

## GODALMING TOWN COUNCIL

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GU7 1AQ

I HEREBY SUMMON YOU to attend the **MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Bury, Godalming on THURSDAY, 18 JUNE 2026 at 6.30pm.

DATED this 12<sup>th</sup> Day of June 2026

*Andy Jeffery*

Andy Jeffery  
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 or email [office@godalming-tc.gov.uk](mailto: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 – Follows - Chair
	Councillor – Heagin
	Councillor – Marshall
	Councillor – PS Rivers
	Councillor – Duce
	Councillor – Adam
	Councillor – Crowe
	Councillor – S Downey
	Councillor – Holliday
	Councillor – Weightman
	Councillor – Williams

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 April 2026, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. ELECTION OF COMMITTEE VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

4. 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.

5. 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.

6. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

7. MANAGEMENT COMMITTEE MEMBERS BRIEF

Members to receive a briefing from the CEO on the role of the Management Committee within the Council's new Committee structure.

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

9. BUDGET MONITORING

Members are asked to note a report from the Responsible Finance Officer on the Council's financial performance to 31 May 2026 (report attached for the information of Members).

10. COMMUNITY INFRASTRUCTURE LEVY

Members are requested to consider the applications shown below seeking an award of Neighbourhood CIL. In considering Neighbourhood CIL applications, Members are required to consider them against Godalming Town Council's CIL Policy and their compliance and justification against Regulation 59C of the Community Infrastructure Levy Regulations 2010 (as amended).

Members are also invited to consider the Officer evaluation reports and application documents attached for the information of Members.

Management Committee may approve Neighbourhood CIL applications up to and award value of £50,000, awards above this delegated limit should be referred to Full Council.

## **Broadwater School – Feasibility Study for Combined Education and Community Facility**

### **Recommendations:**

**a) The Management Committee is requested to consider an application submitted on behalf of Greenshaw Learning Trust / Broadwater School for a Neighbourhood Community Infrastructure Levy (CIL) fund award of £23,000 in support of feasibility work for a proposed combined education and community facility at Broadwater School, Summers Road, Farncombe, Godalming.**

**b) If Members were minded to approve an award for the requested £23,000, it is suggested that the letter of offer should include the following additional conditions:**

- That the eligible project cost excludes recoverable VAT and that no recoverable VAT is funded from Neighbourhood CIL.
- That the applicant provides a short community-use statement for the proposed artificial pitch, including likely hours of availability, pricing and booking principles, and arrangements for local club/community access.
- That the funded feasibility study be completed by the end of October 2026 and that the applicant provides a summary of the feasibility study outcomes to GTC within three months of completion, including whether the project will proceed to Strategic CIL application stage.
- That any publicity, media, or future bid material relating to the project acknowledges the financial contribution of Godalming Town Council through Neighbourhood CIL.

### **Summary of the Application**

Greenshaw Learning Trust / Broadwater School is seeking £23,000 of Neighbourhood CIL funding towards a £32,040 + VAT feasibility study. The Trust proposes to contribute £9,040. The feasibility work would explore the development of a combined education and community facility at Broadwater School.

The potential longer-term scheme includes an Alternative Provision and EBSNA Centre for up to 45 pupils, a multi-purpose artificial pitch for school and community use and supporting on-site infrastructure including additional car parking. The study would take the project to the point of planning application preparation and would inform a future Strategic CIL application.

### **Officer Commentary**

This application is a preparatory-stage application rather than direct capital delivery. However, as with the Farncombe Day Centre feasibility precedent, the funded work would be directed toward enabling a future infrastructure project and potential Strategic CIL application.

The application appears capable of satisfying Regulation 59C and GTC's CIL Policy, provided Members are satisfied that the feasibility study is genuinely directed toward future infrastructure delivery and that the community benefit is not limited to the school's statutory education function. The application is strengthened by the proposed Greenshaw Learning Trust contribution, but should be subject to conditions on VAT, community use, reporting and provision of any outstanding financial information.

## **Guildford Rugby Club – Pitch 1 Floodlight Replacement / Upgrade**

### **Recommendations:**

**a) The Management Committee is requested to consider an application submitted on behalf of Guildford Rugby Club / Broadwater Sports Club Limited for a Neighbourhood Community Infrastructure Levy (CIL) fund award of £40,780 in support of the**

**installation of new LED floodlights, including columns and luminaires, on Pitch 1 at Guildford Rugby Club, Broadwater Pavilion, Guildford Road, Godalming GU7 3DH.**

**b) If Members were minded to approve an award for the requested £40,780, it is suggested that the letter of offer should include the following additional conditions:**

- That confirmation of the RFU Floodlighting Investment Programme contribution of £40,780 is provided before any GTC funds are released.
- That the eligible project cost excludes recoverable VAT and that no recoverable VAT is funded from Neighbourhood CIL.
- That no funds are released until any required planning permission has been granted and any relevant pre-commencement conditions have been discharged.
- That evidence of landowner consent and sufficient tenure is provided before funds are released.
- That the applicant confirms contractor appointment, RFU framework procurement/cost certainty and arrangements for meeting any project shortfall.
- That GTC releases up to 50% of submitted eligible invoices, up to a maximum GTC contribution of £40,780.
- That the applicant reports to GTC within 12 months of completion on community usage, additional capacity created, and any revenue/energy implications.
- That any publicity, media, or signage relating to the floodlight upgrade acknowledges the financial contribution of Godalming Town Council through Neighbourhood CIL.

### **Summary of the Application**

Guildford Rugby Club / Broadwater Sports Club Limited is seeking £40,780 of Neighbourhood CIL funding towards an £81,560 project to install new LED floodlights, including columns and luminaires, on Pitch 1. The project is proposed as part of the RFU Floodlighting Investment Programme, which the applicant states will provide the remaining £40,780.

The applicant states that the RFU programme is managed from planning submission through to commissioning, using appointed suppliers under a framework agreement. Construction is proposed to start in October 2026, with the floodlights operational by January 2027.

### **Officer Commentary**

This application appears to be within the potential remit of Regulation 59C and GTC's CIL Policy. It is a capital improvement to sporting and recreational infrastructure in Godalming parish and is capable of addressing increased demand for community sports provision arising from local development and population growth.

The project is strengthened by the proposed 50% RFU contribution. However, Members should ensure that any recommendation to Full Council is conditional on the outstanding planning, match funding, VAT, landowner/tenure and procurement matters being resolved before funds are released.

### **Moss Lane School – Canopy and Awning Project**

#### **Recommendations:**

- a) The Management Committee is requested to consider an application submitted on behalf of Moss Lane School for a Neighbourhood Community Infrastructure Levy (CIL) fund award of £34,264.59 in support of the installation of a fixed pergola awning ("The Den") and replacement wall-mounted canopy between Reception classrooms at Moss Lane School, Moss Lane, Godalming GU7 1EF.**
- b) If Members were minded to approve an award for the requested £34,264.59, it is suggested that the letter of offer should include the following additional conditions:**

- Confirmation that the eligible project cost excludes any recoverable VAT and the award is based on net eligible costs only.
- Submission of two competitive quotes (or procurement framework evidence) and written confirmation of contractor appointment and a delivery programme that demonstrates works will be completed in the Summer 2026 school holiday period (or a revised timetable for completion within 12 months).
- A short community-use statement demonstrating any planned benefit to the wider community (if none, explanation why and clarification that the primary benefit is pupil education).
- Acknowledgement of GTC funding in any publicity or signage.

11. COMMUNITY ASSET TRANSFERS – UPDATE AND CONSIDERATION OF BUSINESS CASE SUBMISSIONS – ITEM FOR DECISION

**Recommendation: Members to review the draft business cases for Community Asset Transfers listed below and, if approved, resolve to authorise the CEO to submit the same to WBC.**

Members to receive an update from the Chair of the Community Asset Working Group on the work of that group relating to Community Asset Transfers (CAT) with Waverley Borough Council (WBC).

Members to review the draft business cases (attached for the information of Members) for the following sites:

Combe Road Recreation Ground  
 Crownpits Recreation Ground  
 Longbourne Green Play Area  
 Ockford Ridge Green and Play Area

12. UPCOMING EVENTS

Members to note the following upcoming event(s):

Date	Event
4 July	Summer Food Festival
5 July	Classic Car Show

13. COMMUNICATIONS ARISING FROM THIS MEETING

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

14. DATE OF NEXT MEETING

The next meeting of the Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 July 2026 at 7.00pm or at the conclusion of the preceding Planning Committee meeting, whichever is later.

15. 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 16 by reason of the confidential nature of the business to be transacted i.e personal and sensitive information.

16. NOMINATION FOR HONORARY FREEDOM OF THE TOWN OF GODALMING

Members are requested to consider nominations received for the award of the Honorary Freedom of the Town of Godalming and to recommend any approved nomination to Full Council (confidential nomination citations attached for the information of Members).

## **Management Committee Member Briefing Paper – Member Induction & Governance Overview**

### **1. Introduction**

This briefing paper has been prepared to support Members appointed to the Management Committee following the Annual Council Meeting on 20 May 2026. The purpose of the briefing is to provide Members with:

- an overview of the Committee's role and responsibilities;
- an understanding of the Committee's position within the Council's governance framework;
- clarity regarding delegated authority and corporate oversight responsibilities;
- awareness of the relationship between the Management Committee and other Council Committees;
- and an outline of the strategic, financial and organisational matters overseen by the Committee.

The Committee operates within the Council's Standing Orders, Terms of Reference and Scheme of Delegation as adopted by Full Council.

### **2. Purpose of the Committee**

The Management Committee is the Council's principal committee for:

- corporate governance coordination;
- financial oversight;
- strategic policy coordination;
- and corporate resource management.

The Committee acts as the primary coordinating body between:

- Full Council;
- Service Committees;
- corporate finance;
- and organisational governance arrangements.

The Committee's role is both strategic and corporate in nature and includes oversight relating to:

- budget monitoring;
- asset management;
- procurement;
- contracts;
- insurance;
- corporate policy development;
- and coordination of service committee work programmes.

The Committee operates within delegated authority but remains accountable to Full Council.

### **3. Governance Framework & Committee Relationships**

#### **3.1 Full Council**

Full Council remains the sovereign decision-making body of the Council and retains responsibility for all statutory and reserved matters. Reserved matters include:

- approval of the annual budget and precept;
- adoption of policy and governance documents;
- expenditure above £50,000;
- use of General Reserves;
- borrowing and capital financing;
- and acquisition or disposal of significant assets.

The Management Committee acts as the principal advisory and coordinating body supporting Full Council in:

- financial planning;
- policy coordination;
- and corporate governance oversight.

The Committee makes recommendations to Full Council on major strategic and financial matters.

### **3.2 Relationship with Service Committees**

Service Committees oversee operational service delivery within their delegated service areas.

The Management Committee provides:

- corporate coordination;
- financial oversight;
- strategic alignment;
- and escalation management

across those Committees.

Service Committees report to the Management Committee regarding:

- quarterly budget monitoring;
- financial pressures;
- virements;
- strategic projects;
- and emerging risks.

The Management Committee therefore acts as the central coordinating body linking operational committee activity with wider corporate strategy and financial control.

### **3.3 Relationship with Staffing Committee**

The Staffing Committee retains responsibility for:

- staffing establishment;
- recruitment structures;
- staffing budgets;
- and employment matters.

However, staffing matters often carry significant:

- financial implications;
- organisational implications;
- and strategic resource considerations.

The Management Committee therefore works closely with the Staffing Committee regarding:

- medium-term financial planning;
- organisational capacity;
- service affordability;
- and corporate resource implications.

Operational management of staff remains the responsibility of the Chief Executive Officer.

### **3.4 Relationship with Audit & Governance Committee**

The Audit & Governance Committee provides:

- independent assurance;
- audit oversight;
- governance scrutiny;
- and review of internal control effectiveness.

The Management Committee remains responsible for:

- implementation of corporate governance arrangements;
- operational financial management;
- and corporate coordination.

The Audit & Governance Committee provides assurance regarding whether those arrangements are operating effectively.

This distinction between:

- executive coordination;
- and independent assurance

is an important feature of the Council's governance framework.

### **3.5 Relationship with the Chief Executive Officer & Responsible Financial Officer**

The Chief Executive Officer and Responsible Financial Officer support the Management Committee through:

- financial reporting;
- strategic planning;
- governance advice;
- and operational implementation.

Operational management of Council services remains officer-led. The Management Committee:

- provides strategic direction and oversight;
- but does not undertake operational management or line management of staff.

### **4. Corporate Leadership & Strategic Coordination**

The Management Committee occupies a central role within the Council's governance structure.

The Committee:

- coordinates corporate priorities;
- monitors organisational performance;
- supports strategic planning;
- and ensures alignment across service areas.

The Committee also plays a key role in:

- balancing competing priorities;
- coordinating limited resources;
- and ensuring that service delivery aligns with Council policy and financial capacity.

### **5. Financial Oversight & Budget Coordination**

The Management Committee is the Council's principal committee for corporate financial oversight.

Responsibilities include:

- recommending the annual budget to Full Council;
- monitoring income and expenditure;
- reviewing financial performance;
- considering forecast outturns;
- and overseeing medium-term financial planning.

The Committee also receives:

- quarterly budget monitoring reports from Service Committees;
- financial escalation reports;
- and recommendations regarding virements and reserve usage.

The Committee plays a central role in ensuring:

- financial sustainability;
- prudent budgeting;
- and alignment between Council priorities and available resources.

### **6. Asset Management & Property Oversight**

The Management Committee has corporate oversight responsibility for the Council's property portfolio and wider corporate assets. This includes oversight relating to:

- community buildings;
- corporate property;
- public conveniences;
- civic buildings;
- leases and licences;
- insurance;
- and wider corporate asset management.

The Committee may consider:

- maintenance liabilities;
- capital investment priorities;
- property utilisation;
- lease arrangements;
- and long-term asset sustainability.

The Committee also oversees strategic asset management implications arising from other service committees.

## **7. Procurement, Contracts & Corporate Services**

The Committee oversees:

- procurement arrangements;
- contractual governance;
- corporate insurance;
- IT and digital infrastructure;
- and legal services.

The Committee helps ensure:

- appropriate governance controls;
- value for money;
- regulatory compliance;
- and organisational resilience.

Areas of future importance are likely to include:

- cyber security;
- digital transformation;
- procurement compliance;
- contractor management;
- and increasing governance expectations.

## **8. Policy Development & Corporate Governance**

The Management Committee supports development and coordination of corporate policy proposals prior to consideration by Full Council. This may include:

- governance policies;
- operational frameworks;
- corporate strategies;
- financial policies;
- organisational priorities;
- and cross-cutting Council initiatives.

The Committee therefore acts as an important link between:

- operational delivery;
- corporate planning;
- and formal Council policy adoption.

## **9. Coordination of Service Committees**

The Committee coordinates work programmes across:

- Community, Events & Culture Committee;
- Cemeteries, Open Spaces & Sustainability Committee;
- Youth Service Committee;
- and other service areas where corporate coordination is required.

This includes oversight of:

- emerging pressures;
- strategic priorities;
- resource allocation;
- major projects;
- and cross-service implications.

The Committee helps ensure:

- consistency of governance;
- financial control;
- and alignment between committee activity and wider Council objectives.

## **10. Earmarked Reserves & Financial Escalation**

The Management Committee has delegated authority relating to:

- virements up to £50,000;
- earmarked reserve expenditure up to £50,000;

- and expenditure within approved policy and budget frameworks.

The Committee also receives escalation reports relating to:

- overspends;
- emerging financial pressures;
- contractual commitments;
- and major project implications.

Matters exceeding delegated limits must be referred to Full Council.

### **11. Leader of the Council & Political Coordination**

The Chair of the Management Committee will normally also hold the position of Leader of the Council. The Leader:

- supports coordination of Council business;
- works with the Chief Executive Officer on forward planning;
- and helps coordinate strategic priorities across committees.

However:

- the Leader does not exercise executive powers individually;
- may not direct officers;
- and may not override Council or Committee decisions.

All authority remains vested in properly constituted Council decision-making arrangements.

### **12. Key Strategic Risks & Emerging Pressures**

Key corporate pressures and strategic risks currently include:

- increasing financial pressures;
- inflationary cost increases;
- aging assets and infrastructure;
- organisational capacity;
- recruitment and retention pressures;
- governance complexity;
- climate and sustainability obligations;
- cyber security risks;
- and increasing public expectations.

Future strategic considerations may include:

- Local Government Reorganisation;
- changing funding environments;
- long-term asset sustainability;
- digital transformation;
- and evolving community expectations.

### **13. Financial & Delegated Authority**

The Management Committee has delegated authority to:

- authorise expenditure up to £50,000 within approved budgets and policy;
- approve virements up to £50,000;
- oversee earmarked reserve expenditure up to £50,000;
- and coordinate corporate financial management.

The Committee also oversees several corporate cost centres including:

- Head Office Costs;
- Civic Expenses;
- community buildings;
- public conveniences;
- corporate property;
- and redevelopment projects.

The Committee may not:

- approve expenditure above £50,000;
- authorise use of General Reserves;
- or exercise powers reserved to Full Council.

#### **14. Role of Members**

Members of the Management Committee are expected to:

- provide corporate leadership and oversight;
- coordinate strategic priorities;
- monitor financial performance;
- consider long-term organisational sustainability;
- and support effective governance across the Council.

Members should:

- focus upon strategic and corporate matters;
- maintain awareness of cross-service implications;
- and support coordinated decision-making across committees.

Members should not:

- undertake operational management;
- direct officers;
- duplicate service committee functions;
- or intervene in day-to-day service delivery matters.

Operational management of Council services remains the responsibility of the Chief Executive Officer and delegated officers in accordance with the Council's governance framework.

## 9. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 31 May 2026 against the estimates agreed at Full Council for the 2026/27 financial year (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year-to-date Variance</b>	<b>Projected Variance @ Year End</b>
Head Office Costs	£31,150 u/s	On budget
Civic Expenses	£313 u/s	On budget
Festivals & Markets	£5,493 o/s	On budget
Christmas Lights	£0	On budget
Ockford Building	£1,776 u/s	On budget
Community Asset Transfer	£0	£0 (EMR Funded)
BWP Youth Centre	£7,709 u/s	On budget
Pepperpot	£64 u/s	On budget
The Square	£2,078 o/s	On budget
Allotments	£355 u/s	On budget
Wilfrid Noyce Community Centre	£1,019 o/s	On budget
Bandstand	£600 u/s	On budget
Godalming Museum	£2,452 u/s	On budget
Public Conveniences	£429 o/s	On budget
Pepperpot External Redecoration	£74,209 o/s (EMR Funded)	£0 (EMR funded)
Cemeteries	£56,661 u/s	£ On budget
<b>TOTAL</b>	<b>£17,852 u/s</b>	<b>on Budget</b>

### **Commentary**

The monitoring report shows a current variance of £17,852 underspent against the profiled estimate budget. This is driven in part by timing issue in transferring EMR to the revenue account for Pepperpot refurbishment costs and CIL payment, alongside higher levels of income than profiled for this time in the financial year. The predicted year end is currently broadly on budget.

**NOTE:** +£ = additional income or less expenditure than budgeted.  
-£ = a lower income or higher expenditure than budgeted.

### **Key Variances**

#### Significant Underspends

- **Head Office(+£31,150)** timing issue, relating to income and expenditure profiles.
- **Cemeteries & Open Spaces (+£56,661)** – The most significant favourable variance, driven by strong early income from interments and grave purchases, alongside controlled expenditure. It should be noted that this early income does not indicate that overall income will be above projected estimates
- **BWP Youth Centre (+£7,709)** – This is mainly due to timing of activity programme and lower than expected ENIC and Superannuation payments. .

#### Significant Overspends

- **Pepperpot External Redecoration (-£74,209)** This is a timing issue related to the internal movement of funding from Ear Marked Reserves to revenue account.
- **Festivals, Markets & Events (-£5,493)** – Timing issue only, outgoing for Choirblast and market /festival expenses before pitch fee remittances received.

## Conclusion

Month 2 is not necessarily an accurate reflection of the overall income against expenditure budget profile position, with income higher than profiled due to cemetery income and expenditure higher due to early annual expenditures including insurance and rates.

Internal movement of Ear Marked Reserves to/from revenue is expected to be reflected in the next monitoring report. The Committee is asked to note the contents of this report.

## STATEMENT OF GENERAL AND EARMARKED RESERVES 31 MAY 2026

		Opening Balance 1 April 2026	Income	Expenditure	Closing Balance 31 May 2026
<b>Unallocated Reserve</b>		£	£	£	£
1	Revenue Reserve	676,740.66			676,740.66
<b>GTC Unallocated Reserves</b>		<b>676,740.66</b>			<b>676,740.66 (a)</b>
<b>Earmarked Reserves</b>					
2	Election Expenses Fund	6,892.67			6,892.67
3	Emerging Projects Fund	58,500.25			58,500.25
4	Youth Provision	9,878			9,878
5	Afghan Refugees	529			529
6	Land & Property	223,756			223,756
7	Flood Alleviation	6,000			6,000
8	Community Asset Transfer Fund	74,002.89		3,433.32	70,569.57
<b>Sub-total GTC Earmarked Reserves</b>		<b>379,558.81</b>			<b>376,125.49 (b)</b>
9	Community Infrastructure Levy	211,570.67	45,851.79	12,000	245,422.46 (c)
<b>Total Earmarked Reserves</b>		<b>591,129.48</b>			b+c= <b>621,547.95 (d)</b>
<b>Balances</b>		<b>1,267,870.14</b>			a+d = <b>1,298,288.61</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	678,777	678,772	(5)	1,357,544			50.0%	
1102 Community Infrastructure Levy	0	0	0	45,852	0	(45,852)	0			0.0%	45,852
1401 Interest Received	4,459	2,300	(2,159)	8,116	4,600	(3,516)	27,615			29.4%	
Head Office Costs :- Income	<b>4,459</b>	<b>2,300</b>	<b>(2,159)</b>	<b>732,744</b>	<b>683,372</b>	<b>(49,372)</b>	<b>1,385,159</b>			<b>52.9%</b>	<b>45,852</b>
4001 Salaries	22,604	26,356	3,752	48,038	52,712	4,674	316,274	268,236		15.2%	
4002 Employer's NIC	3,015	3,506	491	6,393	7,012	619	42,067	35,674		15.2%	
4003 Employer's Superannuation	3,752	4,665	913	7,974	9,330	1,356	55,980	48,006		14.2%	
4011 Staff Training	420	333	(87)	420	666	246	4,000	3,580		10.5%	
4012 Recruitment Advertising	139	0	(139)	139	1,300	1,161	1,300	1,161		10.7%	
4013 Other Staff Expenses	9	51	42	0	102	102	612	612		0.0%	
4102 Property Maintenance	0	100	100	0	200	200	1,200	1,200		0.0%	
4103 Maintenance Contracts	0	205	205	0	410	410	2,460	2,460		0.0%	
4111 Energy Costs	242	510	268	242	1,020	778	6,120	5,878		3.9%	
4121 Rents	0	0	0	0	3,224	3,224	3,224	3,224		0.0%	
4131 Rates	0	0	0	9,724	9,775	51	9,775	51		99.5%	
4141 Water Services	(104)	33	137	(86)	66	152	400	486		(21.5%)	
4161 Cleaning	0	362	362	275	724	449	4,344	4,069		6.3%	
4162 Waste Removal	0	80	80	0	160	160	960	960		0.0%	
4163 Domestic Supplies	22	57	35	79	114	35	684	605		11.5%	
4202 Car Allowances	0	50	50	5	100	95	600	595		0.9%	
4203 Other Transport Costs	0	10	10	0	20	20	120	120		0.0%	
4301 Equipment	492	0	(492)	492	0	(492)	1,500	1,008		32.8%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 Catering & Hospitality	0	40	40	0	80	80	480		480	0.0%	
4306 Printing	0	145	145	102	290	188	1,740		1,638	5.8%	
4307 Stationery	102	333	231	1,000	666	(334)	3,996		2,996	25.0%	
4308 General Office Expense	0	20	20	0	40	40	240		240	0.0%	
4311 Professional Fees - Legal	0	417	417	0	834	834	5,000		5,000	0.0%	
4313 Professional Fees - Other	1,977	683	(1,294)	2,238	1,370	(868)	8,200		5,963	27.3%	
4314 Audit Fees	0	0	0	189	306	118	3,528		3,340	5.3%	
4315 Insurance	0	0	0	20,671	20,138	(533)	20,138		(533)	102.6%	
4321 Bank Charges	12	20	8	14	40	26	240		226	5.9%	
4322 Postage	0	65	65	0	130	130	780		780	0.0%	
4323 Telephones & Broadband	194	295	101	389	590	201	3,540		3,151	11.0%	
4325 Computing	1,759	1,455	(304)	7,573	2,910	(4,663)	17,460		9,887	43.4%	
4326 Website	73	132	60	145	264	119	1,584		1,439	9.2%	
4341 Grants	56	0	(56)	1,921	45,000	43,079	71,600		69,679	2.7%	
4342 Subscriptions	0	100	100	6,325	5,000	(1,325)	6,000		(325)	105.4%	
4343 Licensing/PRS	0	122	122	0	122	122	122		122	0.0%	
4900 Miscellaneous Expenses	467	170	(297)	730	340	(390)	2,040		1,310	35.8%	
4901 Misc Exps funded frm Reserves	2,810	0	(2,810)	68,285	0	(68,285)	0		(68,285)	0.0%	12,000
6000 Debt Charges - Principal	6,330	5,978	(352)	6,330	5,978	(352)	34,501		28,171	18.3%	
6001 Debt Charges - Interest	9,987	10,338	351	9,987	10,338	351	43,202		33,215	23.1%	
Head Office Costs :- Indirect Expenditure	<b>54,359</b>	<b>56,631</b>	<b>2,272</b>	<b>199,593</b>	<b>181,371</b>	<b>(18,222)</b>	<b>676,011</b>	<b>0</b>	<b>476,418</b>	<b>29.5%</b>	<b>12,000</b>
<b>Net Income over Expenditure</b>	<b>(49,900)</b>	<b>(54,331)</b>	<b>(4,431)</b>	<b>533,151</b>	<b>502,001</b>	<b>(31,150)</b>	<b>709,148</b>				
5200 plus Transfer from EMR	0	0	0	12,000	0	(12,000)	0				
5201 less Transfer to EMR	0	0	0	45,852	0	(45,852)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(49,900)</b>	<b>(54,331)</b>	<b>(4,431)</b>	<b>499,299</b>	<b>502,001</b>	<b>(89,002)</b>	<b>709,148</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Civic Expenses</u>											
4301 Equipment	0	0	0	0	0	0	350		350	0.0%	
4304 Catering & Hospitality	66	40	(26)	66	80	14	480		414	13.8%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	300		300	0.0%	
4306 Printing	0	0	0	0	0	0	816		816	0.0%	
4313 Professional Fees - Other	0	0	0	0	650	650	650		650	0.0%	
4325 Computing	120	350	230	1,344	700	(644)	4,200		2,856	32.0%	
4327 Publicity Advertising	200	0	(200)	200	700	500	1,600		1,400	12.5%	
4332 Mayor's Expenses	0	112	112	0	224	224	1,344		1,344	0.0%	
4334 Members' Training	0	70	70	0	140	140	840		840	0.0%	
4900 Miscellaneous Expenses	826	250	(576)	1,070	500	(570)	3,000		1,930	35.7%	
Civic Expenses :- Indirect Expenditure	<b>1,212</b>	<b>822</b>	<b>(390)</b>	<b>2,681</b>	<b>2,994</b>	<b>313</b>	<b>13,580</b>	<b>0</b>	<b>10,899</b>	<b>19.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,212)</b>	<b>(822)</b>	<b>390</b>	<b>(2,681)</b>	<b>(2,994)</b>	<b>(313)</b>	<b>(13,580)</b>				
<u>106 Festivals, Markets &amp; Events</u>											
1303 Other customer/client receipts	140	889	749	1,349	5,329	3,980	18,772			7.2%	
1304 Donations	25	0	(25)	115	1,233	1,118	3,233			3.6%	
Festivals, Markets & Events :- Income	<b>165</b>	<b>889</b>	<b>724</b>	<b>1,464</b>	<b>6,562</b>	<b>5,098</b>	<b>22,005</b>			<b>6.7%</b>	<b>0</b>
4001 Salaries	0	0	0	0	1,897	1,897	3,795		3,795	0.0%	
4002 Employer's NIC	0	0	0	0	285	285	569		569	0.0%	
4003 Employer's Superannuation	0	0	0	0	336	336	672		672	0.0%	
4162 Waste Removal	0	0	0	225	300	75	1,100		875	20.4%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Equipment	0	0	0	0	250	250	3,192		3,192	0.0%	
4304 Catering & Hospitality	55	100	45	55	160	105	460		405	12.0%	
4306 Printing	0	0	0	0	0	0	330		330	0.0%	
4313 Professional Fees - Other	0	0	0	1,730	1,984	254	4,350		2,620	39.8%	
4327 Publicity Advertising	117	420	303	1,147	840	(307)	5,042		3,895	22.7%	
4341 Grants	0	0	0	3,500	0	(3,500)	0		(3,500)	0.0%	
4343 Licensing/PRS	0	0	0	0	160	160	760		760	0.0%	
4900 Miscellaneous Expenses	143	167	25	280	330	50	2,000		1,720	14.0%	
<b>Festivals, Markets &amp; Events :- Indirect Expenditure</b>	<b>315</b>	<b>687</b>	<b>373</b>	<b>6,936</b>	<b>6,542</b>	<b>(394)</b>	<b>22,270</b>	<b>0</b>	<b>15,334</b>	<b>31.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(150)</b>	<b>202</b>	<b>352</b>	<b>(5,473)</b>	<b>20</b>	<b>5,493</b>	<b>(265)</b>				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	51,030		51,030	0.0%	
<b>Christmas Lights :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,030</b>	<b>0</b>	<b>51,030</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(51,030)</b>				
<u>109 Ockford Building</u>											
1301 Premises Hire Charges	647	333	(314)	647	666	19	4,000			16.2%	
<b>Ockford Building :- Income</b>	<b>647</b>	<b>333</b>	<b>(314)</b>	<b>647</b>	<b>666</b>	<b>19</b>	<b>4,000</b>			<b>16.2%</b>	<b>0</b>
4102 Property Maintenance	0	63	63	321	126	(195)	756		435	42.5%	
4103 Maintenance Contracts	0	67	67	190	134	(56)	804		614	23.6%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Energy Costs	78	110	32	411	220	(191)	1,320		909	31.2%	
4121 Rents	0	0	0	0	400	400	400		400	0.0%	
4131 Rates	0	0	0	0	1,775	1,775	1,775		1,775	0.0%	
4141 Water Services	0	33	33	0	66	66	396		396	0.0%	
4163 Domestic Supplies	0	25	25	13	50	37	300		287	4.5%	
4323 Telephones & Broadband	70	50	(20)	140	100	(40)	600		460	23.3%	
Ockford Building :- Indirect Expenditure	<b>148</b>	<b>348</b>	<b>200</b>	<b>1,075</b>	<b>2,871</b>	<b>1,796</b>	<b>6,351</b>	<b>0</b>	<b>5,276</b>	<b>16.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>499</b>	<b>(15)</b>	<b>(514)</b>	<b>(429)</b>	<b>(2,205)</b>	<b>(1,776)</b>	<b>(2,351)</b>				
<u>110 Local Govt Reorganisation</u>											
4311 Professional Fees - Legal	3,433	0	(3,433)	3,433	0	(3,433)	0		(3,433)	0.0%	3,433
Local Govt Reorganisation :- Indirect Expenditure	<b>3,433</b>	<b>0</b>	<b>(3,433)</b>	<b>3,433</b>	<b>0</b>	<b>(3,433)</b>	<b>0</b>	<b>0</b>	<b>(3,433)</b>		<b>3,433</b>
<b>Net Expenditure</b>	<b>(3,433)</b>	<b>0</b>	<b>3,433</b>	<b>(3,433)</b>	<b>0</b>	<b>3,433</b>	<b>0</b>				
5200 plus Transfer from EMR	3,433	0	(3,433)	3,433	0	(3,433)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>201 BWP Youth &amp; Community Centre</u>											
1201 Grants - SCC	720	0	(720)	720	2,000	1,280	8,000			9.0%	
1301 Premises Hire Charges	950	666	(284)	950	1,340	390	8,000			11.9%	
BWP Youth & Community Centre :- Income	<b>1,670</b>	<b>666</b>	<b>(1,004)</b>	<b>1,670</b>	<b>3,340</b>	<b>1,670</b>	<b>16,000</b>			<b>10.4%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	18,399	18,996	597	36,970	37,993	1,023	227,953		190,983	16.2%	
4002 Employer's NIC	1,269	2,287	1,018	1,431	4,576	3,145	27,446		26,015	5.2%	
4003 Employer's Superannuation	1,136	3,228	2,092	3,528	6,462	2,934	38,742		35,214	9.1%	
4011 Staff Training	615	334	(281)	615	660	45	4,000		3,385	15.4%	
4012 Recruitment Advertising	0	41	41	0	90	90	500		500	0.0%	
4102 Property Maintenance	0	83	83	1,209	170	(1,039)	1,000		(209)	120.9%	
4103 Maintenance Contracts	157	210	53	157	420	263	2,520		2,363	6.2%	
4111 Energy Costs	820	408	(412)	1,283	816	(467)	4,896		3,613	26.2%	
4131 Rates	0	0	0	0	2,997	2,997	2,997		2,997	0.0%	
4141 Water Services	132	75	(57)	238	150	(88)	900		662	26.5%	
4161 Cleaning	50	1,086	1,036	50	2,180	2,130	13,040		12,990	0.4%	
4162 Waste Removal	0	89	89	180	182	2	1,072		892	16.8%	
4163 Domestic Supplies	0	15	15	27	30	3	180		153	15.2%	
4171 Grounds Maintenance Costs	0	60	60	0	120	120	720		720	0.0%	
4202 Car Allowances	0	0	0	0	0	0	80		80	0.0%	
4204 Vehicle Fuel Costs	0	42	42	0	84	84	504		504	0.0%	
4205 Vehicle Costs (exc Fuel)	375	200	(175)	850	400	(450)	2,400		1,550	35.4%	
4301 Equipment	0	4	4	50	8	(42)	48		(2)	103.9%	
4305 Clothes, Uniform & Laundry	0	0	0	11	250	239	750		739	1.4%	
4313 Professional Fees - Other	0	11	11	0	22	22	132		132	0.0%	
4323 Telephones & Broadband	90	202	112	180	404	224	2,424		2,244	7.4%	
4325 Computing	0	179	179	4,489	358	(4,131)	2,148		(2,341)	209.0%	
4900 Miscellaneous Expenses	0	20	20	0	40	40	240		240	0.0%	
7100 Youth Programmes	693	970	277	949	1,950	1,001	11,650		10,701	8.1%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7300 HAF	950	0	(950)	950	1,884	934	5,650		4,700	16.8%	
7305 HAF - Food & Cooking	0	0	0	0	300	300	1,100		1,100	0.0%	
BWP Youth & Community Centre :- Indirect Expenditure	<b>24,685</b>	<b>28,540</b>	<b>3,855</b>	<b>53,167</b>	<b>62,546</b>	<b>9,379</b>	<b>353,092</b>	<b>0</b>	<b>299,925</b>	<b>15.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,016)</b>	<b>(27,874)</b>	<b>(4,858)</b>	<b>(51,497)</b>	<b>(59,206)</b>	<b>(7,709)</b>	<b>(337,092)</b>				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	581	716	135	581	1,440	859	8,600			6.8%	
Pepperpot :- Income	<b>581</b>	<b>716</b>	<b>135</b>	<b>581</b>	<b>1,440</b>	<b>859</b>	<b>8,600</b>			<b>6.8%</b>	<b>0</b>
4102 Property Maintenance	0	50	50	0	100	100	600		600	0.0%	
4103 Maintenance Contracts	0	50	50	0	100	100	600		600	0.0%	
4111 Energy Costs	849	221	(628)	849	442	(407)	2,652		1,804	32.0%	
4131 Rates	0	0	0	617	500	(117)	500		(117)	123.5%	
4161 Cleaning	0	238	238	0	476	476	2,856		2,856	0.0%	
4163 Domestic Supplies	0	33	33	0	66	66	396		396	0.0%	
4302 Furniture	0	0	0	0	600	600	600		600	0.0%	
4323 Telephones & Broadband	40	92	52	80	184	104	1,104		1,024	7.2%	
4343 Licensing/PRS	0	0	0	0	0	0	72		72	0.0%	
Pepperpot :- Indirect Expenditure	<b>888</b>	<b>684</b>	<b>(204)</b>	<b>1,546</b>	<b>2,468</b>	<b>922</b>	<b>9,380</b>	<b>0</b>	<b>7,834</b>	<b>16.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(307)</b>	<b>32</b>	<b>339</b>	<b>(964)</b>	<b>(1,028)</b>	<b>(64)</b>	<b>(780)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	11	1,050	1,039	23	2,100	2,078	12,600			0.2%	
1303 Other customer/client receipts	0	0	0	2,093	2,020	(73)	2,020			103.6%	
The Square :- Income	<b>11</b>	<b>1,050</b>	<b>1,039</b>	<b>2,116</b>	<b>4,120</b>	<b>2,004</b>	<b>14,620</b>			<b>14.5%</b>	<b>0</b>
4315 Insurance	0	0	0	2,093	2,020	(73)	2,020		(73)	103.6%	
The Square :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,093</b>	<b>2,020</b>	<b>(73)</b>	<b>2,020</b>	<b>0</b>	<b>(73)</b>	<b>103.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>11</b>	<b>1,050</b>	<b>1,039</b>	<b>23</b>	<b>2,100</b>	<b>2,078</b>	<b>12,600</b>				
<u>204 Allotments</u>											
1302 Rents	0	0	0	13	0	(13)	2,900			0.5%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>(13)</b>	<b>2,900</b>			<b>0.5%</b>	<b>0</b>
4102 Property Maintenance	0	0	0	22	300	278	300		278	7.2%	
4141 Water Services	37	36	(1)	119	72	(47)	432		313	27.5%	
4171 Grounds Maintenance Costs	0	250	250	390	500	110	3,000		2,610	13.0%	
Allotments :- Indirect Expenditure	<b>37</b>	<b>286</b>	<b>249</b>	<b>530</b>	<b>872</b>	<b>342</b>	<b>3,732</b>	<b>0</b>	<b>3,202</b>	<b>14.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(37)</b>	<b>(286)</b>	<b>(249)</b>	<b>(517)</b>	<b>(872)</b>	<b>(355)</b>	<b>(832)</b>				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	3,596	3,855	259	3,596	7,710	4,114	46,260			7.8%	
Wilfrid Noyce Community Centre :- Income	<b>3,596</b>	<b>3,855</b>	<b>259</b>	<b>3,596</b>	<b>7,710</b>	<b>4,114</b>	<b>46,260</b>			<b>7.8%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Staff Training	205	0	(205)	205	0	(205)	0		(205)	0.0%	
4102 Property Maintenance	0	583	583	315	1,170	855	7,000		6,685	4.5%	
4103 Maintenance Contracts	0	291	291	6	590	585	3,500		3,495	0.2%	
4111 Energy Costs	381	1,016	635	381	2,032	1,651	12,192		11,811	3.1%	
4131 Rates	0	0	0	2,058	2,050	(8)	2,050		(8)	100.4%	
4141 Water Services	150	100	(50)	454	200	(254)	1,200		746	37.8%	
4161 Cleaning	151	1,654	1,503	3,735	3,308	(427)	19,845		16,110	18.8%	
4162 Waste Removal	0	208	208	121	420	299	2,500		2,379	4.8%	
4163 Domestic Supplies	1	25	24	13	50	37	300		287	4.2%	
4301 Equipment	30	166	136	40	340	300	2,000		1,960	2.0%	
4323 Telephones & Broadband	40	125	85	80	250	170	1,500		1,420	5.3%	
4343 Licensing/PRS	0	0	0	0	0	0	650		650	0.0%	
4900 Miscellaneous Expenses	0	46	46	0	92	92	552		552	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	<b>958</b>	<b>4,214</b>	<b>3,256</b>	<b>7,407</b>	<b>10,502</b>	<b>3,095</b>	<b>53,289</b>	<b>0</b>	<b>45,882</b>	<b>13.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,639</b>	<b>(359)</b>	<b>(2,998)</b>	<b>(3,811)</b>	<b>(2,792)</b>	<b>1,019</b>	<b>(7,029)</b>				
<u>206 Bandstand</u>											
4102 Property Maintenance	0	50	50	0	100	100	600		600	0.0%	
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4343 Licensing/PRS	0	500	500	0	500	500	500		500	0.0%	
Bandstand :- Indirect Expenditure	<b>0</b>	<b>550</b>	<b>550</b>	<b>0</b>	<b>600</b>	<b>600</b>	<b>1,350</b>	<b>0</b>	<b>1,350</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(550)</b>	<b>(550)</b>	<b>0</b>	<b>(600)</b>	<b>(600)</b>	<b>(1,350)</b>				

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## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>207 Godalming Museum</u>											
1302 Rents	0	2,201	2,201	0	2,201	2,201	8,804			0.0%	
1303 Other customer/client receipts	0	0	0	0	0	0	2,200			0.0%	
Godalming Museum :- Income	<b>0</b>	<b>2,201</b>	<b>2,201</b>	<b>0</b>	<b>2,201</b>	<b>2,201</b>	<b>11,004</b>			<b>0.0%</b>	<b>0</b>
4001 Salaries	5,640	6,439	799	11,139	12,878	1,739	77,277		66,138	14.4%	
4002 Employer's NIC	596	716	120	1,233	1,432	199	8,592		7,359	14.4%	
4003 Employer's Superannuation	522	901	379	1,020	1,802	782	10,821		9,801	9.4%	
4011 Staff Training	308	0	(308)	308	1,000	693	1,000		693	30.8%	
4102 Property Maintenance	559	250	(309)	825	500	(325)	3,000		2,175	27.5%	
4103 Maintenance Contracts	0	113	113	0	226	226	1,356		1,356	0.0%	
4121 Rents	1,478	0	(1,478)	1,478	3,224	1,747	3,224		1,747	45.8%	
4202 Car Allowances	0	5	5	0	10	10	60		60	0.0%	
4313 Professional Fees - Other	11	0	(11)	71	0	(71)	0		(71)	0.0%	
4315 Insurance	0	0	0	1,774	2,200	426	2,200		426	80.6%	
4325 Computing	303	316	13	1,413	640	(773)	3,800		2,387	37.2%	
Godalming Museum :- Indirect Expenditure	<b>9,415</b>	<b>8,740</b>	<b>(675)</b>	<b>19,259</b>	<b>23,912</b>	<b>4,653</b>	<b>111,330</b>	<b>0</b>	<b>92,071</b>	<b>17.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,415)</b>	<b>(6,539)</b>	<b>2,876</b>	<b>(19,259)</b>	<b>(21,711)</b>	<b>(2,452)</b>	<b>(100,326)</b>				
<u>208 Public Conveniences</u>											
4102 Property Maintenance	73	83	10	590	170	(420)	1,000		410	59.0%	
4103 Maintenance Contracts	0	100	100	0	200	200	1,200		1,200	0.0%	
4111 Energy Costs	192	216	24	277	432	155	2,592		2,315	10.7%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Water Services	1,104	229	(875)	1,182	460	(722)	2,750		1,568	43.0%	
4161 Cleaning	2,409	2,343	(66)	4,818	4,690	(128)	28,120		23,302	17.1%	
4163 Domestic Supplies	65	333	268	380	666	286	3,996		3,616	9.5%	
4301 Equipment	0	100	100	0	100	100	500		500	0.0%	
4900 Miscellaneous Expenses	0	50	50	0	100	100	600		600	0.0%	
Public Conveniences :- Indirect Expenditure	<b>3,843</b>	<b>3,454</b>	<b>(389)</b>	<b>7,247</b>	<b>6,818</b>	<b>(429)</b>	<b>40,758</b>	<b>0</b>	<b>33,511</b>	<b>17.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,843)</b>	<b>(3,454)</b>	<b>389</b>	<b>(7,247)</b>	<b>(6,818)</b>	<b>429</b>	<b>(40,758)</b>				
<u>211 Pepperpot Ext Redec</u>											
4101 Repair/Alteration of Buildings	2,564	0	(2,564)	32,564	0	(32,564)	0		(32,564)	0.0%	
4102 Property Maintenance	41,510	0	(41,510)	41,645	0	(41,645)	0		(41,645)	0.0%	
Pepperpot Ext Redec :- Indirect Expenditure	<b>44,074</b>	<b>0</b>	<b>(44,074)</b>	<b>74,209</b>	<b>0</b>	<b>(74,209)</b>	<b>0</b>	<b>0</b>	<b>(74,209)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(44,074)</b>	<b>0</b>	<b>44,074</b>	<b>(74,209)</b>	<b>0</b>	<b>74,209</b>	<b>0</b>				
<u>301 Cemeteries &amp; Open Spaces</u>											
1302 Rents	2,316	2,366	50	4,632	4,732	100	33,392			13.9%	
1303 Other customer/client receipts	1,000	1,200	200	5,100	4,400	(700)	16,400			31.1%	
1700 Interment	3,440	3,200	(240)	16,770	6,400	(10,370)	38,400			43.7%	
1701 Monument	185	230	45	2,405	460	(1,945)	2,760			87.1%	
1702 Purchase of Grave Space	5,760	5,750	(10)	36,560	11,500	(25,060)	69,000			53.0%	
1703 Other Cemetery Fees	400	0	(400)	2,400	0	(2,400)	0			0.0%	
Cemeteries & Open Spaces :- Income	<b>13,101</b>	<b>12,746</b>	<b>(355)</b>	<b>67,867</b>	<b>27,492</b>	<b>(40,375)</b>	<b>159,952</b>			<b>42.4%</b>	<b>0</b>

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## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	10,375	10,662	287	20,750	21,330	580	127,950		107,200	16.2%	
4002 Employer's NIC	1,396	1,349	(47)	2,702	2,702	(0)	16,192		13,490	16.7%	
4003 Employer's Superannuation	1,822	1,887	65	3,544	3,777	233	22,647		19,103	15.6%	
4011 Staff Training	573	334	(239)	573	660	87	4,000		3,427	14.3%	
4014 Sexton Duties	600	125	(475)	600	250	(350)	1,500		900	40.0%	
4015 Grave Digging	0	1,200	1,200	5,050	2,400	(2,650)	14,400		9,350	35.1%	
4102 Property Maintenance	523	1,016	493	530	2,040	1,510	12,200		11,670	4.3%	
4103 Maintenance Contracts	430	217	(213)	430	440	10	2,610		2,180	16.5%	
4111 Energy Costs	309	500	191	805	1,000	195	6,000		5,195	13.4%	
4131 Rates	0	0	0	3,672	8,597	4,925	8,597		4,925	42.7%	
4141 Water Services	155	77	(78)	165	154	(11)	924		759	17.8%	
4162 Waste Removal	0	500	500	200	1,000	800	6,000		5,800	3.3%	
4163 Domestic Supplies	37	66	29	86	140	54	800		714	10.8%	
4164 Workshop Consumables	100	335	235	243	670	427	4,020		3,777	6.0%	
4171 Grounds Maintenance Costs	998	4,243	3,245	1,240	8,495	7,255	50,925		49,685	2.4%	
4203 Other Transport Costs	0	1,242	1,242	0	2,484	2,484	26,608		26,608	0.0%	
4204 Vehicle Fuel Costs	107	84	(23)	107	168	61	1,008		901	10.6%	
4205 Vehicle Costs (exc Fuel)	2,292	115	(2,177)	3,436	230	(3,206)	1,380		(2,056)	249.0%	
4301 Equipment	0	2,407	2,407	35	4,822	4,787	28,892		28,857	0.1%	
4304 Catering & Hospitality	0	34	34	0	68	68	408		408	0.0%	
4305 Clothes, Uniform & Laundry	0	150	150	0	300	300	1,800		1,800	0.0%	
4313 Professional Fees - Other	0	0	0	40	0	(40)	1,000		960	4.0%	
4323 Telephones & Broadband	44	100	56	98	200	102	1,200		1,102	8.2%	
4325 Computing	0	0	0	1,369	0	(1,369)	0		(1,369)	0.0%	

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## Detailed Income &amp; Expenditure by Phased Budget Heading 03/06/2026

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4327 Publicity Advertising	0	33	33	0	66	66	396		396	0.0%	
4342 Subscriptions	0	0	0	90	0	(90)	0		(90)	0.0%	
4900 Miscellaneous Expenses	0	30	30	0	60	60	360		360	0.0%	
Cemeteries & Open Spaces :- Indirect Expenditure	<b>19,761</b>	<b>26,706</b>	<b>6,945</b>	<b>45,767</b>	<b>62,053</b>	<b>16,286</b>	<b>341,817</b>	<b>0</b>	<b>296,050</b>	<b>13.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,660)</b>	<b>(13,960)</b>	<b>(7,300)</b>	<b>22,100</b>	<b>(34,561)</b>	<b>(56,661)</b>	<b>(181,865)</b>				
<u>414 Mayors Charity 2025 - R Crooks</u>											
1303 Other customer/client receipts	0	0	0	75	0	(75)	0			0.0%	
Mayors Charity 2025 - R Crooks :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>0</b>	<b>(75)</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>0</b>	<b>(75)</b>	<b>0</b>				
<u>416 Community Store</u>											
1304 Donations	300	0	(300)	650	0	(650)	0			0.0%	
Community Store :- Income	<b>300</b>	<b>0</b>	<b>(300)</b>	<b>650</b>	<b>0</b>	<b>(650)</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>300</b>	<b>0</b>	<b>(300)</b>	<b>650</b>	<b>0</b>	<b>(650)</b>	<b>0</b>				
Grand Totals:- Income	<b>24,531</b>	<b>24,756</b>	<b>225</b>	<b>811,424</b>	<b>736,903</b>	<b>(74,521)</b>	<b>1,670,500</b>			<b>48.6%</b>	
Expenditure	<b>163,128</b>	<b>131,662</b>	<b>(31,466)</b>	<b>424,945</b>	<b>365,569</b>	<b>(59,376)</b>	<b>1,686,010</b>	<b>0</b>	<b>1,261,065</b>	<b>25.2%</b>	
<b>Net Income over Expenditure</b>	<b>(138,598)</b>	<b>(106,906)</b>	<b>31,692</b>	<b>386,479</b>	<b>371,334</b>	<b>(15,145)</b>	<b>(15,510)</b>				
plus Transfer from EMR	<b>3,433</b>	<b>0</b>	<b>(3,433)</b>	<b>15,433</b>	<b>0</b>	<b>(15,433)</b>	<b>0</b>				
less Transfer to EMR	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,852</b>	<b>0</b>	<b>(45,852)</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(135,164)</b>	<b>(106,906)</b>	<b>28,258</b>	<b>356,060</b>	<b>371,334</b>	<b>15,274</b>	<b>(15,510)</b>				

10a. BROADWATER SCHOOL – CIL APPLICATION EVALUATION

**Project:** Feasibility study for a combined education and community facility at Broadwater School, Summers Road, Farncombe, Godalming.

**Applicant:** Greenshaw Learning Trust / Broadwater School

**Organisation type:** Education – School

**CIL sought:** £23,000

**Total project cost:** £32,040 + VAT

**Applicant contribution:** £9,040 from Greenshaw Learning Trust

**Planned completion:** End of October 2026

**Planning permission:** Not required for feasibility stage; future scheme would require planning permission

**VAT:** Applicant states VAT can be reclaimed

**Previous CIL:** Friends of Broadwater School received £108,890 from GTC in February 2024, according to the application.

### **Assessment Against Regulation 59C Criteria**

#### **Regulation 59C Criteria:**

Neighbourhood CIL funds must be used to:

“support the development of the local area by funding (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.”

GTC’s adopted CIL Policy reflects this test and identifies schools/educational facilities, open spaces, and sporting/recreational facilities as examples of infrastructure. The Policy also allows applications from external not-for-profit organisations, including schools, and requires projects to show wider community benefit, deliverability, and a link to development impacts.

#### **Infrastructure Support**

The application is for feasibility work rather than direct capital delivery. However, as with the Farncombe Day Centre precedent, the work is intended to enable a future infrastructure project. The proposed longer-term scheme includes:

- an Alternative Provision and EBSNA Centre for up to 45 pupils;
- a multi-purpose artificial pitch for school and community use;
- supporting on-site infrastructure, including additional car parking;
- preparation for a future Strategic CIL application.

The feasibility work includes surveys, design development, baseline reports, project management and visual presentation material. These are preparatory steps toward potential future education, sports and access infrastructure.

The Farncombe Village & Binscombe Community Vision Document records that Broadwater School already has specified SEN provision for 11–16-year-old pupils with Speech, Language and Communication Needs. It also identifies Broadwater Park as a major local recreational area containing a range of sports and community facilities.

#### **Addressing Demands of Development**

The application links the proposal to housing growth, population increase, pressure on local education provision, demand for specialist AP/EBSNA places, shortage of floodlit all-weather sports facilities, and traffic/parking pressure around the school.

The sports element is supported by wider local evidence, including petitioning of this Council in 2025, that all-weather and floodlit provision is a recognised local issue.

The Neighbourhood Plan evidence on general secondary school places is now dated, but it did recognise that the Schools Organisation Plan is a live document and that additional large-scale development could require further provision within Godalming at secondary level. As part of the feasibility study, the specific AP/EBSNA case needs to be supported by current evidence from the relevant education authority.

**Conclusion:**

The project is capable of satisfying Regulation 59C, provided Members are satisfied that the feasibility study is genuinely directed toward future infrastructure delivery and that the community benefit is not limited to the school’s statutory education function.

**Assessment Against Godalming Town Council CIL Policy**

Policy Element	Compliance/Comment
Type of project	✓ Feasibility for education, sports/community and access infrastructure
Eligible applicant	✓ School / education body; schools are eligible under GTC policy
Location within Godalming	✓ Broadwater School, Summers Road, Farncombe
Community benefit	✓ Potentially strong, particularly artificial pitch/community use, but community access arrangements need to be defined.
Match funding	✓ £9,040 contribution from Greenshaw Learning Trust
CIL as funding of last resort	Partial — application says core education budgets cannot fund this work, but further evidence of other funding routes considered would strengthen the case
Previous CIL award	✓ No previous CIL application has been made by the Greenshaw Learning Trust, however, previous projects have taken place within the Broadwater school campus supported by the Friends of Broadwater School and the Guildford Hockey Club.
Delivery readiness	✓ Feasibility study proposed by October 2026
Planning position	✓ Not required for feasibility; future scheme would require planning permission
Revenue implications	Future revenue costs to be met from education budgets and community-use income
VAT	Requires check — applicant can reclaim VAT, so recoverable VAT must not be funded

**Justification, Supporting Evidence & Risk**

**Justification**

The application seeks early-stage funding to test whether a larger infrastructure scheme can be brought forward. The strategic justification is that the project could:

- increase local specialist education capacity;
- reduce the need for pupils to travel out of area;
- provide an all-weather sports facility for school and community use;
- respond to local demand for formal sports provision;
- address parking/access constraints associated with increased use of the site;
- support a later Strategic CIL bid.

This aligns with GTC's policy priorities where the project can be shown to support educational facilities, recreational improvements, youth provision and community facilities .

### Supporting Evidence

The application refers to:

- a supporting statement from Broadwater School's Headteacher on AP/EBSNA need;
- evidence from Broadwater School, Sport Godalming, GTC and local clubs/user groups;
- a public question and petition signed by 106 residents;
- recognition of shortage of floodlit all-weather pitches in the Godalming area;
- future Strategic CIL intentions;
- Greenshaw Learning Trust contribution of £9,040.

### Risks & Considerations

- **Feasibility rather than delivery:** Members should be satisfied that funding a study is proportionate and directly linked to future infrastructure delivery.
- **Education vs wider community benefit:** AP/EBSNA provision may primarily support statutory education need. The strongest community CIL case is likely to rest on the combined nature of the project, especially community access to the artificial pitch.
- **VAT:** The applicant can reclaim VAT. Any award should be based on net eligible costs only.
- **Future planning issues:** The eventual project may raise planning matters including floodlighting, noise, traffic, parking, loss/intensification of playing field use, ecology and residential amenity.
- **Community use:** If the artificial pitch is a key justification, Members may wish to require an outline community-use statement, including likely hours, pricing and booking principles.

### Conclusion and Recommendation

This application appears to be within the potential remit of Regulation 59C and GTC's CIL Policy, but it should be treated as a preparatory-stage application requiring conditions.

It is similar in principle to the Farncombe Day Centre feasibility bid: the CIL-funded work would not itself deliver the final infrastructure but would enable a future scheme and Strategic CIL application. The case is strongest where the project is framed as a combined education, youth, sports and community infrastructure scheme, rather than solely as school estate development.

The project is strengthened by the proposed 28% contribution from the Greenshaw Learning Trust.

#### Recommendation:

Members may resolve approve that a Neighbourhood CIL award of **up to £23,000** be approved to Greenshaw Learning Trust / Broadwater School for feasibility work relating to the proposed combined education and community facility, subject to:

- confirmation that the eligible project cost excludes recoverable VAT;
- a short community-use statement for the proposed artificial pitch;
- a commitment to provide GTC with the completed feasibility report and Strategic CIL bid outputs;
- acknowledgement of GTC funding in any publicity or future bid material.

A suitable additional condition would be:

*"That the applicant provides a summary of the feasibility study outcomes to GTC within three months of completion, including whether the project will proceed to Strategic CIL application stage."*



Supporting Our Community

### CIL FUNDING APPLICATION FORM

1. Applicant organisation	Greenshaw Learning Trust, Broadwater School
2. Name and position of main contact	Main Contact:- Anna Pearce – Head of Estates
3. Applicant contact details (phone no, email and address)	Address:- Broadwater School, Summers Road, Farncombe, Godalming, Surrey GU7 3BW  07879 450654 apearce@greenshawlearningtrust.co.uk
4. Type of organisation  If a charity, please provide registration number	Education - School
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Broadwater School, Summers Road, Farncombe, Godalming
7. Summary of the project proposal	<p>The project comprises a feasibility study to explore the development of a combined education and community facility in West Surrey. At its core is the potential construction of an Alternative Provision and EBSNA Centre for up to 45 pupils, designed to meet identified local demand while also positioning the area to deliver a future centre of excellence under anticipated Unitary arrangements.</p> <p>Alongside this, the project incorporates the provision of a multi-purpose artificial pitch, intended to serve both the educational needs of the centre during the school day and the wider community during evenings and weekends, thereby maximising the value and utilisation of the site.</p> <p>To support the overall scheme, appropriate on-site infrastructure, including additional car parking, will be integrated into the design to ensure accessibility and functionality for all users.</p>

	Subject to the outcome of the feasibility work, the Council intends to bring forward a coordinated scheme and submit an application for Strategic CIL funding to enable delivery of the project in full.
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8. Estimated project cost	£32,040 + VAT
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9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme;

Feasibility Study	10,815
Topographical Survey	3,000
Ground Penetrating Radar Survey	1,500
Statutory Utility Searches	500
Arboricultural Survey	1,500
Ecology Survey	2,500
Biodiversity Net Gain Baseline report	1,000
Archaeological Desk Based Assessment	1,500
Management Charge @ 15%	1,725
Project Management as agreed/required	3,000
Staff Allocation	3,000
Detailed Visual Presentation	2,000
Budgeted Feasibility study costs	32,040
<b>CIL Funding Request</b>	<b>23,000</b>
Greenshaw	9,040

This budget takes the project to the point of submission of the planning application. Costs associated with the submission, together with managing the construction tender process will be met by the Greenshaw Learning Trust.

10. Detail of additional sources of funding available	Greenshaw Learning Trust
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11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>Neighbourhood CIL funding is required to enable this project to progress because it sits outside the scope of core education funding. The day-to-day operation and maintenance of the school estate are already fully committed within existing budgets, and there is no provision within those allocations to support feasibility work or the development of wider community infrastructure of this nature. While the project will deliver clear benefits to the school, its primary value lies in meeting broader community need across Godalming and the surrounding area.</p> <p>The proposal reflects a proactive and responsible approach by the Trust, which is supportive of making best use of the school estate to serve the needs of a growing population. By opening up the site for wider community use and delivering facilities that go beyond statutory education requirements, the project aligns</p>
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	<p>squarely with the purpose of Neighbourhood CIL—namely, to support infrastructure that mitigates the impact of development and enhances community wellbeing.</p> <p>Neighbourhood CIL support at this stage, would allow early progression without impacting existing budgets</p> <p>Subject to a positive feasibility outcome, the School would be able to bring forward a coordinated scheme and pursue Strategic CIL funding to support delivery. In this context, Neighbourhood CIL represents a necessary and proportionate early investment to unlock a project of clear and lasting public value.</p>
<p>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings</p>	<p>Friends of Broadwater School has received CIL funding from Godalming Town Council in the sum of £108,890.00 in February 2024 (see attached)</p>
<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>The project directly addresses the cumulative impact of housing growth and population increase in Godalming and the surrounding area, which is placing sustained pressure on both education provision and community infrastructure.</p> <p>The proposed SEN (Alternative Provision and EBSNA) centre responds to a clearly evidenced and growing shortfall in local specialist places. This is supported by evidence from the Headteacher at Broadwater School (attached), which highlights current unmet need and increasing demand for appropriate provision. This pressure is being intensified by ongoing residential development across the area, alongside the implications of Local Government Reorganisation (LGR), which is expected to leave the proposed West Surrey Unitary area comparatively underprovided for in terms of specialist education facilities. Without additional local capacity, pupils will continue to be placed outside the area, increasing transport pressures and failing to meet the needs of the local community effectively.</p> <p>The need for a multi-purpose artificial pitch is similarly driven by growth. Existing sports provision in and around Godalming is already operating at or near capacity, with documented demand from Broadwater School, Sport Godalming, Godalming Town Council, and a range of local clubs and user groups. As new housing development brings additional residents—particularly families and young people—this demand will continue to increase. The proposed facility will provide essential, accessible infrastructure to support physical activity, organised sport, and community wellbeing, in line with the expectations placed on local areas to mitigate the impact of development.</p>

	<p>Increased community use of the site, particularly during evenings and weekends, will require appropriate supporting infrastructure. The provision of additional off-street parking is therefore a necessary and proportionate response to existing and future demand. Current on-street parking arrangements already create congestion, restrict through traffic, and impact residential amenity. Without intervention, these issues will worsen as both school and community use intensify in line with local growth.</p> <p>Taken together, the project represents a coordinated response to the infrastructure demands arising from development—addressing deficits in specialist education provision, formal sports facilities, and supporting access infrastructure. The evidence provided demonstrates that these are not speculative requirements, but existing pressures that will be further exacerbated without timely investment.</p>
<p>14. What evidence is there of support from the community</p>	<p>There is clear and demonstrable evidence of community support for both elements of the project, drawn from school leadership, local organisations, and direct community engagement. For the Alternative Provision (AP) and EBSNA element, a supporting statement from Mrs Matthews, Headteacher of Broadwater School (attached), sets out the current and growing need for local specialist provision. This reflects not only operational pressures within the school but wider unmet demand across the area.</p> <p>In respect of the proposed multi-purpose artificial pitch, there is substantial and well-documented evidence of community demand and support. This includes input and supporting evidence from Godalming Town Council and Sport Godalming, alongside direct representations from local users and community groups.</p> <p>At its meeting on 4 September 2025, the Town Council received a formal public question and an associated petition signed by 106 residents, supported by a detailed submission from a long-standing local football group.</p> <p>Council discussion acknowledged that there is a recognised shortage of floodlit all-weather pitches in the Godalming area, and that demand for such facilities already exceeds supply.</p> <p>This direct community feedback, combined with organisational evidence from local partners, demonstrates both:</p> <ul style="list-style-type: none"> <li>• Strong existing reliance on such facilities; and</li> <li>• A clear and growing unmet demand for additional provision.</li> </ul> <p>The project therefore responds to a well-evidenced community need, with active support from key stakeholders and clear engagement from local residents. It is not speculative—there is already a user base seeking access, alongside broader community benefit linked to health, wellbeing, and social cohesion.</p>

<p>15. Proposed timescales for the project</p>	<p>It is proposed that the feasibility study will be complete by the end of October 2026.</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>Whilst the facilities if built will have a revenue cost, which would be supported through core educational budgets and income generated through community use of facilities. This application is related to feasibility one-off projects costs.</p>
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>To be provided.</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>Planning permission will be required for the project, the feasibility study includes the preparation of the planning application.</p>
<p>19. If planning permission is required is it in place to carry out the works?  If so, please provide the application number</p>	<p>Not for the preliminary works</p>

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: \_\_\_\_\_

Organisation: Greenshaw Learning Trust \_\_\_\_\_

Date: 07/05/2026 \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

10c. GUILDFORD RUGBY CLUB – CIL APPLICATION EVALUATION

Project: Installation of new LED floodlights, including columns and luminaires, on Pitch 1 at Guildford Rugby Club, Broadwater Pavilion, Guildford Road, Godalming GU7 3DH

**Applicant:** Guildford Rugby Club / Broadwater Sports Club Limited

**Organisation type:** Community Amateur Sports Club

**CIL sought:** £40,780

**Total project cost:** £81,560

**Third-party contribution:** £40,780 from RFU Floodlighting Investment Programme

**Planned completion:** January 2027

**Planning permission:** Required; not yet submitted

**VAT:** Applicant states VAT can be reclaimed

**Assessment Against Regulation 59C Criteria**

**Regulation 59C Criteria:**

Neighbourhood CIL funds must be used to:

“support the development of the local area by funding (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.”

This mirrors GTC’s adopted CIL Policy, which states that the local proportion of CIL should be used for infrastructure or for anything else concerned with addressing the demands development places on the area. The Policy expressly includes open spaces and sporting/recreational facilities within the broad definition of infrastructure .

**Infrastructure Support**

The application is for direct capital works to improve sporting and recreational infrastructure.

The proposal would provide new LED floodlighting to Pitch 1, increasing the safe and usable hours of the pitch, particularly during autumn and winter. This supports the improvement of existing recreational infrastructure within the Godalming parish area.

The Farncombe Village & Binscombe Community Vision Document identifies Guildford Rugby Club and Broadwater Pavilion as located on the Godalming side of the boundary and notes that the Rugby Club is a Community Amateur Sports Club keen to utilise its grounds and facilities for community events, an objective GTC is supports.

**Addressing Demands of Development**

The applicant links the project to increased population and participation pressures, citing growth in youth/U23, women’s, touch and veterans rugby participation. The application states that improved floodlighting would increase pitch availability, relieve pressure on other pitches, and support additional training, fixtures, schools use and community sports activity.

The proposal therefore has a reasonable connection to addressing the demands placed on local recreational infrastructure by development and population growth.

**Conclusion:**

The project is capable of satisfying Regulation 59C. It is a capital improvement to sporting/recreational infrastructure within Godalming parish and is concerned with addressing increased demand for accessible community sports facilities.

## Assessment Against Godalming Town Council CIL Policy

Policy Element	Compliance/Comment
Type of project	✓ Sporting and recreational infrastructure improvement
Eligible applicant	✓ Community Amateur Sports Club / not-for-profit sports organisation
Location within Godalming	✓ Broadwater Pavilion / Pitch 1 is within Godalming parish
Community benefit	✓ Potentially strong, club members, including youth, women's, U23, vets and touch rugby participation; schools and representative rugby.
Match funding	✓ 50% RFU contribution stated.
Sustainability	✓ Long-term planning to modernise, reduce reliance on higher-cost services
Previous CIL award	✓ Applicant states no previous CIL or other GTC funding
Delivery readiness	✓ Construction proposed October 2026; operational January 2027
Planning position	✗ Planning required but not yet submitted
Revenue implications	✓ Additional electricity cost acknowledged and stated to be affordable due to use of LED fixtures
VAT	Requires check — applicant states VAT can be reclaimed, so recoverable VAT must not be funded
Tenure/landowner consent	Requires confirmation before release
Quotes / procurement	RFU framework/specification

## Justification, Supporting Evidence & Risk

### Justification

- The project would improve an existing community sports facility.
- It would increase usable pitch capacity during darker months.
- It supports youth, women's, senior, veterans and touch rugby activity.
- It may assist wider community use, including schools, representative rugby, community events and spectators.
- It aligns with GTC CIL Policy priorities for open space, recreational improvements, youth provision and community facilities.

### Supporting Evidence

The application provides:

- stated project cost of £81,560;
- stated RFU match funding of £40,780;
- evidence of growth in participation, including youth/U23 numbers increasing from 283 to 322 and touch/vets from 47 to 66;
- explanation of pressure on existing pitches;
- population growth figures for Godalming and Waverley;
- examples of potential wider users, including schools, Surrey Rugby and other rugby organisations.

•  
The Farncombe/Binscombe Vision Document provides local context for Broadwater Park as a significant recreational area and identifies the Rugby Club/Broadwater Pavilion as a community sports facility .

### **Risks & Considerations**

- **Planning permission:** floodlights may raise planning considerations including light spill, hours of use, residential amenity, ecology, traffic and parking.
- **VAT:** recoverable VAT is not eligible under GTC Policy.
- **RFU funding:** award should not be released until the RFU contribution is confirmed.
- **Community access:** as the applicant is a membership organisation, Members should be satisfied that community benefit is demonstrated.
- **Tenure/landowner consent:** evidence should be provided before funds are released.
- **Procurement/cost certainty:** RFU framework and supplier costings should be confirmed before funds released to ensure the applicant can make up any shortfall due to inflation or contingency needs.

### **Conclusion and Recommendation**

This application appears to be within the remit of Regulation 59C and GTC's CIL Policy. The proposal is a capital improvement to sporting and recreational infrastructure in Godalming parish and is capable of addressing increased demand for community sports provision arising from local development and population growth.

The project is strengthened by the proposed 50% RFU contribution. However, Members should ensure that the award is conditional on the outstanding planning, funding, VAT and tenure matters being resolved.

#### **Recommendation:**

Members may resolve to award a Neighbourhood CIL award of **up to £40,780** be approved for Guildford Rugby Club / Broadwater Sports Club Limited, subject to:

- confirmation of RFU match funding;
- confirmation that the eligible project cost excludes recoverable VAT;
- evidence of planning permission and discharge of any relevant pre-commencement conditions;
- evidence of landowner consent and sufficient tenure;
- acknowledgement of GTC funding in publicity/signage.



Supporting Our Community

### CIL FUNDING APPLICATION FORM

1. Applicant organisation	Guildford Rugby Club (Broadwater Sports Club Limited)	
2. Name and position of main contact	Nick Powell, Development Director	
3. Applicant contact details (phone no, email and address)	07980 858 717 devdirector@guildfordrugbyclub.co.uk	
4. Type of organisation  If a charity, please provide registration number	Community Amateur Sports Club (CASC)	
5. Is the organisation able to reclaim VAT?	Yes	
6. Location of project	Guildford Rugby Club, Broadwater Pavilion, Guildford Road, Godalming. GU7 3DH	
7. Summary of the project proposal	<p>Installation of new LED flood lights to include columns &amp; luminaries on Pitch 1 at Guildford Rugby Club.</p> <p>This project is backed by the RFU Floodlighting Investment Programme and Guildford Rugby Club have been invited to apply to the programme.</p> <p>This programme is an RFU managed infrastructure project from planning submission through to commissioning of the Floodlights. RFU appointed Suppliers have been carefully selected and are engaged through a framework agreement.</p> <p>This give confidence to GRFC and any potential funder that the project will be managed with confidence.</p>	
8. Estimated project cost	£81,560	
9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£40,780	Represent 50% funding

Any other Local authority contribution eg EBC and/or SCC		
Third party contribution	£40,780	RFU
Total cost	£81,560	
10. Detail of additional sources of funding available	As part of the RFU Floodlight Programme, the RFU will provide funding for 50% of the Project.	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>Guildford Rugby Club is seeking CIL funding to support a project aimed at improving lighting infrastructure across our grounds:</p> <ul style="list-style-type: none"> <li>• Installation of new floodlights on the 1st Team Pitch</li> </ul> <p>These improvements are essential to increasing the usability, safety, and sustainability of our facilities, particularly during the darker months. The upgrades will allow for extended training hours, more flexible scheduling, and greater access for community groups.</p> <p>We are applying to Godalming Town Council for CIL funding because Guildford Rugby Club is a key community resource for Godalming and the surrounding areas. Our pitches are used not only by our club members but also by local schools, youth teams, and community sports initiatives. These lighting improvements will significantly enhance the accessibility and quality of the facilities for all users.</p> <p>There has been a significant increase in our membership, which is putting significant demand on our facilities. The Club has seen a continuous growth in demand over the past three seasons around its offerings for Female, Youth / U23 and Touch Rugby players:</p> <ol style="list-style-type: none"> <li>1. For the first time in the 25-year history of the Women's section, we have fielded a Women's Second XV.</li> <li>2. A near 15% growth in Youth and U23 numbers since 2022 is enabling all Youth Boys age groups to field two sides per age group in Surrey Competitions for the second successive year time. The club are also fielding U23 sides at Xmas and Easter.</li> <li>3. There has been a 40% growth in the Touch / Vets category over this period.</li> </ol> <p>Stats 22/23 v 24/25:</p> <ul style="list-style-type: none"> <li>• Youth and U23 from 283 to 322.</li> <li>• Touch and Vets from 47 to 66.</li> </ul> <p>We believe this is attributable by the increase in development in the Godalming area, which has increased the population by:</p>	

	<p><b>Godalming (Civil Parish)</b></p> <ul style="list-style-type: none"> <li>• 2011 Census: 21,804 residents</li> <li>• 2021 Census: 23,325 residents</li> <li>• Increase: +1,521 people (~7.0%)</li> </ul> <p><b>Waverley Borough</b></p> <ul style="list-style-type: none"> <li>• 2011 Census: ~121,600 residents</li> <li>• 2021 Census: ~128,200 residents</li> <li>• Increase: +6,657 people (~5.5%)</li> </ul> <p>Pitches 2 &amp; 3 have been unavailable for a significant part of the Winter and the introduction of new Floodlights on Pitch 1 will alleviate with pressures on Pitches 2 and 3 by moving existing Vets games to Pitch 1.</p> <p>The total cost of the project is estimated at £81,560. In terms of alternative funding sources, GRFC have been invited by the RFU as the first wave of Clubs, to be part of their “RFU Floodlighting Investment Programme”.</p> <p>The RFU will provide a grant to cover 50% of the total cost of the new floodlights. Our application has been submitted, the RFU have commissioned a Supplier (Highlights) as part of their Framework Agreement. Designs have been drafted and costed.</p> <p>Our RFU contact is RickBruin@RFU.com</p> <p>CIL funding is essential to bridging the remaining funding gap and ensuring the project can proceed without delay. The improvements will deliver long-term benefits to the Godalming community by supporting health, wellbeing, and social inclusion through sport.</p>
<p>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings</p>	<p>No</p>

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>The proposed floodlighting project directly supports the growing demand for accessible, high-quality community sports facilities in the Godalming area, which has seen significant residential development in recent years. As new housing developments bring more families and young people into the area, the need for inclusive, well-equipped recreational spaces has increased accordingly.</p> <p>Guildford Rugby Club plays a vital role in meeting this demand. We provide structured sporting opportunities for c.1,000 players across all age groups, from minis and juniors to seniors and veterans, as well as hosting school and community events. However, our current capacity is limited by daylight hours, especially during autumn and winter. The installation of new floodlights on the 1st Team Pitch, will significantly increase pitch availability and allow us to accommodate more users safely and efficiently.</p> <p>Evidence of this growing demand includes:</p> <ol style="list-style-type: none"><li>1) Increased membership and participation: We have seen a steady rise in player numbers, particularly among youth and women's teams, reflecting broader demographic growth in the area.</li><li>2) Local development plans: Godalming and surrounding areas have been identified for housing growth in Waverley Borough Council's Local Plan, which highlights the importance of supporting infrastructure - including sports and leisure - to maintain community wellbeing.</li><li>3) By enhancing our facilities, this project will help ensure that local infrastructure keeps pace with development, supporting physical activity, social inclusion, and community cohesion.</li></ol> <p>There are a number of studies to support this - the FA quote players with access to better quality, floodlit pitches play 33% more than those without, and Abbey Rugby club in Reading have reported training hours post installation and upgrade of their floodlights increased from 12 hours/ month of evening training, to 80 hours/month.</p>
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<p>14. What evidence is there of support from the community</p>	<p>From within the club there is support from the Veterans sections who would have a much better playing experience on the 1<sup>st</sup> Team pitch. Our Men's First XV Team and Women's Gazelles Team would be able benefit from later kick-offs in the Winter, including double headers where they play one after the other.</p> <p>From the wider community there is significant interest from:</p> <ul style="list-style-type: none"> <li>• Local inter school games, including Godalming and RGS Guildford on Friday evenings to create memorable events for players, other pupils and parents</li> <li>• Harlequins Women's pre-season Games.</li> <li>• Harlequins Women who are looking for a suitable home ground for Surrey University Women to play BUCS games, as part of their push to Super BUCS level.</li> <li>• Surrey Rugby, who are looking to create even better experiences for their Representative Matches and the Tournaments they run.</li> <li>• The Club has previously hosted international touring teams, Men and Women, in both the sevens and fifteen aside versions of the game, to use the Club as a training base. The club is hosting the International Armed Forces' Women's "World Cup" in August. Floodlights on P1 will give the Club more opportunities to market itself to such organisations.</li> </ul> <p>We not only want to create more opportunities for people to play sport in Waverley, but also more opportunities for the community to come together to watch sport and socialise together. Residents of Waverley currently have to travel outside the Borough to watch good standard sport, and often well beyond adjacent Boroughs.</p>
<p>15. Proposed timescales for the project</p>	<p>October 26 – Construction starts January 27 – Floodlights operational</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>Yes, the first team pitches will increase electricity consumption, which is affordable and forecasted within the operational spend. We have modelled the additional consumption costs and are confident that they are fundable on an ongoing basis.</p> <p>Floodlights will additionally provide multiple opportunities for increased external hire, bar and catering revenue.</p>

<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p><a href="https://find-and-update.company-information.service.gov.uk/company/07506829/filing-history">https://find-and-update.company-information.service.gov.uk/company/07506829/filing-history</a></p> <p>Also included as an attachment to this application.</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>Yes, this will be managed by the RFU / Highlights.</p>
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	<p>Planning has not yet been submitted.</p>

#### Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

10e. MOSS LANE SCHOOL – CIL APPLICATION EVALUATION

Project: Installation of a fixed pergola awning ("The Den") and replacement wall-mounted canopy between Reception classrooms at Moss Lane School, Moss Lane, Godalming GU7 1EF.

**Applicant:** Moss Lane School (Headteacher: Victoria Abbott). Moss Lane School Association (Charity No. 1089177) as PTA partner.

**Organisation type:** Foundation School

**CIL sought:** £34,264.59

**Total project cost:** £41,264.59

**Third-party contribution:** £5,000 (school) + £2,000 (PTA)

**Planned completion:** Summer holidays 23 July – 2 September 2026 (applicant)

**Planning permission:** Not required

**VAT:** Applicant states VAT can be reclaimed (recoverable VAT must not be funded)

**Previous CIL:** Moss Lane School received £66,000 from GTC in May 2025 (as stated in the application)

### **Assessment Against Regulation 59C Criteria**

#### **Regulation 59C Criteria:**

Neighbourhood CIL funds must be used to:

“support the development of the local area by funding (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.”

This mirrors GTC’s adopted CIL Policy, which states that the local proportion of CIL should be used for infrastructure or for anything else concerned with addressing the demands development places on the area. The Policy expressly includes open spaces and sporting/recreational facilities within the broad definition of infrastructure .

#### **Infrastructure Support**

The application is for direct capital works for improvement to education/recreational infrastructure (outdoor learning and play facilities) on a constrained town-centre school site. This is within the broad definition of infrastructure used by GTC (schools, open space, recreational facilities).

#### **Addressing Demands of Development**

The applicant cites recent / planned residential growth and the constrained nature of the school site (no green space) as placing pressure on existing outdoor provision. Improving usable, year-round outdoor capacity helps the school cope with increased local demand and supports pupil welfare and learning.

#### **Conclusion:**

In principle the project meets Regulation 59C: it is an infrastructure improvement concerned with addressing development pressures. The application therefore sits within the possible remit of Neighbourhood CIL.

### **Assessment Against Godalming Town Council CIL Policy**

<b>Policy Element</b>	<b>Compliance/Comment</b>
Type of project	✓ Education / recreational infrastructure improvement.
Eligible applicant	✓ School and registered PTA involvement acceptable.
Location within Godalming	✓ On a Godalming town-centre school site.

<b>Policy Element</b>	<b>Compliance/Comment</b>
Community benefit	Partial — primary beneficiary is statutory education (Reception pupils). The application does not clearly define wider community access;
Match funding	✓ 17% £7,000 committed (positive local contribution)
CIL as funding of last resort	Partial — applicant states internal budgets constrained; no evidence of other external grant searches supplied.
Previous CIL award	✓ Previous award in May 2025 (£66,000) — permitted ( > 12 months)
Delivery readiness	Conditional — applicant proposes delivery in a single holiday window; contractor appointment and quotes are not supplied.
Planning position	✓ Not required for these works.
Revenue implications	Low; ongoing maintenance to be met by school budget (applicant states).
VAT	Requires check: recoverable VAT to be excluded from eligible costs.

## **Justification, Supporting Evidence & Risk**

### **Justification**

Improves safety, supervision, year-round access to outdoor learning and play on a constrained town-centre site; contributes to pupil wellbeing and learning continuity.

### **Supporting Evidence**

Detailed cost breakdown and contingency, school and PTA cash pledges, delivery window, and statement linking project to local growth and Neighbourhood Plan priorities

### **Risks & Considerations**

- Community benefit: application lacks a clear statement of how facilities will benefit the wider community (beyond school use). Regulation 59C/CIL policy expects wider community benefit for school applications.
- Delivery risk: ambitious holiday programme → requires immediate procurement/contractor confirmation to avoid delay.
- Financial controls: recoverable VAT must be excluded; officer must confirm eligible net costs.
- Previous award reconciliation: May 2025 CIL award to Moss Lane School has been completed.
- Value for money / procurement: two competitive quotes (or framework evidence) required before release.

### **Conclusion and Recommendation**

The project is capable of meeting Regulation 59C and GTC's CIL Policy in principle as an education/recreational infrastructure improvement.

**Recommendation:**

Members may resolve to award a Neighbourhood CIL award of **up to £34,264.59** be approved for Moss Lane School for the awning and canopy project, subject to the following conditions:

- Confirmation that the eligible project cost excludes any recoverable VAT and the award is based on net eligible costs only.
- Submission of two competitive quotes (or procurement framework evidence) and written confirmation of contractor appointment and a delivery programme that demonstrates works will be completed in the Summer 2026 school holiday period (or a revised timetable for completion within 12 months).
- A short community-use statement demonstrating any planned benefit to the wider community (if none, explanation why and clarification that the primary benefit is pupil education).
- Acknowledgement of GTC funding in any publicity or signage.



**CIL FUNDING APPLICATION FORM**

1. Applicant organisation	Moss Lane School
2. Name and position of main contact	Victoria Abbott - Headteacher
3. Applicant contact details (phone no, email and address)	Phone: 01483 417214 Email: head@moss-lane.surrey.sch.uk Address: Moss Lane School, Moss Lane, Godalming, Surrey, GU7 1EF
4. Type of organisation	Foundation School
If a charity, please provide registration number	Moss Lane School Association - Charity Registration No: 1089177
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Moss Lane School Moss Lane Godalming Surrey GU7 1EF

7. Summary of the project proposal	<p>Moss Lane School is seeking funding for two complementary improvements to its outdoor provision: the installation of a fixed awning to “The Den” and the replacement of the existing canopy between the two Reception classrooms.</p> <p>The proposed awning will increase play capacity and add essential shade and weather protection to an area currently exposed to direct sunlight. The awning will allow doors to remain open while maintaining clear lines of sight; supporting safe supervision, particularly where lone working may take place. It will also help regulate temperature during warmer months, creating a safer and more comfortable environment for pupils and staff. In addition, it will contribute to increased shaded space within the playground, which is currently very limited.</p> <p>The reception classes have a requirement for the continuous access and provision of outdoor space. The proposed canopy will enable year-round use of the area outside the classrooms, extending learning beyond the classroom environment and enhancing children’s educational experiences. It will also provide protection for play equipment and resources, helping to prolong their lifespan and reduce future replacement costs. Funding is also being sought for the associated enabling works to facilitate the installation of the new canopy.</p> <p>Together, these improvements will enhance the usability, safety and sustainability of key outdoor areas within the school. As a town centre school with no access to green space, maximising the effectiveness of existing outdoor areas is essential to support pupils’ learning, wellbeing and day-to-day experience.</p> <p>This project aligns with CIL funding criteria by contributing to the improvement and replacement of educational and recreational infrastructure, ensuring that existing facilities remain safe, accessible and fit for purpose in response to the demands placed on local infrastructure.</p>
8. Estimated project cost	£41,264.59

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	£34,264.59	<ul style="list-style-type: none"> <li>● Pergola cubic awning - £16,390.86</li> <li>● Preparatory works for installation of improvements - £4,666.80</li> <li>● Supply and installation of Coniston 35 Wall Mounted Canopy - £16,455.60</li> <li>● Contingency (10%) - £3,751.33</li> </ul>
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution	£5,000 £2,000	Moss Lane School Moss Lane School Association (Registered Charity: 1089177)

Total cost	£41,264.59	
10. Detail of additional sources of funding available	<p>The school has committed £5,000 towards the project from its own budget. In addition, the Moss Lane School Association (PTA) has pledged £2,000 through fundraising efforts.</p> <p>These contributions demonstrate a strong local commitment to the project; however, they are not sufficient to meet the full cost, and external funding is required to enable delivery.</p>	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>While the school and PTA are contributing financially, available funds are limited and must also support wider school needs. The scale of the works required, particularly the full replacement of the canopy and installation of a high-quality, durable awning, means that the project cannot be delivered without external support.</p> <p>CIL funding is therefore essential to enable these improvements to be delivered in a timely manner, enhancing the school's outdoor learning environment and ensuring that these important facilities remain safe, accessible and fit for purpose for current and future pupils.</p>	
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	<p>Yes - Moss Lane School was successfully awarded £66,000 of CIL funding by Godalming Town Council in May 2025 to support playground redevelopment.</p>	

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Moss Lane School is the principal town centre infant school in Godalming. The surrounding area has experienced significant recent residential development, with further growth planned. This places increased demand on existing community infrastructure, including school facilities.</p> <p>As a centrally located school operating within a constrained site, there is no capacity to expand the physical footprint or create new outdoor areas. This places increased pressure on existing spaces, making it essential that they are maintained, improved and used as effectively as possible.</p> <p>This project directly responds to these pressures by improving the quality, safety and usability of existing outdoor infrastructure. The installation of an awning will allow safe use of the space adjacent, and will enhance visibility and supervision of the area. The installation of a canopy will provide for the use of continuous access to outdoor play.</p> <p>The Godalming &amp; Farncombe Neighbourhood Plan highlights the importance of retaining and enhancing community infrastructure that serves a growing town. It also identifies the need for improvements to recreational and community spaces, particularly where existing provision is under pressure. In addition, the Plan notes that some facilities are not easily accessible or usable in all conditions, reinforcing the importance of well-designed, functional spaces.</p> <p>By enhancing access and usability, this project ensures that the school can continue to meet the needs of local families, supporting both educational provision and wider community wellbeing.</p>
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<p>14. What evidence is there of support from the community</p>	<p>The Moss Lane School Association (Charity Reg No: 1089177) actively supports the project and has committed funding towards its delivery. This demonstrates clear backing from parents and the wider school community.</p> <p>The benefits of improved outdoor provision are reflected in day-to-day school use, with staff and families recognising the value of increased sheltered and shaded outdoor spaces that can be used throughout the year.</p> <p>The Godalming &amp; Farncombe Neighbourhood Plan identifies the importance of accessible and well-maintained community infrastructure, including spaces for children and young people. It also highlights that some existing facilities are not fully accessible or usable in all conditions, supporting the case for improvements that enhance usability and inclusivity.</p>
<p>15. Proposed timescales for the project</p>	<p>As the work is taking place within a school environment, it must be carried out during school holidays to ensure the safety of pupils, staff and visitors. The proposed timescales for the project are therefore as follows:</p> <p>Summer Holidays (23rd July - 2nd September 2026).</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>The school will take responsibility for ongoing maintenance of both the awning and canopy. These costs will be incorporated into the school's existing maintenance budget, ensuring the long-term sustainability of the project without reliance on additional external funding.</p>
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>N/A</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>No</p>
<p>19. If planning permission is required is it in place to carry out the works?  If so, please provide the application number</p>	<p>No</p>

## Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: Victoria Abbott

A black rectangular redaction box covering the signature of Victoria Abbott.

Organisation: Moss Lane School - Headteacher

Date: 5th June 2026

All organisations involved with the application will need to sign and date the form.

Signed: EJ Holliday

Organisation: Moss Lane School Association - Chair

Date: 5th June 2026



**Godalming**  
Town Council

Supporting Our Community

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# COMBE ROAD RECREATION GROUND

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Business Plan

1 June 2026

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## **EXECUTIVE SUMMARY**

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Godalming Town Council (GTC) seeks the freehold transfer of Combe Road Recreation Ground, located in Farncombe and Binscombe locality, from Waverley Borough Council (WBC) under the Community Asset Transfer process.

Combe Road Recreation Ground is a landlocked neighbourhood recreation ground of approximately 3,076sqm, bounded by residential properties on Coombe Road, Warren Road and Green Lane, with pedestrian access from Coombe Road and Green Lane. It provides informal grassed recreation space and a small children's play area for nearby residents.

The site is modest in scale but important in function. It provides a local, walkable play and recreation space within a residential area where access to good-quality play provision is recognised as a concern. The Farncombe Village and Binscombe Community Vision identifies Combe Road Recreation Ground as an informal grassed area with a small children's play area, notes that the facilities for young children are of poor quality, and records local requests for those facilities to be upgraded .

The Godalming and Farncombe Neighbourhood Plan also identifies wider disparity in play provision across the town, including that Godalming Binscombe falls below the borough average for equipped play provision. It further notes that accessibility to play areas is mixed, with grass access limiting usability in some locations, particularly for those with disabilities . The transfer would:

- secure the long-term public ownership of a valued neighbourhood recreation ground;
- protect a local "safe space" for children, families and nearby residents;
- enable targeted improvement of a small children's play area recognised as needing upgrade;
- improve local accountability for safety, maintenance and future investment;
- support year-round informal recreation and wellbeing;
- allow GTC to consider improved accessibility and inclusive play provision;
- align with GTC's objective to protect open and green spaces for community benefit.

GTC is financially stable, professionally staffed and experienced in managing community assets, open spaces, cemeteries, allotments, public realm assets and grounds maintenance. The Council is well placed to incorporate Combe Road Recreation Ground into its existing operational, compliance and financial structures.

### **Proposed Use Statement (25%)**

#### **Approach and Strategy**

GTC's approach is to maintain Combe Road Recreation Ground as a publicly accessible neighbourhood recreation ground, with particular emphasis on children's play, family use, informal recreation and safe local access.

The Council's strategy is to protect the existing green-space function while improving the quality and usability of the site over time. The recreation ground is landlocked and enclosed by residential development, which gives it a distinctive character. Rather than seeking large-scale or intensive use, GTC would manage the site as a quiet, local, family-friendly space serving the immediate Farncombe and Binscombe community.

The priority will be to:

- maintain free public access;
- preserve the site as open green space;
- improve the quality of children's play provision;
- assess and enhance accessibility where practical;
- support a safe environment for children and families;
- explore biodiversity and low-maintenance planting opportunities;
- respond locally and quickly to maintenance or safety concerns.

## **Usage**

The recreation ground will continue to be used for:

- children's play;
- informal recreation;
- family visits;
- outdoor exercise;
- quiet enjoyment by nearby residents;
- community wellbeing;
- local biodiversity and soft landscape value.

## **Target Demographic**

The primary users will be:

- residents of Farncombe and Binscombe;
- families living near Coombe Road, Warren Road and Green Lane;
- young children using the play area;
- parents, carers and grandparents;
- residents seeking informal green space close to home;
- users who benefit from local, walkable open space rather than larger destination parks.

## **Major Challenges and Opportunities**

### Challenges

- The site is landlocked and accessed by pedestrian routes, so any works must be carefully planned.
- The existing children's play facilities have been identified as poor quality and subject to local requests for upgrade .
- Access and inclusive play provision need review.
- Management must balance children's play, quiet enjoyment and the amenity of surrounding residential properties.
- Any change to dog-control arrangements would require consultation and appropriate process.

### Opportunities

- Secure a local play and recreation space in perpetuity.
- Upgrade a neighbourhood play area where improvement has already been locally requested.
- Improve provision in an area recognised as under-served for equipped play and informal play space.
- Consider designation or management as a child-focused "safe space".
- Improve accessibility and inclusive play opportunities.
- Introduce low-cost biodiversity enhancements and reduced-pesticide management.
- Provide local democratic accountability through GTC's ward councillors and committee structure.

## Benefits

The transfer will deliver the following community benefits:

- **Improved physical health** — supporting children’s play, walking, informal exercise and outdoor activity.
- **Enhanced mental wellbeing** — providing nearby access to green space.
- **Better play provision** — enabling a structured review and potential upgrade of the children’s play area.
- **Community safety** — supporting management of the site as a family-friendly space.
- **Inclusivity** — reviewing access, equipment and usability for children and residents with differing needs.
- **Environmental benefit** — potential for biodiversity improvements and low-maintenance planting.
- **Local accountability** — residents will have a direct route to GTC for maintenance and improvement requests.

## SEE PAGE 8 FOR FURTHER DETAIL

### Site Management Approach (25%)

#### Site Management and Maintenance

GTC’s in-house maintenance team will assume responsibility for routine upkeep of Combe Road Recreation Ground. This will include:

- grass cutting and grounds maintenance;
- litter collection;
- routine visual inspections;
- play equipment checks;
- minor repairs;
- monitoring of entrances and boundaries;
- responding to resident reports;
- arranging specialist inspections and works where required.
- 

Specialist services, including independent play inspections, arboriculture, surfacing, fencing, drainage or larger equipment works, will be outsourced to appropriately qualified contractors.

#### Management Structure

The site will be managed within GTC’s existing operational structure:

- **CEO & Proper Officer / RFO** — overall responsibility and accountability, budgets, insurance, asset register, governance and corporate administration.
- **Operations & Compliance** — inspections, risk management, contractor liaison, health and safety and operational oversight.
- **Maintenance Supervisor and Maintenance Team** — routine site maintenance and day-to-day care.

This mirrors the structure used in GTC’s approved recreation-ground transfer business cases.

#### Resourcing and Recruitment

No additional staff are anticipated to be required.

The site is small and can be incorporated into existing maintenance schedules. Any additional training required for play-area inspection, risk management or equipment maintenance will be arranged through GTC’s existing staff development processes.

### **Subletting / Outsourcing**

No subletting is proposed. Outsourcing will be limited to specialist services such as:

- annual independent play equipment inspections;
- arboricultural works;
- play-surface repairs;
- fencing and boundary works;
- drainage or access improvements;
- installation of new or replacement play equipment.

### **Possible Changes / Enhancement**

GTC proposes an evidence-led approach to improvement. Initial changes would focus on safety, play value, accessibility and community need. Potential enhancements include:

- improved accessible play provision where required and practical;
- review of surfacing and routes to equipment;
- improved seating, bins or signage;
- low-maintenance biodiversity planting;

The Farncombe Village and Binscombe Community Vision specifically states that GTC believed Combe Road Recreation Ground should be a “safe space” for children.

### **SEE PAGE 9 FOR FURTHER DETAIL**

### **Community Engagement and Community Buy-In (15%)**

#### **Engagement**

GTC will engage with nearby residents and users to establish priorities for the site.

This may include:

- direct engagement with residents around Coombe Road, Warren Road and Green Lane;
- consultation on any play-area upgrade proposals;
- engagement through ward councillors;
- website updates;
- discussion through relevant GTC committees;
- inviting residents to identify safety, access or maintenance concerns.

Because the recreation ground is landlocked and surrounded by residential properties, engagement with immediate neighbours will be particularly important.

#### **Communication**

GTC will use its established communication channels, including:

- the Council website;
- social media where appropriate;
- Council agendas and committee reports;
- local noticeboards where relevant;
- direct resident correspondence for material proposals;

#### **Partnerships**

Formal partnerships are not expected to be central to the operation of the site. However, GTC may explore partnerships for:

- biodiversity projects;

- community planting;
- environmental education;
- volunteer clean-up or enhancement activity.

### **Promotion of Inclusivity**

The recreation ground will remain free and open for public use. Inclusivity will be promoted by:

- considering accessible routes and surfacing;
- reviewing inclusive play equipment when upgrades are planned;
- maintaining a safe and welcoming environment;
- ensuring the site remains suitable for families and young children;
- considering seating and rest points;
- taking account of residents with disabilities or mobility issues.

The Neighbourhood Plan records that the provision for those with disabilities is mixed and that access over grass can limit accessibility in some local play areas . GTC will use the transfer as an opportunity to assess how Combe Road can be improved within the limits of the site.

### **Experience (25%)**

#### **Operational Expertise**

GTC has significant experience in managing public-facing community assets, including:

- community buildings;
- allotments;
- cemeteries;
- public realm assets;
- floral displays;
- local green space and amenity maintenance;
- play and recreation-related infrastructure.

GTC also has experience working with WBC and other public bodies to secure community-focused outcomes and local service continuity.

#### **Maintenance Capacity**

GTC's maintenance team delivers year-round services across the town, including routine maintenance, inspections, minor repairs, horticulture, event support and responsive public-realm work.

The recreation ground would be incorporated into existing maintenance rounds. Its scale and location mean it can be managed without material additional operational burden, while benefiting from more localised oversight than a borough-wide maintenance model can usually provide.

#### **Recognition**

GTC has received recognition for public realm, grounds maintenance and environmental work, including South & South-East in Bloom awards and recognition for climate response activity, as set out in previous approved transfer business cases.

#### **Landlord and Tenant Relationships**

No tenancy or sublease is proposed for Combe Road Recreation Ground.

However, GTC has relevant experience managing community buildings, allotment arrangements and other community assets. This demonstrates the Council's ability to manage land and property responsibly, maintain compliance and respond to community need.

## **SEE PAGE 10 FOR FURTHER DETAIL**

### **Financing (10%)**

#### **Initial Operating Costs**

The recreation ground will be absorbed into GTC's existing operational and maintenance budgets. Initial costs may include:

- legal and administrative costs associated with the transfer;
- site condition survey;
- play equipment safety review;
- review of entrances, boundaries and surfacing;
- signage;
- minor repair works;
- consultation costs for any proposed improvements.

Routine maintenance costs are expected to be modest and capable of integration into existing GTC service structures.

#### **Organisation Type**

Godalming Town Council is an existing local authority with established governance, professional staffing, a revenue budget exceeding £1.2 million and substantial reserves.

#### **Revenue**

Combe Road Recreation Ground is not proposed as a revenue-generating asset.

Its value is principally:

- social;
- recreational;
- environmental;
- wellbeing-focused;
- community safety-focused.

Financial sustainability will be achieved through:

- integration into existing maintenance rounds;
- use of in-house staff where appropriate;
- preventative maintenance;
- targeted specialist contracting;
- possible use of CIL, capital budgets or external grant funding for future improvements;
- local prioritisation of investment based on resident engagement.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2026/27 of £1,670,500. and Reserves of over £1.2m, GTC believes it is well positioned to become custodian of this recreation ground.

## **Conclusion**

This Community Asset Transfer proposal demonstrates GTC's readiness and capability to assume freehold ownership and management of Combe Road Recreation Ground.

The site is a small but important neighbourhood asset in Farncombe and Binscombe locality. It provides informal open space and children's play in a residential area where play provision is recognised as limited. The site's landlocked character also makes it particularly suitable as a local, child-focused safe space, subject to appropriate consultation and management.

Transfer to GTC would secure long-term public ownership, improve local accountability, support targeted investment and ensure that the recreation ground remains available for the children, families and residents it serves.

GTC respectfully requests that WBC supports the freehold transfer of Combe Road Recreation Ground as a sustainable, community-led and locally accountable future for this valued neighbourhood open space.

## **PROPOSAL DETAILS**

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### **Proposed Use**

Combe Road Recreation Ground will continue to be used as a neighbourhood recreation ground and children's play area.

GTC's intention is to maintain the site's existing purpose while improving its condition, accessibility and community value over time. The site will remain free to access and available for informal recreation, children's play and local enjoyment.

The site's role is particularly important because it provides walkable open space and equipped play within the Farncombe and Binscombe Locality.

GTC will manage the recreation ground in a way that respects:

- its residential setting;
- its landlocked character;
- its role as a children's play space;
- its use by families and nearby residents;
- the need for safe, quiet and well-maintained local green space.

### **Tenure**

GTC seeks transfer of the **freehold interest** in Combe Road Recreation Ground. A freehold transfer is sought because the objective is long-term community protection. A leasehold arrangement would not provide the same permanence, nor would it fully resolve the historic anomaly created when assets of local community character transferred from the former Godalming Borough Council to Waverley District Council following local government reorganisation.

GTC's position is that Combe Road Recreation Ground is precisely the type of local neighbourhood asset that should sit with the town council serving the community that uses it.

Freehold transfer would:

- secure the site in public ownership in perpetuity;
- allow long-term investment in play and accessibility improvements;
- provide clear local accountability;
- support efficient integration into GTC's wider open-space management;
- enable the community's own council to determine priorities for the site.

### **Managing the Recreation Ground**

The recreation ground will be managed by GTC through a two-year transition and improvement plan.

#### **Year 1**

- Complete freehold transfer.
- Carry out a condition survey of the recreation ground, play area, entrances, boundaries, surfacing, seating and bins.
- Incorporate the site into GTC's inspection, maintenance and risk-management systems.
- Undertake immediate safety or minor repair works.
- Review the quality and play value of existing equipment.
- Engage with local residents on priorities for the site.
- Assess accessibility and inclusive play opportunities.
- Consider whether consultation should be undertaken on dog-control or safe-space arrangements.

#### **Year 2**

- Review surfacing, seating, signage and boundary treatments.
- Consider biodiversity and low-maintenance planting enhancements.
- Explore external funding, CIL or capital budget options for larger improvements.
- Review maintenance arrangements following the first full year of operation.
- Embed the site into GTC's wider open-space management strategy.

### **Health and Wellbeing**

Combe Road Recreation Ground supports community health and wellbeing by providing:

- local outdoor play;
- space for children to exercise;
- informal recreation for families;
- access to green space close to home;
- opportunities for social interaction;
- a quiet residential green space;
- environmental and visual amenity.

Local policy evidence recognises that good-quality local public services, community facilities and green space contribute to wellbeing, health, social cohesion and quality of life .

## **Experience**

### **Operations and Maintenance**

GTC has a proven track record in managing open spaces, ensuring that they are well maintained and effectively utilised.

Furthermore, GTC employs a dedicated team of professionals who oversee the day-to-day operations and maintenance of the facilities. Regular inspections and feedback mechanisms are in place to swiftly address any issues, ensuring that the recreation ground remains in optimal condition for all users.

Their commitment to excellence is reflected in the positive feedback from residents. With robust operational procedures and a focus on inclusivity, GTC is well equipped to manage this recreational space.

### **Grounds Maintenance**

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the site into their existing processes and procedures.

### **Awards**

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
  - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
    - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent and Godalming became a UK In-Bloom Finalist for 2026
    - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
    - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
  - Finalists in the 2024 climate response category.

### **Operational & Risk Management**

Combe Road Recreation Ground will be assessed and managed in line with GTC's existing risk management procedures.

This will include:

- regular site inspections;
- play equipment inspection regime;
- recording and responding to defects;
- health and safety monitoring;
- tree and boundary management;
- insurance review;
- escalation of specialist works where needed;
- consultation where changes affect neighbouring residents or site users.

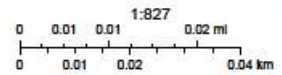
# COMBE ROAD RECREATION GROUND SITE PLAN

## Combe Road Recreation Ground, Godalming



4/13/2026, 3:30:55 PM

Boundary - District and Boroughs



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# CROWNPIITS RECREATION GROUND

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Business Plan

1 June 2026

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## **EXECUTIVE SUMMARY**

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Godalming Town Council (GTC) seeks the freehold transfer of Crownpits Recreation Ground, Brighton Road, Godalming, GU7 1PW, from Waverley Borough Council (WBC) under the Community Asset Transfer process.

Crownpits Recreation Ground is a small but highly significant neighbourhood open space of approximately 2,596sqm, bounded by Brighton Road and Crownpits Lane. It provides informal recreation and equipped children's play within the Godalming Crownpits Conservation Area, and is identified in the Conservation Area Appraisal as a positive feature of the area's character.

The site's importance is greater than its size. It is located at the centre of the conservation area, contributes to key views along Brighton Road, and forms part of the distinctive setting created by the triangular green, listed buildings, traditional materials, wooded valley sides and historic street form. The Conservation Area Appraisal records that the recreation ground and play park were the first land to be owned by the Godalming council as a public ground, specifically for the use of local children. The transfer would:

- secure the long-term public ownership of a valued neighbourhood recreation ground;
- protect an historic children's play and family recreation space;
- safeguard the site's contribution to the Crownpits Conservation Area;
- enable delivery of conservation-area management plan enhancements;
- maintain and improve the LEAP and associated public realm;
- support better local accountability for maintenance, safety, accessibility and future investment;
- align with GTC's objective to protect open and green spaces for community benefit.

GTC is financially stable, professionally staffed and experienced in the management of community assets, open spaces, play-related infrastructure, cemeteries, allotments and public realm assets. The Council is well placed to incorporate Crownpits Recreation Ground into its existing operational, compliance and financial structures.

### **Proposed Use Statement (25%)**

#### **Approach and Strategy**

GTC's approach is to maintain Crownpits Recreation Ground as a publicly accessible neighbourhood recreation ground, with particular emphasis on:

- children's play;
- family use;
- informal recreation;
- conservation-area character;
- biodiversity and environmental quality;
- safe, clean and responsive local management.

The Council does not propose any change that would undermine the existing character of the site. The intention is to protect and enhance its current community function, while ensuring that future management decisions are made locally and with direct accountability to the residents who use the space.

The site's role is especially important because it provides an accessible green and play space in an established residential area. National planning policy recognises the importance of existing open space, sports and recreational land, and states that such land should not be built on unless specific tests are met, including evidence that it is surplus to requirements or that equivalent or better provision would be made elsewhere .

## Usage

The recreation ground will continue to be used for:

- children's play;
- informal recreation;
- family visits;
- quiet enjoyment by local residents;
- outdoor activity and exercise;
- biodiversity and soft landscape enhancement;
- local social interaction.

## Target Demographic

The main users will be:

- residents of Crownpits and the surrounding Brighton Road area;
- children and families;
- parents, carers and grandparents;
- residents seeking informal green space close to home;
- visitors walking through or near the conservation area.

## Benefits

The transfer will provide the following community benefits:

- **Improved physical health** — supporting children's play, outdoor activity and informal exercise.
- **Enhanced mental wellbeing** — providing access to local green space and outdoor recreation.
- **Stronger community identity** — reinforcing the recreation ground as a valued neighbourhood asset.
- **Heritage and conservation benefit** — protecting the site's role within the Crownpits Conservation Area.
- **Environmental benefit** — enabling sensitive biodiversity enhancements.
- **Local accountability** — allowing residents to engage directly with GTC on maintenance, safety and future improvements.

## Heritage, Conservation and Place-Shaping Value

Crownpits Recreation Ground is not merely an incidental grassed area. It is a defining feature of the Crownpits Conservation Area.

The Conservation Area Appraisal identifies the central recreation ground as one of the positive factors of the area and recognises views north and south along Brighton Road from the Recreation Ground as part of the special interest of the Conservation Area. The site therefore performs a dual function:

- it provides accessible play and recreation for local residents; and
- it preserves an open, green focal point within a dense, linear historic settlement.

The recreation ground also contributes to the "family-friendly character" of the area through the provision of a fenced LEAP, seating and bins. Continued local stewardship by GTC would ensure that this function is protected and enhanced, rather than treated as a minor operational landholding.

GTC's approach will be to preserve the open character of the site, maintain its use as a recreation ground and children's play area, and implement any improvements in a manner that respects the special architectural and historic interest of the conservation area.

## **SEE PAGE 9 FOR FURTHER DETAIL**

### **Site Management Approach (25%)**

#### **Site Management and Maintenance**

GTC's in-house maintenance team will assume responsibility for routine upkeep of the recreation ground.

This will include:

- grass cutting and grounds care;
- litter collection;
- routine inspections;
- play equipment checks;
- minor maintenance and repairs;
- boundary and access monitoring;
- reporting and managing defects;
- liaison with specialist contractors where required.

Specialist services, including arboriculture, play equipment inspection, surfacing and larger infrastructure repairs, will be outsourced to suitably qualified contractors.

#### **Management Structure**

The site will be managed within GTC's existing operational structure:

- **CEO & Proper Officer / RFO** — overall responsibility and accountability, budgets, insurance, asset register, governance and corporate administration.
- **Operations & Compliance** — inspections, risk management, contractor liaison, health and safety and operational oversight.
- **Maintenance Supervisor and Maintenance Team** — day-to-day site maintenance.

This structure reflects the approach used in the approved Canon Bowring Recreation Ground and Charterhouse Green transfer cases.

#### **Resourcing and Recruitment**

No additional staff are expected to be required. The site is small and can be incorporated into existing maintenance schedules. Any additional training required for play-area inspection or specialist compliance matters will be arranged through GTC's normal staff development processes.

#### **Subletting / Outsourcing**

No subletting is proposed. Outsourcing will be limited to specialist functions such as:

- annual independent play inspections;
- arboricultural work;
- surfacing works;
- fencing or boundary repairs;
- conservation-sensitive improvements;
- any works requiring specialist equipment or accreditation.

## **Possible Changes / Enhancement**

GTC proposes a conservation-led approach to enhancement. Initial changes would focus on maintenance, safety, accessibility and the specific improvement opportunities already identified in the Crownpits Conservation Area Management Plan. Potential improvements include:

- consideration of a more accessible and visually appropriate location for community information;
- replacement or improvement of the bollards and metal barrier at the northern entrance with materials more sympathetic to the conservation area;
- provision of an interpretation panel explaining the history and special interest of Crownpits;
- planting in front of the substation to soften its visual impact;
- continued maintenance of trees within the recreation ground to preserve access, safety and the wooded character of the area;
- review of seating, bins and signage to ensure they are functional, consistent and appropriate to the conservation area;
- ongoing review of the LEAP to maintain safe, attractive and inclusive children's play provision.

Any changes would be proportionate, subject to consultation where appropriate, and delivered in a way that preserves or enhances the conservation area. Where enhancement items relate to assets outside GTC ownership or control, GTC would work with utility providers or other relevant owners to support appropriate improvement.

## **SEE PAGE 10 FOR FURTHER DETAIL**

## **Community Engagement and Community Buy-In (15%)**

### **Engagement**

GTC will engage with local residents and users to understand priorities for the site.

This may include:

- direct engagement with nearby residents;
- councillor feedback;
- website updates;
- local consultation on any significant changes;
- promotion of reporting routes for maintenance issues;
- discussion through relevant GTC committees.

### **Communication**

GTC will use its established communication channels, including:

- Council website;
- social media where appropriate;
- Council agendas and reports;
- local noticeboards where relevant;
- direct communication with residents for material proposals.

### **Partnerships**

Given the scale of Crownpits Recreation Ground, formal charity partnerships are not expected to be central to the operation of the site. However, GTC may explore partnerships for:

- biodiversity projects;
- community planting;
- environmental education;
- volunteer clean-up or enhancement activity.

### **Promotion of Inclusivity**

The site will remain free and open for public use. Inclusivity will be supported through:

- maintaining safe access;
- considering accessible play improvements when equipment is renewed;
- ensuring the space remains family-friendly;
- providing clear signage;
- taking account of residents with disabilities or mobility issues;
- retaining the site as a welcoming green space for all sections of the community.

The Neighbourhood Plan notes that accessibility to play areas can be mixed, with grass access limiting usability in some locations, particularly for those with disabilities . GTC will consider this in future improvement planning.

### **Experience (25%)**

#### **Operational Expertise**

GTC has significant experience in managing community assets and public-facing facilities, including:

- community buildings;
- allotments;
- cemeteries;
- public realm assets;
- floral displays;
- local green space and amenity maintenance.

GTC also has a proven record of working with WBC and other public bodies to secure community-focused outcomes. The Godalming Town Centre Area document identifies previous examples where local asset control has enabled community benefit, including the museum building and public toilet facilities.

#### **Maintenance Capacity**

GTC's maintenance team delivers year-round services across the town. The team has experience in routine maintenance, inspections, minor repairs, horticulture, event support and responsive public-realm work.

#### **Recognition**

GTC has received recognition for its public realm, environmental and grounds-maintenance work, including South & South-East in Bloom awards and recognition as UK In-Bloom Finalists for climate response activity, as set out in previous approved transfer business cases.

#### **Landlord and Tenant Relationships**

No tenancy arrangement is proposed for Crownpits Recreation Ground. However, GTC has experience managing community buildings, allotment arrangements and other community

assets. This demonstrates the Council's ability to manage land and property responsibly, maintain compliance and respond to community needs.

## **SEE PAGE 11 FOR FURTHER DETAIL**

### **Financing (10%)**

#### **Initial Operating Costs**

The recreation ground will be absorbed into GTC's existing operational and maintenance budgets. Initial costs may include:

- legal and administrative costs associated with the transfer;
- condition survey;
- play equipment safety review;
- signage;
- minor repairs;
- initial grounds maintenance adjustments.

The site is small and is not expected to create a significant additional burden.

#### **Organisation Type**

Godalming Town Council is an existing local authority with established governance, professional staffing, a revenue budget exceeding £1.2 million and substantial reserves.

#### **Revenue**

Crownpits Recreation Ground is not proposed as a revenue-generating asset.

Its value is principally:

- social;
- recreational;
- environmental;
- heritage-based;
- wellbeing-focused.

Financial sustainability will be achieved through:

- integration into existing maintenance rounds;
- preventative maintenance;
- use of in-house staff;
- targeted specialist contracting;
- possible use of CIL, capital budgets or external grant funding for future improvements.

The transfer of the Crownpits Recreation Ground would see minimal impact on GTC's current financial model. It is anticipated that GTC will be able to deliver savings on grounds maintenance costs through efficiencies to the existing maintenance schedules and practices.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2026/27 of £1,670,500. and Reserves of over £1.2m, GTC believes it is well positioned to become custodian of this recreation ground.

## **Conclusion**

This Community Asset Transfer proposal demonstrates GTC's readiness and capability to assume freehold ownership and management of Crownpits Recreation Ground.

The recreation ground is a small but historically and locally significant public open space. It supports children's play, family recreation, informal outdoor activity and local wellbeing. It also performs an important heritage function as a central open feature within the Godalming Crownpits Conservation Area.

The Conservation Area Appraisal identifies the recreation ground as a positive feature, records its historic purpose as public land for local children, and includes specific enhancement opportunities that are best delivered through close local stewardship.

Transfer to GTC would secure the long-term protection of the site, improve accountability, support sensitive enhancement and ensure that this historic neighbourhood recreation ground remains available for the community it was originally intended to serve.

GTC respectfully requests that WBC supports the freehold transfer of Crownpits Recreation Ground as a sustainable, community-led and locally accountable future for this valued public open space.

## PROPOSAL DETAILS

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### Proposed Use

In recognition of the heritage of this land as the first Council owned children's playground, Godalming Town Council wishes to improve year-round access and use for local residents for recreation, exercise, and play, especially for local children.

GTC wishes to make greater use of the recreation ground for the well-being of children and youth groups and families by improving facilities within the recreation ground.

GTC believes the transfer and management of this key recreation ground from WBC to GTC is in keeping with Waverley's Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.

In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.

GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.

As currently utilized, it is envisaged that the target demographic will remain similar to that it currently enjoys., namely, the community of Brighton Road, Crownpits and surrounding areas.

### Tenure

Godalming Town Council seeks the transfer of the **freehold interest** in Crownpits Recreation Ground.

A leasehold transfer would not provide the same certainty or long-term community protection. The site is an historic public recreation ground, located at the centre of the Crownpits Conservation Area and identified as contributing positively to the area's character. Its function is not short-term operational use, but long-term public stewardship.

The Conservation Area Appraisal records that the recreation ground and play park were the first land to be owned by the Godalming Council as a public ground, specifically for the use of local children. The freehold transfer to GTC would therefore restore local democratic custodianship of a historic community asset and ensure its continuing use for recreation, play and conservation-area benefit. GTC believes the freehold transfer would:

- secure the site in public ownership in perpetuity;
- give the community's local council direct responsibility for its care;
- support implementation of the Conservation Area Management Plan;
- avoid fragmented responsibility for small but important public realm improvements;
- ensure that future decisions are made by the body closest to the residents who use and value the site.

## **Managing the Recreation Ground**

The land and facilities would be managed by Godalming Town Council. It would be proposed that a two-year plan be implemented. The first year would see the continued maintenance of the current provision and consider possible improvements. Staff would also be trained to manage the children's play area and equipment. The second year would see the implementation of proposed alterations.

### **Operations and Compliance**

GTC would manage the maintenance and upkeep of the land within its current infrastructure. Compliance is already in place and again will be incorporated within the current structure.

#### **Year 1**

- Complete freehold transfer.
- Undertake a condition survey of the recreation ground, LEAP, fencing, signage, seating, bins, trees, entrances and boundaries.
- Review the Crownpits Conservation Area Management Plan recommendations relating to the recreation ground.
- Incorporate the site into GTC's inspection, maintenance and risk-management systems.
- Undertake immediate safety or maintenance works.
- Review the northern entrance, noticeboard, bollards and barrier.
- Engage with nearby residents on priorities for sensitive improvements.
- Identify whether any works require planning, conservation-area consent or liaison with WBC/SCC.

#### **Year 2**

- Implement agreed conservation-sensitive enhancements.
- Improve signage and community information.
- Consider installation of an interpretation panel.
- Undertake agreed planting or softening works around the substation.
- Review play equipment condition, play value and accessibility.
- Continue programmed tree maintenance.
- Identify external funding, CIL or capital budget options for any larger works.

## **Community Engagement**

GTC is recognised for its stewardship of open spaces in the locality and it wishes to promote the use of the land all year-round and will engage with the current stakeholders to encourage wider use.

### **Health and Wellbeing**

GTC would work with the local community to provide space for people to enjoy the following benefits:

- Enhanced Mental Well-Being:
  - Reduces stress, anxiety, and depression; promotes relaxation.
- Environmental Advantages:
  - Improves air quality,
  - Supports wildlife habitats.
- Educational Value:
  - Provides opportunities for learning about nature and the history of the local environ.

## **Experience**

### **Operations and Maintenance**

GTC has a proven track record in managing open spaces, ensuring that they are well maintained and effectively utilised.

Furthermore, GTC employs a dedicated team of professionals who oversee the day-to-day operations and maintenance of the facilities. Regular inspections and feedback mechanisms are in place to swiftly address any issues, ensuring that the recreation ground remains in optimal condition for all users.

Their commitment to excellence is reflected in the positive feedback from residents. With robust operational procedures and a focus on inclusivity, GTC is well equipped to manage this recreational space.

### **Grounds Maintenance**

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the site into their existing processes and procedures.

### **Awards**

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
  - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
    - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent and Godalming became a UK In-Bloom Finalist for 2026
    - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
    - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
  - Finalists in the 2024 climate response category.

### **Operational & Risk Management**

The Crownpits Recreation Ground would be evaluated and managed for risk in-line with all other land and buildings managed by GTC. Operational and compliance matters would be incorporated into the robust management structure. Areas of compliance would be monitored, such as playground equipment checks and maintenance and Health & Safety.

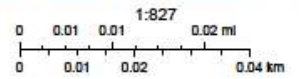
# CROWNPITS RECREATION GROUND SITE PLAN

## CrownPits Recreation Ground



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Boundary - District and Boroughs



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**Godalming**  
Town Council

Supporting Our Community

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# LONGBOURNE GREEN PLAY AREA

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Business Plan

1 June 2026

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## **EXECUTIVE SUMMARY**

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Godalming Town Council (GTC) seeks the freehold transfer of Longbourne Green Local Equipped Area of Play from Waverley Borough Council (WBC) under the Community Asset Transfer process.

Longbourne Green is a green open space within a residential housing area, comprising approximately 4,891sqm. It is bounded by Oak Mead to the north-west, Barnes Road to the south-east, and by the footpaths of Longbourne Green. The site contains a Local Equipped Area of Play (LEAP) and provides an important local space for children's play, informal recreation, exercise and community wellbeing.

The Farncombe Village and Binscombe Community Vision identifies Longbourne Green Play Area as one of the WBC-managed play areas outside Broadwater Park serving the Farncombe and Binscombe area . The same document records that Godalming Binscombe falls below the borough average for both equipped play provision and informal play space, with Long Gore particularly poorly served for play areas north of Green Lane.

The Godalming and Farncombe Neighbourhood Plan also recognises wider disparities in play provision across the town and states that Godalming is under-represented in play areas, having over 16% of the borough's population but under 12% of play-area provision. It further identifies the need for new and improved children's and youth provision, including the refurbishment or replacement of existing facilities where appropriate. The transfer would:

- secure the long-term public ownership of a valued neighbourhood green space;
- protect and maintain an existing LEAP for local children and families;
- enable local democratic stewardship by the council closest to the community;
- support future improvement of play value, accessibility and inclusive provision;
- preserve an important green space within a residential area;
- allow biodiversity and low-maintenance environmental enhancements;
- align with GTC's objective to protect open and green spaces for community benefit.
- 

GTC is financially stable, professionally staffed and experienced in the management of community assets, open spaces, public realm assets and grounds maintenance. The Council is well placed to incorporate Longbourne Green into its existing operational, compliance and financial structures.

### **Proposed Use Statement (25%)**

#### **Approach and Strategy**

GTC's approach is to maintain Longbourne Green as a publicly accessible neighbourhood green space and children's play area, with particular emphasis on:

- children's play;
- family recreation;
- informal outdoor exercise;
- safe local access;
- environmental stewardship;
- long-term community ownership.

The Council's strategy is to preserve the site's existing green-space function while improving its quality, usability and inclusivity over time. The land is embedded within a residential neighbourhood and should continue to provide a free, walkable, local space for children and families.

The importance of local play provision is recognised in both the Neighbourhood Plan and the Farncombe/Binscombe Vision evidence base. The Neighbourhood Plan identifies the need for new and improved children's and youth provision and encourages the refurbishment or improvement of existing facilities where that can provide appropriate provision.

GTC's strategy is to:

- maintain free public access;
- protect the LEAP and wider green-space function;
- review the condition and play value of existing equipment;
- improve accessibility where practical;
- ensure the site is clean, safe and well maintained;
- introduce biodiversity and low-maintenance planting where appropriate;
- ensure local residents have a clear route for raising concerns and suggesting improvements.

## **Usage**

The site will continue to be used for:

- children's play;
- family visits;
- informal recreation;
- outdoor exercise;
- quiet enjoyment by nearby residents;
- community wellbeing;
- biodiversity and visual amenity.

## **Target Demographic**

The principal users will be:

- residents of the Longbourne Green, Oak Mead and Barnes Road area;
- children using the LEAP;
- parents, carers and grandparents;
- local families;
- residents seeking informal green space close to home;
- users who benefit from local, walkable open space.

## **Major Challenges and Opportunities**

### Challenges

- The site is within a residential housing area, so maintenance and future enhancements must respect neighbouring amenity.
- The LEAP will require ongoing inspection, maintenance and eventual renewal.
- Accessibility and inclusive play provision should be reviewed.
- The site must remain safe, clean and welcoming.
- Any enhancements must balance play, open space, biodiversity and quiet enjoyment.

### Opportunities

- Secure the site in community ownership in perpetuity.

- Improve the quality and inclusivity of play provision.
- Strengthen the role of Longbourne Green as a local green lung within the neighbourhood.
- Introduce biodiversity improvements, such as meadow edges, native planting or pollinator-friendly areas.
- Improve signage, seating, bins and access where required.
- Provide more responsive maintenance through local democratic accountability.
- Support GTC's wider green-space strategy and open-space stewardship.

## Benefits

The transfer will provide the following community benefits:

- **Improved physical health** — supporting play, walking and informal outdoor activity.
- **Enhanced mental wellbeing** — providing access to green space close to home.
- **Better children's play provision** — allowing structured review and improvement of the LEAP.
- **Environmental benefit** — protecting open green space and enabling biodiversity improvements.
- **Community cohesion** — giving families and residents a shared local space.
- **Inclusivity** — reviewing accessible routes and inclusive play opportunities.
- **Local accountability** — residents can engage directly with GTC on maintenance and improvements.

## SEE PAGE 8 FOR FURTHER DETAIL

### Site Management Approach (25%)

#### Site Management and Maintenance

TC's in-house maintenance team will assume responsibility for routine upkeep of Longbourne Green.

This will include:

- grass cutting and grounds maintenance;
- litter collection;
- routine visual inspections;
- play equipment checks;
- minor repairs;
- monitoring of entrances, paths and boundaries;
- tree and vegetation monitoring;
- responding to resident reports;
- arranging specialist inspections or works where required.

Specialist services, including independent play inspections, arboriculture, surfacing, drainage, fencing or major equipment works, will be outsourced to suitably qualified contractors.

#### Management Structure

The site will be managed within GTC's existing operational structure:

- **CEO & Proper Officer / RFO** — overall responsibility and accountability, budgets, insurance, asset register, governance and corporate administration.
- **Operations & Compliance** — inspections, risk management, contractor liaison, health and safety and operational oversight.
- **Maintenance Supervisor and Maintenance Team** — routine site maintenance and day-to-day care.

This mirrors the structure used in GTC's approved recreation-ground transfer business cases.

### **Resourcing and Recruitment**

No additional staff are anticipated to be required. The site can be incorporated into existing maintenance schedules. Any additional training required for MUGA inspection, play-area inspection, risk management or contractor liaison will be arranged through GTC's normal staff development processes.

### **Subletting / Outsourcing**

No subletting is proposed.

Outsourcing will be limited to specialist services such as:

- annual independent play equipment inspections;
- arboricultural works;
- play-surface repairs;
- fencing and boundary works;
- drainage or access improvements;
- installation of new or replacement play equipment.

### **Possible Changes / Enhancement**

GTC proposes an evidence-led approach to enhancement. Initial changes would focus on safety, play value, accessibility and environmental quality.

Potential enhancements include:

- full review of the LEAP equipment;
- replacement or upgrade of play facilities where required.
- improved accessible routes and surfacing where practical;
- review of seating, bins and signage;
- boundary and entrance improvements;
- low-maintenance biodiversity planting;
- wildflower or pollinator-friendly areas;
- tree and shade assessment;

### **Community Engagement and Community Buy-In (15%)**

#### **Engagement**

GTC will engage with nearby residents and users to establish priorities for Longbourne Green.

This may include:

- direct engagement with residents around Longbourne Green, Oak Mead and Barnes Road;
- consultation on any significant play-area upgrade;
- engagement through ward councillors;
- website updates;
- discussion through relevant GTC committees;
- inviting residents to identify safety, access or maintenance concerns.

Because the site sits within a residential area, engagement with immediate neighbours will be particularly important.

## **Communication**

GTC will use its established communication channels, including:

- the Council website;
- social media where appropriate;
- Council agendas and committee reports;
- local noticeboards where relevant;
- direct resident correspondence for material proposals;
- on-site notices for works affecting access or use.

## **Partnerships**

GTC may explore partnership working with:

- biodiversity and community planting;
- volunteering or local clean-up activity;
- environmental education;
- external grant applications.

## **Promotion of Inclusivity**

The site will remain free and open for public use. Inclusivity will be promoted by:

- considering accessible routes and surfacing;
- reviewing inclusive play equipment when upgrades are planned;
- maintaining a safe and welcoming environment;
- ensuring the site remains suitable for children and families;
- providing seating and rest points where appropriate;
- taking account of residents with disabilities or mobility issues.

The Neighbourhood Plan notes that provision for those with disabilities is mixed and that access over grass can limit accessibility in some local play areas . GTC will use the transfer as an opportunity to assess what improvements are needed and are practical at Longbourne Green.

## **Experience (25%)**

### **Operational Expertise**

GTC has significant experience in managing public-facing community assets, including:

- community buildings;
- allotments;
- cemeteries;
- public realm assets;
- floral displays;
- local green space and amenity maintenance;
- play and recreation-related infrastructure.

GTC also has experience working with WBC and other public bodies to secure community-focused outcomes.

### **Maintenance Capacity**

GTC's maintenance team delivers year-round services across the town, including routine maintenance, inspections, minor repairs, horticulture, event support and responsive public-realm work.

Longbourne Green would be incorporated into existing maintenance rounds. Its scale and location mean it can be managed without material additional operational burden, while benefiting from more localised oversight than a borough-wide maintenance model can usually provide.

### **Recognition**

GTC has received recognition for public realm, grounds maintenance and environmental work, including South & South-East in Bloom awards and recognition for climate response activity, as set out in previous approved transfer business cases.

### **Landlord and Tenant Relationships**

No tenancy or sublease is proposed for Longbourne Green. However, GTC has relevant experience managing community buildings, allotment arrangements and other community assets. This demonstrates the Council's ability to manage land and property responsibly, maintain compliance and respond to community need.

## **SEE PAGE 10 FOR FURTHER DETAIL**

### **Financing (10%)**

#### **Initial Operating Costs**

The site will be incorporated into GTC's existing operational and maintenance budgets.

Initial costs may include:

- legal and administrative costs associated with the transfer;
- site condition survey;
- play equipment and MUGA inspection;
- review of entrances, boundaries, surfacing, seating and bins;
- signage;
- immediate minor repair works;
- liaison and documentation relating to the temporary regeneration compound;
- consultation costs for future improvement proposals.

Routine maintenance costs are expected to be manageable within GTC's existing service model.

#### **Organisation Type**

Godalming Town Council is an existing local authority with established governance, professional staffing, a revenue budget exceeding £1.2 million and substantial reserves.

#### **Revenue**

Longbourne Green is not proposed as a revenue-generating asset.

Its value is principally:

- social;
- recreational;
- environmental;
- wellbeing-focused;
- community-focused.

Financial sustainability will be achieved through:

- integration into existing maintenance rounds;
- use of in-house staff where appropriate;

- preventative maintenance;
- targeted specialist contracting;
- possible use of CIL, capital budgets or external grant funding for future improvements;
- local prioritisation of investment based on resident engagement.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2026/27 of £1,670,500. and Reserves of over £1.2m, GTC believes it is well positioned to become custodian of this recreation ground.

## **Conclusion**

This Community Asset Transfer proposal demonstrates GTC's readiness and capability to assume freehold ownership and management of Longbourne Green Local Equipped Area of Play.

The site is a valuable green space within a residential neighbourhood. It provides free, walkable access to children's play, informal recreation and green space for local residents. Its transfer to GTC would secure long-term public ownership, provide clear local accountability and support future improvements to play value, accessibility, biodiversity and community wellbeing.

Longbourne Green forms part of the wider network of local play and open-space provision serving Farncombe, Binscombe and Godalming. The local evidence base identifies both the importance of such provision and the need to improve play facilities, inclusive access and informal open space. Transfer to GTC would place stewardship of this neighbourhood asset with the council closest to the community it serves.

GTC respectfully requests that WBC supports the freehold transfer of Longbourne Green Local Equipped Area of Play as a sustainable, community-led and locally accountable future for this valued neighbourhood green space.

## **PROPOSAL DETAILS**

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### **Proposed Use**

Longbourne Green will continue to be used as a neighbourhood green space and Local Equipped Area of Play.

GTC's intention is to maintain the site's existing purpose while improving its condition, accessibility and community value over time. The site will remain free to access and available for children's play, informal recreation and local enjoyment.

The Farncombe Village and Binscombe Community Vision identifies Longbourne Green Play Area as one of the WBC-managed play areas outside Broadwater Park in the Farncombe and Binscombe area . The same evidence base identifies wider issues around play provision, accessibility and the need to improve facilities for those with disabilities .

GTC will manage Longbourne Green in a way that respects:

- its residential setting;
- its role as a children's play space;
- its wider green-space function;
- its use by families and nearby residents;
- the need for safe, quiet and well-maintained local open space.

## **Tenure**

GTC seeks transfer of the **freehold interest** in Longbourne Green Local Equipped Area of Play.

A freehold transfer is sought because the objective is long-term community protection. A leasehold arrangement would not provide the same permanence.

GTC's position is that Longbourne Green is precisely the type of local neighbourhood asset that should sit with the town council serving the community that uses it. Freehold transfer would:

- secure the site in public ownership in perpetuity;
- allow long-term investment in play and accessibility improvements;
- provide clear local accountability;
- support efficient integration into GTC's wider open-space management;
- enable the community's own council to determine priorities for the site.

## **Managing the Recreation Ground**

The site will be managed by GTC through a phased transition and improvement plan.

### **Year 1**

- Complete freehold transfer.
- Carry out a condition survey of the green space, LEAP, entrances, paths, boundaries, surfacing, seating and bins.
- Incorporate the site into GTC's inspection, maintenance and risk-management systems.
- Undertake immediate safety or minor repair works.
- Review the quality and play value of existing equipment.
- Engage with local residents on priorities for the site.
- Assess accessibility and inclusive play opportunities.
- Review biodiversity and low-maintenance planting opportunities

### **Year 2**

- Implement agreed play-area and access improvements.
- Review surfacing, seating, signage and boundary treatments.
- Consider biodiversity and low-maintenance planting enhancements.
- Explore external funding, CIL or capital budget options for larger improvements.
- Review maintenance arrangements following the first full year of operation.
- Embed the site into GTC's wider open-space management strategy.

## **Health and Wellbeing**

Longbourne Green supports community health and wellbeing by providing:

- local outdoor play;
- space for children to exercise;

- informal recreation for families;
- access to green space close to home;
- opportunities for social interaction;
- a neighbourhood green space within a residential area;
- environmental and visual amenity.

Local policy evidence recognises that good-quality local public services, community facilities and green space contribute to wellbeing, health, social cohesion and quality of life .

### **Operational and Risk Management**

Longbourne Green will be assessed and managed in line with GTC's existing risk management procedures. This will include:

- regular site inspections;
- play equipment inspection regime;
- recording and responding to defects;
- health and safety monitoring;
- tree and boundary management;
- insurance review;
- escalation of specialist works where needed;
- consultation where changes affect neighbouring residents or site users.

### **Grounds Maintenance**

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the site into their existing processes and procedures.

### **Awards**

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
  - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
    - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent and Godalming became a UK In-Bloom Finalist for 2026
    - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
    - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
  - Finalists in the 2024 climate response category.

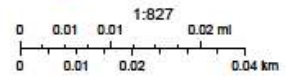
# Longbourne Green Play Area - SITE PLAN

## Longbourne Green Play Area



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 Boundary - District and Boroughs



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**Godalming**  
Town Council

Supporting Our Community

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# OCKFORD RIDGE GREEN AND PLAY AREA

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Business Plan

1 June 2026

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## **EXECUTIVE SUMMARY**

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Godalming Town Council (GTC) seeks the freehold transfer of Ockford Ridge Green Play Area, from Waverley Borough Council (WBC) under the Community Asset Transfer process.

Ockford Ridge Green Play Area comprises approximately 3,296sqm and is a triangular area bounded on three sides by the road known as Ockford Ridge. The site contains a Local Equipped Area of Play (LEAP) and a Multi-Use Games Area (MUGA), providing valuable play and informal youth recreation within the Ockford Ridge community.

The Expression of Interest notes that part of the land is currently occupied by a site compound connected with the regeneration of the Ockford Ridge housing stock, with continued use subject to planning application WA/2026/00460, dated 14 April 2026. GTC recognises the importance of this temporary operational requirement, but believes it is equally important that the long-term future of the land — once regeneration works are complete — is secured for community use and determined at the most local democratic level.

The Godalming and Farncombe Neighbourhood Plan specifically recognises the need for improved children's and youth provision in Ockford Ridge. It states that new facilities for teenagers and younger children are required in Godalming and Farncombe and identifies Ockford Ridge as one of the areas where additional play facilities for teenagers should be focused. Policy GOD16 also encourages provision of LEAPs and MUGAs in the Ockford Ridge area and supports the refurbishment or improvement of existing facilities where appropriate.

The transfer would:

- secure the long-term public ownership of an important local play and youth recreation space;
- protect the existing LEAP and MUGA for community use;
- ensure post-regeneration decisions are made locally and transparently;
- support improved provision for children, young people and families in Ockford Ridge;
- allow GTC to plan for future accessibility, safety, biodiversity and play-value improvements;
- align with GTC's objective to protect open and green spaces for community benefit.

GTC is financially stable, professionally staffed and experienced in managing community assets, open spaces, public realm assets and grounds maintenance. The Council is well placed to incorporate Ockford Ridge Green Play Area into its existing operational, compliance and financial structures.

### **Proposed Use Statement (25%)**

#### **Approach and Strategy**

GTC's approach is to retain Ockford Ridge Green Play Area as a publicly accessible local recreation space, with specific emphasis on:

- children's play;
- informal youth provision;
- use of the existing MUGA;
- safe local access;
- long-term community stewardship following completion of the regeneration project.

The Council recognises that part of the land is currently required to support the Ockford Ridge regeneration works. The proposal therefore takes a phased and pragmatic approach: it protects the current operational requirement while ensuring that, once the regeneration compound is no longer needed, the future of the site is shaped around community benefit.

The site has particular importance because it is one of the few pieces of play and youth infrastructure serving the immediate Ockford Ridge community. The Neighbourhood Plan records that Ockford Ridge provides a small playpark in the centre of the estate and separately identifies Ockford Ridge as an area where improved provision for children and young people should be focused.

GTC's strategy is to:

- maintain year-round access where compatible with temporary regeneration works;
- protect the site's long-term play and recreation function;
- work constructively with WBC during the regeneration period;
- review the condition and future potential of the LEAP and MUGA;
- improve accessibility and inclusive use where practical;
- ensure future decisions are made locally and with resident input.

## **Usage**

The site will continue to be used for:

- children's play;
- informal youth recreation;
- sports and games within the MUGA;
- local outdoor exercise;
- post-regeneration community open space.

## **Target Demographic**

The principal users will be:

- residents of Ockford Ridge;
- children and young people;
- residents seeking local outdoor recreation;
- users of the MUGA for informal sport and activity;
- future residents benefiting from the Ockford Ridge regeneration programme.

## **Major Challenges and Opportunities**

### Challenges

- Part of the site is currently affected by the regeneration compound.
- The site is a triangular traffic island bounded by road on three sides, so access, boundaries and safety require careful management.
- The future reinstatement or enhancement of land used temporarily for the compound must be planned.
- Play and youth facilities require regular inspection and long-term investment.
- The site must meet the needs of both younger children and older young people.
- Any changes during or after the regeneration project must be clearly communicated to residents.

### Opportunities

- Secure the site in local public ownership in perpetuity.
- Protect and enhance one of Ockford Ridge's key play and youth facilities.

- Plan positively for post-regeneration reinstatement and improvement.
- Support the Neighbourhood Plan's aim to improve LEAP and MUGA provision in Ockford Ridge.
- Improve inclusive access, seating, signage and safe routes.
- Strengthen local community identity during and after regeneration.
- Ensure that investment linked to regeneration leaves a lasting community legacy.

## Benefits

The transfer will provide the following community benefits:

- **Improved physical health** — supporting play, ball games, informal sport and outdoor activity.
- **Enhanced mental wellbeing** — providing local green space and opportunities for social interaction.
- **Youth provision** — maintaining and improving a local MUGA and play area in an area identified for better youth facilities.
- **Regeneration legacy** — ensuring the land's long-term use benefits residents after temporary compound use ends.
- **Local accountability** — giving residents a direct route to GTC for maintenance, safety and improvement requests.
- **Environmental benefit** — enabling biodiversity and low-maintenance planting improvements where practical.
- **Inclusivity** — reviewing accessibility and inclusive play opportunities.

## SEE PAGE 9 FOR FURTHER DETAIL

### Site Management Approach (25%)

#### Site Management and Maintenance

GTC's in-house maintenance team will assume responsibility for routine upkeep of the land and facilities, subject to any temporary arrangements required while the regeneration compound remains in operation. This will include:

- grass cutting and grounds maintenance;
- litter collection;
- routine visual inspections;
- play equipment checks;
- MUGA inspection and maintenance;
- boundary and entrance monitoring;
- minor repairs;
- liaison with WBC or contractors during regeneration works;
- reinstatement planning for any land affected by the compound.

Specialist services, including independent play inspections, MUGA surfacing, fencing, arboriculture, drainage or major equipment works, will be outsourced to suitably qualified contractors.

#### Management Structure

The site will be managed within GTC's existing operational structure:

- **CEO & Proper Officer / RFO** — overall responsibility and accountability, budgets, insurance, asset register, governance and corporate administration.

- **Operations & Compliance** — inspections, risk management, contractor liaison, health and safety and operational oversight.
- **Maintenance Supervisor and Maintenance Team** — routine site maintenance and day-to-day care.

This mirrors the structure used in GTC's approved recreation-ground transfer business cases.

### **Resourcing and Recruitment**

No additional staff are anticipated to be required. The site can be incorporated into existing maintenance schedules. Any additional training required for MUGA inspection, play-area inspection, risk management or contractor liaison will be arranged through GTC's normal staff development processes.

### **Subletting / Outsourcing**

No subletting is proposed for the community use of the site.

However, while the regeneration compound remains in use, the relevant occupation, access, reinstatement and maintenance responsibilities should be clearly documented between WBC, GTC and any contractor or delivery body. This will ensure that community use, safety, reinstatement and long-term site condition are properly protected.

Outsourcing will be limited to specialist services such as:

- annual independent play equipment inspections;
- MUGA surface inspection and repair;
- fencing and boundary works;
- arboricultural works;
- drainage or access improvements;
- installation of new or replacement play equipment;
- reinstatement works following removal of the regeneration compound.

### **Possible Changes / Enhancement**

GTC proposes a phased and evidence-led approach. Potential enhancements include:

- full review of the LEAP and MUGA condition;
- review of access routes and safety given the site's traffic-island nature;
- improved signage and boundary definition;
- improved seating and bins;
- review of inclusive play opportunities;
- post-compound reinstatement and landscaping;
- biodiversity and low-maintenance planting;
- resurfacing or repair of play and sports areas where required;
- consideration of additional youth-focused equipment, subject to consultation and funding.

The Neighbourhood Plan specifically encourages refurbishment or improvement of existing play and youth facilities where appropriate and encourages disabled-access improvements where access to play facilities is across grassed areas. GTC would use the transfer as a basis for assessing how Ockford Ridge Green Play Area can best meet those aims.

**SEE PAGE 10 FOR FURTHER DETAIL**

## **Community Engagement and Community Buy-In (15%)**

### **Engagement**

GTC will engage with residents and users to understand priorities for the site, particularly in relation to:

- the future of the land after the regeneration compound is removed;
- play-area improvements;
- MUGA use and condition;
- access and safety;
- inclusive provision;
- maintenance concerns;
- biodiversity and landscaping opportunities.

Engagement may include:

- direct communication with nearby residents;
- consultation through ward councillors;
- website updates;
- Council committee reports;
- engagement with young people and families;
- consultation on any significant change to layout, equipment or use.

Because the site sits at the heart of the Ockford Ridge community and is affected by a wider regeneration project, resident communication will be particularly important.

### **Communication**

GTC will use its established communication channels, including:

- Council website;
- social media where appropriate;
- Council agendas and committee reports;
- direct correspondence with nearby residents for material proposals;
- on-site notices;
- engagement with WBC where regeneration works affect access or use.

### **Partnerships**

GTC may explore partnership working with:

- WBC regeneration teams;
- local residents' groups;
- youth organisations;
- schools or family-support organisations;
- sports and play providers;
- biodiversity or community planting groups;
- external grant funders.

The aim would be to ensure that post-regeneration improvements are practical, affordable and shaped by local need.

### **Promotion of Inclusivity**

The site will remain a free public space for play and informal recreation. Inclusivity will be supported through:

- reviewing accessible routes into and through the site;
- considering inclusive play equipment when facilities are renewed;

- ensuring the MUGA remains available for informal use;
- considering seating and rest points;
- improving signage where helpful;
- engaging with children, young people and families;
- taking account of residents with disabilities or mobility needs.

The Neighbourhood Plan records that satisfaction with provision for teenagers, families and those with disabilities was mixed and that the quality of provision for teenagers and those with disabilities was considered poor. Ockford Ridge Green Play Area provides a practical opportunity to respond to that evidence.

## **Experience (25%)**

### **Operational Expertise**

GTC has significant experience in managing public-facing community assets, including:

- community buildings;
- allotments;
- cemeteries;
- public realm assets;
- floral displays;
- local green space and amenity maintenance;
- play and recreation-related infrastructure.

GTC also has experience working with WBC and other public bodies to secure community-focused outcomes.

### **Maintenance Capacity**

GTC's maintenance team delivers year-round services across the town, including routine maintenance, inspections, minor repairs, horticulture, event support and responsive public-realm work.

The site would be incorporated into existing maintenance rounds, with specialist support where required for MUGA surfacing, play equipment and any post-regeneration reinstatement works.

### **Recognition**

GTC has received recognition for public realm, grounds maintenance and environmental work, including South & South-East in Bloom awards and recognition for climate response activity, as set out in previous approved transfer business cases.

### **Landlord and Tenant Relationships**

No long-term tenancy or sublease is proposed for Ockford Ridge Green Play Area. However, temporary arrangements relating to the regeneration compound will need to be clearly managed. GTC has relevant experience in property, land and community asset management, and is able to work with WBC and contractors to ensure that responsibilities are clearly defined during any transition period.

**SEE PAGE 11 FOR FURTHER DETAIL**

## **Financing (10%)**

### **Initial Operating Costs**

The site will be incorporated into GTC's existing operational and maintenance budgets.

Initial costs may include:

- legal and administrative costs associated with the transfer;
- site condition survey;
- play equipment and MUGA inspection;
- review of entrances, boundaries, surfacing, seating and bins;
- signage;
- immediate minor repair works;
- liaison and documentation relating to the temporary regeneration compound;
- consultation costs for future improvement proposals.

Routine maintenance costs are expected to be manageable within GTC's existing service model.

### **Organisation Type**

Godalming Town Council is an existing local authority with established governance, professional staffing, a revenue budget exceeding £1.2 million and substantial reserves.

### **Revenue**

Ockford Ridge Green Play Area is not proposed as a revenue-generating asset.

Its value is principally:

- social;
- recreational;
- youth-focused;
- environmental;
- wellbeing-focused;
- regeneration legacy-focused.

Financial sustainability will be achieved through:

- integration into existing maintenance rounds;
- use of in-house staff where appropriate;
- preventative maintenance;
- targeted specialist contracting;
- possible use of CIL, capital budgets, S106 or external grant funding for future improvements;
- ensuring any temporary compound occupation includes appropriate reinstatement responsibilities.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2026/27 of £1,670,500. and Reserves of over £1.2m, GTC believes it is well positioned to become custodian of this recreation ground.

## **Conclusion**

This Community Asset Transfer proposal demonstrates GTC's readiness and capability to assume freehold ownership and management of Ockford Ridge Green Play Area.

The site is a key neighbourhood play and youth recreation space. It contains both a LEAP and a MUGA, directly aligning with the Neighbourhood Plan's identification of the need for improved play and youth provision in Ockford Ridge. While GTC recognises the temporary operational need for part of the land to support the Ockford Ridge regeneration project, the Council believes that the long-term future of the site should be secured for community use and decided at the most local democratic level.

Transfer to GTC would protect the site in public ownership, provide clear local accountability, support post-regeneration reinstatement and improvement, and help ensure that Ockford Ridge residents benefit from safe, accessible and well-managed play and recreation space for future generations.

GTC respectfully requests that WBC supports the freehold transfer of Ockford Ridge Green Play Area as a sustainable, community-led and locally accountable future for this valued neighbourhood asset.

## **PROPOSAL DETAILS**

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### **Proposed Use**

Ockford Ridge Green Play Area will continue to be used as a neighbourhood play, recreation and informal youth sports area.

The site currently contains a LEAP and MUGA and is therefore an important part of the local community infrastructure. The Neighbourhood Plan specifically encourages the provision of LEAPs and MUGAs in Ockford Ridge and supports refurbishment or improvement of existing facilities where that would provide appropriate provision.

GTC's intention is to:

- maintain the site's recreation and play function;
- protect the MUGA and LEAP;
- accommodate necessary temporary regeneration activity where properly authorised;
- ensure the compound area is reinstated appropriately once no longer required;
- review opportunities for improvement in consultation with residents.

### **Tenure**

GTC seeks transfer of the **freehold interest** in Ockford Ridge Green Play Area.

A freehold transfer is sought because the objective is long-term community protection. A leasehold arrangement would not provide the same certainty over the future of the site after the regeneration project, nor would it fully resolve the historic anomaly created when local recreation land transferred from the former Godalming Borough Council to Waverley District Council following local government reorganisation. Freehold transfer would:

- secure the site in public ownership in perpetuity;
- ensure long-term community use;

- allow GTC to plan future improvements with confidence;
- provide direct local accountability;
- support efficient integration into GTC's wider open-space management;
- ensure post-regeneration decisions are made locally.

### **Managing the Recreation Ground**

The site will be managed by GTC through a phased transition and improvement plan, taking account of the temporary regeneration compound.

#### **Year 1**

- Complete freehold transfer.
- Confirm the boundary, occupation and responsibilities relating to the regeneration compound.
- Carry out a full condition survey of the LEAP, MUGA, entrances, boundaries, surfacing, seating, bins and grassed areas.
- Incorporate the site into GTC's inspection, maintenance and risk-management systems.
- Undertake immediate safety or minor repair works.
- Review access and safety arrangements around the traffic-island layout.
- Engage with residents on priorities for the site.
- Establish a reinstatement plan for land affected by the compound.

#### **Year 2**

- Implement agreed play-area, MUGA, access and safety improvements where practical.
- Monitor the condition and community impact of any continuing compound use.
- Plan for post-compound reinstatement and enhancement.
- Consider biodiversity and low-maintenance planting.
- Review opportunities for inclusive play and accessible routes.
- Explore CIL, S106, capital budget or external grant options for larger improvements.
- Embed the site into GTC's wider open-space management strategy.

### **Health and Wellbeing**

Ockford Ridge Green Play Area supports community health and wellbeing by providing:

- outdoor play for children;
- informal sports and games through the MUGA;
- space for young people to meet and be active;
- local green space close to home;
- opportunities for social interaction;
- environmental and visual amenity.

The Neighbourhood Plan recognises the need to retain and enhance community infrastructure serving a growing town and identifies children's and youth provision as a specific issue requiring improvement in Ockford Ridge .

### **Operational and Risk Management**

Ockford Ridge Green Play Area will be assessed and managed in line with GTC's existing risk management procedures.

This will include:

- regular site inspections;

- play equipment inspection regime;
- MUGA inspection and maintenance;
- health and safety monitoring;
- boundary and entrance checks;
- contractor liaison where regeneration works affect the site;
- recording and responding to defects;
- insurance review;
- specialist inspections where required.

### **Grounds Maintenance**

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the site into their existing processes and procedures.

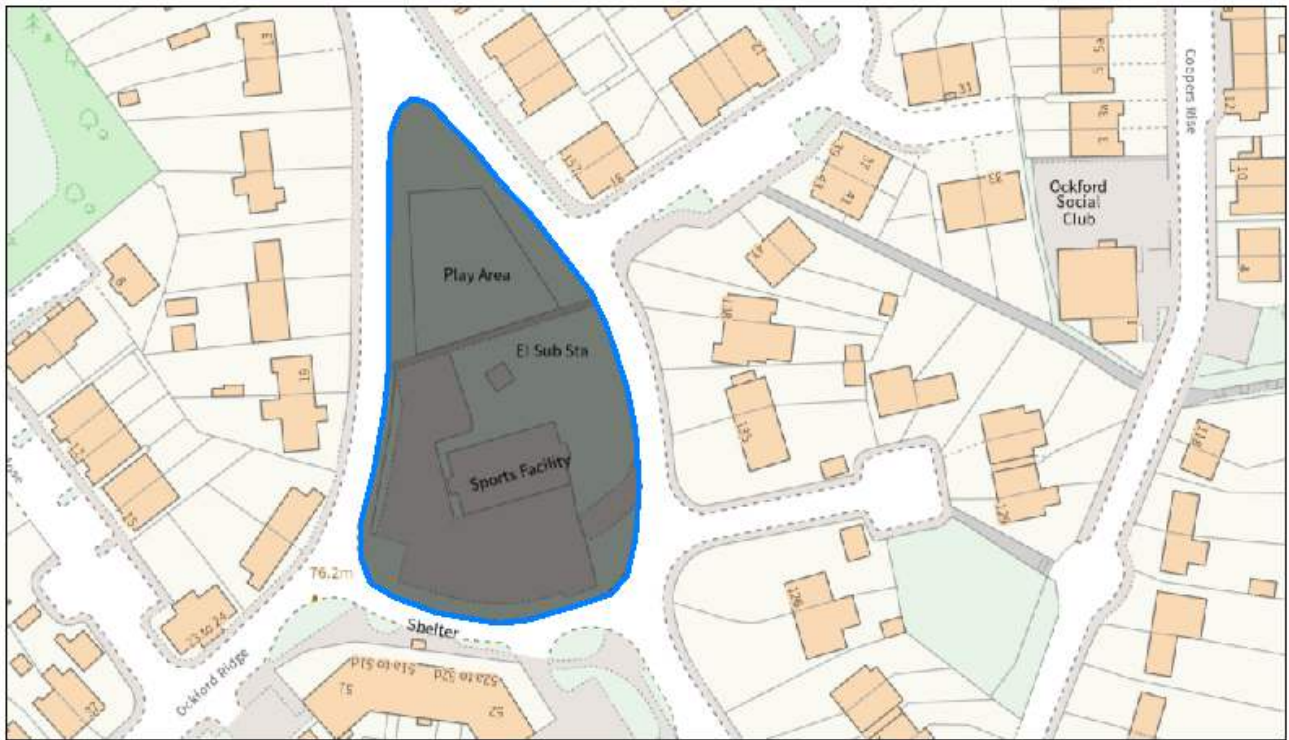
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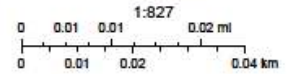
# OCKFORD RIDAGE GREEN AND PLAY AREA - SITE PLAN

## Ockford Ridge Green Play Area



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