

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 20<sup>th</sup> June 2023 at 7:00 p.m. in Chilworth Village Hall

### **23/107 Present:**

#### **Councillors:**

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

**Two members of the public**

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

In the absence of the Chairman the Vice Chairman AGREED to Chair the meeting.

### **23/108 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**

Apologies were received from Parish Councillor Mrs. C Price (Chairman), Shalford Peasmarsh and Chilworth Community Council Cllr Adrian Cansell, Guildford Borough Councillor Danelle Newson and Surrey County Councillor and Guildford Borough Councillor Bob Hughes.

### **23/109 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.

### **23/110 Declaration of Non-Pecuniary Interests**

None were given.

### **23/111 Register of Interests – a declaration from Members on amendments.**

No declarations were made.

### **23/112 Minutes of previous meetings:**

It was proposed by Cllr J Peake, seconded by Cllr Mrs Allen and RESOLVED that the minutes of the Annual Meeting held on 16 May 2023 be approved and signed by the Chairman as a true record.

A discussion took place on the accuracy of the Minutes of the Extra-Ordinary meeting held on 2<sup>nd</sup> May 2023 – at Minute number 23/87. On the proposition of Cllr Pugh, the following amendment was AGREED:

Two proposals were tabled and voted on - as follows:

1. **Proposed by Cllr Peake:** The Parish Council's aim is to refurbish West Lodge taking on a 125-year lease from Guildford Borough Council renting it out and using the income to benefit the community.

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**RESOLVED:** A vote was taken: 2 Cllrs in favour, 2 Cllrs against. 1 Cllr abstained.  
Chairman used his casting vote not to proceed.

- 2. Proposed by Cllr Tantram:** To task the working party with amending elements of the business plan so that St Martha Parish Council can submit the business plan to the GBC Property Review Group on 17/05/23.

**RESOLVED:** A vote was taken: 4 Cllrs in favour and 1 Cllr against.

The above amendment to be approved at the Parish Council meeting held on 25 July 2023 and the Minutes re-issued.

### **23/113 Public Participation Session**

Helen McIntyre reported that the hemlock growing along the pavement near Lockner Farm has been strimmed. There is some further hemlock growing on the railway bridge across the road from Lockner Farm on the right-hand side of the bridge. Cllr Peake offered to help clear this with Mrs McIntyre.

Rosemary Lemon reported that the sight lines need to be maintained at Rice's Corner for the safety of motorists. This has been reported to Surrey County Council.

### **23/114 Reports Communications and Updates:**

#### **Parish Clerk:**

The Clerk had provided a written report, which had been circulated to the Members via email in advance of the meeting:

- **War Memorial** boundary fencing now complete – 5 additional posts were ordered and replaced. The additional posts had deteriorated since the inspection and estimate submitted by Mr Hill in August 2022.
- **Defective Memorial stone** – Paul Evans Contract Manager for Stone Edge Conservation will meet the Clerk and Cllr Mrs Allen at 9 a.m. on Wednesday 21<sup>st</sup> June at 9 a.m.
- **Gunpowder Mills** - Debbie Toynbee reported to John Andrews that one of the leaflet boxes has broken off - by Lockner path, next to the large incorporating mills. Message from John Andrews who will have a look to see if we have a replacement and order a new one if needed.
- **Peter Burt's Field** – message from Amanda Mills that she has obtained a contact number for the owner's grandson enabling her to make contact.
- **Notice Board at the end of Old Manor Lane** – the Clerk reported that we are awaiting a third quote from Harry Stebbing.

#### **Shalford Peasmarsh and Chilworth Community Council:**

No report given.

#### **Guildford Borough Councillors' Reports**

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No report given.

## **Surrey County Councillor's Report**

No report given.

## **Parish Councillors:**

- **Cllr Mrs Allen** had provided a written report, which had been circulated to the Members via email in advance of the meeting:

### **Chilworth War Memorial and Garden**

Cllr Mrs Allen had a site meeting with Barry Wakeford and located an area for 'semi-wilding' to the east of the Memorial land. It won't now be cut until late August/early September and the area might be expanded slightly the next time Barry comes to cut the grass. This new enterprise will be kept under review and PA will sow wild flower seed in the autumn after it is cut. The new trees on the site are currently doing well. Cllr Mrs Allen will replace some of their stakes in due course.

Cllr Mrs Allen undertook some work on the garden immediately around the Memorial and swept down the Memorial and looked again at the damage to the stone steps.

A site meeting will take place on Wednesday 21 June with the stonemason, PA and the Clerk to view the damage and discuss future action.

Cllr Mrs Allen checked the bench at the site and it is currently in OK condition. The new fencing is looking good and cutting down the Ash tree on the Parker's land has let in more light onto the grass area nearby.

### **Chilworth Station**

Cllr Mrs Allen has had a site meeting with the new Director of the Community Rail Partnership and has had on-going emails with her and the person at the Station House who maintains the platform planters. Due to rail regulations, training is necessary for anyone working on the platforms and this is in hand. Also, the requirements concerning platform planters are now very precise and so new planters are currently being sought. The original replacement one didn't meet regulations. Two new planters will be provided, not just one. There will be no cost to the PC. Cllr Mrs Allen also discussed the possibility of a station water butt using water falling on the cycle canopy. This is under consideration as is the use of the Gate Keeper's Hut. A notice board on the grass immediately outside Station House is being looked into. One that would highlight the Gunpowder Mills Site – possibly with a QR code explaining the site. Network Rail are being asked about the use of the grass for this purpose. There is no place on the platforms at the moment to put such a sign and it wouldn't be allowed on the wall of the Station House.

There is a Surrey Hills poster outside the station giving an overview of St Martha's Hill area, but it can be missed by those alighting from a train, so something prominent to highlight the Gunpowder Mills Site would be advantageous to direct people to Vera's Path. The Parish Council would need to help with the content of any poster designed but wouldn't need to do more than that.

The Station House is having problems mending the roof as scaffolding can't be put on Platform 1.

Cllr Mrs Allen will keep the Parish Council up dated on all station matters.

### **20's Plenty Bin stickers**

The Clerk, Cllrs Price and Allen met via Zoom to discuss the distribution of the 20's Plenty bin stickers and accompanying letter from the Parish Council. It was decided to cover the section of Dorking Road from the Tangle Level Crossing to Pine View Close, or thereabouts, and Blacksmith Lane houses immediately on the

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lane where dustbins would be seen. It was felt particularly important to first cover the more populated areas of St Martha, including either side of Chilworth School and Blacksmith Lane, where residents had complained of speeding traffic. Shalford PC will be distributing their stickers in Chilworth west over the next week or so.

### **D of E Volunteers**

The D of E Volunteers and their parents have done an excellent job clearing the path near the station pond. Their next job will be at Blackheath Church. They will then return to working in Chilworth. If you have anything in particular you would like them to do, please contact Cllr Mrs Allen with the suggestion and we will see what can be done.

- Cllr Mrs Price had provided a written report, which had been circulated to the Members via email in advance of the meeting:

### **Risk Register**

The 'protruding' steel pin by Peter Burt's steps, which was a hazard has been removed. The steps have 'sunk' considerably since being replaced a few years ago in March 2021.

The Mill Stones in Halfpenny Lane are in good order and the vegetation is strimmed/cut back by Chilworth Manor.

### **Footpath dedication 257 / 258.**

I attended a site meeting with Joanne Porter – SCC Senior Countryside Partnership Officer. Clarification is now needed on a small section of land regarding ownership of access.

**RESOLVED** – Cllr Peake will investigate this issue.

### **Vera's path**

There is now a dog fouling notice at the Dorking Road end.

**West Lodge** - I received a call from Jacqueline Stewart of Guildford Borough Council's Asset Team advising that the Asset team have been asked to enquire of the Parish Council's finances and required our last 3 year's accounts. In essence this is a new administration, and I was clearly informed that any previous offers of a lease at a 'peppercorn' rent, or the possibility of £25k was not 'on the table'. The new administration have postponed any decision until further notice, so not July, maybe September, she wasn't sure. I asked Jacqueline to write formally to our Clerk to request the information, which Anne has responded to, informing her that the information is freely available on line. No further update.

### **The Gunpowder Mills**

There are 'official' signs on the noticeboards reminding people that this is historic asset and not to remove/damage items.

### **23/115 Policies, Financial and Regulation Approvals**

- a) It was proposed by Cllr J-P Pugh, seconded by Cllrs Mrs Allen, and unanimously **RESOLVED** to approve the 'Terms of Reference' for the Finance Committee. The terms were to be reviewed in six months at the Meeting on 12<sup>th</sup> December 2023.

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It was proposed by Cllr J-P Pugh, seconded by Cllrs Mrs Allen, and unanimously **RESOLVED** to defer the Terms of Reference for the Personnel Committee to the July meeting and if not completed in time at the September 2023 meeting.

- b) It was proposed by Cllr Peake, seconded by Cllrs Mrs Allen, and unanimously **RESOLVED** to approve the Terms of Reference and Roles and Responsibilities of the Planning Committee.
- c) It was proposed by Cllr Peake, seconded by Cllrs Mrs Allen, and unanimously **RESOLVED** to approve the schedule of payments presented by the Clerk.
- d) It was proposed by Cllr Peake, seconded by Cllrs Mrs Allen, and unanimously **RESOLVED** to approve the bank reconciliation for period ended 30/05/23.
- e) A discussion to take place to nominate a Councillor to authenticate payments set up by the Clerk at Unity Trust Bank. This second signature is needed as a result of the resignation of Cllr Mrs Tantram. It was proposed by Cllr Peake, seconded by Cllrs Mrs Allen to nominate Cllr Pugh.  
**RESOLVED** The Clerk to action at Unity bank.

### 23/116 Planning

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

**Planning Application No: 23/P/00773 – South Oaks Caravan Park, Dorking Rd, Chilworth GU4 8NS.**

Erection of three detached dwellings, the retention of existing ten caravan pitches and new access following the rearrangement of the site.

It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

- Overdevelopment and density of the site. Two of the proposed buildings are forward of the existing building line with will impact detrimentally the street scene.
- Inadequate parking on the site for residents, deliveries and visitors, which may reduce further if the garages are converted into living space.
- We would like to point out that this site is currently within the proposed extension area of the AONB and is surrounded by the current existing AONB and this development will impact the views across the AONB. The site also sits in the AGLV.

**Planning Application No: 23/P/00698 - 4 Powder Mills Place, Blacksmith Lane, Chilworth GU4 8BF.**

Erection of a garden room/office.

It was **RESOLVED** that the Parish Council approve to this planning application as submitted.

**Planning Application No: 23/P/00866 Lockner Holt House, Lockner Holt, Chilworth GU4 8RG.** Proposed new Swimming Pool

It was **RESOLVED** that the Parish Council approve to this planning application as submitted.

**Planning Application No: 23/P00873 - Lockner Holt House, Lockner Holt, Chilworth GU4 8RG.** Erection of a new Pool Building

It was **RESOLVED** that the Parish Council approve to this planning application as submitted.

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**Planning Application No: 23/P/00759 – Alder Lodge, Blacksmiths Lane, Chilworth, GU4 8NW** - 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.

It was **RESOLVED** that the Parish Council send the following comments to Guildford Borough planners:

- The Parish Council fully support the comments and concerns raised by the Archaeological Officer.
- Though the application conforms to parking allocation requirements, because of the density of buildings in the immediate area parking will be an issue.
- The Parish Council agree with the comments made by SCC Highways. Exiting more cars onto Blacksmith Lane from an access point which has restricted visibility is a grave concern.

**NGR 502927/149063 - Merrydown, Guildford Lane, GU4 8PS. A pre-application planning consultation** for the installation of a 9.15-metre-high composite telegraph pole mounted with 1 No. antenna, the installation of 1 No. equipment cabinet and meter enclosure and ancillary development thereto.

It was **RESOLVED** that the Parish Council send the following comments to Avison Young.

- No objections to the improvement of the connectivity.
- The Parish Council are concerned about visual impact on an area of the AONB.

**Planning Application No: 23/P/00884 – 162 Dorking Road, Chilworth, GU4 8RL**- Proposed front basement extension with balcony above, ground floor rear extension, first floor extension with front Juliet balcony and minor fenestration changes.

It was **RESOLVED**: leave to planners.

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

**Planning Application No: 23/P/00283 - Lockner Farm, Dorking Road, Chilworth, GU4 8RH** - Conversion of stable building to form a single storey dwelling. **GBC APPROVED on 31/05/23**

**Planning Application No: 23/P/00128 - 7 Dorking Road, Chilworth, GU4 8NW** - 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. **GBC APPROVED on 10/05/23**

### **23/117 Climate Change**

- **Interparish Climate Change Meeting** held on 18/04/23, Councillors received and noted Cllr Mrs Tantram's report.
- **Farnborough Airport** - The Post-Implementation Review (PIR) data has now been received from the sponsor and published. The CAA now invite any stakeholders to submit their own observations via email to [Airspace.Policy@caa.co.uk](mailto:Airspace.Policy@caa.co.uk) no later than Monday, 26 June 2023.

**RESOLVED**: The Clerk to respond and object to private aircraft and helicopters impacting on noise.

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Cllr Mrs Allen will be attending the meeting – ‘The Impacts of Climate on Parish Councils – a view from the Tillingbourne’ to be held on 22 June 2023.

### **23/118 Correspondence**

The Clerk reported that a letter of resignation had been received from Cllr Mrs Julia Tantram. The Chairman and Councillors expressed their sincere hope that Julia will be able to re-join the Council later in 2024.

**RESOLVED:** The Clerk to inform Guildford Borough Council and receive / display the Notice of Vacancy in Office of Parish Councillor.

### **23/119 Gunpowder Mills and West Lodge**

Cllr Pugh had concerns about the wording of the Minute number 23/87, recording the two proposals voted on at the Extra-Ordinary Meeting of the Parish Council held on 02/05/23. The wording appeared as a contradiction to each proposal.

The first proposal by Cllr Peake that St Martha Parish Council was in favour of the aims of Mr John Price's proposal, was lost in a vote, on the Chairman's casting vote.

The second proposal by Cllr Tantram, successfully carried in a vote, suggested that St Martha Parish Council had agreed the business plan in respect of John Price's proposal in respect of West Lodge.

However, SMPC has not agreed anything in relation to the detail of the proposal and Cllr Pugh was therefore concerned that Guildford Borough Council would be led to believe that St Martha Parish Council already supported the proposal.

To clarify the matter Cllr Pugh will draft a proposed letter for discussion by St Martha Parish Council at the next meeting on 25<sup>th</sup> July 2023, before it is sent to Guildford Borough Council.

### **23/120 Items for the next meeting**

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

- West Lodge
- Climate Change
- Heritage Open Days at the Gunpowder Mills 8-17 September 2023.

**Date of next full Council meeting:** Tuesday 25 July 2023