

## **NOTICE OF MEETING**

7<sup>th</sup> November 2025

**To: All Members of the Council**

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **Chilworth C of E Infant School** on **Thursday 13<sup>th</sup> November 2025 at 7.00 pm** for the purpose of transacting the following business.

Signed: *Anne Tait*

Clerk to the Council

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**Members of the public and press have a right and are cordially invited to be present at the meeting. Members of the public can express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe but not comment during the rest of the meeting without the consent of the Chairman.**

### **AGENDA**

- 1. To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40.
- 2. Public participation session** ([see above](#))
- 3. Declaration of Disclosable Pecuniary Interests (DPIs)** - by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)
- 4. Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
- 5. Register of Interests** – a declaration from Members on amendments.
- 6. A Tree Warden for St Martha Parish**
- 7. Surrey County Councillor's Report**
- 8. Guildford Borough Councillors' Report**
- 9. Shalford Community Councillor's Report**
- 10. Chairman's Report**
- 11. Parish Councillors' Report**
- 12. Clerk's Report**
  - To discuss and agree a change of date for the Annual Meeting of the Parish Council in May 2026 meeting
- 13. Minutes of the previous meeting:**

The following Council minutes are to be agreed and signed by the Chairman (of that meeting) as a true record:

- Full Council Meeting on 9<sup>th</sup> October 2025

#### **14. Chilworth Village**

To discuss the authors for the Chilworth Village Magazine – in 2026

- To discuss and receive ideas for a celebration of 400 years of the Gunpowder Mills in 2026
- To discuss and receive information on providing an additional Dog waste bin at the end of the footpath where the Gunpowder Mill trail reaches the Downs Link.
- To discuss and receive the responses to the comments/experiences on the A248 near to Roseacre Gardens.
- To discuss and update the latest information from Network Rail on the level crossing timings.

#### **15. Planning Applications - for consideration:**

##### **25/P/01471 36 Dorking Road, Chilworth GU4 8NR**

**Proposal:** Single storey rear extension following demolition of garage and rear shed structure

##### **b) To receive and note any outcomes or notices from GBC on applications previously reported:**

##### **25/P/00867 Longfrey Cottage, Longfrey Farm, Dorking Road, Chilworth GU4 8RH**

**Proposal:** Conversion of attached double garage to habitable accommodation, minor raising of the existing garage and utility flat roof in order to provide insulation and new flat roof covering to replace bitumen felt roof.

**GBC Approved 10/10/25**

##### **25/P/00676 Chilworth Manor, Halfpenny Lane, Chilworth GU4 8NN**

**Proposal:** Installation of a free-standing solar array comprising of 220 panels, inverter and three battery storage cabinets.

**WITHDRAWN 22/10/25**

##### **25/P/00764 West Lodge, Blacksmith Lane, Chilworth, GU4 8NQ**

**Proposal:** Single storey rear extension, separate to host dwelling and linked by a glazed covered walkway, together with renewal of existing fenestration

**GBC Refused 31/10/25**

##### **25/P/00765 West Lodge, Blacksmith Lane, Chilworth, GU4 8NQ**

Listed Building Consent (as above)

#### **16. Highways, Footpaths and Rights of Way**

#### **17. The Gunpowder Mills**

#### **18. Policies, Financial and Regulation Approvals**

- a) **To receive and approve** the schedule of payments presented by the Clerk.

- b) **To receive, approve and sign** the bank reconciliations for periods ended:
- 30<sup>th</sup> September 2025 - issued to all Members prior to the meeting.
  - 31<sup>st</sup> October 2025 - issued to all Members prior to the meeting
- c) **To review** the timetable to update the St Martha Parish Council Policies and the IT Policy Template provided by Surrey ALC.
- d) **To receive and review** the current budget heads for (year ending 31/03/26) - as at 13/11/25.
- e) **To receive** the information from **Zurich Insurance** claims department for additional named items on the Insurance Policy.

#### **19. Items for the next meeting**

To receive any suggestions from Members for items for inclusion on future agendas.

#### **20. Next Meeting: Tuesday 16<sup>th</sup> December 2025 at 7 p.m. - Chilworth C of E Infant School**