



**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 26 February 2026**

**2026-46 - Present**

**Councillors:**

CLlr B Ahier, CLlr G Burch, CLlr N Crampin, CLlr S Ellahi, CLlr B McShee CLlr N Mitchell (Chairman), CLlr B Nagle, CLlr C Riley, CLlr T Wright, 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.

**2026-47 - 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 S Busby and CLlr M Price. The apologies and reasons for absence were accepted.

The Assistant Clerk had tendered her apologies for her late arrival.

Apologies were also received from Borough Councillors CLlr H Brooker and CLlr P Brooker.

**2026-48 - Public participation session**

No members of the public were present.

**2026-49 - Chairman's Announcements**

The Chairman gave a number of announcements to the Meeting, including that, sadly, for personal reasons CLlr R Chancellor has tendered his resignation. Guildford Borough Council to be duly notified. A casual vacancy therefore exists in the Wood Street Ward.

**2026-50 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

**2026-51 - 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.

**2026-52 - To receive and consider written requests for new DPI dispensations**

No requests were received.

**2026-53 - Amendments to the Register of Interests**

No declarations were made.

**2026-54 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2026-55 - Borough Councillor's report**

**Borough Councillor's Report – February 2026**

CLlr Bill Akhtar gave the following verbal report:

1. **2026/2027 Budget** - At its recent meetings, the Borough Council agreed its 2026/27 Budget. The budget is balanced and includes three additional increases:
  - A 2.99% increase in Council Tax
  - A 4.8% increase in tenant rents
  - An increase in parking charges to £4.50 per hour (for up to three hours)
2. **The Mayor for 2026/27** – The Mayor for 2026/2027 will be Jayne Tyson, with Dominique Williams appointed as Deputy Mayor.
3. **Town Council consultation** - The consultation regarding the potential establishment of a Town Council closes on 1 March 2026. The results will be compiled and presented to Full Council in mid-March.
4. **18-month Improvement Programme** - The Council continues to operate under an 18-month improvement programme (Solus). An independent panel assessor is monitoring progress, led by Flockhart. While improvements are reported to be moving in the right direction - particularly in relation to management structure and organisational changes - financial sustainability remains a key risk. The Council's financial position is described as fragile and subject to external pressures.
5. **Housing Waiting List** - There are currently approximately 2,400 households on the waiting list, with a particular shortage of two- and three-bedroom homes.
6. **Wood Street Knoll SANG** - Planning Officer, Kate Little has resigned. Claire Upton-Brown has taken over the S106 application relating to the Wood Street Village SANG (Wood Street Knoll). There is no further update at present.

No questions were raised.

Bilal has confirmed that he will be present at the Parish Council's Annual Parish Assembly.

The Chairman thanks CLlr Bill Akhtar for his report. [CLlr Bill Akhtar left the meeting at 19:40.](#)

## 2026-56 - 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 topics:

- The local unitary election in May.
- Huge planning application (Normandy)- time to speak up
- The proposed abolition of Surrey Police
- Surrey County Council - a national leader in the reduction of waste
- Advice and support during flooding
- Winter roads action
- "Safe and Well" visits for vulnerable residents
- A guide if you need NHS services
- Help and support available from Surrey County Council

## 2026-57 - Condition of the track over common land Perry Hill Green

A residents had expressed concern about the condition of the track at the northern end of Perry Hill Green and enquired whether the Parish Council would either undertake the necessary repairs or make a financial contribution towards the repairs.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr J Snowball and unanimously **RESOLVED** that, as a gesture of goodwill, if the residents purchase bags of Type 1 MOT sub-base, the Parish Council's ground staff would lay the sub-base on behalf of local residents.

## 2026-58 - Minutes of the previous meetings:

It was proposed by Cllr B Nagle, seconded by Cllr R Watson, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 15 January 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr N Crampin, seconded by Cllr T Wright, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 5 February 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B McShee, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the minutes of the Staffing Committee Meeting held 9 February 2026 be approved and signed by the Chairman as a true record.

## 2026-59 - Planning Applications for consideration:

### Planning Application No: [26/P/00059](#) - Burpham Cottage, Clay Lane, Jacobs Well, Guildford, GU4 7NZ

- Application to change the use of a Class C4 Supported Accommodation Children's Home to a Class C2 Children's Home, with the addition of 1 x replacement window, 1 X window removal and 1 x new window.

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

This property is located on the north side of Clay Lane close to the staggered junction of Burdenshott Hill, Clay Lane and Jacobs Well Road. The Parish Council notes that there are no pavements available for pedestrians in the immediate vicinity, and pedestrian movement is therefore required to take place within the carriageway.

CrashMap statistics indicate that a number of minor and serious road traffic collisions have occurred in the vicinity of this junction, and local residents have raised longstanding concerns regarding pedestrian safety at this location. In light of the proposed use of the property to accommodate children in care, the Parish Council considers that particular attention should be given to the safety and accessibility of the surrounding highway environment.

Paragraphs 110 and 111 of the National Planning Policy Framework (NPPF) state that development should ensure safe and suitable access for all users and that development should only be prevented or refused on highways grounds where there would be an unacceptable impact on highway safety. Given the absence of pedestrian infrastructure and

the recorded accident history in the vicinity, the Parish Council considers that the suitability of this location for a children's residential use warrants careful assessment by the Highway Authority.

The Parish Council also notes from the submitted plans that seven bedrooms appear to be proposed within the property (including staff accommodation and independent living annexe). However, the HMO certificate for the property permits a maximum of six bedrooms. The Parish Council therefore requests that the Local Planning Authority clarifies the proposed occupancy arrangements and confirms that the proposed use complies with the relevant licensing requirements and planning considerations.

In determining the application, the Parish Council asks the Local Planning Authority to ensure that the proposal complies with the requirements of the Guildford Borough Local Plan: Strategy and Sites (2015–2034), particularly Policy D1 (Place Shaping) and Policy D4 (Character and Design of New Development), which seek to ensure that development is appropriate to its context and provides a safe and suitable environment for its intended occupants.

**Planning Application No: [26/P/00133](#) - 2 Broad Street, Guildford, GU3 3AQ** - Erection of a first-floor extension and a two-storey side extension and other alterations including changes to fenestration following removal of conservatory.

It was **RESOLVED**: leave to planners.

**Planning Application No: [25/P/01743](#) - The Old Rectory, Oak Hill, Wood Street Village, Guildford, GU3 3ES** - Part single part two storey side and rear extensions with new pitched roof to detached garage.

It was **RESOLVED**: that the Parish Council query anomalies in the plans regarding the dormer windows, which appear on some plans and not others. The dormers appear on the plans of the existing side elevations and on the proposed side elevations but don't appear on any of the other elevation plans or roof plans, so don't appear to be pre-existing.

[The Assistant Clerk arrived at 20:09](#)

**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.

It was **RESOLVED**: that the Parish Council reiterate its previous objections, being:

### **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. Additional stand-alone barn**

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

There also appears to be insufficient explanation of how the drainage (surface water and sewage) for this dwelling would be addressed. Additionally, the Parish Council wished to query how vehicular access to the sewage waste (cess pit) would be achieved given the proposed location of the new buildings and the extension of the existing Listed Building.

### **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 easement 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 Policy 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 application 25/P/01500 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 and raises unresolved concerns regarding access and parking.

The Parish Council therefore objects to this application and recommends refusal.

### **2026-60 - Casual vacancy – Perry Hill Ward**

No applications had been received.

### **2026-61 - Vacancy unfilled at the election – Jacobs Well Ward**

No applications had been received.

### **2026-62 - Following Cllr M Fance's resignation a replacement member is required for the Staffing Committee**

Cllr B McShee agreed to join the Committee as a permanent member.

### **2026-64 - Nomination for the Freedom of the Parish**

Cllr B Nagle had nominated Mrs M Broughton for the Freedom of the Parish of Worplesdon. A copy of the citation had been circulated to all members in advance of the meeting.

Following a brief discussion, it was proposed by Cllr B Nagle, seconded by Cllr G Burch, and unanimously **RESOLVED**, pursuant to Section 249 of the Local Government Act 1972, that the Freedom of the Parish be conferred upon Mrs

Mary Broughton in recognition of her exceptional and sustained voluntary service to the community of Worplesdon over many decades.

The Council acknowledged Mary's significant and longstanding contribution to parish life, particularly through her leadership and involvement in numerous local organisations, including the Sime Gallery, the Worplesdon Memorial Hall, St Mary's Church, and Worplesdon Tennis Club. Through her dedication to heritage, culture, community activities and charitable initiatives, she has helped strengthen community spirit across the parish.

The Council wished to place on record its sincere appreciation for Mary's outstanding contribution to the life of Worplesdon.

The official presentation to take place on Saturday 25 April 2026 at 14:00 in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX.

### **2026-63 - NPPF consultation**

Members noted that the latest revision of the National Planning Policy Framework (NPPF) simplifies national planning policy by clarifying the structure of the document, separating policies relating to housing supply and planning from those used when determining planning applications, and providing clearer guidance on housing delivery and land supply.

It was proposed by Cllr R Watson, seconded by Cllr B Nagle and unanimously **RESOLVED** that Worplesdon Parish Council make no comment to this public consultation.

### **2026-64 - Pond at Pinks Hill (Broad Street Common)**

Photographs of the neglected pond were shown to Members. Members noted that historically the pond had been a freshwater pond in which children from Wood Street Village Infant School were taught to swim, reportedly between the 1930s and 1960s.

Members also noted anecdotal reports that at least three dogs had drowned in the pond over the years and that a young child had previously fallen into the pond and almost drowned, highlighting potential safety concerns associated with its current neglected condition.

Reference was made to Surrey County Council's Local Nature Recovery Strategy and to the *State of Surrey's Nature* report, which highlights significant biodiversity decline across the county, noting that approximately one in nine native species have already been lost locally and that many others continue to decline.

Members further noted that ponds are widely recognised as one of the most important habitats for freshwater biodiversity in the United Kingdom, supporting a greater diversity of species than rivers or lakes, and that the restoration of neglected ponds is considered an effective practical measure for supporting biodiversity recovery.

It was proposed by Cllr R Watson, seconded by Cllr B McShee, and unanimously **RESOLVED** that the Parish Council write to Surrey County Council requesting that the pond be restored and appropriately managed in accordance with the aims of the Local Nature Recovery Strategy.

### **2026-65 - Jazz Festival - Wood Street Village 19 July 2026**

Following a lengthy discussion, it was proposed by Cllr J Snowball, seconded by Cllr B Nagle, that the £100 fee for use of the Green be waived and that the Parish Council would not act as official sponsors for this year's show. Should Challengers wish to apply for a grant towards the event, the Parish Council will consider any such application once received.

A vote was taken. Nine Members voted in favour of the motion. Cllrs N Crampin and T Wright voted against. The motion was therefore carried.

At 20:45 the Chairman called a short recess. The meeting was reconvened at 21:00.

2026-66 - 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 B Ahier, seconded by Cllr T Wright, and unanimously **RESOLVED** that payments to the value of £4,242.41 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1 – Payment list 26 February 2026**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	03/02/2026	10mm Gravel Bag Large	Tradepoint	3.67	0.73	4.40
Revenue Costs Works Vehicle	03/02/2026	Fuel for works van	Waitrose Shell	32.57	6.51	39.08
Training	05/02/2026	Training - NRSWA Unit 01 - NS	Project Skills Solutions	175.00	35.00	210.00
Training	06/02/2026	First Aid at Work training NS	St John Ambulance	205.00	41.00	246.00
Land Management	09/02/2026	Materials	Selco Builders Warehouse	44.17	8.84	53.01
IT budget	11/02/2026	External back-up - February 2026	RISC IT	48.40	9.68	58.08
Land Management	10/02/2026	Materials	Screwfix Direct Ltd	15.82	3.17	18.99
Establishment Charges	11/02/2026	Office materials	Mrs G F White - Various	17.05	0.00	17.05
Christmas trees/lights WS, Perry Hill	11/02/2026	Electrical supply Pitch Place Green - 18.11.25 - 07.02.26	Scottish Power	179.18	8.96	188.14
Revenue Costs Works Vehicle	11/02/2026	Fuel for works van	Waitrose Shell	39.92	7.98	47.90
Land Management	12/02/2026	Clean out ditch Jacobs Well Rec	Stephen Gunner	352.92	0.00	352.92
IT budget	16/02/2026	OnePhone - phone charges - including mobile data	BT PLC	225.56	45.11	270.67
IT budget	16/02/2026	Additional back-up	Apple.com	2.49	0.50	2.99
Establishment Charges	14/02/2026	Additional key for the Parish Office	Timpson	9.00	0.00	9.00
Establishment Charges	13/02/2026	Office supplies	Pedunculate Limited (Amazon)	12.92	2.58	15.50
Land Management	16/02/2026	All weather adhesive x2	T.L.C. (Southern) Ltd	12.80	2.56	15.36
Land Management	16/02/2026	Window scrub pads x2	Cluskeys CCP Ltd	14.00	2.80	16.80
Land Management	16/02/2026	Materials	Tradepoint	24.28	4.86	29.14
IT budget	17/02/2026	Subscription - 17.02.26 - 16.03.26	Adobe	16.64	3.33	19.97
Land Management	17/02/2026	Cleaning products for road signs	Cluskeys CCP Ltd	54.90	10.98	65.88
Christmas trees/lights WS, Perry Hill	17/02/2026	Electrical supply Perry Hill Green - 01.01.26 - 31.01.26	Octopus Energy Limited	23.22	1.16	24.38
Parish Office	17/02/2026	Gas & Electricity - Unit 2 Saxton - 01.01.26 - 31.01.26	Octopus Energy Limited	152.70	7.64	160.34
Parish Office	18/02/2026	Water and sewerage charge - Unit 2 Saxton - 01.01.26 - 31.01.26	Castle Water	21.77	0.00	21.77
Parish Office	18/02/2026	External window cleaning	Trevor Porter Window Cleaning Service	21.00	4.20	25.20
Maintenance of car park	18/02/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	59.18	11.84	71.02
IT budget	18/02/2026	Website hosting & Tech support for 12 months from 01.03.26	Welland Creative	770.00	154.00	924.00
Establishment Charges	18/02/2026	Conqueror Paper	HPS Supplies Ltd	6.94	1.39	8.33
IT budget	19/02/2026	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Christmas trees/lights WS, Perry Hill	19/02/2026	Electrical supply Pitch Place Green - Refundable Deposit	Octopus Energy Limited	19.70	3.94	23.64
IT budget	19/02/2026	Data Protection Toolkit - 12 months service access - 19.02.26 - 18.02.27	Breakthrough Communications	695.00	139.00	834.00
Land Management	20/02/2026	Materials	Screwfix Direct Ltd	8.82	1.76	10.58
Establishment Charges	23/02/2026	Supplies	Sainsburys	16.00	0.00	16.00

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	20/02/2026	Fuel for works van	MFG Woodbridge Hill	36.73	7.35	44.08
IT budget	23/02/2026	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Land Management	24/02/2026	Paint scuttle	Cluskeys CCP Ltd	4.99	1.00	5.99
Land Management	24/02/2026	Scrubbing brush	Selco Builders Warehouse	2.55	0.51	3.06
Establishment Charges	24/02/2026	Supplies	Mrs V C Fear - Tesco	2.00	0.00	2.00
IT budget	25/02/2026	Domain name renewal - woplesdon-pc.gov.uk 12.05.26 - 11.05.30	X-Net (Services) Ltd	250.00	50.00	300.00
<b>Total</b>				<b>3,649.51</b>	<b>592.90</b>	<b>4,242.41</b>

#### b) Bank reconciliation January 2026

The Finance Officer (FO) had prepared the bank reconciliation for January 2026 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 B Nagle, seconded by Cllr R Watson, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 – Bank Reconciliation January 2026

#### c) Monthly budget reports for January 2026

The FO had prepared the budget reports for January 2026 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 C Riley, 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 2 and 3: Monthly Budget Reports January 2026

#### d) Cloudy IT quotations – provision of 16 x Apple iPads for use by the Members in accordance with GDPR and Assertion 10

Following discussion regarding the provision of dedicated IT equipment for councillors, members noted the importance of ensuring that the Parish Council maintains appropriate control over its data and information systems. It was noted that a data audit is due to be undertaken to ensure compliance with AGAR Assertion 10 in order to better understand the data held by the Council, the data it processes, and the associated risks.

Members acknowledged that the provision of dedicated devices could assist in protecting Council data and ensuring that appropriate access controls can be implemented should a councillor cease to hold office.

It was noted that the quotation includes appropriate training for councillors.

Two councillors expressed reservations regarding the use of Apple devices rather than Android devices, together with concerns about the potential for devices to become obsolete.

The Clerk advised that she has subscribed to Breakthrough Communications' GDPR Toolkit to support the forthcoming data audit and associated risk assessment to ensure compliance with AGAR Assertion 10 and GDPR requirements, including a review of how Council data is stored and accessed by members and officers. The Toolkit will assist in ensuring that the audit and any associated risk mitigation measures are implemented in accordance with best practice.

Consideration of the matter was therefore deferred to the meeting of the Full Council on 9 April 2026.

#### e) LGPS – Fund Strategy and Actuarial Valuation 1.4.2026 onwards (for information only)

The actuarial valuation has resulted in a reduction to the employer's pension contribution costs amounting to 1.1%.

## **f) Virements**

It was proposed by Cllr T Wright, seconded by Cllr B McShee and unanimously **RESOLVED** that the following virements be approved:

- £2,000 From Establishment Charges (Code 6) to IT (Code 47)
- £ 100 From Establishment Charges (Code 6) to Cost of Hiring Meeting Rooms (Code 61)
- £1,400 from Contingency Fund (Code 8) to Land Management (Code 49)
- £ 350 from Contingency Fund (Code 8) to Revenue Costs Works Vehicle (Code 59)
- £ 700 from Contingency Fund (Code 8) to Ward Improvements (Code 34)
- £ 65 from Contingency Fund (Code 8) to Traffic Calming (Code 45)
- £ 2,282 from Future Projects (Code 116) to Grass Cutting (Code 16)

### **2026-67 - Appointment of a part-time Communications and Events Officer**

The application pack containing the revised Job Description had been circulated to all Members via email ahead of the meeting.

Following discussion it was proposed by Cllr S Ellahi, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the contents of the application pack be formally approved.

This vacancy to be advertised August/September 2026.

### **2026-68 - Clerk's Report**

The Clerk had nothing to report.

### **2026-69 - Chairman's Report**

The Chairman presented a report covering the period 15 January to 25 February 2026.

Members noted that Community Speed Watch deployments had been limited during January and February due to adverse weather conditions, with further deployments expected once conditions improve.

The Chairman reported on the sudden death of Peter Harris, who had assisted Surrey County Council with Speed Data Recording within the parish. The Parish Council had observed a minute's silence at the General Purposes Committee meeting on 5 February and had sent condolences to Mr Harris' widow. Members noted that Speed Data Recorder deployment would be paused until Surrey County Council confirm future arrangements.

**On 19 January**, Cllr S Ellahi and I attended the FLGCA Management Committee meeting, where updates were provided regarding improvement works at St Mary's Church, Worplesdon - including the installation of accessible toilet facilities.

**On 20 January**, I, along with others, attended the bespoke planning training held at the Parish Office. Members were reminded that national planning policy is currently subject to consultation.

**On 21 January**, I attended the SALC online councillor forum, which included discussion on local government reorganisation, parish election costs, and examples of asset transfers between principal and town councils.

**On 26 January**, the Clerk, Cllr M Price and I met to discuss operational matters including staffing capacity, pay scale updates, and the potential need to extend the Parish Council's office lease depending on the outcome of the Hester's Yard planning application.

**On 29 January**, I attended a Guildford Borough Council workshop regarding the future Local Plan, where an indicative timetable for the preparation of a new Local Plan was discussed.

**On 30 January**, the Assistant Clerk, Cllr M Price and I met representatives of Wood Street Village Primary School to discuss proposed nursery access arrangements. Members noted that access arrangements had been agreed and that any associated legal costs would be the responsibility of the school.

**On 2 February**, the Clerk and I attended our regular meeting with Merrist Wood College, including a visit to the new education building.

**On 5 February**, I attended the General Purposes Committee meeting.

**On 11 February**, the Clerk and I attended the Cluster Meeting with Normandy and Pirbright Parish Councils, where matters discussed included local development proposals, fly-tipping, flooding issues and other matters of mutual interest.

**2026-70 - Items for inclusion on future agendas**

No suggestions were received.

**2026-71 - Date of next the Full Council Meeting - Thursday 9 April 2026 - 19:30.**

Meeting closed 21:38

Signed:

Chairman of the Council  
26 February 2026