Minutes of the Meeting of St Martha Parish Council held on 24th September 2026 at 7:00 p.m. in Chilworth C of E Infant School

2026-128 - Present:

Parish Councillors:

Cllr G. Brown (Vice-Chair) – and Chair of this meeting, Cllr J. Tantram; Cllr D. Toynbee and Cllr R. Young Shalford Community Cllr Adrian Cansell

Two members of the public

In attendance: Parish Clerk - Anne Tait

2026-129 - 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 P. Allen; Mark Dawkins – Tree Warden

2026-130 – Public participation session

No discussion took place.

2026-131 - 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.

2026-132 - Declaration of Non-Pecuniary Interests page numbering

No declarations were made.

2026-133- Register of Interests

No declarations were received.

2026-134 - Reports

- Surrey County Councillor's Report – Cllr Hughes was unable to be present, the Clerk read his following report:

- **Road safety consultation**
  As I think you know, the consultation on the three road safety proposals will take place between the 9th October and 13th November. Preceded of course by a meeting to brief the Parish Council.

  In that report, Chilworth Infant School was identified as a potential Road Safety Outside School scheme for delivery in 2025/26 (subject to Active Travel England funding), while Tillingbourne Junior School was included for feasibility work relating to a signalised pedestrian crossing.

As a reminder of the background, the safety team have advised that, during the feasibility stage, it became clear that the most effective approach would be to develop a single, combined scheme. This is primarily due to the requirements associated with delivering the preferred design solution at Chilworth Infant School, which includes a raised table crossing. The absence of street lighting means that a 20mph zone is required to enable this element to be delivered in line with current regulations.

Recognising the local support for a 20mph speed limit in the area, it was therefore considered both appropriate and more efficient to extend this approach to include Tillingbourne Junior School. A combined scheme allows us to deliver improved crossing facilities alongside a cohesive 20mph zone linking the two schools, ensuring a consistent and safer environment for all road users.

Essentially this means, that the individual scheme for Chilworth Infant School will not be delivered in 2026/27.

- **Green/Grey belt**
  The recent analysis carried out on behalf of Guildford Council is, frankly, a disaster. Nearly all the areas of green space are analysed as being of little value and therefore grey belt. Even the views from Newlands Corner are dismissed. This is also the case with the views up to St Martha Church and the lands of the Hurtwood.

- Victoria Sena and I are querying the methodology employed and therefore the veracity of the findings. We are told that building on national Landscape land is "very unlikely" but that frankly is of no reassurance particularly at a time when the government have all but removed the powers of councillors to have any say on planning applications. I am sure that the Parish council are equally concerned. You may already be involved in the campaign started by an Effingham Parish Councillor called Rural Roar. They are at: https://ruralroar.org.uk/

- **Localism**
  4 months ago, the Leader of the West Surrey Shadow Council said that in three weeks he would announce the biggest devolution of powers ever seen in the UK. Four months later, in answer to a question from me at the Council meeting last night, it has changed to announcing his plans "in due course". Plainly devolution would have to involve Parish Councils, and I made clear that as a matter of courtesy he should outline what he proposes and consult on his plan.

  Guildford Borough Councillors' Report – Cllrs Hughes and Newson were unable to be present.

  Shalford Community Councillor's Report – Cllr Cansell gave an update on the progress of the pond outside the Nursing Home that has almost dried out. A Company from Horsham have been asked to clear out the live fish and bring the pond back to bio-diversity.

- Tree Warden's Report – Mark Dawkins was unable to be present, but sent the following report:
  The guided tree walks around the Gunpowder Mills took place as planned on 5th September. I was accompanied by the two Merrow Tree Wardens, and we were joined by about twelve walkers who seemed to appreciate the guided walk very much.

- St Martha Parish Councillors' Reports – there were no reports tabled.

- Clerk's Report – the Clerk confirmed that there were no items to report.

2926-135 - Minutes of previous meeting:

It was proposed by Cllr Toynbee, seconded by Cllr Young and **RESOLVED** that the Minutes of the Full Council Meeting held on 30th July 2026 be approved and signed by the Chair as a true record.

2026-136 - **Chilworth Village, Chilworth Station and Correspondence**

The Clerk reported that Cllr Allen had forwarded the responses to from David Olliver at Waverley Borough Council on the final draft Wildfire Management Plan for Blackheath Common as well as the attached Common Place Consultation feedback and responses from the year's 3-month public consultation.
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 Wonersh Sports Pavilion

2026-137 - Planning Matters for consideration

a) To discuss and agree the recommendation to Guildford Borough Council on the following applications:

- **Application Number: 26/P/01069 Lockner Farm, Dorking Road, Chilworth GU4 8RH**
  Proposal: Construction of outdoor horse arena.

It was RESOLVED: that the Parish Council comment as follows:

Taking into account the positive comments and contribution the current sand school provides to St Martha Parish, the Members of the Parish Council recommend that GBC planning Officers **APPROVE** this application with the following caveats:

There are to be no flood lights installed.

In response to the concern raised in a supporting representation regarding the parking area indicated on the submitted Block Plan (drawing BK254843-LOC-002), the Parish Council requests that a condition be considered requiring, prior to first use of the arena, submission and approval of a detailed parking and turning layout, supported by swept-path analysis using a design vehicle representative of the larger horseboxes using the site. The scheme should demonstrate that such vehicles can enter the site, reach an appropriately sized parking/loading area, turn wholly within the site and exit onto Dorking Road in forward gear, without obstruction of the access or highway. The approved parking and turning areas should thereafter be retained and kept available for those purposes.

In respect of the proposed BNG improvements, no planting map was provided in the online documentation. The Parish Council is concerned that any areas of brambles to be increased and further planted as part of this BNG do not include the areas running alongside the A248 as these already have to be managed by local residents due to their overgrowth narrowing the A248 footway next to a pinch point in the road that regularly causes vehicles to have to mount the kerb to get past heavy goods vehicles causing a serious risk to pedestrians.

Application Number: 26/P/01157- 14 Halfpenny Close, Chilworth, Guildford, GU4 8N
Proposal: Erection of single storey rear extension/patio and alterations to existing windows.

It was **RESOLVED**: that the Parish Council comment as follows:

Parish Councillors recommend that Guildford Planning Department **APPROVE** this application - as submitted.

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

- **Application Number: 26/P/01053 - 14 Halfpenny Close, Chilworth GU4 8N**

Proposal: Certificate of Lawfulness for a proposed development to establish whether the erection of a single storey rear extension would be lawful.
GBC REFUSED: 25/08/26

- **Application Number: 26/P/00511 - 2 Orchard Cotts, Sample Oak Lane, Chilworth GU4 8QW**
Proposal: Single storey side and rear extension with changes to fenestration
GBC APPROVED: 03/09/26

- **Application Number: 26/P/01031 – 2 Percy Cottages, 66 Dorking Road, Chilworth GU4 8NT**
Proposal: Erection of a part single/two storey rear extension following demolition of existing two storey rear extension.
GBC REFUSED 23/09/26

2026-138 - Highways, Footpaths and Rights of Way

- **Chilworth Manor** - it was reported that signs have recently been displayed outside. It was noted that the new Landowners can prevent new Rights of Way (and Village Greens) being established on their land.

RESOLVED – that the Clerk contact John Baker for confirmation and clarification.

- **The Downslink –** the Clerk reported that a Parishioner had reported dangerous behaviour by cyclists on the newly upgraded Downslink
RESOLVED – that the Clerk contact John Baker and enquire if Surrey County Council (SCC) have a schedule of upgrades /and what are the recommendations/criteria that SCC consider recommendations/criteria for improvement

2026-139 - The Gunpowder Mills

Cllr Toynbee gave an update on the water flow from the recent correspondence from Joseph Barnett Asset Engineer (Southern) Drainage & Lineside at Network Rail:

We are currently awaiting further engagement between Network Rail's Legal and Liability teams and the Environment Agency regarding the initial assessment which concluded that Network Rail was responsible for the breach affecting the Law Brook watercourse.
At present, Network Rail does not consider that the position regarding responsibility has been sufficiently clarified. In particular, we are seeking a clear understanding of the basis upon which the initial assessment was reached, as the Environment Agency has not, to date, provided written confirmation of the position that Network Rail is responsible for the issue. It is important that all parties establish a clear and evidenced understanding of responsibilities before any decisions are made regarding potential remedial measures.
As you will appreciate, any temporary or permanent works undertaken without appropriate clarification of ownership and liability could have implications for future maintenance responsibilities and ongoing obligations. It is therefore necessary that these matters are fully understood and resolved before Network Rail can determine an appropriate course of action.

Following our conversation, I have again contacted our Liability team requesting an update on their discussions and progress. As soon as I receive further information, I will ensure that this is communicated to you without delay.
I appreciate that this matter is of significant concern to you and the other affected parties, and I apologise for the time taken to reach this stage. Please be assured that I continue to pursue updates internally and will keep you informed as matters progress.

2026-140 - Policies, Financial and Regulation Approvals

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

The payment list for 24/09/26 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 Tantram, seconded by Cllr Toynbee and unanimously **RESOLVED** that the payments to the value of £934.02 be approved.

Table 1: Proposed list of payments 24 September 2026

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	24/09/26	Excess Travel	Shell	4.95	0	4.95
Zoom	17/08/26	Facility to hold meetings on line 17/08/26 -16/09/26	Zoom	13.99	2.80	16.79
Zoom	17/08/26	Facility to hold meetings on line 17/09/26 -16/010/26	Zoom	13.99	2.80	16.79
IT Expenses	26/08/26	1 x HP 302XL Black Ink Cartridge	Viking Office UK	39.94	7.99	47.93
Stationery	18/09/26	2 x reams copy paper	Viking Office UK	14.53	2.91	17.44
Printing	03/09/26	Chilworth Gunpowder Mills event 05/09/26	GBC	22.90	4.58	27.48
Room Hire	03/09/26	Hire of Hall for PC meetings August 2026	Chilworth Village Hall Inv: 1282	45.00	0	45.00
Website	03/08/26	Annual website hosting April 2026 to March 2027	Cowshed	120.00	0	120.00
IT expenses	30/08/26	9 x Licences from Microsoft	BN -IS integrated IT Inv: 4950	63.60	12.72	76.32
IT expenses	30/09/26	9 x Licences from Microsoft	BN -IS integrated IT Inv: 5002	63.60	12.72	76.32
IT expenses	18/08/26	Ssmartha-pc.gov.uk domain annual renewal	Cloud Next	50.00	10.00	60.00
War Memorial	21/09/26	Garden maintenance 09/09/26	Ian Watson	55.00	0	55.00
Printing	01/09/26	Artworking for hi-res file	Atlee Design	40.00	0	40.00
Salary	31/08/26	Payroll admin service charge year ended 31/03/26	Hazelford	275.00	55.00	330.00

Totals:				**£822.50**	**111.52**	**£934.02**

(b) The Responsible Financial Officer (RFO) had prepared two bank reconciliations for the periods ended 31st July 2026 and 31st August 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 reconciliations be approved and signed by the Chair, Cllr Brown during the meeting.

(c) **RESOLVED:** The Clerk reported that one quote had been received for the repair to the post/rail fence at the eastern end of War Memorial Garden. Two additional quotes would be obtained – for discussion at the October meeting.

(d) A discussion took place on the SALC training – 'Updates to the Planning Landscape: Making Plans, Taking Decisions – The NPPF 2026 and beyond'. The Clerk reported that the training budget head was low in funds, but in public finance, corporate accounting, and government policy, virement can be used to reallocate an already-approved budget from one purpose or budget head to cover expenses in another.
NB This does not increase or decrease the total budget amount as agreed at Minute 2026-12 (c-d-e).
RESOLVED: The Clerk would book Cllr Tantram a place on the SALC training session to be held on 21/10/26.

(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.

RESOLVED: It was proposed by Cllr Brown seconded by Cllr Toynbee and AGREED unanimously by a show of hands for St Martha Parish Council to:

1.1. Adopt a Code of Conduct consistent with the Localism Act 2011; and
1.2. Complaints regarding Parish Councillors are considered under the standards arrangements of the principal authority by the Monitoring Officer.

- The Local Government Association Model Councillor Code of Conduct (2020) be adopted in full by St Martha Parish Council.
- The Code to take effect immediately upon adoption; and
- The Proper Officer be authorised to publish the Code on the website and notify the Monitoring Officer of the principal authority of its adoption.

2026-141 - Items for the next meeting

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

- Clerk's 2026 appraisal and Job Description

2026-142 - Date of the next meeting: 29th October 2026 in Chilworth C of E Infant School