

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 13th March 2025 at 7:00 p.m. in Chilworth C of E School

2025-45 - Present:

Councillors:

Cllr Mrs. P Allen (Chair), Cllr G Brown (Vice Chair), Cllr Mrs. Osman, Cllr J. Peake, Cllr Mrs. Tantram, Cllr Miss Toynbee and Cllr R. Young

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

Two members of the Public

In attendance: Parish Clerk - Anne Tait

2025-46 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Danielle Newson.

2025-47 - Declaration of Disclosable Pecuniary Interests (DPIs) - by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

2025-48 - Declaration of Non-Pecuniary Interests

Cllr Mrs Tantram declared an interest in planning application **25/P/00178** as the property was a near neighbour.

2025-49 - Register of Interests

No updates were declared

2025-50 - Minutes of the previous meetings:

It was proposed by Cllr Mrs Tantram, seconded by Cllr Brown and unanimously **RESOLVED** that the minutes of the Full Council Meeting held on 13th February 2025 be approved and signed by the Chairman as a true record.

2025-51 - Public Participation

It was reported that the height of the water in the stream behind 77 and 79 Dorking Road was unusually high. Cllr Cansell offered to contact Tangley Mere to ascertain if there is a blockage causing the increase in water.

2025-52 -Clerk's Report

The Clerk's report had been circulated to Members via email in advance of the meeting:

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The Defibrillator at the Percy Arms

The Defib Shop:

Members had been previously advised that the current defib 'Lifepak CR Plus' has been discontinued for a number of years. There are replacements available at present, but these are not guaranteed for the future.

A discounted quote is shown below (supplied by the Defib Shop) for a new defibrillator which is a match for the current unit:

iPAD NFK200 Semi-Automatic Defibrillator - £645 + VAT to include:

- **1 x CU Medical Systems iPAD NFK200 Semi Automatic Defibrillator**
- **1 x set of CU Medical iPAD NFK200 Adult / Paediatric Pads - up to 3 year shelf-life**
- **1 x CU Medical iPAD NFK200 Battery Pack- up to 5 year shelf-life**
- **1 x AED Rescue Kit**
- **1 x Carry Case for iPAD NFK200**
- **7 Years Manufacturer's Warranty - Extend to 10 years by registering the unit with us.**

I am meeting with Mike Lunn on site tomorrow to ascertain if there is a live connection into the box and assess the cabinet for damage/wear-and-tear.

Bus Shelter opposite Lockner Farm on the A248

The contact details have been received from the Clerk at Womersley and Shamley Green Parish Council, re a contractor. Cllr Miss Toynbee reported that the Village Hall Committee have recently engaged Shane Harris to repair the windows in the Hall and she would pass his contact details onto me.

Footpath dedication - Path between Public Footpaths 257 and 258

A message was received from Eliza Wyrzykowska, SCC Countryside Access Assistant, (Legal Definition), confirming that there have been no further developments regarding the path between Public Footpaths 257 and 258 since August last year. Following Mr Burt's passing away, the family have asked us for time to fully review the situation. We have not been in touch with Sebastian Burt since then.

War Memorial Maintenance

Two possible contractors have been sent the Specification to quote for the work. It was noted that the arisings must be removed from the site.

Trees on the Green in Halfpenny Close

On Tuesday 11/03/25 a meeting was arranged between Robbie Stewart – SCC Highways Environmental Officer, Parish Councillors Mrs Allen, Mrs Osman and John Peake. Residents Mr & Mrs Davey, Pamela Hewitt and Mr Osman.

Robbie has confirmed the following:

I will remove the two Alders and replant along the side of the verge at the entrance to the close – alongside the property 'Byways'. I am chasing some information from those involved in the planting,

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but the arb experts I met with yesterday, looked at the pictures and didn't feel that these were large varieties of Alder, and unless the ground is particular moist (close to a river bank for example), these trees won't ever grow to their full potential.

If the residents of 28A and 29 Halfpenny Close have no objection, I will arrange for a nice new flowering cherry (or similar species) to be planted where we discussed... If I have a spare one in the yard in the next two weeks, I can arrange to get it done soon... if not, it will be next planting season.

We will keep monitoring the two spindly looking Rowans, as well as the odd, looking apple in the far corner. I will ask our "bat" expert for some advice for that tree on the other corner, before deciding what we need to do with it.

Potholes at the end of Halfpenny Close

At the end of the visit to the Green on Tuesday I spoke to a SCC Highways Officer about the repaired potholes at the end of the close. She commented that *"the repair was looking good"*. She also looked at the problem that had been reported by Cllr Mrs Osman *"beyond the junction at the road edge there is serious damage to the surface which is breaking away into the kerbside"*.

The SCC Officer referred to this damage as 'verge shift' – i.e. large lorries/4 x 4 cars breaking up the edge of the verge.

Bus Shelter Roof opposite The Percy Arms

Atkins have again been contacted, and again they confirmed that a repair/replacement to the damaged roof tiles to the corners of the bus shelter will be carried out.

2025-53 - Chairman's Report

Cllr Mrs Allen's report had been circulated to all Members via email in advance of the meeting.

1. Chilworth Station Improvement Works

Having raised earlier concerns about replacement of fencing at Chilworth Station at the end of the recent improvement works, I was told by Harry Riley, Network Rail Public Affairs Manager, that he had met with the project team and confirmed that the white powder coated fencing had been returned to its previous position. However, they did raise with him that when they have finished upgrading the level crossing later this year, the current fences have been identified as a safety risk. Chilworth level crossing will have a new CCTV system installed and will be remotely controlled from the Basingstoke Rail Operating Centre. The fences create a visual barrier between the CCTV and the machinery that will control the new barriers. There would be blind spots created for the level crossing operators, so they are currently planning to replace the fencing with white powder mesh fencing to improve visibility. Obviously, consideration of the safety of passengers and level crossing users is top priority whenever they complete the upgrade works. However, the final outcome may be disappointing for those of us involved in the original project to enhance the station as a 'heritage' station in the Surrey Hills and have a modern equivalent of the original picket fencing which surrounded the station. St Martha PC, Surrey Hills, Community Rail Partnership and Network Rail were all involved in this project. As a result, the team is looking to see if the risks outlined above can be minimised to allow the current fencing to stay and Harry will keep me informed. The original project took 3-4 years to achieve and most of the cost was covered by Network Rail. I sent Harry details of the complete enhancement project, of which the fencing formed a large part. Compromises were made then in the interests of safety but requirements have changed still further since with the new CCTV installation.

2. Parish Council Precept 2025/26

I was contacted by a resident of St Martha Parish asking why the Precept had been increased by 12.5% for this coming 12 months. I explained the reasons, why it had been lower over the last couple of years

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and even with the recent increase it is still lower than for 2021/22. I will be referring to the Precept and this year's increase in my Annual Report later in the year.

3. Defibrillator

I contacted Peter Walshaw, the person who looks after the two Defibrillators at Blackheath. Peter is very happy to share any information, or show how they work, if this would be helpful. The machines they have are ZOLL AED Plus and they have found them quite easy to maintain and service. He did say that modern machines are smaller and don't have such a big cabinet.

4. Webinar on Employees' Contracts and Hand Books

I attended a webinar on Contracts and Hand Books which was useful and I got some good feedback to my questions. I shared these and a recording of the webinar with Julia Tantram.

5. Chilworth War Memorial

I have found two places on the War Memorial that have succumbed to frost damage this winter. Luckily the newly repaired areas are all still holding up OK. (I sent photographs to Parish Councillors on 11/03/25) Perhaps the PC should consider booking the stonemason to come and have a look. The PC has £500 earmarked under General Reserves for the War Memorial. Not sure if this will cover two new pieces cut in to replace the damaged areas.

6. Bridleway 252 and Footpath 252a near Lockner Holt

The wire between the Bridleway and Footpath 252, put in by my husband on behalf of the PC, has clearly been deliberately cut in two places for, I concluded, cyclists to use the Footpath section where the Bridleway is muddy. I am only assuming this was done to benefit cyclists but I have no evidence whatsoever to support this other than it makes sense that those cycling don't want to go through the deep mud on the Bridleway side. The very reason the two sides are divided in the first place, and have been for a long time, is so that horses only go down one side which allows walkers to walk comfortably on the undisturbed other side which is 252a. (I sent photographs to Parish Councillors on 11/03/25). This area is particularly bad in the winter and very wet weather.

Can the PC please consider what action should be taken and whether, for example, a narrow break should be made in the fencing by the muddy section so cyclists can go on the footpath on that piece nearest Blackheath Common. If the wire is put back to how it was, I am rather assuming it will be cut again!! 252 is part of the Rail to Ramble route, on trial maps, used for DofE, and probably gets used for cycling events.

2025-54 - Parish Councillors' Report

Shalford Community Council meeting on 20/02/25

Cllr Brown's report had been circulated to Members via email in advance of the meeting

1. **Traffic mirror** - A resident in Oakdene Road would like one on the Green, but as its owned by GBC there is an issue with permission as the owner of the land, the mirror is on, is potentially liable if there is an accident while someone is "using" the mirror.
2. **Street light** power costing £8,500 pa. Shalford Community Council is trying to see if they can use the same supplier as GBC and benefit from any group discounts.
3. Jim Rayner taking on more "odd jobs" e.g. grass cutting.
4. **Shalford Rail Station** – the phone mast is being improved / made higher to give a better service. Unsure if it will be converted to 5G.
5. **Bradstone Brook** footpath has been cleared by SCC/GBC and feedback is good.

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6. **Next meeting** is on 27/03/24 St Martha Parish Councillors Miss Toynbee and Young to attend.

2025-55 - Guildford Borough and Surrey County Councillor's Report

Councillor Bob Hughes reported that Members' time has been taken up on Unity Authority business/plans. Questions have been raised about how many Unity authorities there should be...? There are currently about 1.2 million residents. He confirmed that there would no SCC elections this year, which are now postponed until 2026.

2025-56 - Chilworth Village

Cllr Cansell reported on the scheduled Shalford Traffic Calming scheme along the A248 Kings Road. This consists of reducing the speed limit to 20 mph, installing two road tables, two sets of road cushions, new traffic signs and new road markings. There will be a 24-hour full road closure whilst these works are constructed between 31st March – 17th April 2025.

During the first phase (road table on the zebra crossing) Kings Road will be closed (approximately 1 ½ weeks) from the roundabout with A281 Horsham Road to about 20 metres east of Station Road.

During the second phase (road table at the traffic island) Kings Road will be closed (approximately 1 week) between the entrance to Shalford Village Hall to its junction with the eastern end of Station Road.

2025-57 The Annual Assembly of St Martha Parish

RESOLVED That the Annual Assembly of St Martha Parish will be held in Chilworth Village Hall on Thursday 29th May 2025 starting at 6:30 p.m. The Annual Meeting of St Martha Parish Council will then follow.

2025-58 - Planning Matters

(a) **To discuss and agree** the recommendation to Guildford Borough Council on the following application:

Planning Application: 25/P/00178 - Sunne Dene, 27 Roseacre Gardens, Chilworth GU4 8RQ

Proposal: Removal of existing first floor chalet bungalow roof and construction of new first floor accommodation with raised eaves, alterations to the fenestration, new porch and new external finish.

RESOLVED The recommendation from St Martha Parish Council is 'leave to planners'.

(b) **To receive and note any outcomes from GBC on applications previously reported:**

Planning Application **24/P/01380 – Lake House, Mill Lane, Chilworth, GU4 8RP**

Proposal: Padel Court and associated change of use of land to residential.

Application WITHDRAWN on 14/02/25.

Planning Application **25/P/00019 - 32 Dorking Road, Chilworth GU4 8NR**

Proposal: Installation of an Air Source Heat Pump to the front elevation.

APPROVED by GBC on 07/03/25.

2025-59 - Highways, Footpaths and Rights of Way

Shere Division Parish Meeting

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An invitation had been received from James Haley, SCC Stakeholder Engagement Officer for Waverley and Guildford Highways 'Operations & Infrastructure', for two Members of local Parish Councils to attend a Divisional meeting on 20th March 2025 in Gomshall.

The purpose of the meeting is to explain to representatives of the parishes how to contact Surrey CC Highways, and to receive experiences (positive and negative) when dealing with the various teams in Surrey CC Highways.

Although the purpose of the meeting is not to discuss the details of any specific projects, a member from the Highways Engagement and Commissioning (HEC) traffic engineering team, Anne-Marie Hannam, will be present to answer any general queries regarding new schemes (such as traffic calming measures and speed limit reductions).

RESOLVED: Cllr Mrs Tantrum and the Clerk would attend this meeting and report to Council on 10th April 2025.

2025-60 - Policies, Financial and Regulation Approvals

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

The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr Mrs Allen, seconded by Cllr Mrs Tantrum and unanimously **RESOLVED** that the payments to the value of £979.16 be approved. The payment list was duly signed by the Chairman Cllr Mrs Allen, during the meeting.

Table 1: Proposed list of payments 13th March 2025

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	13/03/25	Staff mileage	Shell	12.15	0	12.15
IT expenses	28/02/25	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3697	57.36	11.47	68.83
Clerk's Expenses	13/03/25	Postage	PC transfer chq from Nat West to Unity	0.85		0.85
Zoom	17/02/25	Facility to hold meetings on line 17/02/25 -16/03/25	Zoom	12.99	2.60	15.59
IT expenses	13/03/25	Website News and IG updates	Cow-Shed Business	50.00	0	50.00
Training	06/03/25	Cllr R Young to attend Roles/ Responsibilities & Working relationships on 20/03/25	Mulberry LAS Ltd	45.00	9.00	54.00
Subscriptions	18/02/25	Annual renewal of membership	Surrey Wildlife Trust	42.00		42.00
Subscriptions	12/02/25	Annual renewal of membership	Surrey Hills Society	30.00		30.00
Parish Improvements	18/02/25	1 x wooden finger post 'Gunpowder Mills'	The Sign Maker	588.12	117.62	705.74
Totals				838.47	140.69	979.16

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- (b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 28/02/25 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 Peake, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.
- (c) **RESOLVED:** It was agreed to accept the quotation from 'The Sign Maker' for an oak sign and finger post marking the way to the Gunpowder Mills. The lettering to be in Times New Roman both upper- and lower-case black lettering with a 95cm x 95cm post in thickness.

2025-61 – Correspondence

On 21/02/25 Surrey Association of Local Councils set up a [Devolution Updates Webpage](#), to help keep you informed about the major developments in the devolution story within Surrey.

At this stage there are two main updates: -

1. **Statutory invitation issued:** The Minister of State for Local Government and English Devolution has issued a statutory invitation ([full Letter: Surrey – GOV.UK](#)) to all Borough, District and County Councils in Surrey to develop unitary proposals which will bring together lower and upper tier local government services into new unitary councils. They have been requested to submit an interim Local Government Review plan by the 21st March 2025 with full proposals to be sent in by the 9th May 2025.
2. **SALC Unitary Recommendation Letter:** In response we have sent a [SALC Unitary-Recommendation-Letter](#) to Minister Jim McMahon and all the political leaders and CEOs of Surrey's County, Borough and District Council's. The paper highlights the key benefits of this sector to local residents in Surrey and empathises the importance of including SALC's recommended list of Parish, Town, and Community Council Unitary Partnership Mechanisms in any restructuring of local government within the County. We have asked that any proposed Local Government Reorganisation submissions by Borough, Districts, and County incorporate these Partnership mechanisms to ensure that local communities are at the heart of decision-making going forward.

Request for Action

We are now calling on you, our members, to share our Unitary Recommendation letter with your Borough, District and Surrey County Councillors to maximise the chances of our message being received and acted upon.

RESOLVED Defer until next meeting.

LSE Emergency Planning Questionnaire conducted and administered by a team led by Professor Edward Page of the Department of Government at the London School of Economics. It was

RESOLVED: Cllr Mrs Allen will submit this on behalf of the Council.

2025-62 - Items for inclusion on future agenda:

- St Martha Policies – an update
- Defibrillator at The Percy Arms Car Park
- Footpath dedication - path between Public Footpaths 257 and 258 (Peter Burts Field)

2025-63 - Date of the next meeting: 10th April 2025