chair

* Councillor Adam	0 Councillor Holliday
# Councillor Clayton	* Councillor Kiehl
* Councillor Crowe	* Councillor Martin
0 Councillor C Downey	* Councillor PMA Rivers
0 Councillor S Downey	* Councillor PS Rivers
* Councillor Duce	0 Councillor Steel
* Councillor Heagin	* Councillor Thomson
	* Councillor Williams

\* Present      # Absent & No Apology Received      0 Apology for Absence      L Late

## 140. MINUTES

The Minutes of the meeting held on 5 June 2025, having been previously circulated were signed by the Chair as a true record.

## 141. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

## 142. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Kiehl declared an other registerable interest in Agenda Item 6e – Community Grant application – Moss Lane School on the grounds that he has a child at the school and left the Chamber when that agenda item was debated.

Councillor Crowe declared an other registerable interest in Agenda Item 6e – Community Grant application – Moss Lane School on the grounds that she has a grandchild at the school and left the Chamber when that agenda item was debated.

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

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

## 144. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

## 145. APPLICATIONS FOR GRANT AID

Information:		£
	25/2026 Grants Budget	65,100.00
	Allocations this year to date	47,996.00
	Balance available for allocation	17,104.00
	25/2026 SLA Fund Allocation	45,500.00

	SLA Fund applications this meeting	45,500.00
	Balance unallocated	0.00
	25/2026 Council Community Fund Allocation	19,600.00
	Allocations this year to date	11,760.12
	Balance unallocated	7,839.88

### **Community Grants**

Members considered the following applications for grant aid – the summary of the application and the decision is given below.

#### Farncombe Infants School

Sponsors: Cllr Crowe, Cllr Williams

£592 was awarded to provide a cover for a Bike Rack Facility at the school.

#### What Next? Climate Emergency Centre for Waverley

Sponsors: Cllr Williams, Cllr Follows, Cllr Crooks

£1,000 was awarded towards the cost of the infrastructure to create a 'living wall' at the What Next? Climate Emergency Centre for Waverley.

#### Army Cadet Force – Farncombe Detachment

Sponsors: Cllr Martin, Cllr PMA Rivers

£870 was awarded for a replacement detachment standard as the existing standard is outdated, incorrectly represents regimental affiliation, and is in poor condition. Members noted that a detachment standard (also known as a banner) is an important ceremonial and symbolic item within the cadet training programme. It plays a significant role in teaching cadets' military traditions, drill, and respect for collective (regimental) identity.

#### Farncombe Jazz Choir

Sponsors: Cllr PMA Rivers, Cllr Heagin

£2,412.12 was awarded to cover the travel costs incurred by the Farncombe Jazz Choir during their participation in the 40<sup>th</sup> anniversary Twinning Charter commemorations in Joigny, France.

Members noted that 19 members of the Farncombe Jazz Choir represented the Town of Godalming at the 40<sup>th</sup> anniversary of the signing of the Twinning Charter with Joigny. The choir undertook this visit in a voluntary capacity and served as cultural ambassadors for the community.

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

#### Moss Lane School Association

Sponsors: Cllr Thomson, Cllr Follows

£1,500 was awarded to purchase new non-fiction books to replace outdated materials in the school library.

Farncombe Youth Football Club  
Sponsors: Cllr PMA Rivers, Cllr Crowe

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

Sport in Mind  
Sponsors: Cllr Thomson Cllr Follows

£1,440 was awarded to Sport in Mind to deliver weekly one-hour yoga sessions in Godalming for adults and carers (aged 17+) living with mental ill health.

146. PROPOSAL FOR COMMUNITY-SUPPORTED SCHOOL LIBRARY BOOK TOKEN SCHEME – “TRIAL INITIATIVE”

Members considered the proposal to launch a pilot Community Book Token Scheme in partnership with the Godalming branch of Waterstones, aimed at enhancing school library resources across Godalming and Farncombe.

Having acknowledged the importance of school libraries in promoting early years literacy and the recent funding application from the Moss Lane School Association, Members expressed their support for initiatives encouraging civic engagement and community-led educational support.

**Resolved:**

That the Town Council supports a trial of a Community Book Token Scheme in partnership with Waterstones Godalming bookshop, to be delivered as outlined below:

- I. The scheme will run from 21 July to 31 August to coincide with Waterstones’ “Children’s Summer Reading Challenge”.
- II. Residents will be invited to purchase book tokens at Waterstones Godalming and deposit them in an in-store collection box.
- III. Tokens collected will be distributed among the state infant and junior schools within the Godalming civic parish: St Marks & All Saints Primary, Moss Lane Infants, Busbridge Infants, Busbridge Junior, St Edmunds, Godalming Junior, Farncombe Infants, and Loseley Fields Primary School.
- IV. Participating schools will redeem the tokens at Waterstones Godalming for appropriate non-fiction, inclusive, and curriculum-aligned reading materials.
- V. The scheme will be promoted by the Town Council, and its effectiveness will be evaluated based on public participation, school feedback, and community response.

Members agreed that, if successful, consideration would be given to repeating the scheme on an annual or termly basis.

The Council noted that this initiative supports its ongoing priorities of youth education, community involvement, and support for local business, while offering schools an alternative channel for acquiring essential learning resources.

147. LOCAL GOVERNMENT REORGANISATION IN SURREY – CONSULTATION

The Committee considered a report regarding the Government’s ongoing consultation on local government reorganisation in Surrey. Members noted that, while Godalming Town Council (GTC) is not a statutory consultee, the consultation welcomes views from all interested parties, including town and parish councils.

The Committee Chair requested a recorded vote and votes were given as follows:

Councillor Adam	For	Councillor Martin	Against
Councillor Crowe	For	Councillor PMA Rivers	For
Councillor Duce	For	Councillor PS Rivers	For
Councillor Follows	For	Councillor Thomson	For
Councillor Heagin	For	Councillor Weightman	For
Councillor Kiehl	For	Councillor Williams	For

Upon a majority vote it was RESOLVED that:

Having reviewed the proposals and accompanying documents—including the Strategic Comparison of Two vs. Three Unitary Models and the draft consultation response prepared by the Local Government Reorganisation (LGR) Working Group:

- I. That the Council supports the conclusion of the LGR Working Group that GTC's preferred option is the three-unitary council proposal, recognising this model as offering the greatest benefit to Godalming and its residents by maintaining strong local identity, practical governance, and future-facing service delivery.
- II. To approve the draft consultation response, (attached to the record minutes).
- III. That the Chief Executive Officer be authorised to submit the approved response to the Government's consultation on behalf of the Town Council.

In addition, Members noted the correspondence received from the Surrey Association of Local Councils (SALC) regarding SALC's stated position in relation to the consultation.

148. COMMUNITY ASSET TRANSFERS AND LOCAL GOVERNMENT REORGANISATION – EXPENDITURE FROM EARMARKED RESERVES

The Committee considered a report on the future treatment of expenditure arising from Community Asset Transfers (CATs) and activities associated with Local Government Reorganisation (LGR).

It was noted that, while previous CAT-related costs had been drawn from the Professional Fees Reserve, the creation of a **dedicated** LGR Reserve now offers a more appropriate funding mechanism. In line with Financial Regulation 4.11, the Committee reviewed the proposed governance and authorisation framework for the use of these funds.

**Resolved:**

That the Committee agreed the following for recommendation to Full Council:

- I. **Scope of Expenditure:** Costs associated with preparing and submitting Expressions of Interest and Business Cases for the transfer of land, property, or services—as recommended by the LGR Working Group and approved by this Committee—shall be met from the LGR Reserve.
- II. **Eligible Costs:** May include administrative support, professional fees (legal, valuation, surveyor), consultancy, public engagement (e.g. newsletters, publicity), and any other costs directly associated with LGR.
- III. **Budgetary Limitation:** Expenditure shall not exceed the total held within the LGR Reserve unless further approved by Full Council.

- IV. **Authorisation Protocol:** Authority is delegated to the Chief Executive Officer, in consultation with the Chair of the LGR Working Group, to approve such expenditure. All expenditure shall be reported to this Committee.
- V. **Governance Compliance:** In compliance with Financial Regulation 4.11, this resolution shall be referred to Full Council for formal approval.

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

Members considered the report and supporting papers relating to the Council's ongoing Community Asset Transfer (CAT) activity under the Waverley CAT policy and in anticipation of Local Government Reorganisation (LGR) in Surrey.

It was noted that four EOIs had already been submitted for Tranche 1 assets, with business case outcomes expected later in the year.

The LGR Working Group's proposed CAT "Wishlist" was reviewed, including the categorisation of assets into Tranches 1–4. Members recognised the strategic value in securing local ownership of key community assets in advance of anticipated governance changes in 2027.

Having considered the above, Members **resolved to agree:**

- I. That the priority order for the LGR Community Asset Wishlist be agreed as proposed.
- II. That EOIs be submitted to Waverley Borough Council for the following **Tranche 2 assets**, where GTC already holds a lease or licence interest:
  - Crown Court Public Toilets
  - Farncombe, North Street Public Toilets
  - Wilfrid Noyce Centre
  - Godalming & Villages Community Store - It was noted that the Trustees of the Community Store support and endorse the submission of the EOI for their premises.
- III. That the conclusions and recommendations of agenda reports 10f and 10g concerning the **Borough Hall** and **Farncombe Day Centre** respectively be approved, namely:

**For the Borough Hall:**

- That the LGR Working Group commence preparatory work to develop a viable EOI and future business case for the freehold transfer of the Borough Hall complex.
- That initial engagement with WBC address technical decoupling of services, lease/licence arrangements, and potential TUPE implications.
- That associated legal, technical, and HR costs be funded from the LGR Reserve.
- That GTC affirms its commitment to the Borough Hall's continued and enhanced role as a cultural and performance venue.

**For the Farncombe Day Centre:**

- That the LGR Working Group similarly progress preparatory work for a freehold transfer EOI and business case, subject to due diligence.
- That transitional planning be undertaken with WBC, including technical mapping of services and lease review.
- That associated preparatory costs be met from the LGR Reserve.

- That future budget-setting cycles incorporate consideration of enhanced financial support for the Day Centre, should funding from upper-tier authorities be reduced or withdrawn.
- IV. That Members wishing to propose additional assets for consideration under CAT submit details to the Chief Executive Officer for review by the LGR Working Group.
- V. That an extra-ordinary meeting of the Policy & Management Committee be held on Thursday, 7 August on completion of the scheduled Environment & Planning Committee meeting to consider the EOI's for tranche three assets.

The Committee reaffirmed its strategic commitment to local asset stewardship as a means of safeguarding community benefit, promoting local accountability, and strengthening resilience during a period of structural uncertainty.

150. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 22 May to 15:00 14 July 2025	311,838.12
Receipts received since the 22 May to 15:00 14 July 2025	81,070.80
Balance held in HSBC Current Account	74,967.89
Balance at 15:00 14 July 2025	
Balance held in the HSBC Business Deposit Account	759,432.88
Balance at 15:00 14 July 2025	
CCLA Deposit Account	1,050,000.00
Balance at 15:00 14 July 2025	

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chair should sign the schedule of accounts paid.

151. BUDGET MONITORING

Members considered and noted a budget monitoring report to 30 June 2025 (detailed report attached to record minutes).

Members noted the challenge to the rateable value for the Ockford & Aaron Hill Community centre which has been set at a level higher than that of the Haslemere halls and Farnham Memorial Hall combined.

152. FARNCOMBE DAY CENTRE – REPORT

Members received and noted a report from Farncombe Day Centre as required by the SLA agreement between GTC and the day centre.

153. PEPPERPOT UPDATE

**Project Update and Additional Funding Approval**

Members received a detailed progress update on the restoration and repair works at The Pepperpot. The project was noted to be progressing well, with several major elements already completed or underway.

**Project Update Highlights:**

- The historic clock has been transported to Smith of Derby for restoration, with no issues reported to date.
- Copper roofing has been removed and stored for potential recycling.
- Dome and supporting barrel structures have been inspected offsite, with the dome and barrel deemed sound. However, the column bases were found to be rotten. Replacement in Accoya wood has been proposed, subject to Listed Building Consent (LBC) approval.
- Window repairs and first-floor rendering (excluding the stair tourelle) are complete; the final coat will follow conclusion of overhead works.
- Arch repairs are in progress, with metal plates to be installed to stabilise a severe crack in the High Street arch.
- LBC-approved repairs to the arcade ceiling using cement board and skim finish have been endorsed.
- Works on the stair tourelle have been suspended following identification of dry rot, pending structural engineer review.

**Financial Oversight:**

Members reviewed the updated Pepperpot Renovation Cost Centre report, which showed expenditure of:

- £35,770 on repair/alteration of buildings (A/C 4101)
  - £36,034 on property maintenance (A/C 4102)
  - £7,800 on professional fees – surveyors (A/C 4312)
- Bringing total committed spend to date to £79,603.

Members noted that despite prior phased works dating back to 2009, many critical repairs were deferred at that time due to cost constraints. Inflation and further degradation now necessitate completion of the works in full, with updated estimated project costs **of £316,000**, including a 5% contingency.

**Having considered the above, Members resolved to agree to:**

- I. Note the progress report on The Pepperpot renovation works, including the scheduled inspection by the structural engineer and ongoing conservation-sensitive restoration efforts.
- II. Approve to recommend that Full Council authorise the release of additional funding in the sum of £149,000, to be drawn from reserves and revenue underspends, as outlined in the table below.

<b>Funding Source</b>	<b>Amount</b>
Capital Works Reserve	£229,698
Utilise Professional Fee Other Reserve	£17,000
Estimated Revenue Underspend	£42,000
Land & Property Reserve	£27,000
<b>Sum</b>	<b>£315,698</b>

- III. That the Town Council reaffirms its commitment to delivering the project in full, recognising that further delay would lead to increased cost, continued structural risk, and reputational harm.
- IV. That this project represents a critical act of generational stewardship, securing the long-term viability and civic prominence of one of Godalming's most iconic heritage buildings.

154. YOUTH SERVICE SUPPORT GROUP

Members considered a recommendation from the Staffing Committee that the Youth Service Support Group be re-designated to report directly to the Policy & Management Committee, rather than continuing as a support group under the Staffing Committee.

The Committee supported this recommendation and resolved to recommend that Full Council resolves to approve the re-designation of the Youth Service Support Group as a function of the Policy & Management Committee.

155. GODALMING AMATEUR SWIMMING CLUB

Members noted the letter sent to WBC in support of Council's Motion in support of the Godalming Amateur Swimming Club (Min No 650-24 refers) Members were informed that it is expected that an update will be available for the next scheduled P&M meeting.

156. SCHEDULE OF MEETINGS – UPDATE

Members noted that due to the anticipated elections to the shadow unitary authority on the 7 May 2026, the Full Council meeting scheduled for the 7<sup>th</sup> has been moved to 14 May 2026.

157. GODALMING TOWN CENTRE TRAFFIC MANAGEMENT – FOLLOW-UP TO MIN NO. 82-25

Members received the draft letter addressed to Surrey County Council (SCC), prepared in accordance with the resolution of the Policy & Management Committee on 5 June 2025 (Min No 82-2025 refers), which instructed the CEO to write formally to SCC to progress the long-standing proposals for the introduction of a 20-mph speed limit and related traffic management measures within Godalming town centre.

The Committee noted that the draft letter reaffirms the Council's support for the implementation of lower speed limits in line with SCC's stated policy on improving road safety and promoting active travel. The letter invites SCC to:

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

The letter also includes an invitation for SCC representatives to attend the Policy & Management Committee meeting scheduled for 28 August 2025, to discuss the proposals and next steps.

**Members Resolved:**

That the draft letter to Surrey County Council dated 18 July 2025 be approved for immediate dispatch, and that SCC representatives be formally invited to attend the Policy & Management Committee meeting on 28 August 2025.

158. BUSINESS IMPROVEMENT DISTRICT LOAN FACILITY

Members considered a request from the Godalming Business Improvement District (BID) Board for short-term financial assistance to support the immediate commencement of a mobile connectivity improvement project in the town centre, as outlined in the BID's business plan. The request also sought permission to utilise The Pepperpot for installation of the required mobile connectivity hardware.



**Background:**

At its meeting held on 11 January 2024 (Min No. 455-24 refers), Members unanimously welcomed the establishment of the Godalming BID and approved an initial loan facility to enable the BID's setup ahead of receiving levy funding. That facility was entered into under formal agreement and repaid in full by August 2024.

Since then, the BID has made progress across its key workstreams, including branding, business support, and cost-saving initiatives. One persistent issue affecting businesses and visitors in the town centre remains poor mobile connectivity. The BID now seeks to implement a localised technical solution, drawing on successful models from other BID areas.

Although the project is included in the BID's budget, levy income to support its commencement is not expected until late August. To ensure readiness for the autumn trading period, the BID has requested a loan facility of up to £12,000 to be repaid in full by 31 December 2025.

As part of the project, The Pepperpot has been identified as a suitable location for installation of mobile connectivity hardware, and the BID has sought permission to proceed on this basis.

Having considered the requests, **Members resolved to approve:**

- I. the provision of a cashflow support loan facility of up to £12,000 to the Godalming BID Board, to be provided under a formal agreement and repayable in full by 31 December 2025; and
- II. the use of The Pepperpot as a location for the installation of mobile connectivity hardware, subject to officer oversight to ensure compatibility with the building's heritage and structural constraints.

159. UPCOMING EVENTS

Members noted the following upcoming event(s):

Date	Event
Saturday, 2 - Sunday, 10 August	Staycation
Saturday, 9 August	Godalming Street Market
Friday, 15 August	80 <sup>th</sup> anniversary of VJ Day
Saturday, 13 September	Farncombe Market

160. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

161. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting to be publicised.

162. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is an Extraordinary meeting scheduled to be held in the Council Chamber on Thursday, 7 August 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

163. ANNOUNCEMENTS

There were no announcements.