

MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE HELD ON 18 SEPTEMBER 2025

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

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

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

288. MINUTES

The Minutes of the meeting held on 28 August 2025, having been previously circulated were signed by the Chair as a true record.

289. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

290. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

291. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

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

292. QUESTIONS BY MEMBERS

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

293. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

	£
Godalming Town Council	
Accounts paid since the 5 August to 15 September 2025	316,280.50
Receipts received since the 5 August to 15 September 2025	54,662.70
Balance held in HSBC Current Account	
Balance at 15 September 2025	78,141.70
Balance held in the HSBC Business Deposit Account	
Balance at 15 September 2025	342,866.03
CCLA Deposit Account	
Balance at 15 September 2025	1,050,000.00

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

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

294. BUDGET MONITORING

Members noted a budget monitoring report to 31 August 2025 (detailed report attached to record minutes).

295. POLICY DOCUMENT REVIEW

Members reviewed the Council's Safeguarding Policy which had been updated to reflect changes in Surrey County Council's reporting procedures.

Members noted that the amendments were for administrative changes and did not change the overall safeguarding policy, as such Members approved the changes to be enacted with immediate effect without recourse for readoption by Full Council.

296. CUSTOMER COMPLAINTS POLICY & PROCEDURE – CONSOLIDATION INTO A SINGLE DOCUMENT

On the proposal of Cllr Heagin, seconded by Cllr Follows, Members RESOLVED to accept the recommendations set out in the agenda concerning the replacement of the Council's existing two complaints documents with a single, consolidated Customer Complaints Policy & Procedure.

Members noted that the new document will:

- provide a single, authoritative source for both the public and Officers, ensuring consistent timeframes and processes;
- set out clear roles, responsibilities, and escalation routes, including Member oversight at Stage 2;
- embed commitments on equality, accessibility, and data protection; and
- supersede the legacy "How to Make a Complaint" and "How to Handle a Complaint" procedures.

Members also noted that the consolidated policy reduces duplication, improves transparency, aligns with good practice guidance, and will be subject to review after 12 months.

Members RESOLVED to recommend to Full Council that the consolidated Customer Complaints Policy & Procedure be adopted and that the two legacy documents be formally withdrawn.

297. EXPLORATION OF OPTIONS FOR ADDITIONAL 3G (ARTIFICIAL PITCH) PROVISION – SCOPING ONLY

The Committee considered a report seeking authority for a site- and size-agnostic scoping exercise to understand local need and delivery options for additional pitch provision in Godalming, timed to inform a potential Strategic Community Infrastructure Levy (CIL) submission in October 2026.

Amendments to Recommendations

Members resolved that:

- **Recommendation (a)** be amended to delete reference to “3G provision” and replace with “pitch provision,” and that the wording be further amended to add “or pitch type” after “location or pitch size/format.”
- An additional recommendation, **(i)**, be included, stating that *the Stakeholder Scoping Group be tasked with examining alternatives to plastic 3G pitches.*

External Input

The Chair invited Mr David Kingsmill of Sport Godalming to address the Committee. Mr Kingsmill outlined the findings of Sport Godalming’s 2024 Sporting Summit, which highlighted:

- a clear lack of pitch capacity in the town;
- the challenges of identifying suitable locations for additional facilities; and
- the estimated cost of providing a full-size artificial pitch, being upwards of £1 million.

Committee Discussion

Members noted the evidence presented and expressed concern about the environmental impact of artificial pitches. In particular, Members highlighted the importance of monitoring anticipated changes in legislation and guidance relating to artificial surfaces, as these could materially affect future options.

Resolution

On the proposal of Cllr Follows, seconded by Cllr Heagin, subject to the agreed amendments, Members **Resolved** to approve the report’s recommendations set out below, and to note the contribution made by Mr Kingsmill on behalf of Sport Godalming.

- a. **Scoping Authorisation** – Officers undertake a time-limited Needs & Options Scoping Exercise to explore additional pitch provision within the Godalming area, without predetermining any location, pitch size/format, or pitch type.
- b. **Stakeholder Scoping Group** – A short-life, advisory Stakeholder Scoping Group be established (draft Terms of Reference below), chaired by the CEO.
- c. **Community Representation** – The Group shall include community representation, with a specific focus on independent/non-club-affiliated users (e.g., demand for ¼- and ½-pitch bookings).
- d. **Evidence & Options Report** – Officers prepare a concise Needs & Options Scoping Report covering demand, usage patterns, delivery models, high-level site screening, operational considerations, and funding routes (including Strategic CIL positioning).
- e. **Scoping Budget (if required)** – Approve up to £5,000 in 2025/26 for engagement tools, and limited specialist input, to be identified by the CEO from existing budgets.
- f. **Timetable** – Receive an Interim Update by March 2026 and the final Scoping Report by July 2026, to enable a Member decision in September 2026 on whether to proceed to a Strategic CIL submission (October 2026).
- g. **No Commitment** – Note this is scoping only; any future proposal (including any CIL bid, site, specification, funding and delivery model) will return to Committee/Council with a full business case and impact assessment before any commitment is made.

- h. **Noting Prior Direction** – Note that, further to Full Council direction, Officers will liaise with Broadwater School and other partners as significant stakeholders in this scoping work.
- i. **Environmental Considerations** – The Stakeholder Scoping Group be tasked with examining alternatives to plastic 3G pitches.

Draft Terms of Reference: 3G Stakeholder Scoping Group (Advisory)

Remit:

- Gather and test evidence of local need, including independent/non-club demand (1/4-/1/2-pitch vs full size).
- Identify a long-list of delivery and partnership options; remain site- and size-agnostic.
- Advise on constraints (planning policy, lighting, noise, access/parking, ecology/flood).
- Highlight funding sources and readiness steps, including Strategic CIL positioning ahead of October 2026.
- Support Officers in producing the Needs & Options Scoping Report.

Membership (indicative): CEO and relevant GTC Officers; Broadwater School; other schools/colleges; Surrey FA/Active Surrey; Sport Godalming; local clubs/leagues; independent user reps; Waverley BC; neighbouring parishes (as relevant).

Meetings & Duration: Potentially up to six meetings September–March; interim input via surveys/email; disbands on submission of the Scoping Report (unless extended by resolution).

Decision-making: Advisory only; no authority to commit GTC.

Outputs: Interim Update (March 2026); Final Scoping Report (July 2026).

298. LGR AND COMMUNITY ASSET TRANSFERS – UPDATE

The Committee received a briefing from Cllr Heagin on the work of the LGR Group.

Progress on CAT Business Cases

Cllr Heagin reported that Tranche 1 and Tranche 2 Community Asset Transfer (CAT) business cases are progressing to Waverley Borough Council (WBC) Executive. Positive responses have been received for two of the three Tranche 3 Expressions of Interest (EOIs) – The Burys and Ockford Ridge Scout & Guide HQs – with WBC indicating that they are still reviewing the EOI for the Band Room and Ranger Station. The business cases for the Scout & Guide HQs have now been submitted.

Outstanding Matters

The LGR Group is still awaiting a response from WBC regarding a meeting to discuss the Borough Hall, and a request has been submitted to WBC for information on leases and licences relating to Holloway Hill Recreation Ground.

Challenges Identified

Cllr Heagin highlighted the challenges associated with the Farncombe Day Centre, including the physical separation from Bowring House and, importantly, the uncertainty surrounding the future funding of day centre services post LGR.

Next Stage of Work

The next stage of the Group's work will be to identify which community services are supported by discretionary funding from either WBC or Surrey County Council (SCC).

Committee Decisions

On the proposal of **Cllr Heagin**, seconded by **Cllr Williams**, Members **RESOLVED** that Godalming Town Council should examine options for increasing its grants budget as a precaution against the possibility that some community groups may lose funding support post-LGR.

On the proposal of **Cllr Heagin**, seconded by **Cllr Follows**, Members further **RESOLVED** that a Freedom of Information (FOI) request be submitted to Surrey County Council to identify which community organisations within the parish of Godalming are funded under Service Level Agreements (SLAs) or similar arrangements by SCC.

Finance

Cllr Heagin advised that the expected cost to GTC for Tranche 1 to 3 asset transfers is approx. £50,000, which is half of the currently allocated sum.

Community Engagement

Cllr Heagin also advised that the LGR Group intends to conduct a second Royal Mail door-to-door delivery to inform residents of which assets have successfully transferred to Godalming Town Council and which remain a work in progress, highlighting any potential future costs to residents where relevant.

Wider Context

Cllr Follows informed Members that Borough Leaders are expecting a decision from the Government on the future of Local Government Reorganisation in Surrey by mid-October.

299. UPCOMING EVENTS

Members to note the following upcoming event(s):

Date	Event
Saturday, 1 November	Godalming Street Market
Friday, 7 November	Godalming Fireworks
Saturday 8 November	Councillors' Poppy Collection – Sainsbury's
Sunday, 9 November	Remembrance in Godalming

300. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members were informed that Cllr Holiday and Follows would be attending the next Chamber of Commerce meeting and that Cllr Heagin would be attending the next meeting of the Holloway Hill sports Association meeting.

301. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting to be publicised.

302. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 30 October 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

303. ANNOUNCEMENTS

Following recent harassment by Members both in-person and on-line, the Chair asked the CEO to circulate details of Operation Ford to all Members.