



West End Parish Council

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The Sports Pavilion
Benner Lane
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GU24 9JP

MINUTES OF THE MEETING OF WEST END PARISH COUNCIL

Held on Wednesday 25th February 2026, at 19:30 hours at the Sports Pavilion, Benner Lane

Present: Cllr. G. Alleway, Cllr. J. Douch, Cllr. D. Elliott, Cllr. J. Medhurst, Cllr. A. Page, Mrs. S. Pearman (Locum Proper Officer), Mrs. C. Elliott

In Attendance: 14 residents were in attendance regarding three separate items on the agenda A resident of Commonfields raised an objection to planning application 26/0089 for reasons including height, sense of enclosure, loss of privacy, loss of light and overshadowing and drainage.

The residents of Ford Road, Lucas Green Road and Priest Lane raised their objections to the proposed change of use on planning application 26/0105 due to impact on surface water; inappropriate development in Green belt; flaws in transport data; noise impact; lack of economic & community benefit; unsuitability of rural road.

The resident representing WEVS spoke regarding item 045/26(d). He advised that the History Project contains approximately 4,000 images, which WEVS have begun to digitise. He noted that the Parish Council had previously agreed that the filing cabinets be located at the Sports Pavilion, but that WEVS would require occasional access to the photographs in order to continue the digital archiving work.

033/26 APOLOGIES FOR ABSENCE: Cllr. T. Henderson

034/26 DECLARATION OF INTEREST: Members were invited to declare any disclosable pecuniary or non-pecuniary interest they may have in respect to matters being considered at the meeting. Cllr. D. Elliott declared a non pecuniary interest Henry Smith Charity item 045/26(e) The Henry Smith Charity

035/26 To CONFIRM the Minutes of the Meetings held on 28th January 2026 - The minutes of the meeting were approved as an accurate record and duly signed by Cllr A. Page

036/26 To CONFIRM the Minutes of the Extraordinary Meetings held on 11th February 2026 - The minutes of the meeting were approved as an accurate record and duly signed by Cllr. A. Page

037/26 PLANNING MATTERS

APPLICATION		DECISION
a.	26/0087/FFU 27 Gosden Road, GU24 9LH Conversion of garage into habitable space, partial raising of roof and raising of party wall.	No objection

APPLICATION	DECISION
b. 26/0089/FFU 52 Commonfields, GU24 9JA	Objection: Scale, Height and Massing The proposed development is considered excessive in its scale, height and overall massing and disproportionate to other properties in the area. Impact on Neighbouring Property The Parish Council considers the proposal to represent an unneighbourly form of development and is concerned about the potential overlooking and the resulting loss of privacy to the adjacent property together with a loss of light. Impact on Street Scene The proposal is considered detrimental to the character of the street scene within Commonfields. Drainage There is concern that the drainage details are not adequate.
c. 26/0105/FFU Harrington & Jessop, Priest Lane, GU24 9NA	Objection The Parish Council considers that the submitted application lacks sufficient details and does not clearly specify the nature of the proposed B8 use, the scales of operations, the number and size of vehicles anticipated, the frequency of vehicle movements, or the proposed hours of operation. The Parish Council is also concerned that works appear to have already been undertaken to the site entrances, seemingly in advance of planning permissions being granted. The proposed changes from a traditional agricultural type use to a commercial open storage operation is likely to intensify traffic generation. This would exacerbate existing problems along Lucas Green Road, Priest Lane and Ford Road, all of which are narrow rural lanes, approximately three metres in width in places. These roads are unsuitable for significant increase in commercial vehicle traffic. Surrey County Council has previously objected to increases in traffic arising from commercial development in this locality due to the limitations of the highway infrastructure. The Parish Council shares these concerns and believes that the likely increase in vehicle movements associated with a B8 use would have a detrimental impact on highway safety and residential amenity. The access route in question serves a number of neighbouring residential properties and equestrian activities. It is also used as an access to Brentmoor Heath. Nature Trail. Increased commercial traffic would conflict with these existing uses and would undermine the rural character of the area. Furthermore, B8 is a broad use classification. Any proposal within this category must be appropriate for a rural Green Belt location and compatible with the significant access constraints of Lucas Green Road, Priest Lane and Ford Road.
d. 26/0110/FFU 25 Great Barn Crescent, GU24 9FX Erection of a single storey rear extension	No Objection

APPLICATION		DECISION
e.	26/0123/FFU Eguzkilore 40 Oakridge GU24 9PJ	No objection
f.	26/0117/ADV 9 Gosden Road, GU24 9LH	No objection
g.	26/0139/FFU 2 Cuckoo Vale, GU24 9NQ	No objection
h.	26/0076/FFU Halebourne Cottage, Halebourne Lane, Chobham, GU24 8SL	No objection

038/26 FINANCIAL MATTERS: To consider any matter (outstanding & new)

- a. The current C.I.L. balance is £283,958.22

Balance	Deadline to spend	Payment Made or Allocated to
£187,358.69	07.11.24	Assigned to Pavilion Refurbishment Project.
£35,522.64	12.11.25	Assigned to Pavilion Refurbishment Project.
£37,849.89	01.04.26	Assigned to Pavilion Refurbishment Project.
£3,402.00	01.01.27	Assigned to Pavilion Refurbishment Project.
£13,122.00	01.11.27	Assigned to Pavilion Refurbishment Project.
£6,703.00	01.04.28	Assigned to Pavilion Refurbishment Project.

- b. The payment of accounts to the value of £2,318.78 were noted and agreed. Refunds to the value of £83 were also noted and agreed. The refunds were for receipts paid to the Parish Council in error. Recipients should have been the Church, Tringham Hall and the Parish Magazine.

- c. The bank balances and reconciliation for January 2026 were noted (Appendix A)

d. **To discuss bank accounts**

The Santander savings account holds **£5,350.46** and is rarely used. It was noted that consolidating all savings into a single online account would simplify administration. The Council already operates a Barclays savings account, which holds the majority of the precept and offers an interest rate **0.1% higher** than the Santander account.

Resolved: To close the Santander savings account and transfer the full balance to the Barclays savings account.

The councillors considered the arrangements for managing the Barclays accounts and agreed that issuing the Clerk with a debit card would support efficient financial administration.

Resolved: That the Clerk obtain debit card for the Barclays accounts to enable effective management of Council finances

e. **To confirm the pension arrangement for the Assistant to the Parish Clerk**

The Assistant to the Parish Clerk's employment contract states that the postholder will be enrolled in the Surrey County Council Pension Fund, subject to eligibility. The Assistant is eligible to join the scheme. The Pension Fund has requested formal confirmation that the Parish Council permits eligible employees to join the LGPS and that this decision is recorded in the minutes.

Resolved: That the Parish Council confirms its agreement for Caroline Elliott to join the Local Government Pension Scheme (LGPS), and to be enrolled from her employment date of 16th January 2026.

039/26 CIL (outstanding)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 016/26(a) Additional £85,000 C.I.L. from SHBC for the Pavilion Extension Remodelling Project An email had been sent to SHBC confirming that a proposed schedule for the release of the CIL funding will be provided once the tender has been awarded and the Parish Council has a clearer understanding of when stage payments will fall due. SHBC has confirmed that the CIL funds will be set aside for the Parish Council pending agreement of the payment schedule.	Ongoing	
b. 016/26(b) Traffic calming measures on Beldam Bridge Road Surrey Highways has been advised that the Parish Council wishes to proceed with the scheme and has requested that it be added to the list of proposals for consideration by the new unitary authority as part of its future programmes.	Noted	
040/26 PAVILION REMODELLING AND EXTENSION (Outstanding and new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 017/26(a) Tender Process Update The project cannot proceed to tender until planning permission has been granted. Highways has recommended that conditions relating to cycling facilities be included in any permission, and the Planning Officer has confirmed these will be imposed unless the Parish Council can demonstrate, by reference to the NPPG, that they should not apply. The Parish Council noted the recommended conditions and the Locum Clerk has contacted Archtech to confirm they can incorporate the requirements, with indicative costs of £95 per hour for approximately six hours	Members confirmed that they had no reasons, based on the NPPG, to object to these conditions being applied to any planning permission granted. It was further agreed that, should these conditions be imposed, Archtech will be instructed to prepare the necessary plans, noting the estimated cost of £95 per hour for approximately six hours of work.	Locum Clerk – immediately
b. 017/26(b) Public Works Loan The public consultation on the Parish Council's proposal to increase the precept from 2027 to fund repayments on a £120,000 Public Works Loan went live on 14 February 2026 and will remain open until 28 March 2026.	Ongoing	

041/26 RECREATION GROUND/PLAYGROUNDS/PAVILION/WAR MEMORIAL/COMMON LAND (outstanding and new)

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 018/26(a) Replacement of play equipment Rosewood Way: The installation was scheduled for next week.	Ongoing	
b. 018/26(b) Repairs to Playdale Tower Unit Several companies were contacted regarding repairs to the Playdale Tower Unit. All but one responded, but none were able to provide a quote. ARD remains a possible contractor, but an updated quote will be required.	Ongoing	Assistant to Locum Parish Clerk.
c. Decaying tree Hookstone – Concerns were noted regarding the condition of the poplar tree at Hookstone following a recent inspection. Three quotations have been obtained for its removal, and the works are expected to be required within the next year.	It was resolved to move this item to Part II to discuss the quotes and for the decision to be recorded in the public minutes. It was resolved that this be awarded to Redwood on the basis of their quotation of £750 + vat and for the work to be carried out as soon as possible.	Assistant to Parish Clerk – immediately
d. Professional clean of changing rooms and toilets. Following the water leak, the showers and toilets required a deep clean before the building could be reopened to hirers. Mould had developed around the window frames and other areas, and although the cleaner attempted to address this, they did not have the appropriate equipment and concerns were raised regarding the heavy use of bleach and associated health and safety risks. To enable the building to reopen promptly, the deep clean was carried out last week. Three quotations were obtained (£634 + VAT, £2,880 + VAT, and £320 + VAT), with only one company attending site to assess the works. The contractor quoting £634 + VAT was therefore appointed. The Locum Clerk confirmed that the Chairman and Vice-Chairman were consulted prior to engaging the contractor, with the decision to be formally noted at this meeting	Councillors noted their support of this decision and were satisfied with the proposed course of action	
e. Quarterly playground report The quarterly playground reports was discussed.	It was resolved to proceed with the high-priority works and two of the medium-priority items on the Benner Lane climbing frame, following receipt of revised costs from ARD.	Assistant to Parish Clerk – immediately

042/26 POLICIES AND PROCEDURES – Policies due for review and approval - NONE		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. Pavilion Extension Working Party Group – additional councillor to be nominated The Terms of Reference require a minimum of three Councillors to serve on the working group. As Cllr G. Lowe had now left, a further Councillor or Councillors were required to be nominated to join the group.	It was resolved that Cllr. G. Alleway and Cllr.A. Page be appointed to the working group.	
043/26 SALC/NALC News & Updates: None		
044/26 HIGHWAYS MATTERS (there were no outstanding or new highway matters)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. Roundabout Sponsorship – agree minimum bids 2026/27. Sponsorship for the roundabouts will end on 1 June 2026. The Parish Council was asked to determine whether the minimum bid levels should remain unchanged. The current minimum bids are £1,500 for Fellow Green and £2,000 for Gordons, both inclusive of VAT.	It was resolved that the minimum bid values remain at £1,500 for Fellow Green and £2,000 for Gordons.	Locum Parish Clerk – within next two weeks
045/26 DOCUMENTS/CORRESPONDENCE RECEIVED (outstanding & new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 022/26(c) Car parking Church Road/Streets Heath A report and accompanying photographs outlining parking issues had been submitted to the Highways Officer. It was confirmed that these concerns would be considered as part of the next Parking Review, due to commence later this year, and that any draft proposals would be shared with the Parish Council during the review stage. Members were asked their views on a meeting with County Councillor, Gordon's School and the affected resident'	It was resolved that the resident be advised of the actions taken by the Parish Council to date, and that the County Councillor be approached regarding any multi-agency meetings, noting that the Parish Council holds no powers in relation to Highways but would be willing to attend any such meeting.	Locum Parish Clerk – immediately

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
b. Tennis Club Lease The Parish Council had previously agreed in principle to the extension of the lease. On reviewing the 2010 lease, inconsistencies were noted by the Locum Clerk in the wording, including references to both a lease and a licence (notably in clause 5.1 and related sections). Advice obtained from the Surrey ALC solicitor indicated that the document would benefit from updating with estimated costs at around £2,400–£2,700 plus VAT. Members queried the necessity of revising the lease.	It was resolved that reassurance be given to the Tennis Club that the Parish Council intends to extend the lease, and that the Club be asked whether they have a solicitor who could prepare an updated lease or other legally satisfactory document confirming the Parish Council's intention to extend the lease upon expiry.	Locum Parish Clerk – immediately
c. Cancellation of the Bisley Churchyard Extension. The Church advised that the proposed extension to Bisley Churchyard could not proceed following the results of the water survey. The funding previously set aside to contribute to the proposed churchyard extension could be vired to an alternative budget.	It was agreed the RFO would review the options to vire the budget and report back to a future meeting.	Locum Parish Clerk – future meeting
d. History Project – storage of photos. Members noted that the Parish Council had previously agreed to accommodate the collection within the new build. It was confirmed that the photographs were currently contained within two filing cabinets.	It was resolved that the two cabinets could be accommodated within the Sports Pavilion following the remodelling	
e. Chobham Action Group – concerns regarding Henry Smith Charity The Chobham Action Group reported that one of the Trustees of the Henry Smith Charity had not been aware of the removal of Parish Council nominated representatives. The Group noted that it understood the Parish Council's decision of 28th January, but that this had been taken without knowledge that the trustees had not collectively authorised their lawyer's request for the removals. The Group were asked whether the Council would have reached a different conclusion in light of this information.	It was agreed that the Parish Council would have reached the same decision as that made on 28 th January 2026, even in light of the information provided by the Chobham Action Group. No further action.	
f. Cougars partnership proposal Following the meeting with Woking Cougars regarding a potential partnership proposal, Members discussed whether this was an initiative the Parish Council wished to pursue.	It was resolved that the Parish Council was not in a position to make a decision at this time due to ongoing changes affecting councils and the potential move to a unitary authority. In the meantime the Locum Clerk would review the lease.	Locum Parish Clerk

046/26 ITEMS FOR THE NEXT AGENDA (new)

None at this stage

047/26 EXCLUSION OF PRESS AND PUBLIC

Under the Public Bodies (Admission to Meetings) Act 1960 Section 1(2) – likely disclosure of exempt information the Press and Public were excluded from Part II of the meeting.

There being no further business the Chairman closed the meeting at

The next Full Council meeting will be on Wednesday 25th March 2026

Signed Chairman

Date