

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD

ON THURSDAY, 24 JULY 2025

- * Town Mayor (Cllr Crooks)
- * Deputy Town Mayor (Cllr Kiehl)

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

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

164. **MINUTES**

The Minutes of the Extraordinary meeting of the Council held on 30 June 2025 were signed by the Mayor as a correct record.

165. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and recorded as above.

166. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

167. **PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC**

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

168. **QUESTIONS BY MEMBERS**

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

169. **OFFICIAL ANNOUNCEMENTS, LETTERS, ETC**

There were none.

170. SMARTPHONE FREE CHILDHOOD

Members received a presentation from Gemma Taylor and Roz Maree on the Smartphone Free Childhood movement.

Members thanked the presenters for an informative and enlightening presentation.

On the suggestion of Cllr Martin, it was agreed that an invitation should be extended to the Smartphone Free Childhood area organisers to present at the Annual Town Meeting.

On the proposal of Cllr PMA Rivers, seconded by Cllr Crowe, Members resolved to agree that GTC should use its social media and website to promote the Smartphone Free Childhood platforms:

[@smartphonefreechildhood](https://www.smartphonefreechildhood.org)

171. PRESENTATIONS FROM WAVERLEY BOROUGH COUNCIL

Broadwater Park – Former Golf Course

Members received an update from Debbie Smith, Development Programme Manager, and Paul Smith, Capital Projects Manager, Waverley Borough Council on the former golf course at Broadwater Park.

Members noted the presentation and likely timescales for the project and asked that GTC is kept informed of progress.

172. COMMITTEE REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED

Environment & Planning Committee

Neighbourhood CIL Awards: Farncombe Day Centre & Guildford Hockey Club

Members noted that two Neighbourhood CIL funding recommendations from the Environment & Planning Committee were to be considered as separate items later on the agenda.

Policy & Management Committee

Community Asset Transfers & Local Government Reorganisation: Use of Earmarked Reserves

Members noted that The Policy & Management Committee proposed a governance framework and authorisation protocol to ensure appropriate oversight and transparency for the use of the LGR reserve fund and that this would be considered as a separate item later on the agenda.

The Pepperpot Restoration Project

Members were informed that having recognised both the urgency and the civic importance of securing this iconic building for future generations, The Pepperpot continues to undergo a significant programme of structural and conservation-led restoration, with key works already completed and others progressing.

The Policy & Management Committee reviewed the updated financial position and is recommending the allocation of an additional £149,000 to support the project's full and proper

completion. A formal resolution regarding this matter to be considered as a separate item later on this agenda.

Re-designation of the Youth Service Support Group

The Policy & Management Committee supported a recommendation from the Staffing Committee and requested that Full Council approves the re-designation of the Youth Service Support Group as a function of the Policy & Management Committee.

Full Council resolved to agree that Youth Service Support Group is to act as a working group of the Policy & Management Committee and is to report directly to that P&M committee.

Staffing Committee

An update on staffing matters was provided within the exempt section of the meeting.

173. TO RECEIVE MINUTES OF COMMITTEE MEETINGS

The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

	Meetings Dated
Audit Committee	22 May 2025 10 July 2025
Environment & Planning	5 June 2025 17 July 2025
Policy & Management Committee	22 May 2025 5 June 2025 17 July 2025
Staffing Committee	22 May 2025 10 July 2025

174. FARNCOMBE DAY CENTRE: NEIGHBOURHOOD CIL APPLICATION

The Environment & Planning Committee considered a request from Farncombe Day Centre for £18,600 of Neighbourhood CIL funding to undertake a feasibility study. The study will inform a Strategic CIL bid for the full regeneration of the Centre, a key community facility supporting older residents and carers.

The Committee found the application compliant with Regulation 59C and the Council's CIL policy, noting its strategic relevance and potential long-term benefit and recommended its approval to Full Council.

Full Council resolved to approve a Neighbourhood CIL grant of £18,600 to Farncombe Day Centre to support the feasibility study, subject to the following conditions:

- The feasibility study is to be completed and submitted to Godalming Town Council by 31 October 2025, to inform a strategic CIL bid to Waverley Borough Council.
- Farncombe Day Centre must continue active engagement with both Waverley Borough Council and Godalming Town Council throughout the project and provide key outcomes from the study to the CEO.
- Funds shall be released only on receipt of valid invoices or under the terms of a formal contract agreed by the council.

175. GUILDFORD HOCKEY CLUB: NEIGHBOURHOOD CIL APPLICATION – FLOODLIGHT REPLACEMENT

The Environment & Planning Committee considered a £100,000 Neighbourhood CIL request from Guildford Hockey Club to replace failing floodlights at its Broadwater School facility with energy-efficient LED systems. The project supports increased community access, youth and women's sport, and long-term sustainability.

The total cost is £134,400, with the remaining £34,400 funded from a joint sinking fund. The Committee confirmed the proposal meets CIL criteria and offers clear community benefit and recommended its approval to Full Council.

Full Council resolved to approve a Neighbourhood CIL grant of £100,000 to Guildford Hockey Club for the floodlight replacement project, subject to the following conditions:

- Guildford Hockey Club is to provide confirmation of contractor appointment and project delivery by 31 October 2025.
- Godalming Town Council will reimburse 74.63% of submitted invoices, up to a maximum of £100,000, with the remaining balance funded by the applicant.
- Guildford Hockey Club is to report to Godalming Town Council within 12 months of completion on:
 - Energy savings achieved;
 - Growth in community usage; and
 - A plan to replenish the sinking fund drawn upon to part-fund the works.

Any publicity, media, or signage relating to the floodlight upgrade must acknowledge Godalming Town Council's financial contribution through Neighbourhood CIL.

176. COMMUNITY ASSET TRANSFERS & LOCAL GOVERNMENT REORGANISATION – EXPENDITURE FROM EARMARKED RESERVES

The Policy & Management Committee considered the appropriate use of earmarked reserves in supporting Community Asset Transfer (CAT) activity and initiatives arising from Local Government Reorganisation (LGR). Previously, CAT-related costs were met from the Professional Fees Reserve. However, with the creation of the dedicated LGR Reserve, the Committee agreed this provides a more appropriate and identifiable funding source.

In line with Financial Regulation 4.11, which requires that any addition to or withdrawal from an earmarked reserve be approved by Full Council, the P&M committee proposed a governance framework and authorisation protocol for use of the LGR Reserve for the approval of Full Council.

On the proposal of Cllr Martin and seconded by Councillor Crowe, Members expressed thanks to the LGR working group and council staff for the thorough and expedient work being undertaken to ensure the best outcomes for Godalming resulting from this once in 50-year LGR in Surrey.

Recommendation

Having considered The Policy & Management Committee proposals, Full Council resolved to agree the following:

Scope of Expenditure: Costs related to Expressions of Interest and Business Cases for land, property, or service transfers—as recommended by the LGR Working Group and approved by the P&M Committee—shall be met from the LGR Reserve.

Eligible Costs: May include administrative support, legal, valuation or surveyor fees, consultancy, public engagement (e.g. newsletters, publicity), and other LGR-related expenditure.

Budgetary Limitation: Spend shall not exceed the balance of the LGR Reserve without further Full Council approval.

Authorisation Protocol: Authority is delegated to the Chief Executive Officer, in consultation with the Chair of the LGR Working Group, to authorise such expenditure. All spending shall be reported to the Policy & Management Committee.

177. PEPPERPOT RENOVATION – ADDITIONAL FUNDING ALLOCATION

Further to the resolution of the Policy & Management Committee at its meeting of 17 July 2025, Members were asked to consider and approve the release of additional funding to enable the completion of the ongoing restoration and structural repair works of The Pepperpot.

The Pepperpot project, as detailed in the P&M committee's progress report and associated cost centre update, continues to advance well. However, the scope of works and historic cost deferrals have resulted in a total revised project estimate of £316,000, inclusive of a 5% contingency.

To ensure completion without further delay or avoidable cost escalation, Full Council was requested to authorise the allocation of an additional £149,000, which including the previously agreed expenditure (Min No 643-24 refers) will be funded as follows:

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

Members noted that GTC is the custodian of the Pepperpot and with that comes responsibilities. Members agreed that this funding, drawn from a mix of reserves and in-year underspends, will allow the Council to honour its longstanding commitment to preserving The Pepperpot's heritage, while avoiding further delay, risk, or cost escalation.

Therefore, Full Council unanimously resolved to agree to:

- i. Notes the project update and financial report on the Pepperpot renovation works;
- ii. Authorise the release of an additional £149,000 to support the completion of the project, which with the funding agreed at Min No. 643-24 is to be funded as set out in the table above;
- iii. Reaffirm its commitment to the completion of this critical heritage and civic building project in full, recognising the importance of timely investment to secure The Pepperpot's long-term structural integrity and continued public value.

178. SOUTH AND SOUTH-EAST IN BLOOM

Members noted that the judging for the South and South-East In Bloom (SSEIB) competition for the town centre area took place on Wednesday, 2 July and for Nightingale and Eashing Cemeteries on Thursday, 10 July. In preparation for the judging the CEO asked the Grounds

Maintenance team to provide the judges with a briefing document highlighting their work over the last 12 months. These briefing notes were provided to Members, who expressed that they found them an interesting and informative read. On the suggestion of Cllr Weightman, it was agreed that the briefing notes would be of interest to a wider audience than just the In-Bloom judges and should be combined into a single brochure and published on the GTC website.

Members also noted Godalming Town Council's success in the 2025 Godalming-in-Bloom competition (which is a separate from the National In-Bloom competition), in which this year GTC was awarded top spot for the Town Centre floral displays and that the Broadwater Youth Centre Wellness Garden won best Community Garden. Members were also delighted to note that Jane Fitzsimmons, a GTC Senior Youth Support Worker and the driving force behind the wellness garden project who named as the Godalming Gardener of the Year.

179. CITIZENS' ADVICE SLA REPORT

As required by the SLA between GTC and Citizens Advice South-West Surrey (CASWS), Members received a report from CASWS relating to Q1 2025 – 2026.

180. SEALING OF DOCUMENTS, ETC.

The following resolution was passed nem con.

THAT THE CHIEF EXECUTIVE OFFICER BE AUTHORISED 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 TOWN COUNCIL.

181. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 4 September 2025 at 6.30pm.

182. ANNOUNCEMENTS

Members were informed that the wreath laying to commemorate the 80th anniversary of VJ day and the end of the Second World War on Friday 15th August has been moved from 09:00 to 12:00 to align with the national two-minute silence,

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 20 & 21 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E /LEGALLY PRIVILEGED INFORMATION, AND STAFFING MATTERS.

183. SKILLWAY LEASE

Members considered the final draft lease for the former chapel buildings at Nightingale Cemetery to be offered to the Christian Warehouse Trust for use by the Skillway workshops. (attached to the record minutes) and resolved to approve the lease and agreed that the CEO arrange for this lease to be signed and sealed on behalf of the Council.

184. STAFFING MATTERS

Members received a report from the CEO relating to the recruitment of a Finance Manager and Deputy Chief Officer.