

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 16<sup>th</sup> April 2024 at 7:00 p.m. in Chilworth Village Hall

### 24/51 Present:

#### Councillors:

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

Shalford Peasmarsh and Chilworth Community Councillor Adrian Cansell  
Surrey County Councillor and Guildford Borough Councillor – Robert Hughes (arrived at 20:06 due to his attendance at a Full Guildford Borough Council Meeting)  
St Martha Tree Warden – Simon Harrold

Three members of the public

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

### 24/52 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Apologies and reason for absence was received from Guildford Borough Councillor Danielle Newson. The Member's apologies and reason for absence were accepted by the Council.

### 24/53 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.

### 24/54 Declaration of Non-Pecuniary Interests

No declarations were made.

### 24/55 Register of Interests

No updates were declared.

### 24/56 Minutes of the previous meeting:

It was proposed by Cllr Mrs Allen, seconded by Cllr Peake, and unanimously **RESOLVED** that the minutes of the Full Council meeting held on 19<sup>th</sup> March 2024 be approved and signed by the Chairman.

### 24/57 Public Participation Session

It was reported that there was poisonous Hemlock growing along the footpath exiting left out of Lockner Farm on the Dorking Road.

**RESOLVED:** Cllr Pugh will investigate and spray with a herbicide.

### 24/58 Reports, Communications and Updates:

# ST MARTHA PARISH COUNCIL

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## **Parish Clerk:**

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

1. Trees on Halfpenny Close green – the Clerk reported that a reply had been sent to the resident who had complained on behalf of neighbours. The Clerk had contacted the SCC tree planting team with regard to the questions raised by residents re the planting on 20/12/23. Residents' view is that there are now too many trees planted on the green.
2. The Annual Assembly – posters to be displayed on the three Notice Boards and this event would be held at 6:30 p.m. on Tuesday 28<sup>th</sup> May 2024, before the Annual Meeting of the Parish Council starting at 7:15 p.m. Refreshments would be served.
3. It was AGREED to match the level of annual donation that Shalford Community Council had donated in 2023 to assist Chilworth PCC with printing the Chilworth Village Magazine.
4. .GOV.UK address - advice has been sought from other Parish Clerks, Emma Hosking and Alan Oxford, as to the choice of an Approved Registrar to approach for a quote to set up the PC's new domain.
5. Chilworth War Memorial grass cutting contract for year ending 31/03/25, this was deferred until the May meeting.
6. GBC ref: 00480259 - The mud covering the footpath – deposited by recent road flooding along the Dorking Road and adjacent to the pond at 100 Dorking Rd. has now been cleared.

## **Parish Councillors**

Cllr Mrs Allen reported that Chilworth Station is looking good with new planters and a new poster from Surrey Hills. Cllr Mrs Allen is due to meet the Manager on Friday afternoon.

## **St Martha Parish Council's Tree Warden**

Simon Harrold reported that he has completed Session 1 of the training and familiarised himself with the area by walking the length and breadth of the Parish.

## **Shalford Community Councillor's Report**

Cllr Cansell reported there were no topics of interest specifically relating to St Martha Parish Council from the Shalford Community Council meeting held on 21/03/24.

## **Report from Borough Councillor and County Councillor – Bob Hughes**

### **School Admissions**

On 16/04/24, Surrey will inform parents of the outcomes for **Reception and Junior** school places for September 2024 by email, through the mobile app, on-line or by letter depending how they applied.

The statistics are that applications for Reception places decreased by 4.6% to 11,564 compared with 12,127 last year, and for Junior places, there were 3,770 applications compared with 4,005 last year.

## ST MARTHA PARISH COUNCIL

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For reception classes, 90% have been offered a place at their first preference and 98.4% at one of their top three preference schools. For Junior places, 94% have been offered a place at their first preference school, and 97% a place at one of their top three preferences.

Last year I had a very small number of complaints, but if you hear of any family with concerns, please do direct them to me.

### **Vera's Path**

A Countryside Access Officer and I visited Footpath 469 and inspected the problems in the lower section and further up off Halfpenny Lane. Whilst capital budgets for this financial year have been set, he is hopeful that some safety work can be done. Also **referenced below at 24/63**

### **Sample Oak damaged Grit Bin**

I have (once again) chased the Relevant part of Highways and pointed out that this is not a difficult request and between the Parish Clerk and me they have been told about it several times.

### **White Lane Speed Limit**

I have also chased a response to this – alongside other areas in Shere where a 20 MPH limit would be sensible.

### **Trees on the Green at Halfpenny Close**

Hearing about this at the last meeting and reading Anne's report this does seem extraordinary. Irritatingly, I was not consulted, nor it seems were the Parish Council at that time, albeit there was a tree agreement in place. Had we all been informed, then residents could have had their say.

### **No 24 Bus**

I received emails from residents concerned that the No 24 bus to Cranleigh might have its frequency reduced or be withdrawn. I have been able to confirm to them that there are no plans to change this service.

### **STOP PRESS**

I have just been informed that the planning application to fill in the Sandpit in Woodhill has been withdrawn. It would have been chaotic for villages around including Chilworth.

We can afford a small period of rejoicing both at the withdrawal and the way the community came together to fight this dreadful proposition. We of course will have to watch out in case the applicant tries to find a way of applying that gets around the 800 plus objections. A tall order but we must keep our guard up.

### **24/59 Chilworth Village**

Cllr Cansell reported there were no topics of interest specifically relating to St Martha Parish Council from Shalford Community Council meeting held on 21/03/24.

**RESOLVED:** The Clerk to ask Shalford Community Council if they have a Bio-diversity plan and a Community Emergency and Resilience Plan which covers the whole of Chilworth village.

### **24/60 Climate Change**

Cllr Mrs Allen reported there was no update.

## ST MARTHA PARISH COUNCIL

### 24/61 Policies, Financial and Regulation Approvals

**(a) Proposed list of payments and transfers 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 Price, seconded by Cllr Peake and unanimously **RESOLVED** the payments to the value of £3088.77 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Price, during the meeting.

**Table 1: Proposed list of payments 16<sup>th</sup> April 2024**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	16/04/24	Staff mileage	Shell	13.50	0	14.25
IT expenses	29/02/24	9 x Licences from Microsoft	BN Info. Security Ltd.Inv: 3184	52.68	10.54	63.22
Annual Subs	16/04/24	Donation for printing Chilworth Village Magazine	Chilworth pCC	100.00	0	100.00
Annual Subs	16/04/24	Renewal	Zurich	439.29	0	439.29
Postage	16/04/24	Reg_of_interest form to John Armstrong (GBC) from Cllr G. Brown	Royal Mail	0.75	0	0.75
Annual Subs	16/04/24	Annual Membership	Surrey ALC	201.93	0	201.93
Salary	16.04/24	Payroll – Jan/Feb/March 2024	Hazelford Ltd	1783.76	0	1783.76
Payroll	16/04/24	PAYE and NIC 2023/24 Q4	Hazelford Ltd	441.46	0	441.46
Annual Subs	16/04/24	Annual Membership	NALC	44.86	0	44.86
<b>Totals</b>				<b>£3,078.23</b>	<b>£10.54</b>	<b>£3,088.77</b>

- (b)** The Responsible Finance Officer (RFO) had prepared the bank reconciliation for period ended 31/03/24 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 Mrs Price, seconded by Cllr Peake and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Price during the meeting.
- (c)** The Notification of Full Variation GUPLA0675 at Chilworth Manor - Councillors discussed this application and it was **RESOLVED** that there were no objections from this Parish Council, to send to Guildford Borough Council.
- (d)** Biodiversity and Community Emergency & Resilience Surveys – **RESOLVED** that Cllr Mrs Allen would complete this on behalf the Parish Council.

### 24/62 Planning

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

- 1. Planning Application 24/P/00460 - 46 Dorking Road, Chilworth, GU4 8NR**  
**Proposal:** Erection of orangery extension to rear elevation

## ST MARTHA PARISH COUNCIL

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**RESOLVED:** The Parish Council recommend that this application is APPROVED – as submitted.

**2. Planning Application 24/P/00476 - Ideal Croftgrove, Unit 10, Sample Oak Lane, Chilworth, GU4 8QW**

**Proposal:** Erection of detached storage building

**RESOLVED:** The Parish Council recommend that planners take into consideration the turning space available to large vehicles access and exiting onto Sample Oak Lane,. It is also an inappropriate development in the Green Belt.

**3. Planning Application 24/P/00521 Pilar Lodge, Sample Oak Lane, Chilworth GU4 8RE**

**Proposal:** Application under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) to make changes to the approved greenhouse size and location, of planning permission 23/P/00307 approved 23/06/2023 for the demolition and replacement of the outdoor swimming pool to the main dwelling house, demolition and replacement of guest dwelling house, demolition of detached residential outbuildings and replacement with a detached garage block and greenhouse together with the associated access arrangements, landscaping and planting.

**RESOLVED:** The Parish Council recommend that this application is APPROVED – as submitted.

**4. Enforcement number: EN/18/00238 - Blackheath Cottage, Blackheath, GU4 8RD**

The Clerk reminded Councillors of an update email from Joanna Searle (Planning Enforcement Team Leader), regarding the above property, forwarded to Councillors on 08/04/24.

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

**1. Planning Application 24/P/00051 Inglenook, 22 Roseacre Gardens, Chilworth GU4 8RQ Proposal:**

Single storey rear extension following demolition of existing conservatory.

**GBC APPROVED on 04/04/2024**

**2. Planning Application 24/P/00201 Alder Lodge, Blacksmith Lane, Chilworth GU4 8NQ**

Proposal: Application under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) to increase the ridge heights of application 23/P/00759, approved on 18/09/2023 for the 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 (Amended drawings received 25/08/2023).

**GBC APPROVED on 11/04/2024**

**RESOLVED:** The Clerk to contact GBC Local Listing to enquire if there was an update to the application for Local Listing submitted to Louise Boxall by Cllr Mrs Allen for Pilar Lodge on 25 March 2021. (cc to SC Cllr Robert Hughes).

### **24/63 Highways and Rights of Way**

**Footpath dedication between Footpath 257 and 258**

**RESOLVED** The Clerk to enquire of Dan Williams - SCC Senior Countryside Access Officer (Legal Definition) regarding an update on the above matter. (cc to SC Cllr Robert Hughes).

Councillor Robert Hughes reported the following from the SCC Countryside Team:

## ST MARTHA PARISH COUNCIL

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### FootPath 469 off the corner of Blacksmith Lane /Halfpenny Lane

“As promised, I inspected both paths today. FP 469 off the corner of Blacksmith Lane /Halfpenny Lane is eroded for a short section down to the drive way. There is evidence of previous drainage works and also some tarmac on the path which is largely eroded. Tree roots are slowing further erosion and also providing natural steps and footholds. The path does not directly link residential areas and due to its nature is unlikely to attract much use from less able residents.

“The path clearly needs resurfacing on this section but in order to fit it into this years programme I would have to remove something else and I do not think that this path is urgent enough to warrant this. I have put the issue on hold for consideration for next year’s surfacing schedule, although if the opportunity arises to get it done sooner then I will do so.

“With regards the root on **Vera’s path**. This has arisen from a large tree (an oak I believe) which has fallen from beside the path and the root plate has lifted the path surface. The tree is still alive and I believe that if we cut the roots it will fall further and potentially kill the tree. WE have not had any reports regarding this other than your own, so at this time I will monitor the situation and if it we find that the root ball is obstructing someone from being able to use the path then we will consider further action.”

Whilst capital budgets for this financial year have been set, Cllr Hughes is hopeful that some safety work can be carried out.

### 24/64 The Gunpowder Mills and West Lodge

- a) It was noted that West Lodge is now being advertised for sale.
- b) Cllrs had arranged a meeting in the Gunpowder Mills Estate with John Andrews and Gareth Hurd (GBC Senior Countryside Warden on 30/04/24.

**RESOLVED:** It was AGREED that the link and lines of communication should be on-going between GBC and Parish Cllrs, to facilitate Bio Diversity issues in the Estate.

A summary from John Andrews:

- Vera’s Path bridge- We will clear the area around the bridge at the end of Vera’s path and install a fence to reduce likelihood of people clambering on it. Clearance will occur after fence is installed and arranging permits. For the fence on the picnic-area side of the stream is on SAM, so will take a little longer to sort permits.
- New Cut silt- We are looking into options for reducing silt from New Cut behind Incorporating Mills. Initial chat with contractors seems promising, but we will need to source funding and get necessary consents, so it may take a little while. From a biodiversity perspective this work would best be conducted in Autumn.
- Vera’s Path- The surface along Vera’s Path would likely be down to Rights of Way, and I believe you have already been in contact. The fences either side of the path are the responsibility of the adjacent landowners.
- Surrey Choices and GBC will continue routine maintenance about the site, but please let us know of any issues you may see.

## ST MARTHA PARISH COUNCIL

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### **24/65 Items for the next meeting**

- Chilworth War Memorial
- Earmarked and General Reserves List
- Chilworth Station
- Contractor for clearing the footpath along the Dorking Road

**24/66** Date of the Annual Meeting of the Parish Council: 28<sup>th</sup> May 2024