

Puttenham Parish Council

MEETING MINUTES of Puttenham Parish Council Annual Meeting held on Monday 18th May 2026 at Marwick Village Hall, School Lane, Puttenham

Attendees: Councillor Mike Blundell Jones – Chair
Councillor Will Yule – Vice Chair
Councillor Rob Creer
Councillor Debbie Mitchell
Mrs B Weddell - Clerk

Anna de Filippis was in attendance.

Apologies: Apologies for absence had been received from Cllr Matt Furniss and Cllr Sallie Barker.

		Action
26/38	Election of Chair Following a unanimous vote of members, Mike Blundell-Jones was elected Chair of the Parish Council for the ensuing year. Cllr Blundell-Jones signed the Declaration of Acceptance of Office.	
26/39	Election of Vice Chair Following a unanimous vote of members, Will Yule was elected Vice Chair of the Parish Council for the ensuing year. Cllr Yule signed the Declaration of Acceptance of Office.	
26/40	Representations from members of the public None.	
26/41	Declarations of Interest There were no declarations of interest pertaining to agenda items.	
26/42	Reports from Borough and County Councillors Cllr Barker was pleased to report that she and Cllr Furniss had been elected West Surrey councillors for Shalford, which included Puttenham. She would have more to report in coming months about the progress to form the new Unitary Authority, which would take over as the lead authority when Guildford borough Council and Surrey County Council cease to exist on 1 st April 2027.	
26/43	Report from Puttenham School Head Anna de Filippis reported that the formation of a nursery at the school was on hold due to lack of funding from the Department for Education. The nursery would not now be likely to open before January 2027.	
26/44	Minutes The minutes of the meeting held on 16 th March 2026 were approved as a correct record of the meeting and signed by the Chairman.	

26/45

Areas of Responsibility

The following Members' Areas of Responsibility were agreed for the ensuing year.

Community Transport Hub	Mike BJ
Health and Safety	Mike BJ
War Memorial	Mike BJ
Recreational Amenities	Will Yule/Rob Creer
Football club and Recreation Ground	Rob Creer /Will Yule
Bonfire	Will Yule
Puttenham Downs	Debbie Mitchell
Cemetery	Debbie Mitchell
Youth Club	Will Yule
Communications and Website	Clerk/Mike BJ.
Puttenham School- Liaison	Mike BJ
Marwick Hall – Liaison	Will Yule
Chief Finance Officer	Bev Weddell

26/46

Recreation Ground and Play Areas

Cllr Yule advised that he was in the process of setting up scheduling for the tennis court and liaising with Parish Online to get this set up on the parish council website.

W Yule

The football club that had been using the playing fields would be advised that charges will be applied from 1st September this year, and they will be required to book.

W Yule

It was agreed a deep clean of the pavilion was required in advance of the Fete and two private hires in June.

26/47

Health and Safety

The safety fencing around the last between the school and car park had been removed. The parish council had advised the school that they should manage access and monitor safety going forward, as the land was not owned by the parish council, it could not be responsible.

A new battery had been bought for the defibrillator by the Good Intent. The Chair would check that both defibrillators are suitable for children and that the codes are present. Defibrillators for the hall and other end of the village would be proposed and funding sought.

M Blundell-Jones

26/48

Highways and Public Rights of Way

There was nothing to report.

26/49

Puttenham Down

Cllr Mitchell reported a tree had fallen across the path at the top by the Hogs Back. Cllr Creer would take a look.

R Creer

Some turf was required to repair an area around the pond that had been dug up by wildlife. Cllr Creer would advise re potential availability of turf in the village, or some rolls would be purchased.

R Creer

26/50

School Pond

Cllr Mitchell advised that she now had three quotes to replace the pond liner, which were all in the region of £5000. A licence to carry out the work was also being pursued.

D Mitchell

Cllr Mitchell reported that one of the tree wardens will be attending a tree warden course in June.

26/51

Community Transport Hub

Cllr Yule would chase log-ins for the Go-Zero platform.

W Yule

The white lining had now been completed, including triangles on the speed humps.

The WiFi was now installed and up and running.

A tree was overhanging the main gate, which would be removed in late summer.

26/52

Cemetery

Cllr Creer advised that the Cemetery was looking tidy and the hedging saplings were growing well. He would get the mulching mower up there to re the sycamore seedlings, which was awaiting a new part for the mower. He would book the mower in for a service and for the part to be replaced at the same time.

R Creer

26/53

Adoption of Accounts and Balance Sheet for year ended 31.3.2026

- a) The council considered the Internal Auditor's report. It was noted that the parish council as required to have an up to date IT Policy, which the Clerk would prepare to be adopted at the next meeting.
- b) The Annual Governance Statement was approved and signed by the Chair and the Clerk.
- c) The Accounting Statements for 2025/26 were approved and signed by the Chair and the Clerk.

26/54

Planning

26/P/00389 Certificate of Lawfulness for a proposed development to establish whether the extension of garden area including demolition of existing boundary wall, erection of new boundary wall, replacement of existing garage style door with bi-fold doors and use of parking area for garden use would be lawful. 1 Hops End, Puttenham, Guildford, GU3 1AE.
Letter of comment appended.

26/55

Items of business for information or inclusion on a future agenda

Adoption of an IT Policy. .

26/56

Next meeting

13th July

There being no further business, the Chairman closed the meeting at 20:10.



Puttenham Parish Council

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Email: clerk@puttenham-pc.gov.uk
Chairman: Mr Mike Blundell Jones

11 February 2026

Anshuli Kadam
Planning Officer
Guildford Borough Council
Millmead House
Millmead
Guildford GU2 4BB

Dear Anshuli Kadam,

Planning Application: 26/P/00389|Certificate of Lawfulness for a proposed development to establish whether the extension of garden area including demolition of existing boundary wall, erection of new boundary wall, replacement of existing garage style door with bi-fold doors and use of parking area for garden use would be lawful.|1 Hops End, Puttenham, Guildford, GU3 1AE

Puttenham Parish Council objects to application **26/P/00389** for a Certificate of Lawfulness relating to the proposed extension of garden land, demolition and erection of boundary walls, replacement of garage doors, and the use of a designated parking area as private garden. Although this application is made under **Section 192 (Proposed Use)**, the Parish Council is entitled to comment where the applicant's legal assertions are **factually incorrect, misinterpret planning law**, or rely on **disputed assumptions**. In this case, the application is fundamentally flawed for the reasons set out below.

1. The land is not within the residential curtilage of 1 Hops End

The applicant's case depends entirely on the parking area being within the curtilage of the dwelling. However:

- The area forms part of a **shared parking and access court** created under permissions **15/P/01329** and **16/P/01277**.
- Communal parking courts are **not normally considered curtilage** in law because they serve multiple dwellings.
- The Planning Statement itself acknowledges that the area is used by **“surrounding dwellings”** for parking and amenity purposes .

If the land is not curtilage, **none** of the claimed permitted development rights apply and the Certificate cannot lawfully be issued.

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2. The proposal would remove or obstruct a designated parking space

The original 2015 permission secured **specific parking spaces** for each dwelling to meet adopted standards. Converting a designated parking space into garden land would:

- Contravene the approved layout,
- Reduce off-street parking provision,
- Increase pressure on Dark Lane and Hops End (both narrow, private roads),
- Represent a **material change of use**, which cannot be certified as lawful.

A Certificate of Lawfulness cannot be granted where the proposal would **breach a condition or approved plan** of an extant permission.

3. Enclosure of shared land is not incidental to the enjoyment of a single dwelling

The application proposes enclosing part of the shared parking court with a 1m wall and hedging. This would:

- Alter the function of shared land,
- Reduce manoeuvring space for other residents,
- Create a private enclosure on land not exclusively associated with No. 1,
- Prejudice the rights of other residents who rely on the shared space.

This is not “incidental” use under Section 55(2)(d) TCPA. It is a **material change of use**.

4. The applicant’s interpretation of Section 55 TCPA is selective and incomplete

The Planning Statement argues that use of the land as garden is not development because it is “incidental” to the dwelling. However:

- Incidental use applies only to land **already within the curtilage**.
- Case law (*Sutcliffe, Methuen-Campbell*) requires the land to be “part and parcel” of the dwelling.
- A shared parking court serving multiple households **cannot meet this test**.

The legal opinion submitted is not determinative and appears to rely on **disputed factual assumptions**.

5. The proposal conflicts with the previous Certificate of Lawfulness (25/P/01381)

The Council previously refused enclosure of this same area because it was considered **adjacent to a highway used by vehicular traffic** and exceeded permitted heights.

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The current proposal attempts to circumvent this by:

- Reducing the wall to 1m,
- Adding hedging above (not “development”, but still creating an enclosure exceeding 1m).

The functional impact is identical to the previously refused scheme.

6. The proposal would materially alter the approved 2015 layout

The 2015 redevelopment established:

- Shared access,
- Communal parking,
- A consistent boundary treatment,
- A defined settlement pattern.

Enclosing part of the shared parking court would undermine the integrity of the approved layout and create a piecemeal, inconsistent boundary form.

This is not a lawful “incidental” change.

7. Curtilage must be interpreted narrowly in the Green Belt and Surrey Hills National Landscape

The site lies within:

- **Green Belt,**
- **Surrey Hills National Landscape,**
- **Area of Great Landscape Value.**

In such sensitive locations, courts have consistently applied a **strict interpretation** of curtilage. Communal or semi-open areas are **not** domestic garden land.

8. Intensification of domestic use indicates a material change of use

The applicant states that the area is used by **multiple households** for games, storage and amenity purposes .

This admission demonstrates:

- The land is shared,
- The proposed use is not incidental to a single dwelling,
- The proposal would intensify domestic activity in a shared space.

Intensification is a recognised indicator of **material change of use**.

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9. The proposal would prejudice the rights and access of other residents

Enclosing part of the shared parking court would:

- Reduce turning space,
- Reduce available parking,
- Potentially obstruct emergency access,
- Set a precedent for further enclosure by other dwellings.

This confirms that the land is **not exclusively associated with 1 Hops End**, and therefore cannot be treated as curtilage.

Conclusion

For the reasons set out above, Puttenham Parish Council submits that:

- The land is **not** within the curtilage of 1 Hops End,
- The proposal involves a **material change of use**,
- The operational development is **not permitted development**,
- The proposal conflicts with the approved 2015 layout,
- The application relies on **incorrect legal assumptions**,
- The Certificate **cannot lawfully be issued**.

The Parish Council therefore **objects** to application **26/P/00389** and requests that the Certificate of Lawfulness be **refused**.

Yours sincerely

Beverley Weddell
Clerk to Puttenham Parish Council