

GODALMING TOWN COUNCIL

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23 January 2026

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 29 JANUARY 2026 at 6.30pm.

Andy Jeffery

Andy Jeffery
Chief Executive Officer

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 [YouTube](#) page.

Committee Members:	Councillor Kiehl – Chair Councillor Williams – Vice Chair
Councillor Adam	Councillor Marshall
Councillor Crowe	Councillor Martin
Councillor C Downey	Councillor PMA Rivers
Councillor S Downey	Councillor PS Rivers
Councillor Duce	Councillor Steel
Councillor Follows	Councillor Thomson
Councillor Heagin	Councillor Weightman
Councillor Holliday	

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting of the Committee held on the 8 January 2026, a copy of which has been circulated previously.

2. **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.

The Comments and observations from the following Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

Councillor Crowe	Councillor PMA Rivers
Councillor Duce	Councillor PS Rivers
Councillor Follows	Councillor Williams
Councillor Martin	

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

The Chair 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;
- 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. CORRECTION TO MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2025

The minutes of the 27 November 2025 meeting of this committee failed to record the attendance at that meeting of Cllr Marshall. Members are requested to resolve to note this error and to approve the correction.

Recording the correction in the new minutes

Members to note that if it is resolved to note and approve the correction, the minutes of this meeting will record that:

"It was noted that an error had been identified in the minutes of the meeting of the Environment & Planning Committee held on 27 November 2025. The minute of that meeting failed to record the attendance of Cllr Marshall at the meeting. The council agreed that this correction be recorded in the minutes of this meeting and that the original minutes of the 27 November 2025 be annotated to refer to the minutes of 29 January 2026."

7. PLANNING APPLICATIONS – CONSULTATION

The full schedule of planning applications received from the Local Planning Authority since the last meeting is attached for the information of Members.

8. PLANNING APPLICATIONS – SUBJECTED TO AMENDMENT

Members to consider planning applications previously considered by this committee for which subsequent amendments have been submitted.

9. WBC CONSULTATION – DRAFT GODALMING NAVIGATIONS CONSERVATION AREA APPRAISAL DOCUMENT

Members are asked to:

- a. consider the attached Officer report on the consultation;
- b. review the attached draft Town Council response and provide comments or amendments;
- c. consider the use of Officer time in relation to the review of Buildings of Local Merit and the nomination of schemes for the Design Awards; and
- d. approve the final response for submission to Waverley Borough Council before the 20 February.

10. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

11. DATE OF NEXT MEETING

The next meeting of the Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 19 February 2026 at 6.30pm.

12. ANNOUNCEMENTS

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

GODALMING TOWN COUNCIL

ENVIRONMENT & PLANNING – SCHEDULE OF PLANNING APPLICATIONS – 30 DECEMBER 2025-19 JANUARY 2026

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 26/01				
TM/2025/02508	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT TO TREE PRESERVATION ORDER WA171	Pineglade 24 Shadyhanger Godalming GU7 2HR	
WA/2025/02494	Godalming Central & Ockford	Erection of an outbuilding and associated works (retrospective).	12a Coopers Rise Godalming GU7 2NJ	
TM/2025/02509	Godalming Holloway	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 43/99	Highwood Summerhouse Road Godalming GU7 1QB	
WBC Weekly List 26/02				
WA/2026/00046	Godalming Binscombe & Charterhouse	Construction of terraces with retaining wall, railings, pergola and external stairs; creation of garden room and associated works following removal of existing terrace.	Larchwoods Knoll Road Godalming GU7 2EL	
WBC Weekly List 26/03				
TM/2026/00090	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 03/04	Saqqara Knoll Road Godalming GU7 2ER	
WA/2026/00053	Godalming Central & Ockford	Certificate of Lawfulness under Section 191 for existing use of land rear of the garden at 3 South Hill as residential curtilage.	3 South Hill Godalming GU7 1JT	
WA/2026/00088	Godalming Central & Ockford	Advertisement consent to display 3 illuminated fascia signs, 1 illuminated projecting sign, 2 backlit billboard signs and 6 trolley bay signage following removal of existing signage.	Unit 1 Woolsack Way Godalming GU7 1DR	
WA/2026/00056	Godalming Holloway	Certificate of lawfulness under S192 for alterations to roof including dormer extension and rooflights.	16 Phillips Close Godalming GU7 1XZ	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2026/00095	Godalming Holloway	Erection of a single storey extension including rooflights and alterations to elevations; construction of off road parking with storage below and associated works following demolition of existing retaining walls and shed.	20 Town End Street Godalming GU7 1BH	
NMA/2026/00061	Godalming Holloway	Amendment to WA/2024/02026 to amend condition 3 of the approved permission in regard to the approved materials finish colour.	38 Chestnut Way Godalming GU7 1TS	

9. GODALMING NAVIGATIONS CONSERVATION AREA APPRAISAL (CAA)

1. Background

Waverley Borough Council (WBC) has produced the Godalming Navigations Conservation Area Appraisal (CAA). This document is now out for consultation and comments from the community are requested.

The purpose of this report is to summarise the key findings of the CAA, including proposed boundary changes and management plan actions and projects, with a view to Members agreeing a response.

The CAA assesses the character and condition of the Conservation Area (CA) and contains a Management Plan which sets out proposed actions/projects aimed at preserving and enhancing the CA, as well as managing change in the future.

The final document will be adopted by WBC as a material consideration to be used in the determination of any application for planning permission and listed building consent within the Conservation Area. It will also be used to influence enhancement schemes for the long-term management of the Conservation Area.

The formal consultation runs from 12 January 2026 to 20 February 2026.

2. Brief Summary

The appraisal confirms that the Godalming Navigations Conservation Area (designated in 2000) is of special historic and landscape value, defined by the 17th-18th century River Wey Navigation, Catteshall Lock, Godalming Wharf, and the Lammas Lands floodplain common, used for grazing and recreation. Its character is predominantly open, rural and linear, with long river vistas and limited built development, the key structures being Catteshall Grange (Grade II listed), the Old Barn, the Wharf, Riverside Cottage, Farncombe Boathouse, Catteshall Lock and the Sluice Gate, all of which positively contribute to character.

The overall condition of the CA is assessed as good, with no heritage assets on the risk register. The principal issues affecting character are parking on Catteshall Road, particularly along the bridge, poor pedestrian connectivity between the Wharf and the town, and the visual impact of adjacent modern development on the CA's setting.

3. Proposed Boundary Changes

The Conservation Area was designated 25 years ago, so its boundary has been reviewed using Historic England guidance to reflect current significance and land use. Boundary adjustments have been proposed to correct errors and better follow present boundaries. The following areas are proposed to be amended, added or removed from the conservation area:

3.1. Addition – Spur of the River Wey in Catteshall

This waterway is the original route of the river way prior to it being made navigable. While previously not included owing to its isolation from the other areas within the CA it is thought important to now include owing to its contribution in telling the history of the navigations. The history of the river, the navigations and its construction is made clearer by comparison to the original course of the Wey.

3.2. Addition – Southern Bank Along the Wharf Area

The entirety of the bank and walkway area is now being included. Despite the detrimental impact of the sanitary station this part of the bank functions as a part of the Wharf both historically and today. The trees and vegetation in this area help to

define the boundary of the CA. To fully ensure the space around the Wharf is protected the whole bank is proposed to be included.

3.3. Removal – Gardens to the Rear of Properties Along Bridge Road

The other significant change is the removal of the gardens belonging to the properties along Bridge Road. Vegetation and a fence visually separate these gardens from the Lammas Land and though they were once part of this common land they are very clearly now private spaces associated with properties and do not contribute to the experience of the CA.

3.4. Removal – Car Park to the Rear of Magna Riverside

This area is proposed to be removed as it does not contribute to the appearance of the CA. A two metre fence separates the area from the Wharf and they are not viewed together. As a modern car park, it does not contribute to the history of the CA. Members will recall that this area is currently subject to a Rights of Way review.

3.5. Amendment – Boundary Along the Length of Hell Ditch

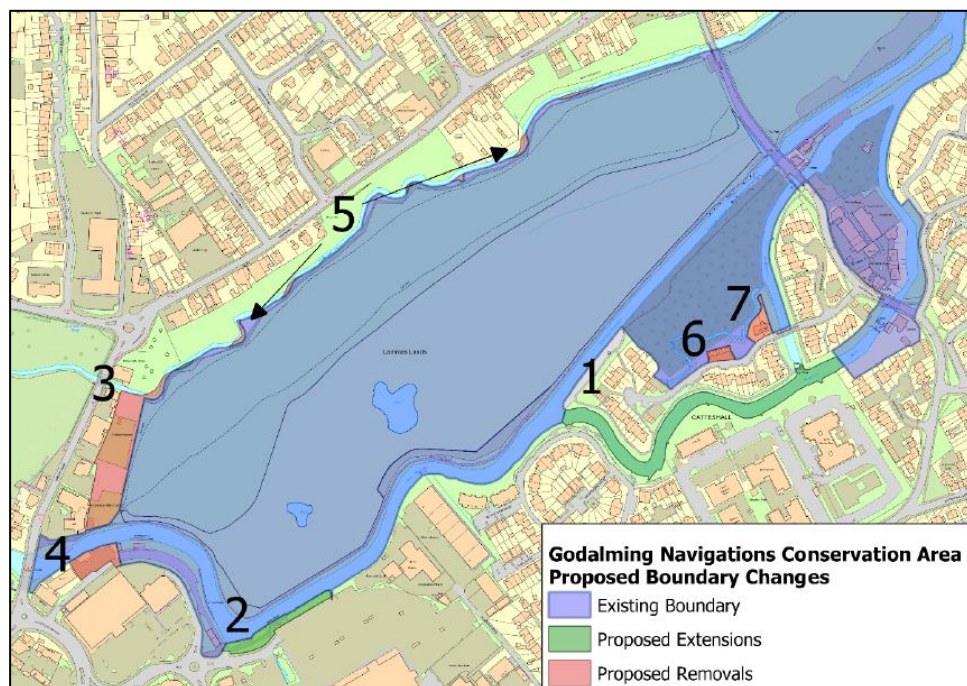
The boundary along Hell Ditch is being refined to better follow the stream's southern bank.

3.6. Removal – Set of Garages on Blackburn Way

These structures are part of a 20th century development that is not included within the CA and makes no contribution to its special value.

3.7. Removal - 18 and 20 Blackburn Way

These structures are part of a 20th century development that is not included within the CA and makes no contribution to its special value.



4. Management Plan Actions & Projects

The following recommendations have arisen from the Appraisal:

4.1. Managing Small Scale Change

Commentary: Small-scale and piecemeal change can cause the greatest damage to the character and appearance of a CA. Whilst there are stricter permitted development rights with a CA, many small-scale changes do not require planning permission.

Recommendation: *That residents, owners and businesses contact the Planning Specialists to discuss any small-scale changes and the potential impact of these on the CA before undertaking the works.*

4.2. Buildings of Local Merit (BLM)

Commentary: WBC has set up a project to identify, review and adopt additional BLM's. This is a community-led project which includes a consultation process with owners and local amenity societies.

Recommendation: *That Godalming Town Council is to take the lead on the project with support given by WBC.*

4.3. Management of Heritage Assets

Commentary: The character of Godalming Navigations CA is heavily reliant on the preservation of the heritage assets. The river itself is a key part.

Recommendation: *The waterway should be continually maintained in a way that is consistent with its heritage asset status while always allowing for its continued utilisation for pleasure craft and ensuring flood resilience. It should also be ensured that the other noted heritage assets within the CA should be maintained properly. These assets should be preserved, and those which are deemed 'at risk' identified.*

4.4. Design Awards

Commentary: It is important to ensure that outstanding design is identified and promoted, especially when it preserves and enhances the CA.

Recommendation: *Godalming Town Council is encouraged to nominate new, outstanding developments to appropriate design awards.*

4.5. Utility Companies

Commentary: Utility works in the Conservation Area can harm street appearance if not properly reinstated. Poor temporary or permanent repairs can undermine character.

Recommendation: *Utility companies should be made aware of and required to follow the CAA and promptly reinstate works to the original standard, with failures reported to Surrey County Council Streetworks for enforcement.*

4.6. Improvement of Public Realm Along Catteshall Road

Commentary: Parking and the utilitarian design of the bridge harm the rural character and key views, and parked cars reduce pedestrian safety and visibility. Parking restrictions and a clearly marked crossing are recommended to improve safety, appearance, and access to the towpath.

Recommendation: *Restrictions be put in place to limit cars parking along the central part of the bridge. In addition, should an opportunity present itself to replace the metal railings it should be encouraged that the new railing be sympathetic to the character of the CA.*

Opportunities for the provision of additional, off street, parking for Farncombe Boat House and surrounding business should also be explored. Parking is already limited in this area and not sufficient to meet demand. Additional restrictions as suggested above would further worsen this. Off-street parking that respects the character and appearance of the CA would help to ensure this area can be enjoyed to its full potential.

4.7. Improvements to the Public Realm at the Wharf

Commentary: The area around the Wharf is well used by the public, particularly in the summer.

Recommendation: *The quality of the public realm here should be monitored and where deterioration is noticed it should be rectified to ensure the safe enjoyment of the space by everyone. Although there are currently benches present at the Wharf, it is recommended that additional seating should be provided and facilitate its enjoyment by more people.*

4.8. Public Realm Improvements Around Sainsbury's

Commentary: While an opening/path is currently in existence between Sainsbury's and the Wharf, it is behind the sanitary station in a location that is unattractive, unwelcoming and in an inconvenient location.

Recommendation: *Providing a separate opening opposite the existing pedestrian crossing would ensure the pathway is accessible and useful for more people, encouraging the use of the space.*

4.9. National Trust Information Signage

Commentary: The National Trust currently has information boards explaining the history of the Navigations in several location across the CA. The boards are a positive feature. However, they are now quite old and worn and not in an accessible format.

Recommendation: *When the opportunity arises to replace the information signage within the CA the new information boards should be designed in accordance with accessibility standards and in line with current National Trust standards.*

5. Taking the CAA Forward

The CAA identifies the key environmental enhancements that are a priority for the CA. Whilst WBC has a key role in ensuring that the document is implemented and regularly reviewed, many of the Management Plan actions need to be co-ordinated with partner organisations such as Surrey County Council and Godalming Town Council. Without these partners' involvement, many of the projects will neither be viable or achievable.

6. Conclusion

The Godalming Navigations Conservation Area Appraisal aligns well with the Council's priorities as set out in the Godalming & Farncombe Neighbourhood Plan and the Council's Corporate Plan. The appraisal supports the protection and enhancement of heritage assets, environmental quality, sustainable access, and community engagement, key themes in both strategic documents.

6.1. Heritage and Character

Neighbourhood Plan Priority: Protecting Godalming's historic environment and ensuring development enhances the town's character.

Appraisal Alignment: The appraisal identifies and promotes the protection of heritage assets, including listed buildings and buildings of local merit, and encourages the Council to take a proactive role in their identification and protection, in partnership with local groups.

6.2. Environmental Quality and Biodiversity

Neighbourhood Plan Priority: Protecting the sensitive natural environment, including the River Wey and associated green spaces.

Appraisal Alignment: The appraisal highlights the importance of the river corridor, open spaces, and biodiversity, and recommends actions to maintain and enhance these features, supporting the Council's environmental stewardship objectives.

6.3. Community Engagement and Partnership

Corporate Plan Priority: Working in partnership and engaging the community in decision-making.

Appraisal Alignment: The appraisal encourages collaboration with local organisations and public consultation on planning and environmental improvements, supporting the Council's commitment to partnership working.

6.4. Economic Vitality and Tourism

Neighbourhood Plan Priority: Enhancing the vitality of the town centre and supporting the local economy.

Appraisal Alignment: The appraisal recommends actions to maintain and enhance the public realm and visitor experience in the conservation area, which in turn will support tourism and the local economy.

7. Implications for the Council

The actions arising from the CAA are predominantly third-party responsibilities, with the exception of the following, which will require both GTC Officer and Member time:

- reviewing and adopting additional Buildings of Local Merit, which WBC are suggesting Godalming Town Council leads on; and
- nominating new, outstanding developments for future Design Awards.

8. Officer Recommendation

Members are invited to:

- 8.1.** review the draft Town Council response and provide comments or amendments, considering whether any other issues missing from the CAA should be included or if the proposed boundary should be amended further to that being proposed by WBC;
- 8.2.** consider if they support the use of Officer time in relation to the review of Buildings of Local Merit and the nomination of schemes for the Design Awards; and
- 8.3.** approve the final response for submission to WBC before the 20 February.

GODALMING TOWN COUNCIL

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107-109 High Street
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GU7 1AQ

Insert Date

Planning Specialists
Waverley Borough Council
The Burys
Godalming
Surrey
GU7 1HR

Dear Heritage Team

Re: Waverley Borough Council Consultation – Draft Godalming Navigations Conservation Area Appraisal Document

Godalming Town Council (GTC) welcomes the opportunity to respond to Waverley Borough Council's (WBC) consultation on the Godalming Navigations Conservation Area Appraisal (CAA). GTC is pleased to offer strong support for the appraisal and wishes to highlight the following points as justification for its endorsement:

1. Heritage and Character

Protecting Godalming's historic environment and ensuring that development enhances the town's unique character is a key priority of the Godalming & Farncombe Neighbourhood Plan (GoFarNP). GTC Members are pleased that the appraisal identifies and promotes the protection of heritage assets, including both listed buildings and those of local merit, and welcomes the recommendation for the Council to take a proactive role in identifying and protecting these assets, working in partnership with local groups.

2. Environmental Quality and Biodiversity

The sensitive natural environment of Godalming, especially the River Wey and its associated green spaces, is of great importance to the community. The appraisal's emphasis on the river corridor, open spaces, and biodiversity and the recommended actions to maintain and enhance these features for the benefit of current and future generations align with GTC's environmental stewardship objectives.

3. Community Engagement and Partnership

GTC is committed to working in partnership and engaging the community in decision-making. The appraisal's encouragement of collaboration with local organisations and its emphasis on public consultation for planning and environmental improvements are strongly supported.

4. Economic Vitality and Tourism

Enhancing the vitality of the town centre and supporting the local economy are central to the GoFarNP. GTC endorse the appraisal's recommended actions to maintain and enhance the public realm and visitor experience in the conservation area, which in turn will support tourism and the local economy.

GTC looks forward to continuing to work closely with WBC, its successor, and other partners to ensure the Godalming Navigations Conservation Area remains a vibrant, sustainable, and cherished asset for future generations.

Yours faithfully

Andy Jeffery
Chief Executive Officer

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.