
ST. MARTHA PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held on
Tuesday 21st February 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

16th February 2023

- 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 meeting:** The following Council Minutes are to be agreed and signed by the Chairman as a true record: Parish Council Meeting held on 17th January 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 the rest of the meeting.
- 7. Reports:**

To receive Reports, Communications and Updates from:

Parish Clerk:

- To **receive** an update on the repairs/replacement to the fencing at the War Memorial
- To **receive an update** re the pavement at the entrance to the staff car park at Chilworth Infant School. SCC reference: 2432602.
- To **receive** an update on the creation of a new Public Footpath from F/P 257 adjacent to Chilworth Manor land to F/P 258 which is part of the Downs Link.
- To **receive** an update on SCC reference 2418379 sunken pavement and raised iron works on pavement near Lockner Farm bus shelter.
- To **receive** an update on SCC reference 2433390 pavement opposite entrance to Pine View Close.
- To **receive** an update on insurance cover for volunteers undertaking the D of E Scheme.

Guildford Borough Councillors' Reports (5 Minutes)

To **receive** an update from Cllr Morris re the dead Ash tree on the unregistered land near to the War Memorial. SCC Reference number: 2472799

Surrey County Councillor's Report (5 Minutes)

- To **receive** any update on the Public Meeting: 'London Road Active Travel Scheme'.

Shalford Community Councillor's Report (5 minutes)

Parish Councillors:

- To **receive and discuss** an update from Cllrs Mrs Tantram and Pugh on the statutory policies required for St Martha Parish Council.
- To **receive** an update from Cllr Mrs Allen on the North Downs Steering Group
- To **receive** an update from Cllr Mrs Allen re Railway improvement and works at Tangley crossing.
- To **receive** an update from Cllr Mrs Allen installing Yodel Sirens at Tangley Railway Crossing and Chilworth Station

8. Chilworth

- To **receive and discuss** topics from both Shalford and St Martha Parish Council meetings:
 - 1) Speed restriction - 20's Plenty.
 - 2) Speed survey on Dorking Road and Blacksmith Lane.

9. Parish Council Grit Bin Licence

- To **receive and discuss** applying for an application to provide a Salt/Grit bin in Blacksmiths Lane.

10. The Gunpowder Mills and West Lodge

- To **receive and discuss** any reports/updates on West Lodge and the proposal letter from Mr J. Price.

11. Planning

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

- **23/P/00046 - Tangley House, Postford Mill, Mill Lane, Chilworth GU4 8RT.**
Proposal: Change of use of existing Class E Business unit to four 2-bedroom Class C3 residential units.
- **23/P/00128 - 7 Dorking Road, Chilworth, GU4 8NW**
Proposal: Erection of new pitched hipped roof with barn hip gabled sides, central flat crown with three roof lights and box dormer over existing rear flat roof together with changes to fenestration.
- **22/P/02160 - Alder Lodge, Blacksmith Lane, Chilworth, GU4 8NQ**
Certificate of Lawfulness - for a proposed use to determine whether the erection of a single- storey office / gymnasium and storage building is lawful.
GBC APPROVED 08/02/23

(b) To receive and note the outcome of applications previously reported:

- **22/P/01570: Brantyngheshay Lodge, Sample Oak Lane, Chilworth GU4 8RE.** Proposed two storey side extension following demolition of existing single storey side element (north elevation) and addition of replacement tiled hipped roof on south elevation; proposed new gated vehicular access off Sample Oak Lane following demolition of the existing garage and shed, the existing vehicular access to be blocked up and pedestrian access provided. **GBC APPROVED 24/01/23**
- **EN/21/00029: Oak House, Sample Oak Land, Chilworth GU4 8QW** - Based on the available evidence, the use of the land appears to be in line with what is understood to be the lawful use of the land. No evidence of new industrial buildings on the site and, on the available information, all buildings present appear to be immune from enforcement action. No breach of planning control established, and therefore no further action can be taken. **GBC 07/02/23**

(c) To review and agree the Terms of Reference for the Planning Committee – updated and re-drafted on 01/02/23.

12. The Parish Councils Asset Register and Risk Assessment by Councillors

- To **review and agree** the Asset Register for year ending 31/03/23.
- To **review and agree** the Risk Assessment Register for year ending 31/03/23.
- To **review and agree** the frequency and completion of a Risk Assessment of Assets by Councillors.

13. Climate Change

To **receive and note** from Cllr Mrs Allen:

- Inter-Parish Climate Change Group
- Tillingbourne Parish Council Group
- Tillingbourne Earth

14. Highways and Rights of Way

15. Correspondence

- A. Norris - Markfield Investments Ltd (title Register SY271979)
- John Caley – unregistered roads in the Parish – Gigaclear Network Access Officer | South Central Region
- Cllr Peake – to report a complaint re dog fouling in Vera’s Path
- To **discuss** the proposed extension to the **Surrey Hills AONB Boundary Review**
- To **discuss and consider** the transfer of Parking Enforcement and Environmental Maintenance services to District and Borough Councils from Surrey County Council.

16. Financial Matters

- a) To **receive and approve** the schedule of payments presented by the Clerk.
- b) To **receive, approve and sign** the bank reconciliations for period ended 31/01/23.
- c) To **receive and approve** the updated St Martha Parish Council Financial Regulations.

17. Items for the next meeting

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

18. Date of next full Council meeting and agree the format – Tuesday 21st March 2023

EXCLUSION OF PRESS AND PUBLIC FOR CONFIDENTIAL BUSINESS

EXCLUSION OF PRESS AND PUBLIC that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the items listed under Confidential Business of the Agenda.

AGENDA PART II

19. The Clerk’s Contract of Employment

To receive and consider the hours logged on the Clerk’s August – December 2022 timesheets. A log showing the cumulative hours for 2022 had been issued to all Members prior to the meeting.