

## **GODALMING TOWN COUNCIL**

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GU7 1AQ

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, 27 AUGUST 2026 at 6.30pm.

DATED this 21<sup>st</sup> day of August 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](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 – PS Rivers - Chair  
Councillor – Adam  
Councillor – Crooks  
Councillor – Duce  
Councillor – Martin

### **A G E N D A**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 25 June 2026, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

5. **QUESTIONS BY MEMBERS**

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

6. WORK PROGRAMME

Members to consider the Committee's Work Programme and to note progress on the items therein (copy attached for the information of Members).

7. 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 7 August 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 16.3% is slightly lower than the phased budget forecast of 33.3%, the water costs are exceeding the budget forecast due to a higher-than-expected increase in water rates and water usage over the recent extended dry period. Invoices for allotments are issued in October.

**Cost Centre 301 – Cemeteries and Open Spaces**

Members will note that income is currently at 92% of the annual budget, this is driven by the rate of burials and interments during the first quarter of the current financial year. It is likely that income will hit the end of year forecasted amount by the end of Month 6.

Overall expenditure, at 36.4% is slightly ahead of phased budget position of 33.3%. Below are explanations for nominal codes with an expenditure greater than 5% of expected position.

**4015 & 4014** Grave Digging & Saturday Sexton Duty costs are currently at 60% and 87.8% respectively, which is driven by the high burial rate over the previous two months. Members will wish to note that these expenses are directly funded by cemetery fees and are therefore cost neutral.

**4102** – Property Maintenance, to date 62% (£4,704) is attributable to the refurbishment of the Nightingale Cemetery Railings. Minute 163/24 set these costs against the Land & Property Reserve. If this expenditure was set against the Ear Marked Reserve, then expenditure against nominal code 4102 would be 23.3%. However, the need for transfer from reserves will be determined towards the year end when the year end revenue position is known.

**4131** – Rates. This code shows 100% of expenditure, which is as expected as the rates payment was made by a single instalment in Month 1 of the financial year. However, Members will recall that a Business Support Relief Credit of £4,914 was received, therefore the cost of the rates was only 42.7% of the budget. As such, the committee agreed at Minute 120.250626 that the remaining balance within this nominal code to be set against the purchase of GTC service vehicles, hence why expenditure is at 100% of this budget line.

**4205** - Vehicle Costs are £313 overspent, this is due higher than budgeted repair costs for the Renault Kangoo and the insurance excess following a RTC involving the Maxus Tipper. GTC's insurance company are seeking the reclaim of the excess from the third party.

**4301** – Equipment. £14,225 of the expenditure against this nominal code is as agreed by Minute 120.250626 – purchase of Service Vehicles, which has pushed expenditure ahead of the budget profile. However, currently there is no expectation of any additional major

purchases against this budget line, and it is expected to be closer to budget profile by the end of Month 7.

**4313 – Professional Fees** Other nominal code expenditure is ahead of budget profile as the data entry work being undertaken is being done over the summer holiday period. It is anticipated this budget line will be within profile by the end of Month 7.

Conclusion: Whilst expenditure is currently at 36.4% this is largely driven by two significant expenses, the Service Vehicles and the Nightingale Railings project. Excluding this expenditure the budget profile is at 29.5%. It is expected that strong expenditure control will result in an end of year underspend for Cost Centre 301.

## 8. SERVICE VEHICLE UPDATE

Members are asked to note that following approval of this committed as per Minute 120.250626 the replacement EV van for the ABTe VW Transporter and additional utility support vehicle are now in service with the maintenance team. It is hoped officers will be able to provide an update on the disposal of the ABTe VW Transporter at the meeting.

## 9. PROJECTS

Currently, in addition to scheduled and reactive maintenance, the grounds and facilities team, as well as Officers, are working on several projects in support of the Cemeteries, Open Spaces and Sustainability.

### **Grave provision in Nightingale Cemetery:**

Having completed the digitisation of Cemetery records for Nightingale Cemetery to identify potential graves for future re-use, GTC has engaged with the Godalming Minister who have indicated their support. Therefore, the next stage in the process will be to undertake an application to the Diocese of Guildford for the necessary faculty. This process will include an appropriate communication and media plan.

In addition to the above, Officers have identified space for an additional 15 to 20 graves, which it is hoped will meet demand whilst the faculty process moves forward. Members will wish to note that due to the limited availability for Inhumation Graves in Nightingale Cemetery, only residents of Farncombe, Godalming and the former Parish of Busbridge are able to apply for burial in the cemetery.

### **Nightingale Cemetery Railings**

As indicated at agenda item Minute 163/24, work was approved for the refurbishment of the historic Grade II listed railings that front Nightingale Cemetery in June 2024. Following scoping and quality testing of suitable specialist companies, work started on this project over the summer of 2025, resuming after easter 2026. The long and prolonged dry weather has allowed this project to move forward, and it is anticipated that the refurbishment of the entire length of railings will be completed by the end of this year. To date, the cost of this project is £18,315 of the allocated £30,000

### **Nightingale WWI Memorial Garden**

Whilst not a current project, Members are advised that it is likely that within the next 12 to 18 months, significant refurbishment will be required to ensure the continued structural integrity of the WWI Memorial Garden. It is hoped that a detailed report will be brought to the February 2027 meeting.

10. JULIUS CAESAR MEMORIAL HEADSTONE – NIGHTINGALE CEMETERY

**Purpose of report**

To ask Members to consider the condition of the memorial headstone on the grave of Julius Caesar at Nightingale Cemetery and to determine whether the Council wishes to commission the replacement of the memorial.

**Background**

In 2003, the then Joint Burial Committee, the predecessor body to the current Cemeteries, Open Spaces and Sustainability Committee, agreed that a memorial headstone should be erected on the grave of Julius Caesar.

Since then, the grave has become part of the heritage of Nightingale Cemetery, alongside other notable memorials including those of Peter Warlock (Heseltine), the Philips family grave, Commonwealth War Graves and other historically significant graves.

The Council office has received several enquiries regarding this grave and the current condition of the memorial stone.

**Current condition**

The memorial stone is now in poor condition. The face of the memorial has deteriorated to the extent that the carving of a bat, ball and bails, and the inscription are almost illegible and unrecognisable.

**Responsibility**

In most cases, the maintenance of memorials is the responsibility of the registered owner of the grave. In this case, the registered owner is Godalming Town Council. It is therefore for Members to decide whether the memorial headstone should be repaired or replaced.

**Options**

Members are invited to consider the following options:

- a. Take no further action.
- b. Commission repair of the existing memorial headstone.
- c. Commission a replacement memorial headstone.

**Officer comment**

Officers have sought an indicative quotation from a local stonemason for replacement, which is at a cost of £1,360.

Officers recommend that, if Members wish to ensure that Julius Caesar's grave continues to be marked by a memorial, a replacement headstone should be commissioned.

This recommendation is based on the following considerations:

- the current memorial has failed within approximately 25 years;
- in officers' experience, and from evidence of other memorials in Nightingale Cemetery that are more than 100 years old, such early deterioration suggests an underlying fault in the stone;
- refacing the existing memorial would reduce the thickness of the stone and may expose further weakness in the material;
- advice from the stonemason is that removal, refacing and re-engraving would likely only provide a short-term solution, with future full replacement being required and due to the condition of the existing material no guarantee could be provided.

**Financial implications**

Members will need to determine whether the cost is to be met from existing budgets or by such other means as the Committee considers appropriate.

**Legal implications**

The Council is the registered owner of the grave and therefore has authority to determine the future of the memorial headstone.

**Risk implications**

If no action is taken, the memorial will continue to deteriorate and may become increasingly illegible.

If repair is chosen, there is a risk that the existing stone may fail again due to an underlying defect.

**Environmental implications**

No significant environmental implications have been identified.

**Recommendation**

That Members:

- a. note the current condition of the Julius Caesar memorial headstone at Nightingale Cemetery;
- b. consider the quotations for repair and replacement tabled at the meeting; and
- c. determine whether the Council wishes to commission a replacement memorial headstone.

**Julius Caesar**, (1830-1878) was a renowned cricketer and the seventh child of Godalming Baker, Benjamin Caesar. His mother's maiden name was Bowler!

By the time he was 16 Caesar's name began to feature in newspaper reports of local matches. Nicknamed "Julie" and a carpenter by trade Caesar was later landlord of the Cricketer's Beerhouse in Godalming. Although short and sturdy he joined the professionals at Surrey in 1848 and first played for his county in 1849. Caesar made his debut for the All England X1 in 1851. Employed as a coach at Oxford University in 1855, Caesar made his first ever-overseas team to tour North America in 1859 and travelled to Montreal playing several Canadian Teams before touring Australia and New Zealand in 1863 and 1864. A Grand Cricket Match in 1864 presented a testimonial in recognition of his cricketing services. He received a gold watch and Albert chain.

Just one-year later tragedy struck when a gun he was carrying went off during a pheasant shoot near Godalming accidentally killing one of the beaters. Caesar's profound shock at this incident affected his game, which then deteriorated rapidly, not helped by recurrent gout. In 1867 Caesar retired from first class cricket aged 37 to concentrate on his cricketer's outfitters business in Ockford Road. Also, an umpire he co-founded Broadwater Cricket Club with James Street. Caesar was appointed coach and supplier of cricket equipment to Charterhouse when the school moved to Godalming in 1872.

Following the sudden death of his wife in 1874 aged 45 and then his son (also called Julius) aged 17, committed suicide in 1876 by throwing himself in front of a train at Peasmarsh. Caesar never really recovered and in 1878 he died in the Railway Tavern in Mill Lane where he had been living as a recluse, just before his 48th birthday. Caesar was buried in Nightingale Road Cemetery, in an unmarked grave, a sad ending for a famous cricketer.

11. UK IN BLOOM

Members are asked to note that Godalming was one of four UK national finalists in the Town and City Centre category of Britain in Bloom 2026. On Tuesday 28 July, the Mayor, together with Godalming Town Council and Waverley Borough Council officers and staff, hosted the In Bloom judges who spent the morning touring the Town Centre, including the Museum Garden, Philips Memorial Park, and other urban green spaces around the town as well as meeting residents, volunteers and business owners.

The Chief Executive Officer considers that Godalming presented itself in its best light and that all involved, including Council staff, volunteers and local businesses, should be proud of the effort made to showcase the Town, particularly given the prolonged period of hot, dry weather leading up to judging.

Members are also asked to note that the Mayor, together with members of the grounds team, Community Officer and Chief Executive Officer, will attend the awards ceremony. Regardless of the outcome, the judges will invite Council staff to an online debrief to provide feedback for future years.

## 12. STAFFING CAPACITY

Members are asked to note that, as set out in the Committee's Work Programme, a review of staffing capacity is required to inform the Staffing Committee of any recommended changes to the staffing establishment.

The current Grounds and Facilities Maintenance Team structure was established to provide sufficient capacity to support the planned tranche 1 Community Asset Transfers. Those transfers are not yet complete, but are anticipated to be finalised by 31 March 2027, at which point the Council will assume responsibility for the maintenance of the land holdings transferred, insofar as this is not already undertaken by the Council.

In the meantime, Grounds and Facilities staff have been undertaking project work and have therefore been operating close to capacity. However, it is anticipated that the current project work will be completed before the transfer of The Burys and Canon Bowring. On that basis, the existing structure and staffing establishment are considered sufficient.

### **Recommendation**

Officers do not recommend any change to the current staffing complement at this time.

## 13. PLAYGROUND MAINTENANCE AND UPKEEP PROCEDURES

Members to asked to review the draft Playground Maintenance and Upkeep Procedures (attached for the information of Members) and if appropriate recommend their adoption by Full Council.

## 14. COMMUNITY RESILIENCE ACTION PLAN

### **Recommendation**

Members are recommended to:

- a. review the draft Community Resilience Plan and provide comment and feedback;
- b. approve the aims of the projects identified within the plan; and
- c. agree that Project 7 – Resident Information Campaign – be submitted as the project most likely to meet the funding criteria and delivery timetable.

### **Purpose of Report**

To present Members with the draft Community Resilience Action Plan for review, comment and feedback, and to seek approval for the proposed project to be submitted for grant funding.

### **Background**

At its meeting on 23 July 2026, following a report from the Chair of the Planning Committee, the Management Committee resolved, Minute 164.230726, that:

a. responsibility be delegated to officers, in consultation with the Chairs of the Planning Committee and the Cemeteries, Open Spaces and Sustainability Committee, to produce and submit a Resilience Action Plan; and

b. officers be authorised to liaise with representatives from What Next? and Roots for the Future to identify suitable projects for inclusion in the Action Plan for which grant funding could be applied for.

In accordance with that resolution, the Deputy Chief Officer has led work with partner organisations to prepare a draft Community Resilience Plan. The draft sets out a series of identifiable actions aimed at strengthening community resilience and supporting delivery of practical local projects.

### **Consultation and Development**

The draft plan has been developed in liaison with partner organisations and has been reviewed by them in principle. Whilst delegated authority has already been granted to officers, it is considered appropriate that Members are given the opportunity to scrutinise the draft plan before final sign-off and submission. This will allow Members to:

- consider the overall aims and structure of the plan;
- provide comment and feedback on the proposed actions; and
- confirm which project should be put forward for funding.

### **Proposed Project for Submission**

Officers propose that Project 7 – Resident Information Campaign – be submitted as the preferred project. This project is considered the most practical option because it:

- aligns with the funding criteria;
- can be delivered within the required timeframe; and
- provides a clear and achievable community benefit.

### **Financial Implications**

Any grant application will be made in accordance with the criteria set by Surrey County Council. At this stage, no additional financial commitment is sought from GTC beyond officer time already allocated to the project. If match funding or any other financial contribution is later required, this will be brought back to Members for consideration.

### **Risk Considerations**

Failure to progress a clear and timely submission may reduce the Council's ability to secure external funding for community resilience work. Approval of the draft plan and preferred project at this stage will help ensure the submission can proceed within the available timetable.

## **15. CEMETERY FEES**

In order to support the 2027/28 budget-setting process, it is necessary for Service Committees to agree the fees and charges relating to their service area.

Members are therefore requested to consider the proposed cemetery fees and charges, attached for information, and, if minded to do so, to resolve to approve them for implementation from 1 April 2027.

In considering the schedule, Members will note that the majority of cemetery fees are proposed to increase by an average of 5%. The exceptions to this are the fees applicable to the Chapel Garden of Remembrance, where officers recommend that the existing fees be frozen for 2027/28. Officers also propose the introduction of an additional fee category for use within a limited geographic area.

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, 22 October 2026 at 7.00pm or at the conclusion of the preceding Planning Committee, whichever is later.

17. ANNOUNCEMENTS

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

**In pursuance of the public bodies (admission to meetings) act 1960 s.1(2), the committee may wish to resolve to exclude the public and press from the meeting at this point prior to consideration of agenda item(s) 17 by reason of the confidential nature of the business to be transacted i.e. state the reason e.g. identifiable personal data**

18. LODGE HOUSES

Members to consider a confidential report and its recommendations in relation to the rent review arrangements for the Council's former Cemetery Lodge properties.

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

| <b>TASK</b>                                                  | <b>When</b>                                                                                            | <b>COMMENT</b>                                                                                                           |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Budget Monitoring                                            | Each Meeting                                                                                           | Action – RFO – <b>ITEM ON THIS AGENDA</b>                                                                                |
| 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 – <b>ITEM ON THIS AGENDA</b> |
| 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 <sup>st</sup> playground area from WBC | Target date for consideration by committee September 2026 – DCEO – <b>ITEM ON THIS AGENDA</b>                            |
| 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 One 2027/28                                                        | Action CEO/DCEO                                                                                                          |
| Strategic Risk Assessment                                    | Annually – Meeting Four                                                                                | Chair/CEO assessment against corporate plan objectives                                                                   |

## Detailed Income &amp; Expenditure by Phased Budget Heading 07/08/2026

Month No: 5

## Cost Centre Report

|                                       | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>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                        | 198                    | 180                    | (18)                     | 432                    |                          | 234                | 45.9%        |                         |
| 4171 Grounds Maintenance Costs        | 0                       | 250                     | 250                       | 390                    | 1,250                  | 860                      | 3,000                  |                          | 2,610              | 13.0%        |                         |
| Allotments :- Indirect Expenditure    | <u>0</u>                | <u>286</u>              | <u>286</u>                | <u>610</u>             | <u>1,730</u>           | <u>1,120</u>             | <u>3,732</u>           | <u>0</u>                 | <u>3,122</u>       | <u>16.3%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>    | <u>0</u>                | <u>(286)</u>            | <u>(286)</u>              | <u>(597)</u>           | <u>(1,730)</u>         | <u>(1,133)</u>           | <u>(832)</u>           |                          |                    |              |                         |
| Grand Totals:- Income                 | 0                       | 0                       | 0                         | 13                     | 0                      | (13)                     | 2,900                  |                          |                    | 0.5%         |                         |
| Expenditure                           | 0                       | 286                     | 286                       | 610                    | 1,730                  | 1,120                    | 3,732                  | 0                        | 3,122              | 16.3%        |                         |
| <b>Net Income over Expenditure</b>    | <u>0</u>                | <u>(286)</u>            | <u>(286)</u>              | <u>(597)</u>           | <u>(1,730)</u>         | <u>(1,133)</u>           | <u>(832)</u>           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>0</u>                | <u>(286)</u>            | <u>(286)</u>              | <u>(597)</u>           | <u>(1,730)</u>         | <u>(1,133)</u>           | <u>(832)</u>           |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 07/08/2026

Month No: 5

## Cost Centre Report

|                                               | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>301 Cemeteries &amp; Open Spaces</u>       |                         |                         |                           |                        |                        |                          |                        |                          |                    |              |                         |
| 1302 Rents                                    | 0                       | 7,366                   | 7,366                     | 9,469                  | 16,830                 | 7,361                    | 33,392                 |                          |                    | 28.4%        |                         |
| 1303 Other customer/client receipts           | 0                       | 1,200                   | 1,200                     | 10,800                 | 8,000                  | (2,800)                  | 16,400                 |                          |                    | 65.9%        |                         |
| 1700 Interment                                | 0                       | 3,200                   | 3,200                     | 38,335                 | 16,000                 | (22,335)                 | 38,400                 |                          |                    | 99.8%        |                         |
| 1701 Monument                                 | 0                       | 230                     | 230                       | 4,380                  | 1,150                  | (3,230)                  | 2,760                  |                          |                    | 158.7%       |                         |
| 1702 Purchase of Grave Space                  | 0                       | 5,750                   | 5,750                     | 80,110                 | 28,750                 | (51,360)                 | 69,000                 |                          |                    | 116.1%       |                         |
| 1703 Other Cemetery Fees                      | 0                       | 0                       | 0                         | 4,100                  | 0                      | (4,100)                  | 0                      |                          |                    | 0.0%         |                         |
| <b>Cemeteries &amp; Open Spaces :- Income</b> | <b>0</b>                | <b>17,746</b>           | <b>17,746</b>             | <b>147,194</b>         | <b>70,730</b>          | <b>(76,464)</b>          | <b>159,952</b>         |                          |                    | <b>92.0%</b> | <b>0</b>                |
| 4001 Salaries                                 | 0                       | 10,662                  | 10,662                    | 41,633                 | 53,316                 | 11,683                   | 127,950                |                          | 86,317             | 32.5%        |                         |
| 4002 Employer's NIC                           | 0                       | 1,349                   | 1,349                     | 5,379                  | 6,749                  | 1,370                    | 16,192                 |                          | 10,813             | 33.2%        |                         |
| 4003 Employer's Superannuation                | 0                       | 1,887                   | 1,887                     | 7,061                  | 9,438                  | 2,377                    | 22,647                 |                          | 15,586             | 31.2%        |                         |
| 4011 Staff Training                           | 0                       | 334                     | 334                       | 573                    | 1,662                  | 1,089                    | 4,000                  |                          | 3,427              | 14.3%        |                         |
| 4014 Sexton Duties                            | 0                       | 125                     | 125                       | 900                    | 625                    | (275)                    | 1,500                  |                          | 600                | 60.0%        |                         |
| 4015 Grave Digging                            | 0                       | 1,200                   | 1,200                     | 12,640                 | 6,000                  | (6,640)                  | 14,400                 |                          | 1,760              | 87.8%        |                         |
| 4102 Property Maintenance                     | 0                       | 1,016                   | 1,016                     | 7,550                  | 5,088                  | (2,462)                  | 12,200                 |                          | 4,650              | 61.9%        |                         |
| 4103 Maintenance Contracts                    | 0                       | 217                     | 217                       | 899                    | 1,091                  | 192                      | 2,610                  |                          | 1,711              | 34.4%        |                         |
| 4111 Energy Costs                             | 0                       | 500                     | 500                       | 1,347                  | 2,500                  | 1,153                    | 6,000                  |                          | 4,653              | 22.5%        |                         |
| 4131 Rates                                    | 0                       | 0                       | 0                         | 8,597                  | 8,597                  | 0                        | 8,597                  |                          | 0                  | 100.0%       |                         |
| 4141 Water Services                           | 0                       | 77                      | 77                        | 317                    | 385                    | 68                       | 924                    |                          | 607                | 34.3%        |                         |
| 4162 Waste Removal                            | 0                       | 500                     | 500                       | 1,123                  | 2,500                  | 1,377                    | 6,000                  |                          | 4,877              | 18.7%        |                         |
| 4163 Domestic Supplies                        | 0                       | 66                      | 66                        | 125                    | 338                    | 213                      | 800                    |                          | 675                | 15.6%        |                         |
| 4164 Workshop Consumables                     | 0                       | 335                     | 335                       | 420                    | 1,675                  | 1,255                    | 4,020                  |                          | 3,600              | 10.4%        |                         |
| 4171 Grounds Maintenance Costs                | 0                       | 4,243                   | 4,243                     | 9,726                  | 21,224                 | 11,498                   | 50,925                 |                          | 41,199             | 19.1%        |                         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 07/08/2026

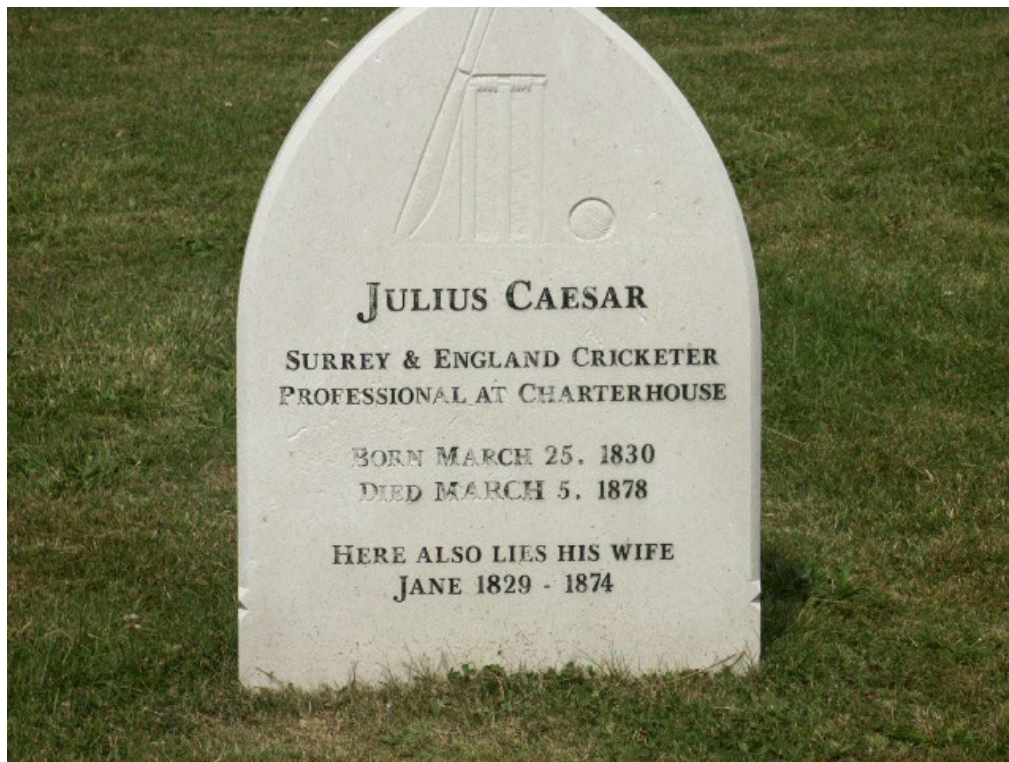
Month No: 5

## Cost Centre Report

|                                                  | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------|-------------------------|
| 4203 Other Transport Costs                       | 0                       | 12,946                  | 12,946                    | 4,576                  | 17,914                 | 13,338                   | 26,608                 |                          | 22,032             | 17.2%   |                         |
| 4204 Vehicle Fuel Costs                          | 0                       | 84                      | 84                        | 173                    | 420                    | 247                      | 1,008                  |                          | 835                | 17.2%   |                         |
| 4205 Vehicle Costs (exc Fuel)                    | 0                       | 115                     | 115                       | 1,693                  | 575                    | (1,118)                  | 1,380                  |                          | (313)              | 122.7%  |                         |
| 4301 Equipment                                   | 0                       | 2,407                   | 2,407                     | 16,475                 | 12,043                 | (4,432)                  | 28,892                 |                          | 12,417             | 57.0%   |                         |
| 4304 Catering & Hospitality                      | 0                       | 34                      | 34                        | 0                      | 170                    | 170                      | 408                    |                          | 408                | 0.0%    |                         |
| 4305 Clothes, Uniform & Laundry                  | 0                       | 150                     | 150                       | 116                    | 750                    | 634                      | 1,800                  |                          | 1,684              | 6.4%    |                         |
| 4313 Professional Fees - Other                   | 0                       | 0                       | 0                         | 485                    | 250                    | (235)                    | 1,000                  |                          | 515                | 48.5%   |                         |
| 4323 Telephones & Broadband                      | 0                       | 100                     | 100                       | 172                    | 500                    | 328                      | 1,200                  |                          | 1,028              | 14.3%   |                         |
| 4325 Computing                                   | 0                       | 0                       | 0                         | 1,865                  | 0                      | (1,865)                  | 0                      |                          | (1,865)            | 0.0%    |                         |
| 4327 Publicity Advertising                       | 0                       | 33                      | 33                        | 0                      | 165                    | 165                      | 396                    |                          | 396                | 0.0%    |                         |
| 4342 Subscriptions                               | 0                       | 0                       | 0                         | 570                    | 0                      | (570)                    | 0                      |                          | (570)              | 0.0%    |                         |
| 4900 Miscellaneous Expenses                      | 0                       | 30                      | 30                        | 0                      | 150                    | 150                      | 360                    |                          | 360                | 0.0%    |                         |
| Cemeteries & Open Spaces :- Indirect Expenditure | 0                       | 38,410                  | 38,410                    | 124,414                | 154,125                | 29,711                   | 341,817                | 0                        | 217,403            | 36.4%   | 0                       |
| Net Income over Expenditure                      | 0                       | (20,664)                | (20,664)                  | 22,780                 | (83,395)               | (106,175)                | (181,865)              |                          |                    |         |                         |
| Grand Totals:- Income                            | 0                       | 17,746                  | 17,746                    | 147,194                | 70,730                 | (76,464)                 | 159,952                |                          |                    | 92.0%   |                         |
| Expenditure                                      | 0                       | 38,410                  | 38,410                    | 124,414                | 154,125                | 29,711                   | 341,817                | 0                        | 217,403            | 36.4%   |                         |
| Net Income over Expenditure                      | 0                       | (20,664)                | (20,664)                  | 22,780                 | (83,395)               | (106,175)                | (181,865)              |                          |                    |         |                         |
| Movement to/(from) Gen Reserve                   | 0                       | (20,664)                | (20,664)                  | 22,780                 | (83,395)               | (106,175)                | (181,865)              |                          |                    |         |                         |

## Memorial Headstone of Julius Ceasar

23 July 2008



13 August 2026





## **GODALMING TOWN COUNCIL PLAYGROUND MAINTENANCE AND UPKEEP PROCEDURES**

### **1. Purpose**

The purpose of these procedures is to ensure that the Canon Bowring Play Area is maintained in a safe, clean, accessible and attractive condition and remains suitable for use by children and families.

The Council recognises its responsibility as the owner/operator of the play area and will ensure that appropriate arrangements are in place for:

- routine inspections;
- regular cleaning and general upkeep;
- planned and reactive maintenance;
- prompt identification and management of hazards;
- repair and replacement of defective equipment;
- maintenance of safety surfacing and surrounding areas;
- appropriate record keeping; and
- periodic review of the condition and safety of the play area.

These procedures will be applied proportionately to the size, design, location and level of use of the play area.

### **2. Scope**

These procedures apply to all areas and facilities for which the Council has responsibility, including:

- play equipment;
- safety and impact-absorbing surfacing;
- fencing, gates and entrances;
- paths and access routes;
- seating and other street furniture;
- litter bins;
- signage;
- grass, trees and planted areas;
- drainage;
- lighting where applicable; and
- any other facilities associated with the play area.

### **3. Council Responsibilities**

The Town Council will:

1. appoint a responsible officer or nominated person to oversee the playground;
2. ensure an appropriate inspection and maintenance regime is established;
3. ensure adequate funding is allocated for essential maintenance and repairs;
4. ensure that suitably competent persons undertake inspections and specialist work;
5. maintain appropriate records of inspections, defects, repairs and incidents;
6. ensure significant defects are dealt with promptly;
7. review recurring maintenance issues and plan preventative works;
8. review the playground's risk assessment periodically and following significant changes or incidents; and

9. ensure appropriate insurance arrangements are maintained.

#### **4. Handover of a New Play Area**

Before the Council formally assumes responsibility for the new play area, the Council should obtain and retain a complete handover pack.

Where possible, this should include:

- as-built plans;
- details of all installed play equipment;
- manufacturers' instructions;
- maintenance instructions and recommended inspection frequencies;
- equipment warranties;
- details and specifications of safety surfacing;
- information relating to foundations and drainage;
- inspection and certification documentation;
- details of specialist contractors;
- keys, access arrangements and emergency contact details;
- details of underground services where relevant;
- landscaping and planting information;
- cleaning and maintenance requirements; and
- any outstanding defects or snagging items.

The Council should satisfy itself that any outstanding defects have been recorded and that responsibility for their rectification has been clearly established before the site is accepted.

#### **5. Inspection Arrangements**

The Council will operate a planned inspection regime as follows.

##### **5.1 Routine Visual Inspections**

Routine visual inspections will be undertaken and recorded weekly by a suitably trained member of the Council's Maintenance Team.

The inspection will look for obvious hazards, including:

- broken or damaged equipment;
- loose or missing components;
- sharp edges or protrusions;
- damaged ropes, chains or nets;
- damaged or displaced surfacing;
- trip hazards;
- broken fencing or gates;
- dangerous litter or glass;
- animal fouling;
- graffiti;
- vandalism;
- hazardous vegetation;
- damaged signs; and
- evidence of fire, flooding or other damage.

Any serious or immediate hazard will be dealt with immediately.

##### **5.2 Operational Inspections**

A more detailed operational inspection will be undertaken monthly by a suitably trained member of the Council's Maintenance Team.

This will include examination of:

- structural components;

- fixings and connections;
- moving parts;
- chains, ropes and nets;
- platforms, steps and handrails;
- barriers and guarding;
- foundations;
- safety surfacing;
- fencing and gates; and
- general deterioration or excessive wear.

### **5.3 Annual Main Inspection**

A comprehensive inspection will be undertaken at least annually, or more frequently where the Council considers this necessary.

The Council will use a suitably competent and appropriately qualified inspector, taking account of the nature and complexity of the play equipment.

The resulting report will be retained by the Council and any recommended remedial works will be recorded, reported to the Cemeteries, Open Spaces and Sustainability Committee and monitored through to completion.

## **6. Defect Management**

All defects identified during an inspection or reported by a member of the public will be recorded and assessed according to the level of risk.

### **High-Risk Defects**

Where a defect presents an immediate or significant risk of injury:

- the equipment or affected area will be taken out of use immediately;
- suitable barriers or warning notices will be installed where necessary;
- the defect will be recorded;
- appropriate repair or specialist inspection will be arranged;
- the equipment will remain closed until it has been confirmed safe.

### **Medium-Risk Defects**

Defects that do not present an immediate danger but could deteriorate or create a foreseeable risk will be recorded and prioritised for repair. Temporary restrictions will be applied where appropriate.

### **Low-Risk Defects**

Minor cosmetic or non-hazardous defects will be recorded and addressed through routine or planned maintenance.

## **7. Closing Equipment**

Where equipment is considered unsafe, it must not remain available for public use. The Council will:

1. prevent access to the equipment;
2. display an appropriate warning notice;
3. arrange repair or further assessment;
4. record the action taken; and
5. only return the equipment to service once it has been confirmed as safe.

Where a defect affects several items or the wider site, consideration will be given to closing the entire play area.

## **8. Cleaning and General Upkeep**

The play area will be kept clean, tidy and free from avoidable hazards. Routine maintenance will include:

- removal of litter;
- removal of glass and other dangerous objects;

- emptying of litter bins;
- removal of graffiti;
- cleaning of equipment where necessary;
- removal of leaves, mud and debris from safety surfacing;
- removal of animal fouling;
- checking and cleaning entrances and paths; and
- keeping drainage channels clear.

Any contamination presenting a potential health or safety risk will be dealt with as a priority.

## **9. Safety Surfacing**

Safety surfacing will be inspected as part of routine and operational inspections. Particular attention will be given to:

- holes;
- cracks;
- displacement;
- worn areas;
- exposed edges;
- trip hazards;
- loss of surfacing around equipment;
- deterioration caused by weather or heavy use; and
- damage caused by vandalism.

Repairs will be arranged promptly where the condition of the surfacing could compromise the safe use of the equipment.

Specialist assessment or testing will be commissioned where required.

## **10. Play Equipment Maintenance**

Play equipment will be maintained in accordance with the manufacturer's instructions and the Council's inspection findings. Maintenance may include:

- tightening or replacing fixings;
- replacement of worn components;
- lubrication of appropriate moving parts;
- repair of timber, metal or plastic components;
- replacement of ropes, chains or nets;
- treatment or repair of timber;
- replacement of damaged seats or platforms; and
- repair or replacement of safety surfacing.

Only appropriate replacement parts should be used. No unauthorised alteration, modification or addition to play equipment will be permitted.

## **11. Fencing, Gates and Entrances**

Fencing and gates will be inspected regularly to ensure they remain secure and fit for purpose.

Checks will include:

- gate operation;
- locks and latches;
- hinges;
- damaged or missing sections;
- sharp edges or protrusions;
- gaps that may present a safety concern;
- stability of posts; and
- general condition.

Defects that could compromise the security or safety of the play area will be treated as a priority.

## **12. Grass, Trees and Landscaping**

Grass and landscaped areas will be maintained to prevent them becoming hazardous or obstructing access and visibility. Maintenance will include:

- regular grass cutting;
- trimming of vegetation where necessary;
- removal of invasive or hazardous growth;
- maintaining clear paths and entrances;
- keeping areas around equipment clear; and
- monitoring trees and branches for obvious hazards.

Where a tree presents a potential safety concern, the Council will arrange appropriate assessment by a suitably competent person.

## **13. Litter, Vandalism and Anti-Social Behaviour**

The Council will monitor the play area for:

- vandalism;
- graffiti;
- deliberate damage;
- broken glass;
- fire damage;
- fly-tipping; and
- other anti-social behaviour.

Any damage creating a safety hazard will be dealt with immediately. Persistent vandalism or anti-social behaviour will be reported to the appropriate authority where necessary, and the Council may consider additional preventative measures.

## **14. Public Reporting of Defects**

A clear method of reporting defects should be made available to users of the play area. This may include:

- a Council telephone number;
- email address;
- online reporting form;
- QR code; or
- contact details displayed on the site.

All reports involving a potential safety issue will be assessed and appropriate action taken.

## **15. Accident and Incident Reporting**

Any accident, injury or significant incident occurring within the play area will be recorded in accordance with the Council's accident reporting arrangements. The Council will consider whether:

- the equipment or surfacing was defective;
- the area had been inspected as required;
- immediate closure is necessary;
- specialist advice is required;
- the Council's insurer should be notified; and
- the risk assessment or maintenance regime requires amendment.

Serious incidents will be escalated to the appropriate Council officer and/or committee in accordance with the Council's established procedures.

## **16. Contractor Requirements**

Contractors appointed to undertake inspection, repair, cleaning or maintenance work must be suitably competent for the work being undertaken. Where appropriate, contractors should provide evidence of:

- relevant experience and competence;
- public liability insurance;
- appropriate qualifications or accreditation;
- risk assessments and method statements; and
- relevant inspection, testing or completion documentation.

Contractors must leave the site in a safe condition following completion of work.

## **17. Records**

The Council will maintain a playground maintenance file containing, as appropriate:

- inspection sheets;
- annual inspection reports;
- maintenance records;
- repair records;
- photographs of significant defects;
- contractor details;
- invoices and work orders;
- certificates and specialist reports;
- accident and incident records;
- equipment warranties;
- manufacturers' information;
- risk assessments; and
- records of equipment closure and reopening.

Records will be retained in accordance with the Council's document retention policy.

## **18. Emergency and Exceptional Inspections**

An additional inspection will be undertaken following events that could reasonably affect the safety of the play area, including:

- severe storms or high winds;
- flooding;
- significant vandalism;
- fire;
- suspected structural damage;
- major maintenance or construction works; or
- any other event identified by the responsible officer as potentially affecting safety.

## **19. Planned Preventative Maintenance**

The Council will seek to identify maintenance requirements before defects become significant.

The officer responsible should maintain a forward maintenance schedule covering:

- routine repairs;
- repainting or protective treatments;
- replacement of worn components;
- safety surfacing;
- fencing;
- landscaping;
- drainage;
- benches and bins; and
- eventual replacement or refurbishment of play equipment.

Budget requirements should be identified sufficiently early to allow appropriate provision to be made through the Council's annual budget-setting process.

## **20. Review**

These procedures will be reviewed at least annually and following:

- a significant accident or incident;
- a major alteration to the play area;
- installation or removal of equipment;
- significant recurring defects;
- changes in relevant legislation or recognised standards; or
- any other event that indicates the procedures should be amended.

|                                |                                                     |
|--------------------------------|-----------------------------------------------------|
| <b>Version</b>                 | <b>1</b>                                            |
| <b>Responsible Committee</b>   | <b>Cemeteries, Open Spaces &amp; Sustainability</b> |
| <b>Adopted by Full Council</b> | <b>Day/Month/Year</b>                               |
| <b>Minute Reference</b>        |                                                     |
| <b>Review Frequency</b>        | <b>Quadrennially</b>                                |
| <b>Review Due Date</b>         | <b>Day/Month/Year</b>                               |

## Appendix A – Routine Playground Inspection Checklist

**Play Area:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Inspector:** \_\_\_\_\_

| Item                      | Satis-<br>factory | Defect | N/A | Action Required |
|---------------------------|-------------------|--------|-----|-----------------|
| Play equipment            |                   |        |     |                 |
| Fixings and connections   |                   |        |     |                 |
| Moving parts              |                   |        |     |                 |
| Ropes/chains/nets         |                   |        |     |                 |
| Platforms/steps/handrails |                   |        |     |                 |
| Safety surfacing          |                   |        |     |                 |
| Fencing                   |                   |        |     |                 |
| Gates/latches             |                   |        |     |                 |
| Paths/access              |                   |        |     |                 |
| Litter/glass              |                   |        |     |                 |
| Dog fouling               |                   |        |     |                 |
| Bins                      |                   |        |     |                 |
| Graffiti/vandalism        |                   |        |     |                 |
| Vegetation/trees          |                   |        |     |                 |
| Drainage                  |                   |        |     |                 |
| Signs                     |                   |        |     |                 |

**Defects identified:**

---

**Immediate action taken:**

---

**Equipment/area closed:** Yes / No  
**Further action required:**

---

**Repair/action assigned to:** \_\_\_\_\_  
**Target completion date:** \_\_\_\_\_  
**Completed:** \_\_\_\_\_  
**Inspector signature:** \_\_\_\_\_

## **Appendix B – Maintenance Schedule**

| <b>Activity</b>               | <b>Suggested Frequency</b>        | <b>Responsibility</b>       |
|-------------------------------|-----------------------------------|-----------------------------|
| Visual safety inspection      | Weekly                            | Council                     |
| Litter removal                | Weekly/Ad hoc                     | Council                     |
| Bin emptying                  | Weekdays/as necessary             | Council                     |
| Cleaning equipment            | Weekly as necessary               | Council                     |
| Check safety surfacing        | Weekly                            | Competent person            |
| Check fencing/gates           | Weekly                            | Council                     |
| Grass cutting                 | Seasonal/as required              | Council                     |
| Vegetation maintenance        | As required                       | Council/contractor          |
| Operational inspection        | Monthly                           | Council                     |
| Annual main inspection        | At least annually                 | Competent inspector         |
| Tree inspection               | Binennially / Risk-based          | Competent Arboriculturalist |
| Review risk assessment        | Annually/after significant change | Council                     |
| Review maintenance procedures | Annually                          | Council                     |



## Godalming Town Council Community Resilience Action Plan

| Action Plan Details    |                                                                                                                                                                                                                                                                                                                                     |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organisation / Group:  | Godalming Town Council                                                                                                                                                                                                                                                                                                              |
| Stakeholders involved: | Surrey County Council<br>Environment Agency<br>Surrey Fire & Rescue Service<br>Utility providers<br>Residents<br>Local businesses<br>Schools<br>Landowners/Land Managers<br>Youth groups<br>Volunteers<br>Community venues<br>Local charities<br>Open space users<br>Local climate action groups (Roots for the Future, What Next?) |
| Lead contact:          | Deputy Chief Officer                                                                                                                                                                                                                                                                                                                |
| Plan Review date:      | One year from adoption                                                                                                                                                                                                                                                                                                              |

| Understanding the Community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Godalming is a historic market town in south-west Surrey, with a compact town centre, the distinct Farncombe area, surrounding residential neighbourhoods, and nearby villages and hamlets that are linked by main roads, local bus routes and rail connections.</p> <p>The area is a mix of town centre uses, residential areas, schools, community facilities, parks, recreation grounds, and surrounding countryside. There are also employment, retail and service uses within and around the town.</p> <p>The parish of Godalming is closely associated with the River Wey and its valley, along with areas of open space, playing fields, tree cover, woodland, and adjacent green corridors that contribute to landscape character and biodiversity.</p> <p>Important open spaces include recreation grounds, riverside areas, parks and informal green spaces which support leisure, wildlife, and community activity.</p> <p>The town is served by key roads and rail links, but some parts of the area can experience congestion, limited parking, and disruption during severe weather or incidents.</p> <p>The parish has a mixed population including families, working-age commuters, older residents, young people, and those who rely on local services and community spaces.</p> <p>The town has a strong community identity, with active voluntary, cultural, recreational and faith groups, and a busy calendar of events and local activities.</p> |

Key assets include the Borough Hall, Broadwater Park, Holloway Hill Recreation Ground, Aarons Hill Recreation Ground, other recreation grounds, woodland, formal and informal spaces, schools, community halls, the library, sports and leisure facilities, council offices, local businesses, charity groups and the River Wey and its associated corridor (including the Lammas Lands flood meadows).

Relevant risks include flooding, extreme weather, wildfire risk in open spaces, and disruption to utilities, transport, access, businesses and education establishments.

Godalming benefits from active local organisations, strong civic engagement, access to green spaces, and established community venues that can support resilience, wellbeing and emergency response.

### Risk & Impact Mapping

The current baseline shows that Godalming Town Council already has some useful assets, communications channels and local knowledge in place, but these are not yet organised into a coordinated resilience approach. Across adverse weather, flooding, utilities outages and wildfires, the main gaps are in consistency, preparedness and clear public messaging, while the main opportunities lie in using existing venues, networks and local intelligence more strategically. In practice, this means strengthening coordination around warm and cool hubs, flood hotspot mapping, outage support and fire-risk awareness so that the Council can move from reactive arrangements to a more joined-up and preventative resilience model.

#### Priority risk areas

| Type of risk             | Location of risk                                                                                                  | Severity / likelihood                                                                           | People, buildings, infrastructure or services affected                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Flooding                 | River Wey corridor, low-lying valley areas, areas near smaller watercourses and drains                            | Medium to high in heavy rainfall events; likely to worsen with blocked drains or intense storms | Homes, roads, footpaths, community venues, access routes, businesses, event sites                                              |
| Surface-water flooding   | Built-up areas, road junctions, low points, places with poor drainage, hard-surfaced streets and car parks        | Medium; recurring during heavy downpours                                                        | Residents, drivers, pedestrians, emergency access, drainage systems, local services                                            |
| Heatwave / heat stress   | Town centre, care-sensitive locations, sheltered housing, indoor venues without cooling, areas with limited shade | High                                                                                            | Older residents, children, vulnerable people, schools, community buildings, health and wellbeing, businesses, medical services |
| Cold spells / snow / ice | Whole parish, especially exposed roads, pavements, hills and isolated areas                                       | Medium; seasonal but disruptive                                                                 | Commuters, older residents, isolated households, transport routes, community access                                            |

|                                        |                                                                                                               |                                                                       |                                                                                                      |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Wildfire / grassfire                   | Open spaces, dry vegetation, wooded edges, recreation grounds, countryside fringes, council-managed open land | Low to medium most of the year, but high in dry spring/summer periods | Open space users, land managers, nearby homes, biodiversity, footpaths, emergency services           |
| Storm damage / high winds              | Exposed roads, rail services, tree-lined streets, parks, wooded areas, roofed buildings, overhead lines       | Medium; episodic but potentially severe                               | Trees, power lines, telecoms, buildings, vehicles, pedestrians, utilities                            |
| Utilities outage                       | Areas dependent on a small number of supply routes or network points; whole parish can be affected            | Low to medium frequency, but high impact when it occurs               | Vulnerable residents, community venues, businesses, digital communications, water/power/gas services |
| Transport disruption                   | Main roads, rail connections, town centre approaches, flood-prone or congested routes                         | Medium; more likely during storms, flooding, snow or incidents        | Commuters, school travel, emergency response, deliveries, town centre activity                       |
| Air quality / pollution                | Busy roads, town centre routes, congested junctions                                                           | Medium; chronic rather than sudden                                    | Children, older residents, people with respiratory conditions, walkers and cyclists                  |
| Drainage blockage / localised flooding | Gullies, culverts, roadside drains, low points, car parks                                                     | Medium; often recurrent and linked to maintenance                     | Local roads, access to homes and businesses, event venues, pedestrians                               |

### **Main priority risk areas**

1. River Wey and low-lying flood-prone land
2. Built-up areas with poor surface-water drainage
3. Open spaces and dry grassed areas with wildfire potential
4. Transport corridors and key access routes
5. Vulnerable residents and venues used as community support points
6. Education establishments

### **Likely groups most affected**

- Older residents and people with health conditions
- Households in low-lying or poorly drained areas
- Residents reliant on public transport or walking
- Community venues, schools, and local businesses
- People in isolated or less accessible parts of the parish
- Local businesses
- Emergency services
- Schools, nurseries and other childcare facilities

### Summary

The most significant local risks appear to be flooding, heat stress, transport disruption, storm damage, and utilities outages, with the greatest impacts related to flooding likely in river-adjacent, low-lying, and densely used parts of the parish, and in relation to heat stress the greatest impacts are likely to be in services, and people and buildings that are most impacted (schools, high street businesses - where shade or cooling is not adequate). Targeted action could focus on flood-prone locations, vulnerable residents, key access routes, and open spaces at risk of fire or weather damage, with particular emphasis on wildfire preparedness and the increasing severity of extreme weather events.

### Godalming parish risk priority heatmap

| Area / place                                        | Main risks                                  | Priority  | Why this matters                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------|---------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| River Wey corridor and low-lying valley areas       | Flooding, surface-water flooding            | Red       | Higher likelihood of flooding during heavy rain; can affect homes, paths, roads and community access                                                                                                                                                                                                   |
| Built-up areas with poor drainage / road low points | Surface-water flooding, blocked drains      | Red       | Recurrent local flooding and disruption to travel, access and emergency response                                                                                                                                                                                                                       |
| Main access routes into town                        | Flooding, storm damage, snow/ice disruption | Red       | If blocked, they can disrupt commuting, deliveries, school travel and emergency access                                                                                                                                                                                                                 |
| Open spaces with dry vegetation                     | Wildfire / grassfire                        | Red       | Higher seasonal fire risk, especially in dry spells; under increasingly hot and dry conditions, wildfire could have catastrophic town-wide impacts including air quality, service disruption, business disruption, evacuation requirements, and risk to life; affects safety, biodiversity and access. |
| Town centre and community venues                    | Heatwave, outages, storm disruption         | Amber-Red | Concentration of people and services; needs cooling, communications and continuity planning                                                                                                                                                                                                            |
| Education establishments                            | Heatwave                                    | Amber-Red | Shading/cooling schools necessary owing to the knock-on impact of school closures                                                                                                                                                                                                                      |
| Older residential areas / sheltered housing areas   | Heatwave, cold spells, outages              | Amber-Red | More vulnerable residents may be impacted quickly by extreme temperatures or utility loss                                                                                                                                                                                                              |

|                                                     |                                            |       |                                                                                            |
|-----------------------------------------------------|--------------------------------------------|-------|--------------------------------------------------------------------------------------------|
| Parks, recreation grounds and informal green spaces | Flooding, wildfire, storm damage           | Amber | Usually beneficial, but can be exposed to weather-related damage and access issues         |
| Busy roads and junctions                            | Pollution, storm disruption, road flooding | Amber | Air quality and travel reliability are affected, especially during incidents or congestion |
| Rural edges / wooded boundaries                     | Storm damage, wildfire                     | Amber | Trees, branches and dry vegetation can create hazards during winds or dry weather          |
| School routes and walking/cycling links             | Flooding, ice, heat, storm damage          | Amber | Disruption affects children, families and active travel routes                             |

#### Priority ranking key

- Red = highest priority for immediate planning and mitigation
- Amber = medium priority, important for preparedness and targeted measures
- Green = lower priority, monitor and maintain existing controls

#### Top priority locations

1. River Wey corridor and flood-prone low-lying land
2. Poorly drained built-up areas and road low points
3. Main access routes into Godalming
4. Open spaces with seasonal wildfire risk
5. Venues and vulnerable residential areas needing resilience support
6. Education establishments
7. High Street businesses

The red priority risks identified in the parish generally fall within the formal responsibilities of other authorities such as Surrey County Council, the Environment Agency, utility providers and emergency services. However, wildfire should be treated with greater urgency because an uncontrolled fire in extreme weather conditions could affect the whole town, not just the immediate area of ignition. Given the increasing frequency of drought and extreme weather, the Council should treat wildfire as a serious and escalating community resilience issue, with potential town-wide consequences rather than a localised land management concern. By contrast, the amber priorities are areas where Godalming Town Council may be able to take a more direct and proactive role. This could include improving local preparedness, raising awareness, coordinating community support, signposting residents to relevant services, and making targeted improvements to council-managed venues and open spaces. In this way, the Town Council can focus its efforts where it has the greatest practical influence, helping to reduce risk and strengthen local resilience.

#### 1. Adverse weather

##### *Key issues, risks or challenges*

- Heat stress
- Cold snaps
- Travel disruption
- Isolation

#### *Current performance*

- Venues and communications exist but are not coordinated as resilience measures.

#### *Opportunities identified*

- Warm/cool hub use
- Check-in network
- Clearer messaging.

### **2. Flooding**

#### *Key issues, risks or challenges*

- Surface water flooding
- Blocked drains
- Local access disruption
- Low-lying areas.
- Run off because lack of vegetation in front gardens due to residents paving for car parking.

#### *Current performance*

- Reactive reporting in place
- Local knowledge held informally.

#### *Opportunities identified*

- Mapping hotspots
- Improved communications
- Drainage checks
- Emergency hub use.

### **3. Utilities outages**

#### *Key issues, risks or challenges*

- Loss of power/comms
- Limited access to information
- Welfare concerns.

#### *Current performance*

- Standard communications channels in place
- No dedicated outage protocol.

#### *Opportunities identified*

- Priority Services Register promotion
- Backup contacts
- Hub arrangements
- Welfare checks.

### **4. Wildfires**

#### *Key issues, risks or challenges*

- Dry vegetation
- Open land
- Public access
- Seasonal fire risk
- Prolonged drought
- Extreme heat
- Increasingly frequent extreme weather
- Smoke exposure
- Evacuation risk.

### *Current performance*

- General land maintenance and public signage exist, but current signage and public messaging are not adequate for the level of wildfire risk now being experienced.

### *Opportunities identified*

- Better signage
- Vegetation management
- Liaison with fire service
- Public messaging, particularly bonfires and disposable BBQs
- Stronger prevention messaging
- Clearer guidance on what to do in an emergency
- Explicit evacuation planning
- Smoke inhalation advice; and
- Engagement with adjoining landowners and land managers to reduce fire risk on neighbouring green and woodland land.

## **Carbon Emissions Mapping**

The main sources of emissions in the parish of Godalming are as follows:

|                                      | <b>Total<br/>emissions<br/>(t CO2e)</b> | <b>Per-household<br/>emissions<br/>(t CO2e)</b> | <b>%</b>   |
|--------------------------------------|-----------------------------------------|-------------------------------------------------|------------|
| <b>Total emissions</b>               | <b>74,125</b>                           | <b>8</b>                                        | <b>100</b> |
| Housing                              | 31,213                                  | 3.2                                             | 42         |
| Mains gas                            | 22,689                                  | 2.3                                             | 31         |
| Electricity                          | 8,368                                   | 0.9                                             | 11         |
| Biomass                              | 63                                      | < 0.1                                           | < 1        |
| Oil                                  | 55                                      | < 0.1                                           | < 1        |
| Coal                                 | 20                                      | < 0.1                                           | < 1        |
| LPG                                  | 19                                      | < 0.1                                           | < 1        |
| Industrial and commercial            | 14,809                                  | 1.5                                             | 20         |
| Mains gas                            | 6,439                                   | 0.7                                             | 9          |
| Electricity                          | 5,431                                   | 0.6                                             | 7          |
| Other Fuels                          | 2,938                                   | 0.3                                             | 4          |
| Large industrial consumers           | 0                                       | < 0.1                                           | < 1        |
| Road Transport                       | 13,781                                  | 1.4                                             | 19         |
| Aviation                             | 5,847                                   | 0.6                                             | 8          |
| Shipping                             | 4,820                                   | 0.5                                             | 7          |
| F-gases                              | 2,227                                   | 0.2                                             | 3          |
| Agriculture                          | 907                                     | 0.1                                             | 1          |
| Livestock and crop-related emissions | 614                                     | 0.1                                             | 1          |
| Fuel                                 | 294                                     | < 0.1                                           | < 1        |
| Waste management                     | 502                                     | 0.1                                             | 1          |
| Diesel fuelled railways              | 18                                      | < 0.1                                           | < 1        |
| Other Transport                      | 0                                       | < 0.1                                           | < 1        |

*Source: Centre for Sustainable Energy Carbon Footprint Report*

Over 62% of emissions in the parish are generated through energy usage, broken down as follows: 42% from domestic energy consumption, and 20% from industrial processes and energy consumption.

A further 19% of emissions are generated from road vehicles. The remaining 19% of emissions are emitted through aviation, shipping (apportioned to parish level based on country-wide figures), f-gases, agriculture, waste management, diesel fueled railways and other transport.

The figures suggest that Godalming's local environmental and climate risks are being driven mainly by three sectors: housing energy use, transport, and, to a lesser extent, agriculture and waste. The figures show total emissions of 74,125 tCO<sub>2</sub>e, with housing contributing 31,213 tCO<sub>2</sub>e, road transport 13,781 tCO<sub>2</sub>e, industrial and commercial emissions 14,809 tCO<sub>2</sub>e, and aviation and shipping adding a further 10,667 tCO<sub>2</sub>e combined.

In practical terms, that means:

- Housing emissions, especially mains gas at 22,689 tCO<sub>2</sub>e, indicate a reliance on fossil-fuel heating. This contributes to local carbon output and also exposes residents to climate risks through continued dependence on energy sources that are costly and high-emitting.
- Road transport emissions suggest congestion, air quality impacts, and ongoing reliance on private vehicles. Locally, that can worsen nitrogen dioxide and particulate pollution as well as carbon emissions.
- Aviation and shipping are not all locally controllable, but they still contribute to the town's overall climate footprint and reflect wider consumption patterns.
- Agriculture and waste are smaller sources, but they still matter because methane and other emissions contribute to warming and can affect local resilience.

For Godalming, the main climate risks linked to these figures are likely:

- hotter summers and heat stress;
- increased flood risk from more intense rainfall;
- pressure on local infrastructure from transport emissions and energy use;
- poorer air quality in busy areas;
- higher long-term costs if buildings remain inefficient.

In summary, the figures point to a need for action on home energy efficiency, low-carbon heating, cleaner transport, and waste reduction if Godalming wants to reduce both its emissions and its exposure to climate-related harm.

The figures show several clear opportunities to reduce emissions in Godalming.

#### *Housing*

This is the largest source, especially mains gas. The biggest wins would come from better insulation, draft-proofing, efficient boilers, heat pumps, and reducing heat loss in homes.

#### *Electricity use*

The electricity total is also significant; there is scope for rooftop solar, better building controls, LED lighting, and more efficient appliances.

#### *Road transport*

This is a major source and suggests opportunities to reduce car dependence through walking, cycling, public transport, car sharing, and EV charging infrastructure.

#### *Industrial and commercial buildings*

There is room for efficiency upgrades, lower-carbon heating, and better energy management in workplaces and shops.

### *Waste*

Smaller in overall terms, but still worth reducing through recycling, composting, and cutting residual waste.

### *Local behaviour and planning*

Encouraging compact, walkable development and supporting low-carbon travel choices can reduce future emissions over time.

The most important point is that housing and transport together make up the largest share, so measures in those two areas would likely deliver the greatest reductions.

Godalming Town Council already prioritises leadership by example in its own operations and in many cases has already improved energy efficiency in council buildings, has reviewed heating, lighting and insulation where appropriate, has implemented renewable energy where possible and has year on year reduced emissions from council operations and events.

Godalming Town Council should use its limited powers to educate, provide information, and signpost residents and businesses towards practical emissions-reduction actions and external support.

### *Support behaviour change*

- Educate, provide information, and signpost. This is likely to be the most realistic and effective role for a town council on household and transport emissions.
- Clear, practical advice can help residents cut energy use, switch travel habits, and access grants or trusted schemes.

### *Use influence and partnership*

- Work with Surrey County Council, Waverley Borough Council, schools, businesses, and community groups.
- Advocate for better cycling, walking, bus use, home retrofit support, and tree planting.
- Join up local messages so residents receive consistent advice.

### *Target the biggest emissions sources*

- Housing: signpost insulation, retrofit, heat pump, and fuel poverty support.
- Transport: promote walking, cycling, public transport, and EV charging information.
- Business premises: provide information on energy saving and grant schemes.

## **Nature Mapping**

Godalming parish contains a range of important nature assets, including river corridors, public parks, recreation grounds, woodland, meadows, hedgerows, and smaller informal green spaces. These assets contribute to local biodiversity, flood attenuation, climate resilience, recreation, and the character of the town.

The following list captures the key natural assets:

- The River Wey and its associated corridor (including Lammas Lands)
- The River Ock and smaller watercourses/ditches
- Holloway Hill Recreation Ground and other public open spaces
- Phillips Memorial Park
- Broadwater Park and adjoining green spaces
- Binscombe Meadows
- Binscombe Woods / wooded open areas
- Green spaces and informal open land in Farncombe

- Trees, hedgerows, and roadside verges across the parish
- Local woodland, copses, and shelterbelts
- Allotments and community growing spaces
- Cemetery and churchyard green spaces with biodiversity value
- Sports fields and recreation grounds that provide informal habitat
- Ponds, drainage features, and wet margins where present
- The surrounding chalk-downland and valley-side habitats at the parish edges, where applicable
- Wildlife corridors linking parks, river edges, and wooded areas.

The natural assets are located as follows:

- The River Wey runs through the central valley area of Godalming, with green corridors alongside parts of the town.
- Holloway Hill Recreation Ground is on Holloway Hill.
- Phillips Memorial Park is in central Godalming, close to the town centre.
- Broadwater Park is in the Broadwater area, to the north-west/north of the town centre.
- Binscombe Meadows and Binscombe Woods are in the Binscombe area, to the north-west of the main town.
- Farncombe green spaces are in the Farncombe part of the parish, to the north and north-east of central Godalming.
- Smaller woods, verges, hedgerows, and informal open spaces are spread across the parish rather than concentrated in one place.

These assets currently reduce risk in several practical ways:

- Flood risk: River corridors, wet grassland, ponds, and open spaces can store water, slow runoff, and reduce pressure on drainage systems during heavy rainfall.
- Surface-water flooding: Parks, recreation grounds, meadows, and informal green spaces help water soak into the ground rather than running straight into roads and sewers.
- Heat risk: Trees, woodland, and shaded green space cool the local area and reduce heat stress during hotter weather.
- Biodiversity loss: Meadows, woods, hedgerows, and river margins provide habitat and wildlife corridors, helping species move and survive.
- Pollution and air quality: Vegetation can trap some pollutants, while greener routes can encourage walking and cycling instead of car use.
- Social and wellbeing risk: Accessible open space supports exercise, mental health, and community cohesion, which can make the town more resilient overall.
- Erosion and land stability: Vegetated banks, roots, and ground cover help stabilise soil and reduce erosion in vulnerable areas.

In short, the assets reduce environmental risk by buffering flood, heat, and biodiversity pressures, and they reduce social risk by supporting health, access, and community resilience.

Certain natural features, including river corridors, low-lying land, steep valley sides and soils with poorer drainage, may increase the local risk of flooding, runoff and erosion during extreme weather events.

Potential risk-increasing natural features:

- Rivers and streams: These can overflow during prolonged or intense rainfall, increasing flood risk in nearby low-lying areas.
- Low-lying valley land: Areas close to the river corridor may be more exposed to surface-water or fluvial flooding.
- Steep slopes: Water runs off more quickly on slopes, which can increase local flooding downstream and raise erosion risk.
- Clay-rich or compacted soils: Where infiltration is poor, rainwater is more likely to run off into drains and watercourses.

- Narrow watercourses or constrained channels: These can become overwhelmed more easily in heavy rain.
- Dense woodland in the wrong location: While woodland is usually beneficial, if poorly managed it can sometimes contribute to blocked drainage or fallen debris after storms.
- Areas with limited drainage capacity: Natural features combined with built-up surfaces can create local hotspots for standing water.

The main opportunities to strengthen nature-based solutions are likely in places where green space, water, and development pressures meet.

For example:

- River corridors: Enhance river edges, wetlands, and buffer planting along the Wey and smaller watercourses to slow runoff and improve habitat.
- Parks and recreation grounds: Use open grassed areas, tree planting, swales, and wildflower margins to retain water and reduce heat.
- Road verges and verges around car parks: Convert suitable areas into pollinator-friendly planting and rain-garden features.
- Housing edges and built-up areas: Introduce street trees, permeable surfaces, and sustainable drainage systems to intercept rainfall before it reaches drains.
- Sports fields and open spaces: Where appropriate, create retention basins, meadow areas, and better-connected habitat corridors.
- Woodland and hedgerows: Expand, link, and manage existing trees and hedgerows to support biodiversity, shade, and carbon storage.
- Underused or marginal land: Small strips of land, unused corners, and sloping ground can often deliver high value through planting and habitat creation.
- Schools, community sites, and council land: These can host demonstration projects for rain gardens, tree planting, and wildlife-friendly landscaping.

The best opportunities are usually where one intervention delivers several benefits at once, such as reducing flood risk, improving biodiversity, and creating cooler, more attractive spaces.

| Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Godalming Town Council's resilience objectives focus on helping the town prepare for and respond to the local impacts of adverse weather, flooding, utilities outages and wildfires. The aim is to protect residents, maintain access to safe and inclusive community spaces, and strengthen local coordination and neighbourly support when disruption occurs. These objectives recognise that climate and emergency risks can affect both people and key town assets, so the Council's role is to improve awareness, readiness and recovery, while also safeguarding access, safety, biodiversity and the wellbeing of the community. |                                                                                  |
| <b>Adverse Weather</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Support residents and businesses during heatwaves, storms, snow and cold spells. |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Maintain access to safe, inclusive community spaces.                             |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Strengthen neighbour-to-neighbour support.                                       |
| <b>Flooding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Reduce flood impacts on key town assets and access routes.                       |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Improve local awareness, readiness and reporting.                                |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Support quicker community response and recovery.                                 |
| <b>Utilities Outages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                  |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Reduce disruption from power, water, gas and telecoms outages.                   |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Support vulnerable residents and local organisations.                            |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Maintain communications and basic local coordination.                            |
| <b>Wildfires</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                  |

|    |                                                                                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------|
| 10 | Reduce wildfire risk in vulnerable open spaces and recognise the potential for town-wide impacts from uncontrolled fire. |
| 11 | Improve public awareness, site readiness, prevention messaging and emergency planning.                                   |
| 12 | Protect access, safety, biodiversity and life, including through clear evacuation and smoke-response arrangements.       |

| Action 1                                                                 |                                                                                                                                                                                                                                                                               |                          |                                   |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------|
| Risk                                                                     | Adverse Weather                                                                                                                                                                                                                                                               |                          |                                   |
| Theme                                                                    | <ul style="list-style-type: none"> <li>• Community Resilience</li> <li>• Energy Resilience</li> <li>• Transport</li> <li>• Heat Risk</li> <li>• Drought</li> <li>• Wildfire</li> <li>• Biodiversity and Nature Recovery.</li> </ul>                                           |                          |                                   |
| Action                                                                   | Establish a parish-wide list of warm/cool spaces and a simple check-in communications plan. <ul style="list-style-type: none"> <li>• Warm hub / cool hub venues</li> <li>• Neighbour check-in volunteer scheme</li> <li>• Weather-warning communication templates.</li> </ul> |                          |                                   |
| Target audience / beneficiaries                                          | Older residents, families, commuters, vulnerable people.                                                                                                                                                                                                                      |                          |                                   |
| Outcome                                                                  | <ul style="list-style-type: none"> <li>• Improved wellbeing</li> <li>• Less isolation</li> <li>• Better continuity of support.</li> </ul>                                                                                                                                     |                          |                                   |
| Funding & Resources                                                      | Existing venues, volunteer time, comms channels.                                                                                                                                                                                                                              |                          |                                   |
| Impact rating 0-5<br>(0= not impactful, 5 = highest impact)              | 4                                                                                                                                                                                                                                                                             |                          |                                   |
| Steps                                                                    | Owner                                                                                                                                                                                                                                                                         | Deadline                 | Monitoring                        |
| Identify venues<br>Agree triggers<br>Produce guidance<br>Promote locally | Deputy Chief Officer                                                                                                                                                                                                                                                          | Quick win<br>Four months | Seasonal review<br>Usage feedback |

| Action 2                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                        |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|
| Risk                                                                   | Flooding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                                        |
| Theme                                                                  | <ul style="list-style-type: none"> <li>Flood risk</li> <li>Biodiversity</li> <li>Community Resilience</li> <li>Transport.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                        |
| Action                                                                 | <p>Create and maintain a flood hotspot map, with reporting contacts and alternative access routes.</p> <ul style="list-style-type: none"> <li>Community flood wardens / reporting network</li> <li>Emergency communications pack for residents, including information on the most effective way of reporting blocked drains.</li> <li>Sandbag (or suitable alternatives) and drainage information points</li> <li>Map existing biodiversity in key locations to see if the trend is improving or declining.</li> </ul> |                          |                                        |
| Target audience / beneficiaries                                        | Residents, businesses, event users, vulnerable households.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                        |
| Outcome                                                                | <ul style="list-style-type: none"> <li>Better preparedness</li> <li>Reduced disruption</li> <li>Faster local response.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                        |
| Funding & Resources                                                    | Officer time, resident volunteers, SCC/EA guidance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                        |
| Impact rating 0-5<br>(0= not impactful, 5 = highest impact)            | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                        |
| Steps                                                                  | Owner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Deadline                 | Monitoring                             |
| Identify hotspots<br>Verify contacts<br>Publish map<br>Review annually | Deputy Chief Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quick win<br>Four months | Annual update<br>Post-incident review. |

| Action 3                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |                                         |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------|
| Risk                                                                                         | Utilities outages                                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                         |
| Theme                                                                                        | <ul style="list-style-type: none"> <li>Community Resilience</li> <li>Energy Resilience.</li> </ul>                                                                                                                                                                                                                                                                                                       |                                    |                                         |
| Action                                                                                       | <p>Create a utilities outage response checklist, including welfare checks and backup communications.</p> <ul style="list-style-type: none"> <li>Priority Services Register awareness campaign</li> <li>Emergency phone tree / messaging group</li> <li>Backup power and charging arrangements for key venues</li> <li>Identification of safe community hubs and locations for water stations.</li> </ul> |                                    |                                         |
| Target audience / beneficiaries                                                              | Vulnerable residents, community groups, businesses.                                                                                                                                                                                                                                                                                                                                                      |                                    |                                         |
| Outcome                                                                                      | <ul style="list-style-type: none"> <li>Better continuity</li> <li>Faster support</li> <li>Reduced risk to health and wellbeing.</li> </ul>                                                                                                                                                                                                                                                               |                                    |                                         |
| Funding & Resources                                                                          | Officer time, phone tree, venue contacts, utility guidance.                                                                                                                                                                                                                                                                                                                                              |                                    |                                         |
| Impact rating 0-5<br>(0= not impactful, 5 = highest impact)                                  | 4                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                         |
| Steps                                                                                        | Owner                                                                                                                                                                                                                                                                                                                                                                                                    | Deadline                           | Monitoring                              |
| Draft checklist<br>Map contacts<br>Promote Priority Services Register<br>Test communications | Deputy Chief Officer                                                                                                                                                                                                                                                                                                                                                                                     | Medium-term priority<br>Six months | Annual exercise<br>Post-incident review |

Sources: Surrey Prepared

| Action 4                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |                                 |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------|
| Risk                                                                                                                       | Wildfire                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                 |
| Theme                                                                                                                      | <ul style="list-style-type: none"> <li>• Biodiversity</li> <li>• Nature Recovery</li> <li>• Community Resilience</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |                                    |                                 |
| Action                                                                                                                     | <ul style="list-style-type: none"> <li>• Undertake wildfire risk assessments and produce wildfire risk scoresheets for all council-managed open spaces.</li> <li>• Develop a seasonal Wildfire Response Plan for council-managed and adjacent open spaces, with site-specific risk signage, stronger public awareness messaging, vegetation management days with volunteers, emergency communications arrangements, evacuation planning and smoke-exposure guidance.</li> </ul> |                                    |                                 |
| Target audience / beneficiaries                                                                                            | Residents, visitors, land managers, emergency responders.                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                                 |
| Outcome                                                                                                                    | <ul style="list-style-type: none"> <li>• Lower fire risk</li> <li>• Clearer responsibilities</li> <li>• Safer access</li> <li>• Improved emergency readiness</li> <li>• Reduced smoke exposure risk; and</li> <li>• Better protection for residents, businesses and wildlife.</li> </ul>                                                                                                                                                                                        |                                    |                                 |
| Funding & Resources                                                                                                        | Maintenance budgets, volunteer support, SFRS advice.                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |                                 |
| Impact rating 0-5<br>(0= not impactful, 5 = highest impact)                                                                | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                    |                                 |
| Steps                                                                                                                      | Owner                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Deadline                           | Monitoring                      |
| <i>Review high-risk sites</i><br><i>Agree vegetation actions</i><br><i>Install/update signage</i><br><i>Share guidance</i> | Deputy Chief Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Medium-term priority<br>Six months | Seasonal review<br>Incident log |

Source: Wildfire Risk Assessment & Management Planning (Surrey Fire & Rescue Service)

## Potential Projects

### Potential project 1: Community Resilience Hub Improvements

#### Medium to longer term ambition

This project would deliver a modest physical fit-out of a key community venue, to strengthen its ability to operate as a warm/cool hub and welfare point during periods of adverse weather and utilities outages. Works could include improved signage, additional seating, charging points, backup lighting, drinking water provision, and minor accessibility and storage improvements to support emergency use. The project would help ensure that the venue is more welcoming, practical and resilient for residents, while also improving its everyday usefulness as a community space.

Possible elements:

- improved signage
- seating and waiting areas
- extra power and charging points
- portable backup lighting
- water station provision
- noticeboard or communications display
- minor accessibility improvements
- storage for emergency supplies.

This project directly supports adverse weather, utilities outages, and community resilience objectives.

### Potential project 2: Flood and Wildfire Resilience Measures for Council Open Spaces

#### Medium to longer term ambition

This project would deliver targeted physical resilience works on council-managed open spaces to help reduce the impact of flooding and wildfire risk, and should be extended to support stronger coordination with adjoining landowners and neighbouring green and woodland areas where fire spread could affect the town. Potential measures could include drainage improvements, vegetation management, buffer planting, rain-garden or swale features, updated site signage, and basic safety or access enhancements. The project would strengthen the capacity of local green spaces to absorb water, support biodiversity, and reduce fire risk during dry periods, while also improving site readiness and public awareness.

Possible elements:

- tree, hedge, and buffer planting
- swales or rain gardens

- drainage clearance or minor works
- wildfire signage
- vegetation management strips
- habitat and access improvements
- interpretation or awareness boards
- simple emergency access and site safety measures.

This project supports flooding, wildfires, biodiversity, and community resilience.

### **Potential project 3: Business support in heatwaves**

#### **Medium to longer term ambition**

Retrofit the High Street to help reduce urban heat, supporting businesses and to encourage residents to shop local.

Possible elements:

- Survey the High Street shop owners on how they have been impacted by the extreme heat and what support they need, and ideas they have.
- Tree planting, green wall planting and green roofing on and near the High Street to reduce urban heat
- Support to buy and install shop awnings to reduce urban heat. Awnings also make it easier to shop on rainy days.

This project supports biodiversity and community resilience.

### **Potential project 4: Re-establish Godalming Green Gala as an annual event**

#### **Medium to longer term ambition**

An excellent opportunity to showcase all the local Green organisations and active travel initiatives, and a great way to communicate ways people can help with Godalming's resilience to flooding and wildfires.

Possible elements:

Proposed attendance from:

- Fire brigade
- Retrofit businesses
- National Flood Forum

People could learn more about:

- getting water butts
- funding schemes to retrofit their homes
- importance of regreening front gardens, etc.

This project supports flooding, biodiversity, and community resilience.

|                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Potential project 5: Buffer planting for flood resilience of the Wey in Godalming</b>                                                                                       |
| <b>Medium to longer term ambition</b>                                                                                                                                          |
| Collaboration with National Trust (responsible for the river) and West Surrey (owner of Lammas Lands) to improve buffer planting for flood resilience of the Wey in Godalming. |
| This needs more thought and perhaps a brainstorm with partners but Roots for the Future thinks there is a lot of opportunity for improvement.                                  |
| This project supports flooding and community resilience.                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Potential project 6: Biodiversity Mapping</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Medium term ambition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Conduct a baseline survey of the impact this year of adverse weather (or possibly just this summer's heatwaves) on local businesses, schools (including parents) and health services.                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Define the adverse weather events covered — e.g. summer 2026 heatwaves, or a wider range including flooding, storms, drought and extreme cold.</li> <li>• Establish the geographical area and population/businesses covered.</li> <li>• Establish a baseline against which future impacts and resilience measures can be assessed.</li> <li>• Identify which groups, sectors and locations are most vulnerable.</li> </ul>    |
| <p>A useful output would be a local resilience baseline/map, combining survey findings with:</p> <ul style="list-style-type: none"> <li>• Heat exposure.</li> <li>• Flood or other weather-risk areas.</li> <li>• Population vulnerability.</li> <li>• Location of schools and health facilities.</li> <li>• Green space and tree canopy.</li> <li>• Cooling/community facilities.</li> <li>• Areas with concentrations of businesses or critical services.</li> </ul> |
| This project supports flooding, biodiversity and community resilience.                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Potential project 7: Resident Information Campaign</b>                                                                                                                                                                                                                                                                                                                                        |
| <b>Short term ambition</b>                                                                                                                                                                                                                                                                                                                                                                       |
| Godalming Town Council to deliver a community resilience leaflet to all households in the town. The leaflet will provide concise, practical information to help residents prepare for and respond to local emergencies, disruptions, and adverse weather events. It will also signpost trusted sources of support, local contacts, and ways residents can help build a more resilient community. |

Possible elements:

- A simple explanation of community resilience and why it matters
- Practical guidance on preparing for power cuts, flooding, storms, and other emergencies
- Key contact details for the Town Council and relevant local support services
- Advice on creating a basic household emergency plan
- Information on local volunteer and neighbour support networks
- Signposting to further information and online resources
- Encouragement for residents to check on vulnerable neighbours
- A clear call to action inviting residents to get involved in future resilience activity.

This project directly supports adverse weather, flooding, utilities outages, wildfires and community resilience objectives.

#### **Potential project 8: Improved signage in public spaces/council-managed land**

##### **Short to Medium term ambition**

Godalming Town Council to improve signage across public spaces and council-managed land to promote public safety and protect the local environment. The project will install clearer, more visible signs at key locations to highlight risks and give residents and visitors simple guidance on responsible use of open spaces.

Possible elements:

- New and replacement signage at high-risk or high-footfall sites
- Clear warnings about wildfire risk, no BBQs, no open flames, litter disposal and what to do in the event of smoke or fire, and where to find emergency guidance.
- Seasonal messages where appropriate, for example during dry weather
- Signs explaining site-specific rules and safety expectations
- Environmentally friendly and durable signage materials
- Improved consistency in design, branding, and messaging across sites
- Additional directional or informational signs where needed
- Public awareness messaging to support responsible behaviour.

This project directly supports adverse weather, wildfires, and community resilience objectives.



## CEMETERY FEES AND CHARGES EFFECTIVE FROM 1 APRIL 2027

| EASHING CEMETERY                                                                                                                                                                                                                 |                                       |                                           |                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------|----------------------------------------------|
| <b>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</b> (Including the Deed of Grant of Exclusive Right of Burial (EROB) for a period of 50 years)                                                                                   | <b>Cemetery Fees (Non- Residents)</b> |                                           | <b>Resident &amp; Excepted Category Fees</b> |
| In an earthen grave 9 feet by 4 feet*                                                                                                                                                                                            | £2880 (£3025)                         |                                           | £960 (£1010)                                 |
| In an earthen grave 6 feet by 3 feet (for children under 12)*                                                                                                                                                                    | £1095 (£1150)*                        |                                           | £385 (£405)*                                 |
| Cremated remains in an earthen grave 2 feet by 2 feet Within main cemetery ( <b>limited plots to complete existing rows</b> )                                                                                                    | £1095 (£1150)                         |                                           | £385 (£405)                                  |
| Cremated remains in an earthen grave 6 feet by 3 feet within main cemetery ( <b>plot to accept 4 sets of cremated remains</b> )                                                                                                  | £2035 (£2135)                         |                                           | £680 (£715)                                  |
| <b>INTERMENTS</b> For the interment into a purchased grave. (The fees <b>exclude</b> the digging of the grave)                                                                                                                   |                                       |                                           |                                              |
| Of the body of a child not exceeding 18 years*                                                                                                                                                                                   | £1290 (£1355)*                        |                                           | £430 (£450)*                                 |
| Of the body of a person exceeding 18 years                                                                                                                                                                                       | £1290 (£1355)                         |                                           | £430 (£450)                                  |
| Of an urn or casket containing the cremated into an existing purchased grave space                                                                                                                                               | £385 (£405)                           |                                           | £385 (£405)                                  |
| A surcharge will be applied for Weekend and Bank Holiday interments. Notification of cost upon application.                                                                                                                      |                                       |                                           |                                              |
| <b>INTERMENTS IN A COMMON GRAVE – ALL COMMON GRAVES ARE OWNED BY THE CEMETERY AND HAVE OTHER INTERMENTS IN THE GRAVE</b> (Fees indicated <b>exclude</b> the digging of the grave).                                               | <b>Residents of Other Areas</b>       |                                           | <b>Resident &amp; Excepted Category</b>      |
| Of the body of a person exceeding 18 years                                                                                                                                                                                       | £1500                                 |                                           | £500                                         |
| <b>CHAPEL GARDEN OF REMEMBRANCE – CREMATED REMAINS (Ashes)</b>                                                                                                                                                                   | <b>Resident of Other Areas</b>        | <b>Resident within 5 Miles of GU7 1AQ</b> | <b>Resident &amp; Excepted Category</b>      |
| First interment of an urn of casket containing cremated remains, 50-year exclusive right of burial, grave digging fee and memorial headstone permit. (Memorial headstone to be no bigger than 450mm (H) x 450mm (W) x 300mm (D)) | £1875                                 | £780                                      | £625                                         |
| Second Interment                                                                                                                                                                                                                 | £385 (£405)                           |                                           |                                              |
| Additional inscription or other change to tablet                                                                                                                                                                                 | £95 (£100)                            |                                           |                                              |
| <b>NATURAL BURIAL AREA</b> (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)                                                                                                                   |                                       |                                           |                                              |
| Earthen grave 9 feet by 4 feet single depth graves only                                                                                                                                                                          | £3275 (£3440)                         |                                           | £1090 (£1145)                                |
| Tree to be purchased or planted                                                                                                                                                                                                  | POA                                   |                                           | POA                                          |
| N.B. interment costs as above                                                                                                                                                                                                    |                                       |                                           |                                              |
| <b>USE OF EASHING CEMETERY CHAPEL</b>                                                                                                                                                                                            | <b>All Categories</b>                 |                                           |                                              |
| Eashing Cemetery Chapel for Funeral Service                                                                                                                                                                                      | £105 (£110)                           |                                           |                                              |

\* Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

## NIGHTINGALE CEMETERY

| <b><u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</u></b><br>(Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years) | <b>Cemetery Fees<br/>(Non-Residents)</b> | <b>Resident &amp; Excepted Category Fees</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------|
| In an earthen grave 9 feet by 4 feet*                                                                                                             | N/A                                      | £2340 ( <del>£2460</del> )                   |
| Cremated remains in an earthen grave 2 feet by 2 feet within main Cemetery                                                                        | £2260 ( <del>£2373</del> )               | £755 ( <del>£790</del> )                     |

**N.B. interment costs as indicated for Eashing.**

## MEMORIALS – ALL CEMETERIES

| For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted | <b>All Categories</b>    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| A headstone or footstone (including kerbstone & Chippings) not exceeding 5ft in height                                                                                                      | £185 ( <del>£195</del> ) |
| A freestanding vase or additional tablet not exceeding 12 inches in height                                                                                                                  | £105 ( <del>£110</del> ) |
| Additional inscription or other change to a tablet or headstone                                                                                                                             | £105 ( <del>£110</del> ) |
| <b>Garden Wall of Remembrance:</b><br>Permission to erect standard Memorial Tablets in York Stone, White Marble and Nabresina 15 inches wide by 9 inches High                               | £105 ( <del>£110</del> ) |

**NB:** Memorials and kerb sets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Serena Sandstone, Nabresina, Purbeck, Dark Grey Eggshell Granite, or Karin Grey Eggshell Granite only

## OTHER CEMETERY FEES

|                                                                                                                                                                                                 | <b>Residents of Other Areas</b> | <b>Resident &amp; Excepted Category</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------|
| Purchase of additional 10 years of Exclusive Rights of Burial (may only be purchased after expiry of first 10 years and total period of outstanding Exclusive Rights shall not exceed 50 years) | £770 ( <del>£810</del> )        | £260 ( <del>£275</del> )                |
| Transfer of Ownership (other than as part of funeral arrangements)                                                                                                                              | £60 ( <del>£65</del> )          |                                         |
| Permission to build a brick vault grave                                                                                                                                                         | POA                             |                                         |
| Fee for the 'buy back' of pre-purchased graves and Exclusive Rights = 15% of current purchase price + VAT)                                                                                      |                                 |                                         |
| Additional fees may be applicable for additional requirements not listed above, all additional fees are to be agreed in writing and paid in advance of burial                                   |                                 |                                         |

### **Resident & Excepted Category Fees apply when:**

- (a) At the time of death the deceased resided within the Godalming or Tisbury & Munstead civic parish boundaries.
- (b) The original owners of Exclusive Rights of Burial purchased prior to 1 January 2019.
- (c) The Exclusive Right of Burial is owned by the surviving spouse/civil partner who is a resident of Godalming or Tisbury & Munstead (if the grave is owned by anyone other than a surviving spouse/civil partner, the appropriate non-resident fee is payable).
- (d) The deceased was originally a long standing (20years +) Godalming or Tisbury & Munstead parish resident and moved out of the area to live in a nursing/care home outside of those areas (proof of prior residency may be required and the final decision is made at Godalming Town Council's discretion).

### **Residents of Other Areas Fees apply to:**

- (e) All others not meeting the criteria a-d.

### **Pre-Purchase of Exclusive Rights of Burial:**

- (f) Pre-purchase of Exclusive Rights of Burial is only available for residents of Godalming. Excepting (d) above, interment, and other fees payable at the time of use are based on residency of the deceased at time of death.

\* Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.