

MINUTES AND REPORT OF THE POLICY & MANAGEMENT COMMITTEE HELD ON 28 AUGUST 2025

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

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

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

224. MINUTES

The Minutes of the Extraordinary meeting held on 7 August 2025, having been previously circulated were signed by the Chair as a true record.

225. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

226. 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.

227. 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.

228. QUESTIONS BY MEMBERS

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

229. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Due to the Bank Holiday preceding this meeting, meaning the locum Finance Manager was not in the office this item has been deferred to the next scheduled meeting.

230. BUDGET MONITORING

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

231. CESSATION OF NHS USE OF THE WNC

Members noted that GTC has been given notice by the RSCH Trust that, as of 31 October 2025 it will no longer require use of the Wilfrid Noyce Centre.

The RSCH had two daytime sessions, Monday and Wednesdays 1pm-5pm which will now be promoted for other use.

232. COMMUNITY ASSET TRANSFERS (CAT) – UPDATE AND CONSIDERATION OF BUSINESS CASE SUBMISSIONS

Members reviewed the draft business cases for the following sites:

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|--------------------------------------|-----------|
| • The Wilfrid Noyce Centre | Tranche 2 |
| • Crown Court Public Toilets | Tranche 2 |
| • Farncombe Public Toilets | Tranche 2 |
| • Community Store | Tranche 2 |
| • The Burys Scout & Guide HQ | Tranche 3 |
| • The Ockford Ridge Scout & Guide HQ | Tranche 3 |
| • The Band Room & Ranger Station | Tranche 3 |

And resolved that the CEO should submit the business cases for Tranche 2 with immediate effect and on receipt of confirmation from WBC that the Expressions of Interest submitted for Tranche 3 assets meet the CAT criteria, the CEO is authorised to submit the business cases for the Tranche 3 assets.

Members received an update from the Chair of the LGR Task & Finish Group on the work of that group.

Members were reminded that Surrey County Council is holding a **Parish and Town Council specific Neighbourhood Area Committees Briefing Webinar for all Parish and Town Councils** on 9 September at 1900 hours and were encouraged to register for the meeting at [Neighbourhood Area Committees Webinar](#). Members were emailed details.

Members were informed that the LGR group believes that the Borough Hall, a Tranche 4 asset, should be considered outside of the standard CAT structure and have written to WBC to request a meeting to explore how this might be achieved. It was noted that the strategy for how to proceed with the Borough Hall will be dependent upon the outcomes of the meeting. Members were informed that the invite was sent to the WBC portfolio holder and officers, who have acknowledged the request and have stated they will seek to confirm a date and time. The LGR group believes that the CEO and two Members should represent GTC, it is hoped that Cllr S Downey and Cllr Thomson will be available once the date is confirmed.

Members were informed that an inspection of WBC adopted budget for 2025/26 indicates that WBC has allocated £30,000 for the renovation/improvement of bus shelters in Godalming within the Capital Fund budget, noting that transfer of the shelters to Godalming will be a long-term saving to WBC.

Members authorised the CEO to write to WBC Officers and to the finance and assets portfolio holder to enquire how that funding is being utilised and request that to expediate the transfer that any unspent funds be transferred to Godalming along with the responsibility for the upkeep and maintenance of former WBC bus shelters in Godalming. Members also authorised the CEO to enquire on the progress of any outstanding claims against third parties for damage to bus shelters in Godalming.

Additionally, Members were informed that it is believed that approximately £67,000 of S106 funding is allocated for improvements to Holloway Hill Recreation Ground, which is on GTC's LGR list as a potential tranche 4 asset. Members requested the CEO makes enquiries of WBC regarding the allocation of this funding and which improvements it is intended to fund.

The Chair of the LGR informed Members that it is intended for the LGR to meet fortnightly to seek to enable details of CATs to be brought to Council for consideration as quickly as possible. As part of this work, Members were informed that the LGR will need to start work to establish any future financial and/or staffing requirements and to establish any work or management schedules in order to effectively manage the assets. Members agreed that this work should progress at risk in advance of WBC offering Heads of Terms for Community Asset Transfers, starting with Tranche 1 assets.

Members were informed that the LGR had been expecting the Tranche 1 asset to be considered at WBC Executive Committee on Tuesday, 2 September, in line with the WBC Forward Plan of Key Decisions. Unfortunately, this appears not to be the case, as such the LGR suggests, and Members agreed, that a question is put to the Committee to seek assurances that they will be considered at the next scheduled meeting and that future dates for consideration of CATs will be added. It was agreed that Cllr Weightman should attend the WBC Executive Committee meeting to put an informal question to that committee (the deadline for a formal question for the meeting of 2 September was midday on 27 August).

233. THE MEATH EPILEPSY CHARITY – ‘EVERY MINUTE COUNTS’

In October 2024, GTC awarded a grant to The Meath Epilepsy Charity to support their ‘Every Minute Counts’ initiative.

Members noted the outcomes of the initiative as set out in the report and stated that it is very good to have such a positive report on the outcomes of a project from a grant recipient.

234. CHRISTMAS IN GODALMING AND FARNCOMBE

Members received an update on the progress of planning for the 2025 Christmas events in Godalming and Farncombe. The programme will include:

- Christmas Lights Switch-On in Farncombe at the Day Centre on Friday, 5 December, followed by
- Farncombe Christmas Market on Saturday, 6 December, and
- Godalming Christmas Festival Market and Santa’s Grotto on Saturday, 29 November.

It was noted that the Celebration of Christmas in the Minster Church of St Peter & St Paul has been confirmed following positive feedback from the 2024 trial event.

However, due to the unavailability of a key element in the proposed Christmas Lights switch-on plan, Officers are now exploring alternative options to ensure a safe, practical, and enjoyable event. As the planning timeframe is now compressed, Members agreed it was prudent to delegate the planning and delivery of the Christmas Lights switch-on event to Officers, with the understanding that:

- Officers will continue to ensure compliance with relevant safety regulations and legislative requirements;
- the event remains within the allocated Festivals and Market cost centre budget; and
- a Member consultation mechanism be put in place to provide strategic oversight.

Accordingly, Cllr Follows, Cllr PMA Rivers and Cllr Kiehl were nominated to act as the designated Members to be consulted by Officers during the planning and delivery process, providing a sense check and supporting final decision-making as required.

235. PEPPERPOT UPDATE – STRUCTURAL REPAIR UPDATE

Members received an update on the progress of restoration and repair works at The Pepperpot and were briefed on the level of the structural issues uncovered during works on

the stair tourelle. Members were informed that it is now likely that the whole structure will need to be dismantled and reconstructed, which it is estimated will add an additional £40,000 to the project. Officers to update Members on the anticipated costs once the structural engineer and advice from the Listed Buildings Officer have been received.

Members indicated that they would wish for a re-opening/project completion event to be arranged and that, if possible, they would like a time capsule to be created with an item from each of the local infant/primary schools and an item from GTC.

236. UPCOMING EVENTS

Members noted the following upcoming event(s):

Date	Event
Saturday 6 September	Godalming Duck Race
Saturday, 13 September	Farncombe Market
Saturday, 1 November	Godalming Street Market
Sunday, 9 November	Remembrance in Godalming

237. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

There were no updates received.

238. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no specific items from this meeting for additional publicity.

239. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 18 September 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

240. ANNOUNCEMENTS

There were no announcements.