



**Minutes of the Full Council Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 19:30 on Thursday 15 January 2026**

2026-1 - Present

Councillors:

CLLr B Ahier, CLLr S Busby, CLLr G Burch, CLLr R Chancellor, CLLr N Crampin, CLLr S Ellahi, CLLr N Mitchell (Chairman), CLLr B Nagle, CLLr M Price, CLLr C Riley, CLLr R Watson, and CLLr J Snowball.

Officers of the Council:

Mrs G White - Clerk to the Council
Mrs V Fear - Assistant Clerk

Members of the public:

Borough Councillors CLLr H Brooker, CLLr P Brooker and ten members of the public were present for part of the meeting.

2026-2 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence had been received from CLLr B McShee and CLLr T Wright. The apologies and reasons for absence were accepted.

2026-3 - Public participation session

Two members of the public addressed the Parish Council stating their concerns about planning application no: [25/P/01603](#). Their concerns centred around highway safety, including:

- Speeding traffic
- Parked cars on the bend near the proposed access
- Lack of pavements
- Narrow width of the lane
- Insufficient provision for dealing with existing surface water issues – the lane is very wet
- Erosion of the highway verges
- Impact on the drainage ditches
- Insufficient hedge maintenance further reducing the width of the lane
- Dangerous access into the farm gate
- Lack of infrastructure
- Loss of amenity
- Impact on the Green Belt
- Disregard for the impact Montague Place has already had on the locality, and

- Flooding of the site.

The Chairman thanked both members of the public for addressing the Council. The Members were asked by the Chairman to take the residents comments into account when formulating the Parish Council's response.

2026-4 - Resignation – Cllr M Fance tendered his resignation on 7 January 2026 (Casual vacancy – Perry Hill Ward)

The Chairman advised that Cllr M Fance had tendered his resignation from the Council, which he had accepted. The Chairman had thanked Cllr M Fance for his long service and contributions to the community during his term of office.

The Clerk had informed Guildford Borough Council, as required. A casual vacancy now exists in the ward of Perry Hill. Guildford Borough Council will advise, in due course, whether an election has been called by ten members of the public or whether the Parish Council is free to co-opt a new member onto the Council.

2026-5 - Chairman's Announcements

The Chairman gave a number of announcements to the Meeting.

2026-6 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

2026-7 - Declaration of Disclosable Pecuniary Interests (DPis) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)

No declarations were made.

2026-8 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-9 - Amendments to the Register of Interests

No declarations were made.

2026-10 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-11 - Borough Councillor's report

Cllr Honor Brooker wished all present a Happy New Year and provided a brief report following the Christmas and New Year recess.

Members were advised that the Leader of Guildford Borough Council had undertaken a reshuffle of the Council's Executive following the recent resignations of the Deputy Leader and the Lead Councillor for Finance.

As a result of the reshuffle:

- Cllr Phil Bellamy has been appointed as Lead Councillor for Finance.
- Cllr Vanessa King has been appointed as Deputy Leader and Lead Councillor for Economy and Place, with additional responsibility for Leisure.
- Cllr Angela Goodwin has taken on an expanded portfolio as Lead Councillor for Environment and Sustainability, including responsibility for Climate Change.
- Cllr Catherine Houston has stepped down from the Executive.

The Leader had thanked those leaving Executive roles for their contributions and welcomed the newly appointed Members.

The Chairman thanked Cllr H Brooker for her report.

2026-12 - County Councillor's report

Cllr K Witham's report had been circulated to all Members via email in advance of the Full Council meeting. The report covered the following topic:

Elections to the new West Surrey Council will be taking place in May 2026. The Conservatives have now selected their candidates for the Worplesdon Ward.

[Cllr H Brooker and Cllr P Brooker left the meeting at 17:41](#)

2026-13 - Minutes of the previous meetings:

It was proposed by Cllr B Nagle, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 18 December 2025 be approved and signed by the Chairman as a true record.

2026-14 - Planning Applications for consideration:

It was **RESOLVED** that planning application number: **25/P/01603** – Tangley Place Farm be moved forward on the agenda for the benefit of the public.

Planning Application No: [25/P/01603](#) - Tangley Place Farm, Tangley Lane, Worplesdon, Guildford, GU3 3JZ - Outline application to consider access for the erection of 80 dwellings on land at Tangley Place Farm.

At 19:45 a resident arrived late to the meeting. At 19:51, it was resolved that Standing Orders be waived to enable the resident to address the Council. The meeting was reconvened at 19:54.

Following a lengthy discussion, it was **RESOLVED**: that the Parish Council object to this planning application on the following grounds:

1. Unsafe and Unsuitable Access

Tangley Lane is a narrow rural lane, measuring approximately 4 metres wide in places, with no footways, no carriageway markings, and limited opportunities for vehicles to pass safely. The application fails to demonstrate that the proposed access would be safe or suitable, either during construction or for the lifetime of any subsequent development.

No swept path analysis has been submitted for refuse vehicles, emergency vehicles or delivery vehicles. In addition, the visibility splays provided do not demonstrate that appropriate stopping distances can be achieved, particularly given the rural character of the lane and existing vehicle speeds (MFS SSD = 107m and DMRB SSD = 92m when calculated for a 40mph road). Accident data at the junction of Tangley Lane and Worplesdon Road further highlights existing highway safety concerns which have not been adequately addressed.

The Parish Council considers the application has failed to demonstrate that safe access can be achieved, contrary to Local Plan Policies ID3 and ID10.

2. Absence of Safe Pedestrian Provision

There is no footway along Tangley Lane, and no realistic or deliverable proposal to provide one. A compliant footway would require a minimum width of 1.8 metres and would necessitate land outside the applicant's control. No evidence has been provided to demonstrate that such land is available or that a safe pedestrian route can be delivered.

As a result, pedestrians would be required to share the carriageway with vehicles, creating an unsafe environment for existing residents, visitors and future occupants. Existing residents have expressed fear when walking along the lane,

with reported near-miss incidents. This lack of pedestrian safety is unacceptable and contrary to policies ID3 and ID10.

3. Harm to Rural Character

Tangle Lane is a rural lane which has already experienced erosion of verges and encroachment into drainage ditches. There are few appropriate locations to accommodate passing vehicles. Increased traffic associated with the establishment and use of the proposed access would exacerbate these impacts, further eroding the rural character of the lane and introducing an urbanising influence through engineered access works, visibility splays and vehicle movements necessary to make the access functional.

The Parish Council considers the proposal fails to demonstrate that the access can be delivered in a manner which respects the character of the area, contrary to policies D1 and D3.

4. Harm to Residential Amenity, Including Silverbirch House Care Home

The introduction of the access and the associated increase in vehicle movements arising from its use would result in a material loss of outlook, increased noise and disturbance, and a change in the tranquil character of the area. The Parish Council considers the application fails to demonstrate that the access can be achieved without unacceptable harm to residential amenity particularly to the residents of the Silverbirch House Care Home, contrary to policies D4 and D5.

5. Flood Risk, Drainage and Infrastructure Constraints

The proposed access is located in an area known to experience flooding and which currently functions as part of the local surface water drainage network.

The application also fails to address the presence of a main sewer to the south of the site, which is subject to a 3-metre exclusion zone. This constraint has not been properly acknowledged and would significantly limit the developable area of the site.

The absence of adequate drainage and infrastructure assessment at outline stage means the proposal fails to demonstrate that the access is deliverable or policy compliant, contrary to policy P4.

6. Green Belt, Greenfield Land and Ecological Sensitivity

The site comprises undeveloped greenfield land within the Green Belt and lies adjacent to the 400-metre buffer zone associated with the Thames Basin Heaths Special Protection Area. The application fails to demonstrate that the proposed access would not facilitate inappropriate development or result in harm to openness, landscape character or nearby ecological designations.

Insufficient information has been provided in relation to ecological impacts and biodiversity mitigation given that to ensure safe access, the hedgerows would need to be significantly cut back or removed. The proposal therefore conflicts with policies P2, P3 and P5.

7. Inadequate Supporting Information

The application has been submitted without a Construction Management Plan, feasibility assessment or sufficient technical information to demonstrate that the access is deliverable or acceptable. The Parish Council considers that the application represents an attempt to establish access in principle without proper consideration of its wider and cumulative impacts and fails to demonstrate that the access is deliverable or acceptable within the environmental, highway and infrastructure constraints of the site.

The Parish Council notes that the application documentation refers to the availability of a car-share scheme as part of the justification for the proposed access arrangements and anticipated vehicle movements. However, the Parish Council understands that the referenced car-share scheme ceased operation in 2024 due to a lack of uptake. As such, it cannot be relied upon as a mitigation measure to limit traffic generation or reduce vehicle movements associated with the use of the access.

The continued reliance on a scheme which is no longer operational further demonstrates that the application fails to provide a robust or realistic assessment of access impacts at outline stage and undermines the assumptions made regarding traffic levels and sustainability. In the absence of evidence-based and deliverable mitigation, the proposal

fails to demonstrate that the access is supported by realistic and deliverable sustainable transport measures, contrary to policies ID1, ID3 and ID4.

Conclusion

For the reasons set out above, Worplesdon Parish Council considers that planning application 25/P/01603 fails to demonstrate that safe and suitable access can be achieved, would result in harm to highway safety, pedestrian safety, rural character, residential amenity and the Green Belt, and conflicts with the policies of the Guildford Local Plan. The Parish Council therefore recommends that planning permission be refused.

All members of the public left the meeting at 20:02.

Planning Application No: [25/P/01500](#) - Hill Place Farm, 132 Oak Hill, Wood Street Village, Guildford, GU3 3ET - Erection of a rear two storey extension, internal alterations, and remedial works. Demolition of several existing outbuildings and replacement with an ancillary residential barn and garage.

and

Planning Application No: [25/P/01501](#) - Hill Place Farm, 132 Oak Hill, Wood Street Village, Guildford, GU3 3ET - Listed building consent for the erection of a rear two storey extension. Remedial works to the listed dwelling. Demolition of several existing outbuildings and replacement with an ancillary residential barn and garage.

After a lengthy discussion, it was **RESOLVED** that Worplesdon Parish Council objects to planning application numbers 25/P/01500 and 25/P/01501 on the following grounds:

1. Harm to the Setting of a Listed Building and the Conservation Area

The Parish Council considers that the proposed ancillary barn would cause harm to the setting of the Listed Building and would have a domineering and overbearing impact on Oak Hill, which currently forms an open and visually important gateway into the Wood Street Village Conservation Area.

By reason of its scale, height and massing, the proposed barn would introduce a visually dominant and intrusive form of development that would be significantly taller than existing buildings on the site. This would erode the openness of the street scene at Oak Hill, resulting in the loss of an important gateway into the Wood Street Village Conservation Area and causing material harm to its character and appearance.

The proposal is therefore considered contrary to Guildford Borough Local Plan Policies D1 and D3 which seek to ensure that development preserves the setting of heritage assets and the character and appearance of Conservation Areas.

The proposal is also contrary to paragraph 135(f) of the National Planning Policy Framework, which requires development to be sympathetic to local character and history and to maintain a strong sense of place.

2. Scale, Massing and Overdevelopment

The proposed barn fails to respect the context, scale and height of the Listed Building and would appear overly dominant within the existing street scene. When assessed in the context of surrounding development, the proposal represents a significantly more intensive form of development than currently exists on the site.

The cumulative effect of the proposed barn and associated works would result in a substantial increase in the residential footprint, leading to overdevelopment and a harmful change to the character of the site and its surroundings.

The proposal is therefore contrary to Local Plan Policies D3 and D1, which require development to respond positively to local character, context and scale.

3. Failure to Comply with Annexe Policy Requirements

The Parish Council does not accept that the proposed barn can reasonably be regarded as an annexe to the main dwelling.

The inclusion of kitchen and bathroom facilities means that the building would be capable of functioning as an independent dwelling. The proposal for a building with an internal floor area of 165sqm is clearly not subordinate to the main dwelling, is not functionally integrated, and does not clearly or unequivocally share essential facilities with the principal residence.

As such, the proposal fails to comply with Local Plan Policy H4(3), which requires ancillary accommodation to remain subordinate to and functionally linked with the main dwelling, and would be capable of independent residential occupation.

4. Access, Parking and Use of Common Land

It is noted that visitors to the property are currently parking on common land in front of the Listed Building. The existing five-bar gate provides pedestrian access only, and the Parish Council is not aware of any deed of easement¹ permitting vehicular access via this gate (nearest to the farmhouse).

The Parish Council considers that the access and parking arrangements associated with the proposal have not been adequately addressed and raise concerns regarding the lawful use of common land and the intensification of vehicular activity in a sensitive and constrained location.

The proposal therefore raises concerns in respect of Local Plan Policies, ID10, ID3 and D3, which seek to ensure that development does not result in harm to the public realm or the character of the area.

Conclusion

For the reasons set out above, Worplesdon Parish Council considers that planning applications 25/P/01500 and 25/P/01501 would result in harm to the setting of a Listed Building, the character and appearance of the Wood Street Village Conservation Area, and the openness and visual amenity of Oak Hill. The proposal represents overdevelopment, fails to meet the requirements of Local Plan Policy H4(3) for ancillary accommodation, and raises unresolved concerns regarding access and parking.

The Parish Council therefore objects to both applications and recommends refusal.

Planning Application No: [25/P/01540](#) - Grandview House, 94 Broad Street, Guildford, GU3 3BE – Erection of a detached residential dwelling situated on land rear of existing dwelling.

It was **RESOLVED**: that the Parish Council object to this application on the following grounds:

1. Inappropriate Development within the Green Belt

The proposed development involves the introduction of an additional dwelling within the Green Belt. By reason of its scale, form and permanence, the proposal constitutes inappropriate development and would result in harm to the openness of the Green Belt and to the purposes of including land within it.

Paragraphs 152 to 154 of the National Planning Policy Framework make clear that inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances. No such circumstances have been demonstrated in this case, and the harm identified has not been clearly outweighed by other considerations.

The Parish Council notes the applicant's reference to "grey belt"; however, this is not a statutory planning designation, and the site remains subject to Green Belt policy. As such, the proposal is contrary to Local Plan Policy P2 and national Green Belt policy.

2. Assessment of Claimed "Grey Belt" Status and Housing Need

The Parish Council recognises that there is strong local demand for smaller dwellings, particularly one- and two-bedroom properties. However, there is no equivalent demonstrable unmet need for large family dwellings, including four and five-bedroom properties, within the Borough.

¹ S38 of the Commons Act 2006

The proposal therefore fails to address an identified housing need and does not provide justification sufficient to outweigh the harm arising from inappropriate development within the Green Belt. In this regard, the proposal fails to comply with the objectives of Local Plan Policies P2 and H1.

3. Siting, Pattern of Development and Encroachment

The size of the plot does not, in itself, justify the introduction of an additional dwelling. The planning harm arises from the siting and positioning of the proposed building, which extends beyond the established building line of Stag Cottage and projects into a more open part of the site.

This would alter the existing pattern of development and result in encroachment into the countryside, causing harm to the character of the area and contributing to the erosion of Green Belt openness. The proposal therefore conflicts with Local Plan Policies P2, P3 and D1.

4. Access Constraints and Highway Safety

Access to the site is via a single-width track which is constrained in both width and capacity. The Parish Council is not satisfied that the application has demonstrated that this access can safely and conveniently serve an additional dwelling, including for residents, visitors, servicing and emergency vehicles.

In the absence of sufficient information, the proposal raises concern regarding highway safety and the practicality of the access arrangements and therefore fails to comply with Local Plan Policy ID4.

5. Unsatisfactory Refuse Collection Arrangements

The application does not identify refuse and recycling storage arrangements or demonstrate how refuse would be collected from the site. There is concern that bins would need to be transported along the access track to the public highway over an excessive distance, raising questions regarding practicality, safety and long-term functionality. As such, the proposal fails to demonstrate that it could operate effectively and sustainably, contrary to Local Plan Policy D1.

6. Residential Amenity (Future Occupiers)

Planning permission would run with the land rather than the current ownership. The scale and positioning of the proposed dwelling have the potential to result in overlooking, loss of privacy and harm to outlook should the properties come into separate ownership.

The Parish Council therefore considers that the proposal would cause harm to residential amenity and would fail to comply with Local Plan Policy D1.

7. Character, Activity, Light Pollution and Proximity to Broad Street Common SNCI

The application site abuts Broad Street Common, a Site of Nature Conservation Importance (SNCI). The introduction of additional activity, vehicle movements and domestic lighting in this sensitive location would result in an urbanising effect and light pollution, particularly during hours of darkness.

The Parish Council considers that this would cause harm to the rural character of the area and to the setting of the SNCI, further eroding the openness and environmental sensitivity of the Green Belt. The proposal is therefore contrary to Local Plan Policies P2 and P3.

Conclusion

Taken cumulatively, the Parish Council considers that the proposal would result in unacceptable harm to the Green Belt, the character and environmental sensitivity of the area, highway safety and residential amenity. These harms have not been adequately addressed or outweighed, and planning permission should therefore be refused.

Planning Application No: [25/P/01675](#) and [23/P/01096](#) - 2 Farm Close, Worplesdon, Guildford, GU3 3QQ - Variation of Condition 2 (Approved Plans) of planning permission 23/P/01096 approved 22/08/2023 to allow for alterations to the internal floor layout and related external alterations.

It was **RESOLVED**: the Parish Council request the following condition be applied, should the Local Planning Authority be minded to approve this planning application:

1. The garage proposed to be converted to habitable accommodation shall remain ancillary to the main dwellinghouse and shall not be used as a separate or independent unit of residential accommodation at any time.

Reason: To ensure that the accommodation remains ancillary to the main dwelling and does not result in the creation of an additional dwelling, in accordance with Policy H4 of the Guildford Borough Local Plan.

Planning Application No: [25/T/00313](#) - St Josephs Catholic Primary School, 155 Aldershot Road, Guildford, GU2 8YH - T806 (Horse Chestnut): Reduce regrowth from lowest northern primary limb by up to 3m to leave a branch lengths of c4m from the primary branch union. Reduce regrowth from the lowest primary limb at 6m agl by 3m to leave a final branch length of c4m. Reduce regrowth from southern lowest primary limb by up to 3m to leave final lengths of c3m from the primary branch union. Reduce the vertical regrowth within eastern crown at 6m agl and 4m from main stem up to 3m to leave a final branch length of c3m from the horizontal primary branch union. T816 (Common Oak): Retrench the crown by reducing the height by up to 3m to leave a final height of approximately 14m and reduce the lateral radial spreads by up to 2m to leave radial spreads of approximately 5m, shaping the crown accordingly. T817 (Commons Oak): Remove ivy (TPO P1/201/401).

It was **RESOLVED**: leave to the tree officer.

Planning Application No: [25/P/01677](#) and [25/P/01676](#) - Stringers Barn, Salt Box Road, Guildford, GU4 7PX - Listed building consent for the proposed amendment to the location of the double garage (Retrospective).

It was **RESOLVED**: leave to planners (although the Parish Council were disappointed that a further retrospective application has had to be submitted).

Planning Application No: [25/P/01670](#) - Pentire, The Avenue, Worplesdon, Guildford, GU3 3RA - Erection of a rear extension with a first-floor overhang, a forward-shifted main entrance extension, conversion of loft space to habitable accommodation and removal of the low-level pitched roof, and a new side garage linked by an overhanging canopy with solar panels added to roof.

It was **RESOLVED**: that the Parish Council would comment on this application.

Members discussed this application and noted that the description of development and supporting documentation make no reference to a glass walkway that wraps around three sides of the first floor of the proposed extension, and a glazed terrace, despite this being a notable design feature. Members considered that this omission made it difficult to fully assess the proposal.

Concerns were raised regarding the potential for overlooking and loss of privacy, arising from the elevated and wrap-around nature of the glazed walkway. This element of the proposal could result in an adverse impact on the residential amenity of three neighbouring dwellings contrary to policy H4 and paragraph 130 of the NPPF.

A vote was taken. Five Members raised no objection, six Members supported submitting comments in relation to the potential loss of privacy, and Cllr N Mitchell abstained. It was therefore agreed that the above comments would be submitted.

Planning Application No: [25/P/01124](#) - Land comprising of Hamilton Place, Hamilton Close and Hamilton Drive, Oregon Way, Guildford - Redevelopment for 49 residential dwellings (C3) and an 80-bed care home (C2), with associated access, infrastructure, car parking and landscaping following demolition of the existing student accommodation.

It was **RESOLVED** that the Parish Council objects to the above planning application on the following grounds.

1. Over-Provision of Care Homes and Absence of Demonstrable Need

While the Parish Council accepts that Hamilton Drive is, in principle, a suitable location for a nursing or care home as previously developed land, it is concerned that the proposal would result in a clear over-concentration of care home provision within a very limited geographical area.

There are already four operational care homes within approximately a quarter of a square mile of the proposed site:

- QEP Care Home – 77 beds (residential and dementia care)
- Claremont Court Care Home – 57 beds (specialist dementia nursing care)
- Worplesdon View Care Home – 78 beds (nursing, residential and dementia care)
- Silverbirch House Care Home – 65 beds (residential and dementia care)

In addition, a separate application (24/P/00466) for a further care home is currently under consideration by the Local Planning Authority.

The Parish Council notes the dismissal of Appeal Decision [APP/Y3615/W/25/3364374](#) - North Wyke Farm, Guildford Road, Normandy, Surrey GU3 2AN on 6 August 2025.

The Parish Council considers this appeal decision to be directly relevant to the current proposal. In the absence of robust, up-to-date evidence demonstrating a clear and localised unmet need, the Parish Council considers that an additional 80-bed care home would represent unnecessary and excessive provision, contrary to planning principles and sustainable development objectives and that the potential benefits of the proposed development at Hamilton Drive cannot be outweighed by the significant harm to local infrastructure and Whitmoor Common SPA/SSSI/LNR.

2. Cumulative Impact on Healthcare Infrastructure

Care homes are a form of high-intensity community infrastructure that generate a predictable and above-average demand for GP services, ambulance call-outs and emergency hospital care.

In Worplesdon, this demand is channelled primarily through Fairlands Medical Practice and the Royal Surrey County Hospital (RSCH). Evidence of repeated critical incidents at RSCH Accident & Emergency demonstrates that the local acute healthcare system is already operating under significant pressure.

The Parish Council is concerned that the application fails to properly assess the cumulative impact of existing and proposed care homes within the locality on healthcare provision. The supporting documentation does not demonstrate how additional demand arising from this development would be accommodated without placing further strain on already-pressurised services.

The proposal therefore fails to demonstrate compliance with Local Plan Policy ID1 and NPPF paragraphs 8, 20, 92 and 93, which require development to be supported by appropriate and timely infrastructure and to promote healthy, sustainable communities.

3. Thames Basin Heaths SPA – Residential Development and Recreational Pressure

The Parish Council notes that the land at Hamilton Place lies entirely within the 400-metre exclusion zone of the Thames Basin Heaths Special Protection Area, and that Policy NRM6 and the Habitats Regulations 2017 apply in relation to Whitmoor Common.

While the existing student accommodation is a sui generis use where pet ownership was not a material consideration, the proposed demolition and replacement with 49 permanent residential dwellings would inevitably result in increased recreational pressure on Whitmoor Common, including from dog walking and cat predation.

The Parish Council is concerned that the application fails to demonstrate that this increased pressure can be adequately mitigated. In particular, the proposal risks further harm to the SPA/SSSI/LNR through increased disturbance to rare ground-nesting birds.

Given the proximity of the site, the scale of residential development proposed, and the sensitivity of Whitmoor Common, the Parish Council considers that there is limited and insufficient mitigation available to offset this harm. As such, the proposal conflicts with Local Plan Policy P5 and NPPF paragraphs 180 and 182, which require development to avoid adverse impacts on designated habitats.

4. Failure to Demonstrate Sustainable Development

When considered cumulatively, the Parish Council concludes the proposal fails to demonstrate that it represents sustainable development in this location. In particular, it does not adequately address:

- The lack of demonstrable need for further care home provision
- The cumulative strain on local healthcare infrastructure
- The adverse impacts on the Thames Basin Heaths SPA arising from new residential development

The proposal therefore conflicts with the development plan as a whole and with the core principles of the National Planning Policy Framework.

2026-15 - Raised Pedex Crossing Clay Lane readvertised Deadline 17 January 2026

Surrey County Council has had to readvertise its proposal to introduce a raised pedex crossing in Clay Lane (C14) Jacobs Well, Guildford as the advertised description within the advertisement contained wording which did not accurately reflect the location of the proposed crossing. The revised wording being: The centre of the 4m wide and 7.3m long proposed pedex crossing is to be located 48m east of the “Burpham Court (West) Bridge”, a point approximately 100m east of the access road for “Safeguard Coaches Limited” and 215m north-west of the access road for “Burpham Court Farm”, and is proposed to be raised on a 7.5m flat top road table which will extend across the full width of the carriageway and rise to a height of 75mm, with 2m ramps.

It was agreed that the Parish Council would reiterate its strong objection to the proposed raised Pedex crossing in Clay Lane on safety grounds.

If it is necessary to utilise the land north of Clay Lane a pedestrian bridge should be installed.

As previously stated, pockets of fog gather at this particular location, the land north of Clay Lane is prone to flooding, and the site is a known accident blackspot.

2026-16 - Sponsorship Policy – retitle as Gift Policy

Due to the Christmas break the Clerk had been unable to prepare the revised policy in good time for the meeting. This item was, therefore, deferred until the Policy Review meeting (23 March 2026).

2026-17 - Annual Playground Inspection

Summary of Findings – 5 January 2026

Across 3 December 2025 and 15 December 2025 Inspector Dom Park (RPII Annual Inspector) from the Play Inspection Company inspected the five play areas within the Worplesdon parish. This is a summary of findings from all five reports. All sites were classified as Low (Jacobs Well, Wood Street Village, Worplesdon Memorial – Toddler area) to Medium Risk (Fairlands, Worplesdon Memorial – MUGA and Teenage area), and the report highlighted that continued monitoring, and some minor maintenance is required.

With regard to site and equipment accessibility, the sites were classed as follows:

- Generally accessible; an area accessible to most (Fairlands, Jacobs Well, Wood Street Village, Worplesdon Memorial Hall - Toddler area, Worplesdon Memorial Hall - MUGA and Teenage area)

Some of our play equipment (notably swing bays) was installed some years ago, and since then safety recommendations have changed, leading to certain repeated findings.

Fairlands Play Area

The **safety surface** adjoining the edging surround has gaps opening - Monitor for any further deterioration and repair as required. The safety surface is also lifting at the edges and creating trip points – Repair perimeter of surfacing to remove trip points.

Bench [backing onto Changing Facilities]

There is/are bolt cap covers missing or damaged on the item – Replace missing or damaged bolt cap covers.

Swings - 1 Bay 2 Seat (Flat and Tango)

- 1) BS EN 1176 requires an additional 0.5m of unobstructed space at each end of the swing surfacing area. This is relatively low risk finding and no remedial action is recommended at this point – Monitor – No action given the risk assessment.
- 2) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 3) The chain links are worn and require renewing – Replace worn chains.
- 4) There is some notable evidence of chain bar wear – Monitor for any further deterioration and replace when 40% worn.
- 5) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 6) The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting/corroding – Treat affected areas and repaint.
- 7) The seats are too close to each other as defined in BS EN 1176 Part 2: this is a low-risk failure, and no remedial action is required – Monitor – No action given the risk assessment.

Swings - 1 Bay 2 Seat (Cradle)

- 1) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 2) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended. There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 3) The paint is flaking off the metalwork – Rub down and repaint.

Spinning Pole

- 1) Minor wear damage to the handgrip – Monitor and replace if required.

Multi Play Unit

- 1) A number of fixing(s) have worked loose – Secure all loose fixings.
[HERAS temporary fencing was also observed encroaching on the fall space for this equipment; however, it was subsequently removed when works were completed for the climbing rock replacement]

Basketball Post [Not WPC asset. Issues to be highlighted to FLGCA]

- 1) *There is minor damage to the net – Monitor and replace if required.*
- 2) *The playing area is with the adjacent car park – ensure that there is an appropriate risk assessment in place and update regularly acting upon the findings.*
- 3) *Item is loose in its foundations.*
- 4) *Paintwork is damaged.*
- 5) *Fixings are missing.*
- 6) *Algae/silt/moss is present on the playing surface – resulting in a slip hazard.*
- 7) *Shear nuts have not been fully tightened.*
- 8) *A separate risk assessment should be in place for this item – and it should be regularly reviewed.*

White House Lane, Jacobs Well Play Area

There is algae, silt, or moss growth on the surfacing resulting in slippery conditions – Remove weed/vegetation growth – and clean and treat appropriately.

There is a body of water or a water basin in close proximity to the playground. Risk assessment of this is a specialist field and outside the scope of our inspection – Contact our official water safety partner, the RLSS (Royal Life Saving Society) at www.rlss.org.uk and/or ensure the appropriate risk assessment is in place. [Appropriate risk assessment is in place and playground fencing is in good condition]

Gate – Double Maintenance (Silver)

- 1) The gate was correctly padlocked at the time of the inspection, however this meant that the inspector was unable to fully access the gate – Ensure that there are 12mm gaps throughout the full range of motion on gates and between leaves.

Fence – Bow Top

- 1) Cable ties are present and there are sharp projecting ends – Remove.

- 2) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Litter bin

- 1) The item has been damaged – Monitor for any further deterioration and replace as required.
- 2) The paintwork on the item has been damaged or worn exposing the metal underneath which is rusting/corroding – Treat affected areas and re-paint.

HAGS See-saw

- 1) The safety surface (bonded rubber mulch) around the area is beginning to wear – Monitor for any further deterioration and repair as required.

Basket swing

- 1) The lateral stability of the swing seat does not meet with the requirements of BS EN 1176 Part 2; the minimum distance between the suspension members should be the distance between the swing seat connections plus 30% of the suspension length – Swap the main suspension chains around (the main suspension chains should be on the outside).
- 2) There is some notable evidence of connecting link wear – Monitor for any further deterioration and replace when 40% worn.
- 3) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 4) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No action given the risk assessment.
- 5) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.

Swing bay

- 1) The chain openings are in excess of 8.6mm as recommended by BS EN 1176. Chains – Monitor – No remedial work recommended.
- 2) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 3) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 4) The swing seat connectors have some wear present – Monitor for any further deterioration and replace when 40% worn.
- 5) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.

Play Panel

- 1) There is some strimmer/machinery damage apparent on the posts. This can penetrate the preservative applied to the timber and accelerate the rotting process – Monitor for any deterioration (rot) and replace as required.

Activity Equipment - Multi Play (Junior)

- 1) There are post/end caps missing from the item – Replace missing end caps. [End/post caps are not missing – none were present when the equipment was installed]
- 2) The surface is lifting at the edges and creating trip points – Repair perimeter of surfacing to remove trip points.
- 3) There is/are finger entrapments in the platform and the item fails to meet the requirements of BS EN 1176 Part1 4.2 7.6 Entrapment of fingers – Monitor – No action given the risk of assessment.

Roundabout

- 1) The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting/corroding – Treat affected areas and repaint.
- 2) The bearing is showing signs of wear – Monitor for any further deterioration and replace as required.

Wood Street Green Play Seat Area

- 1) The play area is located next to a road and there is no fencing/separation. Ensure there is a separately documented risk assessment in place and review regularly.

Rocking Equipment – Husson Breeze Three Way Springer

- 1) The paint is flaking off the metalwork – Rubdown and repaint.
- 2) The spring clamps are loose – tighten all fixings.
- 3) There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing. Monitor for any further deterioration and repair as required.

Worplesdon Play Area

Signage

- 1) BS EN 1176 Part 7 recommends that signage shall include the site name/address – Provide additional information.

Fence – Bow Top

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Wooden bench

- 1) The item has been damaged – Monitor for any further deterioration and replace as required.
- 2) There is/are inserts missing – Replace missing inserts.

Swings - 2 Bay (2 Flat, 1 Cradle and 1 Tango) - Equipment to be replaced February/March 2026

- 1) There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing – Monitor for any further deterioration and repair as required.
- 2) The manufacturer of this seat recommends that a secondary safety chain is provided at the top of the chain assembly (see installation details under product downloads here: <https://hags.co.uk/en-gb/playground-equipment/swings/swing-seat-tango>) – Refer to manufacturer guidance.
- 3) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 4) The connecting links are in excess of 8.6mm and less than 12mm and fails the requirement of BS EN 176 Part 1; clause 4.2.13, Chains – Monitor – No action given the risk assessment.
- 5) The chain openings are in excess of 8.6mm as recommended by BS EN 1176 - Monitor – No action given the risk assessment.
- 6) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 7) The connecting lugs are showing signs of wear – Monitor for any further deterioration and repair as required.
- 8) The shackles are worn in excess of 40% and require renewing – Replace worn shackles.
- 9) The fixings have corroded excessively – Replace all corroded fixings.
- 10) There is some minor damage to the surface – Monitor for any further deterioration and repair as required.
- 11) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.

Rotor Play - Rotating Chairs

- 1) Parts of the steel structure protrude beyond the protected elements of the seat and fail to meet the requirements of BS EN 1176 Part 5 – Monitor - no remedial action recommended.
- 2) The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting/corroding – Treat affected areas and repaint.

Junior Multi-Play

- 1) There is/are finger entrapments in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers – Monitor – No action given the risk assessment.

Worplesdon Teen Area

Multi Use Games Area - Multi Use Games Area (MUGA)

- 1) Cable ties are present and there are sharp projecting ends (client informed) – Replace with a more appropriate fixing method.
- 2) The item has been damaged – Monitor for any further deterioration and replace as required.
- 3) The item fails to meet the requirements of BS EN 15312 4.4.2.1 head and neck entrapment in the

framework – Monitor – No action given the risk assessment.

- 4) There is/are finger entrapments in the framework and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers – Monitor – No action given the risk assessment.

Basketball Post [backing onto car park]

- 1) The backboard is damaged/warped – Monitor for any further deterioration and repair as required.

Spinning Pole

- 2) The surface dimensions are short and do not meet with the requirements of the current applicable standard – Monitor- No action given the risk assessment.

Bow-top fencing

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Picnic table

- 1) The area around the item has eroded and may become slippery – Reinstate eroded area. There is some evidence of fire damage to the item – Monitor for any further deterioration and repair as required.

Swings - Basket Swing - Type 1

- 1) The fixings have corroded excessively – Replace all corroded fixings.
- 2) The connecting lugs are showing signs of wear – Monitor for any further deterioration and repair as required.
- 3) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.

Rotor Play - Overhead Rotator [Typhoon] - Equipment to be replaced February/March 2026

- 1) There is some evidence of fire damage to the surfacing – Monitor for any further deterioration and repair as required.
- 2) NOTE: The fixings or components for this item were in excess of 2.5m above the standing surface and could not be fully assessed by the inspector. A visual inspection of the fixings from ground level was completed, but a maintenance inspection should be undertaken to assess the condition, security, and wear of the components at intervals in accordance with the manufacturer's recommendations – Inspect in accordance with the manufacturer's recommendations.
- 3) The seat connection cannot be inspected without dismantling the seat – Dismantle the seat to inspect the connection for wear.
- 4) The seat suspension covers have been damaged – Monitor for any further deterioration and replace as required.
- 5) The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (350mm minimum clearance required) – Adjust seat heights (400m to 500m is recommended).
- 6) There is moderate damage to the surface – Repair the damaged areas of surfacing.
- 7) There is wear/stain markings – clean and maintain.
- 8) The fixings have corroded excessively – Replace all corroded fixings.
- 9) There is surface corrosion/rust on the item – Consider treating the item.
- 10) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.

Picnic Bench

- 1) There is some evidence of fire damage to the item – Monitor for any further deterioration and repair as required.
- 2) The area around the item has eroded and may become slippery – Reinstate eroded area.

Spinner Bowl - Green

- 1) There is some damage to the item – Monitor for any further deterioration and repair as required.

It was proposed by Cllr R Chancellor, seconded by Cllr R Watson and unanimously **RESOLVED** that the Annual Inspection Report be approved and accepted.

2026-18 - Flyer re the 2026/2027 budget

Cllr R Watson advised that due to the Christmas break he had been unable to prepare the revised leaflet in good time for the meeting. This item was, therefore, deferred until the Planning/General Purposes and Finance Committee meeting.

2026-19 - IT policy

Due to the Christmas break the Clerk had been unable to prepare the revised policy in good time for the meeting. This item was, therefore, deferred until the Policy Review meeting (23 March 2026).

2026-20 - Guildford Borough Council Community Governance Review for the unparished urban area of Guildford Stage 2 – Guildford Borough Council. Deadline for responses 1 March 2026.

It was proposed by Cllr B Ahier, seconded by Cllr J Snowball and **RESOLVED** that the Parish Council supported the creation of an A-political town council for the unparished urban areas of Guildford. A vote took place. 11 were in favour of the motion. Cllr S Busby abstained. Motion carried.

Reason for decision:

- The urban wards would otherwise lack local democratic decision making
- Protection of the Heritage Quarter

[The Chairman called a comfort break at 21:28. The meeting was reconvened at 21:34.](#)

2026-21 - Wood Street Infant School – New Nursery Provision

A request has been received from the Infant School to undertake modifications to the Wood Street Village Community Car Park to facilitate a new/separate access into the proposed new on-site nursery.

Members considered the request and, in principle, had no objections to the proposal. There were, however, concerns about the ground levels, legal fees and time constraints regarding the request. The car park is leased to Worplesdon Parish Council by Surrey County Council on a long lease until May 2073. Historically, it has taken up to two years to get the lease amended.

It was agreed that a meeting be requested with the school governing body and the Headteacher/Deputy Headteacher at the earliest opportunity.

Parish Council attendees: Cllr S Busby, Cllr R Watson, Cllr N Mitchell, Gaynor White and Victoria Fear.

2026-22 - BT Phone Kiosk Frog Grove Lane – Ongoing vandalism

The Parish Council had been advised that vandals are persistently targeting the phone kiosk with catapults, breaking numerous glass panes. Local residents are reporting each and every incident to Surrey Police. The fluorescent tube has been removed to make it harder to see in the dark.

It was agreed that Worplesdon Parish Council had no objection to the glass panes being replaced with Perspex (the Village Association to meet the costs as per the original agreement) as the phone kiosk has not been listed nor does it sit within the Wood Street Village Conservation Area.

2026-23 - Finance:

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

The payment list was presented to the meeting. It was proposed by Cllr S Busby, seconded by Cllr G Burch, and unanimously **RESOLVED** that payments to the value of £4,349.27 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 15 January 2026

Code	Date	Description	Supplier	Net	VAT	Total
Contingency Fund	18/12/2025	4,500 Leaflets re Horse Field, Salt Box Road	Colne Distribution Ltd	360.00	72.00	432.00
Revenue Costs Works Vehicle	18/12/2025	Fuel for works van	Waitrose Shell	26.87	5.37	32.24
IT budget	19/12/2025	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Establishment Charges	22/12/2025	SLCC Membership GW 01/01/2026 - 31/12/2026	SLCC Enterprises Ltd	439.00	0.00	439.00
IT budget	23/12/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Bank Interest/Charges	31/12/2025	Bank charges	Unity Trust Bank	6.00	0.00	6.00
Revenue Costs Works Vehicle	02/01/2026	Service Plan - 24th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	02/01/2026	MOT Service plan - 24th instalment 45	PlanMyService LLP	3.78	0.00	3.78
Parish Office	02/01/2026	Business rates - Parish Office	Guildford Borough Council	1,073.00	0.00	1,073.00
Community Car Park	02/01/2026	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Revenue Costs Works Vehicle	07/01/2026	Flush of coolant system in Van	Normandy Garage	558.33	111.67	670.00
Establishment Charges	06/01/2026	Office supplies	Tesco	2.70	0.00	2.70
Playground Repairs	07/01/2026	Annual playground inspections	The Play Inspection Company	474.75	94.95	569.70
IT budget	08/01/2026	External back-up - January 2026	RISC IT	48.40	9.68	58.08
Revenue Costs Works Vehicle	12/01/2026	Fuel for works van	Waitrose Shell	27.92	5.58	33.50
Land Management	12/01/2026	Materials	Cluskeys CCP Ltd	33.48	6.70	40.18
Land Management	12/01/2026	Universal Manhole Key Set	Screwfix Direct Ltd	58.32	11.67	69.99
Christmas trees/lights WS, Perry Hill	14/01/2026	Electrical supply Perry Hill Green - 29.05.25 - 31.12.25	Octopus Energy Limited	160.09	8.00	168.09
Christmas trees/lights WS, Perry Hill	14/01/2026	Electrical supply Perry Hill Green - 29.05.25 - 31.12.25	Octopus Energy Limited	-92.79	-18.56	-111.35
Parish Office	14/01/2026	Gas & Electricity - Unit 2 Saxton - 01.12.25 -31.12.25	Octopus Energy Limited	146.35	7.32	153.67
Parish Office	14/01/2026	Fire Alarm Maintenance, Emergency Lights Discharge Test & Fire Extinguisher Service	W J Fire Ltd	257.00	51.40	308.40
Professional Advice	14/01/2026	Payroll services - qtr to 31/12/2025	Mulberry & Co	120.00	24.00	144.00
Land Management	14/01/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	17.21	3.44	20.65
Establishment Charges	12/01/2026	Office supplies	Sainsburys	3.00	0.00	3.00
Establishment Charges	12/01/2026	Office materials	Sainsburys	12.00	0.00	12.00
Total				3,936.11	413.16	4,349.27

b) Bank reconciliation December 2025

The Finance Officer (FO) had prepared the bank reconciliation for December 2025 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr C Riley, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 – Bank Reconciliation December 2025

c) Monthly budget reports for December 2025

The FO had prepared the budget reports for December 2025 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr S Ellahi, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3 and 4: Monthly Budget Reports December 2025

d) Quarterly Financial Report - December 2025

Cllr M Price gave the following report:

I can confirm that all of the bank statements agree with the figures detailed in the Bank Reconciliation documents for the period 1st of September 2025 to 31st of October 2025, along with the corresponding payment schedules.

It has recently been announced that from the 1st of December 2025 the deposit protection limit in deposit accounts has been increased from £85K to £120K. Mark Mulberry has confirmed, however, there has been no change to the definition of a smaller local authority, which means that Town and Parish Councils are still only protected by the FSCS where their annual budget is below the €500,000 (£430,950) limit. Given the increased budget for 2026/2027, which will exceed the FSCS threshold, it was agreed that the Parish Council would investigate opening an account with the CCLA (Church, Charities, and Local Authorities) to mitigate the financial risk.

On the 12th of November I spent the morning with Helen Lawrence whilst she explained to me how she processed payments through 'Scribe' as well as the production of the reports that are regularly presented at our Council meetings. It was agreed that this system currently meets our requirements, and this was subsequently confirmed by the internal audit carried out by Mark Mulberry on the 20th of November.

My thanks once again go to Councillor Nuala Crampin who assisted me with the above review, and also Helen Lawrence (FO) for providing all of the necessary documentation.

It was proposed by Cllr R Watson, seconded by Cllr S Busby and unanimously **RESOLVED** that the report be approved and accepted.

e) Virements

It was proposed by Cllr R Watson, seconded by Cllr B Nagle and unanimously **RESOLVED** that the following virements be approved:

- £250 from Code 8 Contingency Fund to Code 5 Chairman's Allowance
- £50 from Code 8 Contingency Fund to Code 61 Cost of hiring meeting rooms
- £500 from Code 8 Contingency Fund to Code 23 Maintenance of Bus Shelters/Seats etc.
- £231 from Code 8 Contingency Fund to Code 64 Replacement Litter Bins
- £330 from Code 8 Contingency Fund to Code 83 Path to Watercourse Harry's Meadow

At 22:15 a resolution was made to extend the meeting beyond 22:30 to enable the business of the meeting to be concluded, if necessary.

f) Bank signatories

Following Cllr M Fance's resignation, a new signatory will be required for the following bank/building society accounts:

- Co-operative Bank
- Unity Trust accounts (current and savings accounts)
- Skipton Building Society account.

It was proposed by Cllr N Mitchell, seconded by Cllr G Burch and unanimously **RESOLVED** that the following members be appointed as signatories:

- Cllr S Busby – Cooperative Bank Account
- Cllr G Burch – Skipton Building Society Account
- Cllr M Price – Unity Trust (Current and Savings accounts)

g) Cloudy IT quotations

This item was deferred to allow members time to scrutinize the quotations. Quotations to be circulated by the Assistant Clerk as soon as practicable.

2026-24 - Clerk's Report

- a) **Electrical supply for the temporary Christmas tree near Jacobs Well Village Hall** - During recent ground works, for health and safety reasons (the avoidance of slips and trips), the JWVHT relocated the temporary steel armoured cable which supplies the Parish Council's Christmas tree into a permanent position. Following removal of the Christmas tree, the end of the steel armoured cable is temporarily located above the surface of the grass verge creating a potential trip hazard. It was proposed by Cllr N Mitchell, seconded by Cllr B Nagle and unanimously **RESOLVED** that a specialist In Ground Unit be purchased as a matter of urgency – to be fitted by the JWVHT. Budget – the former JWRA funds. Total cost anticipated to be £1,879 & VAT.

Power to spend: S111 LGA 1972

2026-25 - Chairman's Report

Chairman's Report

Reporting period: 17 December 2025 to 14 January 2026

Community Speed Watch

- Community Speed Watch operations were paused over the festive period to allow councillors and volunteers a short break.
- The scheme has now recommenced and will continue throughout 2026.

18 December 2025

- I, together with the Clerk (Gaynor White), Assistant Clerk (Victoria Fear) and Vice-Chairman (Cllr Mike Price), attended a preliminary meeting with representatives from Cloudy IT to discuss the provision of internet and IT services for the current office and potential future locations.
- Matters discussed included GDPR compliance, cyber security, and the proposal for councillors to be issued with iPads to support secure access to Council information.
- The meeting also considered the Council's current hybrid meeting arrangements and potential improvements to facilitate future hybrid meetings, in anticipation of proposed legislative changes affecting parish council meetings.
- Following the meeting, Cloudy IT provided two additional quotations for IT provision, to be considered by Full Council.
- In the evening, I chaired the Full Council meeting at which councillors reviewed and approved the Council's budget and agreed the precept for submission to Guildford Borough Council.
- I thanked councillors for their contributions to the detailed and constructive discussions, noting that budget, precept and Annual Meetings are typically longer due to their significance.

19 December 2025

- I returned to the office to complete and sign outstanding documentation.
- The Clerk finalised and submitted the precept documentation to Guildford Borough Council.

7 January 2026

- I formally accepted the resignation of Cllr Martin Fance and thanked him for his contribution to the Council.

8 January 2026

- I attended a Microsoft Teams meeting with Cloudy IT to compile a detailed spreadsheet of the Council's IT requirements.
- Information provided included office address details, contact information, telephone and VOIP requirements, email accounts for officers and members, and an initial proposal for digital file structures.

- It was agreed that officers would continue to develop and refine the folder structure over the following two months.
- The migration of the Council's IT systems was scheduled for the week commencing 23 March 2026.
- Notice has been served on BT and RISC IT to terminate existing contracts on 31 March 2026.

Employment Law – Observation

- On 12 January 2026, national media reported on forthcoming Government changes to employment legislation.
- As the new Employment Law provisions are due to come into force in April 2026 and include significant changes to employee rights, I consider it prudent for councillors to receive training to ensure the Council fully understands its responsibilities as an employer.

2026-26 - Items for inclusion on future agendas

No suggestions were received.

2026-27 - Date of next the Full Council Meeting - Thursday 26 February 2026 - 19:30.

Meeting closed 22:22

Signed:

Chairman of the Council
26 February 2026