

## NOTICE OF A MEETING OF THE PARISH COUNCIL

To all Members of the Council, you are hereby respectfully summoned to attend the Full Council meeting of St Martha Parish Council to be held on **Tuesday 24 October 2023 at 7.00 pm in Chilworth Village Hall**

Members of the public and press have a right and are cordially invited to be present at the meeting.

Anne Tait - Parish Clerk  
19/10/23

1. **To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40.
2. **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)
3. **Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
4. **Register of Interests** – a declaration from Members on amendments.
5. **Minutes of the previous meetings:** The following Council Minutes are to be agreed and signed by the Chairman as a true record:
  - The Parish Council Meeting held on 5 September 2023
6. **Public participation session** – 10 minutes - Members of the public can express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe, but not comment during the rest of the meeting without the consent of the Chairman.
7. **Reports:**

**To receive Reports, Communications and Updates from:**  
Parish Clerk – report attached

Parish Councillors:

Guildford Borough Councillors' Reports (5 Minutes)

Surrey County Councillor's Report (5 Minutes)

Shalford Community Councillor's Report (5 minutes)
8. **Chilworth**

To receive and discuss topics from both Shalford and St Martha Council meetings – with reference to Cllr Mrs Allen's notes received on 22/09/23.

## 9. Policies, Financial and Regulation Approvals

- a) **To discuss and approve** the schedule of payments presented by the Clerk.
- b) **To receive, approve and sign** the bank reconciliation for period ended 30/09/23.

## 10. The Parish Council Website

**To receive and discuss** with Emma Hosking (designer and developer of the PC website) re changing the current Content Management System – from 'Perch' to an updated version.

## 11. Planning

(a) **To discuss and agree** a response to GBC on the following applications:

1. Planning Application: **23/P/01531, 18 Dorking Road, Chilworth, Guildford, GU4 8NR**  
Proposal: Certificate of Lawfulness to establish whether the proposed hip to gable loft conversion with rear dormer window would be lawful.  
App type: C of Lawfulness for Proposed Use or Dev  
**Application Ref: Case Officer: Adam Hinchliff-Walz**
2. Planning Application: **23/P/01675 Milestones, 2 Roseacre Gardens, Chilworth GU4 8RQ**  
Proposal: Single storey rear ground floor and roof extension along with changes to fenestration.  
**Application Ref: Case Officer: Chris Gent**

(b) **To receive and note** any outcomes of applications previously reported:

Planning Application **23/P/00759 Alder Lodge, Blacksmith Lane, Chilworth, GU4 8NQ**

Proposal: Proposed erection of a new two-storey detached dwelling with re-use of existing brick store incorporated and proposed dismantling and re-erection of the existing garden shed realignment of wall and removal of metal framed structure and associated works.

**GBC APPROVED – 18/09/23.**

Planning Application 23/P/00341 **Retlaws, 15 Roseacre Gardens, Chilworth GU4 8RQ**

Proposal: Part 2 storey and part 1.5 storey new build dwelling with integral garage, associated parking and landscaping (amended description 19 September 2023).

**GBC REFUSED – 28/09/23.**

Planning Application 23/P/01353 **Milestones, 2 Roseacre Gardens, Chilworth GU4 8RQ**

Proposal: Single storey rear ground floor and roof extension along with changes to fenestration.

**GBC REFUSED - 02/10/23.**

Planning Application **21 Dorking Road, Chilworth GU4 8NW**

Proposal: Proposed single storey rear extension.

**GBC APPROVED – 05/10/23.**

## 12. Climate Change

**To discuss and agree** – the email on behalf of Zero Hour and seeking St Martha Parish Council support for the [Climate and Ecology Bill](#), which is due for its second reading on [24 November](#). Details forwarded to Cllrs on 19/10/23.

## 13. Highways and Rights of Way

**To receive and note** the message from John Baker (SCC) re Bridleways 257 and 258 – as shown in the Clerk's Report.

## 14. Correspondence

**To discuss** the following topics:

- GBC Polling Districts and Polling Places Review – e/mail from Elaine Bradbrook on 16/10/23

## 15. The Gunpowder Mills and West Lodge

**To receive and discuss**

- **Historic England Everyday Heritage Grants: Celebrating Working Class Histories**  
<https://historicengland.org.uk/campaigns/help-write-history/everyday-heritage-grants/>
- The reply dated 09/08/23 from Jacqueline Stewart, Asset & Property Manager and our reply dated 13/09/23 and the Action point from the PC meeting held on June 2023 to submit an on-line form to Historic England – stating the compelling new information that hasn't yet already been considered for listing West Lodge.

## 16. Items for the next meeting

Items for inclusion on future agendas - to receive any suggestions from Members.

**Date of next full Council meeting:** Tuesday 21<sup>st</sup> November 2023

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## **Clerk's report for meeting on 24<sup>th</sup> October 2023**

### 1. **Surrey County Council's 1.2 Million Tree Strategy**

**From: Jess Eaton-Fearne - Tree Planting Project Support Officer**

We are delighted that you are interested in taking part in our tree planting project 2023-24! I can see from your expression of interest that you would like 6 feather trees to plant in the area of Halfpenny Close, Chilworth. This is something we can offer you and sounds like it will have lovely benefits for the local area, so I will add you to our list and we will be in touch soon with next steps. Please do let me know if you would like any more trees and I will update the number.

### 2. **Litter and Dog Waste container emptying**

**From: Gary Kirk, Team Leader. GBC Parks & Street Scenes**

Guildford Borough Council is undergoing a full review of its current stock and servicing of all litter and dog waste bins across the Borough.

As part of this review, we are looking at how we can best use the resource we have in a more efficient way and identify bins that are currently emptied/serviced by us that do not fall part of our statutory requirement. In simply terms, a bin/container that is not on the public highway, or land owned by Guildford Borough Council, would fall into this category. This includes all bins on Parish land, land managed by other agencies such as SWT or other estate managers including land managed by SCC.

In order to assist with your budget planning for 24/25, we are writing to let you know that the litter and dog waste bin emptying service, currently provided by the Borough Council on your behalf, will now carry a recharge for the new financial year.

Due to streamlining and operational resources, we can no longer sustain the financial impact that we incur for this service. The calculated travel time, fuel, man hours and disposal costs to attend all non-statutory litter/dog waste bins has unfortunately forced this review. Historically Guildford Borough Council has responded to requests from the different Parish Councils to supply, install and empty bins placed on their land. It is proposed that the current bins, supplied by us in the past, will become an asset of the landowner unless a request to remove it is made prior to the final agreements which we hope to set early in 2024. We

recognise that some Parish Councils may want to provide their own containers depending on circumstances, we will of course accommodate these choices. We would also like to be point out; Parish Councils are not obliged to use Guildford Borough Council as their "Contractor" but are free to source any contractor from the open market.

Listed below are the proposed charges for bin emptying, which will be calculated on each bin on your land being emptied once per week Mon - Fri. Seasonal alterations have not been considered at this time, so the pricing is structured around a set number of emptying over one financial year. This will allow for a simple overall calculation of costs for planning purposes as well as an achievable collection regime by our crews.

**Single container:** This is a container for either litter, dog waste or both which has been determined as a free-standing lone container, not considered as part of a vicinity package.

**Vicinity Package:** More than one free standing container in any one particular area. Example: a playground that has 3 containers all in close proximity to each other would be considered a "Vicinity".

**Pricing:** A single container emptied once per week = £340.00 per year

**Vicinity Package:** The first container of a multiple number of containers emptied once per week = £340.00 per year, the remainder of the containers emptied once per week = £115.00 per year Example: Playground with 3 containers, the first emptied at £340.00 and the other two at £115.00 each. Total cost = £570.00

**Supply and Install of a standard dual use container:** We can supply and install a standard dual use container on request, this will be recharged at £300.00.

Each different Parish, agency or land manager may have different requirements which is why we want to keep the service as simple as possible. I am sure you can appreciate that changing collections at different times of the year, for different Parish Councils, be it seasonal or event driven could lead to some confusion in terms of route planning, therefore I would ask that you give consideration to this when reviewing your requirements going forward.

### **3. Agenda item 9 - Policies Financial and Regulation Approvals**

No progress has yet been achieved on adding a new Member as a signatory on the Nat West Current, account following Mrs Tantram's resignation.

### **4. Agenda item 10 The Parish Council Website**

#### **Visit from - Emma Hosking designer and developer of the PC website**

The PC website is coming up to 9 years old now (it might even be 10) and it is going to need some technical updates at some point to ensure it is future proof.

Perch is working well on the site, but over the next year or so will need to be updated. I think this might be a good point to stop and take stock of what the right solution is going forward. It might be a good time to move to an alternative solution like Squarespace (I think better than Wordpress as it is easier to maintain) which might be easier for you to update information on the site through rather than Perch (which has its quirks!). I think when we started the site we didn't envisage having so many audit documents on the site. They are all safe and Perch is fine for now, but it might be worth discussing at one of the Parish Council meetings as it will need some budget to set up a new site and migrate the documents onto it. I realise this sounds complex and I would be happy to attend one of your meetings to discuss some of the options with the Council.

### **5. Agenda item - 13 Highways and Rights of Way**

#### **From John Baker, SCC Countryside Access Officer – West Surrey, Countryside Access Team**

Your report regarding the bridleway from Chilworth Manor to the top of St Marthas hill has been forwarded to me as the Countryside Access Officer for West Surrey.

Bridleway 258 carries the Downs link path and is therefore high on our list of priorities. I am aware of the condition of the path and have walked it several times in the past few months. You may also be aware that the adjacent footpath 257 is also badly eroded and probably in worse condition than the bridleway. Both paths have exposed cast iron pipes from the reservoir which create some difficulties regarding maintenance.

I have however managed to contact the correct person from Thames Water. They have agreed to share the costs of reinstating Footpath 257 and I am in the process of tendering for this work with a view to commissioning it next spring/summer depending on the weather. I have also spoken to the land owners involved for both paths.

There are efficiencies to be gained by repairing both paths at the same time, as transport costs etc will be reduced.

Budget permitting, I plan to add the work to Bridleway 258 to the footpath 257 and have them both done by the same contractor.

#### **Footpath dedication between Footpath 257 and 258 (St. Martha)**

There is no update from Catherine Valiant – SCC Countryside Access Officer (Commons) on this subject.

#### **6. Agenda item - 15 West Lodge**

The Clerk and Cllr Peake to complete the on-line form to Historic England – stating the compelling new information that hasn't yet already been considered. Cllr John Peake will re-draft the wording for the Clerk to complete after reviewing the information already sent.

This action point has been 'on-hold' since the June 2023 meeting - whilst a decision is being made regarding the future of West Lodge.