

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 24 October 2023 at 7:00 p.m. in Chilworth Village Hall

23/151 Present:

Councillors:

Cllr Mrs. P Allen (Vice Chairman) Cllr J Peake, Cllr Mrs. Price (Chairman), Cllr J-P Pugh

Two members of the public

Shalford Peasmarsh and Chilworth Community Councillor Adrian Cansell

Guildford Borough Councillor Danielle Newson AND Surrey County Councillor and Guildford Borough Councillor Bob Hughes – arrived at 19:30. Both Cllrs had been attending a Police & Crime Commissioner meeting in Guildford.

In attendance: Parish Clerk - Anne Tait

23/152 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

None

23/153 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)

None were given.

23/154 Declaration of Non-Pecuniary Interests

None were given.

23/155 Register of Interests – no amendments from Members were given.

23/156 Minutes of Full Council meeting held on 5th September 2023:

The Clerk apologised and reported that the Minutes were incorrect at point number 23/149 and incomplete at 23/148.

RESOLVED: That the Clerk would re-write Minute 23/149, to be agreed at the next full Council meeting on 21st November 2023.

23/157 Public Participation Session

- Helen McIntyre requested that a record be made in the Minutes of the meeting held on 05/09/23 (at 23/148) confirming the Parish Council's receipt of her email dated 30/08/23 regarding Peter Burt's steps.

RESOLVED: The Clerk to include acknowledgement of the message from Helen McIntyre in the Minutes of the Meeting held on 5th September 2023, to be agreed at the next full Council meeting held on 21st November 2023.

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- Helen McIntyre reported that loose tarmac and vegetation debris had been left around the holes dug by the Company installing fibre near to the entrance of Lockner Farm on Dorking Road.
- Helen McIntyre reported that the vegetation growing in the Dorking Road from Lockner Farm to the War Memorial was a result from the hedge cutting that took place in the spring when the cut vegetation was left on the road to take root.

RESOLVED: Cllr Mrs Price would visit both sites and report on findings.

23/158 Reports Communications and Updates:

Parish Clerk:

- The Clerk's report had previously been circulated giving an update on the following items:

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.

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

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

Guildford Borough Council (GBC) 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 simple terms, a bin/container that is not on the public highway, or land owned by GBC, 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 GBC 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 GBC 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 GBC as their 'Contractor' and 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.

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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

RESOLVED: This Council are not aware of any litter or dog waste bins that will incur a charge from Guildford Borough Council to be emptied within the Parish.

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

From: Emma Hosking designer and developer of the PC website

The PC website is coming up to 9/10 years old now 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. 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.

RESOLVED: To keep the website running on Perch with the Clerk continuing to upload documents until such time as updates and new documents require more specialised attention from Emma Hosking.

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

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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)

From: **Daniel Williams** Senior Countryside Access Officer (Legal Definition)

I'm not aware there have been any developments on this matter. Having just lost two of our most experienced staff we are currently somewhat diminished as a team. Until such time as replacements are recruited and trained, we will probably struggle to devote much time to this kind of work.

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.

RESOLVED: Cllr J Peake reported that West Lodge cannot be listed with Historic England as it currently remains a dwelling. The planning application 20/P/00793/4 for a change of use submitted by St Martha Parish Council APPROVED on 04/02/21 has not yet been implemented.

Shalford Community Councillor's Report

Cllr Cansell reported that the War Memorial in Shalford is to be re-built. The upgrade to Brookwood play area and track is still on-going and waiting for tenders to arrive. The play area requires permission from Thames Water to upgrade.

Parish Councillors:

- Cllr Mrs Allen reported that the D of E volunteers have planted some spring bulbs around the Chilworth War Memorial.
- Cllr Mrs Allen reported that Hilary Parker a former Parish Councillor had recently deceased.

RESOLVED: The Clerk to send a letter of condolence to her son Richard Parker.

- Cllr Mrs Allen reported that Michael Lunnon had erected the Parish Council's Silent Soldier at the War Memorial.
- Cllr Mrs Allen asked if the verges along Sample Oak Lane have been cut this year.

Surrey County Councillor's Report

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- **Woodhill Sand Pit** - Cllr Bob Hughes reported that he has a meeting with Albury Parish Council and activists on 26/10/23.

23/159 Chilworth

- Cllr Mrs Allen's attended the last Shalford Parish Council meeting and circulated the notes on 22/09/23.
- Cllr Pugh stated that he was continued to be very disappointed that Shalford Community Council and St Martha Parish Council are unable to address the specific needs of Chilworth Village together. Shalford Community Council and St Martha Parish Council are not involved in making decisions together. He felt that both councils need to start discussing issues together.

23/160 Policies, Financial and Regulation Approvals

RESOLVED: To defer the re-drafting of the Personnel Committee's Terms of Reference.

RESOLVED: It was proposed by Cllr Mrs Price, seconded by Cllr Mrs Allen to approve the schedule of payments presented by the Clerk. Shown as Appendix 1 of these Minutes.

RESOLVED: It was proposed by Cllr Mrs Allen, seconded by Cllr Peake to approve and sign the bank reconciliation for period ended 30/09/23.

23/161 Planning

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

1. 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.

RESOLVED that the Parish Council recommend approval of this planning application as submitted.

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

2. 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.
3. 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.
4. 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.

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5. Planning Application **23/P/01388** **21 Dorking Road, Chilworth GU4 8NW**
Proposal: Proposed single storey rear extension.
GBC APPROVED – 05/10/23.

6. Planning Application **23/P/01531** **18 Dorking Road, Chilworth, GU4 8NR**
Certificate of Lawfulness to establish whether the proposed hip to gable loft conversion with rear dormer window would be lawful.
GBC APPROVED – 17/10/2023.

7. 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.
GBC APPROVED – 17/10/23.

23/147 Climate Change

Clrs noted 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 2023. Cllr Mrs Allen reported that she would be attending the meeting in Churt on 08/11/23.

23/148 Correspondence

Polling District and Polling Places Review 2023

Cllrs discussed but offered no comments to send to Elaine Bradbrook on any aspect of polling places currently used or had suggestions for alternative polling places.

23/149 The Gunpowder Mills and West Lodge

RESOLVED: For the purposes of clarifying matters with Guildford Borough Council Officers, the following letter was AGREED to be sent to:

Ms. J Stewart, Asset & Property Manager,
Mark Appleton – Property & Asset Manager (Operational)
Cllr Robert Hughes – Surrey County Council and Guildford Borough Council
Cllr Danielle Newson - Guildford Borough Council
Members of Shalford Community Council

We were very disappointed to hear that it has been decided to place West Lodge on the 'open market'. Over a period of ten years or more, St Martha Parish Council has endeavoured to work with Guildford Borough Council to find a solution and purpose for West Lodge.

We recognise the Council face 'challenging' financial circumstances but would respectfully remind the Borough Council that West Lodge, a Grade 2 listed building, though not part of the Gunpowder Mills Scheduled Ancient Monument (SAM) is an integral part of the historic Middle Works and was an entry control point for workers. GBC has a duty of care to protect this Site and by disposing of West Lodge in this way it is disposing of an important heritage asset. A loss to the SAM and the Borough!

At the very least we would like to be reassured that appropriate planning caveats are put in place to ensure any new owner will respect its heritage and character, its prominent position at the entrance to the Site, and that the footprint of the property is not increased significantly. In particular, we would also stress our very real concern regarding vehicular access. As you will be aware, there are a set of 'listed' gates set in

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slightly from the lane, and parking in front of the gates is not permissible. Particular caution is needed when exiting from the Gunpowder Mills and West Lodge onto Blacksmith Lane. Whether on foot or by car sight lines and visibility are poor, particularly when looking right, and many motorists are driving too fast. We often have residents reporting that cars park across the front of the property thereby making it dangerous for those homeowners pulling out of their driveways who live on the same side of the road.

We will be alerting our residents to a prospective sale and hope you will keep us informed of progress.

RESOLVED: Cllr Mrs Allen is due to attend the next Shalford Community Council meeting on 21/09/23 Cllr Mrs Allen was asked to elicit their views and may consider also responding to GBC expressing disappointment at the sale.

23/150 Items for the next meeting

Councillors requested the following items are discussed at the next meeting:

- War Memorial
- West Lodge
- Climate Change

Date of next full Council meeting: Tuesday 21st November 2023