

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 30th July 2026 at 7:00 p.m. in Chilworth C of E Infant School

2026-114 - Present:

Parish Councillors:

Cllr P. Allen (Chair), Cllr G. Brown (Vice Chair), Cllr D. Toynbee and Cllr R. Young
Shalford Community Cllr Adrian Cansell

Two members of the public

In attendance: Parish Clerk - Anne Tait

2026-115 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Surrey County Cllr and Guildford Borough Cllr Bob Hughes; Guildford Borough Cllr Danielle Newson;
Parish Cllr J Tantram; Mark Dawkins – Tree Warden

2026-116 – Public participation session

No discussion took place.

2026-117 - 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.

2026-118 - Declaration of Non-Pecuniary Interests

No declarations were made.

2026- 119- Register of Interests

No declarations were received.

2026-120 - Reports

- Surrey County Councillor's Report – Cllr Hughes was not present.
- Guildford Borough Councillors' Report – Cllrs Hughes and Newson were not present.
- Shalford Community Councillor's Report – Cllr Cansell gave an update on the progress of the Neighbourhood Plan and the proposal for a Budgens store to open in the premises previously occupied by the Veterinary Surgery. Concerns have been raised about the safety aspect due to the close proximity of the School and Nursery.
- Tree Warden's Report – Mark Dawkins was unable to be present, but sent the following report: This summer, the Tree Council is promoting an initiative designed to assess and monitor the health of

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the UK's hawthorn hedges. Hawthorn trees are the backbone of UK hedgerows, making up around 70% of their structure. These hedgerows are vital for biodiversity, habitat connectivity and carbon storage, and therefore important for meeting environmental targets.

However, despite the importance of hawthorn, its resilience to pests, diseases, and climate change remains poorly understood. More research is required to understand how hawthorn vulnerability poses wider risks to the treescape. For example, hawthorn is a host species for the fireblight pathogen that can then be passed on to apple and pear orchards.

Why are we telling you this? Because you can help! The Tree Council is asking for any member of the public (over 18 years old) to assist with sampling hawthorns across the country. The idea is to take samples of hawthorns and send them to the Tree Council for assessment. In this way, they hope to get a much clearer picture of the spread of diseases and also to know which hedgerows are healthy.

If you are interested, a comprehensive sampling protocol can be found

here: <https://treecouncil.org.uk/guidance-resources/hawthorn-sampling-protocol/>

The best time for sampling is during the summer months, from now through to the end of September. If you have any questions, please ask our tree warden, Mark Dawkins, who can be reached by direct message through the St Martha's Tree warden Instagram account: st_martha's-tree-warden.

- St Martha Parish Councillors' Reports

Cllr Allen reported that she had cleaned the green algae from the set of Galvanised hollow steel replica stones next to the Sample Oak Lane Bus Shelter. Cllr Brown suggested that the small bridge opposite Postford House on the A248 should be repaired and painted white so that the visibility is increased for motorists.

2026-125 - Minutes of previous meetings:

It was proposed by Cllr Young, seconded by Cllr Brown and **RESOLVED** that the Minutes of the Extra-Ordinary Council Meeting held on 18 June 2026 be approved and signed by the Chair as a true record.

It was proposed by Cllr Toynbee, seconded by Cllr Allen and **RESOLVED** that the Minutes of the Full Council Meeting held on 1st July 2026 be approved and signed by the Chair as a true record.

2026-126 - Chilworth Village, Chilworth Station and Correspondence

- A discussion took place regarding the serious incident on 6th July 2026 at 5:45 p.m. near the entrance to Roseacre Gardens on the A248 and what further action the Parish Council need to take about the repeated request to meet with Surrey Highways.
RESOLVED: to raise the matter again of traffic calming along this stretch of road with Cllr Hughes.
- A discussion took place regarding the damaged fence at the Albury end of the War Memorial. The Clerk reported that the contractor who replaced the post and rail fence at the back of the garden (in July 2023) will assess the work that is required. It was noted that this stretch wasn't replaced/repared when the long back section was done. David Allen has trimmed the small tree to the right of the Memorial and will assess it again in the spring. There is to be no brash pile this year – due to the fear of fire. Cllr Allen will monitor the damage to the stonework on the steps.

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- Cllr Allen reported on various issues at Chilworth Station and railways matters. A water butt has been put on Platform 1 by the Station House. It has been agreed that the Artists Visitors map will be displayed on the central panel of bus shelter – facing the Station and paid for by the contractors who accidentally cut down Jessies Seat
- Rob Fairbanks from Surrey Hills has been reminded about the missing finger post by the Station.
- Cllr Allen reported that she has been assisting the residents of 100 Dorking Road to ascertain who owns the land that the fallen tree is on.
- A discussion took place regarding the St Martha Emergency Plan, which is an on-going live document. It was noted that inevitably the contact details will change. The Resilience Officer has arranged a meeting for local interested parties, which will be fed into the larger picture and shared with all Parish Councils.
- Cllr Allen reported that a Consultation has been launched by Waverley Borough Council on two documents: (1) a Draft Wildfire Management Plan for Blackheath Common and (2) Common Place Consultation which will run until 10th August 2026.

NB The Final Draft Wildfire Management Plan for Blackheath Common as well as the Common Place Consultation feedback and responses from this year's 3-month public consultation were circulated to all Members on 14/09/26 from David Olliver, Head Ranger, Waverley Borough Council, Parks & Countryside Service.

The final period of public consultation extends from now until 16.00 on Friday 2nd October and includes the public drop-in day on the 25th September at the Wonerish Sports Pavilion.

All feedback received during this time will be reviewed after the 2nd October when the Final Plan is produced and it may not be possible to respond to individual comments on an on-going basis.

2026-123 - Planning Matters for consideration

- a) **To discuss and agree** the recommendation to Guildford Borough Council on the following application: there were no applications for Members to discuss.
- b) **To receive and note any outcomes or notices from GBC on applications previously reported:**

- **Planning Application: 26/P/00640 6 Pine View Close, Chilworth GU4 8RS**

Proposal: Erection of first floor extension above existing detached garage to provide ancillary residential accommodation

GBC - REFUSED - 06/07/26

An appeal has been made to the Secretary of State against the decision of Guildford Borough Council to refuse to grant planning permission. The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

As this appeal is proceeding under the Householder Appeals Service, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by

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the Inspector when determining the appeal. If the Parish Council wish to withdraw any representations previously made on the application, a request to the Planning Inspectorate by 20/08/2026. This can be done by either contacting the customer service team on 0303 444 5000 or by completing an online customer contact form.

- **Planning Application Number: 25/P/01018**
Location: Lockner Farm, Dorking Road, Chilworth, Guildford, GU4 8RH
Proposal: Construction of an outdoor riding arena
WITHDRAWN 24/07/2026

- **Planning Application Number: 26/P/00562** West Lodge, Blacksmith Lane, Chilworth, Guildford, GU4 8NQ
Proposal: Single storey extension and a glazed covered walkway to the main dwelling; changes to fenestration (amended drawings received 02.06.26).
GBC APPROVED 20/07/2026

Planning Application Number: 26/P/00563 (Listed Building Consent) West Lodge, Blacksmith Lane, Chilworth, Guildford, GU4 8NQ
Proposal: Listed building consent for a single storey extension with a glazed covered walkway to main dwelling; changes to fenestration. (Amended drawings received 02/06/26)
GBC APPROVED 20/07/26

Planning Application Number: 25/P/00967 Netherlands Wood, Staple Lane, Albury Estate, Guildford, GU5 9TE
Proposal: Proposed mixed-use forestry and sustainable eco-retreat comprising of 32 tourist cabin accommodations with associated facilities, landscaping, parking and access.
GBC REFUSED - 09/07/26

2026-124 - Policies, Financial and Regulation Approvals

(a) Proposed list of payments to be tabled at the meeting for approval:

The payment list for 30/07/26 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 Young, seconded by Cllr Allen and unanimously **RESOLVED** that the payments to the value of **£3,197.20** be approved.

Table 1: Proposed list of payments 30 July 2026

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	30/07/26	Excess Travel and 10p increase from 01/04/26	Shell	24.25	0	24.25
Zoom	17/07/26	Facility to hold meetings on line 17/07/26 -16/08/26	Zoom	13.99	2.80	16.79
IT Expenses	05/07/26	IT support	Alan Oxford Inv: 013105	12.75	0	12.75
Stationery	25/07/26	1 x ream copy paper	TG Jones	8.00	0	8.00
Staff Costs	02/07/26	Salary April/May/June 2026	Hazelford Ltd	2,035.85	0	2,035.85

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Staff Costs	02/07/26	PAYE and Er's NIC 2026/27 Q1	Hazelford Ltd	679.33	0	679.33
Room Hire	06/07/26	Hire of Hall for PC meetings July – Dec 2026	Chilworth C of E Infant School	132.00	0	132.00
IT Expenses	31/06/26	Website updates May – July 2026	Cowshed	50.00	0	50.00
IT expenses	30/07/26	9 x Licences from Microsoft	BN -IS integrated IT experts Inv: 4881	53.88	10.77	64.65
Training/Conf	30/08/26	Delegate ticket for Cllr Allen	Surrey ALC Conference	45.00	9.00	54.00
War Memorial	17/07/26	Garden maintenance 8 th & 24 th June	Ian Watson	110.00	0	110.00
IT Expenses	30/07/26	Annual re-newal for domain – stmarthaparishcouncil.co.uk	Cloud Next	7.99	1.59	9.58
Totals:				3,173.04	24.16	3,197.20

- (b) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 30th June 2026, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Toynbee, seconded by Cllr Young and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chair, Cllr Allen during the meeting.
- (c) **RESOLVED:** It was proposed by Cllr Brown, seconded by Cllr Young to adopt the St Martha Parish Council Information Technology Policy. The Clerk to list on the website.
- (d) **RESOLVED:** It was agreed that the first steps in the process of updating/creating new Council Policies, would be to identify the those Policies relevant to St Martha PC and referenced in existing Policies.
- (e) A discussion took place regarding the Code of Conduct consistent with the Localism Act 2011; and complaints parish councillors are considered under the standards arrangements of the principal authority by the Monitoring Officer. See Minute number: 2026-84 (h) page 840.
RESOLVED: to further discuss this item with Cllr Tantram on the Code of Conduct Comparison Table drawn up by Cllr Tantram and to consider the suggestion of enquiries to other Parish Councils as to how they have proceeded.
- (f) **RESOLVED:** It was proposed by Cllr Brown seconded by Cllr Young for the Clerk to arrange an A5 insert in the October/November of the Chilworth Parish Magazine to recruit new Councillors.

2026-125 - Items for the next meeting

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

- Clerk's 2026 appraisal and Job Description

2026-126 - Date of the next meeting: 24th September 2026 in Chilworth C of E Infant School