



SEND PARISH COUNCIL

Minutes of the monthly meeting of SEND PARISH COUNCIL held on Monday 15th of June 2026 at 7.45 p.m. in the UPPER ROOM of the Lancaster Hall

Present: Cllr J Osborn (Chair), Cllr D Hurdle (Vice Chair), Cllr J Manktelow, Cllr A Robertson, Cllr H Thomas, Cllr K Lord, **Proper Officer:** N Mair (Clerk), J Caine (Assistant Clerk), Cllr B Hughes (SCC & WSUA), also two members of the public.

Public Session:

A member of the public raised concerns regarding access to appointments at The Villages Medical Centre, particularly the reliance on online forms and the impact this may have on elderly or digitally excluded residents. Concerns were raised that residents in urgent or distressing situations may not be able to complete online forms and may not know how to access appropriate assistance.

Cllrs discussed recent experiences of the appointment system and noted concern that, while digital triage may assist the surgery, suitable alternative arrangements must remain available for those unable to use online systems. It was noted that the issue was particularly significant given the age profile of the village.

A further question was raised regarding assets and land in the context of local government reorganisation. Cllrs discussed the need for clear guidance on whether assets could be transferred, leased or sold before the new authority comes into being, and what limitations may apply to Guildford Borough Council during the transition period.

The public session was closed.

26/27/1 Apologies for Absence No apologies for absence were received.

27/27/2 Declarations of Interest Cllr Goehler and Cllr Lord declared pecuniary and non-pecuniary interests in relation to 94 Potters Lane.

28/27/3 Approval of Minutes - The minutes of the Council meeting held on 18th May 2026 were considered.
RESOLVED: That the minutes of the Council Meeting held on 18th May 2026 be approved and signed as a true record.

29/27/4. Chair and Clerk's Report

It was reported that the Chair and Clerk had attended a meeting with Green Kite Homes, together with Ripley Parish Council, regarding the proposed development at Highlands Farm. The developer provided an update following the public engagement sessions held in January and referred to meetings with the local MP and other stakeholders. The scheme had been renamed **Papercourt Wey** and the number of units slightly reduced. The developer also stressed the importance of environment and landscape within the scheme.

Traffic surveys had also been completed, and discussions had taken place with Surrey County Council. Concerns had been raised regarding the capacity of the local road network, however the developer advised that Surrey County Council had not raised such concerns with them.

The Chair also reported that:

- she and the Clerk had attended an Eight Parishes Forum meeting.
- a meeting had taken place at the request of Hawksmoor Homes regarding 94 Potters Lane,
- A concern was raised regarding obstruction of the public footpath from Send Marsh Road towards the new development site. It was reported that a resident had found the route blocked and had been forced to climb over the obstruction. The matter had been referred to the relevant authority and the resident had been advised to contact the planning officer - **Noted**
- thanks were recorded to the Clerk for work preparing for the internal audit.

The Clerk reported that the audit had now taken place, enabling the close of the accounts for that tax year and reopening for the new financial year. The Clerk's Forum will be attended and a reminder was given to members about the Upcoming councillor forum on Wednesday 17th June at 7:30pm by Zoom.

30/27/5 Borough, County and Unitary Councillor Reports

No Borough councillors were in attendance. Cllr Bob Hughes provided an update.

Cllr Hughs mentioned the need to ensure that the Burnt Common lay-by is properly secured and monitored.

An update was given on Local Government Reorganisation. It was reported that progress on establishing the new authority appeared to be slow, particularly given the need for major services such as adult social care, children's social care and education to operate properly from day one. Members were warned that Parish Councils should monitor any proposals for the devolution of services, particularly where responsibilities may be transferred without adequate funding.

The importance of parish and independent representation on relevant committees of the new authority, including standards arrangements was mentioned.

A query was raised regarding the bus stops and landscaping/wildflower areas following the development at Allium Park. It was noted that the matter had been raised and would continue to be pursued.

31/27/6 Planning

6.a Planning Committee Minutes

The minutes of the Planning Committee meetings held on 18th May 2026, and 3rd June 2026 were noted - **NOTED**

6.b 94 Potters Lane

Members received an update regarding 94 Potters Lane.

It was reported that the judicial review hearing date had been listed for 15th October 2026. Guildford Borough Council appeared to be defending the claim rather than consenting to judgment.

It was further reported that Guildford Borough Council had now agreed to a stay of the third judicial review. This would pause those proceedings pending the outcome of the live judicial review and would avoid the Parish Council incurring the costs of running two judicial reviews at the same time.

The Chair reported that the initial Grounds of Resistance from the Interested Party had been received shortly before the meeting and that Guildford Borough Council's Grounds of Resistance were expected.

6.c Burntcommon Nurseries

The Assistant Clerk had written to the planning officer regarding the decision notice for Burntcommon Nurseries.

Cllrs noted that several concerns had been discussed at Guildford Borough Council's Planning Committee. The final refusal reason focused on the local road infrastructure and should be robust.

32/27/7 Finance

a Internal Auditor's Report

The Council received the Internal Auditor's report following the audit held on 23rd May 2026.

Cllrs noted comments regarding reserves and the need to keep the Council's financial position under review, in particular the reduced cemetery income over the last two years.

b Annual Governance and Accountability Return 2025/26

The Annual Governance and Accountability Return for the year ending 31st March 2026 was considered.

It was noted that the public inspection period in the previous year had been incorrectly calculated at 35 days rather than 30 working days, therefore technically not compliant with the required period of 30 days. This was indicated on the return.

RESOLVED: That the Annual Governance and Accountability Return 2025/26 be approved and signed by the Chair and Clerk.

c Precept 2026/27 – The precept request submitted to Guildford Borough Council in January 2026 for tax year 2026-27 was **£104,373** – **Noted** – as advised by the auditor.

d End of Year Budget Report 2025/26 - **received and noted.**

e June 2026 payment list - the expenditure for June 2026 was considered.

RESOLVED: That the payment list for June 2026 be approved.

f Finance Committee Meeting - The next Finance Committee meeting was noted as Monday 22nd June 2026.

g Insurance Renewal 2026/27 The Clerk reported that the Council's insurance had been renewed. The Council has entered into a cost-effective five-year arrangement - **Noted**

Enquiries are also to be made about new claims.

h Send Walkfest Insurance

Members considered a request relating to public liability insurance for Send Walk fest. It was reported that Guildford Borough Council had previously provided insurance cover but was no longer doing so. Advice had been obtained from the Council's insurer. It was recommended that the organiser take out their own public liability insurance, with the Parish Council reimbursing the cost.

RESOLVED: That the Parish Council will reimburse or contribute towards the organiser's public liability insurance for Send Walkfest, up to a maximum of £100, subject to confirmation of the cost.

i Complaints Policy The Council reviewed the Complaints Policy. **RESOLVED: That the Complaints Policy be approved.**

j. Councillor Co-option - The Council considered an application for co-option. Following a vote, a new Councillor Ben Rowe was unanimously voted onto the Council.

RESOLVED: That Ben ROWE be co-opted as a member of Send Parish Council.

33/27/8 Pavilion Project

The Chair reported that the Pavilion Committee had met on Monday 8th June 2026 and had made a number of recommendations to Council. The Chair thanked the Committee, Clerk, assistant to the Clerk, and project team for the work undertaken.

The following project timetable was noted:

- public consultation to take place on Tuesday 23rd June 2026 at the Recreation Ground;
- next Pavilion Committee meeting to take place on Monday 13th July 2026;
- planning application to be prepared for submission in September 2026, subject to progress.

a. Note the minutes of the June Meeting - **noted**

b. RIBA Stage 3 and Project Brief

The Council considered the recommendation to move the project to RIBA Stage 3.

RIBA Stage 3 would involve further consultant coordination and preparation for the planning application. Cllrs discussed fundraising and noted that major grant applications would generally require planning permission and tendered cost information. It was agreed that preparatory work and early engagement with funders should begin.

RESOLVED: To progress the project to RIBA Stage 3 and approve the associated fee proposal from the architects.

RESOLVED: That the revised building brief be approved.

c. **Pavilion Design – Option 5.** Cllr Goehler presented the proposed evolving design, recommended by the Committee based on option 5 and explained the building layout. Cllrs noted that the proposal remained a developing design and that further amendments may arise from consultation.

RESOLVED: That the design, based on Option 5, be approved, subject to further amendments arising from the public consultation on 23rd June 2026, and by the Pavilion Committee.

d. & e Risk Report and Business Plan - The Council noted the updated risk position. Funding uncertainty during the construction phase had been revised to high. A further potential risk was noted relating to the Morrisons/shop unit being for sale. The Business Plan remains continues to be developed.

f. Transport and Parking Option

Cllr Goehler outlined the two parking options for public consultation. Option 1, involving access in and out from the tennis court side, was recommended as the preferred feasible option. This would provide approximately 22 standard parking spaces and at least two disabled spaces, subject to final design and regulatory checks. Option 2 was less feasible due to highways constraints, proximity to the main road junction, land ownership, visibility, management issues and the potential impact on the shop frontage and delivery arrangements. The preferred option 1 was being taken to consultation but was not yet fixed. Management issues were also discussed including the possibility of long-stay parking and the need for suitable controls.

RESOLVED: That Option 1 be approved as the preferred parking option for public consultation on 23rd June 2026.

g. External Consultants - The Council considered recommendations for fire safety and geotechnical consultants.

RESOLVED: That Assured Fire Safety be appointed as the fire safety consultant for the Pavilion Project.

RESOLVED: That Soils Limited be appointed as the geotechnical consultant, for the Pavilion Project

h. Catering Van Trial

The Council received an update on the proposed catering van trial. It was reported that information had been sent to four companies and that they had been given two weeks to respond. **Noted.**

34/27/9 Amenities Committee.

a. **Cemetery Drainage** - GWD have been chased again regarding the cemetery drainage marker issue. Awaiting a further response. **Noted**

b & c. Recreation Ground Play Equipment

The multiplay at the recreation Ground has undergone further successful repairs. The donkey Springer has been vandalised. The quote for replacement is £2000. In house repair is being explored.

d. **Bus Shelters** - The bus shelters require general sweeping and cleaning. Other minor maintenance issues continue to be reviewed – **NOTED**

e. **Fence at Sandfields** – repair required – **Noted**

f. **Fencing around the Recreation Ground** – a small section requires replacement - **NOTED**

g. **Allotments** - the broken allotment fence was **noted**. Staff will review allotment finances.

h. **Groves Family Memorial Bench** - The Groves family have responded positively to the proposed wording of the plaque and further detail regarding style, size and location of the bench is being progressed - **Noted**

i. S106 Funding for Recreation Ground Play Equipment

It was reported that correspondence with Guildford Borough Council was ongoing regarding which S106 pot could be used and how VAT should be treated, for the recent Fawns play equipment order.

One item of equipment had been removed from the plan to bring the project within the available S106 allocation. Concern was expressed that the availability of S106 funding appeared to have changed despite previous correspondence. It was decided to raise the matter at the Finance Committee and seek assistance from County Councillors if required.

j. **Street Light Repairs** streetlight maintenance issues and replacement stickers were discussed. It was noted that the stickers could be replaced locally at a lower cost than the amount quoted. Other repairs would be considered by the Finance Committee.

k. **Christmas Lights** – the need to find sponsors will be explored further in July - **Noted**

35/27/10 Communications Guildford Borough Council have advised that a consultation relating to the Local Plan will commence in September 2026 - **Noted**

36/27/11 Other Reports

a. Lancaster Hall – The Chair had been unable to attend the recent committee meeting. There were no matters requiring Council action at this stage and so the minutes will not be circulated.

b. Eight Parishes Forum

The Chair reported on the Eight Parishes Forum attended by the Chair and Clerk.

The meeting covered local government reorganisation, cumulative development, infrastructure concerns, drainage and councillor allowances. A joint letter has also been prepared for consideration by the eight parishes, raising concerns about the scale of development in the area, the lack of supporting infrastructure and sustainability issues. The Assistant to the Clerk has redrafted the letter and added further detail.

RESOLVED: That Send Parish Council agree in principle to support a joint letter from the Eight Parishes regarding cumulative development and infrastructure concerns, subject to members reviewing the draft.

Councillor Allowances will be considered further at the upcoming Finance Committee meeting - **NOTED**

37/27/12 Confidential – to pass a resolution: in view of the confidential nature of the business to be transacted at item 13 of the agenda, the press and public to be excluded from this part of the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED: the public and press be excluded from the meeting

38/27/13 Confidential Business

- a. A short report was received regarding a meeting with Mr Atterbury from Hawksmoor homes - **Noted**
- b. A report was received regarding a communication from a resident. File names for published minutes and agendas would be carefully controlled to avoid confusion by the public. – **Noted**.

39/27/14. Date of Next Meeting

The next Council meeting was noted as Monday 20th July 2026. The meeting closed at 9:54pm.