

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 12<sup>th</sup> February 2026 at 7:00 p.m. in Chilworth C of E Infant School

**2026-14 - Present:**

**Councillors:**

Cllr Mrs. Allen (Chair), Cllr G Brown (Vice Chair), Cllr Mrs. Osman, Cllr Miss D. Toynebee and Cllr Mrs. Tantram

Surrey County Councillor and Guildford Borough Councillor Robert Hughes  
Guildford Borough Councillor Danielle Newson  
Shalford Community Councillor - Adrian Cansell  
Mark Dawkins - St Martha Tree Warden  
Two members of the public - one parishioner left at 7:30 p.m.

**In attendance:** Parish Clerk - Anne Tait

**2026-15 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**  
St Martha Parish Councillors: Peake and Young

**2025-16 - 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)**

No declarations were made.

**2026-17 - Declaration of Non-Pecuniary Interests**

No declarations were made.

**2026-18 - Register of Interests**

No updates were declared

**2026-19 - Public Participation**

**Enhancing Road Safety Measures for Chilworth Infant School**

A member of the public raised concern regarding the interim period before the permanent works begin in 2026/2027. The spring and summer months, is when, typically, there is a significant increase in the number of children walking, scooting, and cycling to school.

This seasonal increase in vulnerable road users, combined with the current high volume of commuter traffic, creates a "perfect storm" for accidents. We are concerned that waiting another 12–18 months for permanent infrastructure leaves a dangerous gap in safety.

With this in mind: Interim Safety Measures: Could the council implement temporary "School" warning signs, high-visibility floor markings, or perhaps a temporary "Slow Down" flashing sign in the intervening months?

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20mph Consultation: Is there a projected date for the 20mph limit consultation? Implementing this lower limit sooner rather than later would be a vital safeguard during this high-risk spring/summer period.

I look forward to receiving the consultation link so I can share it with the school community and help ensure these life-saving changes move forward as quickly as possible.

## 2026-20 - Reports

### a) Surrey County Councillor Bob Hughes Report

There was no update on the requested repairs to the Potholes in Halfpenny Close.

Cllr Hughes encouraged all present to use 'Fix-my-street' to report potholes.

Cllr Mrs Allen will write to Jane Austin regarding the speeding calming measures by the introduction of 'average speed cameras' in Bramley.

The incidence of stolen dogs and the suspicious van parked in the car park entrance on White Lane have been reported to the Police.

### b) Shalford Community Councillor's Report

Cllr Cansell reported on the ongoing issue of parking spaces in Station Road, Shalford.

### c) Tree Warden's Report

Mark Dawkins confirmed that he and the Merrow tree warden are both happy to conduct a walk in the Gunpowder Mills on 5th September 2026 – the Heritage Open Days.

### d) The Chair's report (Appendix 1) had been circulated to all Members via email in advance of the meeting and included details of:

- Meeting with Surrey Fire and Rescue to discuss resilience to Heathland Fires
- Upgrades to the North Downs Line Tangley Crossing
- Jessie's Seat
- Platform Planters at Chilworth Station
- Old Manor Farm Planning Application
- Shalford, Peasmarsh & Chilworth Climate Action Group

### e) The Clerk's report (Appendix 2) had been circulated to Members via email in advance of the meeting and included details of:

- Additional Dog Waste Bins - in the Gunpowder Mills Site
- Authors for the Chilworth Village Magazine
- Renovating the Bus Shelter opposite Lockner Farm
- Dog thefts and request for wooden posts to be erected
- Crazy Paving at Halfpenny Close
- Broken Light on Dorking Road
- Enhancing Road Safety Measures for Chilworth Infant School
- Road Safety and traffic calming measures along the A248
- Reports sent to SCC 'FixmyStreet'

### f) Parish Councillors' Report

The Surrey Hills Classic 2026 Event

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Cllr Toynbee raised awareness of this forthcoming event on 01/03/26, as last year there had been incidences of reckless cycling by the riders in the Parish. Cllr Toynbee agreed to write to the organiser of 'Trailbreak' to request a route map.

### 2026-21 - Minutes of previous meetings:

It was proposed by Cllr Brown, seconded by Cllr Toynbee and **RESOLVED** that the Minutes of the Full Council Meeting held on 15th January 2026, be approved and signed by the Chair as a true record.

### 2026-22 – Chilworth Village and Correspondence

- **The Heritage Open Days** - New Year Planning and latest correspondence  
**RESOLVED:** Cllrs Allen and Toynbee to informally discuss the suggestions re the level of involvement by Members and report back.
- **Annual Parish Assembly** – Members were reminded that this event is to take place on 28th May 2026 at 6:30 p.m. in Chilworth Village Hall.  
**RESOLVED:** The event to be advertised in the April/May edition of the Chilworth Village Magazine.
- **Emergency Plan for St Martha Parish** – with reference to Helen Barnsley Lead Emergency Planning & Resilience Specialist - email forwarded 21/01/26.
- **RESOLVED:** A working party to identify the key contacts to be held on Tuesday 31<sup>st</sup> March at 12 noon in the Percy Arms.

### 2026-23 - Planning Matters for consideration

- a) **To discuss and agree** the recommendation to Guildford Borough Council on the following applications.  
**RESOLVED:** The Clerk to request from the relevant planning officers a short extension in time for return of their comments.

**Planning Application:** [26/P/00079 Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU](#)

**Proposal:** Installation of rooftop PV solar arrays.

**Planning Application:** [26/P/00080 Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU](#)

**Proposal:** Construction of a new open front porch, installation of roof lantern, and alterations to fenestration, external materials, and roof finishes.

**It was RESOLVED: that the Parish Council comment on both of the above applications as follows:**

Parish Councillors recommend that Guildford Planning Department **APPROVE** these two applications - as submitted.

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

**Planning Application:** [24/P/01821 Old Manor Farm, Old Manor Lane, Chilworth GU4 8NE](#)

**Proposal:** **AMENDED APPLICATION** Erection of 4no. 4-bed dwellings and associated landscaping with access from Old Manor Lane.

**GBC REFUSED 04/02/26**

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### 2026-24 - The Gunpowder Mills

- a) **To receive and discuss** an update on the request to GBC for an additional dog waste bin in the Gunpowder Mills.

A further email has been sent – with additional information (a map and ‘what-three-words’, kindly supplied by Cllr Toynbee) to assist Mary-Ann Edwards Senior Countryside Access Officer (Maintenance & Enforcement) to identify where the additional bin is requested.

- b) **To receive and discuss** an update on the water flow – Cllr Toynbee gave an detailed illustrated geographical report after visiting the site and will draft a letter for the Clerk to send to the Environment Agency.

### 2026-25 - Policies, Financial and Regulation Approvals

- (a) **To receive, discuss and approve** the purchase of an Internal Notice Board for the Lockner Farm Bus Shelter. It was proposed by Cllr Miss Toynbee, seconded by Cllr Brown and unanimously **RESOLVED** that the Clerk order the 750mm x 750mm board at a total cost of £347.14.

- (b) **Proposed list of payments to be tabled at the meeting for approval:**

The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr Miss Toynbee, seconded by Cllr Brown and unanimously **RESOLVED** that the payments to the value of **£602.68** be approved.

**Table 1: Proposed list of payments 12<sup>th</sup> February 2026**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	12/02/26	Staff excess mileage	Shell	8.10	0	8.10
IT expenses	31/01/26	9 x Licences from Microsoft	BN =IS integrated IT experts Inv:4561	53.88	10.77	64.65
Zoom	17/01/26	Facility to hold meetings on line 17/01/26 -16/02/26	Zoom	13.99	2.80	16.79
War Memorial Maintenance	03/02/26	Garden maintenance on 26/01/26	Ian Watson	55.00	0	55.00
War Memorial Maintenance	08/02/26	Grind out stump from the previously felled Whitebeam	Arbor Care	80.00	16.00	96.00
Parish Improvements	02/02/26	Internal Noticeboard for the Lockner Farm bus shelter	Panel Warehouse	289.28	57.86	347.14
Room Hire	29/01/26	Hire of Village Hall on 06/08/25	Chilworth Village Hall	15.00	0	15.00
<b>Totals:</b>				<b>£515.25</b>	<b>£87.43</b>	<b>£602.68</b>

- (c) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 31<sup>st</sup> January 2026, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Mrs Osman, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chair, Cllr Mrs P Allen during the meeting.

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(d) **To review and discuss** the timetable to update St Martha Parish Council Financial Regulations and to identify other outstanding Policies that require revising.

**RESOLVED:** Cllr Tantram and the Clerk to compare the current Financial Regulations with the NALC template and identify the text in square brackets where tailoring is required for St Martha Parish Council.

### **2026-26 - Items for the next meeting**

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

- The additional dog waste bin in the Gunpowder Mills

**2026-27 - Date of the next meeting:** 12<sup>th</sup> March 2026 in Chilworth C of E Infant School

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business, members of the public and press are to be excluded from the meeting.**

### **2026-28 - The Clerk's Contract**

To receive and consider the hours worked and logged on two monthly timesheets - December 2025 (15 additional hours) and January 2026 (15 additional hours). A log showing these two months and the total cumulative hours for 2025 will be issued to all Members prior to the meeting.

**RESOLVED:** It was proposed by Cllr G Brown, seconded by Cllr Mrs J Tantram to award the Clerk a total of thirty hours overtime.