

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 17 SEPTEMBER 2026 at 6.30pm.

Andy Jeffery

DATED this 11th day of September 2026.

Andy Jeffery
CEO to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

The meeting will be preceded by a short presentation from members and leaders of Broadwater Youth Centre.

A G E N D A

1. **MINUTES**

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 4 June 2026.

2. **APOLOGIES**

TO RECEIVE apologies for absence.

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

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

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

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting; and
- a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. **QUESTIONS BY MEMBERS**

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

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Audit & Governance Committee – Cllr Thomson - No Report

The Audit and Governance Committee has not met since the last Full Council Meeting.

Cemeteries, Open spaces & Sustainability Committee – Cllr PS Rivers

The Committee met on 25 June and 27 August 2026 and has continued to oversee the Council's cemeteries, open spaces, allotments, sustainability and operational services.

During the period, Members received an induction and overview of the Committee's role within the Council's new committee structure and agreed the Committee's work programme, including the addition of an annual Strategic Risk Assessment review. Members also noted the Committee's budget monitoring reports and received the GTC Carbon Audit for 2025/26.

The Committee considered and approved amendments to the template Allotment Agreement to ensure that it aligns with the relevant Allotment Acts, and agreed that the revised wording should be included in the 2026–27 agreements. Members also approved the draft consultation letter in respect of Peperharow Allotments and agreed that two members of staff from the maintenance team should attend a one-day playground inspection training course.

Members considered the condition and reliability of the Council's maintenance vehicles and resolved to approve the disposal of the ABTe Transporter EV and the procurement of replacement support vehicles. The Committee also approved expenditure for new and replacement public noticeboards at Eashing Lane and Huxley Close.

At the August meeting, Members received an update on Nightingale Cemetery and the next stage of work in relation to grave provision, including engagement with the Diocese regarding the required faculty application. Members also noted progress on the Nightingale Cemetery railings project and were advised of the likely need for future refurbishment work to the WWI Memorial Garden. The Committee approved a replacement memorial headstone for Julius Caesar's grave at Nightingale Cemetery.

Members noted Godalming's success as a national finalist in Britain in Bloom and expressed their thanks to all those involved. The Committee also noted that no staffing capacity changes were required at this time, considered and approved the draft Community Resilience Action Plan for submission to Surrey County Council, and approved cemetery fees and charges for implementation from 1 April 2027.

Finally, Members considered a confidential report relating to the rent review arrangements for the former Cemetery Lodge properties.

Community, Events & Culture Committee – Cllr Marshall

The Committee met on 16 July 2026 and has continued to oversee the Council's community funding, events programme, cultural activity and associated place-making initiatives.

During the period, Members received an induction and overview of the Committee's role within the Council's new committee structure and agreed the Committee's work programme.

Members also noted the budget monitoring report and considered a range of grant aid applications, awarding support to St John's Church Farncombe, Godalming Amateur Swimming Club, Mission Adventure Community CIC, St Edmund's Catholic Primary School PSA, Challengers and Go Godalming – Godalming In-Bloom. Members also considered applications from Papaya Parents Talk and the Gertrude Jekyll Commemorative Statue Committee, and in both cases determined that the applications should not proceed in their current form, with further discussion or review to follow where appropriate.

The Committee received an update on the 2026 Events Calendar and supported non-financial assistance for a proposed Godalming Fringe Day pilot event. Members also received a report on ChoirBLAST 2026, noted its success and the wider economic benefit to the town, and agreed that the Bandstand should be made available to ChoirBLAST on Sunday 13 June 2027, with no Music in the Park concert on that day.

Members also considered proposals relating to the Gertrude Jekyll statue project and agreed that Officers should contact Waverley Borough Council to explore options for securing the necessary land or permission at the Manorial Pound. The Committee received an update on the Museum's activities and the Museum Trust AGM, noted the introduction of road closure licensing fees for 2027, and agreed that Officers should pursue permission for a commemorative information board at the site of the former Farncombe West Signal Box, with costs to be met from existing revenue budgets if approval is obtained.

Management Committee – Cllr Follows

The Committee met on 18 June, 23 July and 3 September 2026 and has continued to oversee the Council's financial management, strategic direction, community asset transfer work and corporate governance.

During the period, Members received regular budget monitoring and accounts paid reports and confirmed that expenditure remained in line with approved budgets and resolutions.

The Committee also considered a range of Neighbourhood CIL applications and approved awards to Broadwater School, Guildford Rugby Club and Moss Lane School, subject to appropriate conditions.

Members also received updates from the Community Asset Working Group and considered business cases for the Council's Community Asset Transfer requests. The Committee resolved to support the submission of business cases for Crownpits Recreation Ground, Combe Road Recreation Ground, Longbourne Green Play Area and Ockford Ridge Green and Play Area to Waverley Borough Council.

The Committee also agreed to ask Waverley Borough Council Executive for assurances and a timetable on outstanding transfers, and authorised officers to pursue Strategic CIL bids for Canon Bowring Recreation Ground and Burys Field. The Strategic CIL bids also referenced separately on this agenda.

The Committee considered the Council's committee structure and agreed recommendations to Full Council for an early review of service committee membership and substitutes to reduce the risk of meetings not being quorate. That matter is also included separately on this agenda. The Management Committee considered nominations for the Honorary Freedom of the Town of Godalming and recommended nominations to Full Council. The relevant recommendations are included as a separate confidential item on this agenda.

At its September meeting, Members received an update on the Pepperpot and noted completion of the renovation, together with arrangements for the final handover and first events in the refurbished building.

Members further noted the status of the Godalming Banking Hub in confidential session, and received an update on staffing matters, including the forthcoming departure of the Deputy Chief Executive Officer and the commencement of recruitment.

Planning Committee – Cllr Crowe

The Committee met on 2 July, 23 July and 10 September 2026 and has continued to discharge its role in considering planning applications and wider strategic planning matters affecting the town.

During the period, Members considered several planning applications and made representations where appropriate. The Committee resolved to object to the proposal at land centred south of Westbrook Road on the basis that there was insufficient evidence to justify removing the site from the Green Belt and reclassifying it as Grey Belt. Members also considered the Godalming Local Plan Scoping Consultation and approved a response to Waverley Borough Council, including additional reference to “valued community assets” and to consultation with the Town Council on where engagement should be targeted.

The Committee received a request for a Town Council representative to attend the Waverley Planning Committee in relation to the Eashing Lane / West of Ock Way application. The CEO attended on behalf of the Council.

At its July meeting, Members considered the called-in planning applications WA/2026/00451 and 25/P/01474 and determined that it would not be appropriate or necessary for the Town Council to seek Rule 6 status, as the original objections already covered the concerns and there was nothing additional to add. The Committee also considered the recent Surrey Resilience Assembly and recommended to the Management Committee that the Council should produce a Resilience Action Plan to support an application to the Surrey Community Resilience Grant scheme.

At the 10 September meeting, the committee considered the Waverley Land Availability Assessment noting that although not a consultation document, the committee felt the Council may wish to reiterate GTC concerns reading the central government housing allocation numbers, the lack of consideration of the accumulative impact on an area of additional housing on top of the more recent growth and the pressures on already strained local infrastructure. For consideration by Full Council as a separate agenda item.

In addition, the Committee considered its regular schedule of planning applications and made observations where appropriate, while noting that no communications arising from either meeting required publicity.

Staffing Committee – Cllr Heagin

The Committee met on 11 June and 10 September 2026 and has continued to oversee staffing matters, employment policies and the Council’s organisational structure.

During the period, Members received a briefing on the role of the Staffing Committee within the Council’s new service committee structure and elected Cllr Crowe as Vice-Chair. Members also reviewed the Committee’s work programme, including the timing of staffing planning input from the service committees, the review of the Flexible Working Policy, and the need to ensure all adopted staffing policies are included in the forward programme.

The Committee noted the budget monitoring report and reviewed the Council’s staffing-related policy documents, agreeing that further work was required before formal adoption. Members considered the revised Model Contract of Employment and recommend it to Full Council for adoption for future use (Separate Item on this agenda). The Committee noted that, whilst the model contract is primarily intended for future appointments under NJC Green

Book terms, it can also be applied to staff employed under JNC Pink Book terms with appropriate adjustments.

At its 10 September meeting, the Committee noted that there are currently no changes anticipated to the Council's FTE staffing position. Members also considered the staffing budget and agreed changes to improve budget clarity and alignment, including the transfer of direct staffing costs from Cost Centre 106 to Cost Centre 301, the reallocation of Sexton Duty expenditure within the 2027/28 budget, and the identification of the HR budget under its own unique nominal code.

Members recommended the NJC national salary award to Full Council, and agreed that any JNC settlement equal to or less than the NJC award may be signed off for payment by the CEO without the need for a further Full Council meeting. In addition, the Committee also reviewed current staff grades and approved the Staffing levels and grades to be used for 2027/28 budget setting.

Youth Service Committee – Cllr Duce

The Committee met on 2 July 2026 and has continued to oversee the Council's Youth Service following the formation of the new committee structure.

As this was the first meeting of the Committee, Members received an induction and briefing on the Committee's role within the Council's new governance arrangements. Members also considered the Committee's work programme, agreeing that a Youth Service Strategic Plan should be added for future consideration.

Members noted the budget monitoring report and received an update on the financial performance of the Youth Service cost centres. The Committee also agreed that a review of Youth Service vehicles should be undertaken, with underused vehicles to be considered for disposal at a future meeting.

Members received an update on maintenance and upkeep at Broadwater Youth & Community Centre, noting that larger projects will need to be costed and programmed. The Committee also received an update on the current Youth Service offer and attendance levels, noting that 1,222 attendances were recorded during the quarter from 1 April to 30 June 2026.

The Committee considered the forward programme for policy reviews and agreed that this work should be undertaken by a qualified youth service provider when staffing capacity allows. Members therefore agreed that the review process should be put on hold for the time being and added to the work programme for future consideration.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:	Meetings Dated
Cemeteries, Open Spaces & Sustainability Committee	25 June 2026
Community, Events & Culture Committee	
Management Committee	18 June 2026 23 July 2026
Planning Committee	02 July 2026 23 July 2026
Staffing Committee	16 April 2026

9. NOTICE OF CONCLUSION OF AUDIT 2025-26

Members to note that the External Auditor's report for the financial year 2025/26 was received on 24 August 2026 and the Notice of Conclusion of Audit was published 24 August 2026. The External Auditor's report is attached for the information of Members and Members are further asked to note that it is an unqualified report, which is to say that there are no findings or recommendations to be addressed.

10. EARLY REVIEW OF SERVICE COMMITTEES

Recommendation: members consider the recommendation from the management Committee set out below and if agree, RESOLVE to approve the recommendations and updated committee membership list.

At the Management Committee meeting held on 23 August, Members considered a report on the early review of the Council's new committee structure and the concerns identified in relation to the size of the service committees and the associated risk of meetings not being quorate.

After consideration, the Management Committee RECOMMEND to Full Council that:

- The membership of the following service committees be increased from 5 to 6 Members:
 - Audit & Governance
 - Staffing
 - Cemeteries, Open Spaces & Sustainability
 - Youth Service
 - Community, Events & Culture
- The membership of the Management Committee be increased from 11 to 13 Members;
- The number of permitted substitutes for the Management Committee should be increased from 2 to 4 Members; and
- The number of Members of the Audit & Governance Committee permitted on the Management Committee should be increased from 2 to 3.

Members further agreed that a revised committee membership table should be prepared for Full Council consideration to reflect the amended committee sizes and political proportionality. As such, if Full Council approved the recommendations above, Council is asked to approve the updated committee membership list (attached for the information of Members).

11. PLAYGROUND MAINTENANCE AND UPKEEP PROCEDURES

Recommendation: That Full Council adopts the Playground Maintenance and Upkeep Procedures document, as reviewed and recommended by the Cemeteries, Open Spaces and Sustainability Committee on 27 August 2026.

At its meeting on 27 August 2026 (Min No 231.270926 refers), the Cemeteries, Open Spaces and Sustainability Committee considered and recommended Playground Maintenance and Upkeep Procedures document for adoption by Full Council (attached for the information of Members).

12. REVISED MODEL CONTRACT OF EMPLOYMENT

Recommendation: Members are requested to consider the recommendation from the Staffing Committee and if minded resolve to adopt the updated Model Contract of Employment.

At the Staffing Meeting held on 10 September 2026, Members reviewed the updated Model Contract of Employment for Local Councils published by the SLCC and the National Association of Local Councils (NALC) (attached for the information of Members). Members of the Staffing Committee noted the revised document reflected the recent changes arising from the Employment Rights Act 2025.

The Staffing Committee resolved to recommend the revised Model of Contract of Employment to Full Council for adoption for future use by Godalming Town Council (Minute 258. 10092026 refers) In doing so, Members noted that whilst Model contract was developed specifically to be used for future appointments for those employed under the NJC - Green Book terms, GTC also has employees under the JNC 'Pink Book', and that this model contract will be equally applicable with appropriate adjustments to reflect the minor differences such as leave entitlement.

13. DRAFT COMMUNITY INFRASTRUCTURE LEVY SUBMISSIONS

At the Management Committee meeting of 3 September 2026, Members agreed that officers should submit Strategic CIL bids relating to the Canon Bowring Recreation Ground and the Burys Field. Officers informed the Management Committee that if the bids were sufficiently developed, they would seek to bring the outline proposals to this meeting of Full Council.

The Bid applications will be distributed to Members as early as possible prior to the meeting and/or tabled at the meeting if they are sufficiently developed by that date.

Final bids will be presented to the Cemeteries, Open Spaces and Sustainability prior to submission.

14. 2026-27 NATIONAL JOINT COUNCIL PAY AWARD – ITEM FOR DECISION

Recommendations:

- a. Members of the Staffing Committee resolved to recommend that Full Council approve the NJC negotiated National Salary Award.
- b. Members of the Staffing Committee resolved to recommend to Full Council that Full Council authorise that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the CEO without the matter first being brought to a scheduled or extraordinary meeting of the Full Council.

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented with effect from 1 April 2026. The 2026-27 National Salary Award provide for a single across the board percentage increase of 3.3% of basic pay and allowances.

Members are asked to note that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book'.

The Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book', whose annual settlement runs from September to August each year. Currently, settlement for those employed under JNC terms has not been reached.

To avoid unnecessary delays in the payment of the pay award agreed for youth staff, and, as the sign-off of a pay award is a reserved matter for the Full Council, Staffing Committee recommend that Full Council resolves to agree that if the settlement for the youth staff is of an equal or lesser amount than that agreed by the NJC, the CEO is authorised to implement the JNC pay award (Minute No 259.10092026 refers) It should be noted that if the JNC proposes a settlement above that agreed by the NJC the matter must come before Full Council in order for payment of the award to be approved.

15 WAVERLERY BOROUGH COUNCIL LAND AVAILABILITY ASSESSMENT

Recommendation:

Members are asked to consider the Waverley Borough Council Land Availability Assessment and the Planning Committee's request that Full Council determine whether it wishes to address the concerns raised by the Planning Committee.

This agenda item has been brought to Full Council from the Planning Committee on the basis that it was presented to that committee as an item to note. In considering the item, the Planning Committee identified issues that it wished officers to pass to Waverley Borough Council.

The Land Availability Assessment (LAA) and the interactive map showing all LAA sites can be viewed at www.waverley.gov.uk/LAA. The documents available for inspection are:

- LAA Methodology;
- Appendix 1: Site Assessment Proformas;
- Appendix 2: Call for Sites Submissions not included in the LAA.

The proposed residential sites within Godalming parish are included in Appendix 1, pages 210–230. The proposed commercial sites are included in Appendix 1, pages 338–341. The sites submitted as part of the LAA but not included in the document can be found in Appendix 2, page 7.

Although the Planning Committee noted that the LAA represents a very early stage in the process of considering potential sites as part of preparing the new Waverley Local Plan, and does not allocate sites for development or grant planning permission, nor does the inclusion of a site within the LAA predetermine whether a site will be allocated in the Local Plan, Members were of the opinion that Council may wish to reiterate GTC concerns regarding the central government housing allocation numbers, the lack of consideration of the cumulative impact on an area of additional housing on top of more recent growth, and the pressures on already strained local infrastructure.

In considering the Planning Committee's request, Council will wish to note that the LAA is an evolving evidence document. The inclusion of a site, or its RAG rating, does not represent a decision about whether that site will ultimately be allocated for development. As further evidence and information become available, site assessments will be reviewed and RAG ratings may change. Waverley Borough Council will undertake further stages of evidence gathering and site assessment before any decisions are made about sites proposed for allocation in the new Local Plan. Any proposed allocations will be considered separately through the Local Plan process and will be subject to public consultation.

If minded to agree, Members are requested to approve the draft letter to Waverley Borough Council.

16. AUTHORISATION OF THE CHIEF EXECUTIVE OFFICER

TO AUTHORISE the Chief Executive Officer to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

17. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 10 December 2026 at 6.30pm.

18. 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) 19 & 20 by reason of the confidential nature of the business to be transacted i.e. personal and sensitive. Information / staffing matters.

19. NOMINATIONS FOR HONORARY FREEDOM OF THE TOWN OF GODALMING

At its meeting of 18 June and 23 July 2026, the Management Committee considered nominations for the bestowing of the award of Honorary Freedom of the Town of Godalming. Full Council is requested to consider the Management Committee's recommendations for the award of the Honorary Freedom of the Town of Godalming, (confidential nomination citations attached for the information of Members).

Members to note that in accordance with the Council's policy in regard to nominations for the award of the Freedom of the town, the vote on each nomination will be via secret ballot, with a nominee requiring a minimum of 12 votes for the nomination to be approved. The Deputy Chief Officer will be the returning Officer for the vote.

20. STAFFING MATTERS

Members to receive a report from the Chair of Staffing.

Godalming Town Council – Committee Nominations

1. POLITICAL PROPORTIONALITY

Council composition (18 Members):

- Lib Dem: 11 (61%)
- Green: 3 (17%)
- Labour: 2 (11%)
- Conservative: 2 (11%)

Committees (excluding Planning, which is explicitly removed from proportionality):

- Management (13 seats)
- Staffing (6)
- Audit (6)
- Community, Events & Culture (6)
- Cemeteries, Open Spaces & Sustainability (6)
- Youth (6)

Total proportional seats = **43 seats**

Proportional allocation

The revised allocation seeks to reflect the Council's political balance more accurately, with the Group having the overall majority retaining that majority on Management, Staffing, Community, and Cemeteries Committees. On Youth and Audit & Governance Committees, the majority Group would hold three of the six seats, with the Chair, if necessary, having a casting vote.

Group	Share Seats (43 total)
Lib Dem	61% 26
Green	17% 7
Labour	11% 5
Conservative	11% 5

Points to Note when nominating to Committees

A Member shall not serve simultaneously as Chair of more than one Standing Committee unless the Council resolves otherwise.

Management Committee = 13 Members (no more than 3 members of audit committee are permitted to also be members of Management Committee)

Political Party	Nominee
Liberal Democrat	Chair - Leader of the Council – Cllr Follows
Liberal Democrat	Cllr Heagin
Liberal Democrat	Cllr Marshall
Liberal Democrat	Cllr Paul Rivers
Liberal Democrat	Cllr Duce
Liberal Democrat	Cllr Adam
Liberal Democrat	Cllr Crowe
Liberal Democrat	Cllr Thomson
Green	Cllr Weightman
Green	Cllr Williams
Labour	Cllr S Downey
Conservative	Cllr Holliday
Conservative	Cllr Martin

Staffing Committee = 6 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Heagin
Liberal Democrat	Cllr Crowe
Liberal Democrat	Cllr Duce
Liberal Democrat	Cllr Steel
Green	Cllr Weightman
Labour	Cllr C Downey

Audit & Governance Committee = 6 Members (Chair of Audit may not be chair or vice-chair of any other committee, nor be Mayor or Deputy Mayor)

Political Party	Nominee
Liberal Democrat	Chair – Cllr Thomson
Liberal Democrat	Cllr Marshall
Liberal Democrat	Cllr Steel
Green	Cllr Crooks
Conservative	Cllr Martin
Labour	To be Nominated

Community, Events & Culture Committee = 6 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Marshall
Liberal Democrat	Cllr Penny Rivers
Liberal Democrat	Cllr Heagin
Liberal Democrat	Cllr Crowe
Green	Cllr Williams
Labour	Cllr S Downey

Cemeteries, Open Spaces & Sustainability Committee = 6 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Paul Rivers
Liberal Democrat	Cllr Adam
Liberal Democrat	Cllr Duce
Liberal Democrat	Cllr PMA Rivers
Green	Cllr Crooks
Conservative	Cllr Martin

Youth Committee = 6 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Duce
Liberal Democrat	Cllr Heagin
Liberal Democrat	Cllr Crowe
Labour	Cllr C Downey
Conservative	Cllr Holliday
Green	To be Nominated

Planning Committee = 5 Members – No Political Proportionality- One member per ward

Political Party	Nominee
Binscombe Ward	Cllr Weightman
Ockford & Central Ward	Cllr Marshall
Charterhouse Ward	Cllr Williams
Farncombe & Catteshall Ward	Cllr Crowe - Chair
Holloway Ward	Cllr Martin



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.

Version	1
Responsible Committee	Cemeteries, Open Spaces & Sustainability
Adopted by Full Council	Day/Month/Year
Minute Reference	
Review Frequency	Quadrennially
Review Due Date	Day/Month/Year

Appendix A – Routine Playground Inspection Checklist

Play Area: _____
Date: _____
Time: _____
Inspector: _____

Item	Satis- 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

Activity	Suggested Frequency	Responsibility
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

Contract of Employment and Statement of Particulars of Employment

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

NAME OF EMPLOYER:

Godalming Town Council
referred to as "The Council"

ADDRESS OF EMPLOYER:

107-109 High Street,
Godalming GU7 1AQ

NAME OF EMPLOYEE:

ADDRESS OF EMPLOYEE:

[You are required to inform the Council of any future change of address]

DATE ON WHICH PARTICULARS GIVEN:

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, **[which do not/which do]** form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

[Options for temporary appointments]

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on **[insert end date]** without the need for notice unless previously ended by either party giving the required notice in writing as defined in the Notice Clause below.

OR

[Your employment under this contract is to cover for maternity leave. It will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on or around **[insert end date]** when the person you are covering for is due to return to work. You will receive the notice set out in the Notice Clause below.

Please note that your contract will not automatically renew if the person on maternity leave decides not to return to work or returns on a part time basis. We reserve the right to review the continuation and duties of the post and / or test the market at that time].

2. CONTINUOUS SERVICE:

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on **[insert start date for this contract]**. Your previous service, starting on **[insert continuous service start date]** counts towards your continuous service with the council.

The Council reserves the right (to be exercised reasonably) to amend the terms of this agreement.

3. JOB TITLE

You are employed in the service of this Council and your appointment is to the post of **[Insert Job Title]**.

4. DUTIES

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amendments to your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i) unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii) diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii) conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv) comply with all reasonable and lawful directions given to you by the Council;
- v) report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vi) consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

5. PLACE OF WORK

Your usual place of work will be: **Godalming Town Council Offices, 107-109 High Street, Godalming, Surrey, GU7 1AQ**, or other such place within a reasonable travelling distance which the Town Council may reasonably require for the proper performance and exercise of your duties.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with the Council you may be required to travel on the Council's business (within the United Kingdom) to for example to attend conferences or training courses for the proper performance of your duties under this contract,

6. WORKING HOURS

Your normal working hours total **[insert number of hours]** per week and are worked from **[Monday to Friday]** from **[insert working times]** with an unpaid break of **[insert duration]** for lunch and such additional hours as necessary for the proper performance of your duties.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

7. PROBATIONARY PERIOD

The first three months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so. The maximum probationary period that we will set will be six months.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one weeks' notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed, and we will write to you to tell you if your probation has been successful or not. The latest this meeting will take place is two weeks before the end of your first six months of employment. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

8. TRAINING

During your employment, we will provide training in relation to **[insert detail of training provided]**. This training will be paid for by the council. The Council will also provide ongoing training, as identified, to support you in your role.

[optional]

Your continued employment shall be conditional upon you completing **[specify training course/qualification]** within **[date/timeframe]**. We reserve the right in our absolute discretion to terminate your employment without notice or payment in lieu thereof if the training is not completed within the specified timeframe.

9. PAY AND BENEFITS

Your salary is £**[00,000]** per annum being the current salary point **[X]** within the **[X]** range in scale **[X]** as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. **[The pro-rata salary is £[00,000] p.a.]**.

This is an inclusive rate of pay recognising the fact that some hours may be worked at unsocial hours.

Subject to satisfactory performance, you will progress automatically through the range **[x]** in salary scale **[x]** by annual increments until you reach the maximum salary in the range. Your first increment will be payable from the following 1 April after your first 12 months of employment and thereafter on each 1 April until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

[Optional for relevant roles][In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- 1. The Certificate in Local Council Administration (CiLCA)**
- 2. The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession**
- 3. The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession**
- 4. BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession]**

Your salary will be payable monthly in arrears on or about 25th day of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

The Council reserves the right to change the date on which you are paid subject to giving you at least one month's notice.

[Remove for hourly paid employees] Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260.

Additional Hours

Additional hours, in excess of your contractual hours will be recompensed in accordance with the Council's time off in lieu policy or in line with the NJC national agreement in relation to overtime pay, subject to being pre-authorised by the Chief Executive Officer (CEO). The Council's Time Off in Lieu Policy is non-contractual and may, at the absolute discretion of the Employer, be withdrawn or amended at any time.

10. DEDUCTION OF WAGES

If you owe the Council money at any time, you authorise the Council to deduct any sums due to the Council from your salary including, without limitation, any over payment of salary; any advances or loans the Council has made to you; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is not turning up for work unless your absence is due to genuine sickness and you have notified the Council as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to the Council.

If you owe the Council money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to the Council within one month of leaving the Council.

11. EXPENSES

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised in advance, receipted, and approved in accordance with the Council's expenses policy. You shall abide by our policies on expenses as communicated from time to time.

12. HOLIDAY ENTITLEMENT & PAID LEAVE

The Council's holiday year runs from **1st April to 31st March** and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, the Council will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). The Council will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

You will be required to use the two statutory days and up to 1 day of your annual leave entitlement for the Council's closedown period between Christmas and New Year. You will be advised of the precise details on an annual basis.

If the Council needs you to work on one of those bank holidays, you will be able to take your holiday on a different day.

Leave is to be taken in accordance with the Council's leave policy.

A maximum of 5 days may, in exceptional circumstances, may be carried forward from one year to the next with prior written permission from the CEO. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

13. DECLARATION OF OTHER EMPLOYMENT

You should not undertake other employment without the Council's written consent, such other employment must not conflict with your employment with the Council, including in relation to your availability for contracted hours.

Consent for other employment will not be unreasonably withheld.

14. PERFORMANCE AND DEVELOPMENT REVIEW

You will receive an annual performance and development review.

15. ABSENCE FOR SICKNESS OR INJURY AND SICK PAY POLICY & PROCEDURE

You must follow the procedure set out in the Council's Sickness Absence and Sick Pay Policy and Procedure, which is available on the Council's website. This policy and procedure is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non-working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record.

Occupational Sick Pay

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

<u>Continuous Service</u>	<u>Full Pay</u>	<u>Half Pay</u>
Less than 4 Months	1 Month	SSP
During 1 st Year (after 4 months)	1 Month	2 Months
During 2 nd Year	2 Months	2 Months
During 3 rd Year	4 Months	4 Months
During 4 th and 5 th Years	5 Months	5 Months
After 5 years' service	6 Months	6 Months

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

16. PENSION

You will be auto enrolled into the Local Government Pension Scheme. You can choose to opt out in writing. This scheme is a contracted-out scheme under the Social Security Pensions Act 1975 and is operated for this Authority by Surrey County Council. Full details of the LGPS can be found at: <https://www.surreypensionfund.org>

17. VEHICLE ALLOWANCES AND COUNCIL PROVIDED VEHICLES

When, for the efficient performance of your duties, you require the use of a motor vehicle, other than a vehicle provided by the Council, you will be eligible to receive reimbursement for the use of your

private vehicle for all business mileage in accordance with the National Joint Council for Local Government Services' Scheme and the dispensation agreement with HMRC.

Your private vehicle must be insured for business purposes and, where required have a valid MOT certificate, before it is to be used for official duties. The council reserves the right to require you to produce your certificate of insurance and vehicle MOT.

The driving of Council owned vehicles whilst under the influence of alcohol or drugs, or the driving of any vehicle during the performance of your duties or during working time whilst under the influence of alcohol or drugs, is likely to constitute gross misconduct and may result in summary dismissal.

Provision of a parking permit for a private vehicle is subject to availability and is non-contractual and may, at the absolute discretion of the Employer, be withdrawn or amended at any time.

18. INSURANCE

As a responsible employer the Council is required to manage the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure you against death or permanent disablement arising from and in the course of your duties.

19. CODE OF CONDUCT AND OTHER COUNCIL POLICIES AND PROCEDURES

You agree to comply with Godalming Town Council's Policies and Procedures including the Employee Code of Conduct (on the Council's website or available from the CEO). Any breach of the Council's Policies and Procedures including the Code of Conduct will be dealt with in accordance with the Godalming Town Council Disciplinary Procedure, (on the Council's website or available from the CEO).

As an employee of Godalming Town Council you will be expected to administer and comply with all lawful policies and procedures of the Council.

20. EQUAL OPPORTUNITY STATEMENT

Godalming Town Council recognises that everyone is different. The Council welcomes this diversity and wants to help every individual meet their full potential. The Council aims to treat the people it serves or employs fairly, consistently and with respect; it also expects its councillors, employees, contractors, and service users to treat each other in the same way.

The Council will ensure that no-one who is entitled to a service from the Council receives less favourable treatment on grounds of any irrelevant consideration, actual or perceived, including but not limited to: age; disability; gender identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation. The same applies to Council employees and job applicants.

The Council will resist and challenge discrimination by anyone and will take appropriate action if it occurs. All complaints about discrimination will be taken seriously, and complainants will not be victimised. It is expected that complaints will emerge through the complaint's procedure or the grievance procedure but all complaints about discrimination will be recognised however they arise.

21. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with your line manager in the first instance (or their manager where the grievance relates to your supervisor). If you are unable to resolve your grievance informally, the full grievance procedure is published on the Council's website and is also available from the CEO or Deputy Chief Officer. If you wish to appeal against a disciplinary decision, you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the timeframe for doing

that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

22. DISCIPLINARY PROCEDURES

You are subject to the Council's disciplinary procedure and rules which are published on the Council's website and are also available from the CEO. If you wish to appeal against a disciplinary decision, you should do so in accordance with the disciplinary procedure. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time. The disciplinary procedure does not apply during the probationary period.

The list of rules is not to be regarded as exclusive or exhaustive. The Council has the right at its discretion to add to, amend or delete disciplinary rules. Any breach of disciplinary rules will render you liable to disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

23. NOTICE

During your probation period, you are entitled to be given and required to give **[1 weeks']** notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give **[1 months']** notice in writing.

Notice given by us will be **[1 months]** following your probationary period and increase to **[5 weeks]** notice after **[5 years]** continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The Council may terminate your contract without notice or payment in lieu of notice in cases of gross misconduct.

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract but not paid. Anything owed to us will be deducted from your final salary.

24. PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

25. OBLIGATIONS ON TERMINATION

On termination of your contract with us, you will:

- i. Immediately return (or arrange to be collected) all property and information belonging to the Council in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- ii. Irretrievably delete any information relating to us which is in your control outside our premises.

- iii. If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

26. WORK DURING NOTICE PERIOD / GARDEN LEAVE

The Council may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

The Council will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

27. HEALTH AND SAFETY

You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

You will be given a copy of the Council's Health and Safety Policy, which is also available on the Council's website (or from the CEO). You are required to comply with the provisions of that policy as required and to attend Health and Safety training which will be provided.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

28. CONFIDENTIALITY

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain, or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make, or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us.

These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

29. DATA PROTECTION

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect, and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

30. MONITORING THE USE OF ELECTRONIC COMMUNICATIONS

The Council exercises the right to intercept emails and internet access under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 for the following reasons:

- i. to investigate or detect the unauthorised use of the systems, e.g. that this policy is being observed, that no discriminatory or offensive content appears in emails, etc.;
- ii. to maintain an adequate level of security for our computer systems;
- iii. to detect any computer viruses; and
- iv. to check mailboxes of absent employees.

To exercise our right under the Regulations, the Council must have made all reasonable efforts to inform every person who may use the system that interception may take place. We believe that the communication of this policy to all employees meets this requirement.

31. COUNCIL PROPERTY

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including **[mobile phone], [laptop/desktop computer], [keys/pass card], [social media accounts]**.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

32. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the relevant legislation and in the Green Book.

Entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the council's leave policy which is available on the council's website <https://godalming-tc.gov.uk/council-policies-procedures/>

33. REFERENCE DOCUMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council's policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council's policies.

34. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This agreement sets out everything we have agreed. You and the Council are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor the Council will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn't exclude liability for fraud).

This contract may be altered by the Council in writing at any time after the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change. Changes to non-contractual policies, rules and procedures will be notified to you with one month's notice.

I have read and understood the above clauses and accept the offer of employment on these terms.

Signed on behalf of the Council

CEO

Date

Signed by the Employee

Date

GODALMING TOWN COUNCIL

Chief Executive Officer: Andy Jeffery MSc MCGI

Tel: 01483 523575

E-Mail: office@godalming-tc.gov.uk



107-109 High Street
Godalming
Surrey
GU7 1AQ

11 September 2026

Claire Upton-Brown
Head of Planning
Waverley Borough Council
The Burys
Godalming
Surrey
GU7 1HR

Dear Ms Upton-Brown

Godalming Town Council's (GTC) concerns regarding housing delivery, infrastructure, green belt protection and employment provision

GTC notes Waverley Borough Council's (WBC) publication of the Land Availability Assessment, which has prompted GTC's wish to record its serious concerns regarding the approach being taken to housing delivery across Waverley.

GTC acknowledges the importance of meeting housing need but is concerned that central government housing targets are being applied in a way that does not sufficiently reflect local circumstances. In particular there appears to be inadequate recognition of the cumulative impact of previously permitted housing development on local infrastructure, including roads, healthcare, education, drainage, community facilities and other essential services.

The Town Council is increasingly worried that the continued granting of housing permissions, without a commensurate approach to infrastructure planning, is placing unsustainable pressure on existing services and reducing the quality of life for current and future residents. The cumulative effect of these decisions must be properly assessed and given greater weight in planning considerations.

GTC is also deeply concerned by the continued erosion of the green belt. Green belt land performs an important role in preventing urban sprawl, protecting the character of settlements and maintaining the separation between communities. Once lost, it is rarely replaced. GTC therefore urges WBC to take a far more robust approach to the protection of green belt land and to resist further unnecessary development in inappropriate locations.

In addition, the Town Council is concerned about the lack of employment provision within many of the housing schemes being approved. Too much housing, without sufficient local employment opportunities, risks turning the area into an increasingly dormitory settlement, with residents having to travel further afield for work, services and amenities. This is neither sustainable nor in the long-term interests of the borough.

GODALMING TOWN COUNCIL

GTC would urge Waverley Borough Council to ensure that future planning decisions give proper weight to:

- the cumulative infrastructure impacts of existing and proposed development;
- the protection of the green belt and other valued open spaces;
- the need for balanced growth, including employment provision;
- the importance of creating sustainable communities rather than isolated housing estates.

The Town Council would welcome the opportunity to discuss these matters further and to work constructively with WBC to secure a more balanced and sustainable planning approach.

Yours sincerely

Andy Jeffery
Chief Executive Officer