

GODALMING TOWN COUNCIL

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I HEREBY SUMMON YOU to attend the **CEMETERIES, OPEN SPACES & SUSTAINABILITY COMMITTEE** Meeting to be held in The Oglethorpe Room, Wilfrid Noyce Centre, Godalming on THURSDAY, 25 JUNE 2026 at 6.30pm

DATED this 18th 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 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's YouTube page.

Committee Members: Councillor – PS Rivers - Chair
Councillor – Adam
Councillor – Crooks
Councillor – Duce
Councillor – Martin

AGENDA

1. **MINUTES**

This is the first meeting of the newly formed Cemeteries, Open Spaces & Sustainability Committee, as such there are no minutes to approve.

2. **APOLOGIES FOR ABSENCE**

Members to receive apologies of 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.

6. QUESTIONS BY MEMBERS

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

7. COMMITTEE MEMBERS INDUCTION & SERVICE OVERVIEW

Members to receive a briefing from the CEO on the establishment numbers, roles and responsibilities of the Cemeteries and Open spaces team, including an outline of their functions in maintaining the Council's built estate and supporting Council events. Additionally Members to receive an overview of the Council's land holdings and land management arrangements.

8. WORK PROGRAMME

Members to consider the Committee's Future Work Programme.

9. BUDGET MONITORING

Recommendation

Members are requested to receive the report and note the current budget position

Members are asked to note a report from the Responsible Finance Officer on the financial performance of the committee's cost centres 204 and 301 to 16 June 2026 (report attached for the information of Members).

Cost Centre 204 - Allotments

Members are advised that whilst expenditure for the cost centre 204 – Allotments at 14.6% is slightly lower than the phased budget forecast of 16.6%, the water costs are exceeding the budget forecast due to a higher-than-expected increase in water rates. Invoices for allotments are issued in October.

Cost Centre 301 – Cemeteries and Open Spaces

Members will note that income is currently at 49% of the annual budget, this is driven by the rate of burials and interments during the first two months of the current financial year. At month two, this is not an indicator that income will exceed budget forecast.

Overall expenditure, at 15.8% is below phased budget position of 16.6%. Below are explanations for nominal codes with an expenditure greater than 5% of expected position.

4205 is 331.9% overspent, this is due to the tractor lease charges being erroneously coded against this line, when they should have been coded against nominal code 4203 (current with 0% expenditure) this will be corrected through a journal move between the codes.

4131 current stands at 42.7% of annual expenditure. At this point we would have expected this line to be at 100% of expenditure as we pay business rates for the cemeteries in one instalment. However, Eashing cemetery rates bill was less than expected due to a Business Support Relief Credit of £4,914

4015 & 4014 Grave digging & Saturday Sexton Duty costs are currently at 35.1% and 40% respectively, which is driven by the high burial rate over the previous two months.

10. GTC CARBON AUDIT 2025/26

Members to receive the Godalming Town Council (GTC) Carbon Audit Report for the period 1 April 2025 - 31 March 2026 (attached for the information of Members).

The report provides an overview of the Council's operational carbon emissions across its buildings, vehicle fleet and facilities operations, together with comparative data against previous years and the 2018/19 baseline.

The report also explains the changing methodology used for carbon reporting, the impact of national electricity grid decarbonisation on reported figures, and the practical challenges associated with further reductions in gas consumption across larger Council buildings

The audit demonstrates continued progress in reducing the Council's environmental impact, despite an expanding operational estate and increased service activity. Most notably, the report identifies:

Performance Highlights

- a **30%** reduction in Scope 1 emissions compared with 2023/24;
- Gas consumption has fallen by **38%**, driven by improved heating management and removal of gas at the Pepperpot
- a reduction of just over 50% in overall emissions against the 2018/19 baseline, despite estate growth and increased activity
- a 67% reduction in fleet fuel emissions following the transition to electric vehicles; and
- measurable financial benefits arising from the solar PV installation at Broadwater Park Youth Centre.

Energy Generation and Financial Impact

- 56% of electricity at Broadwater Park Youth Centre is now generated on-site.
- While this does not materially reduce reported emissions (due to renewable electricity supply), it delivers financial savings.
- Since installation, the solar array has generated 22,500 kWh, with 14,590 kWh used on-site.
- This has delivered savings of £4,216, slightly ahead of forecast, and the scheme remains on track to achieve its expected return on investment.

Future Considerations

Further reductions in Scope 1 emissions are likely to depend on advances in heating technology and the affordability of transitioning away from gas. As previously reported to Members, conversion from gas to air source heat pumps at Broadwater Park was assessed as financially unviable, primarily due to the significant grid capacity upgrades required to support a building of that scale. Similar constraints apply to the Wilfrid Noyce Centre, where current technology presents practical and cost challenges.

Progress in this area will depend on both technological development and wider energy market reform. In particular, any future decoupling of electricity prices from gas could materially improve the financial case for electrified heating systems and support further decarbonisation.

In the interim, opportunities remain to mitigate energy costs. While not a direct carbon reduction measure, the installation of solar PV at Eashing Workshops could offset electricity costs at one of the Council's highest energy-consuming sites.

Members are invited to consider whether they wish officers to explore and bring forward costed options for further review.

11. ALLOTMENTS AGREEMENT UPDATE

Recommendation: That Members RESOLVE to approve:

- a. The proposed amendments included in the attached template Allotment Agreement, which ensure the agreement aligns with the appropriate Allotment Acts
- b. That the approved changes be included in the 2026-27 Allotment Agreements, due to be issued in the Autumn of 2026.

Officers engaged with the National Allotment Society to review the Council's allotment agreement. The review proposed a number of changes which are explained in the attached Officers report and are highlighted on the tracked change version of the council's existing agreement document (attached for the information of Members).

Members are requested to consider the Officers report and amended agreement and if minded are requested to resolve to agree the suggested recommendations.

12. PLAYGROUND INSPECTION TRAINING COURSE

Members to note that two members of staff from the maintenance team have been booked onto a one-day playground inspection training day, designed for those who carry out regular visual checks on playgrounds. It focuses on identifying obvious hazards, vandalism, cleanliness issues, and immediate safety concerns that require prompt action. This is being done in preparation for taking on playgrounds through the Community Asset Transfer process.

13. PEPERHAROW ALLOTMENTS - CONSULTATION

Recommendation: Members to RESOLVE to approve the wording and distribution of a resident's communication letter.

Following on from earlier engagement with The Peperharow & Dean Road Residents' Association (Minute No 385-25 refers) and subsequent improvements to the allotment site, Members are asked to consider a draft communication to be sent to residents of Peperharow Rd and Dean Rd to seek ideas for the use of the land to the rear of the site, which is unsuitable for allotment cultivation.

14. SERVICE VEHICLES

Recommendation:

Members to consider the attached Proposal Assessment Form and, if minded, are asked to RESOLVE to approve the recommendations contained within the form.

15. PUBLIC NOTICEBOARDS

Members are asked to consider requests to replace the damaged noticeboard by the Eashing Lane bus stop and to provide a new noticeboard (subject to appropriate permissions/permitted development rights) by Huxley Close within the Charterhouse ward.

To maintain informality of provision if Members were minded to approve the provision each board would cost approx £1,000 excluding staff time and costs for installation. The costs for the noticeboards would need to be met from cost centre 301 nominal code 4301.

16. DATE OF NEXT MEETING

The next meeting of the Cemeteries, Open Spaces & Sustainability Committee is scheduled to be held in the Oglethorpe Room on Thursday, 27 August 2026 at 6.30pm.

17. ANNOUNCEMENTS

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

Cemeteries, Open Spaces & Sustainability Committee Member Briefing Paper

Member Induction & Service Overview

1. Introduction

This briefing paper has been prepared to support Members appointed to the Cemeteries, Open Spaces & Sustainability 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 operational services delivered under the Committee's remit;
- clarity regarding governance, delegated authority and reporting arrangements;
- awareness of the relationship between this Committee and other Council Committees; and
- an outline of current operational pressures, emerging priorities and future projects.

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 Cemeteries, Open Spaces & Sustainability Committee operates under delegated authority from Full Council. The Committee provides strategic oversight of the Council's responsibilities relating to:

- cemeteries and burial services;
- allotments;
- open spaces and environmental assets;
- recreation and amenity land;
- biodiversity and sustainability initiatives;
- street furniture and public realm maintenance;
- environmental and climate-related priorities;
- and associated operational service delivery.

The Committee also oversees delivery of the Council's Carbon Reduction Plan and Climate Action Plan.

The Committee's role is strategic and supervisory rather than operational. Operational management of staff remains the responsibility of the Chief Executive Officer and delegated officers in accordance with the Council's Statement on Staff Management.

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.

Matters reserved to Full Council include:

- approval of expenditure above £50,000;
- acquisition or disposal of significant assets;
- adoption of new Council-wide policy;
- approval of the annual budget and precept;
- and strategic decisions affecting the Council as a whole.

The Committee operates within delegated authority and reports through:

- submission of minutes to Full Council; and
- financial and strategic reporting through the Management Committee.

3.2 Relationship with Management Committee

The Management Committee is responsible for:

- corporate coordination,
- financial oversight,
- asset management,
- procurement,
- insurance,
- legal services,
- and coordination of service committee work programmes.

The Cemeteries, Open Spaces & Sustainability Committee reports to the Management Committee regarding:

- budget monitoring,
- financial pressures,
- virements outside delegated limits,
- strategic projects,
- and matters with wider corporate implications.

The Management Committee also retains responsibility for:

- corporate property oversight,
- earmarked reserve approvals up to £50,000,
- and coordination of cross-committee priorities.

3.3 Relationship with Staffing Committee

The Staffing Committee retains responsibility for:

- staffing establishment;
- recruitment structures;
- salary budgets;
- staffing-related expenditure;
- training;
- and employment matters.

Whilst this Committee oversees service delivery and may identify operational resource pressures, it does not exercise:

- line management;
- staffing establishment control;
- recruitment authority;
- or employment decision-making.

Operational management of staff remains with the Chief Executive Officer.

3.4 Relationship with Community, Events & Culture Committee

The Grounds & Maintenance Team provides operational support to a number of civic, cultural and community events overseen by the Community, Events & Culture Committee.

This includes support for:

- the Town Show;
- Godalming Run;
- Remembrance Day;
- street markets and festivals;
- Choirblast;
- the annual fireworks display;
- and associated infrastructure requirements.

Operational support may include:

- traffic management;
- event infrastructure;

- staging and seating;
- site preparation;
- and reactive operational support.

Strategic responsibility for events and cultural programming remains with the Community, Events & Culture Committee.

3.5 Relationship with Planning Committee

The Planning Committee retains responsibility for:

- planning consultations;
- neighbourhood planning;
- and planning policy responses.

Liaison between the two Committees may therefore be required where planning proposals impact Town Council land, environmental assets or wider sustainability objectives.

3.6 Relationship with Audit & Governance Committee

The Audit & Governance Committee provides independent assurance to Full Council regarding:

- governance;
- internal controls;
- audit;
- compliance;
- and risk management.

This Committee may therefore be required to report or escalate matters relating to:

- statutory compliance;
- health and safety;
- environmental risk;
- burial regulations;
- water safety;
- or significant operational risk exposure.

4. Operational Service Overview

The Grounds & Maintenance Team delivers a broad operational service across the Council's landholdings, cemeteries, buildings and environmental assets.

The service combines:

- statutory responsibilities;
- environmental maintenance;
- burial services;
- public realm management;
- facilities maintenance;
- project delivery;
- and operational support to wider Council services.

The service includes both planned and reactive workstreams and supports several other Council functions.

5. Cemeteries & Burial Services

The Council owns and manages:

- Nightingale Cemetery; and
- Eashing Cemetery.

The service includes:

- burial administration support;
- grave preparation arrangements;
- grounds maintenance;

- maintenance of cemetery infrastructure;
- management of chapel buildings and lodge houses;
- and maintenance of cemetery boundaries and access points.

The Council currently manages approximately:

- 3.79 acres at Nightingale Cemetery; and
- 16.5 acres at Eashing Cemetery.

The average number of burials over the last three years has been approximately 83 per annum.

Associated buildings include:

- Nightingale Double Chapel;
- Nightingale Mortuary;
- Nightingale Lodge House;
- Eashing Double Chapel;
- and Eashing Lodge House.

Current and Future Considerations

Areas likely to require future Member consideration include:

- remaining burial capacity;
- cemetery infrastructure investment;
- memorial safety obligations;
- accessibility improvements;
- environmental management;
- long-term maintenance liabilities;
- and future burial provision.

Current identified projects include:

- Nightingale Cemetery railings;
- and renovation of Eashing Cemetery gates.

5.1 Burial Capacity & Long-Term Sustainability

Long-term burial capacity planning represents a significant strategic issue for the Committee.

Nightingale Cemetery – Grave Reuse Project

The Council is currently progressing exploratory work relating to future burial capacity at Nightingale Cemetery. As part of this work, the Council is considering the potential reuse of graves in appropriate areas of the cemetery in accordance with relevant legislation, burial regulations and ecclesiastical requirements.

The project requires:

- detailed historical and burial record review;
- legal and operational assessment;
- consultation with relevant stakeholders;
- and application for a Faculty through the Diocese of Guildford.

The objective of the project is to help secure the long-term sustainability and continued operational viability of burial provision at Nightingale Cemetery whilst respecting:

- heritage considerations;
- memorial sensitivity;
- and regulatory requirements.

The project continues to progress and further reports will be brought forward to Members as work continues.

AMA Burial Section Capacity

Current projections indicate that the AMA burial section at Eashing Cemetery is likely to reach operational capacity within approximately six years based on current burial trends. At present there are no identified opportunities for additional burial capacity.

This creates a number of medium and long-term considerations including:

- financial sustainability of cemetery operations;
- and long-term service planning.

The Council's 2026/27 budget and Medium-Term Financial Forecast have recognised this emerging pressure and currently anticipate a gradual reduction in cemetery income over the next three financial years as available burial capacity reduces.

Future Member consideration is likely to include:

- long-term burial strategy;
- future income modelling;
- capacity management;
- operational sustainability;
- and engagement with affected communities and stakeholders.

6. Allotments

The Council owns or manages eight allotment sites across the town.

Several allotment sites are leased to the Farncombe & District Allotment Association, although the Town Council retains responsibility for:

- riparian obligations;
- flood defence walls;
- and tree management responsibilities.

Existing Sites

Current allotment locations include:

- George Road;
- More Road;
- Busbridge Lane;
- Aarons Hill;
- Meadow;
- Catteshall;
- The Burys;
- and Peperharrow Road.

Future Considerations

Future areas for Member consideration may include:

- waiting lists and demand;
- infrastructure improvements;
- water provision;
- accessibility;
- biodiversity opportunities;
- and creation of additional allotment provision.

Current identified projects include:

- Peperharrow allotment improvements; and
- creation of new allotments at Bridge Road.

7. Open Spaces, Amenity Land & Public Realm

The Council manages a range of amenity land, environmental assets and public realm areas across the town. This includes:

- amenity green spaces;
- flower borders;

- pathways and alleyways;
- wildflower areas;
- and various smaller landholdings.

Additional land responsibilities include:

- Chalk Road Roundabout;
- Boarden Bridge approaches;
- Catteshall Wildflower Garden;
- XR Garden at Flambards Way;
- and Long Gore Shops flower borders.

The Committee also oversees maintenance responsibilities for several public footpaths, steps and pedestrian routes across the town.

8. Floral Godalming & Environmental Enhancement

The Grounds & Maintenance Team manages the Floral Godalming programme, including approximately 80 planters and troughs throughout the town. The programme includes:

- cultivation;
- planting;
- watering;
- seasonal maintenance;
- and infrastructure upkeep.

Operational requirements include bi-weekly or tri-weekly watering between May and October depending upon weather conditions. Current future proposals include:

- expansion of cultivation capability;
- increased self-sufficiency in plant production;
- and maintenance of polytunnel infrastructure.

9. Sustainability, Biodiversity & Climate Responsibilities

The Committee has delegated oversight responsibility for:

- biodiversity;
- environmental assets;
- the Council's Carbon Reduction Plan;
- and Climate Action Plan delivery.

This is an evolving area of responsibility and is likely to expand significantly over coming years.

Potential areas of future development may include:

- pollinator planting;
- meadow and habitat management;
- tree strategy development;
- peat-free planting;
- sustainable water management;
- flood resilience initiatives;
- reduced pesticide usage;
- carbon reduction initiatives;
- and environmental partnership working.

Future reports to the Committee are likely to develop performance measures and strategic priorities in these areas.

10. Riparian Ownership & Flood Responsibilities

The Council retains riparian ownership and maintenance responsibilities relating to sections of:

- Hell Ditch; and
- the River Wey.

Current known responsibilities include:

- approximately 593 metres of Hell Ditch, increasing to approximately 779 metres following land transfers;
- and approximately 18 metres of River Wey frontage.

These responsibilities may involve:

- vegetation management;
- flood mitigation considerations;
- inspections;
- maintenance obligations;
- and liaison with relevant agencies.

This area may become increasingly significant due to climate resilience and flood management considerations.

11. Buildings & Infrastructure Responsibilities

The Grounds & Maintenance Team also supports maintenance and compliance responsibilities across a range of Council-owned buildings and facilities. Responsibilities include:

- weekly and monthly compliance inspections;
- emergency lighting checks;
- fire alarm testing;
- legionella monitoring;
- PAT testing;
- contractor supervision;
- public defibrillator checks;
- and reactive maintenance works.

Properties supported include:

- The Old Town Hall (Pepperpot);
- Wilfrid Noyce Community Centre;
- Broadwater Park Community Centre;
- Garden Room;
- Godalming Museum;
- public conveniences;
- cemetery buildings;
- Bandstand;
- Ockford & Aarons Hill Hub;
- and GTC owned bus shelters

12. Current & Emerging Projects

Current and planned projects include:

- Nightingale Cemetery railings;
- Eashing Cemetery gate renovations;
- Peperharrow allotment improvements;
- new allotments at Bridge Road;
- improvements to Canon Bowring Recreation Ground;
- and consultation regarding improvements to Charterhouse Green.

Future land transfers may also significantly increase the Council's land management responsibilities.

Potential future transfers currently identified include:

- The Burys Field;
- Cannon Bowring Recreation Ground;
- Green Oak Green;
- additional Lammas land holdings;
- and additional bus shelters

13. Financial & Delegated Authority

The Committee operates within delegated authority under the Council's Scheme of Delegation. The Committee has oversight responsibility for:

- Cost Centre 301 – Cemeteries & Open Spaces (excluding staffing nominals); and
- Cost Centre 204 – Allotments.

The Committee may:

- authorise expenditure within approved budgets;
- vire up to £3,000 within the same cost centre;
- approve projects within budget;
- and recommend projects or financial pressures upward where necessary.

The Committee may not:

- authorise expenditure above £50,000;
- alter staffing establishments;
- utilise General Reserves;
- or act outside adopted Council policy.

Such matters must be referred to Management Committee or Full Council as appropriate.

14. Key Strategic Risks & Pressures

Key emerging pressures and risks currently include:

- depletion of burial capacity within the AMA burial section;
- long-term sustainability of burial income;
- legal and operational complexity associated with grave reuse;
- future cemetery capacity planning;
- climate resilience;
- flood risk management;
- increasing environmental expectations;
- biodiversity obligations;
- asset transfer implications;
- staffing and operational capacity pressures;
- contractor and maintenance cost increases;
- and balancing environmental sustainability with public amenity expectations.

These areas are likely to become increasingly significant during the life of the Committee.

15. Role of Members

Members of the Committee are expected to:

- provide strategic oversight;
- monitor performance and service delivery;
- consider future priorities and investment;
- review budgets and financial performance;
- develop policy recommendations;
- and represent community priorities.

Members should not:

- direct staff;
- intervene in operational matters;
- exercise authority outside delegated powers;
- or undertake line management functions.

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

8. CEMETERIES, OPEN SPACES & SUSTAINABILITY COMMITTEE – WORK PROGRAMME

TASK	When	COMMENT
Budget Monitoring	Each Meeting	Action - RFO
Budget Setting	Annually – Meeting Three (October)	Proposed budget requirements to be considered by Management Committee in November – Action - RFO
Review of staffing capacity	Annually – Meeting Two (August)	Report any proposed amendments to Staffing Committee for September Review – Action CEO/DCEO
Review of future equipment requirements and replacement plan	Annually – Meeting Four (February 2027)	Operations and Compliance Officer/ Maintenance Supervisor
Playground maintenance and upkeep procedures	Procedures to be established before completion of transfer of 1 st playground area from WBC	Target date for consideration by committee September 2026 - DCEO
Future Playground improvement strategy	On completion of all proposed CAT transfers and review of each play areas needs	Action DCEO
Carbon Audit	Annually – Meeting One (June)	Action CEO
Review of Burial Statistics	Annually – Meeting One (June)	Action CEO
Pesticide and Herbicide Use Policy	Policy & procedures to be presented by Meeting Four – February – 2027	Action DCEO
Future projects plan 2028 - 2031	Draft plan to be considered Meeting 1 2027/28	Action CEO/DCEO

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 3

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>204 Allotments</u>											
1302 Rents	0	0	0	13	0	(13)	2,900			0.5%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>13</u>	<u>0</u>	<u>(13)</u>	<u>2,900</u>			<u>0.5%</u>	<u>0</u>
4102 Property Maintenance	0	0	0	22	300	278	300		278	7.2%	
4141 Water Services	0	36	36	119	108	(11)	432		313	27.5%	
4171 Grounds Maintenance Costs	0	250	250	390	750	360	3,000		2,610	13.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>286</u>	<u>286</u>	<u>530</u>	<u>1,158</u>	<u>628</u>	<u>3,732</u>	<u>0</u>	<u>3,202</u>	<u>14.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(286)</u>	<u>(286)</u>	<u>(517)</u>	<u>(1,158)</u>	<u>(641)</u>	<u>(832)</u>				
Grand Totals:- Income	0	0	0	13	0	(13)	2,900			0.5%	
Expenditure	0	286	286	530	1,158	628	3,732	0	3,202	14.2%	
Net Income over Expenditure	<u>0</u>	<u>(286)</u>	<u>(286)</u>	<u>(517)</u>	<u>(1,158)</u>	<u>(641)</u>	<u>(832)</u>				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(286)</u>	<u>(286)</u>	<u>(517)</u>	<u>(1,158)</u>	<u>(641)</u>	<u>(832)</u>				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 3

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>301 Cemeteries & Open Spaces</u>											
1302 Rents	1,400	2,366	966	6,032	7,098	1,066	33,392			18.1%	
1303 Other customer/client receipts	450	1,200	750	5,550	5,600	50	16,400			33.8%	
1700 Interment	1,290	3,200	1,910	19,350	9,600	(9,750)	38,400			50.4%	
1701 Monument	0	230	230	2,775	690	(2,085)	2,760			100.5%	
1702 Purchase of Grave Space	2,880	5,750	2,870	42,320	17,250	(25,070)	69,000			61.3%	
1703 Other Cemetery Fees	0	0	0	2,400	0	(2,400)	0			0.0%	
Cemeteries & Open Spaces :- Income	6,020	12,746	6,726	78,427	40,238	(38,189)	159,952			49.0%	0
4001 Salaries	0	10,662	10,662	20,750	31,992	11,242	127,950	107,200		16.2%	
4002 Employer's NIC	0	1,349	1,349	2,702	4,051	1,349	16,192	13,490		16.7%	
4003 Employer's Superannuation	0	1,887	1,887	3,544	5,664	2,120	22,647	19,103		15.6%	
4011 Staff Training	0	334	334	573	994	421	4,000	3,427		14.3%	
4014 Sexton Duties	0	125	125	600	375	(225)	1,500	900		40.0%	
4015 Grave Digging	0	1,200	1,200	5,050	3,600	(1,450)	14,400	9,350		35.1%	
4102 Property Maintenance	672	1,016	344	1,241	3,056	1,815	12,200	10,959		10.2%	
4103 Maintenance Contracts	0	217	217	430	657	227	2,610	2,180		16.5%	
4111 Energy Costs	284	500	216	1,089	1,500	411	6,000	4,911		18.2%	
4131 Rates	0	0	0	3,672	8,597	4,925	8,597	4,925		42.7%	
4141 Water Services	0	77	77	165	231	66	924	759		17.8%	
4162 Waste Removal	579	500	(79)	899	1,500	601	6,000	5,101		15.0%	
4163 Domestic Supplies	34	66	32	120	206	86	800	680		15.1%	
4164 Workshop Consumables	21	335	314	281	1,005	724	4,020	3,739		7.0%	
4171 Grounds Maintenance Costs	4,795	4,243	(552)	6,035	12,738	6,703	50,925	44,890		11.9%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 3

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
4203 Other Transport Costs	0	1,242	1,242	0	3,726	3,726	26,608		26,608	0.0%	
4204 Vehicle Fuel Costs	0	84	84	107	252	145	1,008		901	10.6%	
4205 Vehicle Costs (exc Fuel)	1,144	115	(1,029)	4,580	345	(4,235)	1,380		(3,200)	331.9%	
4301 Equipment	3	2,407	2,404	57	7,229	7,172	28,892		28,835	0.2%	
4304 Catering & Hospitality	0	34	34	0	102	102	408		408	0.0%	
4305 Clothes, Uniform & Laundry	46	150	104	46	450	404	1,800		1,754	2.6%	
4313 Professional Fees - Other	170	250	80	210	250	40	1,000		790	21.0%	
4323 Telephones & Broadband	0	100	100	98	300	202	1,200		1,102	8.2%	
4325 Computing	248	0	(248)	1,617	0	(1,617)	0		(1,617)	0.0%	
4327 Publicity Advertising	0	33	33	0	99	99	396		396	0.0%	
4342 Subscriptions	0	0	0	90	0	(90)	0		(90)	0.0%	
4900 Miscellaneous Expenses	0	30	30	0	90	90	360		360	0.0%	
Cemeteries & Open Spaces :- Indirect Expenditure	7,996	26,956	18,960	53,956	89,009	35,053	341,817	0	287,861	15.8%	0
Net Income over Expenditure	(1,976)	(14,210)	(12,234)	24,471	(48,771)	(73,242)	(181,865)				
Grand Totals:- Income	6,020	12,746	6,726	78,427	40,238	(38,189)	159,952			49.0%	
Expenditure	7,996	26,956	18,960	53,956	89,009	35,053	341,817	0	287,861	15.8%	
Net Income over Expenditure	(1,976)	(14,210)	(12,234)	24,471	(48,771)	(73,242)	(181,865)				
Movement to/(from) Gen Reserve	(1,976)	(14,210)	(12,234)	24,471	(48,771)	(73,242)	(181,865)				

10. GODALMING TOWN COUNCIL CARBON FOOTPRINT AUDIT APRIL 2025-MARCH 2026

The information set out below is based upon actual energy consumption between **1 April 2025 and 31 March 2026**, with a comparator for the same period **2018/2019 – (Base Figure)**, **2019/2020**, **2020/2021**, **2021/2022**, and **2022/2023**, **2023/2024** (2024/25 – No report)

	Fuel (natural gas) = KWh, diesel/petrol = Ltr	Scope 1 Emissions Produced from non-renewable resources (kgCO ² e)	Scope 2 Purchased Electricity from Certified UK renewable KWh	KgCO ² e saved by use of renewable energy
Wilfrid Noyce Centre 1072m ²	37,954 51,177 38,385 64,087 48,399 48,257 57,967	6,944 9,343 6,909 11,738 8,864 8,872 10,663	14,016 14,266 15,158 18,704 10,440 16,808–Non-renewable 15,909–Non renewable	2,481 2,954 2,931 3,971 2,433
Broadwater Park Community Centre 507m ²	23,798 35,950 32,809 38,015 53,670 44,134 44,458	4,354 6,563 5,905 6,963 9,868 8,114 8,178	6,160 solar/4,678 import 1,296 solar/ 7,328 import 7,136 4,993 6,720 6,468 – Non-renewable 9,060 – Non renewable	1,918 1,786 1,380 1,060 1,567
Pepperpot (Old Town Hall) 69m ²	0 12,219 10,423 10,177 10,598 307 13,688	0 2,214 1,876 1,864 1,949 56 2,518	2,955 1,843 2,635 3,397 2,263 2,655 – Non-renewable 1,963 – Non renewable	523 382 510 721 528
107-109 High Street	N/A	N/A	10,980 13,489 13,780 14,018 4,346	1,943 2,793 2,665 2,976 1,013
Toilets Farncombe	N/A	N/A	980 1,284 1,442 1,385 477 697 – Non-renewable 2,223 – Non renewable	173 266 279 294 111
Toilets Crown Court	N/A	N/A	7,531 2,055 3,906 3,956 2,581 2,556 – Non-renewable 5,126 – Non renewable	1,333 426 755 840 602
Eashing Cemetery	N/A	N/A	14,881 18,164	2,634 3,761
Ockford & Aaron Hill Hub	8,475	1,551	738	130
Council Vehicles (diesel)	834 2871 1012 798 912 317	2,144 7,206 2,591 2,005 2,322 822	n/a	

Machinery (petrol)	223 307 126 100 145 39	461 644 272 219 314 86	n/a	
2025/26	71,284	15,454	6,160/56,759	15,444
2023/24	102,524	25,970	1,296/58,429	11,550
2022/23	82,755	17,553	44,057	9,353
2021/22	113,177	22,789	46,453	9,895
2020/21	113,724	21,317		
2019/20	93,954	25,409 (scope 1+ non-renewable electric)		
2018/19	116,113	31,033 (scope 1+ non-renewable electric)		

Previously, the Council used the Carbon Trust calculator to estimate emissions. As this tool is no longer available, for 2025/26 energy consumption (kWh) has been converted into kgCO₂e using the UK Government/DEFRA emission factors. To maintain consistency and enable meaningful comparison, prior year figures have been recalculated using the same methodology. This ensures that year-on-year data is directly comparable.

While the data presented does not represent a full organisational carbon footprint, it captures the principal emission sources under an operational control approach and provides a consistent basis for performance monitoring over time.

It should be noted that reductions in electricity consumption do not always translate proportionately into carbon savings. The conversion factor from kWh to kgCO₂e varies annually, reflecting changes in the carbon intensity of the national grid. As the grid incorporates a higher proportion of renewable and nuclear energy and reduces reliance on fossil fuels, overall carbon intensity declines. For example, the UK electricity emission factor reduced from 0.28307 kgCO₂e per kWh in 2018 to 0.177 kgCO₂e per kWh in 2025—a decrease of 37.5%. This reflects a cleaner energy mix, although it also means that the marginal carbon benefit of further electricity reductions is reduced where supply is already low-carbon.

Key points regarding the application of emission factors are as follows:

- **Annual updates:** UK Government/DEFRA conversion factors are updated each year to reflect changes in the national energy mix.
- **Drivers of variation:** Factors fluctuate due to influences such as fuel prices, renewable generation levels, and overall electricity demand.
- **Reporting lag:** Conversion factors are based on historic data and therefore typically reflect the previous year's grid performance.

Significant progress has been made over the previous 24 months in reducing Scope 1 emissions. Improved management of heating systems at the Wilfrid Noyce Centre and Broadwater Park, together with the elimination of gas usage at the Pepperpot, has resulted in a 38% reduction in gas consumption. In addition, the transition of the facilities team's vehicles to electric has reduced emissions from fuel use by 67%, while also removing associated local air pollutants.

These gains have been partially offset by the addition of the Ockford Hub, which relies on gas for heating and hot water. Notwithstanding this, overall Scope 1 emissions have reduced by 30% compared to 2023/24.

Taking a longer-term view, total emissions (kgCO₂e) have fallen by just over 50% compared to the 2018/19 baseline. This reduction has been achieved despite an expanding estate—including Eashing Workshops and the Ockford & Aarons Hill Hub—and increased operational

activity, particularly at Broadwater Park Community Centre and across a more active facilities service.

Members should also note that 56% of the electricity consumed at Broadwater Park Youth Centre is now generated on-site. While this does not significantly reduce reported carbon emissions—given that imported electricity is already sourced from 100% renewable tariffs—it does deliver a clear financial benefit.

From installation to 31 March 2026, the Broadwater solar array has generated 22,500 kWh of electricity, of which 14,590 kWh has been used on-site. This has delivered a financial saving of £4,216, exceeding the projected saving of £4,126 over the same 27-month period, indicating that the scheme remains on track to meet its expected return on investment.

11A. ALLOTMENTS AGREEMENT UPDATE

Background

The National Allotment Society have been consulted with a request by Officers to review the Council's existing Allotment Agreement, to ensure it aligns with the 1922 and 1950 Allotments Acts.

Recommended Amendments

It is proposed that the following clauses of the Allotment Agreement are amended.

Clause 3(b)

This should be amended to 40 days, not 31, as required by section 1 of the Allotments Act 1922.

Clause 3(c)

This clause should be developed further to state when the review will take place and when the tenant will be given notice of any increase. October has been proposed for the review, to align with the Cemeteries, Open Spaces & Sustainability budget meeting. The tenant will be informed of any increase at the commencement of the next tenancy period.

Clause 6.1(a)

The notice period needs to be amended to 12 months and must state that notice will be issued outside of the growing season (6 April - 29 September). This ensures the agreement is in alignment with the Allotments Act 1950.

Clause 6.2(a)

Clarity on how much notice (one month) is required to be given to the tenant if they breach their tenancy agreement.

Clause 6.2(b) – new clause

The Allotment Act 1922 allows for re-entry of the land in the following cases. It is therefore proposed that a clause be included reflecting the same.

“The Council can re-enter the land with 3 months' previous written notice if the land is required for building, mining, industrial purposes, or connecting roads and sewers.”

Clause 8(b)

Clarity provided to allow for the storage of sheds and tools, where permitted by the Council.

Clause 10(c)

It is recommended that the clause should state that permission must be sought from the Council before installing a pond, to ensure it satisfies the Council's insurer's requirements.

Officer Recommendation

1. That the proposed amendments included in the attached template Allotment Agreement are approved by Members
2. That the approved changes be included in the 2026-27 Allotment Agreements, due to be issued in the Autumn of 2026.

ALLOTMENT AGREEMENT

THIS AGREEMENT is made on [date]

BETWEEN

Godalming Town Council, 107-109 High Street, Godalming, Surrey GU7 1AQ ('the Council')
and
Insert name and address ('the Tenant')

1. Agreement to Let

The Council agrees to let to the Tenant the Allotment Plot as follows:

Period of the Agreement:	1 October 2026 to 30 September 2027
Tenant:	Insert name
Location:	Peperharow / Bury's Allotment
Plot No(s):	Insert Plot Number
Annual Charge:	£10.72 for a full year
Rent Due Date:	1 October 2026

This Tenancy Agreement supersedes all Tenancy Agreements previously issued.

2. Rent

The Tenant hereby agrees with the Council:

- a) To pay the rent on receipt of an official invoice.
- b) A Tenant taking up an allotment within the rent year will pay a proportion of the rent based on 1/12th of the annual rent for each complete month remaining. A Tenant may voluntarily relinquish the Allotment before any year-end but no rebate will be payable.

3. Charges

- a) The Council reserves the right to review this Agreement and charges for allotments and services as required. Before making any changes, the Council will give you notice of such changes.
- b) Allotments are leased annually from 1 October and payment is due in full within ~~34~~ 40 days. If you fail to pay, your Tenancy may be terminated as per Clause 6.2.
- c) Rent will be reviewed annually in **October** and increases will be in line with the CPI Index. **Tenants will be notified of the increase at the commencement of the following tenancy period.**

4. Observance of Rules

- a) Tenants must observe and comply with current rules, regulations and policies and those which the Council may make at any time in the future (eg. statutory law changes, local restrictions – such as bonfire restrictions).
- b) Tenants must comply with any reasonable or legitimate directions given by an authorised officer in relation to an allotment or site.

5. Liability

- a) The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on the Allotment Garden site. Tenants are advised not to store any items of value on the allotment, and to insure and mark any items kept at the allotment Garden site. Tenants should report incidents of theft and vandalism to the Council and the police.
- b) The Council shall accept no liability in respect of any claim whatsoever arising from personal injury to the Tenant or any third party which occurs within the boundaries of the Tenant's plot as a result of the Tenant operating the Allotment Garden. Tenants should check with their home contents insurance policy provider whether they have personal liability cover for their activities. Tenants are not covered by the Town Council should they cause injury or damage from their activities. This does not dilute the Council's responsibility relating to duty of care or its responsibilities relating to person/s working on behalf of the Council or outside agencies in the Allotment Garden.

6. Termination of the Tenancy

6.1 By Notice

- a) The Tenancy may be terminated by the Council by serving on the Tenant **12 months written notice to quit, which must be issued outside of the growing season (6 April - 29 September. ~~not less than two months' written notice to quit or by non-renewal of the agreement.~~**
- b) The Tenancy may be terminated by the Tenant by serving on the Council not less than two months' written notice to quit.
- c) The Tenant must return the allotment to the Council at the end of the tenancy in good condition. The Council may recover from the Tenant compensation of there has been any deterioration of the allotment plot cause, in the Council's opinion, by the Tenant's failure to fulfil this Agreement.
- d) The Council may give any written notice under this Agreement by delivering it to you personally, by posting it to the last known address, or by leaving it on the allotment. The Tenant may give us any such notice by delivering or posting it to the Town Clerk, Godalming Town Council, 107-109 High Street, Godalming GU7 1AQ.

6.2 By Re-entry

- a) If the Tenant has breached any of the rules in the Agreement, the Council may re-enter the allotment and bring the Tenancy to an end **by giving one month's notice.** The Council may still recover money from the Tenant if any liability under this Agreement has been incurred, even after the ending of the Tenancy.
- b)
- c) In the case of appeals or disputes, the Council's decision will be final. Appeals or disputes should be sent to the address at the end of this document.

7. Underletting

The Tenant must not underlet, assign or part with the possession of the plot or any part of it. The plot can only be handed back over to the Council.

8. Use/Cultivation

- a) The plot must be mainly used for the production of vegetables, fruit and herbs for consumption by the Tenant or the Tenant's family. The Tenant must keep it free from weeds and maintain every part of it in a state of cultivation and in good condition. Failure to do so may lead to the issue of an improvement notice from the Council. In the event of a failure to comply with the conditions set out in this notice, the Council may terminate your Tenancy according to 6.2a) and under the 1950 Allotments Act may seek compensation for the cost of making good any deterioration to the land.
- b) The Tenant must not use the plot for the storage of any vehicles or goods, **excluding sheds or tools where permitted by the Council,** or for the storage of any crops which are not grown on the plot. The plot must not contain any non-bio-degradable carpets or materials. Plastic must not be used as membrane, however, is permitted for use as a temporary weed suppressant. The Tenant must not use tyres on the plots for securing any materials whatsoever. When relinquishing the plot, all plastic must be removed from site.

- c) Only materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.
- d) Turn over all water containers (old pots, etc.). Make sure water collecting tanks have a minimum gap of 6 inches between water level and lip.
- e) Clear all nettles and brambles regularly to ground level.

9. Nuisance

The Tenant must not cause undue nuisance or annoyance to any other Tenant, the Council or to the occupants of any premises adjoining the allotment site, either through an action or inaction, or by rude or offensive behaviour, whether through carelessness, ignorance, or persistent or deliberate action. The Council has a zero-tolerance approach to this rule and any tenant found causing a nuisance may result in the termination of your Tenancy.

10. Health & Safety

The Tenant has a legal duty of care to others, requiring that the plot is maintained and used safely. The Tenant could be sued for failing in this duty.

- a) **Paths** – Ensure that paths are not obstructed at any time; do not put stones on paths as they may fly up when the paths are strimmed; do not use weedkiller or put wood chippings or carpet on grass paths as these will cause the paths to deteriorate; and keep grass paths trimmed so that the route is obvious. Any drainage ditches dug alongside paths should be kept clear of long grass and made visible to people using the paths.
- b) **Canes & Posts** – Canes and narrow posts should be capped to avoid eye injury – an upturned plastic bottle will do. Short metal posts should not be used near paths – they may cause a passer-by to trip.
- c) **Ponds** – **Permission must be obtained from the Council before installing a pond.** Ponds must be located away from paths and surrounded by material (plants etc.) to offer the least possibility for accidents.
- d) **Power & Hand Tools** – Before using a power tool, the Tenant must ensure they are familiar with the instructions and use and use the recommended safety wear. Remember that a strimmer/brush cutter can throw a stone 15 metres, or over 3 plots. Whilst operating equipment, particularly on or adjacent to paths, be aware that others may walk up behind you without realising that you can't hear their approach. Do not leave tools lying on the path. Ensure that blades are sheathed or stored in a safe place when not in use. Lay rakes on the ground point-side down.
- e) **Gardening Chemicals** – Keep all chemicals in their original, labelled containers and follow the instructions carefully. Store the chemicals in a safe place, preferably out of the reach of children.
- f) **Manure** – Horse manure and other manures should be composted for at least six months to avoid contamination of the soil by veterinary products.
- g) **Petrol, Paraffin & Gas** – If the Tenant uses a petrol-powered tool, bring sufficient fuel for your requirements and take away any fuel left over. If you use LPG gas to boil water, do not keep spare cylinders in the same area. If you have a paraffin greenhouse heater, make sure there are no flammable materials nearby.
- h) **Broken Glass & Similar Hazards** – Wrap broken glass in newspaper and dispose of it and other hazards eg. scrap metal, safely away from the Allotment Garden site.
- i) **For Visitors** – Remember that the Tenant is responsible for visitors at all times. Please draw their attention to these points: Allotment paths are often crooked and uneven so be careful where you walk, and in particular watch out for obstructions that may be obscured by vegetation. Don't stray off the paths: soil which appears firm may be recently dug and thus soft; there are many ponds, some small; netting and fine cord (used to deter birds) may be invisible to the naked eye; broken glass is common. Never approach someone who is using a power tool, particularly if they are wearing ear defenders: they are unlikely to be aware of your approach and may swing round and catch you with a cutting blade or similar. Do not touch the ash of a bonfire: it can retain a high temperature for hours, even after heavy rain.

11. Infrastructure

Unless otherwise agreed, the Council is responsible for the upkeep of hard standing, water supplies, fences and gates. It is the Tenant's responsibility to report damage to the Facilities Supervisor.

12. Paths

The Tenant must keep any path set out by the Council clean and tidy and free from nettles and high growth. The Tenant must not obstruct access for other plot holders and must also keep clear the area to the front of the boundary fence adjoining the access road.

13. Communal Areas

The Council is responsible for the general maintenance of communal areas. Tenants to inform the Council of any identified issues.

14. Refuse

- a) The Tenant must not fly tip or dump rubbish or waste on the plot or any other part of the Allotment Garden site.
- b) The Tenant must not sell or take away from the plot any soil, gravel, sand or stones.
- c) The Tenant must remove all unnecessary items from the plot (pallets, matting, planks etc.).
- d) The Tenant must not compost kitchen waste or animal droppings containing feed.
- e) The bringing on site and use of polluting materials such as tyres, asbestos, glass and carpet shall be treated as illegal disposal of waste and will result in immediate notification and referral for prosecution.
- f) In the event that a Tenant is put on notice for excessive materials such as timber, metal, carpet or tyres being left on plot, and if the Tenant does not clear such materials then the Council reserves the right to clear such materials and reclaim costs from the Tenant.
- g) If Tenants witness someone illegally fly-tipping rubbish onto the Allotment Garden site they should immediately contact the police.

15. Admittance/Inspection

- a) The Council may enter the plot for the purposes of carrying out a periodic review and otherwise in the case of an emergency.
- b) The Tenant must allow the Council to enter to inspect the allotment and/or any building/structure at any time.
- c) The Council may carry out such repairs and maintenance of both the Tenant's allotment and/or building/structure on the allotment as is considered necessary. In cases where it is the intention to ask the Tenant to pay for any remedial/maintenance work, estimates of the cost of such work will be given in writing to the Tenant who may take the matter up with the Council if the costs can be demonstrated as excessive or the need for the work is disputed.
- d) Any authorised Officer or representative of the Council has the right to refuse admittance to the Allotment Garden site to any person other than the Tenant or members of the Tenant's family. The Tenant is at all times responsible for anyone that they invite onto the Allotment Garden Site.

16. Buildings – The Burys

- a) The Tenant must not build or put up any building or structure on the plot, subject to b).
- b) The Tenant should apply to the Council for consent to erect a shed, which the Council reserves the right to refuse unless the proposed structure complies in all respects with the requirement of the Council as laid down by them from time to time. When requesting permission the Tenant must supply the material specification and dimensions of the proposed structure. Sheds and greenhouses must comply with the following rules:
 - i. All buildings must be sectional and constructed of either new or perfectly sound secondhand material. No brick buildings are allowed.
 - ii. Bases, if constructed, should be of sleepers, pre-cast paving slabs or loose-bedded brickwork.
 - iii. The use of corrugated iron, sheet metal, hardboard and floated concrete in bases or floors is prohibited.

- iv. Any building erected and found upon inspection to be unsatisfactory or unsightly will be required to be removed at the Tenant's expense.
- v. All buildings must be erected at the rear of the plot.
- c) In the event of any unauthorised shed or structure being erected the Council reserves the right to require the removal of the same and in default of such removal arrange for the same to be removed at the cost of the Tenant.
- d) Any building/structure erected by the Council on the Tenant's allotment plot is the property of the Council and may be removed after one month's written notice that the Council will do so. The Council is not under any obligation to renew anything that is removed.

17. Buildings – Peperharow

Tenants at Peperharow Road are prevented from erecting any buildings, including sheds or greenhouses, by a restrictive covenant held by a third party.

18. Dogs

No dog shall be brought into or kept in the area of the Allotment Garden site by the Tenant or one acting with his authority or approval unless properly leashed and any litter arising from this should be cleaned up and removed from the site.

19. Bees

Tenants may apply for permission to keep bees on their Allotment plot. Each application will be considered on its merits, but the beekeeper must have valid insurance cover, preferably through membership or affiliation of the British Bee Keeping Association.

20. Barbed Wire

The Tenant must not use barbed wire, razor wire or similar on the plot or the wider Allotment Garden site.

21. Bonfires

If a bonfire is the best practicable way to dispose of garden waste from the plot, it should be managed in accordance with the following rules:

- a) Fires should be contained within a fire pit; no ground surface bonfires are allowed on the Allotment Garden site.
- b) Fires should be kept to a minimum. Only dry, woody materials should be burned. No imported materials should be burned and only when this does not cause a nuisance to others.
- c) No wet or damp substances, weeds or green plant matter or any material that gives off noxious fumes or pollutes the soil should be burned. These cause a great deal of smoke which can be a nuisance to other allotment holders, or the public and is often highly hazardous to health.
- d) All low temperature fires are potentially hazardous, recent studies have identified many carcinogenic substances in the smoke from such fires.
- e) The Tenant must tend the fire at all times. Make sure that they are completely out before leaving the site. The Tenant must extinguish the fire if a nuisance arises and must make it safe before leaving the allotment.
- f) Tenants failing to follow these rules will be putting their tenancy at risk. Persistent complaints from surrounding local residences are likely to lead to a blanket ban on all site bonfires.
- g) If approached by an authorised Council Officer regarding a bonfire problem, the Tenant should be co-operative and extinguish their bonfire when asked to do so. If requested, they should provide their full name and plot number. Failure to comply and/or instances of verbal or physical abuse towards an Officer may lead to tenancy termination and will be documented to possibly be used in any subsequent court proceedings.

22. Water

- a) A water butt with a secure cover for water supply purposes may be kept on the plot and must not become stagnant.
- b) In general, the use of hosepipes is prohibited; however, if any Tenant has a genuine reason for using a hosepipe to fill their water butt, they must contact the Council to be

issued with a licence allowing them to do so. Plot holders issues with a licence may only use a hosepipe to fill their water butt, not for any other purpose. The use of hosepipes for the agreed purpose will only be acceptable if used considerately, at quiet times, when the use of taps is at a minimum.

23. Entrance Gates

The entrance gate to the Allotment Garden site must be left closed at all times. When entering the site please make sure the lock is secured (to prevent theft) and that the access code is not visible. If the last person to leave, please make sure the gate is secured and locked.

24. Chemicals

The Council encourages the Allotment Garden site to be organic wherever possible. The Tenant should not use synthetic pesticides, vermicides, herbicides or similar non-organic means for controlling pests and weeds if it can be avoided through the use of non-chemical means.

The Tenant must take proper precautions when using sprays or fertilisers to minimise any adverse effects on the environment and comply at all times with instructions and regulations governing their use.

Chemicals must be stored in a safe place in their original, labelled containers and be used in accordance with the manufacturer's instructions and current legislation and must not be allowed to spread beyond your allotment. Particular caution must be exercised in the vicinity of ponds, hedges and other wildlife features. Containers must not be rinsed in the dip tanks of the communal water supply.

25. Change of Address

The Tenant must tell the Council as soon as possible if you change address.

26. Eligibility

- a) The Tenant needs to be at least 18 years old to be eligible for the tenancy of a plot.
- b) The Tenant must be resident within the area of the parish of Godalming and must surrender the tenancy if they move outside of the area.
- c) The Tenant may apply for additional plots subject to availability and at the discretion of the Council.
- d) Priority will be given to applicants who do not have a garden of their own or live in shared accommodation, schools and youth organisations.

27. Reporting Issues

If a serious issue requires prompt investigation or action (eg. a tree in a potentially dangerous state) this should be reported to the Council on 01483 523112, giving the allotment site name and approximate location of the danger. The Council is responsible for ensuring proper use of the allotments, and carries out inspections to this end. If you believe a plot is not being properly used, please report this to the Council.

28. Disputes

- a) Any dispute between the Tenant and another tenant must be referred to the Council whose decision will be final.
- b) In the case of two Tenants having an unresolved dispute and no one party can be proven as being in breach of any site rules then the Council reserves the right to end the tenancy of both parties.

29. Legal Obligations

The Tenant must observe and comply fully with all Acts, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Garden site.

30. Definitions

In this Agreement the following words have meanings as follows:

'allotment' and 'allotment garden' mean an allotment garden as defined by the Allotments Act 1922.

'The Tenant' means the person named in this Agreement executing this Agreement with Godalming Town Council granting you the tenancy of an allotment subject to these conditions.

'The Council' means Godalming Town Council.

'rules' means the terms and conditions of your tenancy.

31. Legislation

All allotments are provided by Godalming Town Council under the provisions of the Small Holdings and Allotments Acts of 1908 and 1926 and the Allotments Acts of 1922, 1925 and 1950.

32. Declaration Form

Please complete the section below and return the form with your remittance to:

Operations & Compliance Officer, Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ. Email: operations@godalming-tc.gov.uk

Allotment Plot No. Insert Number – Peperharow / Bury's Allotments

I have read and understood the Allotment Tenancy Agreement and agree to comply with the same.

Tenant

Full Name _____
Block Capitals

Signature _____ Date: _____

Payment Method: Electronic By Cheque

Council

Signature _____ Date: _____

Clerk to Godalming Town Council – Mr Andy Jeffery
Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ

Tenant

Name _____

Address _____

Home Phone No. _____ Mobile _____

Email Address _____

Are you happy for us to contact you by email? Yes No

Please note that Godalming Town Council will only hold your personal data for the purposes of this agreement and will not pass your details to any third party.

An Asset For The Community

(site to the rear of the Peperharow Road Allotments)

Background

The Peperharow Road Allotments are located between 113 and 119. The land was gifted to the former Borough of Godalming by a Peperharow Road resident in 1948 and is subject to a covenant that prohibits its use for building development. Since then it has been used to provide an area of allotments. However, there is land to the rear of the site, measuring approximately 27m x 27m, which has effectively been left to grow wild.

In November 2025 the Peperharow & Dean Roads Residents' Association (PHDR RA) spoke with Godalming Town Council (GTC) who agreed that residents of Peperharow Road and Dean Road would be consulted to seek their views on possible uses for this area for community use.

Discussions have since been held between GTC and the PHDR RA about site clearance and access improvements. In the meantime, local residents have already started work to clear the site of brambles etc with a view to creating an area that can be used for the benefit of the local community.

Seeking Ideas for the use of the site

We would like to hear ideas for use of the land from the residents of Peperharow Road and Dean Road. For those who may not be familiar with the site, a series of guided tours are being offered by the PHDR RA.

What Next

Please let us know whether you would like to have a tour of the site, and/or offer your suggestions for the land use by emailing:

phdrcommittee@gmail.com

These ideas will then be discussed by both the RA and GTC to see what can be achieved.

Please respond by [date]

Thank you

Phil Housey – Chair of PHDR RA

Andy Jeffery – Godalming Town Clerk

PROPOSAL ASSESSMENT FORM

Proposal Name/Title	Fleet Operations: GTC Vehicle Fleet Capacity and Reliability
Aim/Objective	<p>To maintain and strengthen operational resilience within the Council's Maintenance Team by:</p> <ul style="list-style-type: none"> • Disposing of the current ABTe Transporter Electric Vehicle • Acquiring a suitable second-hand replacement electric panel van (EV) that provides reliable, operational capacity to enable efficient delivery of services. • Provide a second-hand electric small utility vehicle to increase flexibility, increase efficiency and reduce personal vehicle use and associated mileage allowance payments.
Corporate Plan Reference	<p>Part 1, Section 4 – Expansion of in-house operational capability Part 2, Section 2 – Management and maintenance of expanding estate Part 2, Section 3 – Build operational capacity to support Community Asset Transfer</p>
Recommendation(s)	<p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Authorise the disposal of the Council's ABTe Transporter EV. 2. Authorise the procurement of a suitable second-hand electric panel van to support council operations 3. Authorise the procurement of a suitable second-hand small utility van, with all costs met from Cost Centre 301 –Equipment (4301) and balance of funds in 301/4131 Vehicle purchase and on road costs not to exceed £20,000. (£4925 from 301-4131, up to £15,075 from 301-4301 (leaving a balance of @£13,798)
Proposal	
<p>Godalming Town Council currently owns and operates an ABTe Transporter inherited from the former Joint Burial Committee. As reported in November 2025, this vehicle experienced a significant electrical failure rendering it unusable. At that time Members agreed to invest in repair, However, due to the scarcity of suitable qualified mechanics and appropriate diagnostic equipment (only one set in the country, which has to be booked for use between approved garages) the vehicle remained off the road for over 4-months.</p> <p>Having received the vehicle back on 19 February 2026, a second system failure mid-May has resulted in this vehicle being unusable. As with the previous experience, a significant delay has been experienced in being able to book the vehicle into the approved workshop for diagnostics to begin. At this point the cause of the fault and what repairs are required and duration to get this vehicle back on the road is unknown.</p> <p>GTC's maintenance team operate at over 53 different locations around the parish, in addition to watering requirements of Floral Godalming and visits to supply merchants and other activities requiring transportation of goods, equipment or people. This load is due to increase as new Community Assets come on stream later in the current civic year.</p> <p>The loss of any GTC vehicle significantly reduces the efficiency of the maintenance team and limits the number and type of work that can be achieved by staff.</p>	

Proposal:

1. Disposal of the current ABTe Transporter. Ideally as a running vehicle via BCA Blackbush if repairs are estimated at less than £1,000, or for best offer from dismantlers if non-running.
2. Purchase of a replacement panel van with a second Peugeot e-expert to provide commonality with existing GTC support vehicle.
3. Purchase of a second-hand electric small utility van
4. Any funds received from disposal of ANTe is used to offset purchase of replacement vehicle.

Strategic & Operational Justification

- Maintains essential service capacity while addressing vehicle unreliability.
- Avoids disproportionate further investment in technically unsupported equipment.
- Provides flexibility and resilience within the Facilities fleet.
- Reduces reliance on staff using personal vehicles.
- Supports GTC's environmental objectives by maintaining an electric fleet strategy.

Financial Implications

Cost Component	Estimate (excl. VAT)	Notes
Procurement of EV Panel Van & Small Utility van	Within existing budgets	Up to £20,000 on the road costs. Cost to be contained within 2026/27 allocation

Funding Source:

Cost Centre 301 – Equipment (4301) and balance of (4131)

All expenditure contained within approved 2026/27 budgets. No reserves required.

Key Identified Risks & Mitigation

Strategic Risk: Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Decision unlawful	Decision is within the power provided under the General Power of Competence.
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Service Delivery - Fleet unreliability impacting on operational efficiency and ability to expand capacity to meet CAT delivery	Future-proofing operations
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Compliance Risk: Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Decision improperly made	Proposal placed on a published agenda. Decision to be made by the Council, or a Committee of the Council. Decision of the Council recorded on the record minutes.
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Financial Risk: Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Compliance - Procurement process challenge	Procurement authorised by decision of the council and implemented i.a.w financial regulations.
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Affordability	This initiative to be funded from within the 2026/27 Equipment Budget (Cost Centre 301) and available balance of nominal code 4131. Ongoing maintenance to be contained within Cemeteries and Open Spaces cost centre.
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Operational, Staffing and Health & Safety Risks: Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
Risk Description	Mitigation
ABTe unreliability affecting service delivery.	procurement of replacement EV Panel Van to maintain capability.
Lack of vehicle capacity reducing efficiency of maintenance team in current and future service delivery	Increase vehicle fleet capacity by addition of small EV utility van
Delay in sourcing suitable EV vehicles.	Flexible procurement specification to ensure timely acquisition.
Flexible procurement specification to ensure timely acquisition.	Transparent reporting to Members and clear cost controls in place.
Replacement vehicle selection could affect emissions goals.	Only electric vehicles to be considered.
GTC Asset Register	The ABTe (VW Transporter) will be removed from asset register on disposal and any replacement or additional EV will become a registered Council assets and insured accordingly.
Environmental Risk; Effect on Climate and Ecology, sustainability of development	
Sustainability	Environmental Impact The proposal maintains GTC's commitment to low-emission fleet operations, minimises waste through repeat failure of existing assets, and supports continued transition towards sustainable service delivery. The proposal supports GTC's net-zero objectives and continues to eliminate the need for personal vehicle use.