

GODALMING TOWN COUNCIL

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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 16 FEBRUARY 2023 at 7.00pm.

DATED this 10th day of February 2023.

Andy Jeffery
Clerk to the Town Council

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

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

Rhia and Larnie Charmbers (11 and 13 respectively) will be leading the moment of reflection immediately prior to the start of the meeting.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 15 December 2022.

2. APOLOGIES

TO RECEIVE 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 TOWN MAYOR 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,

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- 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. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Environment & Planning Committee

The Environment & Planning Committee makes one recommendation to Full Council regarding the award of Neighbourhood Community Infrastructure Levy to Broadwater School. This recommendation to be considered at agenda item 10 below.

Policy & Management Committee

Fireworks Event

The Policy & Management Committee makes one recommendation to Full Council regarding a proposal to support a new Charity Firework, Bonfire and Procession event in partnership with Guildford Rugby Club. The Policy & Management Committee, recommended that, subject to further approval on cost, Full Council approved to underwrite elements of this event. This recommendation to be considered at agenda item 11 below.

Policy Document Review

Members considered the adopted documents detailed below and resolved to approve the documents for re-adoption by Full Council.

- GCPR – [Removable Media Policy](#)
- GDPR – [Subject Access Policy](#)
- GDPR – [Privacy Notice – General](#)
- GDPR – [Privacy Notice – Staff & Councillors](#)
- GDPR – [Document Retention Policy](#)
- GDPR – [Information Data Protection Policy](#)

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit	2 February 2023
Environment & Planning	15 December 2022 12 January 2023 2 February 2023
Policy & Management	12 January 2023
Staffing	20 October 2022

9. **PENSION REVALUATION – ITEM TO NOTE**

Members to note the contents of a letter received from Surrey Pension Fund Employer Manager (letter attached for the information of Members). With effect from 1 April 2023 the Town Council's employer's contribution rate to the LGPS will be 17.7%. That is less than the current contribution rate of 18.4%. The saving to the Council's employee budget in 2023/24 will be approximately £3,200.

The rate given is based on Godalming Town Council being part of a town and parish pool. This pool was established to help reduce the volatility in employer contribution rates between Triennial Valuations. We have the right to withdraw from the pool and request a separate actuarial valuation, but the RFO does not see any benefit in taking up this option.

10. **NEIGHBOURHOOD CIL FUNDING APPLICATION – BROADWATER SCHOOL CANOPY GARDEN – ITEM FOR DECISION**

Recommendation: Full Council to approve an award of £79,400 from Neighbourhood CIL funds to support the Broadwater School Garden Canopy project subject to the conditions set out below.

On 12 January 2023 the Environment & Planning Committee received a presentation from Nathan Smith-Rogers (Deputy Head of Broadwater School), Claire Marks (Parent and Chair of the Friends of Broadwater School), Emily Grayshaw (Parent and Garden Designer) and Vicky Adam (Parent and Garden Designer) in support of a Neighbourhood CIL application (Min No 438-22 refers).

The Committee noted that the project is divided into three phases, which combined are estimated to cost in the region of £216,615, with The Friends of Broadwater School seeking £69,400 of Neighbourhood CIL funding to fund phase 1 of the project, *The Canopy Garden*.

If Neighbourhood CIL funding is approved, it is hoped that the project could be undertaken during the 2023 summer holiday period to avoid disruption to pupils during term-time. Additionally, Members of the Committee also noted that the Friends of Broadwater School planned to raise an additional £15,000 towards a total £20,000 contribution to the project.

Following debate, Members resolved to recommend to Full Council the awarding of Neighbourhood Community Infrastructure Levy Funds of up to £79,400 conditional on the following requirements:

- funding to be used for the provision of phase 1 of the overall project, the *Canopy Garden* area;
- Friends of Broadwater School to raise a minimum of £5,000 of funding above their current funding balance as of 12 January 2023;
- the Neighbourhood CIL award to be reduced by £1, to a maximum of £10,000, for each £1 raised by the Friends of Broadwater School toward the project before the target start date of the project on 25 July 2023; and
- Friends of Broadwater School to provide their accounts as requested by the RFO prior to the first payment of CIL funds.

11. **APPROVAL OF EXPENDITURE IN SUPPORT OF 2023 NOVEMBER FIREWORK, BONFIRE & PROCESSION EVENT – ITEM FOR DECISION**

Recommendation: Full Council to approve to underwrite expenditure of £10,000 on a cost recovery basis to support the organisation and delivery of a Town Firework, Bonfire & Procession event for 2023.

On 12 January 2023, the Policy & Management Committee considered a proposal for Godalming Town Council to support a new Fireworks, Bonfire & Procession event in partnership with Guildford Rugby Club. (Min No 451-22 refers).

This proposal seeks to leverage a new partnership with Guildford Rugby Club to deliver not just a replacement fireworks event but a bonfire, torchlight procession and commercial event to Guildford Rugby Club (at Broadwater Park) and to the community of Farncombe more widely. In doing so, it also seeks to ensure that Farncombe hosts one of the more significant community events in the annual calendar going forward.

In agreeing 'in-principle' support, to underwrite the cost of hosting the event (based on cost recovery) it was agreed that anticipated costs would be brought to the Council at the earliest opportunity. Members are requested to consider the attached cost report, draft management plan, procession route plan and traffic management plan in support of this event. If approved, costs to be allocated against the Emerging Projects budget.

12. **COUNCIL PROGRAMME 2019-2023 – ITEM FOR DECISION**

Recommendation: Members to resolve to approve the status designation of GTC objectives.

Members to review the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 (attached for the information of Members) and if agreed, approve the status designation of the GTC objectives and the publication of the updated document. Amendments since last review shown in red.

13. **GODALMING TOWN CENTRE AREA – PAST, PRESENT & FUTURE – ITEM FOR DECISION**

Recommendation: Members to resolve to approve the updated action grid contained within the Godalming Town Centre Area document.

Members to review the Godalming Town Centre Area - Preserving the Past, Protecting the Present, Planning the Future document adopted by Full Council in April 2021, reviewed July 2022 (attached for the information of Members) and if agreed, approve the updated Action Grid contained within the document. Amendments since last review are shown in Red.

14. **CITIZENS' ADVICE WAVERLEY (CAW) – ASSIGNMENT OF SLA – ITEM FOR DECISION**

Recommendation: Members to consider a request by Citizen Advice Waverley (CAW) for the assignment of the existing Service Level Agreement between GTC and CAW to Citizen Advice Guildford and Ash (CAGA) in support of the merger between the organisations. If Members are in agreement, they are requested to authorise the Town Clerk to arrange the assignment.

Members will be aware of the awarding of a Service Level Agreement (SLA) to CAW by the Council on 26 September 2019 (Min No 235-19 refers) for the period 1 April 2020-31 March 2023 at an annual cost of £28,000. Members will also be aware that the SLA is based on a requirement for CAW to provide a direct client contact advice provision within Godalming that provides 5-day per week access (excluding public holidays). The final 'installment' of this current SLA is due for payment in April 2023.

On 26 January 2023, The Town Clerk was informed by the current Chair of CAW of the proposed merger between CAGA and CAW.

An aim of the merger is to create a better, more accessible and, importantly, more financially sustainable service for residents. Together the merged entity will, have a more influential

voice for local people, be a better partner to key stakeholders, and be able to provide more opportunities for staff and volunteers.

It is expected that the legal aspect of the merger will be completed on 31 March 2023, ready for the new financial year. However, there are outstanding actions to complete before merging and so the final date is subject to change.

Key benefits of the merger

The two Trustee Boards (Citizens Advice Guildford and Ash (CAGA) and Citizens Advice Waverley (CAW)) commissioned an independent contractor to develop the full-business case. This looked at the potential opportunities and challenges a merged organisation may face, including:

- **Financial sustainability:** Both faced challenging financial futures. As a larger, stronger organisation the hope is to secure funding from additional sources, as well as strengthen existing partnerships to secure the service for current clients and the unmet demand both currently face.
- **Stronger advocacy for clients:** Through becoming a larger organisation there will be opportunities to have an influential voice for local people and become a better partner for key stakeholders.
- **Improved opportunities for staff and volunteers:** The larger organisation will enable those who work with them to specialise, deepen expertise and provide opportunities for development.

What this means for the relationship with Godalming Town Council

Trustees of CAW believe the merger will result in a stronger and more resilient service for Godalming residents, with the intention to continue to deliver services in and for the community. The funds granted by GTC through the current SLA will continue to be clearly accounted for and focused on the Godalming community.

The intention for the new organisation is to transfer the current assets and liabilities of CAW to CAGA, which will subsequently be renamed to reflect the new operating area. Therefore, CAW wish to seek an assignment of the current SLA between GTC and CAW to CAGA.

Assignment of Current SLA

Authority to approve the assignment of the current SLA to the newly merged entity is not within the delegated authority of the Town Clerk, and requires an explicit authority being approved by resolution of the Full Council of Godalming Town Council.

For clarity and as required by the existing SLA, prior to this item being brought forward for consideration by Members, the Town Clerk sought and has received a written assurance that for the period 2023/24 (the last year of the existing SLA) the intention is to maintain a 5-day per week access to Citizens' Advice services within the Parish of Godalming.

Members are requested to authorise the Town Clerk to arrange for the assignment of the existing SLA between Godalming Town Council and CAW to CAGA.

For information CAGA has been informed of the process for making an application to GTC for consideration of any future SLA beyond the expiry of the current agreement.

15. UK SHARED PROSPERITY FUND (UKSPF) – YOUTH PROVISION – ITEM FOR DECISION

Members to receive an update on the allocation of UKSPF award to GTC for youth service provision.

On 13 October 2022 Members resolved to approve that, if Waverley Borough Council is successful in its bid for UK Shared Prosperity Funding, Godalming Town Council should act

as a delivery partner to support the Government's Levelling Up agenda through the implementation of the UK Shared Prosperity Fund Project for Youth Provision as approved by the Department of Levelling Up, Housing & Communities (Min No 315-22 refers).

Whilst on 13 October it was not known whether the GTC project had been approved by the Department for Levelling Up, Housing & Communities, Members agreed that Officers should continue to pursue its delivery.

The UKSPF covers a period to 31 March 2025, and funding will be provided from the WBC allocation. Therefore, this project should be considered as a wider Waverley project, at no financial cost to GTC, being delivered by the Godalming Town Council Youth Service. As such, having been informed that the basis of the GTC proposal had progressed through the approval stages, along with colleagues from WBC, GTC Officers have refined the project to enable the delivery of mobile youth provision by the Godalming Youth Service to areas of most need, not only within the Godalming parish area, but also, if agreed by the relevant parish council, areas adjoining Godalming served by Rodborough School.

Whilst the overall aim would be to continue delivery beyond 31 March 2025, this would be dependent on future funding, as such, to manage the project within the UKSPF timescale and funding agreement, any additional staff recruited to support an expansion of the Godalming Youth Service to deliver the UKSPF project will be on a fixed contract basis.

Further details of the project, including the agreeing of a Memorandum of Understanding (MoU) for the project delivery between WBC and GTC to be approved by this Council, will be made available as the project develops. However, to make the most of the funding period, preparatory work, including sourcing of equipment and personnel will need to progress at pace. Therefore:

Recommendation: Full Council is requested to delegate the approval of the MoU to the Policy & Management Committee with the delivery arrangements for the UKSPF to be delegated to the Town Clerk, RFO & Youth Service Officer, in consultation with the Youth Service Management Group and the Staffing Committee as appropriate to their terms of reference, with any decisions or commitments being within the funding allocation of the UKSPF and in accordance with the requirements of the UKSPF, including procurement, financial, branding & publicity and reporting regulations.

16. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

17. DATE OF NEXT MEETING

PLEASE NOTE THERE IS CHANGE IN THE MEETING TIME AND VENUE FOR THE MEETING TO BE HELD ON THURSDAY, 27 APRIL 2023 DUE TO THE COUNCIL CHAMBER BEING USED FOR ELECTION MATERIALS.

The date of the next Full Council meeting is scheduled to be held in the Borough Hall on Thursday, 27 April 2023 at 7.30pm. **To gain entry to the Borough Hall please use the Bridge Street entrance.**

18. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 19 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED - COMMERCIAL-IN CONFIDENCE

19. AUTHORISATION FOR WRITE-OFF – ITEM FOR DECISION

Members are asked to give their authorisation to write off invoice GTC5052 £20.00 in accordance with Financial Regulation 1.13 and our Credit Control Process (confidential report attached for the information of Members).

Email: crt pensions@surreycc.gov.uk



Providing our customers with
a better tomorrow

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GU7 1HA**

Surrey Pension Team
2nd Floor Dakota
11 De Havilland Drive
Weybridge
KT13 0YP

30th January 2023

Surrey Pension Fund Results of Actuarial Valuation at 31st March 2022

I am pleased to report that the Pension Fund Actuary has presented the initial report on the funding position of the Surrey Pension Fund at 31st March 2022. The triennial actuarial valuation is used to determine the contribution rates required for the next valuation period; from 1st April 2023 to 31st March 2026. The new contribution rate is applicable from 1st April 2023.

The Funding objectives are as follows:

- To ensure the long-term solvency of the Fund, using a prudent long-term view. This will ensure that sufficient funds are available to meet all members'/dependants' benefits as they fall due for payment.
- To ensure that employer contribution rates are affordable and stable.
- To reflect the different characteristics of scheme employers in determining contribution rates.
- To ensure administration costs attributable to scheme employers are charged proportionately to how they are accrued.
- To take reasonable measures to reduce the risk to all employers of any employer defaulting on its pension obligations.

To help to meet these objectives, the Fund has developed a covenant risk categorisation system to determine the level of assurance required for individual employer funding targets. This approach seeks to better reflect the differing characteristics of employers within the Fund and reduce the risk of an employer defaulting upon their pension obligations.

The risk categories are outlined as follows:

- Category 1 – a tax-raising or precepting employer; an employer with a guarantee from a tax-raising employer or an academy, whether they be a pooled multi-academy, an umbrella trust or are a single academy trust (MAT/UT/SAT)

- Category 2 – an employer with a satisfactory third-party guarantee, that can provide satisfactory security to the Fund or that can evidence a covenant that the Fund deems satisfactory through financial or other information, and a willingness and ability to pay scheme contributions as appropriate through an independent assessment approved by the Fund.
- Category 3 – stand-alone employers with no guarantee and with an insufficient covenant strength.

As an employer participating in the Fund, you have been categorised as a group 1 employer. Surrey Pension Fund has set up a Town and Parish Council pool which all Town and Parish Councils are eligible to participate in.

The main aims of the pooling arrangement are to:

- manage volatility in employer contribution rates between Triennial Valuations.
- provide a means of grouping employers with similar characteristics to share membership experience and smooth out the effects of costly but relatively rare events such as ill-health retirements or deaths in service; and
- minimise the risk of cross subsidy between Pool Members for any events under an employer's control.

The pooled rate will be recalculated at each subsequent Triennial Valuation with the next revision taking place as part of the 2026 Triennial Valuation. In the event that a Parish or Town Council chooses not to participate in the pooling arrangement a separate actuarial valuation will be undertaken to establish an individual employer contribution rate as part of the formal 2022 valuation.

The primary rate is the percentage of pay required to meet the cost of future pension benefits earned by the active members within the scheme.

The secondary contribution rate is to take account of how the assets and estimated liabilities may evolve over time and to ensure that the past service liabilities are fully funded over the deficit recovery period with the level of assurance required.

Please also note that the contribution rates reflect the minimum amount due. If you wish to make additional payments, then please advise us before doing so.

A copy of the Funding Strategy Statement for the Surrey Pension Fund has been sent to you via email. This reflects the discussions between employers, officers, members and the Fund actuary during the valuation process. This document now enters a period of consultation, and we welcome feedback. The deadline for responses is 17th February 2023.

I hope your funding position is clear but, **if you decide to opt-out of the pool** or have any queries, please contact the Customer Relationship Team at crt pensions@surreycc.gov.uk.

Yours sincerely

Sara Undre

Employer Manager

Surrey Pension Fund 2022 Actuarial Valuation

Town and Parish Council Pool - Notification of draft employer results

Introduction

This schedule contains a summary of the results of the 2022 actuarial valuation of the Surrey Pension Fund ("the Fund"), specifically those relating to the Employer or Pool/Group named above. Its main purpose is to notify you (the Employer) of the contribution rates payable from 1 April 2023 to 31 March 2026 as well as your funding position on the valuation date. It also contains detailed technical information explaining the results and how they have changed since the previous valuation. This information may be of use to any professional advisors examining your valuation results. Please see the final section of this schedule for further information, and read these in conjunction with the Funding Strategy Statement (FSS) which you will receive from the Fund for consultation purposes.

Contribution rates

	Primary	Secondary	Total		
Employer contribution rates for year ending	% of pay	% of pay	£	% of pay	£
31 March 2023				18.4%	0
31 March 2024	17.7%	0.0%	0	17.7%	0
31 March 2025	17.7%	0.0%	0	17.7%	0
31 March 2026	17.7%	0.0%	0	17.7%	0

The above contribution rates are the minimum rate required by the Fund. In most circumstances you can pay additional contributions to improve your funding position but this should be referred to the actuary first. The Primary Rate includes an allowance of 0.4% of pay for administration expenses. Employer contribution rates are due in addition to employee contributions. The average employee contribution rate is 6.5% of pay.

The contribution rates payable from 1 April 2023 have been determined based on the following funding strategy and employer circumstances:

Funding strategy	Last valuation / Opening position	This valuation
Funding target (see FSS for details)	Ongoing	Ongoing
Funding time horizon (years)	20	20
Likelihood of achieving funding target by end of horizon	70%	70%
Investment strategy	Whole Fund	Core
Open / Closed to new entrants	Open	Open

The contribution strategy gives a 70% likelihood that both past and future service benefits will be at least fully funded on the Fund's Ongoing basis at the end of a 20 year time horizon. This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft FSS. Further details on the Employer's investment strategy is included in the Fund's Statement of Investment Principles/Investment Strategy Statement.

Funding position

Your funding position as at 31 March 2022 is shown below, along with a summary of the assumptions and data underlying it.

Employer funding position (£000)	Last valuation / Opening position	This valuation (Ongoing)
Past service liabilities - Employees	3,601	4,993
Past service liabilities - Deferred pensioners	1,820	1,844
Past service liabilities - Pensioners	4,111	4,629
Past service liabilities - Total	9,532	11,465
Asset share	11,099	13,655
Surplus/(deficit)	1,567	2,189
Funding level	116%	119%

Assumptions

The financial and longevity assumptions underlying the funding positions disclosed are detailed below. Details of the demographic assumptions are available in the FSS.

Financial assumptions p.a.	Last valuation / Opening position	This valuation
Investment return (Ongoing)	4.2%	4.4%
Salary increases	3.2%	3.7%
Benefit increases/revaluation	2.3%	2.7%

Longevity assumptions	Last valuation / Opening position	This valuation
Baseline longevity	2018 VitaCurves	2021 VitaCurves
Future improvements (Ongoing basis)	CMI 2018: A=0.5%(M)0.25%(F), LTR=1.25%,Sk=7	CMI 2021: A=0.25%, W=0, LTR=1.5%, Sk=7

Based on the above longevity assumptions, and taking into account characteristics of the individual membership of the Employer, the average life expectancies are summarised below.

Life expectancy from age 65 31 March 2022	Ongoing
Current pensioners - male	22.3
Current pensioners - female	25.0
Future pensioners - male	23.2
Future pensioners - female	26.5

Figures for future pensioners are a weighted average of active and deferred members.

Membership Data

All the results in this schedule are based on the membership data summarised below which was supplied to us by the Fund for the purpose of the valuation.

Member	Membership data	Last valuation/Opening position	This valuation
Employee members	Number	65	71
	Total actual pay (£000)	1,467	1,751
	Total accrued pension (£000)	216	284
	Average age weighted by liability	57	57
Deferred pensioners	Number	55	50
	Total accrued pension (£000)	110	108
	Average age weighted by liability	53	55
Pensioners	Number	71	82
	Total accrued pension (£000)	275	315
	Average age weighted by liability	71	72

Change in funding position compared to last valuation/opening position

The following table shows a detailed breakdown of the change in your assets and liabilities over the period since the last valuation (or the date you joined the Fund, if this is later). This information may be of use to any professional advisors with an interest in your valuation results.

(£000)	Source of change	Assets	Liabilities	Surplus/(deficit)
Last valuation / Opening position		11,099	9,532	1,567
Cashflows	Employer contributions paid in	872		872
	Employee contributions paid in	338		338
	Benefits paid out	(1,028)	(1,028)	0
	Net bulk and individual transfers in/(out) ¹	(102)		(102)
	Other cashflows (e.g. expenses)	(13)		(13)
Expected changes in liabilities	Interest cost on benefits already accrued		1,285	(1,285)
	Accrual of new benefits		1,545	(1,545)
Membership experience vs expectations	Salary increases greater/(less) than expected		48	(48)
	Benefit increases greater/(less) than expected		(136)	136
	Early retirement strain (and contributions)	0	0	0
	Ill health retirement strain ²		(32)	32
	Early leavers (more)/fewer than expected		(9)	9
	Pensioner deaths (more)/fewer than expected		(147)	147
	Commutation less/(greater) than expected		12	(12)
	Impact of bulk transfers		0	0
	Other membership experience		120	(120)
Changes in market conditions	Investment returns on the Employer's assets	2,489		2,489
	Change in future inflation expectations		690	(690)
Changes in actuarial assumptions	Change in demographic assumptions (excl. longevity)		(67)	67
	Change in longevity assumptions		6	(6)
	Change in salary increase assumption		8	(8)
	Change in discount rate		(361)	361
This valuation		13,655	11,465	2,189

- 1. The impact of individual member transfers (in/out) on the liabilities is included in the Other membership experience item.*
- 2. Payments in respect of ill health retirements are recorded under Employer contributions or Other cashflows above.*

Important information: addressee, purpose and professional notes

Hymans Robertson have prepared valuation results for all employers participating in the Surrey Pension Fund and provided those to the Administering Authority. This Notification of draft employer results schedule has been created on behalf of the Administering Authority of the Fund to be shared with the Employer named above. Its purpose is to notify the Employer of the principal results from the 2022 actuarial valuation, and allow the Employer to check that the membership and participation details reflect their circumstances.

The draft Funding Strategy Statement (FSS) will contain further information on the assumptions and methodology used to calculate employer contribution rates and funding position set out in this report.

Please note that this schedule does not constitute advice to the Employer or any other third parties and Hymans Robertson LLP accept no liability to the Employer or any other third parties. If the Employer is a member of a funding pool or group within the Fund, the contribution rates, funding level and membership data shown in this report relate to the pool/group as opposed to the individual employer (unless stated otherwise).

The contribution rates shown in this schedule should be considered draft until finalised in the Rates and Adjustments Certificate, due to be published by 31 March 2023. The other results may also be revised by that point, for example due to changes in data or assumptions.

The figures shown in this document have been rounded and therefore the sum of figures within a table may not appear to add up exactly.

If you have any questions on the FSS or the results in this schedule please contact the Fund in the first instance.

Technical Actuarial Standard (TAS) 100 has been complied with to a proportionate degree in the preparation of this report.

Prepared by

Steven Scott FFA

Gemma Sefton FFA

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Providing our customers with
a better tomorrow

Surrey Pension Fund
Funding Strategy Statement
April 2023

DRAFT



Contents

Surrey Pension Fund – Funding Strategy Statement

Page

1	Welcome to Surrey Pension Fund's funding strategy statement	1
2	How does the fund calculate employer contributions?	3
3	What additional contributions may be payable?	6
4	How does the fund calculate assets and liabilities?	7
5	What happens when an employer joins the fund?	8
6	What happens when an employer leaves the fund?	10
7	What are the statutory reporting requirements?	13

Appendices

Appendix A – The regulatory framework

Appendix B – Roles and responsibilities

Appendix C – Risks and controls

Appendix D – Actuarial assumptions

Policies

Appendix E – Admissions policy

Appendix F – Cessation Policy.

Appendix G – Bulk transfers

Appendix H – Review of contributions between valuations

Appendix I – Prepayments policy

Appendix J – Ill health policy

Appendix K – Town and Parish Council Pool

Effective date	1 st April 2023
Date approved	
Next review	

1 Welcome to Surrey Pension Fund's funding strategy statement

This document sets out the funding strategy statement (FSS) for Surrey Pension Fund.

The Surrey Pension Fund is administered by Surrey County Council, known as the administering authority. Surrey County Council worked with the fund's actuary, Hymans Robertson, to prepare this FSS which is effective from 1st April 2023.

There's a regulatory requirement for Surrey County Council to prepare an FSS. You can find out more about the regulatory framework in [Appendix A](#). If you have any queries about the FSS, contact crt pensions@surreycc.gov.uk

What is the Surrey Pension Fund?

The Surrey Pension Fund is part of the Local Government Pension Scheme (LGPS). You can find more information about the LGPS at www.lgpsmember.org. The administering authority runs the fund on behalf of participating employers, their employees and current and future pensioners. You can find out more about roles and responsibilities in [Appendix B](#).

1.1 What are the funding strategy objectives?

The funding strategy objectives are to:

- take a prudent long-term view to secure the regulatory requirement for long-term solvency, with sufficient funds to pay benefits to members and their dependants
- use a balanced investment strategy to minimise long-term cash contributions from employers and meet the regulatory requirement for long-term cost efficiency
- where appropriate, ensure stable employer contribution rates
- reflect different employers' characteristics to set their contribution rates, using a transparent funding strategy
- use reasonable measures to reduce the risk of an employer defaulting on its pension obligations.

1.2 Who is the FSS for?

The FSS is mainly for employers participating in the fund, because it sets out how money will be collected from them to meet the fund's obligations to pay members' benefits.

Different types of employers participate in the fund:

Scheduled bodies

Employers who are specified in a schedule to the LGPS regulations, including councils and employers like academies and further education establishments. Scheduled bodies must give employees access to the LGPS if they can't accrue benefits in another pension scheme, such as another public service pension scheme.

Designating employers

Employers like town and parish councils can join the LGPS through a resolution. If a resolution is passed, the fund can't refuse entry. The employer then decides which employees can join the scheme.

Admission bodies

Other employers can join through an admission agreement. The fund can set participation criteria for them and can refuse entry if the requirements aren't met. This type of employer includes contractors providing outsourced services like cleaning or catering to a scheduled body.

Some existing employers may be referred to as **community admission bodies** (CABs). CABs are employers with a community of interest with another scheme employer. Others may be called **transferee admission bodies** (TABs), that provide services for scheme employers. These terms aren't defined under current regulations but remain in common use from previous regulations.

1.3 How does the funding strategy link to the investment strategy?

The funding strategy sets out how money will be collected from employers to meet the fund's obligations. Contributions, assets and other income are then invested according to an investment strategy set by the administering authority. You can find the investment strategy at [\[Investment Strategy Statement | Surrey Pension Fund\]](#).

The funding and investment strategies are closely linked. The fund must be able to pay benefits when they are due – those payments are met from a combination of contributions (through the funding strategy) and asset returns and income (through the investment strategy). If investment returns or income fall short the fund won't be able to pay benefits, so higher contributions would be required from employers.

1.4 Does the funding strategy reflect the investment strategy?

The funding policy is consistent with the investment strategy. Future investment return expectations are set with reference to the investment strategy, including a margin for prudence which is consistent with the regulatory requirement that funds take a 'prudent longer-term view' of funding liabilities (see [Appendix A](#))

1.5 How is the funding strategy specific to the Surrey Pension Fund?

The funding strategy reflects the specific characteristics of the fund employers and its own investment strategy.

2 How does the fund calculate employer contributions?

2.1 Calculating contribution rates

Employee contribution rates are set by the LGPS regulations.

Employer contributions are made up of three elements:

- **the primary contribution rate** – contributions payable towards future benefits
- **the secondary contribution rate** – the difference between the primary rate and the total employer contribution

The primary rate also includes an allowance for the fund's expenses.

The fund actuary uses a model to project each employer's asset share over a range of future economic scenarios. The contribution rate takes each employer's assets into account as well as the projected benefits due to their members. The value of the projected benefits is worked out using employer membership data and the assumptions in [Appendix D](#).

The total contribution rate for each employer is then based on:

- **the funding target** – how much money the fund aims to hold for each employer
- **the time horizon** – the time over which the employer aims to achieve the funding target
- **the likelihood of success** – the proportion of modelled scenarios where the funding target is met.

This approach takes into account the maturing profile of the membership when setting employer contribution rates.

2.2 The contribution rate calculation

Table 2: contribution rate calculation for individual or pooled employers

Type of employer	Scheduled bodies			CABs and designating employers		TABs	
	Sub-type	Local Authorities, and Police	Colleges & universities	Academies	Open to new entrants	Closed to new entrants	(all)
Funding target*	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Low risk exit basis	Contractor exit basis, assuming fixed-term contract in the fund
Minimum likelihood of success	70%	75% / 80% depending on covenant security	70%	75% if form of security provided 80% otherwise	75% if form of security provided 80% otherwise	70%	70%
Maximum time horizon	20 years	17 years	20 years	13 years	13 years	13 years	17 years
Primary rate approach	The contributions must be sufficient to meet the cost of benefits earned in the future with the required likelihood of success at the end of the time horizon						
Secondary rate	Monetary amount	% of payroll	% of payroll	Monetary amount / % of payroll	Monetary amount	Monetary amount / % of payroll	
Stabilised contribution rate?	Yes	No	No	No	No	No	
Treatment of surplus	Covered by stabilisation arrangement	Preferred approach: contributions kept at primary rate. Reductions may be permitted by the administering authority in specific situations				Preferred approach: contributions kept at primary rate. However, may permit spreading of surplus over the remaining contract term	
Phasing of contribution changes	Covered by stabilisation arrangement	At the discretion of the administering authority		None	None	None	

*See [Appendix D](#) for further information on funding targets.

2.3 Making contribution rates stable

Making employer contribution rates reasonably stable is an important funding objective. The fund may adopt a stabilised approach to setting contributions for individual employers, which keeps contribution variations within a pre-determined range from year-to-year.

After taking advice from the fund actuary, the administering authority believes a stabilised approach is a prudent longer-term strategy.

Table 1: current stabilisation approach

Type of employer	Surrey County Council	District and Borough Councils	Surrey Police Authority
Maximum contribution increase per year	+1% of pay	+1% of pay	+1% of pay
Maximum contribution decrease per year	-1% of pay	-1% of pay	-1% of pay

Stabilisation criteria and limits are reviewed during the valuation process. The administering authority may review them between valuations to respond to membership or employer changes.

2.4 Reviewing contributions between valuations

The fund may amend contribution rates between formal valuations, in line with its policy on contribution reviews. The fund's policy is available in Appendix H. The purpose of any review is to establish the most appropriate contributions. A review may lead to an increase or decrease in contributions.

2.5 What is pooling?

The Administering Authority can consider setting up pools for employers with very similar characteristics. This will always be in line with its broader funding strategy. With the advice of the Actuary, the Administering Authority may allow smaller employers of similar types to pool their contributions in order to smooth out the effects of costly events, e.g., ill-health retirements or deaths in service.

CABs that are deemed by the Administering Authority to have closed to new entrants are not usually permitted to participate in a pool. TABs are usually also ineligible for pooling. Smaller admitted bodies may be pooled with the letting employer, provided all parties (particularly the letting employer) agree.

Academies who belong to a multi academy trust (MAT) are permitted to pool for contribution rate purposes. New academies have the option to elect to pay contributions initially in line with the MAT that they are joining.

This Town and Parish Council Pool allows the sharing of experience and smoothing out the effects of costly rare events such as death in service for these small employers. It also provides some mitigation against the cliff-edge gilts exit basis calculation at cessation. Full details of the operation of this pool are set out in Appendix K.

Those employers which have been pooled are identified in the Rates and Adjustments Certificate.

2.6 Administering authority discretion

Individual employers may be affected by circumstances not easily managed within the FSS rules and policies. If this happens, the administering authority may adopt alternative funding approaches on a case-by-case basis.

Additionally, the administering authority may allow greater flexibility to the employer's contributions if added security is provided. Flexibility could include things like a reduced contribution rate, extended time horizon, a change of employer risk category or permission to join a pool. Added security may include a suitable bond, a legally binding guarantee from an appropriate third party, or security over an asset.

3 What additional contributions may be payable?

3.1 Pension costs – awarding additional pension and early retirement on non-ill-health grounds

If an employer awards additional pension as an annual benefit amount, they pay an additional contribution to the fund as a single lump sum. The amount is set by guidance issued by the Government Actuary's Department and updated from time to time.

If an employee retires before their normal retirement age on unreduced benefits, employers may be asked to pay additional contributions called strain payments.

3.2 Pension costs – early retirement on ill-health grounds

In the event of a member's early retirement on the grounds of ill-health, a funding strain will usually arise, which can be very large. Such strain costs are the responsibility of the member's employer to pay.

However, these strains are currently met by a Fund-operated ill health risk management solution. Further detail is set out in the fund's ill health risk management policy detailed in Appendix J.

4 How does the fund calculate assets and liabilities?

4.1 How are employer asset shares calculated?

The fund adopts a cashflow approach to track individual employer assets.

The fund uses Hymans Robertson's HEAT system to track employer assets monthly. Each employer's assets from the previous month end are added to monthly cashflows paid in/out and investment returns to give a new month-end asset value.

If an employee moves one from one employer to another within the fund, assets equal to the cash equivalent transfer value (CETV) will move from the original employer to the receiving employer's asset share. Alternatively, if employees move when a new academy is formed or an outsourced contract begins, the fund actuary will calculate assets linked to the value of the liabilities transferring (see section 5).

4.2 How are employer liabilities calculated?

The fund holds membership data for all active, deferred and pensioner members. Based on this data and the assumptions in [Appendix D](#), the fund actuary projects the expected benefits for all members into the future. This is expressed as a single value – the liabilities – by allowing for expected future investment returns.

Each employer's liabilities reflect the experience of their own employees and ex-employees.

4.3 What is a funding level?

An employer's funding level is the ratio of the market value of asset share against liabilities. If this is less than 100%, the employer has a shortfall: the employer's deficit. If it is more than 100%, the employer is in surplus. The amount of deficit or surplus is the difference between the asset value and the liabilities value.

Funding levels and deficit/surplus values measure a particular point in time, based on a particular set of future assumptions. While this measure is of interest, for most employers the main issue is the level of contributions payable. The funding level does not directly drive contribution rates. See section 2 for further information on rates.

5 What happens when an employer joins the fund?

5.1 When can an employer join the fund

Employers can join the fund if they are a new scheduled body or a new admission body. New designated employers may also join the fund if they pass a designation to do so.

On joining, the fund will determine the assets and liabilities for that employer within the Fund. The calculation will depend on the type of employer and the circumstances of joining.

A contribution rate will also be set. This will be set in accordance with the calculation set out in Section 2, unless alternative arrangements apply (for example, the employer has agreed a pass-through arrangement). More details on this are in Section 5.4 below.

5.2 New academies

New academies (including free schools) join the fund as separate scheduled employers. Only active members of former council schools transfer to new academies. Free schools do not transfer active members from a converting school but must allow new active members to transfer in any eligible service.

Liabilities for transferring active members will be calculated (on the ongoing basis) by the fund actuary on the day before conversion to an academy. Liabilities relating to the converting school's former employees (ie members with deferred or pensioner status) remain with the ceding council.

New academies will be allocated an asset share based on the estimated funding level of the ceding council's active members, having first allocated the council's assets to fully fund their deferred and pensioner members. This funding level will then be applied to the transferring liabilities to calculate the academy's initial asset share, capped at a maximum of 100%.

The council's estimated funding level will be based on market conditions on the day before conversion. The fund treats new academies as separate employers in their own right, who are responsible for their allocated assets and liabilities.

The new academies' contribution rate is based on the current funding strategy (set out in section 2) and the transferring membership.

If an academy leaves one MAT and joins another, all active, deferred and pensioner members transfer to the new MAT.

If two MATs merge during the inter-valuation period, the merged MAT will pay the higher of the certified rates for the individual MAT's.

The fund's policies on academies may change based on updates to guidance from the Department for Levelling Up, Housing and Communities or the Department for Education. Any changes will be communicated and reflected in future funding strategy statements.

5.3 New admission bodies as a results of outsourcing services

New admission bodies usually join the fund because an existing employer (usually a scheduled body like a council or academy) outsources a service to another organisation (a contractor). This involves TUPE transfers of staff from the letting employer to the contractor. The contractor becomes a new participating fund employer for the duration of the contract and transferring employees remain eligible for LGPS membership. At the end of the contract, employees typically revert to the letting employer or a replacement contractor.

Liabilities for transferring active members will be calculated by the fund actuary on the day before the outsourcing occurs.

New contractors will be allocated an asset share equal to the value of the transferring liabilities. The admission agreement may set a different initial asset allocation, depending on contract-specific circumstances.

There is flexibility for outsourcing employers when it comes to pension risk potentially taken on by the contractor. You can find more details on outsourcing options from the administering authority.

5.4 Other new employers

There may be other circumstances that lead to a new admission body entering the fund, e.g. set up of a wholly owned subsidiary company by a Local Authority. Calculation of assets and liabilities on joining and a contribution rate will be carried out allowing for the circumstances of the new employer.

New designated employers may also join the fund. These are usually town and parish councils. Contribution rates will be set using the same approach as other designated employers in the fund.

5.5 Risk assessment for new admission bodies

Under the LGPS regulations, a new admission body must assess the risks it poses to the fund if the admission agreement ends early, for example if the admission body becomes insolvent or goes out of business. In practice, the fund actuary assesses this because the assessment must be carried out to the administering authority's satisfaction.

After considering the assessment, the administering authority may decide the admission body must provide security, such as a guarantee from the letting employer, an indemnity, or a bond.

This must cover some or all of the:

- strain costs of any early retirements if employees are made redundant when a contract ends prematurely
- allowance for the risk of assets performing less well than expected
- allowance for the risk of liabilities being greater than expected
- allowance for the possible non-payment of employer and member contributions
- admission body's existing deficit.

The fund's admissions policy is detailed in Appendix E.

6 What happens if an employer has a bulk transfer of staff?

Cases will be looked at individually, but generally:

- the fund won't pay bulk transfers greater in value than either the asset share of the transferring employer in the fund, or the value of the liabilities of the transferring members, whichever is lower
- the fund won't grant added benefits to members bringing in entitlements from another fund, unless the asset transfer is enough to meet the added liabilities
- the fund may permit shortfalls on bulk transfers if the employer has a suitable covenant and commits to meeting the shortfall in an appropriate period, which may require increased contributions between valuations.

The bulk transfer policy is in Appendix G.

7 What happens when an employer leaves the fund?

7.1 What is a cessation event?

Triggers for considering cessation from the fund are:

- the last active member stops participation in the fund. The administering authority, at their discretion, can defer acting for up to three years by issuing a suspension notice. That means cessation won't be triggered if the employer takes on one or more active members during the agreed time
- insolvency, winding up or liquidation of the admission body
- a breach of the agreement obligations that isn't remedied to the fund's satisfaction
- failure to pay any sums due within the period required
- failure to renew or adjust the level of a bond or indemnity, or to confirm an appropriate alternative guarantor
- termination of a deferred debt arrangement (DDA).

If no DDA exists, the administering authority will instruct the fund actuary to carry out a cessation valuation to calculate if there is a surplus or a deficit when the fund leaves the scheme.

7.2 What happens on cessation?

The administering authority must protect the interests of the remaining fund employers when an employer leaves the scheme. The actuary aims to protect remaining employers from the risk of future loss. The funding target adopted for the cessation calculation is below. These are defined in [Appendix D](#).

- (a) Where there is no guarantor, cessation liabilities and a final surplus/deficit will usually be calculated using a low-risk basis, which is more prudent than the ongoing participation basis. The low-risk exit basis is defined in [Appendix D](#).
- (b) Where there is a guarantor, the guarantee will be considered before the cessation valuation. Where the guarantor is a guarantor of last resort, this will have no effect on the cessation valuation. If this isn't the case, cessation may be calculated using the same basis that was used to calculate liabilities (and the corresponding asset share) on joining the fund.
- (c) Depending on the guarantee, it may be possible to transfer the employer's liabilities and assets to the guarantor without crystallising deficits or surplus. This may happen if an employer can't pay the contributions due and the approach is within guaranteed terms.

If the fund can't recover the required payment in full, unpaid amounts will be paid by the related letting authority (in the case of a ceased admission body) or shared between the other fund employers. This may require an immediate revision to the rates and adjustments certificate or be reflected in the contribution rates set at the next formal valuation.

The fund actuary charges a fee for cessation valuations and there may be other cessation expenses. Fees and expenses are at the employer's expense and are deducted from the cessation surplus or added to the cessation deficit. This improves efficiency by reducing transactions between employer and fund.

The cessation policy is in Appendix F.

7.3 What happens if there is a surplus?

If the cessation valuation shows the exiting employer has more assets than liabilities – an exit credit – the administering authority can decide how much will be paid back to the employer based on:

- the surplus amount
- the proportion of the surplus due to the employer's contributions
- any representations (like risk sharing agreements or guarantees) made by the exiting employer and any employer providing a guarantee or some other form of employer assistance/support
- any other relevant factors.

The Fund's policy on exit credits is included in the cessation policy document in Appendix F.

7.4 How do employers repay cessation debts?

If there is a deficit, full payment will usually be expected in a single lump sum or:

- spread over an agreed period, if the employer enters into a deferred spreading agreement
- if an exiting employer enters into a deferred debt agreement, it stays in the fund and pays contributions until the cessation debt is repaid. Payments are reassessed at each formal valuation.

The Fund's policy on employer flexibilities is included in the cessation policy document in Appendix F.

7.5 What if an employer has no active members?

When employers leave the fund because their last active member has left, they may pay a cessation debt, receive an exit credit or enter a DDA/DSA. Beyond the DDA/DSA they have no further obligation to the fund and either:

- a) their asset share runs out before all ex-employees' benefits have been paid. The other fund employers will be required to contribute to the remaining benefits. The fund actuary will portion the liabilities on a pro-rata basis.
- b) the last ex-employee or dependant dies before the employer's asset share is fully run down. The fund actuary will apportion the remaining assets to the other fund employers.

The assets allocated to such employers are likely to be invested in line with the 'exited employers' investment strategy. For further details, see the Investment Strategy Statement.

8 What are the statutory reporting requirements?

8.1 Reporting regulations

The Public Service Pensions Act 2013 requires the Government Actuary's Department to report on LGPS funds in England and Wales after every three-year valuation, in what's usually called a section 13 report. The report should include confirmation that employer contributions are set at the right level to ensure the fund's solvency and long-term cost efficiency.

8.2 Solvency

Employer contributions are set at an appropriate solvency level if the rate of contribution targets a funding level of 100% over an appropriate time, using appropriate assumptions compared to other funds. Either:

- (a) employers collectively can increase their contributions, or the fund can realise contingencies to target a 100% funding level

or

- (b) there is an appropriate plan in place if there is, or is expected to be, a reduction in employers' ability to increase contributions as needed.

8.3 Long-term cost efficiency

Employer contributions are set at an appropriate long-term cost efficiency level if the contribution rate makes provision for the cost of current benefit accrual, with an appropriate adjustment for any surplus or deficit.

To assess this, the administering authority may consider absolute and relative factors.

Relative factors include:

1. comparing LGPS funds with each other
2. the implied deficit recovery period
3. the investment return required to achieve full funding after 20 years.

Absolute factors include:

1. comparing funds with an objective benchmark
2. the extent to which contributions will cover the cost of current benefit accrual and interest on any deficit
3. how the required investment return under relative considerations compares to the estimated future return targeted by the investment strategy
4. the extent to which contributions paid are in line with expected contributions, based on the rates and adjustment certificate
5. how any new deficit recovery plan reconciles with, and can be a continuation of, any previous deficit recovery plan, allowing for fund experience.

These metrics may be assessed by GAD on a standardised market-related basis where the fund's actuarial bases don't offer straightforward comparisons.

Appendices

Appendix A – The regulatory framework

A1 Why do funds need a funding strategy statement?

The Local Government Pension Scheme (LGPS) regulations require funds to maintain and publish a funding strategy statement (FSS). According to the Department for Levelling Up, Housing and Communities (DLUHC) the purpose of the FSS is to document the processes the administering authority uses to:

- *establish a **clear and transparent fund-specific strategy** identifying how employers' pension liabilities are best met going forward*
- *support the regulatory framework to maintain **as nearly constant employer contribution rates as possible***
- *ensure the fund meets its **solvency and long-term cost efficiency** objectives*
- *take a **prudent longer-term view** of funding those liabilities.*

To prepare this FSS, the administering authority has used guidance by the Chartered Institute of Public Finance and Accountancy (CIPFA).

A2 Consultation

Both the LGPS regulations and most recent CIPFA guidance state the FSS should be prepared in consultation with “*persons the authority considers appropriate*”. This should include ‘*meaningful dialogue... with council tax raising authorities and representatives of other participating employers*’.

The consultation process included:

- A draft version of the FSS was issued to all participating employers on 30/01/2023 for comment.
- The draft FSS was accompanied with a statement setting out the impact of variations from the previous funding strategy.
- There was a consultation period, during which questions regarding the FSS could be raised and answered. The consultation period ended on 17th February 2023
- Following the end of the consultation period the FSS was updated where required and then published on 01/04/2023.

A3 How is the FSS published?

The FSS is made available through the following routes:

- Publishing on the fund website.
- A copy is sent by email to each participating employer in the Fund.
- A copy is included in the fund annual report and accounts.
- Copies can be sent to independent advisors

- Copies are available on request.

The FSS is published at [\[Funding Strategy Statement | Surrey Pension Fund\]](#).

A4 How often is the FSS reviewed?

The FSS is reviewed in detail at least every three years as part of the valuation. Amendments may be made before then if there are regulatory or operational changes. Any amendments will be consulted on, agreed by the Pensions Committee, and included in the Committee meeting minutes.

A5 How does the FSS fit into the overall fund documentation?

The FSS is a summary of the fund's approach to funding liabilities. It isn't exhaustive – the fund publishes other statements like the statement of investment principles, investment strategy statement, governance strategy and communications strategy. The fund's annual report and accounts also includes up-to-date fund information.

The fund's Investment Strategy Statement (ISS) includes full details of the employer investment strategies that apply.

You can see all fund documentation at [\[Resources | Surrey Pension Fund\]](#).

Appendix B – Roles and responsibilities

B1 The administering authority:

- 1 operates the fund and follows all Local Government Pension Scheme (LGPS) regulations
- 2 manages any conflicts of interest from its dual role as administering authority and a fund employer
- 3 collects employer and employee contributions, investment income and other amounts due
- 4 ensures cash is available to meet benefit payments when due
- 5 pays all benefits and entitlements
- 6 invests surplus money like contributions and income which isn't needed to pay immediate benefits, in line with regulation and the investment strategy
- 7 communicates with employers so they understand their obligations
- 8 safeguards the fund against employer default
- 9 works with the fund actuary to manage the valuation process
- 10 provides information to the Government Actuary's Department so they can carry out their statutory obligations
- 11 consults on, prepares and maintains the funding and investment strategy statements
- 12 tells the actuary about changes which could affect funding
- 13 monitors the fund's performance and funding, amending the strategy statements as necessary
- 14 enables the local pension board to review the valuation process.

B2 Individual employers:

- 1 deduct the correct contributions from employees' pay
- 2 pay all contributions by the due date
- 3 have appropriate policies in place to work within the regulatory framework
- 4 make additional contributions as agreed, for example to augment scheme benefits or early retirement strain
- 5 tell the administering authority promptly about any changes to circumstances, prospects or membership which could affect future funding.
- 6 make any required exit payments when leaving the fund.

B3 The fund actuary:

- 1 prepares valuations, including setting employers' contribution rates, agreeing assumptions, working within FSS and LGPS regulations and appropriately targeting fund solvency and long-term cost efficiency
- 2 provides information to the Government Actuary Department so they can carry out their statutory obligations
- 3 advises on fund employers, including giving advice about and monitoring bonds or other security

- 4 prepares advice and calculations around bulk transfers and individual benefits
- 5 assists the administering authority to consider changes to employer contributions between formal valuations
- 6 advises on terminating employers' participation in the fund
- 7 fully reflects actuarial professional guidance and requirements in all advice.

B4 Other parties:

- 1 internal and external investment advisers ensure the investment strategy statement (ISS) is consistent with the funding strategy statement
- 2 investment managers, custodians and bankers play their part in the effective investment and dis-investment of fund assets in line with the ISS
- 3 auditors comply with standards, ensure fund compliance with requirements, monitor and advise on fraud detection, and sign-off annual reports and financial statements
- 4 governance advisers may be asked to advise the administering authority on processes and working methods
- 5 internal and external legal advisers ensure the fund complies with all regulations and broader local government requirements, including the administering authority's own procedures
- 6 the Department for Levelling Up, Housing and Communities, assisted by the Government Actuary's Department and the Scheme Advisory Board, work with LGPS funds to meet Section 13 requirements.

Appendix C – Risks and controls

C1 Managing risks

The administering authority has a risk management programme to identify and control financial, demographic, regulatory and governance risks.

The role of the local pension board is set out in the terms of reference available at the following link:

[08 - Local Pension Board - Annexe 1.pdf \(surreycc.gov.uk\)](#)

Details of the key fund-specific risks and controls are below.

C2 Financial risks

Risk	Summary of Control Mechanisms
Fund assets fail to deliver returns in line with the anticipated returns underpinning the valuation of liabilities and contribution rates over the long-term.	<p>Only anticipate long-term returns on a relatively prudent basis to reduce risk of under-performing.</p> <p>Assets invested on the basis of specialist advice, in a suitably diversified manner across asset classes, geographies, managers, etc.</p> <p>Analyse progress at three yearly valuations for all employers.</p> <p>Inter-valuation roll-forward of liabilities between valuations at whole Fund level.</p>
Inappropriate long-term investment strategy.	<p>Overall investment strategy options considered as an integral part of the funding strategy. Used asset liability modelling to measure 4 key outcomes.</p> <p>Chosen option considered to provide the best balance.</p> <p>Operation of three investment strategies to meet needs of a diverse employer group.</p>
Active investment manager under-performance relative to benchmark.	<p>Quarterly investment monitoring analyses market performance and active managers relative to their index benchmark.</p>
Pay and price inflation significantly more than anticipated.	<p>The focus of the actuarial valuation process is on real returns on assets, net of price and pay increases.</p> <p>Inter-valuation monitoring, as above, gives early warning.</p> <p>Some investment in bonds also helps to mitigate this risk.</p> <p>Employers pay for their own salary awards and should be mindful of the geared effect on pension liabilities of any bias in pensionable pay rises towards longer-serving employees.</p>
Effect of possible increase in employer's contribution rate on service delivery and admission/scheduled bodies	<p>An explicit stabilisation mechanism has been agreed as part of the funding strategy. Other measures are also in place to limit sudden increases in contributions.</p>
Orphaned employers give rise to added costs for the Fund	<p>The Fund seeks a cessation debt (or security/guarantor) to minimise the risk of this happening in the future.</p> <p>If it occurs, the Actuary calculates the added cost spread pro-rata among all employers.</p>

C3 Demographic risks

Risk	Summary of Control Mechanisms
Pensioners living longer, thus increasing cost to Fund.	<p>Set mortality assumptions with some allowance for future increases in life expectancy.</p> <p>The Fund Actuary has direct access to the experience of over 50 LGPS funds which allows early identification of changes in life expectancy that might in turn affect the assumptions underpinning the valuation.</p>
Maturing Fund – i.e. proportion of actively contributing employees' declines relative to retired employees.	Continue to monitor at each valuation, consider seeking monetary amounts rather than % of pay and consider alternative investment strategies.
Deteriorating patterns of early retirements	From 1 April 2019 the Fund will operate a form of internal insurance whereby any ill-health early retirement strain costs are in effect spread among all employers
Reductions in payroll causing insufficient deficit recovery payments	<p>In many cases this may not be sufficient cause for concern and will in effect be caught at the next formal valuation. However, there are protections where there is concern, as follows:</p> <p>Employers in the stabilisation mechanism may be brought out of that mechanism to permit appropriate contribution increases.</p> <p>For other employers, review of contributions is permitted in general between valuations and may require a move in deficit contributions from a percentage of payroll to fixed monetary amounts.</p>

C4 Regulatory risks

Risk	Summary of Control Mechanisms
Changes to national pension requirements and/or HMRC rules e.g. changes arising from public sector pensions reform.	The Administering Authority considers all consultation papers issued by the Government and comments where appropriate.
Time, cost and/or reputational risks associated with any DLUHC intervention triggered by the Section 13 analysis.	Take advice from Fund Actuary on position of Fund as at prior valuation, and consideration of proposed valuation approach relative to anticipated Section 13 analysis.
Changes by Government to particular employer participation in LGPS Funds, leading to impacts on funding and/or investment strategies.	<p>The Administering Authority considers all consultation papers issued by the Government and comments where appropriate.</p> <p>Take advice from Fund Actuary on impact of changes on the Fund and amend strategy as appropriate.</p>

C5 Governance risks

Risk	Summary of Control Mechanisms
<p>Administering Authority unaware of structural changes in an employer's membership (e.g. large fall in employee members, large number of retirements) or not advised of an employer closing to new entrants.</p>	<p>The Administering Authority has a close relationship with employing bodies and communicates required standards e.g. for submission of data.</p> <p>The Actuary may revise the rates and Adjustments certificate to increase an employer's contributions between triennial valuations</p> <p>Deficit contributions may be expressed as monetary amounts.</p>
<p>Actuarial or investment advice is not sought, or is not heeded, or proves to be insufficient in some way</p>	<p>The Administering Authority maintains close contact with its specialist advisers.</p> <p>Advice is delivered via formal meetings involving Elected Members and recorded appropriately.</p> <p>Actuarial advice is subject to professional requirements such as peer review.</p>
<p>Administering Authority failing to commission the Fund Actuary to carry out a termination valuation for a departing Admission Body.</p>	<p>The Administering Authority requires employers with Best Value contractors to inform it of forthcoming changes.</p> <p>Community Admission Bodies' memberships are monitored and, if active membership decreases, steps will be taken.</p>
<p>An employer ceasing to exist with insufficient funding or adequacy of a bond.</p>	<p>The Administering Authority believes that it would normally be too late to address the position if it was left to the time of departure.</p> <p>The risk is mitigated by:</p> <ul style="list-style-type: none"> • Seeking a funding guarantee from another scheme employer, or external body, where-ever possible. • Alerting the prospective employer to its obligations and encouraging it to take independent actuarial advice. • Vetting prospective employers before admission. • Where permitted under the regulations requiring a bond to protect the Fund from various risks. • Requiring new Community Admission Bodies to have a guarantor. • Reviewing bond or guarantor arrangements at regular intervals. • Reviewing contributions well ahead of cessation if thought appropriate.
<p>An employer ceasing to exist resulting in an exit credit being payable</p>	<p>The Administering Authority regularly monitors admission bodies coming up to cessation</p> <p>The Administering Authority invests in liquid assets to ensure that exit credits can be paid when required.</p>

C6 Employer covenant assessment and monitoring

Many of the employers participating in the fund, such as admitted bodies (including TABs and CABs), have no local tax-raising powers. The fund assesses and monitors the long-term financial health of these employers to assess an appropriate level of risk for each employer's funding strategy.

Type of employer	Assessment	Monitoring
Local Authorities, Police, Fire	Tax-raising or government-backed, no individual assessment required	n/a
Colleges & Universities	No change since 2019 valuation	Regular ongoing dialogue Monitoring of DfE developments with regards to provision of a guarantee for colleges
Academies	Government-backed, covered by DfE guarantee in event of MAT failure	Check that DfE guarantee continues, after regular scheduled DfE review
Admission bodies (including TABs & CABs)	No change since 2019 valuation	Regular ongoing dialogue
Designating employers	No change since 2019 valuation	Regular ongoing dialogue

C7 Climate risk and TCFD reporting

The fund has considered climate-related risks when setting the funding strategy. The fund included climate scenario stress testing in the contribution modelling exercise for the local authority employers at the 2022 valuation. The modelling results under the stress tests were slightly worse than the core results but were still within risk tolerance levels, particularly given the severity of the stresses applied. The results provide assurance that the modelling approach does not significantly underestimate the potential impact of climate change and that the funding strategy is resilient to climate risks. The results of these stress tests may be used in future to assist with disclosures prepared in line with Task Force on Climate-Related Financial Disclosures (TCFD) principles.

The same stress tests were not applied to the funding strategy modelling for smaller employers. However, given that the same underlying model is used for all employers and that the local authority employers make up the vast majority of the fund's assets and liabilities, applying the stress tests to all employers was not deemed proportionate at this stage and would not be expected to result in any changes to the agreed contribution plans.

Appendix D – Actuarial assumptions

The fund's actuary uses a set of assumptions to determine the strategy, and so assumptions are a fundamental part of the funding strategy statement.

D1 What are assumptions?

Assumptions are used to estimate the benefits due to be paid to members. Financial assumptions determine the amount of benefit to be paid to each member, and the expected investment return on the assets held to meet those benefits. Demographic assumptions are used to work out when benefit payments are made and for how long.

The funding target is the money the fund aims to hold to meet the benefits earned to date.

Any change in the assumptions will affect the funding target and contribution rate, but different assumptions don't affect the actual benefits the fund will pay in future.

D2 What assumptions are used to set the contribution rate?

The fund doesn't rely on a single set of assumptions when setting contribution rates, instead using Hymans Robertson's Economic Scenario Service (ESS) to project each employer's assets, benefits and cashflows to the end of the funding time horizon.

ESS projects future benefit payments, contributions and investment returns under 5,000 possible economic scenarios, using variables for future inflation and investment returns for each asset class, rather than a single fixed value.

For any projection, the fund actuary can assess if the funding target is satisfied at the end of the time horizon.

Table: Summary of assumptions underlying the ESS, 31 March 2022

		Annualised total returns										
		Cash	Index Linked Gilts (medium)	Fixed Interest Gilts (medium)	UK Equity	Developed World ex UK Equity	Private Equity	Property	Emerging Markets Equity	Unlisted Infrastructure Equity	Multi Asset Credit (sub inv grade)	Global High Yield Debt
10 years	16th %'ile	0.8%	-1.9%	-0.3%	-0.4%	-0.7%	-1.2%	-0.6%	-2.5%	0.7%	1.7%	0.6%
	50th %'ile	1.8%	0.2%	1.1%	5.7%	5.6%	9.4%	4.4%	5.8%	5.9%	3.5%	3.4%
	84th %'ile	2.9%	2.4%	2.4%	11.6%	11.7%	20.1%	9.5%	14.4%	11.2%	5.2%	5.8%
20 years	16th %'ile	1.0%	-1.5%	0.7%	1.7%	1.5%	2.4%	1.4%	0.1%	2.6%	2.8%	2.1%
	50th %'ile	2.4%	0.1%	1.5%	6.2%	6.1%	10.0%	5.0%	6.3%	6.5%	4.4%	4.2%
	84th %'ile	4.0%	1.9%	2.2%	10.6%	10.8%	17.6%	8.9%	12.8%	10.6%	6.0%	6.4%
40 years	16th %'ile	1.2%	-0.3%	1.5%	3.2%	3.1%	4.7%	2.6%	2.1%	3.9%	3.6%	3.1%
	50th %'ile	2.9%	1.2%	2.3%	6.7%	6.5%	10.3%	5.5%	6.8%	7.0%	5.3%	5.1%
	84th %'ile	4.9%	3.1%	3.5%	10.2%	10.2%	16.1%	8.8%	11.7%	10.3%	7.1%	7.2%

		Inflation (RPI)	Inflation (CPI)	17 year real yield (CPI)	17 year yield
10 years	16th %'ile	2.4%	1.6%	-1.7%	1.1%
	50th %'ile	4.1%	3.3%	-0.5%	2.5%
	84th %'ile	5.7%	4.9%	0.7%	4.3%
20 years	16th %'ile	1.6%	1.2%	-0.7%	1.3%
	50th %'ile	3.1%	2.7%	1.1%	3.2%
	84th %'ile	4.7%	4.3%	2.7%	5.7%
40 years	16th %'ile	1.1%	0.9%	-0.6%	1.1%
	50th %'ile	2.4%	2.2%	1.3%	3.3%
	84th %'ile	3.9%	3.7%	3.2%	6.1%

The current calibration of the model indicates that a period of outward yield movement is expected. For example, over the next 40 years our model expected the 17 year maturity annualised real (nominal) interest rate to rise from -2.2% (1.9%) to 1.3% (3.3%).

D3 What financial assumptions were used?

Future investment returns and discount rate

The fund uses a risk-based approach to generate assumptions about future investment returns over the funding time horizon, based on the investment strategy.

The discount rate is the annual rate of future investment return assumed to be earned on assets after the end of the funding time horizon. The discount rate assumption is set as a margin above the risk-free rate.

Assumptions for future investment returns depend on the funding objective.

	Employer type	Margin above risk-free rate
Ongoing basis	All employers except transferee admission bodies and closed community admission bodies	2.2%
Low-risk exit basis	Community admission bodies closed to new entrants	0.0%
Contractor exit basis	Transferee admission bodies	Equal to the margin used to allocate assets to the employer on joining the fund

Discount rate (for funding level calculation as at 31 March 2022 only)

For the purpose of calculating a funding level at the 2022 valuation, a discount rate of 4.4% applies. This is based on a prudent estimate of investment returns, specifically, that there is an 70% likelihood that the fund's assets will future investment returns of 4.4% over the 20 years following the 2022 valuation date.

Pension increases and CARE revaluation

Deferment and payment increases to pensions and revaluation of CARE benefits are in line with the Consumer Price Index (CPI) and determined by the regulations.

The CPI assumption is based on Hymans Robertson's ESS model. The median value of CPI inflation from the ESS was 2.7% pa on 31 March 2022.

Salary growth

The salary increase assumption at the latest valuation has been set to 1.0% above CPI pa plus a promotional salary scale.

D4 What demographic assumptions were used?

Demographic assumptions are best estimates of future experience. The fund uses advice from Club Vita to set demographic assumptions, as well as analysis and judgement based on the fund's experience.

Demographic assumptions vary by type of member, so each employer's own membership profile is reflected in their results.

Life expectancy

The longevity assumptions are a bespoke set of VitaCurves produced by detailed analysis and tailored to fit the fund's membership profile.

Allowance has been made for future improvements to mortality, in line with the 2021 version of the continuous mortality investigation (CMI) published by the actuarial profession. The starting point has been adjusted by +0.25% to reflect the difference between the population-wide data used in the CMI and LGPS membership. A long-term rate of mortality improvements of 1.5% pa applies.

The smoothing parameter used in the CMI model is 7.0. There is little evidence currently available on the long-term effect of Covid-19 on life expectancies. To avoid an undue impact from recently mortality experience on long-term assumptions, no weighting has been placed on data from 2020 and 2021 in the CMI.

Other demographic assumptions

Retirement in normal health	Members are assumed to retire at the earliest age possible with no pension reduction.
Promotional salary increases	Sample increases below
Death in service	Sample rates below
Withdrawals	Sample rates below
Retirement in ill health	Sample rates below
Family details	A varying proportion of members are assumed to have a dependant partner at retirement or on earlier death. For example, at age 60 this is assumed to be 90% for males and 85% for females. Males are assumed to be 3 years older than females, and partner dependants are assumed to be opposite sex to members.
Commutation	55% of future retirements elect to exchange pension for additional tax free cash up to HMRC limits
50:50 option	0% of members will choose the 50:50 option.

Males (incidence per 1000 active members per year).

Age	Salary Scale	Death Before Retirement	Withdrawals		Ill Health Tier 1		Ill Health Tier 2	
			FT & PT	FT	PT	FT	PT	FT
20	105	0.17	404.31	813.01	0	0	0	0
25	117	0.17	267.06	537.03	0	0	0	0
30	131	0.2	189.49	380.97	0	0	0	0
35	144	0.24	148.05	297.63	0.1	0.07	0.02	0.01
40	150	0.41	119.2	239.55	0.16	0.12	0.03	0.02
45	157	0.68	111.96	224.96	0.35	0.27	0.07	0.05
50	162	1.09	92.29	185.23	0.9	0.68	0.23	0.17
55	162	1.7	72.68	145.94	3.54	2.65	0.51	0.38
60	162	3.06	64.78	130.02	6.23	4.67	0.44	0.33
65	162	5.1	0	0	11.83	8.87	0	0

Females (incidence per 1000 active members per year).

Age	Salary Scale	Death Before Retirement	Withdrawals		Ill Health Tier 1		Ill Health Tier 2	
			FT & PT	FT	PT	FT	PT	FT
20	105	0.1	352.42	467.37	0	0	0	0
25	117	0.1	237.14	314.44	0.1	0.07	0.02	0.01
30	131	0.14	198.78	263.54	0.13	0.1	0.03	0.02
35	144	0.24	171.57	227.38	0.26	0.19	0.05	0.04
40	150	0.38	142.79	189.18	0.39	0.29	0.08	0.06
45	157	0.62	133.25	176.51	0.52	0.39	0.1	0.08
50	162	0.9	112.34	148.65	0.97	0.73	0.24	0.18
55	162	1.19	83.83	111.03	3.59	2.69	0.52	0.39
60	162	1.52	67.55	89.37	5.71	4.28	0.54	0.4
65	162	1.95	0	0	10.26	7.69	0	0

D5 What assumptions apply in a cessation valuation following an employer's exit from the fund?**Low-risk exit basis**

Where there is no guarantor, the low-risk exit basis will apply.

The financial and demographic assumptions underlying the low-risk exit basis are explained below:

- The discount rate is set equal to the annualised yield on long dated government bonds at the cessation date, with a 0% margin. This was 1.7% pa on 31 March 2022.

- The CPI assumption is based on Hymans Robertson's ESS model. The median value of CPI inflation from the ESS was 2.7% pa on 31 March 2022.
- Life expectancy assumptions are those used to set contribution rates, with one adjustment. A higher long-term rate of mortality improvements of 1.75% pa is assumed.

Contractor exit basis

Where there is a guarantor (e.g. in the case of contractors where the local authority guarantees the contractor's admission in the fund), the contractor exit basis will apply.

The financial and demographic assumptions underlying the contractor exit basis are equal to those set for calculating contributions rates. Specifically, the discount rate is set equal to the risk-free rate at the cessation date, plus a margin equal to that set to allocate assets to the employer on joining the fund.

Surrey Pension Fund

Policy on admissions

Effective date of policy	1 st April 2023
Date approved	
Next review	

1 Introduction

The purpose of this policy is to set out the administering authority's approach to admitting new employers into the fund.

While it is possible for a prospective new employer to request alternatives, any deviation from the stated position would have to ensure no risk to other scheme employers and will be at the discretion of the Fund to agree to.

1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- Set out how the fund ensures that only appropriate bodies are admitted to the Fund and that the financial risk to the fund and to other employers in the fund is identified, minimised, and managed accordingly.
- Set out the Fund's position in relation to the admission of new employers.
- To outline the process for admitting new employers into the fund.

1.2 Background

It is essential for the administering authority to establish its fundamental approach to the risks involved in the admission of new employers to the fund.

The regulatory framework relating to the different types of employer that may join the fund is set out in the next section.

1.3 Guidance and regulatory framework

The [Local Government Pension Scheme Regulations 2013](#) (as amended) set out the various types of employer that can participate in the fund and the different requirements that apply to each. These can be summarised as:

- **Scheduled Bodies** listed in Part 1 to Schedule 2 – the councils, further education colleges, academies, police and fire services. These bodies must provide access to the LGPS to their employees (assuming they are not eligible to be members of other pension schemes)
- **Designating employers** listed in Part 2 to Schedule 2 – have the right to decide who of their employees are eligible to join the scheme. Includes town and parish councils, as well as entities connected to bodies in Part 1 above. If a relevant designation is made the Administering Authority cannot refuse entry into the scheme in respect of that employer.
- **Admission bodies listed in part 3 to schedule 2** – who can apply to participate in the scheme. Admission bodies can encompass a variety of different types of employer. These are –

- a body which provides a public service in the United Kingdom which operates otherwise than for the purposes of gain and has sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest (whether because the operations of the body are dependent on the operations of the Scheme employer or otherwise);
- a body, to the funds of which a Scheme employer contributes.
- a body representative of any Scheme employers, or local authorities or officers of local authorities;
- a body that is providing or will provide a service or assets in connection with the exercise of a function of a Scheme employer as a result of—
 - the transfer of the service or assets by means of a contract or other arrangement (i.e. outsourcing),
 - a direction made under section 15 of the Local Government Act 1999,
 - directions made under section 497A of the Education Act 1996;
- a body which provides a public service in the United Kingdom and is approved in writing by the Secretary of State for the purpose of admission to the Scheme.

When an administering authority is considering permitting a body to become an admission body, the LGPS Regulations include some discretions relating to the creation and management of admission agreements. These discretions are considered within this policy. The discretionary areas are:

- Part 3 of Schedule 2 (para 1) – Whether or not to proceed with admission agreements
- Part 3 of Schedule 2 (para 9(d)) – Whether to terminate the admission agreement
- Regulation 54(1) – If the Fund will set up separate pension funds in respect of admission agreements

Further, the regulations contain requirements around the determination of employer contributions, and the relevant provisions regarding the payment of these, specifically:

- Regulation 67 – which sets out the requirement for employers to pay contributions in line with the Rates and Adjustments (R&A) certificate.
- Regulation 64 - covers the requirements for a cessation valuation following the exit of a participating employer from the fund.

Employees outsourced from local authorities, police and fire authorities or from independent schools (generally academies, regulated by the Department for Education) must be offered pension benefits that are the same, better than, or count as being broadly comparable to, the Local Government Pension Scheme (as per the Best Value Authorities Staff Transfer (Pensions) Direction 2007). This is typically achieved by employees remaining in the LGPS and the new employer becoming an admitted body to the Fund and making the requisite employer contributions.

2 Statement of principles

2.1 General

The administering authority's policy is drafted on the basis of the following key principles:

- to ensure the long-term solvency of the fund as a whole and the solvency of each of the notional sub-funds allocated to the individual employers;
- to ensure that sufficient funds are available to meet all benefits as they fall due for payment;
- not to restrain unnecessarily the investment strategy of the fund so that the administering authority can seek to maximise investment returns (and hence minimise the cost of the benefits) for an appropriate level of risk;
- to set clear principles and ensure there is a consistency of requirement for employers in respect of all admissions and cessations to and from the fund.
- to ensure employers recognise the impact of their participation in the LGPS, helping them manage their pension liabilities as they accrue and understanding the effect of those liabilities on the ongoing operation of their business;
- to use reasonable measures to reduce the risk to other employers and ultimately to the council taxpayer from an employer ceasing participation or defaulting on its pension obligations;
- to address the different characteristics of the disparate employers or groups of employers to the extent that this is practical and cost-effective; and
- to maintain the affordability of the Fund to employers as far as is reasonable over the longer term.

There is also an overriding objective to ensure that the LGPS Regulations and any supplementary guidance (in particular the Best Value Authorities Staff Transfer (Pensions) Direction 2007 and Fair Deal guidance) as they pertain to admission agreements are adhered to.

3 Policy and process – all employers

3.1 Entry conditions

The following entry conditions apply;

- **Scheduled bodies** must ensure that the fund is aware of their creation.
- **Designating employers** must ensure that the fund is aware of their creation and provide the fund with a copy of its resolution, confirming who is eligible for membership of the fund.
- **Admission bodies.** The fund will consider applications from bodies;
 - with links to a scheme employer, or
 - that provides services or assets on behalf of a scheme employer

Agreements can be open or closed so long as necessary protections are in place.

3.2 Security

The security requirements (i.e. via a bond, indemnity and/or guarantor) are as follows:

- There are no security requirements for **scheduled bodies** and **designating employers**.
- **Admission bodies.** For all admission bodies:

- the admission body is required to undertake risk assessment to the satisfaction of the administering authority (and scheme employer where seeking admission as a body under Para 1(d) to Part 3 of Schedule 2).
- the admission body is required to put in place a secure and financially durable bond to the satisfaction of the administering authority or agree an alternative guarantor (generally with a scheme employer and/or government department).
- Documentary evidence of the bond or guarantee must be provided to the administering authority by the admission body.
- The level of risk must be reviewed and any associated security renewed on an annual basis

3.3 Approval

The process for approving the participation of a new employer in the fund is as follows;

- **Scheduled bodies.** The Fund has no power to refuse participation of any new employer set up under Part 1 of schedule 2 and where the Fund is designated as the appropriate Fund for that employer.
- **Designating employers** The Fund has no power to refuse participation of an employer under Part 2 of schedule 2, although it will require sight of a signed copy of the relevant resolution to confirm the employees eligible for participation in the scheme.
- **Admission bodies.** Fund officers to be responsible for ensuring prospective admission bodies meet the necessary criteria. Admission agreement template will generally be standard and non-negotiable

All new employers will be reported to the Pension Authority Board and Pension Board for information only.

3.4 Asset allocation

The starting asset allocation for new employers will be determined in the following way;

- **Scheduled bodies and designating employers.** Assets for any new employer will be calculated using the Fund's ongoing funding basis, as set out in the Funding Strategy Statement (FSS).

Academies may be pooled with other academies as part of a Multi Academy Trust (MAT).

Where a new employer is created from an existing scheme employer, the initial asset allocation will be based on a share of the ceding employer's assets, with consideration taken of the ceding employer's estimated deficit as at the date of transfer.

- **Admission bodies.** The asset allocation will be agreed on a case by case basis.

3.5 Contributions

Contribution rates will be set in accordance with the FSS.

3.6 Costs

Employer being admitted to the fund will be required to meet the cost of this, which includes (but is not limited to) the actuarial fees incurred by the administering authority.

4 Related Policies

This admissions policy supplements the general policy of the Fund as set out in the FSS and should be read in conjunction with that document, together with its associated funding policies.

Surrey Pension Fund

Policy on cessations

Effective date of policy	1 st April 2023
Date approved	
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to dealing with circumstances where a scheme employer leaves the fund and becomes an exiting employer (a cessation event).

It should be noted that this policy is not exhaustive. Each cessation will be treated on a case-by-case basis, however certain principles will apply as governed by the regulatory framework (see below) and the fund's discretionary policies (as described in Section 3 - Policies).

The fund takes a holistic approach to managing funding risk and it will work with its partners to achieve the best possible outcome for all stakeholders impacted by a cessation event. The fund's primary aim is to protect the remaining active employers, however it will consider a flexible approach in instances where the employer covenant is strong enough to justify doing so.

1.1 Aims and Objectives

The administering authority's aims and objectives related to this policy are as follows:

- To confirm the approach for the treatment and valuation of liabilities for employers leaving the fund.
- To provide information about how the fund may apply its discretionary powers when managing employer cessations.
- To outline the responsibilities of (and flexibilities for) exiting employers, the administering authority, the actuary and, where relevant, the original ceding scheme employer (usually a letting authority).

1.2 Background

As described in Section 7 of the Funding Strategy Statement (FSS), a scheme employer may become an exiting employer when a cessation event is triggered e.g. when the last active member stops participating in the fund. On cessation from the fund, the administering authority will instruct the fund actuary to carry out a valuation of assets and liabilities for the exiting employer to determine whether a deficit or surplus exists. The fund has full discretion over the repayment terms of any deficit, and the extent to which any surplus results in the payment of an exit credit.

1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) contain relevant provisions regarding employers leaving the fund ([Regulation 64](#)) and include the following:

- Regulation 64 (1) – this regulation states that, where an employing authority ceases to be a scheme employer, the administering authority is required to obtain an actuarial valuation of the liabilities of current and former employees as at the termination date. Further, it requires the Rates & Adjustments Certificate to be amended to show the revised contributions due from the exiting employer

- Regulation 64 (2) – where an employing authority ceases to be a scheme employer, the administering authority is required to obtain an actuarial valuation of the liabilities of current and former employees as at the exit date. Further, it requires the Rates & Adjustments Certificate to be amended to show the exit payment due from the exiting employer or the excess of assets over the liabilities in the fund.
- Regulation 64 (2ZAB) – the administering authority must determine the amount of an exit credit, which may be zero, taking into account the factors specified in paragraph (2ZC) and must:
 - a) Notify its intention to make a determination to-
 - (i) The exiting employer and any other body that has provided a guarantee to the Exiting Employer
 - (ii) The scheme employer, where the exiting employer is a body that participated in the Scheme as a result of an admission agreement
 - b) Pay the amount determined to that exiting employer within six months of the exit date, or such longer time as the administering authority and the exiting employer agree.
- Regulation (2ZC) – In exercising its discretion to determine the amount of any exit credit, the administering authority must have regard to the following factors-
 - a) The extent to which there is an excess of assets in the fund relating to that employer in paragraph (2)(a)
 - b) The proportion of this excess of assets which has arisen because of the value of the employer's contributions
 - c) Any representations to the administering authority made by the exiting employer and, where that employer participates in the scheme by virtue of an admission agreement, any body listed in paragraphs (8)(a) to (d)(iii) of Part 3 to Schedule 2 of the Regulations: and
 - d) Any other relevant factors
- Regulation 64 (2A) & (2B)– the administering authority, at its discretion, may issue a suspension notice to suspend payment of an exit amount for up to three years, where it reasonably believes the exiting employer is to have one or more active members contributing to the fund within the period specified in the suspension notice.
- Regulation 64 (3) – in instances where it is not possible to obtain additional contributions from the employer leaving the Fund or from the bond/indemnity or guarantor, the contribution rate(s) for the appropriate scheme employer or remaining fund employers may be amended.
- Regulation 64 (4) – where it is believed a scheme employer may cease at some point in the future, the administering authority may obtain a certificate from the fund actuary revising the contributions for that employer, with a view to ensuring that the assets are expected to be broadly equivalent to the exit payment that will be due.
- Regulation 64 (5) – following the payment of an exit payment to the Fund, no further payments are due to the fund from the exiting employer.
- Regulation 64 (7A-7G) – the administering authority may enter into a written deferred debt agreement, allowing the employer to have deferred employer status and to delay crystallisation of debt despite having no active members.
- Regulation 64B (1) – the administering authority may set out a policy on spreading exit payments.

In addition to the 2013 Regulations summarised above, [Regulation 25A](#) of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (“the Transitional Regulations”) give the fund the ability to levy a cessation debt on employers who have ceased participation in the fund (under

the previous regulations) but for whom a cessation valuation was not carried out at the time. This policy document describes how the fund expects to deal with any such cases.

This policy also reflects [statutory guidance](#) from the Department for Levelling Up, Housing and Communities on preparing and maintaining policies relating to employer exits. Interested parties may want to refer to an accompanying [guide](#) that has been produced by the Scheme Advisory Board.

These regulations relate to all employers in the fund.

2 Statement of Principles

This Statement of Principles covers the fund's approach to exiting employers. Each case will be treated on its own merits but in general:

- it is the fund's policy that the determination of any surplus or deficit on exit should aim to minimise, as far as is practicable, the risk that the remaining, unconnected employers in the Fund have to make contributions in future towards meeting the past service liabilities of current and former employees of employers leaving the fund.
- the fund's preferred approach is to request the full payment of any exit debt (an exit payment), which is calculated by the actuary on the appropriate basis (as per Section 7 of the FSS and Section 3.1 below). This would extinguish any liability to the fund by the exiting employer.
- the fund's key objective is to protect the interests of the fund, which is aligned to protecting the interests of the remaining employers. A secondary objective is to consider the circumstances of the exiting employer in determining arrangements for the recovery of the exit debt.
- The fund may review contribution rates payable by employers who anticipate leaving the fund in the short term, with a view to meeting the potential liabilities at the point of exit. The fund's policy on contribution reviews refers.

3 Policies

On cessation, the administering authority will instruct the fund actuary to carry out a cessation valuation to determine whether there is any deficit or surplus as defined in Section 4.3 of the FSS.

Where there is a deficit, payment of this amount in full would normally be sought from the exiting employer. The fund's normal policy is that this cessation debt is paid in full in a single lump sum within 28 days of the employer being notified.

However, the fund will consider written requests from employers to spread the payment over an agreed period, in the exceptional circumstance where payment of the debt in a single immediate lump sum could be shown by the employer to be materially detrimental to the employer's financial situation (see section 3.2 – Repayment flexibility on exit payments, below).

In circumstances where there is a surplus, the administering authority will determine, at its sole discretion, the amount of exit credit (if any) to be paid to the exiting employer (see section 3.3 – Exit credits, below).

3.1 Approach to cessation calculations

Cessation valuations are carried out on a case-by-case basis at the sole discretion of the fund depending on the exiting employer's circumstances. However, in general the following broad principles and assumptions may apply, as described in Section 7.2 of the FSS and summarised below:

Type of employer	Cessation exit basis	Responsible parties for unpaid or future deficit emerging
Local Authorities, Police, Fire	Low risk basis ¹	Shared between other fund employers
Colleges & Universities	Low risk basis	Shared between other fund employers
Academies	Low risk basis	DfE guarantee may apply, otherwise see below
Admission bodies (TABs)	Contractor exit basis ²	Letting authority (where applicable), otherwise shared between other fund employers
Admission bodies (CABs)	Low risk basis	Shared between other fund employers (if no guarantor exists)
Designating employers	Low risk basis	Shared between other fund employers (if no guarantor exists)

¹Cessation is assumed not to be generally possible, as Scheduled Bodies are legally obliged to participate in the LGPS. In the rare event of cessation occurring (e.g. machinery of Government changes), these cessation principles would apply.

²Where a TAB has taken, in the view of the administering authority, action that has been deliberately designed to bring about a cessation event (e.g. stopping future accrual of LGPS benefits), then the cessation valuation will be carried out on a low-risk basis.

Cessation of academies and multi-academy trusts (MATs)

A cessation event will occur if a current academy or MAT ceases to exist as an entity or an employer in the fund.

The cessation treatment will depend on the circumstances:

- If the cessation event occurs due to an academy or MAT merging with another academy or MAT within the fund, all assets and liabilities from each of the merging entities will be combined and will become the responsibility of the new merged entity.
- If the MAT is split into more than one new or existing employers within the fund, the actuary will calculate a split of the assets and liabilities to be transferred from the exiting employer to the new employers. The actuary will use their professional judgement to determine an appropriate and fair methodology for this calculation in consultation with the administering authority.
- In all other circumstances, and following payment of any cessation debt, section 7.5 of the FSS would apply.

3.2 Repayment flexibility on exit payments

Deferred spreading arrangement (DSA)

The fund will consider written requests from exiting employers to spread an exit payment over an agreed period, in the exceptional circumstance where payment of the debt in a single immediate lump sum could be shown by the employer to be materially detrimental to the employer's financial situation.

In this exceptional case, the fund's policy is:

- The agreed spread period is no more than five years, but the fund could use its discretion to extend this period in extreme circumstances.
- The fund may consider factors such as the size of the exit payment and the financial covenant of the exiting employer in determining an appropriate spreading period.
- The exiting employer may be asked to provide the administering authority with relevant financial information such as a copy of its latest accounts, sources of funding, budget forecasts, credit rating (if any) etc. to help in this determination.
- Payments due under the DSA may be subject to an interest charge.
- The fund will only consider written requests within six months of the employer receiving the formal cessation valuation. The exiting employer would be required to provide the fund with detailed financial information to support its request.
- The fund would consider the amount of any security offered and seek actuarial, covenant and legal advice in all cases. Suitable security will include, but is not restricted to, first charge on an unencumbered asset, an agreed sum held in an escrow account or a bond.
- The fund proposes a legal document, setting out the terms of the exit payment agreement, would be prepared by the fund and signed by all relevant parties prior to the payment agreement commencing.
- The terms of the legal document should include reference to the spreading period, the annual payments due, interest rates applicable, other costs payable and the responsibilities of the exiting employer during the exit spreading period.

- Any breach of the agreed payment plan would require payment of the outstanding cessation amount immediately.
- Regular monitoring of the security requirements. This will usually be performed (at least) annually.
- Where appropriate, cases may be referred to the Pensions Committee for consideration and considered on its individual merit. Decisions may be made by the Chair in consultation with officers if an urgent decision is required between Committee meetings.
- A scheme employer asking to spread an exit payment must agree to pay any professional costs incurred by the administering authority in connection with the request.

Without exception, the Fund will discuss any application for a spreading arrangement with the exiting employer and any other scheme employers who have provided guarantees.

The spreading arrangement must be scrupulously adhered to and if any payment or request for information is delayed by more than 30 days, the outstanding balance may fall due immediately.

If the Fund believes that the exiting employer's covenant is likely to weaken materially it may approach the employer to vary the quantum or duration of the payments due under the agreement. If it is reasonably satisfied that the employer's ability to meet the contributions has, or is likely, to materially weaken in the next twelve months it may serve a notice to recover any outstanding liabilities.

Deferred debt agreement (DDA)

The fund's preferred policy is for the spreading of payments, as detailed above, to be followed in the exceptional circumstances where an exiting employer is unable to pay the required cessation payment as a lump sum in full. However, in the event that spreading of payments will create a high risk of bankruptcy for the exiting employer, the fund may exercise its discretion to set up a deferred debt agreement as described in [Regulation 64 \(7A\)](#).

The employer must meet all requirements on Scheme employers and pay the secondary rate of contributions as determined by the Fund actuary until the termination of the DDA.

The Administering Authority may consider a DDA in the following circumstances:

- The employer requests the Fund consider a DDA.
- The employer is expected to have a deficit if a cessation valuation was carried out.
- The employer is expected to be a going concern.
- The covenant of the employer is considered sufficient by the administering authority.

The Administering Authority will normally require:

- A legal document to be prepared, setting out the terms of the DDA and signed by all relevant parties prior to the arrangement commencing.(including details of the time period of the DDA, the annual payments due, the frequency of review and the responsibilities of the employer during the period).
- Relevant financial information for the employer such as a copy of its latest accounts, sources of funding, budget forecasts, credit rating (if any) to support its covenant assessment.
- Security be put in place covering the employer's deficit on their cessation basis and the Fund will seek actuarial, covenant and legal advice in all cases. Suitable security will include, but is not restricted to, first charge on an unencumbered asset, an agreed sum held in an escrow account or a bond.

- Regular monitoring of the contribution requirements and security requirements. This will usually be performed (at least) annually.
- All costs of the arrangement are met by the employer, such as the cost of advice to the fund, ongoing monitoring or the arrangement and correspondence on any ongoing contribution and security requirements.

Without exception, the Fund will discuss any application for a DDA with the exiting employer and any other scheme employers who have provided guarantees.

The DDA must be scrupulously adhered to and if any payment or request for information is delayed by more than 30 days, the outstanding balance may fall due immediately.

If the Fund believes that the exiting employer's covenant is likely to weaken materially it may approach the employer to vary the quantum or duration of the payments due under the agreement. If it is reasonably satisfied that the employer's ability to meet the contributions has, or is likely, to materially weaken in the next twelve months it may serve a notice to recover any outstanding liabilities.

A DDA will normally terminate on the first date on which one of the following events occurs:

- The employer enrolls new active fund members.
- The period specified, or as varied, under the DDA elapses.
- The take-over, amalgamation, insolvency, winding up or liquidation of the employer.
- The administering authority serves a notice on the employer that the Administering Authority is reasonably satisfied that the employer's ability to meet the contributions payable under the DDA has weakened materially or is likely to weaken materially in the next 12 months.
- The Fund actuary assesses that the employer has paid sufficient secondary contributions to cover all (or almost all) of the exit payment due if the employer becomes an exiting employer on the calculation date (i.e. employer is now largely fully funded on their low risk basis).
- The Fund actuary assesses that the employer's value of liabilities has fallen below an agreed *de minimis* level and the employer becomes an exiting employer on the calculation date.
- The employer requests early termination of the agreement and settles the exit payment in full as calculated by the fund actuary on the calculation date (i.e. the employer pays their outstanding cessation debt on their cessation basis).

On the termination of a DDA, the employer will become an exiting employer and a cessation valuation will be completed in line with this policy.

3.3 Exit credits

The administering authority's entitlement to determine whether exit credits are payable in accordance with these provisions shall apply to all employers ceasing their participation in the fund after 14 May 2018. This provision therefore is retrospectively effective to the same extent as provisions of the [Local Government Pension Scheme \(Amendment\) Regulations 2020](#).

The administering authority may determine the amount of exit credit payable to be zero, however, in making a determination, the Administering Authority will take into account the following factors.

- a) the extent to which there is an excess of assets in the fund relating to the employer over and above the liabilities specified.

- b) the proportion of the excess of assets which has arisen because of the value of the employer's contributions.
- c) any representations to the Administering Authority made by the exiting employer, guarantor, ceding Scheme Employer (usually the Letting Authority) or by a body which owns, funds or controls the exiting employer; or in some cases, the Secretary of State.
- d) any other relevant factors

Admitted bodies

- i. No exit credit will be payable in respect of admissions who joined the Fund before 14 May 2018 unless it is subject to a risk sharing arrangement as per paragraph iii) below. Prior to this date, the payment of an exit credit was not permitted under the Regulations and this will have been reflected in the commercial terms agreed between the admission body and the letting authority/awarding authority/ceding employer. This will also apply to any pre-14 May 2018 admission which has been extended or 'rolled over' beyond the initial expiry date and on the same terms that applied on joining the fund.
- ii. No exit credit will be payable to any admission body who participates in the fund via the mandated pass through approach. For the avoidance of doubt, whether an exit credit is payable to any admission body who participates in the fund via the "Letting employer retains pre-contract risks" route is subject to its risk sharing arrangement, as per paragraph iii) below.
- iii. The fund will make an exit credit payment in line with any contractual or risk sharing agreements which specifically covers the ownership of exit credits/cessation surpluses or if the admission body and letting authority have agreed any alternative approach (which is consistent with the Regulations and any other legal obligations). This information, which will include which party is responsible for which funding risk, must be presented to the fund in a clear and unambiguous document with the agreement of both the admission body and the letting authority/awarding authority/ceding employer and within one month (or such longer time as may be agreed with the administering authority) of the admission body ceasing participation in the Fund.
- iv. In the absence of this information or if there is any dispute from either party with regards interpretation of contractual or risk sharing agreements as outlined in c), the fund will withhold payment of the exit credit until such disputes are resolved and the information is provided to the administering authority.
- v. Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the admission body during its participation in the fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- vi. If the admission agreement ends early, the fund will consider the reason for the early termination, and whether that should have any relevance on the fund's determination of the value of any exit credit payment. In these cases, the fund will consider the differential between employers' contributions paid (including investment returns earned on these monies) and the size of any cessation surplus.
- vii. If an admitted body leaves on a low risk basis (because no guarantor is in place), then any exit credit will normally be paid in full to the employer.
- viii. The decision of the fund is final in interpreting how any arrangement described under iii), v), vi) and vii) applies to the value of an exit credit payment.

Scheduled bodies and designating bodies

- i. Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the employer during its participation in the fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- ii. Where no formal guarantor or risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the employer during its participation in the fund reflects the extent to which it is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- iii. The decision of the fund is final in interpreting how any arrangement described under i) and ii) applies to the value of an exit credit payment.
- iv. If a scheduled body or designating body becomes an exiting employer due to a reorganisation, merger or take-over, then no exit credit will be paid.
- v. If a scheduled body or resolution body leaves on a low-risk basis (because no guarantor is in place), then any exit credit will normally be paid in full to the employer.

General

- i. The fund will advise the exiting employer as well as the letting authority and/or other relevant scheme employers of its decision to make an exit credit determination under Regulation 64.
- ii. Subject to any risk sharing or other arrangements and factors discussed above, when determining the cessation funding position the fund will generally make an assessment based on the value of contributions paid by the employer during their participation, the assets allocated when they joined the fund and the respective investment returns earned on both.
- iii. The fund will also factor in if any contributions due or monies owed to the fund remain unpaid by the employer at the cessation date. If this is the case, the fund's default position will be to deduct these from any exit credit payment.
- iv. The final decision will be made by the pension manager, in conjunction with advice from the fund's actuary and/or legal advisors where necessary, in consideration of the points held within this policy.
- v. The fund accepts that there may be some situations that are bespoke in nature and do not fall into any of the categories above. In these situations the fund will discuss its approach to determining an exit credit with all affected parties. The decision of the fund in these instances is final.
- vi. The guidelines above at point v) in the 'Admitted bodies' section, and at points i) and ii) in the 'Scheduled bodies and designating bodies' section, make reference to the Fund 'considering the approach to setting contribution rates during the employer's participation'. The different funding approaches, including the parameters used and how these can vary based on employer type, are covered in detail in Table 2 (section 2.2) in the FSS. Considering the approach taken when setting contribution rates of the exiting employer may help the fund to understand the extent to which the employer is responsible for funding the underlying liabilities on exit. For example, if contribution rates have always been based on ongoing assumptions then this may suggest that these are also appropriate assumptions for exit credit purposes (subject to the other considerations outlined within this policy). Equally, a shorter than usual funding time horizon or lower than usual probability of success parameter may reflect underlying commercial terms about how responsibility for pension risks is split between the employer and its guarantor. For the avoidance of doubt, each exiting employer will be considered in the round alongside the other factors mentioned above.

Disputes

In the event of any dispute or disagreement on the amount of any exit credit paid and the process by which that has been considered, the appeals and adjudication provisions contained in Regulations 74-78 of the LGPS Regulations 2013 would apply.

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4 Practicalities and process

4.1 Responsibilities of ceasing employers

An employer which is aware that its participation in the fund is likely to come to an end must:

- advise the fund, in writing, of the likely ending of its participation (either within the terms of the admission agreement in respect of an admission body (typically a 3 month notice period is required) or otherwise as required by the Regulations for all other scheme employers). It should be noted that this includes closed employers where the last employee member is leaving (whether due to retirement, death or otherwise leaving employment).
- provide any relevant information on the reason for leaving the Fund and, where appropriate, contact information in the case of a take-over, merger or insolvency.
- provide all other information and data requirements as requested by the Administering Authority which are relevant, including in particular any changes to the membership which could affect the liabilities (e.g. salary increases and early retirements) and an indication of what will happen to current employee members on cessation (e.g. will they transfer to another Fund employer, will they cease to accrue benefits within the Fund, etc.).

4.2 Responsibilities of Administering Authority

The administering authority will:

- gather information as required, including, but not limited to, the following:
 - details of the cessation - the reason the employer is leaving the fund (i.e. end of contract, insolvency, merger, machinery of government changes, etc.) and any supporting documentation that may have an effect on the cessation.
 - complete membership data for the outgoing employer and identify changes since the previous formal valuation.
 - the likely outcome for any remaining employee members (e.g. will they be transferred to a new employer, or will they cease to accrue liabilities in the Fund).
- identify the party that will be responsible for the employer's deficit on cessation (i.e. the employer itself, an insurance company, a receiver, another Fund employer, guarantor, etc.).
- commission the fund actuary to carry out a cessation valuation under the appropriate regulation.
- where applicable, discuss with the employer the possibility of paying adjusted contribution rates that target a 100% funding level by the date of cessation through increased contributions in the case of a deficit on the cessation basis or reduced contributions in respect of a surplus.
- where applicable, liaise with the original ceding employer or guarantor and ensure it is aware of its responsibilities, in particular for any residual liabilities or risk associated with the outgoing employer's membership.
- having taken actuarial advice, notify the employer and other relevant parties in writing of the payment required in respect of any deficit on cessation and pursue payment.

Payment of an exit credit

- If the actuary determines that there is an excess of assets over the liabilities at the cessation date, the administering authority will act in accordance with the exit credit policy above. If payment is required, the administering authority will advise the exiting employer of the amount due to be repaid and seek to make payment within six months of the exit date. However, in order to meet the six month timeframe, the administering authority requires prompt notification of an employers' exit and all data requested to be provided in a timely manner. The administering authority is unable to make any exit credit payment until it has received all data requested.
- At the time this policy was produced, the fund has been informed by HMRC that exit credits are not subject to tax, however all exiting employers must seek their own advice on the tax and accounting treatment of any exit credit.

4.3 Responsibilities of the actuary

Following commission of a cessation valuation by the administering authority, the fund actuary will:

- calculate the surplus or deficit attributable to the outgoing employer on an appropriate basis, taking into account the principles set out in this policy.
- provide actuarial advice to the administering authority on how any cessation deficit should be recovered, giving consideration to the circumstances of the employer and any information collected to date in respect to the cessation.
- where appropriate, advise on the implications of the employer leaving on the remaining fund employers, including any residual effects to be considered as part of triennial valuations.

5 Related Policies

The fund's approach to exiting employers is set out in the FSS, specifically "Section 7 – What happens when an employer leaves the fund?"

The approach taken to set the actuarial assumptions for cessation valuations is set out in Appendix D of the FSS.

Surrey Pension Fund

Bulk transfer policy

Effective date of policy	1 st April 2023
Date approved	
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to dealing with the bulk transfer of scheme member pension rights into and out of the fund in prescribed circumstances.

1.1 Aims and Objectives

The administering authority's aims and objectives related to this policy are as follows:

- Bulk transfers out of the fund do not allow a deficit to remain behind unless a scheme employer is committed to repairing this; and
- Bulk transfers received by the fund must be sufficient to pay for the added benefits being awarded to the members, again with the scheme employer making good any shortfall where necessary.

Bulk transfer requests will be considered on a case-by-case basis.

1.2 Background

Bulk transfers into and out of the fund can occur for a variety of reasons, such as:

- where an outsourcing arrangement is entered into and active fund members join another LGPS fund, or leave the LGPS to join a broadly comparable scheme;
- where an outsourcing arrangement ceases, and active scheme members re-join the fund from another LGPS fund or a broadly comparable scheme;
- where there is a reorganisation of central government operations (transfers in from, or out to, other government sponsored schemes);
- where there is a reorganisation or consolidation of local operations (brought about by, for example, local government shared services, college mergers or multi-academy trust consolidations); or
- a national restructuring resulting in the admission of an employer whose employees have LGPS service in another LGPS fund, or vice versa.

Unlike bulk transfers out of the LGPS, there is no specific provision to allow for bulk transfers into the LGPS. As a result, any transfer value received into the LGPS, whether on the voluntary movement of an individual or the compulsory transfer of a number of employees, must be treated the same way as individual transfers.

1.3 Guidance and regulatory framework

Local Government Pension Scheme Regulations

When considering any circumstances involving bulk transfer provisions, the administering authority will always ensure adherence to any overriding requirements set out in the Local Government Pension Scheme Regulations 2013 (as amended), including:

- Regulation 98 – applies on transfer out to non-LGPS schemes. It allows for the payment of a bulk transfer value where at least two active members of the LGPS cease scheme membership and join another approved pension arrangement.
- Regulation 99 - gives the LGPS actuary discretion as to the choice of method of calculation used to calculate the bulk transfer value.
- Regulation 100 – allows an individual who holds relevant pension rights under a previous employer to request to be admitted for past service into the LGPS. Members wishing to transfer in accrued rights from a [Club scheme](#) (that is schemes with benefits broadly similar to those of the LGPS), who request to do so within 12 months of joining their new LGPS employment, must be granted their request. For members with “non-Club” accrued rights the LGPS fund does not have to grant the request. Any request must be received in writing from the individual within 12 months of active employment commencing or longer at the discretion of the employer and the administering authority.
- Regulation 103 - states that any transfer between one LGPS fund and another LGPS fund (in England and Wales) where 10 or more members elect to transfer will trigger bulk transfer negotiations between fund actuaries.

Best Value authorities

The Best Value Authorities Staff Transfers (Pensions) Direction 2007, which came into force on 1 October 2007, applies to all “Best Value Authorities” in England. Best Value Authorities include all county, district and borough councils in England, together with police and fire and rescue authorities, National Park Authorities and waste disposal authorities. The Direction:

- requires the contractor to secure pension protection for each transferring employee through the provision of pension rights that are the same as or are broadly comparable to or better than those they had as an employee of the authority, and
- provides that the provision of pension protection is enforceable by the employee.

The Direction also requires similar pension protection in relation to those former employees of an authority, who were transferred under TUPE to a contractor, in respect of any re-tendering of a contract for the provision of services (i.e. second and subsequent rounds of outsourcing).

Academies and multi-academy trusts

[New Fair Deal guidance](#), introduced in October 2013, applies to academies and multi-academy trusts. It requires that, where they outsource services, they ensure pension protection for non-teaching staff transferred is achieved via continued access to the LGPS. As a result the fund would not expect to have any bulk transfers out of the LGPS in respect of outsourcings from academies or multi-academy trusts.

Other employers

For all scheme employers that do not fall under the definition of a Best Value Authority or are not an academy (i.e. town and parish councils, arms-length organisations, further and higher education establishments, charities and other admitted bodies), and who are not subject to the requirements of Best Value Direction or new Fair Deal guidance, there is no explicit requirement to provide pension protection on the outsourcing or insourcing of services. However, any successful contractor is free to seek admission body status in the fund, subject to complying with the administering authority’s requirements (e.g. having a bond or guarantor in place).

The old Fair Deal guidance may still apply to a specific staff transfer if permitted by the new Fair Deal guidance or if outside the coverage of the new Fair Deal guidance. (If the individual remains in their original scheme then their past service rights are automatically protected). In the absence of a bulk transfer agreement the

administering authority would not expect to pay out more than individual Cash Equivalent Transfer Value amounts, in accordance with appropriate [Government Actuary's Department \(GAD\) guidance](#).

2 Statement of principles

This statement of principles covers bulk transfer payments into and out of the fund. Each case will be treated on its own merits alongside appropriate actuarial advice, but in general:

- Where a group of active scheme members joins (or leaves) the fund, the administering authority's objective is to ensure that sufficient assets are received (or paid out) to meet the cost of providing those benefits.
- Ordinarily the administering authority's default approach for bulk transfers out (or in) will be to propose (or accept) that the transfer value is calculated using ongoing assumptions based on the employer's share of fund assets (capped at 100% of the value of the liabilities). The fund will retain the discretion to amend the bulk transfer basis to reflect the specific circumstances of each transfer – including (but not restricted to):
 - the use of cessation assumptions where unsecured liabilities are being left behind;
 - where a subset of an employer's membership is transferring (in or out), the Fund may consider an approach of calculating the bulk transfer payment as the sum of CETVs for the members concerned; or
 - where transfer terms are subject to commercial factors.
- Where an entire employer is transferring in or out of the fund the bulk transfer should equal the asset share of the employer in the transferring fund regardless of whether this is greater or lesser than the value of past service liabilities for members.
- There may be situations where the fund accepts a transfer in amount which is less than required to fully fund the transferred in benefits on the fund's ongoing basis (e.g. where the employer has suitable strength of covenant and commits to meeting that shortfall over an appropriate period). In such cases the administering authority reserves the right to require the receiving employer to fund this shortfall (either by lump sum or by increasing in ongoing employer contributions) ahead of the next formal valuation.
- Any shortfall between the bulk transfer payable by the fund and that which the receiving scheme is prepared to accept must be dealt with outside of the fund, for example by a top up from the employer to the receiving scheme or through higher ongoing contributions to that scheme.
- The fund will not grant added benefits to members bringing in entitlements from another scheme unless the asset transfer is sufficient to meet the added liabilities.
- Service credits granted to transferring members should fully reflect the value of the benefits being transferred, irrespective of the size of the transfer value paid or received.

3 Policy

The following summarises the various scenarios for bulk transfers in or out of the fund, together with the administering authority's associated policies.

Inter-fund transfer (transfer between the fund and another LGPS fund)

Scenario	Bulk transfer mechanism	Policy	Methodology
In	< 10 members – GAD guidance	Cash equivalent transfer values (CETVs) in accordance with GAD guidance.	On receipt of a transfer value (calculated in line with the CETV transfer out formulae), the fund will award the member a pension credit on a day-for-day basis.
	10 or more members – Regulation 103 of the Local Government Pension Scheme Regulations 2013	<p>Where agreement can be reached, the fund and the transferring fund (and their two actuaries) may agree to a negotiated bulk transfer arrangement. However, where agreement cannot be reached:</p> <p>Actives only transferring (i.e. remaining members left behind): CETVs in accordance with GAD guidance using transferring fund's actual fund returns for roll up to date of payment (rather than the interest applied for standard CETV's).</p> <p>All members transferring (i.e. all actives, deferred and pensioners): Receive all assets attributable to the membership within the transferring scheme.</p>	<p>The fund's preferred approach is to receive a transfer payment equal to the fully funded value of the transferring liabilities.</p> <p>Where a negotiated arrangement is sought, the fund's policy is to accept a transfer value that is at least equal to the total of the individual CETVs calculated using the Club transfer-out formulae.</p> <p>The fund will consult with the scheme employer whose funding position will be impacted by the transfer before agreeing to a negotiated bulk transfer arrangement.</p> <p>Pension credits will be awarded to the transferring members on a day-for-day basis.</p>
Out	< 10 members – GAD guidance	CETVs in accordance with GAD guidance.	The transfer value paid to the receiving fund will be calculated in line with the CETV transfer-out formulae.
	10 or more members – Regulation 103 of the Local Government Pension Scheme Regulations 2013	<p>Where agreement can be reached, the fund and the receiving fund (and their two actuaries) may agree to a negotiated bulk transfer arrangement. However, where agreement cannot be reached:</p> <p>Actives only transferring (i.e. remaining members left behind): CETV in accordance with GAD guidance using transferring fund's actual fund returns for roll-up to date of payment (rather than the interest applied for standard CETV's).</p> <p>All members transferring (i.e. all actives, deferred and pensioners): Transfer all assets attributable to the membership to the receiving scheme.</p>	<p>The fund's default policy is to offer a transfer value that is equal to the total of the individual CETV calculated using the Club transfer-out formulae. The fund will consult with the scheme employer whose funding position will be impacted by the transfer before agreeing to a negotiated bulk transfer arrangement.</p> <p>Discretion exists to amend this to reflect specific circumstances of the situation.</p>

Club Scheme

Scenario	Bulk transfer mechanism	Policy	Methodology
In	Club Memorandum	The Club mechanism ensures the pension credit in the fund provides actuarially equivalent benefits.	The pension credit awarded to members transferring in will be calculated in line with the Club transfer-in formulae.
Out	Regulation 98 of the Local Government Pension Scheme Regulations 2013 or Club Memorandum	Where agreement can be reached, the fund and the receiving scheme (and their two actuaries) may agree to a negotiated bulk transfer arrangement. Or Where agreement cannot be reached, revert to the Club transfer out formulae in accordance with GAD guidance.	The fund's default policy is to offer the receiving scheme transfers out calculated using ongoing assumptions based on the ceding employer's share of fund assets (capped at 100% of the liability value). Discretion exists to amend this to reflect specific circumstances of the situation.

Broadly Comparable Scheme or non-Club scheme

Scenario	Bulk transfer mechanism	Policy	Methodology
In	GAD guidance	Non-Club transfer in formulae in accordance with GAD guidance	The pension credit awarded to members transferring in will be calculated in line with the non-Club transfer in formulae.
Out	1 member only – GAD guidance	CETV in accordance with GAD guidance	The transfer value paid to the receiving scheme will be calculated in line with the CETV transfer-out formulae.
	2 or more members – Regulation 98 of the Local Government Pension Scheme Regulations 2013	Where agreement can be reached, the fund and the receiving scheme (and their two actuaries) may agree to a negotiated bulk transfer arrangement. Or Where agreement cannot be reached, revert to cash equivalent transfer values under GAD guidance	The fund's default policy is to offer the receiving scheme transfers out calculated in line with the CETV transfer-out formulae. Discretion exists to amend this to reflect specific circumstances of the situation.

4 Practicalities and process

4.1 Format of transfer payment

Ordinarily payment will be in cash.

A deduction from the bulk transfer will be made for any administration, legal and transaction costs incurred by the fund as a result of having to disinvest any assets to meet the form of payment that suits the receiving scheme.

4.2 Costs

All professional fees incurred in respect of the provision of advice relating to bulk transfers will be met in full by the employer concerned. These include, (but are not limited to) the actuarial fees incurred by the administering authority.

Staff time involved on the fund side will be charged at the rate defined within the Administration Strategy Statement.

4.3 Impact on transferring employer

Any transfer out or in of pension rights may have an effect on the valuation position of the employer and consequently their individual contribution rate.

The fund will agree with the transferring employer how this change is dealt with. Though it is likely this will be through adjustments to its employer contribution rate, the fund may require a lump sum payment or instalments of lump sums to cover any relative deterioration in deficit, for example where the deterioration in deficit is a large proportion of its total notional assets and liabilities. Where the transfer is small relative to the employer's share of the fund, any adjustment may be deferred to the next valuation.

4.4 Consent

Where required within the Regulations, for any bulk transfer the administering authority will ensure the necessary consent is obtained from each individual eligible to be part of the transfer.

4.5 Approval process

The fund will normally agree to bulk transfers into or out of the fund where this policy is adhered to.

4.6 Non-negotiable

It should be noted that, as far as possible, the fund's preferred terms on bulk transfers are non-negotiable. Any differences between the value the fund is prepared to pay (or receive) and that which the other scheme involved is prepared to accept (or pay) should be dealt with by the employers concerned outside the fund.

5 Related Policies

Section 6.6 of the fund's Funding Strategy Statement.

Surrey Pension Fund

Policy on contribution reviews

Effective date of policy	1 st April 2023
Date approved	
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to reviewing contribution rates between triennial valuations.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To provide employers with clarity around the circumstances where contribution rates may be reviewed between valuations.
- To outline specific circumstances where contribution rates will not be reviewed.

1.2 Background

The Fund may amend contribution rates between valuations for 'significant change' to the liabilities or covenant of an employer.

Such reviews may be instigated by the fund or at the request of a participating employer.

Any review may require increased contributions from the employer.

1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the way in which LGPS Funds should determine employer contributions, including the following;

- Regulation 64 (4) – allows the administering authority to review the contribution rate if it becomes likely that an employer will cease participation in the fund, with a view to ensuring that the employer is fully funded at the expected exit date.
- Regulation 64A - sets out specific circumstances where the administering authority may revise contributions between valuations.

This policy also reflects [statutory guidance](#) from the Department for Levelling Up, Housing and Communities on preparing and maintaining policies relating to the review of employer contributions. Interested parties may want to refer to an accompanying [guide](#) that has been produced by the Scheme Advisory Board.

2 Statement of principles

This Statement of Principles covers review of contributions between valuations. Each case will be treated on its own merits, but in general:

- The administering authority reserve the right to review contributions in line with the provisions set out in the LGPS Regulations.
- Employers will be consulted during the review period.
- Full justification for any change in contributions rates will be provided to employers.
- Advice will be taken from the fund actuary in respect of any review of contribution rates.
- Any revision to contribution rates will be reflected in the Rates & Adjustment certificate.

3 Policy

3.1 Circumstances for review

The Fund would consider the following circumstances as a potential trigger for review:

- in the opinion of an administering authority there are circumstances which make it likely that an employer (including an admission body) will become an exiting employer sooner than anticipated at the last valuation;
- an employer is approaching exit from the scheme within the next two years and before completion of the next valuation;
- there are changes to the benefit structure set out in the LGPS Regulations which have not been allowed for at the last valuation;
- it appears likely to the administering authority that the amount of the liabilities arising or likely to arise for an employer or employers has changed significantly since the last valuation;
- it appears likely to the administering authority that there has been a significant change in the ability of an employer or employers to meet their obligations (ie a material change in employer covenant);
- it appears to the administering authority that the membership of the employer has changed materially such as bulk transfers, significant reductions to payroll or large-scale restructuring; or
- where an employer has failed to pay contributions or has not arranged appropriate security as required by the administering authority.

3.2 Employer requests

The administering authority will also consider a request from any employer to review contributions where the employer has undertaken to meet the costs of that review and sets out the reasoning for the review (which would be expected to fall into one of the above categories, such as a belief that their covenant has changed materially, or they are going through a significant restructuring impacting their membership).

The administering authority will require additional information to support a contribution review made at the employer's request. The specific requirements will be confirmed following any request and this is likely to include the following:

- a copy of the latest accounts;
- details of any additional security being offered (which may include insurance certificates);
- budget forecasts; and/or
- information relating to sources of funding.

The costs incurred by the administering authority in carrying out a contribution review (at the employer's request) will be met by the employer. These will be confirmed upfront to the employer prior to the review taking place.

3.3 Other employers

When undertaking any review of contributions, the administering authority will also consider the impact of a change to contribution rates on other fund employers. This will include the following factors:

- The existence of a guarantor.
- The amount of any other security held.
- The size of the employer's liabilities relative to the whole fund.

The administering authority will consult with other fund employers as necessary.

3.4 Effect of market volatility

Except in circumstances such as an employer nearing cessation, the administering authority will not consider market volatility or changes to asset values as a basis for a change in contributions outside a formal valuation.

3.5 Documentation

Where revisions to contribution rates are necessary, the fund will provide the employer with a note of the information used to determine these, including:

- Explanation of the key factors leading to the need for a review of the contribution rates, including, if appropriate, the updated funding position.
- A note of the new contribution rates and effective date of these
- Date of next review
- Details of any processes in place to monitor any change in the employer's circumstances (if appropriate), including information required by the administering authority to carry out this monitoring.

The Rates & Adjustments certificate will be updated to reflect the revised contribution rates.

4 Related Policies

The fund's approach to setting employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

Surrey Pension Fund

Policy on Prepayments

Effective date of policy	1 st April 2023
Date approved	
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to the prepayment of regular contributions due by participating employers.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To provide employers with clarity around the circumstances where prepayment of contributions will be permitted.
- To outline the key principles followed when calculating prepayment amounts.
- To outline the approach taken to assess the suitability of a prepayment as sufficient to meet the required contributions.

1.2 Background

It is common practice in the LGPS for employers to pre-pay regular contributions that were otherwise due to be paid to the fund in future. Employer contributions include the 'Primary Rate' – which is expressed as a percentage of payroll and reflects the employer's share of the cost of future service benefits, and the 'Secondary Rate' – which can be expressed as a percentage of payroll or a monetary amount and is an additional contribution designed to ensure that the total contributions payable by the Employer meet the funding objective.

On 22 March 2022, following a request from the LGPS Scheme Advisory Board, James Goudie QC provided an [Opinion](#) on the legal status of prepayments. This Opinion found that the prepayment of employee and employer contributions was not illegal, subject to the basis for determining the prepayment amount being reasonable, proportionate and prudent. Further, the Opinion set out specific requirements around the presentation of prepayments.

1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the way in which LGPS funds should determine employer contributions and contain relevant provisions regarding the payment of these, including the following:

- Regulation 67 – sets out the requirement for employers to pay contributions in line with the Rates and Adjustments (R&A) certificate and specifies that primary contributions be expressed as a percentage of pensionable pay of active members.
- Regulation 62 - sets the requirement for an administering authority to prepare an R&A certificate.
- Regulation 9 – outlines the contribution rates payable by active members

2 Statement of principles

This statement of principles covers the prepayment of regular employer contributions to the fund. Each case will be treated on its own merits, but in general:

- The administering authority will permit the prepayment of employer contributions.
- Prepaying contributions expressed as a percentage of pay introduces the risk that the prepayment amount will be insufficient to meet the scheduled contribution (as a result of differences between expected and actual payroll). Prepaying percentage of pay contributions is therefore not desirable may only be permissible in the case of secure, long-term employers (e.g. local authorities).
- The prepayment of employee contributions is not permitted.
- A discount will be applied where employer contributions are prepaid, to reflect the investment return that is assumed to be generated by the fund over the period of prepayment.
- The fund actuary will determine the prepayment amount, which may require assumptions to be made about payroll over the period which the scheduled contribution is due.
- Where contributions expressed as a percentage of pay have been prepaid, the administering authority will carry out an annual check (and additional contributions may be required by the employer) to make sure that the actual amounts paid are sufficient to meet the contribution requirements set out in the R&A certificate.
- Prepayment agreements will be documented by way of correspondence between the administering authority and the employer.
- The R&A certificate will be updated on an annual basis to reflect any prepayment agreements in place.
- Employers are responsible for ensuring that any prepayment agreement is treated appropriately when accounting for pensions costs.
- Prepayment agreements can cover any annual period of the R&A (or a consecutive number of annual periods).

3 Policy

3.1 Eligibility and periods covered

The fund expects all employers to pay contributions as and when these are required based on the Rates & Adjustments certificate and, to help manage emerging cashflow risks, has a clear preference that employers do not prepay contributions. The fund will, however, consider requests from employers to pre-pay certified employer contributions.

Employer contributions over the period of the existing R&A certificate (and, where a draft R&A certificate is being prepared following the triennial valuation, the draft R&A certificate) may only be pre-paid by employers.

Prepayment of contributions due after the end of the existing (or draft) R&A certificate is not permitted, i.e. it would not be possible to prepay employer contributions due in the 2026/27 year until the results of the 2025 valuation are known and a draft R&A certificate covering the 2026 to 2029 period has been prepared.

3.2 Request and timing

Prior to making any prepayment, employers are required to inform the fund in writing of their wish to prepay employer contributions and to request details of the amount required by the fund to meet the scheduled future contribution.

This request should be received by the fund within 2 months of the start of the period for which the prepayment is in respect of.

The fund will then provide the employer with a note of the prepayment amount and the date by which this should be paid. In general, the prepayment should be made prior to the beginning of the appropriate R&A period.

Failure to pay the prepayment amount by the specified date may lead to the need for an additional and immediate payment from the employer to ensure that the amount paid is sufficient to meet the certified amount set out in the R&A certificate.

3.3 Calculation

The fund actuary will determine the prepayment amount required.

Where the prepayment is in respect of contributions expressed as a percentage of pay:

- The fund actuary will determine the discounted value of scheduled contributions based on an estimate of payroll over the period (using the information available and assumptions set at the previous valuation) and the discount rate set for the purpose of the previous actuarial valuation (as specified in the previous actuarial valuation report).
- A sufficiency check will be required at the end of the period (see section 3.4)

Where the prepayment is in respect of contributions expressed as a monetary amount:

- The fund actuary will determine the discounted value of scheduled contributions based on the discount rate set for the purpose of the previous actuarial valuation (as specified in the previous actuarial valuation report).
- No sufficiency check will be required

Employers may pay more than the prepayment amount determined by the fund actuary.

No allowance for expected outsourcing of services and/or expected academy conversions will be made in the fund actuary's estimation of payroll for the prepayment period.

3.4 Sufficiency check

Where required, the fund actuary will carry out an **annual** assessment to check that sufficient contributions have been prepaid in respect of that period. Specifically, this will review the prepayment calculation based on actual payroll of active members over the period and this may lead to a top-up payment being required from the employer.

If this sufficiency check reveals that the prepayment amount was higher than that which would have been required based on actual payroll (i.e. if actual payroll over the period is less than was assumed), this will not lead to a refund of contributions to the employer.

The sufficiency check will not compare the assumed investment return (i.e. the discount rate) with actual returns generated over the period. i.e. the check considers payroll only. Any shortfall arising due to actual investment

returns being lower than that assumed will form part of the regular contribution assessment at the next valuation (as per the normal course of events).

The administering authority will notify the employer of any top-up amount payable following this annual sufficiency check and the date by which any top-up payment should be made.

3.5 Documentation and auditor approval

The fund will provide the employer with a note of the information used to determine the prepayment amount, including:

- Discount rate used in the calculations
- The estimate of payroll (where applicable)
- The effective date of the calculation (and the date by which payment should be made)
- The scheduled regular payments which the prepayment amount covers.

The prepayment agreement will be reflected in the R&A certificate as follows:

- The unadjusted employer regular contribution rate payable over the period of the certificate
- As a note to the contribution rate table, information relating to the prepayment amount and the discount applied, for each employer where a prepayment agreement exists.

The R&A certificate will be updated on an annual basis to reflect any prepayment agreements in place.

Employers should discuss the prepayment agreement with their auditor prior to making payment and agree the accounting treatment of this. The fund will not accept any responsibility for the accounting implications of any prepayment agreement.

3.6 Costs

Employers entering into a prepayment agreement will be required to meet the cost of this, which includes (but is not limited to) the actuarial fees incurred by the administering authority.

3.7 Risks

Employers enter into prepayment agreements on the expectation that the fund will be able to generate higher returns than they can over the prepayment period. Employers should be aware that future returns are not guaranteed, and it is possible that the returns generated on prepayment amounts may generate a lower return than that which can be generated by the employer. It is also possible that negative returns will lead to the value of any prepayment being less than that which was scheduled to be paid. In such circumstances, a top-up payment would not be required (as the sufficiency check only considers the effect of actual payroll being different to that assumed in the prepayment calculation), however the employer's asset share would be lower than it would have been if contributions were paid as scheduled. This would be considered by the fund actuary at the next triennial valuation (as per the normal course of events).

Employers should be aware that the prepayment of employer contribution creates uncertainty for the fund in terms of managing the cashflows required to pay pension benefits to members. Uncertain and volatile cashflow income (arising due to prepayments) will increase likelihood that the fund will need to take measures to ensure benefits can be paid that may dampen prospects for growing the fund assets. Such measures may include holding a large cash buffer, not reinvesting income from assets and, in extreme cases, having to sell assets to pay pension benefits.

4 Related Policies

The fund's approach to setting regular employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

DRAFT

Surrey Pension Fund

Town and Parish Council Pool

Effective date of policy	1 st April 2023
Date approved	
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to pooling contribution rates for Town and Parish council employers (T&P councils).

1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To set out the approach taken by the fund to pool the T&P Council employers
- To set out the benefits and risks of this approach.

1.2 Background

The fund has set up the Town and Parish Council Pool (the pool), which all T&P councils will be entered in to.

The pool is intended to benefit the T&P councils through the pooling of risks and stabilising of contribution rates.

The purpose of the pool is to stabilise the pension funding requirements of the T&P councils who most often only have one or two participating members. By joining the pool, the T&P councils benefit from

- One common contribution rate payable by all employers in the pool. This should help maintain stability of contributions between formal valuations.
- Any cessation valuation will be calculated on an ongoing basis.

2 Benefits and risks

The administering authority have evaluated the benefits and risks to the pooling approach, including the below.

Benefits

- Pooling reduces the volatility of contribution rates arising because of experience. For example, pooling gives the T&P councils employers some protection against the higher cost of paying benefits to one or two individuals who enjoy a much longer than expected retirement.
- T&P council employers may pay lower regular contributions by staying out of a pool (eg employers with young membership, better budgetary discipline and lower pay awards). If employers are small, however, they could still benefit from the protection the pool gives from uncertain and unpredictable events such as unusually long periods in retirement.
- A further benefit will be that the cessation debt for employers participating in the pool is calculated on an ongoing basis rather than a more prudent cessation basis. This is possible due to the sharing of risks that the pool offers and the security that it offers the Fund.

Drawbacks and risks

- Some employers may be adversely affected by pooling and end up paying higher contributions than they would pay if they were out of the pool because they are subsidising other members of the pool eg due to the effect of awarding lower than average pay increases.
- Employers should be aware that the balance may, however, swing in their favour at future valuations if their own experience over that time is poor. For example, at the actuarial valuation, an employer may find that its own individual experience would suggest a specific contribution rate. The contributions are, however, set lower than this theoretical rate because the employer benefits from the pooled rate. The average experience of all the employers in the pool has kept this employer's rate down. The other employers in the pool are therefore subsidising the employers with poorer experience. Given that pooling is a way of averaging experience, there will always be winners and losers in the pool.
- Membership of a pool results in loss of control for individual employers. An employer with an individual contribution rate has more control over its pension contributions and can reduce them by, for example, exercising discipline in pay awards.

3 Policy and documentation

3.1 Policy

All Town and Parish Councils in the Fund will be automatically included in the pool unless they formally opt out in writing.

Any cessation debt payable by an employer in the pool, which is triggered when the last active member leaves the fund, will be calculated on an ongoing basis.

This is a full-risks pooling arrangement.

Individual asset shares will be calculated for each T&P council employer in the pool at each triennial valuation.

Contribution rates payable by T&P council employers who opt out of the pool will be set in the way described in the Funding Strategy Statement.

3.2 Documentation

The Rates and Adjustments certificate will list the constituent employers of the pool.

T&P council employers which are not part of the pool, will be listed as a separate (non-pooled) employer in the Rates and Adjustments certificate.

T&C council employers who participate in the pool will be notified of the contribution rate payable following each triennial valuation.

4 Related Policies

The fund's approach to setting employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

The fund's approach to carrying out cessation valuations is set out in the fund's Cessation Policy.

Surrey Pension Fund

Policy on ill health risk management

Effective date of policy	1 st April 2023
Date approved	
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to managing the risk arising due to ill health retirements.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To explain the approach taken to manage ill health risk
- To specify circumstances where a review of experience may lead to additional contributions.
- To outline the key risks and benefits to this arrangement.

1.2 Background

Additional liabilities can arise following the retirement of members due to ill health. These additional liabilities can include the unreduced early payment of pension benefits and the award of additional service. The level of pension benefits paid on ill health depends on the severity of the member's condition.

The LGPS Regulations require the additional liabilities to be funded by way of payments from employers. Payment of large lump sums to meet strains as and when they arise can lead to unexpected payments and put significant strain on employers' budgets. LGPS funds are able to put arrangements in place which mitigate the risk of having to pay a large cash sum due to an ill health retirement strain payment.

To mitigate this risk to employers, and to evidence good governance and risk management, the administering authority operate a captive insurance arrangement within the fund.

1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the benefits payable to members and the way in which additional benefits (such as those arising on ill health early retirement) should be funded. These include the following:

- Regulation 35 – permits the early retirement of pension on ill health grounds.
- Regulation 39 – sets out the calculation of the pension payable in the instance of ill health retirement.
- Regulation 68 – sets out the additional contributions payable by the employer to meet the liability strain caused by a member retiring through ill health.

2 Statement of principles

This statement of principles covers the captive insurance arrangement in place to manage the risks created by ill health retirements. In general:

- This arrangement applies to all employers in the Fund.
- Employers are unable to opt out of this arrangement.
- The design of the captive insurance arrangement makes full use of the Hymans Robertson Employer Asset Tracker (HEAT) system.
- The cost of ill health retirement strains (as they arise) will be shared across all active employers.
- Employers will not be required to pay lump sum amounts to meet ill health retirement strains (in the normal course of events).
- Regular contribution rates payable by employers will include the expected cost of assumed ill health retirements.
- Both Tier 1 and Tier 2 ill health retirement strains will be covered by this arrangement.
- The fund will look to protect employers against the risk of unusually high ill health retirement experience of other employers.

3 Policy

3.1 Purpose

The purpose of this captive insurance arrangement is to share the cost of ill health retirement experience across all active employers. The mechanism for doing this is HEAT.

3.2 Eligibility

This arrangement applies to all employers in the fund and is effective from 1 April 2019.

All ill health experience since 1 April 2019 is therefore pooled as per the captive insurance arrangement.

3.3 Operation

The captive arrangement works as follows:

- Assets shares for each employer are determined each month by Hymans Robertson, using the HEAT system and based on the monthly cashflows and asset information provided by the fund.

As part of this data provision, the fund determines the strain costs arising due to ill health retirements and this strain is allocated to each active employer in proportion to their asset share at the beginning of that month.

- Contribution rates are set by the Fund Actuary every three years as part of the triennial valuation.

Primary contribution rates include allowance for the expected cost of assumed ill health retirements (expressed as a percentage of payroll).

This provides ongoing funding for the assumed level of ill health retirement strains.

- Where the actual level of ill health retirement strains exceeds the assumed level, this will lead to a shortfall arising at the next triennial valuation.

No immediate additional contributions will be required from employers to meet this shortfall, but this could increase the contribution requirement following the next triennial valuation.

- Similarly, where the actual level of ill health retirement strains is lower than the assumed level, this will lead to a surplus arising at the next triennial valuation.

No refund will be paid to employers as a result of this, but this surplus could lead to downwards pressures on contributions following the next triennial valuation.

- The ill health retirement experience across employers is likely to differ.

This introduces cross-subsidies, in particular where the experience of one employer is very high compared to that of another. This is a feature of the captive insurance arrangement in place and no asset recalibration will take place to address such cross subsidies.

3.4 Review and additional contributions

The administering authority will review the level of ill health experience across all employers at each triennial valuation.

If an employer has an unusually high incidence of ill health retirement over the previous inter-valuation period, the administering authority will engage with the employer to understand the reasons for this. In the event of concerns around the eligibility criteria applied by the employer in granting ill health retirements, this could lead to the need for the employer to pay additional contributions to the fund. These additional contributions would then be shared across all other employers as recompense for meeting this unusually high level of ill health retirement strains.

3.5 Costs

The costs of operating the captive insurance arrangement will be met by the fund.

4 Related Policies

The fund's approach to setting regular employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

Godalming November Event Budget 2023

THE BURYS

Item	Cost	Item	Income
Fireworks	£5,000.00		
Procession Torches (400)	£600.00		
Safety barriers/generator	£1,000.00		
Labour (set up/clear down)	£1,200.00		
PA System	£600.00		
SIA	£850.00		
Advertising & banners	£800.00	Hospitality Package	TBC
Waste disposal	£100.00	Car Parking Income	TBC
Radio hire	£200.00	Hot food concessions	£400.00
First Aid (St Johns)	£120.00	Ticket Sales	£9,723.50
		Procession Torches sales	
Coloured Wrist bands	£205.00	(300)	£1,050.00
	£10,675.00		£11,173.50
Income/expenditure	-£498.50		

Tickets (income) + (Ticket Cost inc fees) TBC

	£	
Family (2+2) (£11) (15.01)	450 £4,950.00	1,800
Adult (£5.41) [£7.75]	850 £4,598.50	850
Child (£2.50) [£3.96]	70 £175.00	70
	£9,723.50	2,720
Total	£9,723.50	

Event Name: Godalming Bonfire, Firework Display & Procession

Date: Friday 3rd November 2022

Time: 18.00 – 22.00

Location: Broadwater Pavilion and Guildford Rugby Club Grounds

Management Plan

Event Description: Godalming Bonfire, Firework Display & Procession is an event organised by Guildford Rugby Club in partnership with Godalming Town Council as a community event. The Bonfire and Firework Display are to be contained within the grounds of Broadwater Pavilion and Guildford Rugby Club, with the procession starting in the Farncombe locality.

The event consists of the following elements:

- Torch Lit Procession – Assemble from 18.00, Procession departs 19.00
- Bonfire – Lit at 19.45
- Firework Display – 20.00
- Concession area

Each of these elements is considered in this assessment management plan.

Health & Safety Statement: Broadwater Pavilion Ltd, Guildford Rugby Club and Godalming Town Council believe in providing a high-quality service to its employees, visitors, contractors and users of its premises and volunteers. Health and safety is an integral part of all activities associated with this event. It is the policy of all event partners to encourage all employees and volunteers to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety because of the way the event is organised, managed or delivered.

To achieve the objectives of this policy the Council and partner organisations will comply with their responsibilities and duties by ensuring that: -

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- The event organisers will assess risks and introduce preventative and protective measures, so far as is reasonably practicable, or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.

- Adequate facilities and arrangements are maintained to enable employees and volunteers to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and other equipment required for the event is suitable for its intended purpose and that any hazardous substances used or produced as a result of the event are assessed and adequately controlled.
- Procedures are devised that ensure the effective planning, organisation, control, monitoring and review of health and safety in relation to the activities undertaken to include associated preventative and protective measures

Every employee and volunteer have a legal duty to co-operate with the Council and its partners to assist in complying with all statutory duties and obligations. Everyone also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the Council's organisation and arrangements for health and safety are set out in other documents.

Roles & Responsibilities:

Event Promoters - Godalming Town Council –Town Clerk – Andy Jeffery: Godalming Bonfire, Firework Display & Procession is an event jointly promoted by Godalming Town Council who are responsible for producing the Event Management Plan and any required Road Closure authorisation requests and Broadwater Pavilion Ltd and Guildford Rugby Club, who are responsible for the safe delivery of the bonfire and firework display elements of the events as well as the management of the Broadwater Pavilion and Guildford Rugby Club grounds

Insurers – Godalming Town Council - Public Liability Insurance for the procession element of the event.

Insurers - Broadwater Pavilion Ltd and Guildford Rugby Club – Public Liability for the Broadwater Pavilion, Guildford Rugby Club Grounds including the car parking and public display areas, and the bonfire area.

Insurers – Firework Company – The appointed firework company are to provide Public Liability Insurance for all aspects of the firework display

Event Director - TBC: Responsible for the proper and safe organisation of the event and the implementation of the Event Management Plan.

Safety Officer – TBC: Responsible to the Event Director for site safety, ensuring that safety aspects of the Event Management Plan are adhered to and the management of the site evacuation plan

Firework Head Marshal (Firework spectator area and Firework exclusion zone) – TBC –Responsible to the Safety Officer for ensuring that the safety exclusion zones are clear of non-authorised personnel prior to and during the firing of the fireworks

Bonfire Head Marshall - TBC – Responsible to the Safety Officer for ensuring that the bonfire is checked clear of any people or animals prior to it being lit and that the bonfire safety exclusion zone is clear of non-authorized personnel prior to the lighting of the bonfire

Firework Company: Responsible for all aspects of the firework display, including the safe handling, deployment and firing of the display fireworks. Site clearance of the firing lines and exclusion zone on completion of the display. Provision of Public Liability Insurance for the firework display element of the event

Procession Head Marshall – TBC: Responsible for all aspects of the torch lit procession, including the implementation of the road closures, distribution of the procession torches and marshalling of the procession.

Licensing & Consent Requirements:

Fireworks: Firework Company is responsible for obtaining all necessary consents for the provision of a public firework display.

Entertainment: Broadwater Pavilion Ltd is responsible for obtaining Temporary Event Notice for the provision of regulated entertainment.

Temporary Event Notice for the sale of alcohol: Broadwater Pavilion Ltd is responsible for ensuring that vendors of alcohol on the Rugby Club grounds are in possession of the appropriate TEN from either Waverley or Guildford Borough Councils (the authorising authority will be dependent on the location of the concession)

Temporary Road Closure Notice: Godalming Town Council to apply to Waverley Borough Council for the required Road Closure Notices.

Torch Lit Procession: As in previous incarnations of the Godalming Bonfire and Fireworks events, it is proposed to have a walking torch lit procession. In determining a procession route, the overriding factor is always the safety of participants processing on the public highway. As such the route must be determined with the ability to safely manage any required road closure.

The procession route requires a safe assembly point and an easily managed road closure that provides as direct a route as possible. Whilst a hard road closure will be required around the assembly area, road closures along the route will be managed as 'rolling' road closures, which will entail the road to be closed in advance of the procession and re-opened once the rear of the procession has passed. For safety, a lead and vanguard vehicle will support the procession and each of the closure points will be staffed by marshals.

The procession route map is attached.

The procession will have two assembly points, the first will be the 'long' procession, providing a 1.1km route, with the second 'short' procession route (0.31km) likely to be more attractive to families with young children. The long route assembly point will be at Farncombe Street, between St John's Street and the railway crossing, with the shorter route assembly point located adjacent to Broadwater youth club and Godalming band room.

The longer route will proceed from the assembly point along Summers Road, passing junctions with St John's Street, Allingham Court, The Oval, Nursery Road, Borne Road and Rowbury before turning right off of Summers Road at Godalming Leisure Centre and proceeding towards the site of the former leisure centre and then onto the countryside tracks in Broadwater Park to arrive at the Rugby Club grounds close to the pavilion.

Offroad paths will be lit by temporary lighting where required for safe passage.

Only those with a valid entry ticket for the bonfire and firework display will be permitted to join the procession or purchase a procession torch. To identify those who can purchase a procession torch, a ticketing point will be co-located with the procession torch sales point so that ticket holders can be scanned in and issued with a wristband. Only those with a wristband may purchase a procession torch.

The road closure and traffic management plan is attached.

Spectator Tickets and Procession Torches – It is proposed that most of the spectator tickets will be by advanced ticket sales, the number of on the night tickets that will be available will be determined by the difference between advance sales and agreed capacity.

Procession torches are limited to 500 and will be available for purchase at the Farncombe Station close to the long procession assembly point. Procession torches will only be available for sale to those over 16 years of age.

Fire Marshals – Marshals are to be nominated as 'fire marshals' and are to be equipped with Class A (13A rated) portable fire extinguishers. These marshals are to be located at the procession assembly area and are to 'escort' the procession en-route to the spectator site.

A safety vehicle will act as rear guard of the procession and will carry additional fire extinguishers and fire blankets.

Fire Marshalls are to be located in proximity of the bonfire and are to be able to douse the fire using water bowser and portable pumps as required. The Bonfire is to be doused on completion of the event before the grounds are vacated for the night.

Disposal of Procession Torches – On arrival at the fireworks spectator area procession torches will be extinguished by dowsing in water tanks.

Road Closures – Road Closures are to be in place for the minimum time necessary for the safe passage of the procession. All closures will be 'hard' closures utilising HPDE road barriers and Road Closure Signs.

Firework Display Spectator Area – the Venue: The Guildford Rugby ground is a sports amenity managed by Guildford Rugby Club. The Firework Display will be located within the area marked in red on the attached map. The spectator area outside of the bonfire and fireworks exclusion zone and concession area (marked on the attached map) is approximately 5034m², at a density rate of 1m² per person the capacity of the event is 5000 spectators, however, the event will be limited to 3000 spectators, Thus requiring a minimum clear spectator area of 3,000m² giving a spectator density of 1.6m² per person

The entry and egress onto the site (other than those arriving in the torch lit procession) will be via the Guildford Road or the Guildford Hockey Club gate entrance – Those arriving by foot will be able to have their tickets scanned and receive an entry wristband either at the ticket point by the Broadwater Lake car park or the ticket point by the Hockey Club gate (See Map).

Those arriving by car will enter the site from the Guildford Road using the southern entrance onto the access road. A parking fee will be charged, payment is to be taken before a vehicle reaches the northern exit point of the access road. Those not wishing to pay for parking will be directed to leave the site at the northern exit point, those who pay the parking charge will be directed to the parking area on the northern field. Once parked, those arriving by car will be directed to a ticket point on the Northern Field to be scanned in and receive an entry wristband.

Those arriving by car wishing to take part in the walking procession will need to scan in and then walk to the procession start point via either the lake side footpaths or via Guildford Road/Meadow/Hare Lane into St John's Street.

The nature of the event is such that visitors will be spread out around the Guildford Rugby Club Grounds. The fairground rides and concession stands will be located within the area marked cross hatched on the attached map.

Barrier fencing will be used to maintain the required safety distances from the Bonfire and firework firing lines and to provide physical barriers to reduce the risk of overflow from the fairground area onto the car park.

Marshals will be positioned as indicated on the attached map to prevent ingress to the firework safety zone during the firework display.

Safety Flood Lighting: Permanent flood lighting is located on the Guildford Rugby Club grounds which will be supplemented where required and will be switched on prior to and immediately after the firework display to provide safer ingress and egress. The floodlighting will be switched off during the display except if an emergency situation arises.

Fire-Safety: Fire-safety during the event is based on preventative measures; therefore the Fireworks will be managed by a professional firework company. No personal fireworks (including sparklers) will be allowed on site, procession torches will be doused or taken to be disposed of on the bonfire on arrival at the spectator area.

In the event of an incident requiring the attendance of the Fire and Rescue Service or the Ambulance Service, the Event Director or Head Marshal will be responsible for making the emergency call. The emergency services will be directed to the site by using an ICADP code if issued or by postcode **TBC**; In the event of an emergency, additional marshals will be deployed to the Car Park barrier to prevent traffic movement onto the access onto the service road area until it is safe to do so.

Hydrant points are indicated on the attached site plan.

Power Supplies: Other than those associated with the fairground rides, it is not anticipated that portable generators will be required to support this event.

Stewarding: Each element of the event will be supervised by marshals drawn from the partner organisations. These will include those required to implement road closures, escort the procession, and supervise the entry and exit points and the safety exclusion zone.. All Marshals will be required to wear Hi-vis reflective vests at all times.

Each marshal will receive a written and verbal briefing detailing their specific duties along with a back pocket briefing card outlining important points for the overall event and the mobile telephone contact numbers of key personnel.

The principle role of the marshal is to provide a visual presence for information, assurance, and management of people movement i.e safe site evacuation and the reporting of incidents or potential incidents for SIA staff to manage.

Crowd Management: Open-air public events carry the risk that some elements attending will misbehave. However it should be acknowledged that the vast majority of those who plan to attend would not intend to misbehave. It is anticipated that the vast majority of ticket sales will be family ticket sales, unaccompanied under 16 year olds will not be allowed on site. The Safety Officer will liaise with the Neighbourhood Policing Team and will seek to have the mobile phone numbers of the on-duty area Police Officers.

A minimum of two SIA operatives will be on site during the event.

Transport Management: All pre-event publicity will emphasise the limited on site parking and around the procession assembly point and will encourage use of public transport and walking to the event

Vehicular access onto the firework firing area will be strictly limited to Firework Company. And emergency vehicles.

Parking marshals will direct those arriving by car to the designated car park area. Signage will be displayed prior to and on the day of the event to inform of parking restrictions. Entry to the ground by car will be via the Braodwater lake entrance with exit via the Club house end exit point. On exit, vehicles will be required to turn left onto the Portsmouth Road and use the crematorium roundabout to redirect back towards Godalming.

Food, Drink and Water: A supply of potable water will be available free of charge for those attending the event from the Broadwater pavilion.

Waverley Borough Council Environmental Health Officers (EHOs) will be contacted for advice and guidance on food safety and safety issues, however, as a minimum food stall holders and beer tent operatives will be required to demonstrate on demand:

- The competency and proper training of all food handlers
- The competency and proper training of persons selling or supplying alcohol (see crowd management above)
- The provision of appropriate fire extinguishers
- That the storing and disposing of food waste (solid and liquid) is conducted to a proper standard and that all food waste will be removed from site on completion of the event
- The maintenance of high standards of the personal hygiene of food handlers and the provision of hand sanitizers
- The proper storing, handling and preparation of food;

- The insurance certification including public, product and employers liabilities

The beer tent and any other outlet serving alcohol will follow all legal requirements and in addition will:

- Only use plastic glasses and jugs
- Ensure no glass bottles are made available to the public
- If glass bottles are within their stock, then the content will be decanted to a non-glass container and the glass bottles kept safely out of the public areas
- Stop serving alcohol at either 21.00 or earlier if so required by request of the Police

Sanitary Facilities: Toilets facilities will be available – Male, Female and Disability access on the ground floor of the Broadwater Pavilion

Waste Management: bins will be provided for the disposal of waste. Litter picking will be conducted throughout the event as necessary and a full litter pick will be conducted on completion of the event

Noise Levels: Noise level guidance has been taken from the Noise Council's Code of Practice (NCCoP) on Environmental Noise Control at Concerts and although more than 12 concerts per year are held at the bandstand, in the absence of guidance for outdoor venues holding more than 12 events per year, the guidance contained in Table 1 of the NCCoP has been used.

During the Musical Fireworks Display amplification will be used for the music and public safety announcements, however it is the intention of the organisers to ensure that the Music Noise Level (MNL) should not exceed the background noise level (BNL) by more than 15db(A).

Medical, First Aid and Ambulance Management: Medical cover will be provided by **TBC** service during the public opening hours of the event – 19.00 – 22.00. If ambulance facilities are required then the first-aid team are not to delay calling the ambulance but it is important they inform the Safety Officer as soon as possible so that the entrance route can be cleared. If a casualty evacuation is required from the venue, and only if safe to do so, the first aid team are to use either a foot squad or buggy to move the casualty as close to the Club Pavilion as possible; ambulance movement across the field is to be the choice of last resort. If a marshal is informed of a medical situation, they are to contact the first aid team via radio or mobile phone and are to stay with the casualty until the first aid team arrive. Member of the audience will be able to identify the first aid post which will be located in the ground floor of the Broadwater Pavillion by the use of prominent signage. The first aid post is marked on the attached map.

Children: This event is aimed as a family event, as such carers would accompany any younger children. Children under the age of 16 will be required to be accompanied by an adult ticket holder. As previously stated protocols and procedures will be in place to prevent the sale and consumption of alcohol to minors.

Procedures for lost children will be contained within the marshal's brief and signage will indicate the lost child collection point at the First-Aid station.

Consultation with Neighbours: A letter drop will be made to the residents and businesses within the immediate vicinity explaining the event Contact details of who they should contact if they have specific concerns either beforehand or on the event day itself will be included.

Concessions: At this stage it is planned that the concessions will be operated by: **TBC**

Risk Assessment Table:

Risk Identified	Who Would be affected	High/Medium/Low Risk & Comment	Action to be taken
<p>Accidents & Injuries:</p> <p>Accident or Injury to one of the team during set-up or clear-down</p> <p>Accident or Injury to one of the team or a Member of the Public</p> <p>Accidents due to crowd density</p>	<p>Staff and volunteers running the event</p> <p>Attendees at the event</p> <p>Attendees at the event</p>	<p>Low risk – set-up & clear down procedures to minimise risk of injury</p> <p>Low Risk</p> <p>Low Risk</p>	<p>Qualified First Aider on Site during set-up and clear-down and whilst the event is open to the public</p> <p>Emergency First Aid provision on site during public attendance on site.</p> <p>Venue has been used for many high capacity events, however due to the night-time nature of this event, the capacity of the site has been limited. Wristbands will be used to control total numbers</p>
<p>Severe Weather Event. High Winds/ excessive Rain</p> <p>High Winds could cause risk of injury due to instability of temporary structures and/or other debris being blown around the venue</p>	<p>Staff and volunteers running the event</p> <p>Attendees at the event</p>	<p>Medium Risk – Risk to the safety of people and enjoyability of the event</p>	<p>Organisers to check for any Met Office if a severe weather warning of high winds has been announced event to be cancelled.</p>
<p>Excessive Rain/ Flood causing the venue to become compromised</p>	<p>Staff and volunteers running the event</p> <p>Attendees at the event</p>	<p>Medium Risk – Risk to the safe conduct of the event and to the wellbeing of people</p>	<p>Organisers to check for any Met Office if a severe weather thunderstorm warning has been announced event to be cancelled.</p> <p>If the venue is flooded event to be cancelled</p>
<p>Misbehaviour:</p> <p>Misbehaviour of those attending the event</p>	<p>Staff and volunteers</p>	<p>Low/Medium –risk increased alcohol</p>	<p>Marshals to be on site at all times that the event is open – equipped with radios and mobile</p>

	Attendees at the event	consumption	<p>phones to communicate with each other and the event director</p> <p>No alcohol to be served to anyone obviously intoxicated</p> <p>Stop serving alcohol at 22.00</p> <p>Investigate possibility of a Police presence in the form of a community engagement stall which if available will act as a disincentive to misbehaviour</p>
<p>Pop-up Gazebos:</p> <p>Risk of injury to those erecting the Marquees</p> <p>Trip hazard caused by tie down lines</p>	<p>Staff & Volunteers</p> <p>Staff and Volunteers, Attendees at the event</p>	<p>Low risk – Gazebo's to be used are 'pop-up' gazebo's designed to be erected by users who are competent at following manufacturers instructions.</p> <p>Gazebos to be inspected to ensure there are no sharp objects, metal burs, concertina parts or damaged malfunctioning equipment.</p> <p>If hazardous defects identified gazebo is to be taken out of use.</p> <p>Low risk if gazebo's are correctly sited and tie-downs are correctly sited and marked</p>	<p>Gazebos used at this event will be supplied by GTC and erected and taken down by GTC maintenance</p> <p>Staff to ensure safe manual handling of the gazebo and sufficient personnel to 'open' the gazebo frame when erecting and again at the end of the event when closing the frame.</p> <p>Tie-downs are to be installed vertically from frame securing points to ground anchors to be contained within the footprint of the gazebo. If a tie-down is required to be installed so that the ground anchor is outside the footprint of the gazebo, the tie down is to be of a bright colour or highlighted by attaching bunting to it.</p>
<p>Trips/Slips/Falls</p> <p>Uneven ground, divets and loose of discarded equipment causing trip hazards</p>	<p>Staff and Volunteers, Attendees at the event</p>	<p>Low risk – The Phillips Memorial Park is a well maintained public park</p>	<p>GTC staff to inspect site on arrival, if any diverts or holes are</p>

		used for a wide range of public activities	<p>identified in the surface they are to be repaired where possible or barriered off</p> <p>On completion of set up GTC staff to inspect site to identify and further trip/slip or fall hazards and are to remove the hazard or ensure it is barriered off or highlighted as a hazard as appropriate.</p>
<p>Site Clear Down</p> <p>Accident, Injury or assault to member of clear up team</p> <p>Site not adequately cleared because of darkness</p>	Staff and Volunteers,	Low risk Site has sufficient flood lighting to illuminate the site during clear down	<p>Provide PPE (gloves & litter pickers)</p> <p>Site flood lights to remain switch on until completion of clear down. Those areas where the clear down can be delayed until daylight are to be cleared the following morning</p>
Child Protection Issues	Attendees at the event	<p>Generally expect younger children at this event to be accompanied by carers</p> <p>Low/Medium risk</p>	<p>Procedure for dealing with lost children to be followed</p> <p>Lost Child Point is at the welcome gazebo</p> <p>Lost Child will be announced over the Public Address System</p> <p>Participants will be provided with a wristband for children with space for a contact number or name to be written</p>

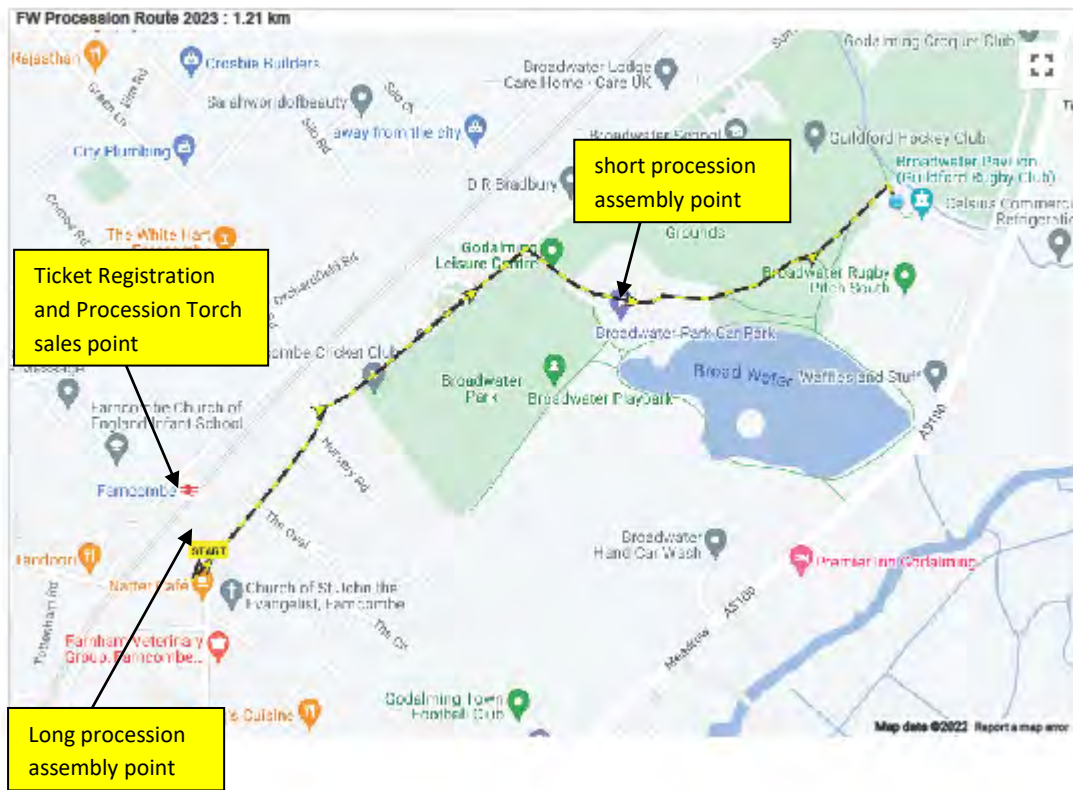
<p>Vehicle Movements on site</p> <p>Collision between vehicles or between vehicle & pedestrian on site</p>	<p>Staff and Volunteers, Attendees at the event</p> <p>Other members of the public moving on site</p>	<p>Low risk if vehicle movements minimised and properly supervised</p>	<p>No vehicles to enter the spectator area.</p> <p>Car Park entrance and egress via defined routes and clear of the spectator area. Parking areas supervised by parking marshals.</p> <p>All vehicles to travel slowly and with care</p>
<p>Vehicle Movement within adjacent car parks</p> <p>Risk of adverse interaction between pedestrians and vehicles</p>	<p>Staff and Volunteers, Attendees at the event</p> <p>Other members of the public moving on site</p>	<p>Low/medium risk of it happening, Medium to high risk of harm to the individual if it does happen.</p>	<p>Car parks closed when full, signage displayed before car park approach roads to indicate no spaces available</p> <p>Marshals, open car parks for vehicle movement when safe to do so after the main bulk of pedestrians are clear of the area.</p>
<p>Electrical Installation</p> <p>Failure of electricity supply renders PA inoperative</p> <p>Additional leads are a trip hazard</p>	<p>Staff and Volunteers, Attendees at the event</p> <p>Staff and Volunteers, Attendees at the event</p>	<p>Low risk – no previous failure of electricity supply during similar events.</p> <p>High risk if leads left unprotected</p>	<p>PAS System self-contained battery powered</p> <p>Leads protected and if necessary taken overhead</p>
<p>Food Stalls /Beer Tents:</p> <p>Injury to a Member of the public because of contact with a hot surface</p> <p>Accident or Injury caused by broken glass</p> <p>Ill health caused by poor food hygiene</p>	<p>Staff and Volunteers, Attendees at the event</p>	<p>Low risk –if food stalls correctly positioned and set-up</p> <p>Low risk – minimal use of glass</p> <p>Low risk providing food hygiene regulations are followed</p>	<p>Food concessions to be located so as to eliminate opportunity for public contact with hot surface</p> <p>Use disposable plastic glasses & jugs. Keep empty glass bottles safely and out of public areas</p> <p>Follow the specific advice offered by WBC Environmental Health Team ensure adequate arrangements for handwashing</p>

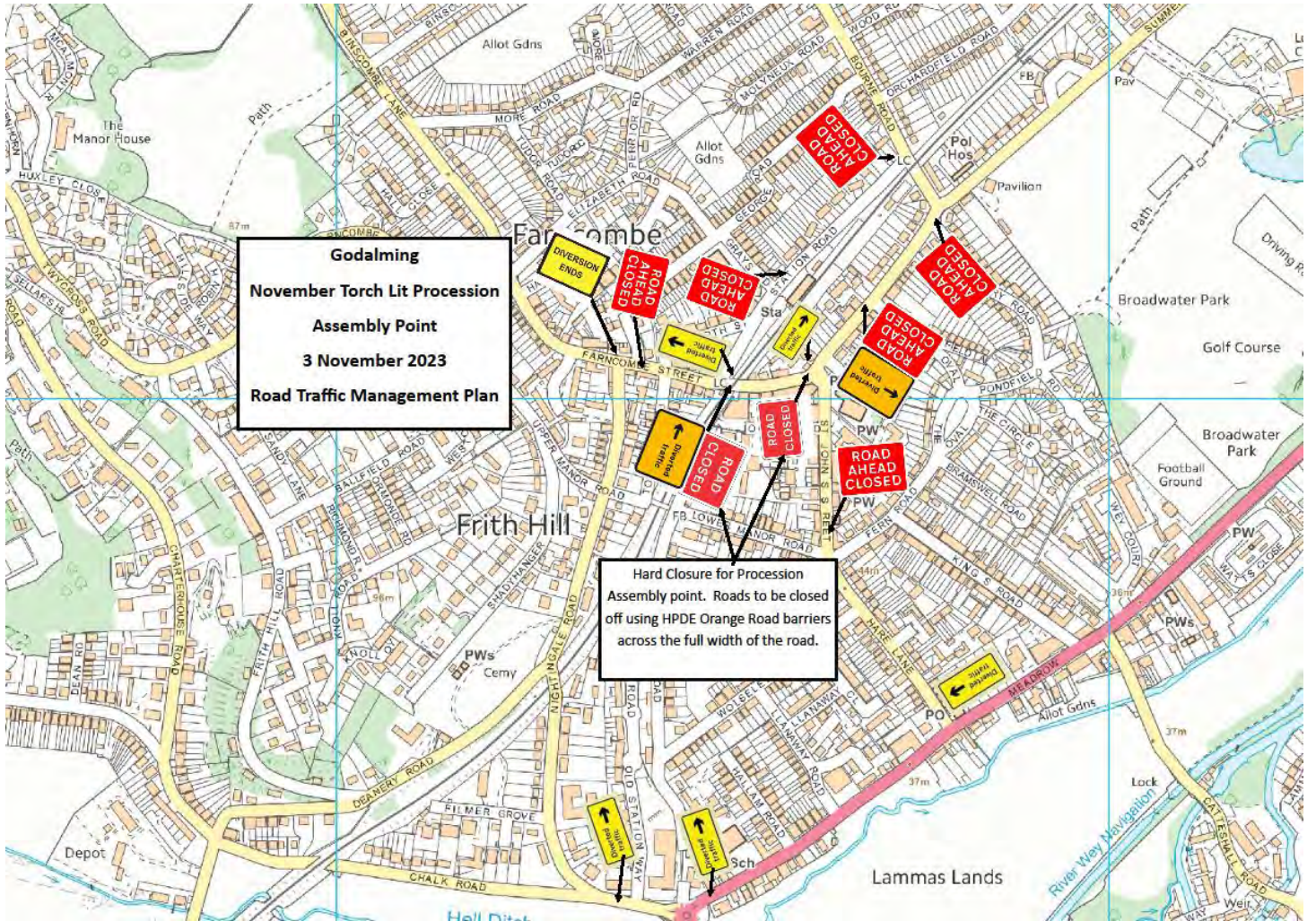
Supply of alcohol to a minor		Low risk providing beer/pimms tent adequately supervised	No alcohol to be served to anyone under 18 or believed to be buying in order to supply alcohol to a minor
Injury from Fireworks Risk of injury from fireworks	Staff and Volunteers, Attendees at the event	Low Risk if fireworks are operated by qualified firework company Low/medium risk of injury to individual and others from use of personal fireworks	Firework display to be managed by qualified firework company, who will conduct and provide their own risk assessment. No personal fireworks, including sparklers to be allowed on site
Injury from Bonfire Risk of injury from bonfire	Staff and Volunteers, Attendees at the event	Low/medium risk Low risk if spectators remain outside of the bonfire exclusion zone, risk increases for staff and volunteers lighting and supervising the bonfire	Spectators are to be kept within the designated spectator area. Staff supervising the bonfire are to wear non-flammable clothing, wear protective gloves and are to have a 'burn's first aid kit available at all times. It is hoped to have the local fire engine available on site, additionally two water bowsers will be located on site to be able to douse the bonfire.

Assessment carried out by:

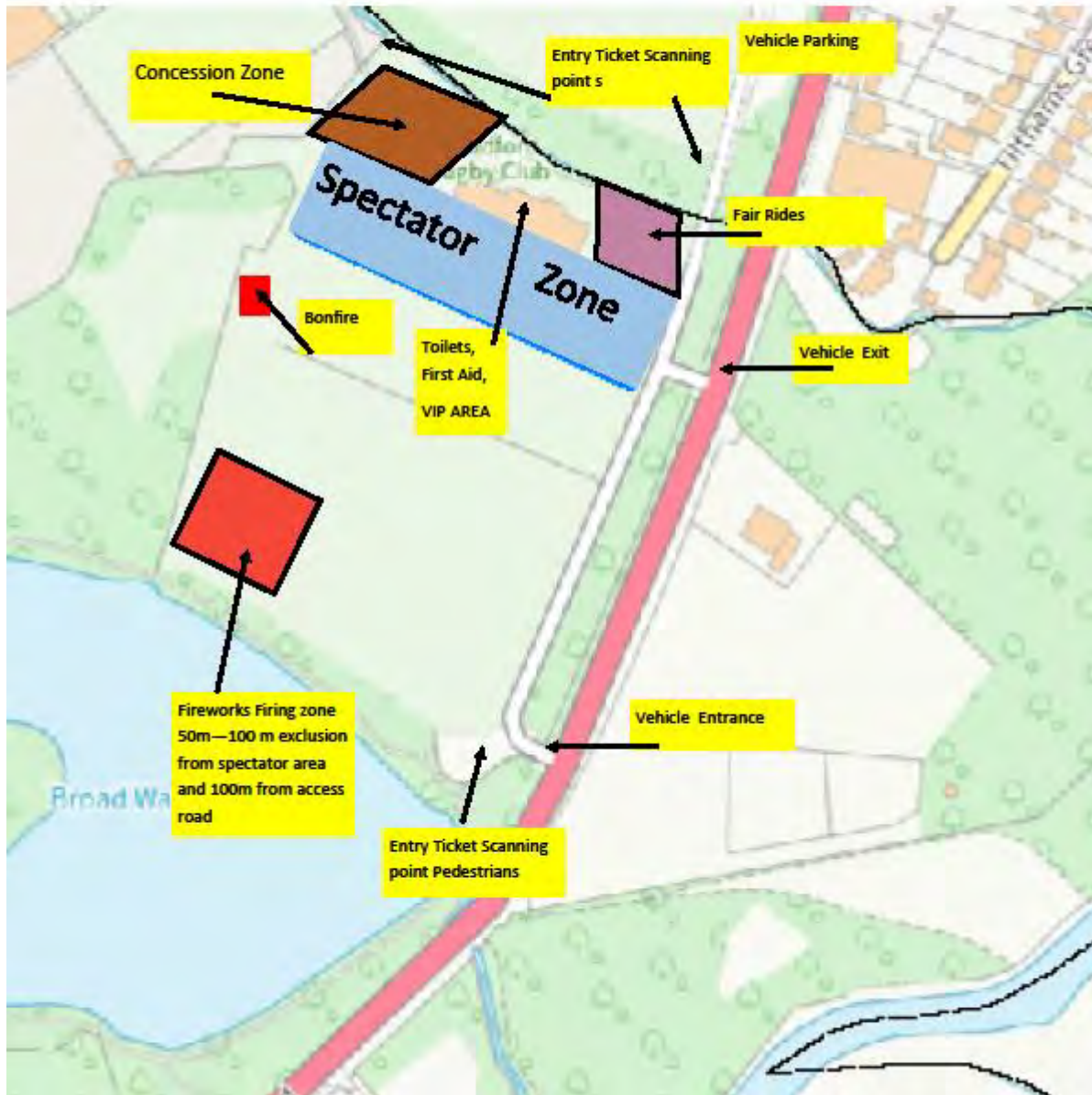
Andy Jeffery
Town Clerk, Godalming Town Council,

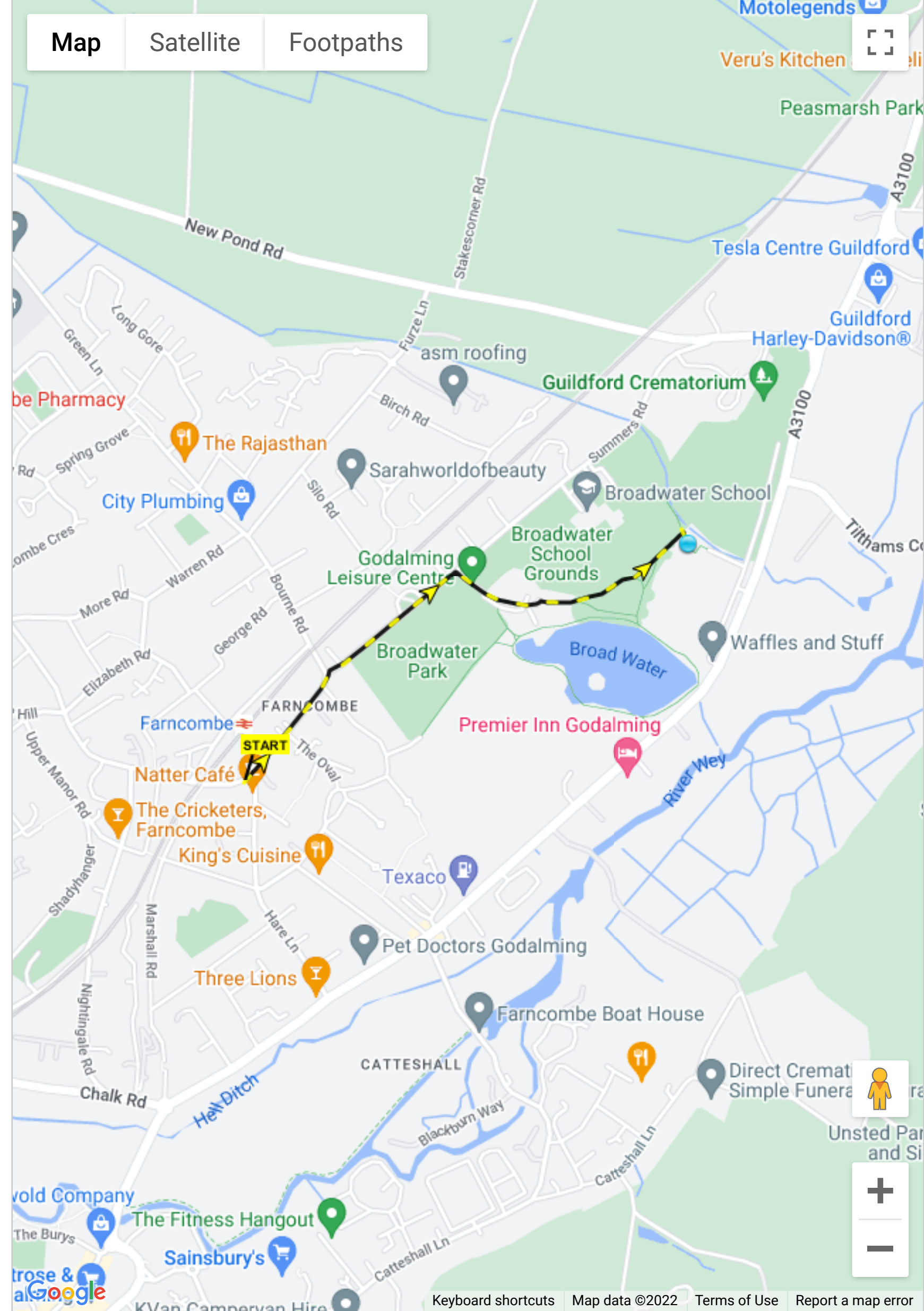
Date: 3 February 2023





Rugby Club Grounds Layout

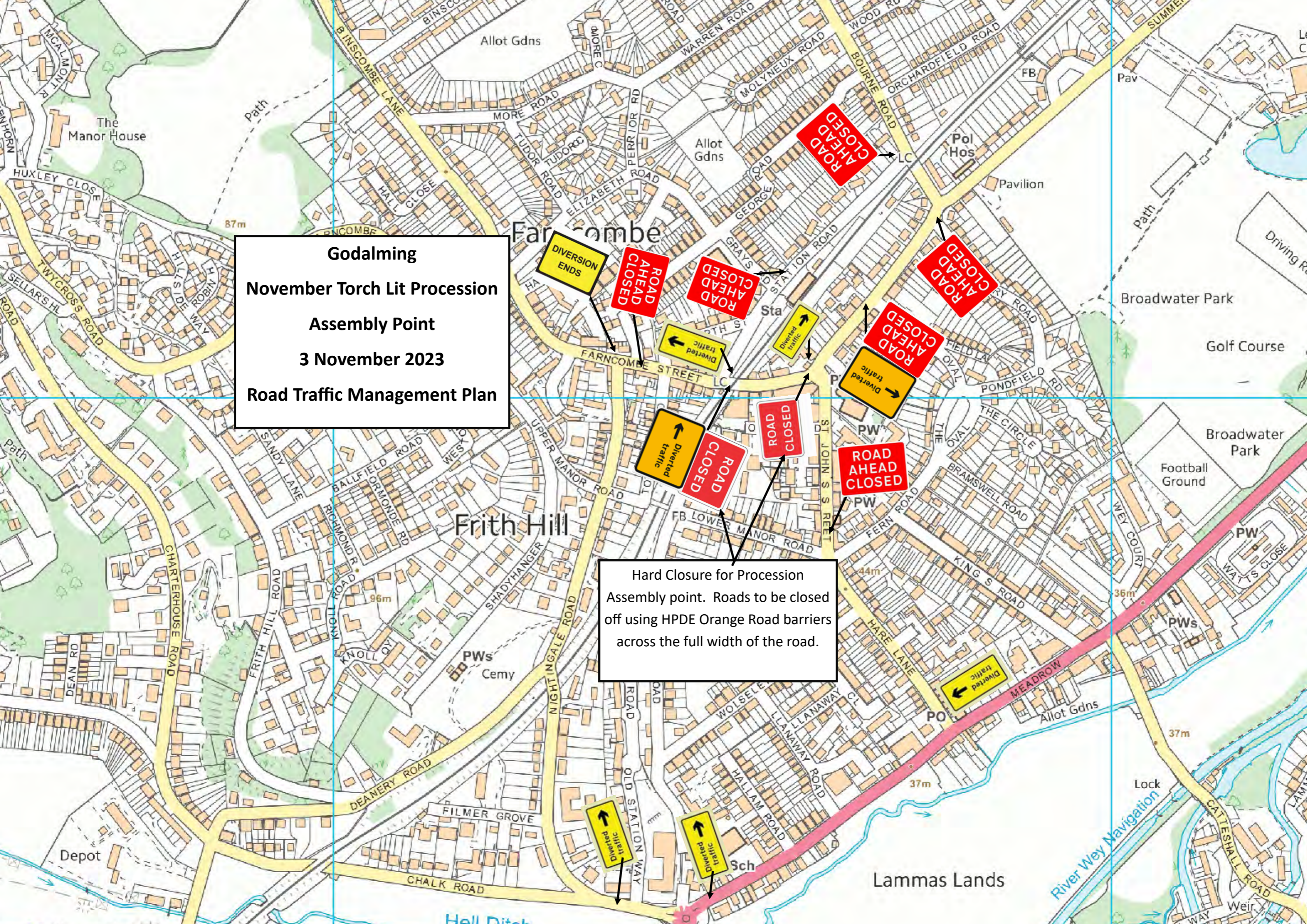




DISTANCE DIRECTIONS

Godalming
November Torch Lit Procession
Assembly Point
3 November 2023
Road Traffic Management Plan

Hard Closure for Procession
Assembly point. Roads to be closed
off using HPDE Orange Road barriers
across the full width of the road.





PROGRAMME 2019-2023

PURPOSE

This document sets out for Members, Staff and the Community how the Town Council will work to achieve its objectives set out in the Neighbourhood Plan in the best interests of all who live and work in the town, and all who use the Town Council's services. It provides direction and focus for future Council strategies, projects and business plans and will help guide the Town Council in setting its budget. It will provide a basis on which to monitor the performance of the Council and will be regularly reviewed and updated as priorities and projects change.

SCOPE

- This document sets out a high level programme of Council activities to meet the broad aims and objectives set out in the 2019 Godalming and Farncombe Neighbourhood Plan for the administrative period 2019-2023.
- It will underpin development of the Council's 2019-2023 business plan.
- Further work will set out in more detail the Council's annual work programme of activities for the period from June 2019 to March 2020 with programmes for subsequent years to be developed on a rolling basis.
- A Delivery Plan will be prepared to provide for each activity in the work programme in detail for the year ahead and more broadly for subsequent years:
 - detailed objectives, accountabilities and target dates;
 - high level metrics to track progress and achievement;
 - Key enablers and dependencies; and
 - Key risks.
- These delivery plans will guide the work of the Council each year and enable progress to be tracked pragmatically against our objectives.

RELATIONSHIP TO OTHER DOCUMENTS

<p><u>Godalming & Farncombe Neighbourhood Plan</u></p>	<p>The Neighbourhood Plan provides a broad context for the Town Council's Aims & Objectives. As it has been extensively consulted upon, and democratically endorsed in the referendum of 9 July, it provides a solid framework and reference point for the development of the Programme document, which should be consistent with it.</p>
<p><u>GTC Business Plan to 2023</u></p> <ul style="list-style-type: none"> • SMART objectives • timetable • accountability/responsibility • dependencies • resources • risks 	<p>In parallel with the development and agreement of the Aims & Objectives Document, Members will work closely with Council Staff to develop a detailed multi-year business plan which will guide both Members and Council Staff's work and provide a basis for budgeting.</p>

<u>GTC Annual Budget</u>	The Aims & Objectives Document sets out what the Council intends to achieve over the next few years, therefore, providing important input into the development of annual budgets, largely via the GTC Business Plan to 2023.
<u>Council's Annual Delivery Plans</u>	While all documents mentioned in this section will be available to the public, it will be important to translate the aims and objectives into a set of easily understood commitments which will be presented to the public in an attractive, easy to understand and informative manner.
<u>Council Accountability</u>	The Aims & Objectives Document is an important factor in ensuring that the public understand what commitments the Council is making and how and when it intends to deliver them; to ensure that the Council can be properly and effectively accountable to those who work and live in the Town.

CONTEXT

Neighbourhood Plan – Vision for Godalming and Farncombe:

'In 2032, Godalming and Farncombe has successfully retained its distinctive historic feel whilst sustainable growth has enabled it to address the challenges that its people have faced.

The historic core of the town has been protected and the increased footfall in the town has helped to retain the vitality of its shops and services. High quality external finishes to new shopfronts and signage have helped to give the community back its High Street that is distinctly 'Godalming'.

The increased footfall has been helped by a recognition that the car has been choking a town unable to resolve its congestion by providing new roads. Instead, pavements, footways and cycle paths have been created and improved along key routes so now more people leave the car at home and instead come to shop, take their children to school or go to work on foot, by bicycle or by bus (including school buses).

Whilst traditional employment has fallen in Godalming and Farncombe, the highly skilled population has taken the opportunity created by the development of more modern workspaces. Small-scale, flexible workspaces and co-working hubs have been developed across the area which have encouraged a growing entrepreneurial spirit and the development of new companies which can share space and network. This has been complemented by the roll-out of faster broadband. Godalming and Farncombe have adapted in order to remain competitive.

This has all helped to encourage more young people with families to live in Godalming. This has been assisted by family housing being freed up by older people who have been able to move into newly built housing and facilities that are specifically designed to address their needs. Whilst this development has been modern in its thinking, it has been designed to be in keeping with the character of the area in which it sits; innovation in design is encouraged but in a way that still means new buildings sit comfortably within their surroundings.

The growing population has not been to the detriment of Godalming and Farncombe's environment or infrastructure. Existing community facilities have been protected and new facilities delivered alongside growth. Equally, new development has protected and enhanced the high quality natural environment which defines the setting of the town and has been designed to maximise sustainability. Godalming and Farncombe has grown, but not at the expense of the environment or the health and wellbeing of its people.'

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 16

Godalming & Farncombe Neighbourhood Plan Objectives

Housing

- To address the housing and social care needs of the population of Godalming and Farncombe.

Transport

- To increase walking and cycling as alternatives to the private car.
- To improve public transport networks and availability.
- To address parking problems, particularly at Godalming and Farncombe stations.

Economy

- To provide modern, flexible employment space for start-ups and growing micro-businesses.
- To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality.

Community and Infrastructure

- To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town.

Heritage and Design

- To ensure that development respects the character of the area.
- To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area.

Environment

- To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.
- To ensure development enhances the potential for local flora and fauna to thrive.
- To ensure that development is sustainable, particularly in its use of water and energy.
- To ensure development minimises air pollution and removes the need for Air Quality Management Areas.

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 17

GODALMING TOWN COUNCIL PROGRAMME 2019-2023

This document sets out the Town Council's Programme for the period 2019-2023. It is focused on delivering the Neighbourhood Plan objectives. However, the Council has to undertake activities that go beyond the scope of the Neighbourhood Plan. The Neighbourhood Plan sets out how the community vision (see above) will be realised through planning and controlling land use and development change over the plan period 2017 to 2032. These form one part of this programme document, other objectives have been added to reflect the full range of Council work.

	Completed
	No known problems hindering progress
	Minor concerns or known issues which may impede progress
	Major problems putting completion at significant risk
	Abandoned / failed
	No accountability yet assigned

	GTC Objective	Status	Plan implementation Date	Notes
	Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)			
	Activities			
1	Establish GTC Environment & Planning Committee.		Jan 2020	Agreed by FC 26 Sept
2	Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions.		Jan 2025 / 2030	Commitment made by GTC 25 July 2019.
3	Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.		Annual	Next Audit due May 2023 for period 2021/22
4	Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.		25 July 2019	2019/20 funded from Emerging projects fund 2020 onwards as base budget item Funding transferred to capital Works program 2023/24 to support decarbonisation of Broadwater Youth Centre
5	Establish criteria for the award of environmental grants.		March 2020	Adopted by FC 23 April 2020
6	Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors.		TBC	To be included as on E&P work programme

7	Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.		Ongoing	Throughout 2020 GTC displayed public information boards at 107-109 High Street, versions of the information has been transferred to information board below the Pepperpot. GTC has set up and is supporting the Godalming Climate Forum and is promotes sustainable living through the Green Gala
8	Take active steps where possible to encourage: a) increased use of sustainable transport; b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this; c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions; d) development and use of renewable energy sources; e) production, sale and consumption of locally sourced and sustainably produced food; f) adoption of wildlife friendly land and water management practices; g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives.		TBC	GTC actively supporting the Godalming Cycle Forum to encourage active travel, and is also a Stakeholder member of the Community Rail partnership to promote rail travel with active travel options for onward journeys. GTC provided a grant to undertake the feasibility study which supported a successful CIL application for the Godalming Crossway section of the Guildford/Godalming Greenway. GTC is working with WBC & Surrey to develop the Greenway and also engaging with WBC, the Cycle forum and others to provide active travel infrastructure. GTC has transferred to 100% UK certified renewable electricity suppliers and is promoting sustainable living through its involvement with the Godalming Climate Forum and the Godalming Green Gala
9	Develop, adopt, maintain and review annually a Carbon Reduction Plan.		Annual	Due June 2023 for period 2023/34
10	Improve public participation in planning.		Ongoing	Formation of E&P committee. GTC promotes via its social media platforms public consultations including developer consultations, thus increasing the reach of those consultations.

Reviewed 16 February 2023

Review 8 July 2021

Reviewed – 25 June 2020

Adopted – 26 September 2019

11	Where practicable, work with WBC to develop, maintain and run social housing.	G Boyle		See below
12	Support Waverley Borough Council in improving the provision of affordable housing.	G Boyle		GTC engaged with the developers at Binscombe to seek to ensure that the site is optimised for social and affordable housing, and that the development meets higher eco-standards. On publication of the Waverley Affordable Housing Strategy, GTC engaged with Waverley housing team to better understand the strategy and how GTC could support it as it is developed
13	Oppose development of fossil fuel mineral extraction.	S Williams		No direct action from GTC
14	Discourage single use plastics and promote deposit schemes for plastic bottles.		Ongoing	GTC resolved to support the Godalming Plastic Free Campaign. Fast Food vendors at GTC events are required to agree not to use single use plastic containers and/or cutlery.
15	Protect natural habitats and biodiversity.		Ongoing	Management of green spaces, limited use of pesticides and herbicides. Working with WBC/Thackham and Surrey Wildlife on Community Orchard and gardening projects. GTC are Gold award winners at South and South East in Bloom, scoring highly is environmental improvements factors.
16	Where practicable provide support for rewilding projects.		Ongoing	JBC rewilding at Eashing Cemetery, rewilding of grass verges i.e Wharf Nursery/Flambards Way, Relaying of Hedgerows and creation of wildlife corridors on GTC land.

Reviewed 16 February 2023

Review 8 July 2021

Reviewed – 25 June 2020

Adopted – 26 September 2019

17	Promote strategies for reducing and reusing materials as much as recycling.	TBC		GTC through its grounds team recycle green waste into mulch and compost for reuse. All GTC directly organised and partnered events require waste management plans centred on reduce and recycle. Single use plastics on catering stalls are not permitted at GTC events and returnable (deposit based) 'glasses' are used thus avoiding once only plastic glasses.
18	Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.		Ongoing	Planned information point at 'new' GTC offices
19	Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.		Ongoing	GTC work with Godalming Cycling Campaign, SCC and other partners regarding cycling environment
20	To provide, maintain and operate public drinking water fountains/bottle refill points.			Locations which will support the practical/affordable installation of bottle refill stations to be determined by Autumn 2023
21	Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community.		Ongoing	Discussions with CAW and other Community Groups for volunteer base to promote
22	Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.		Ongoing	GTC Staff to be utilised where appropriate and within resource

Community Safety			
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23	Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.		Ongoing	ASB meeting held at Farncombe, GTC working with Police and other agencies to identify issues and investigate preventative measures. Where appropriate the Town Clerk attends the Waverley safer partnership along with the Godalming Youth service Officer
24	Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.	R Ashworth A Adam		GTC agreed to support Twenty Plenty campaign and lobby for introduction in Godalming
25	Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.	R Ashworth B Crooks		Utilizing experiences gained during the 2020/2021 lockdowns, GTC agreed to bring forward proposals for permanent traffic control measures in the town centre. Proposals have been submitted to SCC for consideration
	Youth Provision			
26	Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming.		Ongoing	Youth Provision Working Group established, working with local stakeholders to identify practice and sustainable areas which GTC can assist. GTC undertook public consultation surrounding the provision of youth services in the town. Godalming Youth Service Officer appointed in January 2022, with the Broadwater youth Centre opening in May 2023, for term time activities. The successful launch of the Broadwater Youth Centre has resulted in the awarding of Holiday Activity Funding from SCC and a significant award from the UKSPF for the expansion of the Godalming Youth Service.

27	Develop and support youth engagement in the democratic process.			Actions to be determined by outcomes of Youth Provision Working Group. During 2022/23 The Mayor engaged with young people from the town to attend and speak to councillors at the meetings of the Full Council.
28	Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.			Actions to be determined by outcomes of Youth Provision Working Group. Environmental concerns and issues are raised by young people attending the youth centre and form part of the activity program devised and supported by the members of the youth club.
	Support Local Business			
29	Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre.		Established and ongoing	GTC work with the Chamber of Commerce and WBC economic development team to promote Godalming and Farncombe.

30	Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.		Established and ongoing	GTC supports a full programme of Community events both annual and individual national celebratory events. Farmers Markets, Friday Pop-Up, Saturday Pop-Up, Remembrance Day Parade, Godalming Christmas Festival & Lights Switch On, Santa Grotto, Farncombe Christmas Lights, Town Day, Spring Festival, Godalming Community Run, St John's Spring Fair, The Town Show, The Spring Festival, The Food Festival, Staycation and for 2021 the Godalming Green Gala. Godalming Town Council is supporting the Chamber of Commerce in its aim to create a Business Improvement district and has allocated funding to support the BID process
31	Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.	S Faraday		GTC seeks to support ethical procurement within the regulations it is required to follow.
32	Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.			Article 4 Direction Order Made April 2020. Article 4 Direction order for the Godalming Railway station area was renewed on 1 February 2023
33	Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.	S Faraday		
	Equality, Diversity, Inclusion, Health and Wellbeing			
34	The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community.		Ongoing	GTC adopts and implements policies to ensure equality of access to its services and facilities and that all people within our community are treated equally.

35	Work with stakeholder groups to support the establishment of the Godalming Parkrun.			Godalming Park Run commenced in Summer 2021
36	Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with mental health issues.		Ongoing	GTC supports the work of the CAW and Farncombe Day Centre through the provision SLA's, provides Grant Aid in Kind for the Godalming Good Neighbours Scheme and supports mental health organisations through provision of its community spaces. GTC supports, through grant aid, "Sport in Mind", an organisation providing sporting activities for those facing mental health issues
37	Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors.		Ongoing	GTC supports the work of local charities such as the Cellar Café, The Godalming Dementia Action Alliance and Day Centres. GTC is partnered with the Godalming Film Society to support 'relaxed' cinema screenings at the Wilfrid Noyce Centre for those who find conventional cinema difficult to manage.
Community Engagement				
38	Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community.			GTC relocated on 1 April 2021
39	Support monthly Council Consultation & Listening Events.			In person events cancelled throughout 2020 and 2021 to date
40	Use "listening exercises" to support consultation for key issues.			Listening events no ongoing, social media and direct comms utilised to understand key issues.
41	Engagement with residents via traditional and social media.		Ongoing	As per GTC Press, Communications and Community Engagement Policies

42	Actively disseminate information on Councillor attendance, voting record etc.		Ongoing	Members attendance recorded and published on GTC Website GTC Standing Orders state voting is by show of hands unless a recorded vote is requested by a Member. Outcomes of votes and recorded votes are detailed in the official minutes of the Council
43	Establish a large Town Hall Meeting once a year.		Ongoing	GTC required by the LGA 1972 to hold an annual meeting of the parish. The LGA states restrictions on the timing of the meeting but not of its format.
44	Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.		Ongoing	GTC promote the availability of Neighbourhood CIL and reviews CIL applications. In 2022/23 GTC allocated £227,400 of Neighbourhood CIL funds

	Council Staffing			
45	Recruit Direct Work Force to reduce and eventually replace use of contractors.		01 Oct 2019	GTC direct maintenance work force recruited, areas identified for specialist contractors, i.e gas safety inspections and electrical installations.
46	Provide appropriate staffing resource to meet the aims and objectives of the Council.		Ongoing	GTC currently resourced to requirement, requirement to be monitored and reviewed as necessary.
47	Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.		Ongoing	Training commitment set out in Council's Training Statement of Intent.



Godalming
Town Council

Supporting Our Community

GODALMING TOWN CENTRE AREA

Preserving the Past, Protecting the Present, Planning the Future

Adopted by Full Council – April 2021

Reviewed -21 July 2022

TABLE OF CONTENTS

TABLE OF CONTENTS	- 2 -
GLOSSARY OF TERMS	- 3 -
PART ONE	- 4 -
1. <i>Preamble</i>	- 4 -
2. <i>Introduction</i>	- 4 -
3. <i>Godalming Town Centre Conservation Area</i>	- 4 -
4. <i>Important Features and Vistas</i>	- 5 -
5. <i>Open Space and Landscape</i>	- 5 -
6. <i>Community Use of the Town Centre Built Environment</i>	- 7 -
7. <i>Street Furniture and Decluttering</i>	- 7 -
8. <i>Public Art</i>	- 8 -
9. <i>Economic Profile and Potential Forces for Change</i>	- 8 -
PART TWO	- 10 -
10. <i>GTC's Role for the Town Centre Area Built and Green Environment</i>	- 10 -
10.1. <i>Planning</i>	- 10 -
10.2. <i>Article 4 Directive</i>	- 10 -
10.3. <i>Wiggins Yard Environmental Improvement Scheme</i>	- 10 -
10.4. <i>Guildford to Godalming Greenway – Cross Godalming Section</i>	- 10 -
10.5. <i>Current Pedestrianisation</i>	- 11 -
10.6. <i>Future Pedestrianisation</i>	- 11 -
10.7. <i>Crown Court Pedestrian Area</i>	- 12 -
10.8. <i>Community Events – The Green Environment</i>	- 12 -
10.9. <i>Community Events – Town Centre Built Environment</i>	- 14 -
10.10. <i>Floral Godalming</i>	- 14 -
10.11. <i>Signage, Rails, Bollards, Bells & Benches</i>	- 14 -
10.12. <i>The Pepperpot</i>	- 15 -
10.13. <i>Public Art</i>	- 16 -
10.14. <i>Regeneration and Supporting the Local Economy</i>	- 16 -
10.15. <i>Business Improvement District</i>	- 16 -
10.16. <i>Devolution of Public Assets</i>	- 17 -
PART THREE	- 19 -
11. <i>Action Plan</i>	- 19 -
12. <i>Table of Actions</i>	- 19 -

GLOSSARY OF TERMS

Built Environment - encompasses all forms of building (housing, industrial, commercial, hospitals, schools etc.), and civil engineering infrastructure both above and below ground and includes the managed landscapes between and around buildings.

Community Wellbeing - the combination of social, economic, environmental, cultural, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential.

Socio-economic Strata - refers to the condition within a society where social classes are separated, or stratified, along economic lines.

Urban Life - Urban life refers to the life of the people living in towns and cities.

Place-shaping - a term coined in the Lyons Inquiry (2004-7) into the form, function and funding of local government in England. Lyons suggested that local government should act as the voice of a whole community and as "an agent of place"

Walkability - Walkability is a measure of how friendly an area is to walking. Walkability has health, environmental, and economic benefits.

Bikeability - Bikeability is (in line with its sibling term 'walkability') an indication of the ability of the urban infrastructure to support and foster cycling as a mode of transport and mobility.

Green environment - the natural environment within an urban area such as parks, verges, sports fields and other unbuilt areas.

Staycation – a collection of activities held during the first week of August to provide 'a holiday at home' for local residents.

Staycation Live – a music festival held over the first weekend of Staycation.

On-Line Retail – consumer retail purchases made via the internet.

Off-line Retail – consumer retail purchases made in a physical retail outlet such as a shop or market stall.

Public Works Loan Board - a lending facility operated on behalf of HM Treasury to provide loans to local authorities, and other specified bodies. Loans are made mainly for capital projects.

Social Return [on investments] - a principles-based method for measuring extra-financial value such as environmental or social value.

Permitted Development Rights - The Town and Country Planning (General Permitted Development) (England) Order 2015 (the "GPDO 2015") is a Statutory Instrument, that grants planning permission for certain types of development such as change of use of offices to residential dwellings. Development undertaken in this way is referred to as permitted development.

Article 4 Direction Order - An Article 4 direction is made by a local planning authority to restrict the use of permitted development rights. An Article 4 Direction does not in itself prohibit any action but means that a landowner is required to seek planning consent whereas without the direction this would not be necessary.

Community Infrastructure Levy - The Community Infrastructure Levy is a charge levied by local authorities on new development in their area. It is an important tool to help deliver the infrastructure needed to support development.

Catch 22 Situation– a dilemma or difficult circumstance from which there is no escape because of mutually conflicting or dependent condition.

20 is Plenty - a campaign for a default speed of 20mph on residential streets and in town and village centres, without the need for physical calming.

Performing Rights Society – a partner organisation of PRS for Music, a British music copyright collective, which undertakes rights management for musical works on behalf of its members. This includes licencing venues for live musical performances.

SCC Members Community Allocation – a fund provided to each Surrey County Councillor to help residents, voluntary and community organisations deliver activities that benefitted local people in their neighbourhoods.

Business Improvement District - business led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool to allow the business community and local authorities to work together to improve the local trading environment.

PART ONE

1. Preamble

This report aims to:

- Provide the context and raise awareness of some of the issues affecting the Town Centre area and how the Town Centre relates to Community well-being.
- Identify current activity being delivered by Godalming Town Council (GTC) to support the general well-being of residents and economic viability of the Town Centre area.
- Identify ways in which GTC can provide direct action, influence or support further improvements within the Town Centre area.

2. Introduction¹

The built environment has a significant impact on people's general feeling of well-being. In considering how the built environment or 'place' can impact on those whose lives it touches, decision makers would do well to consider that the very large majority of research evidence points in the same broad direction; better place quality adds value economically, socially and with regard to health and environmental outcomes. The impacts of place are profound, contribute benefits to society over short, medium and long-term time horizons, and reverberate throughout the lives of citizens across all socio-economic strata.

Place quality is not an aspiration only to be considered when things are good or only for the wealthy. Instead, as the research evidence indicates, it is a basic necessity of urban life with profound and far-reaching impacts on the lives of citizens today and tomorrow. It is so important to basic well-being that it should be the expectation of all. This knowledge can be used to advance the case for quality when place-shaping policy, project or investment decisions are being made.

A *VERY strong positive* association between place derived value of all types (health, social, economic and environmental) and six qualities: greenness in the built environment (notably the presence of trees, grass, water, and open space – the latter if of good quality); a mix of uses (notably the diversity of land uses within a neighbourhood); low levels of traffic; the walkability and bike ability of places (derived from their strategic street-based connectivity and the quality of the local public realm); the use of more compact (less sprawling and fragmented) patterns of development; and ready, convenient connection to a good public transport network.

In considering these very strong positive associations, the Godalming Town Centre area could potentially be described as the ideal location to represent all these qualities. However, there is a body of evidence that suggests car dependence and poor maintenance/dilapidation (including of green spaces) has an equally strong negative association as qualities to be avoided when shaping the built environment.

3. Godalming Town Centre Conservation Area

Godalming central retail area lies within the Godalming Town Centre Conservation Area (CA). The character of the CA relies on the many listed buildings in the compact historic core and contains a mix of uses, including retail, office and residential. There are 125 listed buildings, 15 heritage features and 2 buildings of local merit within the CA.

Overall, the CA appears to be in a good condition, but there are some buildings and locations which, due to condition, materials, street furniture and other factors currently detract from the CA. Whilst not all the remedies for these issues lie with GTC, there are areas, such as advocacy for good design and planning, the maintenance of street furniture and acting as the 'local eyes' for the reporting of

¹ Matthew Carmona (2019) Place value: place quality and its impact on health, social, economic and environmental outcomes, Journal of Urban Design, 24:1, 1-48, DOI: [10.1080/13574809.2018.1472523](https://doi.org/10.1080/13574809.2018.1472523)

issues to the relevant authorities, that GTC can play a significant role in maintaining the character of the CA. Indeed, it could be argued that, if not GTC than who?

Connectivity to the open green spaces: the Phillips Memorial Park, the allotments and the churchyard, is also an important aspect of the CA, in particular the relationship with the River Wey and the Lammas Lands beyond, and should be considered in any review or plans for enhancing the public realm within the CA. This connectivity should play an important role in any consideration for projects that seek to link the main retail areas towards the green spaces, in particular the Wiggins Yard and Crown Court Environmental Improvement Projects.

4. Important Features and Vistas

The “Pepperpot” or Old Town Hall, owned by GTC, is an important landmark, which is represented as the “symbol of the town’s independence” and used as the Town Council’s logo. The Pepperpot is the historic and present-day focal point for public announcements and events. Included in the heritage features located within the CA is the tall iron hand lever pump at The Pepperpot, which provided a communal water supply before mains water was laid on. This hand pump, like the exterior of The Pepperpot was last painted and preserved over 10 years ago and is now in need of repainting. It is suggested that The Pepperpot, whether overtly acknowledged or not, is seen as a symbol of civic pride by many residents who will consider any lack of upkeep or maintenance as a dereliction of public responsibility by GTC.

Church Street has arguably the most character in Godalming with many 17th century timber framed buildings. This street also meanders to reveal the 12th century Grade 1 listed Church of Saint Peter and Saint Paul. The street furniture in the area around the church and iron stone pavement was replaced approx. 6 years ago and an additional public bench, which is well used, was installed.

Crown Court is a gateway location within the town centre and is used for public events such as markets, community activities and also houses the town centre’s public toilets. It is surrounded by listed buildings with a walk-through arch constructed in the early 1950s from the original materials of earlier buildings and flagstone paving. This area is owned by Waverley Borough Council (WBC) with an agreement in place for GTC to manage its use for community events. Along with its historical character, its position adjacent to the town’s main car park makes this an ideal location for small ‘markets’ and community events. It is suggested that this area is under-utilised and that options for enhancing the area and making it more inviting and relevant should be explored. Likewise, in considering the positive benefits of linking the urban environment to the green environment of The Burys, Phillips Memorial Park and river side, any improvements in this area should aim to achieve a sense of flow between the two.

One of the key characteristics of the CA is the “yards” located behind the main streets. Many of these “yards” would have housed workshops in the past. The “yards” are mainly in private ownership, one exception being Wiggins Yard where the maintenance responsibilities are undefined, resulting in the historic cobbles needing substantial works to make the passage between Bridge Street and The Burys useable by pedestrians, including wheelchair users.

5. Open Space and Landscape

This section is concerned not just with the ‘fixed’ built environment but also the influences on the landscape through interventions such as ‘Floral Godalming’ and ‘In Bloom’. Colourful flower planters, window boxes and hanging baskets within a built environment can create a stronger sense of pride of place, contributing to a cleaner and greener place to live and visit, with higher environmental awareness.²

² <https://www.rhs.org.uk/get-involved/britain-in-bloom/why>

If parks and green spaces are well managed, research has shown that communities use their local spaces more, have better relationships with their local councils and take some pride in the area where they live.³

Parks and green spaces contribute to all aspects of health and well-being including increasing levels of physical activity which could alleviate pressures on the NHS. Simply being outside in a green space can promote mental wellbeing, relieve stress, overcome isolation, improve social cohesion and alleviate physical problems.⁴

Parks provide spaces where people can get some fresh air, go for a walk, play, exercise or just enjoy the surroundings. Research by Keep Britain Tidy found that: "Visits to green spaces with friends and extended family groups were highly valued for enabling social bonding in largely natural and frequently picturesque surroundings."⁵

Parks and green space can provide schools with a living, breathing, fully interactive and continually changing outdoor classroom; a wonderful resource with which to support curriculum activities. Access is easy and because they exist locally, visits can be frequent allowing longer-term projects to be undertaken. The Local Park or green space has become an increasingly popular destination for study of the natural environment as well as social and urban development.⁶ In this context, GTC has supported Moss Lane School in accessing outside space. A final thought in support of the importance of the town centre area green spaces comes from the Urban Parks Forum which contends that green spaces support childhood and provide a freedom so often denied in congested traffic-strewn streets. They can help counter the negative effects of urban growth on the public environment and encourage children to become better stewards of the environment in the future.⁷

The Phillips Memorial Park (which includes The Burys Field) is the only open green space in the CA. The Phillips Memorial Cloister itself is a quieter space but unfortunately has been subject to vandalism in the past. This might be because the structure is less open and has limited natural surveillance. On the whole the park is well maintained by WBC and in the summertime many people use the park and enjoy events such as the Sunday 'Music in the Park' concerts and the Staycation Live Music Festival. There are additional structures/buildings such as the bandstand, the bowls green and hut, the church and the children's playground which also add to the ambience of the area. The allotments also add variety to this area. As well as the traditional use of the bandstand for concerts, residents take advantage of the covered structure of the bandstand for a variety of exercise activities. The bandstand and Phillips Memorial Park are used on average for less than 100 hours per year for organised public events (including Concerts, Staycation, Town Show etc.). Greater use of these public realm assets should be explored.

Most of the CA, including the "yards", is accessible to the public with the CA being reasonably permeable for pedestrians. The key gateways by foot into the centre include Crown Court car park, Wiggins Yard, Lower South Street, Oglethorpe Court Passageway, Queens Street, Wharf Street, Station Approach, Mill Lane, Pound Lane and Church Street. Of these Wiggins Yard and Oglethorpe Court Passageway are the least accessibility friendly routes, Oglethorpe Court Passageway because of a flight of steps with no adjacent ramp and Wiggins Yard by lack of maintenance.

The main footpaths on the High Street were subject to an improvement scheme in the early 1990s. They have red brick paving, granite setts in certain parts and traditional kerbstones. There is a mixture of signage including traditional finger posts. On the High Street there are traditional style guard rails and bollards, which are also utilised by GTC to support Floral Godalming planters.

³ CABE Space. (2010). Urban Green Nation: Building the Evidence Base
https://www.designcouncil.org.uk/sites/default/files/asset/document/urban-green-nation_0_0.pdf

⁴ CABE. (2009). Future Health: Sustainable places for health and well-being

⁵ Keep Britain Tidy. (2010). People Places and their Green Spaces

⁶ Urban Parks Forum. (2002). Your Parks: the benefits of parks and green space

⁷ Urban Parks Forum. (2002). Your Parks: the benefits of parks and green space

The ownership of the street furniture and public realm infrastructure such as bells, bollards and rails has been the focus of much dispute, resulting in GTC becoming custodians by default. The red brick paving is no longer produced resulting in an increasingly patchwork look to the pavements. The granite kerbs in the High Street and Bridge Street are generally in good condition. However, due to the size and frequency of delivery vehicles driving on and off of the loading bay areas which necessitate 'bumping' over the kerbs, an increasing number of the kerb stones are becoming displaced. The mounting of the pavement area also causes damage to the crossover drains. Whilst the buildings along Godalming High Street and Bridge Street have historic character, the 1990's design of the pavements and carriageway have not stood the test of time, are dated and increasingly challenging to maintain. Although beyond GTC's ability to fund, the Town Council does have a role in lobbying the Highways Authority and Principal Authorities for more than 'make do and mend' patchwork repairs to the Godalming CA and should be seeking wholesale regeneration of the low-level street scene of Godalming High Street, Queen Street, Wharf Street and Bridge Street, including the provision of 'shared space' and pedestrianisation as a means of traffic control and reduction.

Traffic is one way on the main roads: Bridge Street, Wharf Street, the High Street and Church Street. This, in addition to Flambard Way, has helped reduce traffic through the CA. Traffic calming, in the form of speed bumps and pedestrianisation of the High Street on Saturdays, has been implemented. Additionally, since May 2020 an 18-month Temporary Road Order (TRO) has been available for use to aid social distancing requirements. During periods of operation the TRO has significantly reduced the vehicular obstructions along the main section of the High Street and on the whole was well received by residents. As indicated by the research evidence mentioned in the introduction, low levels of traffic along with improved walkability and bikeability are positive associates of wellbeing in place-shaping and consideration should be given to options for improving the pedestrian experience within the central retail area of the Town Centre.

6. Community Use of the Town Centre Built Environment

The Town Centre's built and green environment is used by residents and visitors to Godalming to access day-to-day facilities, but it is also used to provide a focal point for a variety of organised activities as well as less formal and more ad-hoc events.

For a number of years, Godalming has had a programme of annual events held on the High Street & Church Street and associated areas, The Burys or the Phillips Memorial Park. Additionally, in more recent times GTC has also organised or managed events that have been based within the Crown Court pedestrian area.

The majority of these events are either totally free at the point of entry or at worse seek a donation to help cover the organiser's fixed costs (Town Show and Staycation Live), the only current community event that has an entry fee, is the Godalming Community Run. 2020 saw the cancellation of all the 'traditional' community events and it is likely that the majority will also be either cancelled or rescheduled for 2021. With a two-year hiatus, a possibility exists that some events will not continue or if they do so, the organisers may take the opportunity provided by the enforced break to 're-brand' or alter the delivery model of their event.

7. Street Furniture and Decluttering

It is important to reinforce the distinctiveness of Godalming through a clear and consolidated approach to street furniture, including bollards, lamp posts, benches and litter bins. In order to ensure consistency throughout the CA, as far as reasonably practicable, coordinated street furniture has been implemented throughout the town by GTC and WBC. However, improving the CA does not just mean the installation of new coordinated street furniture, it also means rationalising what is already there and removing or repositioning signage and street furniture that is no longer required or used.

With the exception of litter bins which have been replaced by both GTC and WBC, the maintenance of the public realm within the CA has predominately fallen to GTC to manage. Prior to 2019, this was undertaken by out-sourcing repairs. Following the appointment of GTC direct maintenance staff, the repair and refurbishment of the public realm street furniture will now be, wherever possible and safe to do so, undertaken by the GTC maintenance team.

In relation to highways infrastructure, GTC remains actively engaged with SCC Highways for the identification and reporting of highway defects as well as working with Surrey Members to identify areas in need of improvement or intervention by SCC Highways.

8. Public Art

There is a notable absence of physical street art within Godalming. However, there are a number of places where art could add to the street scene, such as Crown Court, the public realm next to The Red Lion pub or the entrance to Wharf Street from Flambard Way, where the circular 'plinth' on the west side of the street was, when the town centre scheme was originally envisaged, intended to be a location for public art.

A number of organisations, including the Centre for Active Design, set out that a vibrant public art programme offers a range of benefits and opportunities for enhancing the urban environment, increasing the use and enjoyment of public space and building social cohesion. Public Art provides a means of celebrating culture, diverse communities and shared history. It contributes to civic pride and help forge a positive identity for the town. Through art the town can project its collective identity and vision, while individuals and community groups are also empowered to express their unique identities.

Public art supports the creative industries, creating opportunities for artists and designers. Public art can also:

- energise public spaces;
- expand thinking;
- transform the places where we live, work and play;
- create places of interaction; and
- lead to a sense of civic pride.

However, in the 21st century, public art does not need to be considered as statues and monuments whose meanings fade into obscurity. In this context public art is not just art displayed within the street scene, it can be any art form, from physical art such as sculpture, paintings or drawings to performance art such as drama, dance and speech. It can be permanently displayed as part of the street scene or it could be transient such as performance art on the bandstand or any form of art displayed or provided in a publicly accessible building such as the Museum, shops, cafes, restaurants and pubs etc.

9. Economic Profile and Potential Forces for Change

Waverley in general is an affluent area with a buoyant local economy and low level of unemployment. Godalming town centre is a mix of retail, office and residential. The majority of homes in this part of the Ward are privately or social rented. Despite the economic shock experienced by the retail sector during the Coronavirus pandemic, the level of unoccupied retail units remains relatively low (8% Feb 2021). There remains a strong presence of shops and residents continue to be served by independent butchers, bakers, greengrocers, delicatessens, clothing stores, hardware stores and cafes. However, whilst not having been impacted by the closure of major multinational fashion retailers as deeply as larger regional centres, changes to retail banking and other business closures have resulted in a number of retail units becoming vacant.

Although high streets and town centres have continuously evolved over the last 100+ years, the rate of change over the last decade has significantly increased due to the speed of changing consumer habits. As with many other town centres, Godalming retailers are facing the challenge of changing purchasing habits, which quickly accelerated during 2020 and the first quarter of 2021. Online sales penetration has continued to reach new heights, and according to the Office for National Statistics they accounted for a 31.9% share of total UK retail sales in the last quarter of 2020. However, although some retailers saw online sales rise enough to counteract losses from in-store transactions, for many, this placed a further squeeze on margins due to the incurred costs of delivery/returns. As would be expected, fashion and footwear retailers were disproportionately impacted by Covid

restrictions. This impact has been seen in Godalming with the closure of a number of national clothing retailers. Of the various sectors, homeware retailers continued to report promising growth figures mainly due to a very strong residential sales market and homeworking triggering additional home improvements. Ongoing growth has cemented objectives regarding store expansion for some, including B&M, who opened 16 new stores in the period, with an additional 18 expected in the current quarter. The challenge for Godalming and WBC economic development strategy, is attracting expanding sectors to replace those whose retail model is no longer viable. Questions that need to be asked are what attracts companies such as B&M to a location and is there anything that GTC can do to improve the attractiveness for companies to locate to Godalming?

Historically Godalming has had a relatively low rate of change of shops which has provided a fairly stable retail offering. Indicators such as lease lengths dropping to record lows could be seen as part of the changing pattern and uncertainty surrounding the future direction of off-line retail. For new high street deals, leases averaged 7.6 years in 2020, down -7.1% on the 2019 average. It is interesting to note that although local authorities might not be as active investors as they once were in the commercial property sector due to the changes in the Public Works Loan Board criteria for loans, this does not seem to have affected their appetite for the retail sector. This is because much activity centres on buying within their locality, and thus it can be justified as a regeneration focused decision rather than a purely income focused one. However, while the rationale amongst local authorities has definitely swung towards “social return” being more important than income return, such assets also need to be good income generators to service the borrowing while the council focuses on supporting the continued viability of its town or high street’s retail offer.

At a macro level, there was a slight resurgence in investment activity in high street shops in the final quarter of 2020. However, 55% of the transactions were on food stores which are seen as a low-risk, Covid- defensive segment of the market. The overall volume of shop assets traded in the second half of 2020 does indicate that there is some confidence amongst investors. Therefore, it is important that Godalming is seen to be a positive investment opportunity and one that has resisted a spiral of decline.

It is expected that that shop unit freehold purchasing and leasing activity will be biased towards the second half of the year, once social distancing measures have reduced, and non-essential retail has reopened. Sizeable questions remain around retailer viability and how rent levels etc are priced in, but where there are supportable income streams in the right locations it is expected that there will be an increasing level of private investor interest. That said property companies will continue to be more focused on assets where there is an opportunity for conversion, typically to residential uses.⁸

This latter aspect has already been experienced in parts of Godalming. However, the ability to bypass local accountability and decision making to re-purpose existing retail and office space is, thanks to the existence of the Conservation Area (CA), not available to developers via the Permitted Development Rights route and therefore planning applications must be submitted for any Change of Use within the bounds of the Godalming Town Centre CA. Likewise, the Article 4 Direction, which was made in May 2020, removes Permitted Development Rights for the conversion of office buildings to residential dwellings in the Article 4 Directive area around Godalming Railway Station.

⁸ <https://pdf.euro.savills.co.uk/uk/commercial-retail-uk/shopping-centre-and-high-street---q4-2020.pdf>

PART TWO

10. GTC's Role for the Town Centre Area Built and Green Environment

GTC is involved in a number of activities in relation to the town centre area built and green environment including the use of the town centre's open spaces.

10.1. Planning

GTC reversed a previous decision to disband its planning committee by the establishment in January 2020 of the Environment & Planning Committee (E&P). The E&P is responsible for providing advocacy on behalf of local residents to ensure that the character of the Town Centre CA is not adversely impacted by developments. – **Action 1.**

10.2. Article 4 Directive

An Article 4 Direction restricts the scope of permitted development rights in relation to a particular area or site. Where an article 4 direction is in effect, a planning application may be required for development that would otherwise have been permitted development. Within the Borough of Waverley, there are currently only two areas subject to an Article 4 Direction. The first area was established for Beacon Hill and was set up as a pilot scheme, with the Godalming Railway Station area being the first location outwith of the pilot scheme to be subject to an Article 4 Direction order.

Although the making of an Article 4 Direction is the responsibility of the Local Planning Authority, the Godalming Article 4 Direction resulted from direct lobbying by GTC, who provided evidence-based data in support of the Article 4 Directive. <https://www.waverley.gov.uk/Services/Planning-and-building/Planning-strategies-and-policies/Article-4-directions> The E&P has a responsibility to challenge any Prior Notification Notices for development within the Godalming Article 4 Direction area. – **Action 2.**

10.3. Wiggins Yard Environmental Improvement Scheme

The Wiggins Yard Environmental Improvement Scheme is an aspiration for a joint venture between WBC and GTC. The project's main priority is to improve the pedestrian link between Bridge Street and The Burys Field, which is safe to use by all within our community, including wheelchair users and those using buggies and mobility scooters. The project is predicated on the preservation of the historic setting of Wiggins Yard and the reuse of the existing cobbles and setts.

The outcome of this project will contribute to improved connectivity between the built and green environment within the Town Centre area. To date WBC has led on this project in relation to legal issues, the commissioning of viability studies and securing funding to be used toward this infrastructure project via an S106 financial contribution. Whilst a number of issues are still to be resolved, it is expected that if all pre-conditions are resolved, GTC will take on responsibility for the delivery of the works and future upkeep of the 'Wiggins Yard' passageway. – **Action 3**

An aside of this project will be to provide a pedestrian link into Bridge Street for cyclists who have made use of the cross-town cycle link to come into town and have 'parked' their bike in the shelter located outside of WBC offices.

10.4. Guildford to Godalming Greenway – Cross Godalming Section

The Guildford to Godalming Greenway is potentially an important step towards providing a practical alternative option for travel between the two towns, but equally important is the opportunity to provide a safe route for local residents into the town centre.

The Greenway aims to provide a route suitable for day-to-day activities such as getting to school, going shopping, commuting to work or simply enjoying time out in the fresh air⁹.

The Greenway project is not only supported by GTC but by both Waverley and Guildford Borough Councils. In July 2018 GTC agreed that Officers should work with the Godalming Cycle Campaign to explore options to enable consideration of the project for Community Infrastructure Funding. Whilst the opportunities for funding have experienced a number of setbacks, the project continues to resonate and find traction amongst both decision makers and the wider public.

In October 2020, GTC agreed to fund a Design and Feasibility Study for the 'Cross Godalming' section of the route, which passes through the Town Centre area green environment. In providing the grant for the Design & Feasibility Study, GTC requested that the study considers what route could link the Greenway from the Phillips Memorial Park to the High Street. Such a link could help reduce private vehicle traffic with the Town Centre, thus making it a more pleasant experience for pedestrians within the Town Centre built environment. – **Action 4**

10.5. **Current Pedestrianisation**

Since 2001 Godalming High Street, between its junction with Queen Street and its junction with Church Street has been subject to a Permanent Road Traffic Order. The effect of the order is to restrict traffic on a Saturday between 10am and 4pm from entering the controlled area. There are a number of exemptions including public transport buses and vehicles belonging to residents or workers who have a designated parking place within the controlled area.

Access to the restricted area is controlled by a rising bollard, which for safety reasons must be manually operated on each first occasion of daily operation. On a Saturday this operation is carried out by the On-Street Parking Enforcement Officer. Subsequent lowering of the bollard is achieved by use of an access control card. In accordance with the terms of the Permanent Road Traffic Order, GTC acts as an agent for SCC for the issuing of the access cards.

In May 2020 an additional Temporary Road Traffic Order was issued to support Social Distancing measures that permitted traffic restrictions within the same area between 10.30am and 3.30pm Mon-Sat. The main differences being that the exemptions were widened to permit delivery vehicles access and that GTC staff carried out the daily activation of the bollard between Mon-Fri. In extending the operation between Mon-Fri a greater number of access cards are required in order to accommodate business requirements that had not been required just for the Saturday operations.

Whilst the bollard was not operated Mon-Fri during periods of national lockdown when non-essential shops were closed, it remained operational on a Saturday in accordance with the Permanent Order. With reopening of non-essential shops expected on the 12 April, GTC will recommence the weekday operation of the bollard through to 21 June when, unless social distancing requirements remain extant, the bollard operation will revert to Saturday's only as the purpose of the Temporary Order will no longer exist. However, if social distancing requirements of some description remain in force, GTC will seek further guidance on whether the Temporary Road Traffic Order should remain in operation. – **Action 5**

10.6. **Future Pedestrianisation**

Once the Temporary Road Traffic Order falls away, either through its purpose no longer existing, or through time expiry of its maximum period of operation, the limit of traffic

⁹ <http://www.guildfordgodalminggreenway.com>

restrictions within Godalming High Street will fall back onto those permitted by the Permanent Order.

During the period of operation of the Temporary Road Traffic Order the overwhelming consensus of nearly 2000 users of the High Street surveyed by GTC found the extended restrictions to be a positive benefit. This is in keeping with the evidence highlighted at paragraph 1 regarding the positive association of low levels of traffic, walkability and bikeability. The Temporary Road Traffic Order put into practice actions that had been discussed for many years but not implemented due to a classic Catch 22 situation. Without evidence further restrictions could not be justified, without implementing the restrictions evidence could not be attained!

However, it should be noted that the operation of the extended restrictions was not without issue. With the increased residential population of the Town Centre area and reliance by businesses on just in time deliveries, the logistic challenges and potential disruption to residents and businesses are significantly greater than when the Permanent Order was granted in 2001. That said, it could also be argued that the benefits that could be derived are also significantly greater than in 2001.

The 'pedestrianisation' or more correctly the Road Traffic Restriction Order required to make permanent amendments to the current traffic arrangements lies with Surrey County Council. However, it could be argued that if GTC considers that extending the Road Traffic Restrictions granted in 2001 would be beneficial to the well-being of residents and businesses then it has a responsibility to advocate those benefits to SCC and take a lead on promoting traffic reduction measures within the town centre.

Whilst the physical restriction of some traffic would help to improve the environment, so could the control of traffic speed within the Town Centre area. Speed control for all traffic within the whole of the Town Centre area could be achieved through the implementation of an area wide speed restriction such as advocated by the "20 is Plenty" campaign. – **Action 6**

10.7. **Crown Court Pedestrian Area**

As stated earlier, Crown Court pedestrian area is a gateway location which has the potential to become a focal point for community activity, be it increased market style events, as a showcase location for the performing arts, or indeed just as a simple but pleasant resting point to sit and talk with friends. However, it also has the potential to become a linkway to provide flow from the built environment to the green environment.

GTC does have a stake in Crown Court in that it has the leases of, and manages, the Crown Court public toilets. GTC also organises, manages or is a partner organisation for the majority of the community events that are held within the town centre, including the Friday pop-up markets, the Farmers' Markets, Spring, Summer and Christmas Festivals, all of which utilise Crown Court. However, GTC does not have ownership of Crown Court pedestrian area, and therefore can only act as an advocate for improvements to this area. Such advocacy may, if the Council felt it would benefit residents, extend to financial support to the owners for improvements through the use of Neighbourhood CIL funding.

In recognition of its position to provide advocacy for environmental improvements to this key location, in September 2020, GTC agreed to establish a working group to explore ideas and options relating to the Crown Court area. – **Action 7**

10.8. **Community Events – The Green Environment**

Crown Court pedestrian area and the High Street are not the only locations within the town Centre area used to host community events. The three main festivals plus the annual town show all utilise Church Street as well as Crown Court and the High Street. The annual Remembrance Parade also uses the High Street and Church Street but also gathers at the War Memorial in the Phillips Memorial Park.

The Phillips Memorial Park hosts a number of events throughout the summer months, most notable of which are the Music in the Park concerts held each Sunday, 3pm to 5pm between May & September at the Godalming Bandstand, The Rotary Club's Duck Race, The Godalming Community Run and the Staycation Live Music Festival held over two days in August. Whilst GTC supports all these events, all except the Godalming Run utilise the Godalming Bandstand.

Godalming Bandstand is owned by GTC, although the land it sits upon is leased at a peppercorn rent from WBC. The Bandstand is licensed for regulated entertainment. However, whilst GTC may give permission for the use of the bandstand, permission is required from WBC for any associated activities within the Phillips Memorial Park. This is a protective arrangement to safeguard the park. Whilst GTC does not pay for the use of the Park (including The Burys Field) for each occasion of use, it does pay an annual fee to cover administrative costs incurred by WBC to process land use permits for GTC and other community organised events.

The Bandstand is used by a wide cross section of the community, be it people using it for early morning yoga, exercise routines, family picnics or just as a sheltered meeting place. Although the Bandstand does have a schedule of charges set against its use, apart from the Music in the Park concerts who pay for approx. 52 hours of use per annum, the reality is that no other fees are collected for the use of the Bandstand. It could be argued that the one organisation that is charged provides the greatest community benefit from the use of the bandstand, with many hundreds if not thousands of residents and visitors each year enjoying the Sunday afternoon concerts. Additionally, GTC also recovers the cost of the Performing Rights Society licence fee from the concert organisers. In arranging the concerts, the organisers not only need to find sponsors for the bands, they also need to raise funds to pay the hire charges and the performing rights fee. In considering the community benefits derived from the provision of these free to attend public concerts, GTC may wish to review the application of a hire fee for community use of the Bandstand, and whether such fee should be limited to the recovery of the cost of the Performing Rights Society licence fee. The cost of the electricity is paid by the concert organisers. – **Action 8**

The Burys Field forms part of The Phillips Memorial Park. The main activities taking place at the field are skateboarding and youth football. Although WBC owns, maintains and manages the field, including sports bookings, the flood lights are powered from the Wilfrid Noyce Centre (WNC). The current floodlights were provided by grants from SCC Member's Communication Allocation and a grant from WBC with GTC arranging for the installation works. Whilst the lights are adequate for training, they would be improved by the repair of a defective light column (requiring the replacement of the underground power supply cable). – **Action 9**

When required, water and power is also provided from the WNC for community events, such as the Town Show and St John's Spring Fair, held on The Burys Field. GTC makes no charge for this provision. However, where a community event also requires the use of the WNC, that is provided via grant aid in kind.

With the combined organised community usage of The Phillips Memorial Park and Burys Field, excluding football training and matches, being less than 100 hours per annum, it could be argued that these are underutilised community assets and that it should be possible to hold a greater number of community events at these locations. Such events could include the Godalming Green Gala, to be held for the first time in August 2021. There are also opportunities for WBC to permit more commercial events such as, amongst other activities, outdoor cinema, which was successfully arranged in 2019, funfairs and circus. – **Action 10**

10.9. **Community Events – Town Centre Built Environment**

GTC recognises the importance of events within the community and stated its commitment to their delivery, both directly and indirectly by adopting a clear policy position to support community events.

Due to the Coronavirus pandemic, it was not possible to deliver upon this commitment in 2020. However, GTC hopes to be able to resume community events in 2021 starting with the Farmers' Markets in April when non-essential retail is to be allowed. If the recovery maintains the trajectory outlined by the Government, it is anticipated that the Music in the Park concerts will resume on 27 June, and that the first major GTC community event will be the Green Gala in August 2021. The Round Table's Town Show is expected to be held on Saturday, 19 September and the Christmas Festival is expected to be held on the 27 November. Whilst not quite the full slate of annual events, it is hoped that they will provide a launchpad to the continuance of Godalming's collective community spirit.

Looking forward to 2022 and beyond, GTC is seeking to hold a number of new events including the Godalming Gig and the Godalming Fringe. Additionally, GTC will be looking to work with other community groups and organisations to join in the national celebrations of Her Majesty Queen Elizabeth II Platinum Jubilee, 2-5 June 2022. – **Action 11**

10.10. **Floral Godalming**

Floral Godalming softens the built environment within the town centre built up environs, provides colour and interest, helps support pollinating insects and provides a sense of civic pride and well-being, especially when the effort involved in Floral Godalming is recognised by external organisations such as South East in Bloom.

The troughs, baskets and planters are installed on rails and bollards with the town centre, as well as a number of public buildings and complements those businesses and property owners who also strive to brighten up the area with floral displays. The flower troughs etc are planted up, installed, watered and maintained by GTC staff in as economical and sustainable way as possible. However, whilst GTC does seek to attract sponsorship of the floral displays, in terms of staff time, infrastructure and the cost of the plants etc, the majority of the costs lie with GTC. It is the aspiration of GTC to expand Floral Godalming to cover a wider area, in particular the town centre approach roundabouts at the Inn on the Lake and Meadow/Bridge Road/Chalk Road. The Town Council also wishes to see the pedestrian approaches to the town benefit from Floral Godalming through the installation of flower troughs on the pedestrian safety barriers around the pedestrian refuges located by the Chalk Road roundabout and the pedestrian crossing points located along Flambard Way. – **Action 12**

As the scheme expands, the supporting infrastructure and staff time will also need to expand. This could be in the form of a community greenhouse located in the rear garden of Broadwater Park Community Centre that could support community growers 'Godalming Growers' to produce plants from seed. Whilst there would be costs in setting up such a structure to support this type of community involvement, and there would still be a need for GTC staff resource for oversight and support, these should be balanced against the longer-term benefits from greater community involvement in Floral Godalming. – **Action 13**

10.11. **Signage, Rails, Bollards, Bells & Benches**

Following the refurbishment of the High Street in the late 1990's by SCC, the maintenance of the installed infrastructure, signage, rails, bollards, bells and benches has been an issue of much debate between a number of authorities. Whilst the maintenance of the footpaths and carriageway clearly lies with SCC highways, the maintenance and repair of the street furniture has been less clear, resulting in its deterioration.

In 2013/14 GTC worked with SCC to implement some of the outcomes from the Town Centre CA appraisal, which included the removal of redundant street furniture, the installation of new,

or the relocation of some existing furniture to where it would provide a greater benefit, the repair and replacement of damaged items and the repainting of all remaining items.

Since that time, GTC has been the custodian of the town centre area street furniture, especially since the introduction of Floral Godalming, which relies upon this infrastructure. It is now approaching 7 years since the last full audit and targeted maintenance program. With GTC now having the benefit of a directly employed maintenance capability, during 2021 it is planned to conduct a full audit, repair and repaint of the existing street furniture and to establish a future maintenance cycle.

The fingerpost signage within the CA was audited in 2012 with some redundant signs being removed and others 'repointed' and additional fingers added where necessary. The town centre fingerposts and signage should be considered in the round with the fingerposts installed by WBC along the riverside walk and the Phillips Memorial Park as well as directional and info-signage and maps located at the railway station and WBC car parks. Any audit of GTC signage should incorporate all signage, irrespective of installer, and look to ensure accuracy of information. – **Action 14**

10.12. The Pepperpot

As indicated at paragraph 4, The Pepperpot as an iconic building in the ownership of GTC should be well maintained, although the interior has recently been renovated, the exterior is beginning to show signs of age and is in need of repainting. Additionally, the bell stick needs repairing which can only be carried out if scaffolding is erected to gain access to the cupola – **Action 15**

GTC should investigate the possibility of installing 'fixed' tables and benches in the area around The Pepperpot for use by town centre visitors. Public seating with tables in this area could add vibrancy to the immediate area and provide an outside seating area for patrons of a number of small café's and food outlets who do not have outside space. – **Action 16**

Buildings of Local Merit

Godalming has many beautiful buildings which contribute greatly to the individual appeal of the town. While many of Godalming's buildings are already protected by listed building status, there are others that do not meet the Department of National Heritage's listing criteria but could be recognised as being of importance to Godalming.

There are only 2 buildings of local merit (BLMs) within the CA, at 96 and 117 High Street [96 is currently occupied by Arthouse Unlimited and 117 by McAllister Thomas Fine Arts]. Both are Georgian, 2 storey, red brick or rendered with original windows. They have retail/restaurant use on the ground floor. They are well preserved and maintained and fit in well in the street scene. Under the National Planning Policy Framework, BLMs are considered to be designated heritage assets.¹⁰

There are no additional planning controls for BLMs but, the identification does mean it is a material consideration in planning applications. Although BLMs are adopted by WBC acting as the local planning authority, it is for the responsibility of the local town or parish council for going through the process to identify BLMs.¹¹

Godalming Town Council could, as exemplified by Cranleigh and Farnham, take a local lead in the identification of BLMs. If the Council were to put forward a scheme to identify potential BLMs, it is suggested that it does so in collaboration with the Godalming Trust and Godalming Museum. Any such scheme should not be limited to the town centre area but should cover the civic parish of Godalming. – **Action 17**

¹⁰ WBC – Godalming Town Centre Conservation Area Appraisal September 2013, para 3.6

¹¹ <https://www.waverley.gov.uk/Services/Planning-and-building/Heritage-trees-and-design/Buildings-of-Local-Merit>

10.13. **Public Art**

Godalming has a thriving arts community, be it art group collectives where individual artists collaborate to create exhibitions, commercial galleries, artisan craft makers, drama groups or artistic performers. However, whilst their individual contributions are greatly appreciated and admired by those who are fortunate enough to know about them, as a collective their impact upon the town could be so much greater.

There are a number of community forums who seek to represent and promote a shared interest e.g., Sports Godalming, the Godalming Green Forum, but at present there is no forum or collective representation of the arts community. – **Action 18**

10.14. **Regeneration and Supporting the Local Economy**

GTC, in common with all other Town & Parish Councils, has very few statutory duties. However, it does hold The General Power of Competence. The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

The GPC will allow GTC to support its community in difficult times to arrest and prevent a perception of decline within the town centre retail area, manage change and be a positive actor in building back the retail and business base and working for greater economic growth and resilience in the local communities. The GPC provides both a legal power on which to act and/or giving greater confidence to work in new and innovative ways.

The narrative set out in this paper and the action highlighted below are all within the power of GTC to enact. Whilst individually, each area is a laudable aim unto itself, combined they provide a strong message that Godalming is a resilient community, that is capable of adapting to economic and societal changes, thus avoiding an actual or perceived environment of decline.

The recovery from the economic impact of the Coronavirus pandemic within our community can only be achieved by working in partnership with others. The existing business community has a vital part to play in ensuring it provides a welcoming and supportive environment to customers and clients, that its offering meets their needs and the service provided is such that they feel the benefits of 'supporting local'.

GTC's role is, as far as possible, to ensure that Godalming town centre remains a visually attractive and vibrant location for business to operate. Godalming needs to be a location of first choice and not one of last resort. By doing so, GTC provides the tools for Business Waverley¹² to work to attract new businesses to Godalming. – **Action 19**

10.15. **Business Improvement District**

With a business turnover of over £4.9 billion, and the highest density of businesses in Surrey, Waverley punches above its weight when it comes to business.¹³ That is not to say that there is not more that could be done to support the business community or that the business community should not look at options to support themselves.

One option for the business community to develop resilience and to ensure that Godalming is a location of first choice for customers, clients and businesses looking for new opportunities, is to identify a programme of improvements that will enhance the business environment and then to seek to implement those improvement projects via a Business Improvement District (BID).

¹² <https://www.businesswaverley.co.uk/en-GB>

¹³ <https://www.businesswaverley.co.uk/en-GB/page/5d95c2ca0f0bdc187fdb7951>

Waverley Borough Council has supported the local Chambers of Commerce in conducting a feasibility and viability study for the creation of BID areas. As part of that study GTC, along with a number of other businesses and the Godalming & District Chamber of Commerce, identified a viable BID area. The next stage of the BID process is to establish the BID criteria, this would include the aims of the BID, i.e., what are the project objectives and costs. From the establishment of what businesses wish the BID to provide and the cost of doing so, it is possible to determine the required levy to be applied to local business rates and the minimum business rate threshold for paying the BID levy.

Although the establishment of a BID area was first mooted in 2018, the enforced closure of businesses during 2020 put its progress on hold. It is expected that WBC and the Chambers of Commerce within Waverley will recommence work on the BID in September 2021.

As a main provider of community events and infrastructure, as well as a potential payee of the BID Levy, GTC does have an interest in the BID process. However, it should be noted that although a BID can provide events and services to benefit a business area, such provision should not be a replacement for the events, activities or services already provided. That is not to say that the BID cannot contribute to improved or expand provision, or if successful commission the provision of additional services from GTC.

Whilst the details of how or whether the BID process is taken forward is yet to be determined, a consideration for its development is the cost of establishing the evidence base and BID prospectus to take to referendum. Whilst GTC, as a public body, cannot lead on the BID, it is able to support organisations in developing the BID. – **Action 20**

10.16. **Devolution of Public Assets**

The Government has stated “power should be exercised at the lowest practical level - close to the people who are affected by decisions, rather than distant from them. Local authorities can do their job best when they have genuine freedom to respond to what local people want, not what they are told to do by Central Government. In challenging financial times, this freedom is more important than ever, enabling local authorities to innovate and deliver better value for taxpayers’ money”.¹⁴

In providing the tools to enable words to become actions, the Government introduced the ability for a local council to obtain the General Power of Competence. As stated earlier, GTC holds this General Power. The granting of this power to GTC has allowed it to take over the ownership of the Godalming Museum building, and in partnership with the Godalming Museum Trust provides a Museum Service for the benefit of the town. Likewise, it also permitted the transfer of the public toilet facilities to GTC to ensure that such provision continues to be provided. These are examples of choices that can be made and outcomes that can be achieved when principal and local councils work together for the benefit of the local area.

There are a number of other areas where GTC believes the control of public assets from the principal authority to the local council would be to the benefit of the local community.

Although just outside the town centre area, two such assets, Charterhouse Green and The Lammas Land adjacent to Meadow allotments, are considered to be place shapers not only for the immediate locality but also for the general feeling of community that greater use of these assets could achieve. Requests for the transfer of both these land assets have been made to WBC. – **Action 21**

¹⁴ Communities and Local Government (2011) A Plain English Guide to the Localism Act https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5959/1896534.pdf

GTC would also wish to explore the transfer of a number of other local assets from larger authorities to the custodianship of the Town Council as representatives of the local community. These would include:

- the freehold of the public toilets – enabling long term investment;
- the Crown Court pedestrian area – providing a clearer line between community management, maintenance and future investment responsibilities;
- the freehold of the Wilfrid Noyce Centre – safeguarding the provision of this important Community asset; and
- the freehold of The Burys Scouts HQ – passing responsibility for the support and development of this important youth facility to the local community.

The future of principal authorities is under much debate and consideration, with each having to manage their statutory responsibilities in an ever-challenging financial environment.

It is suggested that whatever the future of larger authorities, any direction of travel will tend towards more remote and less local involvement, with an increasing number of discretionary, non-statutory provisions becoming the responsibility of local communities. It is argued that where a community is served by a local council, that council would be the logical conduit for local activity. GTC would wish to see this process managed in a proactive and collaborative manner for the benefit of the present and future local community. – **Action 22**

PART THREE

11. Action Plan

GTC's programme 2019-2023 informs many of the individual work strands being considered or actioned by the Council. However, whilst providing the generality of aims and objectives, the programme leaves the detail to be considered elsewhere.

This document has sought to consider in the round, a number of the aims and objectives contained within the programme as they pertain to the town centre area. Having looked at what GTC is either currently doing, planning to do or could do if it so wished, a table of current or potential actions is set out below.

12. Table of Actions

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.	<p style="color: red;">As a statutory consultee, GTC reviews, and where it considers appropriate, provides observations and comments on planning applications affecting the Town Centre areas.</p> <p style="color: red;">Meeting of the Town Council and its committees are promoted on GTC social media prior to each meeting</p>
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.	An Article 4 Direction Order was originally made in April 2020. Article 4 Direction order for the Godalming Railway station area was renewed on 1 February 2023
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. Several issues were raised regarding costs v available funding v community benefit. WBC to take forward legal considerations to progress project. Further meeting with WBC Sept 2022 determined that the project should be considered under the Godalming regeneration scheme
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.	<p>On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway– Godalming Gateway.</p> <p style="color: red;">GTC continues to be active in attending meetings with and providing observations and comments to both Waverley Borough Council (WBC) and SCC (SCC) Officers in relation to the development of the Greenway.</p>

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
Action 6	Future Pedestrianisation	
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.		Proposals were considered by GTC resulting in SCC being requested to take proposals forward. GTC hosted a meeting between SCC Officers and the SCC Member for Godalming North to explore delivery options, GTC await further details from SCC
Action 7	Crown Court Pedestrian Area	
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.		Await outcomes of WBC options for The Bury's area of Godalming, which may influence considerations for the Crown Court area. Options for Crown Court Public Toilets being investigated for the creation of gender-neutral facilities.
Action 8	Community Events – The Green Environment	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		Action Complete
Action 9	Community Events – The Green Environment	
Investigate options and costing for the repair of the defective flood light column on The Bury's Field.		Action outstanding quotes to be obtained
Action 10	Community Events – The Green Environment	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		Pride in Surrey – held September 2021 Beer Festival September 2022 Rotary Spring fete – April 2023 Kings Coronation Concert – May 2023 Choir Blast – June 2023
Action 11	Community Events – Town Centre Built Environment	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20). Programme for 2023 approved December 2022
Action 12	Floral Godalming	
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.		Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund, awarded Silver Gilt in South & south East in Bloom. 2023 will see an expansion of floral displays in Church Street. Options for floral

		displays at Inn on the Lake Roundabout and Chalk Road roundabout being investigated.
Action 13	Floral Godalming	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		No progress to date due to staffing capacity
Action 14	Signage, Rails, Bollards, Bells, Benches & Buildings	
<ul style="list-style-type: none"> • Conduct a full audit of street furniture • Implement a programme of repair and renovation during 2021 • Audit info-signage for accuracy • Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. 		Repair of Town Centre street furniture carried out April–June 2021. Town centre cross over drains renovated March 2022. Public benches and 'The Square' bus stop renovated 22/23 Replacement memorial bench installed in grounds of St Peter & St Paul
Action 15	The Pepperpot	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		Exterior decoration of Pepperpot identified on GTC Capital works program for FY 2024/25
Action 16	The Pepperpot	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		Investigation indicated this proposed option not to be feasible - no future action
Action 17	Buildings of Local Merit	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		No progress to date due to staffing capacity
Action 18	Public Art	
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.		CIlr PMA Rivers initiated Art Forum.
Action 19	Regeneration and Supporting the Local Economy	
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: - 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; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time."		GTC providing online footfall data for businesses to assess potential of Godalming as a business environment Godalming Town Council is supporting the Chamber of Commerce in its aim to create a Business Improvement district and has allocated funding to support the BID process

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

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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