

GODALMING TOWN COUNCIL

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the EXTRAORDINARY Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 19 FEBRUARY 2026 at 7.30pm or at the conclusion of the preceding Policy & Management Committee meeting.

Andy Jeffery

DATED this 13th day of February 2026.

Andy Jeffery
CEO 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

A G E N D A

1. **MINUTES**

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 12 February 2026.

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,
- 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.

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

6. TRANSFER OF COMMUNITY ASSETS FROM WAVERLEY BOROUGH COUNCIL & LGR UPDATE

Approval of Heads of Terms and Associated Legal Authorisations

Members to note that unlike previous items relating to Heads of Terms under Community Asset transfers, this item is being considered in open session to reflect the position taken by Waverley Borough Council Executive, which held their deliberations on the transfer of Community Assets to Godalming Town Council in open session.

On February 10, Waverley Borough Council agreed in principle for the transfer of the following Community Assets to Godalming Town Council, namely:

- Public Toilets – Crown Court, Godalming
- Public Toilets – North Street, Farncombe
- The Burys Scout & Guide Headquarters
- The Ockford Ridge Scout & Guide Headquarters
- The Wilfrid Noyce Community Centre

A summary report setting out the background to the proposals, the key terms of transfer, and the legal, financial, risk and equality implications for the Town Council, and the Heads of Terms for each asset are attached for the information of Members.

Additionally, Members are requested to note that although it was also agreed by Waverley Borough Council on 10 February 2026 that The Burys Field should be transferred to Godalming Town Council, no proposed Heads of Terms for this asset have yet been drafted. In the event that draft Heads of Terms for the Burys Field are not available for Members consideration at the meeting, Members will be asked to delegate the approval of those Heads of Terms to the Policy & Management Committee if received on the same or similar terms to the Canon Bowring Recreation Ground, and to authorise the CEO to instruct GTC's solicitors to progress the legal conveyancing.

If minded, Members are asked to **resolve** to agree:

- a. The Heads of Terms, as attached, for the transfer from Waverley Borough Council to Godalming Town Council of:
 - Public Toilets – Crown Court, Godalming
 - Public Toilets – North Street, Farncombe
 - The Burys Scout & Guide Headquarters
 - The Ockford Ridge Scout & Guide Headquarters
 - The Wilfrid Noyce Community Centre, and:
 - If received prior to the Meeting, The Burys Field.
- b. The Chief Executive Officer be authorised to instruct Godalming Town Council's solicitors to progress the legal conveyancing required to complete the transfers in accordance with the approved Heads of Terms.
- c. That all associated legal, valuation and surveyor costs, including third-party legal costs, be met by Godalming Town Council and funded from the Local Government Reorganisation Reserve.
- d. If, the Burys Field Heads of Terms are not received prior to the meeting, noting that it is a reserved matter for Full Council to authorise the sealing and signing of the Freehold transfer agreement, Council is requested to delegate to Policy & Management Committee the approval of Heads of Terms if received on the same or similar terms to the Canon Bowring Recreation Ground, and to authorise the CEO to instruct GTC's solicitors to progress the legal conveyancing.

Members are also requested to note that two Community Asset Transfer (CAT) Requests submitted by GTC did not meet the CAT policy criteria based on the assets being WBC operational assets and did not progress through the process:

- Godalming Bandroom and Rangers' Station
- The Community Store

Members are requested to indicate whether they wish the CEO to resubmit a CAT application for the Bandroom omitting the addition of the Rangers' Station, which is believed to be the operational elements of the original Expression of Interest.

Additionally, Members are requested to authorise the CEO to work with the Trustees of the Community Store to secure an extension of the existing occupancy licence to help ensure the future operation of the store.

LGR Update

The Mayor to invite the Chair of the LGR Working Group and the Leader of the Council to provide any updates on the LGR process since the last meeting of the Council.

7. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 14 May 2026 at 6.30pm.

8. 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) 9 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

9. STAFFING MATTERS

Members to receive an update from the Chair of the Staffing Committee on staffing matters.

6. TRANSFER OF LAND FROM WAVERLEY BOROUGH COUNCIL

Approval of Heads of Terms and Associated Legal Authorisations

1. Purpose of Report

To seek Full Council approval of the proposed Heads of Terms (HoT) agreed in principle with Waverley Borough Council (WBC) for the transfer of five land and property community assets to Godalming Town Council (GTC), and to authorise the next stages of the legal process, including funding arrangements and responsibility for third-party costs.

2. Background and Context

Waverley Borough Council has agreed in principle to the transfer of the community assets listed below to GTC as part of the wider programme of asset devolution.

Each proposed transfer is on the basis of agreed Heads of Terms (Subject to Contract). The draft Heads of Terms for each property are attached for Members' consideration.

All transfers are proposed at a consideration of **£0**, with GTC meeting surveyors' and legal costs.

- a) Crown Court Public Conveniences, Godalming;
- b) Wilfrid Noyce Centre, Crown Court Car Park, Godalming;
- c) The Burys Scout & Guide Headquarters, Godalming;
- d) Ockford Ridge Scout & Guide Headquarters, Seymour Road, Godalming; and
- e) Public Conveniences, North Street, Farncombe

The assets fall into two categories:

- **Community Buildings**
 - Wilfrid Noyce Centre
 - The Burys Scout & Guide Headquarters
 - Ockford Ridge Scout & Guide Headquarters
- **Public Conveniences**
 - Crown Court Public Conveniences
 - Public Conveniences, North Street, Farncombe

3. Summary of Key Terms

While each property has its own Heads of Terms, the principal provisions are broadly consistent and are summarised below.

(a) **Sale Price**

All five assets are to be transferred at **£0 consideration**

(b) **Permitted Use**

- **Public Toilets (Crown Court & North Street)**
To be used as public toilets for the public benefit of the local community
- **Scout & Guide Headquarters (The Burys & Ockford Ridge)**
To be used as a Scout and Guide Hut or other community space for the public benefit of the local community

- **Wilfrid Noyce Centre**

To be used as community space for the public benefit of the local community

(c) **Restrictions**

Across the assets, restrictions include:

- Use limited to community/public benefit purposes
- Obligation to keep the buildings in repair and maintained to a good standard
- Requirement to keep the facilities open and accessible for public/community use
- Right of first refusal to Waverley Borough Council (or successor authority) should the Town Council seek to dispose of the freehold in the future

Additional site-specific provisions include:

- **Ockford Ridge Scout & Guide Headquarters** – subject to existing leases and agreements and includes provision regarding ancillary car parking. *(Members to Note: The site plan provided by WBC differs from that used by GTC in its EOI and Business Case, in as much that the WBC version includes the public open space adjacent to the hall where the Ockford Ridge ‘Green Oak’ is located. Clarification has been sought; if the land holding is correct, Members are to note that GTC will become responsible for this TPO tree.)*
- **Wilfrid Noyce Centre** – ancillary car park to be used for the benefit of users of the community space

All properties are to be transferred “**as seen**”, with Waverley Borough Council not undertaking further works other than scheduled maintenance prior to transfer.

(d) **Costs**

For each transfer:

- Surveyors’ costs – to be met by GTC
- Legal costs – to be met by GTC

4. Financial Implications

Members should note:

- All assets transfer at nil consideration.
- GTC will be responsible for all future maintenance, compliance, utilities, insurance and operational costs.
- Legal and surveyor costs associated with the transfers will be borne by the Town Council.

If approved, it is proposed that associated legal and professional fees be met from the **Local Government Reorganisation Reserve**, consistent with the approach agreed by Council on 8 January 2026 in relation to other asset transfers.

Ongoing revenue implications will be reflected within future budget monitoring and medium-term financial planning.

5. Legal Implications

The Heads of Terms are expressly stated to be **Subject to Contract**.

Upon approval, solicitors will be instructed to progress:

- Freehold transfers
- Drafting of transfer deeds
- Incorporation of covenants and restrictions
- Registration at HM Land Registry

Members should note the inclusion of rights of first refusal in favour of Waverley Borough Council (or successor authority).

6. Risk Implications

Primary risks include:

- Building condition liabilities (transfer “as seen”)
- Ongoing maintenance and lifecycle costs
- Compliance responsibilities (including building safety and accessibility standards)
- Operational risks associated with public conveniences

These risks are inherent in asset ownership. However, they are balanced against:

- Long-term local control
- Protection of valued community facilities
- Ability to shape service delivery locally

7. Equality Implications

The continued operation of:

- Public conveniences in Godalming and Farncombe; and
- Established community buildings serving residents supports accessibility, inclusion and community wellbeing.

Recommendation

If minded, Members are asked to resolve:

1. To agree the Heads of Terms, as attached, for the transfer from Waverley Borough Council to GTC of:
 - Crown Court Public Conveniences, Godalming;
 - Wilfrid Noyce Centre, Godalming;
 - The Burys Scout & Guide Headquarters, Godalming;
 - Ockford Ridge Scout & Guide Headquarters, Godalming; and
 - Public Conveniences, North Street, Farncombe.
2. To authorise the Chief Executive Officer to instruct GTC’s solicitors to progress the legal conveyancing required to complete the transfers in accordance with the approved Heads of Terms.
3. That all associated legal, valuation and surveyor costs, including third-party legal costs, be met by GTC and funded from the Local Government Reorganisation Reserve.



**PROPOSED OF HEADS OF TERMS
Subject to Contract**

Property	Crown Court Public Toilets, Godalming, as shown edged red in Plan 1 appended.
Purchaser	Godalming Town Council 107 – 109 Hight Street, Godalming, GU7 1AQ townclerk@godalming-tc.gov.uk 01483 523575 Contact: Andy Jeffery, Town Clerk
Seller	Waverley Borough Council The Burys Godalming GU7 1HR
Permitted use	As public toilets for the public benefit of the local community.
Sale price	£0
Restrictions	<ul style="list-style-type: none">- To be used as public toilets only subject to existing restrictions- To keep in repair and maintain to a good standard- To keep the public toilets open and accessible for public and community use
Terms	<ul style="list-style-type: none">- To offer Waverley Borough Council (or subsequent authority) the right of first refusal should Godalming Town Council (or subsequent authority) seek to dispose of the freehold interest in the asset at a future date.- Site to be taken as seen. Waverley Borough Council will not undertake further works other than scheduled maintenance prior to the proposed transfer.
Surveyors Costs	To be met by Purchaser
Legal costs	To be met by Purchaser

Plan 1. Do not scale.





**PROPOSED OF HEADS OF TERMS
Subject to Contract**

Property	Wilfrid Noyce Centre, Crown Court Car Park, Godalming, as shown edged red in Plan 1 appended.
Purchaser	Godalming Town Council 107 – 109 Hight Street, Godalming, GU7 1AQ townclerk@godalming-tc.gov.uk 01483 523575 Contact: Andy Jeffery, Town Clerk
Seller	Waverley Borough Council The Burys Godalming GU7 1HR
Permitted use	Community space for the public benefit of the local community.
Sale price	£0
Restrictions	<ul style="list-style-type: none">- To be used as a community space only subject to existing restrictions- To keep in repair and maintain to a good standard- To keep the community space open and accessible for public and community use- Ancillary car park to be used for benefit of users of the community space
Terms	<ul style="list-style-type: none">- To offer Waverley Borough Council (or subsequent authority) the right of first refusal should Godalming Town Council (or subsequent authority) seek to dispose of the freehold interest in the asset at a future date.- Site to be taken as seen. Waverley Borough Council will not undertake further works other than scheduled maintenance prior to the proposed transfer.
Surveyors Costs	To be met by Purchaser
Legal costs	To be met by Purchaser



PROPOSED OF HEADS OF TERMS
Subject to Contract

Property	The Burys Scout and Guide Headquarters, Godalming, as shown edged red in Plan 1 appended.
Purchaser	Godalming Town Council 107 – 109 Hight Street, Godalming, GU7 1AQ townclerk@godalming-tc.gov.uk 01483 523575 Contact: Andy Jeffery, Town Clerk
Seller	Waverley Borough Council The Burys Godalming GU7 1HR
Permitted use	As a Scout and Guide Hut or other community space for the public benefit of the local community.
Sale price	£0
Restrictions	<ul style="list-style-type: none">- To be used as a community space only subject to existing restrictions- To keep in repair and maintain to a good standard- To keep the community space open and accessible for public and community use
Terms	<ul style="list-style-type: none">- To offer Waverley Borough Council (or subsequent authority) the right of first refusal should Godalming Town Council (or subsequent authority) seek to dispose of the freehold interest in the asset at a future date.- Site to be taken as seen. Waverley Borough Council will not undertake further works other than scheduled maintenance prior to the proposed transfer.
Surveyors Costs	To be met by Purchaser
Legal costs	To be met by Purchaser

Plan 1. Do not scale.

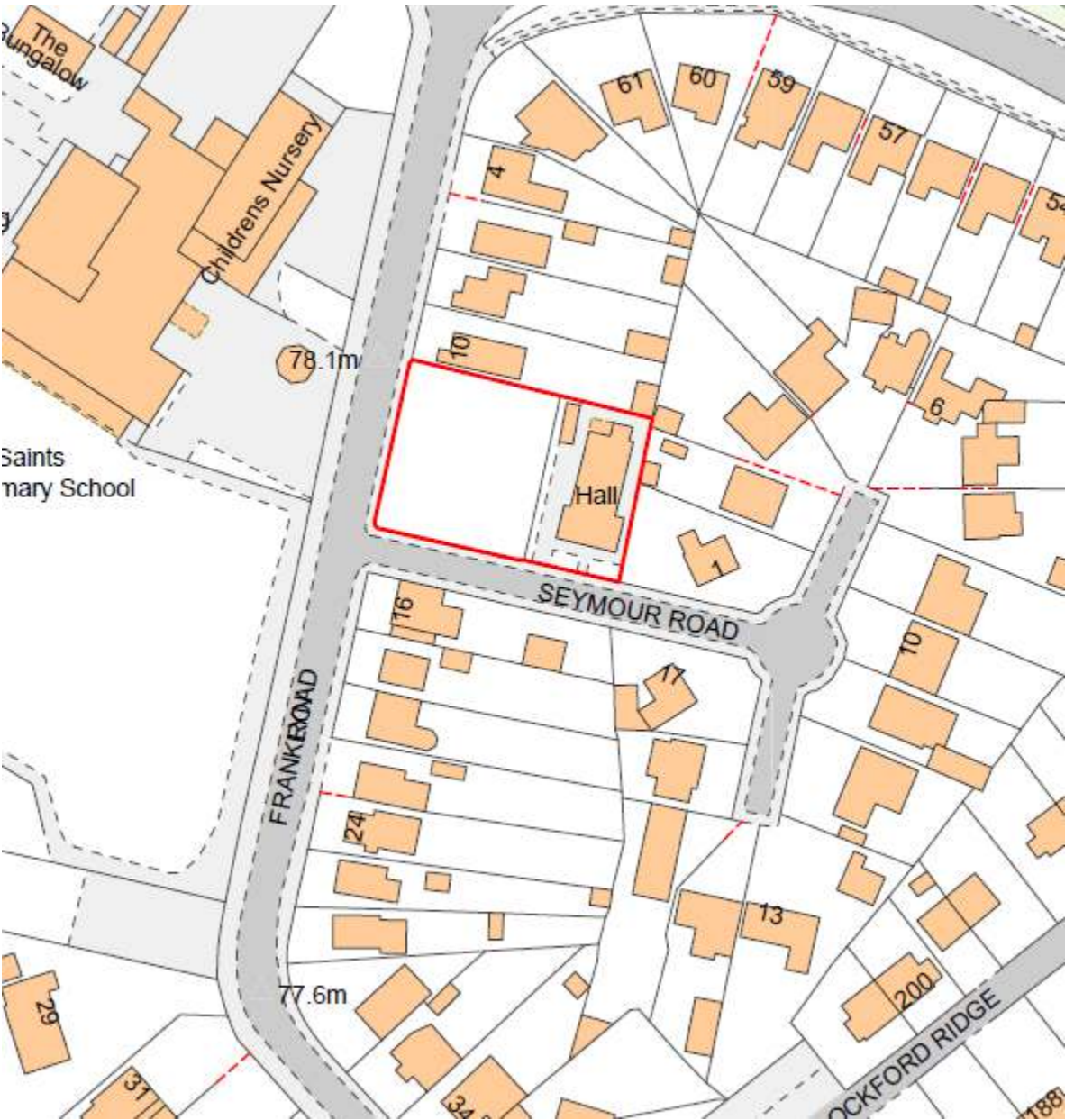




PROPOSED OF HEADS OF TERMS
Subject to Contract

Property	Ockford Ridge Scout and Guide Hut, Seymour Road, Godalming, as shown edged red in Plan 1 appended.
Purchaser	Godalming Town Council 107 – 109 Hight Street, Godalming, GU7 1AQ townclerk@godalming-tc.gov.uk 01483 523575 Contact: Andy Jeffery, Town Clerk
Seller	Waverley Borough Council The Burys Godalming GU7 1HR
Permitted use	As a Scout and Guide Hut or other community space for the public benefit of the local community.
Sale price	£0
Restrictions	<ul style="list-style-type: none"> - To be used as a community space only subject to existing restrictions and leases and agreements - To keep in repair and maintain to a good standard - To keep the community space open and accessible for public and community use - Ancillary car park to be used for benefit of users of the community space
Terms	<ul style="list-style-type: none"> - To offer Waverley Borough Council (or subsequent authority) the right of first refusal should Godalming Town Council (or subsequent authority) seek to dispose of the freehold interest in the asset at a future date. - Site to be taken as seen. Waverley Borough Council will not undertake further works other than scheduled maintenance prior to the proposed transfer.
Surveyors Costs	To be met by Purchaser
Legal costs	To be met by Purchaser

Plan 1. Do not scale.

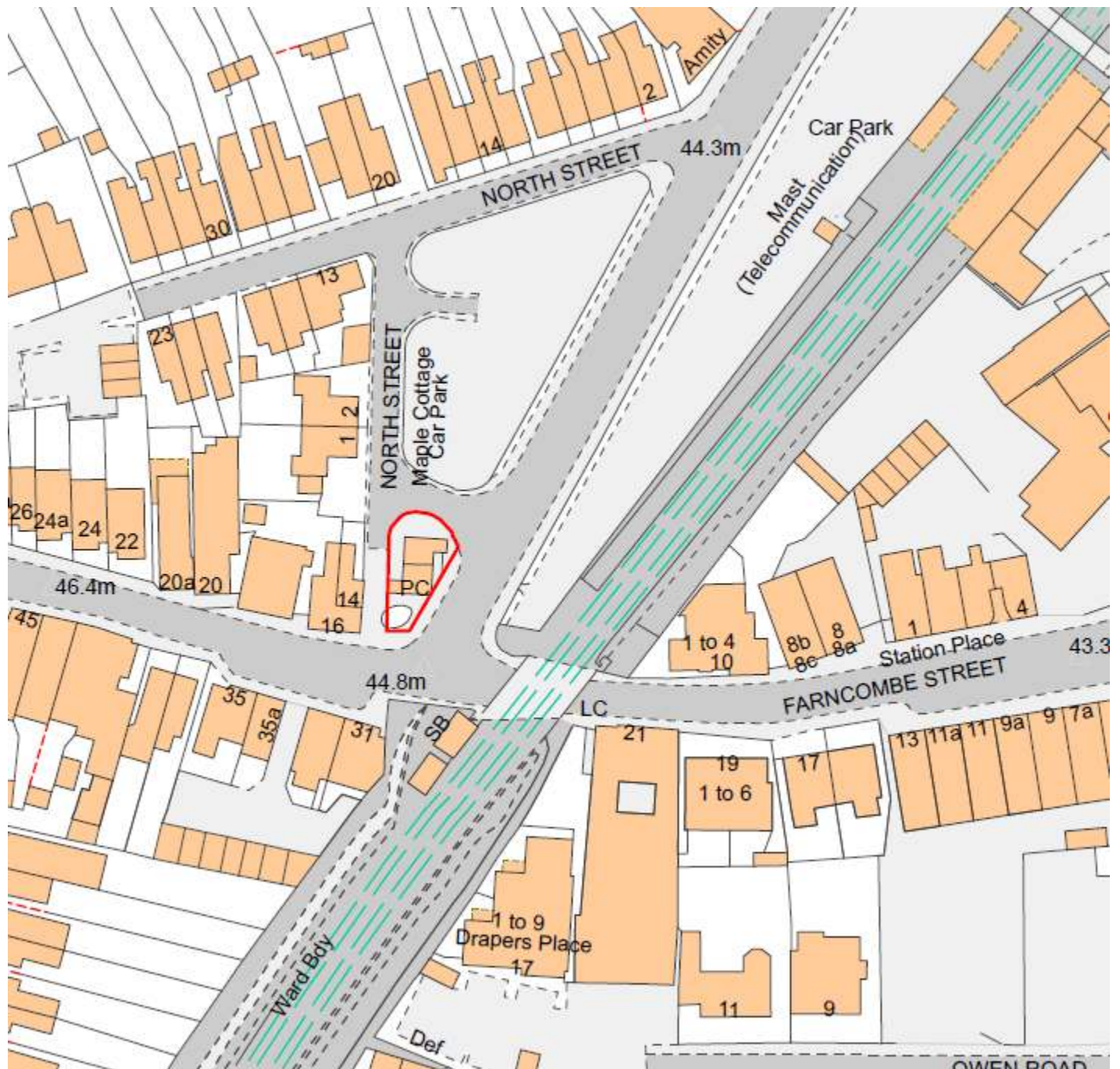




**PROPOSED OF HEADS OF TERMS
Subject to Contract**

Property	Public Conveniences, North Street, Farncombe, as shown edged red in Plan 1 appended.
Purchaser	Godalming Town Council 107 – 109 Hight Street, Godalming, GU7 1AQ townclerk@godalming-tc.gov.uk 01483 523575 Contact: Andy Jeffery, Town Clerk
Seller	Waverley Borough Council The Burys Godalming GU7 1HR
Permitted use	As public toilets for the public benefit of the local community.
Sale price	£0
Restrictions	<ul style="list-style-type: none">- To be used as public toilets only subject to existing restrictions- To keep in repair and maintain to a good standard- To keep the public toilets open and accessible for public and community use
Terms	<ul style="list-style-type: none">- To offer Waverley Borough Council (or subsequent authority) the right of first refusal should Godalming Town Council (or subsequent authority) seek to dispose of the freehold interest in the asset at a future date.- Site to be taken as seen. Waverley Borough Council will not undertake further works other than scheduled maintenance prior to the proposed transfer.
Surveyors Costs	To be met by Purchaser
Legal costs	To be met by Purchaser

Plan 1. Do not scale.



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.