

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 15<sup>th</sup> July 2020 at 10 a.m. by Zoom Video Conferencing

### Present:

Cllr Mrs. P. Allen  
Cllr G. Brown  
Cllr J. Peake (Vice Chairman)  
Cllr Mrs. C. Price  
Cllr Jean-Pierre Pugh  
Cllr S. Sokolowski (Chairman)

**In attendance: Parish Clerk** - Anne Tait

### Also present:

Andrew Norris  
Cllr Keith Taylor – Surrey County Council (until 10:30 a.m.)  
Cllr Adrian Cansell – Shalford Parish Council

### CHAIRMAN'S ANNOUNCEMENT

The Chairman welcomed everyone and explained the arrangements for conducting the Zoom meeting.

### AGENDA

#### **20/51 APOLOGIES FOR ABSENCE**

There were no apologies as all Members were present.

#### **20/52 DECLARATION OF INTERESTS**

None declared

#### **20/53 MINUTES**

**RESOLVED:** The Minutes of the Council Meeting held on 17<sup>th</sup> June 2020 were approved as a correct record and will be signed by the Chairman at the next earliest opportunity.

#### **20/54 PUBLIC SESSION**

The Clerk reported that two messages had been received from a member of the public:

- Tenants (Alliance for Natural Health) at Station House are wondering if it could be ascertained who owns the strip of wilderness land between Station House garden (new fence line) and the White House Pond. It does not belong to Network Rail and GBC will not disclose (due to Data Protection). It has been invaded by Japanese Knotweed and they are worried about this very invasive plant.  
**RESOLVED:** Cllr Brown AGREED to undertake research re this issue with the Land Registry.
- **20/P/00933: St Martha's Cottage, 77 Dorking Road, Chilworth GU4 8NP.** Certificate of Lawfulness for a proposed development to establish whether the conversion of the existing garage into a habitable space, including changes to fenestration would be lawful.
- **RESOLVED:** To seek advice from the GBC Planning Officer regarding the question raised re replacement of the garage doors and entrance door as these were not shown on the plans.
- The free-standing light on the right on the pavement just as the Station House garden curves (existing station northwards) and maybe 10 feet or so beyond the double gates – is still not working. The Clerk reported that on 15/06/2020 **Mal Thurman - Station Manager** will be visiting the site this week and he will check which light it is - for his report.

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### 20/55 REPORTS:

To receive Reports, Communications and Updates (for information only, or to be discussed at a future Council meeting).

#### **Surrey County Councillor Report:**

- Cllr Taylor outlined the SCC 'active travel' scheme for bicycles or walking. He introduced the 'Putting Residents First' campaign - 'Making Surrey fit for the Future', with the objectives:
  1. A Council simpler for residents to access
  2. A Council that provides better value for money
  3. A Council that gives real power to local communities

The vision is for one single Council for Surrey – i.e. GBC and SCC would become one Unity Authority. One Council can plan strategically for the whole County, while properly engaging and empowering those natural communities we identify with close to home, town, village, and own support networks. Work has started on proposals for a modern approach to local government, to be shared with Central Government as part of the debate on its anticipated 'Recovery and Devolution' White Paper this autumn. The White Paper signals its desire to reform local government – an opportunity Surrey's District and Borough Councils are eager and enthusiastic to embrace.

- Cllr Taylor reported on a Goods Vehicle Operators Licence Application from Paul Druce – SCC Infrastructure Agreements & CIL Manager, at Unit 4 and 5, Ideal Yard, Sample Oak Lane, Chilworth GU4 8QW. 'O' licence no OK2034509 R - by BEN MCALPINE for 8 vehicles. Although Parish Councils are not statutory consultees on such applications, Cllr Keith Taylor invited Members to send him any comments that they wish to make in respect of this application by 18<sup>th</sup> July 2020. It was noted that the application is near to the level crossing at Chilworth Station, a public footpath and a working farm is opposite the entrance, it is not an easy access, and manoeuvrability is restricted for large vehicles.

**Parish Clerk:** The Clerk asked Cllr Pugh to confirm if his Parish Council's e-mail address is 'live'.

#### **Parish Councillors**

- Cllr Pugh reported on the Shalford Parish Council Meeting held on 18/06/2020 and confirmed that Shalford Parish Council had written to GBC supporting St Martha Parish Council's planning application for West Lodge. He reported that the Vice Chairman had presented proposals for consideration regarding changing the name of Shalford Parish Council. The Clerk would present an article for inclusion in the next Parish Magazines for Shalford, Peasmarsh and Chilworth to ascertain the reaction from residents about the idea. It was thought that the title (Shalford Parish Council) discourages young people to become involved. It was hoped that St Martha Parish Council would be consulted before a final decision is taken.
- The Chairman reported that a letter had been sent to Mr & Mrs Patel at the Chilworth Londis Shop on behalf of both Shalford Parish Council and St Martha Parish Council regarding the closure of Chilworth Post Office.
- Cllr Mrs Allen reminded Members that reports on the Downs Line Community Rail Partnership AGM held on 09/07/2020 had been forwarded on 14/07/2020.
- Cllr Mrs Price reported on the site visit at the end of June in Halfpenny Lane with Officers from Surrey County Council (SCC). Mark Brett-Warburton confirmed that SCC have taken four sets of actions after considering the situation:

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1. The Highways Officers will undertake a speed survey to determine the amount of traffic and speed of vehicles using the Lane. This is useful as it quantifies the issue, which helps to raise the likelihood of a scheme being implemented to address speeding. I understand this may take place once the current Covid-19 lockdown comes to an end and traffic movement is more normalised to avoid returning distorted figures.
  2. A Highways gang will be directed to tidy up the foliage on the sides of the road.
  3. I have asked the Highways Officers dealing with maintenance to have a look at the edges of the road where the roadway appears to have crumbled away in several areas. I await their comments.
  4. It is proposed that a scheme to demarcate the entrance to Halfpenny Lane and Guildford Lane is considered. This would probably narrow the entrance to the road at both ends and the entrance from White Lane onto Guildford Lane with white 'village gates' (the type of white marker gates either side of the road seen in various locations in the more rural areas) with cautionary signs indicating that there is restricted width and access. This scheme has been added to the Guildford Joint Committee Highways Task Group running list for consideration. This will be considered later in the year for inclusion under next year's budget - which makes it depended not only on the amount of money available but what other schemes are competing for the money.
- Cllr Peake reported that he had spoken to Hilary Parker re water flow issues and gaining permission to look in the grounds of Postford House.  
**RESOLVED:** Cllr Peake to ascertain the 'phone number of the caretaker from Richard Parker and request access.  
**RESOLVED:** Cllr Peake asked the Clerk to approach Merrist Wood College and enquire if students on a Countryside Management Course would repair six steps in Peter Burt's field as a project. The steps are on Downs Link path 258, a few hundred yards north of the drive to Longfrey Farm, where the Downs Link path turns east.

### **20/56 THE GUNPOWDER MILLS**

#### **West Lodge**

Andrew Norris reported that he had been in contact with a planning officer at Heritage England. It was noted that there is a GBC Property Review meeting today.

**RESOLVED:** That this Parish Council apply for a Concurrent Functions Grant Aid (CFGA) from GBC for 2021-22, to install disabled parking and parking at the rear of the building, separating the use of these funds from the re-purposing of the building itself. Quotes to be obtained, and the grant used for the levelling of the area and the purchase of the "green" hexagonal reinforcement needed to support cars. Cllr Pugh AGREED to assist with the completion of the form and obtaining quotes. It was noted that the grant aid form needs to be submitted by 07/09/2020.

### **20/57 PLANNING**

(a) Councillors to note the outcome of those applications previously reported:

- **20/P/00821:** Roseacre House, 23 Roseacre Gardens, Chilworth, GU4 8RQ - Erection of a single storey rear extension. **GBC APPROVED 22/06/2020.**
- **20/P/00639:** Heathfield House, Lockner Holt, Chilworth, GU4 8RG. Variation of Condition 2 (drawing numbers) re 19/P/01757 approved on 03/12/19, re minor amendments to roof profile, floor layout and fenestration and addition of rooflights. **GBC APPROVED 03/06/2020**

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(b) Councillors to **AGREE** a response to GBC on the following application:

- **20/P/00927:** Girraween, Mill Lane, Chilworth, GU4 8RP. Erection of a replacement 5 - bedroom dwelling and garage following demolition of existing house and outbuildings.  
**RESOLVED:** Parish Councillors recommend **APPROVE**.
- **20/P/00933: St Martha's Cottage, 77 Dorking Road, Chilworth GU4 8NP.** Certificate of Lawfulness for a proposed development to establish whether the conversion of the existing garage into a habitable space, including changes to fenestration would be lawful. (For Members information only).
- **20/T/00189: 9 Mill Reach, Mill Lane, Chilworth, GU5 9BA – T1 Ash – fell. T2 weeping willow,** reduce height by 3 - 4 meters and shape sides by reducing to 2 – 3 m, leaving anticipated dimensions in height 15 m and spread 20 m. (Chilworth Gunpowder Mills Conservation Area).  
**RESOLVED:** Parish Councillors recommend **APPROVE**.

### **20/58 HIGHWAYS AND RIGHTS OF WAY**

Andrew Norris reported that the hedge is jutting into Blacksmiths Lane by 5 foot along the property known as the Tile House. This severely affects the sight-line when exiting from Powder Mills Place.

### **20/59 CHILWORTH WAR MEMORIAL**

The Clerk reported that John Bailey had not yet responded to the e-mail message and photographs of the recent damage.

### **20/60 CORRESPONDENCE**

The Clerk reported on an exchange of e-mails with Lee Payne – GBC Senior Planning Enforcement Officer regarding EN/18/00238 - Black Heath Cottage. Mr Payne reported that a Planning Officer was booked to visit the site - to ascertain if the newly erected gate posts/pillars were allowed under Permitted Development.

### **20/61 FINANCIAL MATTERS**

- (a) **RESOLVED:** Cllrs approved the bank reconciliation for June 2020
- (b) **RESOLVED:** Cllrs approved the schedule of cheques presented for payment by the Clerk
- (c) **Unity Bank:** The Clerk reported that a new internet bank account has now been opened. The Clerk is named as the originator of any payment and authorisation to pay the invoice requires two signatories. Three Cllrs have been accepted by Unity as authorisers.
- (d) The Clerk reported that the applications for a GBC Concurrent Grant 2020/21 need to be submitted by Monday 7<sup>th</sup> September 2020.

### **20/62 ITEMS FOR THE NEXT MEETING**

Councillors agreed the following items for discussion at the next meeting:

- The Chilworth War Memorial remedial work
- Highways and Rights of Way
- Shalford Parish Council Meetings – Members' attendance
- Chilworth Post Office

**DATE OF NEXT MEETING:** Monday 7<sup>th</sup> September 2020