

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 25 July 2023 at 7:00 p.m. in Chilworth Village Hall

### **23/121 Present:**

#### **Councillors:**

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

#### **One member of the public**

Shalford Peasmarsh and Chilworth Community Councillor Adrian Cansell

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

### **23/122 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**

Apologies were received from: Guildford Borough Councillor Danelle Newson, and Surrey County Councillor and Guildford Borough Councillor Bob Hughes.

### **23/123 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.

### **23/124 Declaration of Non-Pecuniary Interests**

None were given.

### **23/125 Register of Interests – a declaration from Members on amendments.**

Cllr Mrs Allen reported that following a training session she had attended with John Armstrong (Guildford Borough Council Democratic Services and Elections Manager and Deputy Monitoring Officer), re the Code of Conduct and Register of Interests. Members were reminded that point number nine on the R/of/I form needs to be fully completed. The Clerk will send a further copy of the form for Cllrs Mrs Allen and Price to complete.

### **23/126 Minutes of previous meetings:**

**RESOLVED:** It was proposed by Cllr J Peake, seconded by Cllr Mrs Allen that the minutes of the meeting held on 20 June 2023 be approved and signed by the Chairman as a true record.

**RESOLVED:** It was proposed by Cllr Pugh, seconded by Cllr Mrs Allen that Minute number 23/87 of the Extra-Ordinary Meeting held on 02 May 2023 be approved as stated in the Minutes of 20 June 2023 – Minute number: (23/112).

### **23/127 Public Participation Session**

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The Clerk reported on a message received from Rosemary Lemon regarding the planter outside Chilworth Station.

**RESOLVED:** It was proposed by Cllr Pugh and seconded by Cllr Mrs Allen that £50.00 be spent on new plants. Cllr Mrs Allen AGREED to liaise with Rosemary Lemon on arrangements for planting and on-going watering.

**RESOLVED:** Cllrs Mrs Allen AGREED to report to Jack Wharton at Network Rail that cars were being parked on their land - the grass triangle between Chilworth Station and the bus shelter.

### **23/128 Reports Communications and Updates:**

#### **Parish Clerk:**

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

- **Consent to receive the meeting summons by email** – Councillors to re-sign a form confirming their acceptance to receive Agendas. Under GDPR regulations this has to be their Parish Council's email address and not their private email address. The form was sent prior to the meeting.
- **Gunpowder Mills** – Heritage Days **8-17 September**  
**RESOLVED:** That the Parish Council would not organise any event or tours during the Heritage Festival in 2023.
- **Defibrillator Registration** - The Clerk reported that the SMPC defibrillator has been registered at the request of Will Quince, MP (Minister of State, DHSC), the data shared by the British Heart Foundation. There are 65,870 defibrillators registered in the UK, with 51,332 of these located within England. Registering the Parish Council's defibrillator at The Percy Arms will mean that ambulance services can find local units - if required.
- **Notice Board at the end of Old Manor Lane** – currently awaiting a quote from Paul Birch to install and take away the two old boards (Mr Birch has confirmed that he is able to take delivery of the order). Following a site meeting between the Clerk and Jean-Pierre on 22/06/23, it was AGREED to replace one board to take 18 x A4 sheets. Double doors, one side lockable for the Parish Council which will take 9 x A4 sheets, the other for community use.  
**RESOLVED:** to accept the quote from Harry Stebbing: MART/D18/2p/HC/6.23, dated 19/06/23.
- **SALC AGM and Conference** to be held on the 19<sup>th</sup> October 2023 at Dorking Halls.  
**RESOLVED:** It was AGREED that Cllr Mrs Allen would represent St Martha Parish Council and vote at the AGM.

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

Cllr Cansell reported that there is likely to be some disruption along the Dorking Road, due to a Police speed monitor on the lamppost outside Lakes Close. Litter picks on 23/09/23 have been planned, with involvement of the Climate Action Groups.

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

No report given.

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## Surrey County Councillor's Report

No report given.

### Parish Councillors:

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

- **20's Plenty Stickers:** these have been distributed in Blacksmith Lane and two thirds of the houses in Dorking Road. **Action** – to monitor the use of these and whether more are needed in the long term.
- **Public Electric Car Charger:** the Parish Council has already recognised the benefit of having a public electric car charger in the Parish and has suggested a possible site might be the lower car park at the Percy Arms Pub. Albury Parish Council is also considering an EV Charger in the Parish and has suggested working with St Martha to forward their proposals – to share the knowledge of the procedure. Andi McCann from Albury PC has offered to speak to the Percy Arms as he knows the owner. There may be the possibility of financial help from Surrey County Councillor Bob Hughes.
- **Parish Climate Change Action Plan:** arising from a meeting with local Parish Councils (Shalford, Shere, Albury and St Martha) at Zero Carbon Guildford, hosted by Andi McCann (Albury PC) and Ben McCallam (SCC) and attended by Cllr Mrs Allen – a Free Toolkit has been completed by Ben McCallam for St Martha Parish to inform and help with decision making. The Toolkit has been circulated to PC members for consideration and comment.  
**RESOLVED:** To consider the Toolkit at the September meeting for the possible action.
- **North Downs Line Steering Group AGM** – Cllr Mrs Allen hopes to attend this AGM being held at Gatwick Airport on 25 July and will circulate the Minutes when available.
- **Community Rail Partnership** – the new SCRCP Community Rail Officer has resigned so David Daniels (who recently retired) is stepping in to cover until September 2023. This means that the new planters at the station, proposed water butt, Gunpowder Mills sign and discussion about the Gate Keeper's Hut will be on hold for the time being.

### 23/129 Chilworth

- Cllr Peake reported that he had attended the Shalford Peasmarsh and Chilworth Community Council Meeting on 20/06/23. The Brookwood field access track is to be upgraded and quotes to re-lay the surfacing under the swings and climbing frame are awaited. The Community Council lease the playing field from the landowners - Thames Water and are currently seeking their permission to progress the planned works.
- Cllr Peake commented that the letterheading used by Shalford Community Council was incorrect with reference to 'Chilworth Villages'. Additionally, St Martha Parish Council had not been consulted.
- The Clerk reported that 30 more stickers had been ordered via the Shalford Community Council Clerk.
- The Clerk reported on an email update from Cllr Bob Hughes on the meeting (held on 24/07/23) with Soe Hein and interested local residents re the speed limit on the Dorking Road:

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*“The highways engineer will look at a speed indicator sign up towards Chilworth from the bus stops. He will also instigate a speed survey, and as an outside possibility look at whether a speed table could be allowed, although it would need directional lighting, which may not be acceptable for residents”.*

### 23/130 Policies, Financial and Regulation Approvals

**RESOLVED:** To defer the approval of Terms of Reference for the Personnel Committee.

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

**RESOLVED:** It was proposed by Cllr Pugh, seconded by Cllr Mrs Price to approve and sign the bank reconciliation for period ended 30/06/23.

**RESOLVED:** It was proposed by Cllr Pugh, seconded by Cllr Mrs Allen to approve the quotation from Stone Edge Conversation to repair the Chilworth War Memorial. Ref: E23596/PE dated 22/06/23.

Surrey ALC – Mulberry & Co. are offering a long-term three-year agreement for the provision of internal audit services at a cost of £65.00 per hour.

**RESOLVED:** It was proposed by Cllr Peake, seconded by Cllr Mrs Allen to take up the option of £65.00 per hour (increased from £60.00 ph.), the rate to be fixed for a three-year period.

**RESOLVED:** For the present signatories on the Unity Bank Account - Cllrs Peake and Mrs Price to sign the form to add Cllr Pugh as a third authorising Cllr.

### 23/131 Planning

- a) **To note that the Parish Council have been invited to send a response to Surrey County Council on the following application:**

**Planning Application No: WA/2022/00997/SCC Ref 2021/0150 – Land at the former Woodhill Sandpit, Farley Heath Road, Albury GU5**

**Proposal:-** Importation, deposit and engineering of inert waste material to land for the purposes of Stabilising sandpit faces within a historic sandpit with restoration to forestry.

Comments to The County Planning Authority by 6th September 2023, response to be AGREED at the next meeting on the 5<sup>th</sup> September 2023.

**RESOLVED:** Cllr Mrs Price to draft a response and circulate to Cllrs for comments. Cllr Mrs Allen is planning to attend a public meeting in Albury Village Hall on Saturday 5<sup>th</sup> August 2023 and will forward notes/minutes of the meeting.

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

### 23/132 Climate Change

- **To discuss:** The increase in Surrey’s new proposed 20 mph speed limit
- **DRAFT Letter to Waverley/Guildford on Planning – environment issues:** to consider whether the Parish Council agree to signing this letter to Waverley and Guildford Borough Councils, produced by the Climate Change Group. (A copy of the letter has been circulated.)

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**RESOLVED:** Cllrs AGREED to take no action.

**RESOLVED:** To consider at the September meeting for possible action from the Toolkit completed by Ben McCallam for St Martha Parish to inform and help with decision making– see minute 23/128 above.

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.

### **23/133 Correspondence**

The Clerk to send Surrey County Council’s (SCC) Footpath Officer a copy of Mrs C. Manning’s letter, confirming her agreement to access rights over her land for the possible dedication by SCC of footpaths 257 and 258. If the request is established, the Parish Council would like it to be named ‘Peter’s Path’ and this tribute added to the finger post. SCC had previously AGREED to Vera’s Path being dedicated in this way in the Gunpowder Mills.

**RESOLVED:** Cllrs Peake and Mrs Price to visit Peter Burt’s steps, to assess if any remedial work is required. It was reported that they have ‘sunk’ considerably since work was carried out in February 2021. An update to be given at the next meeting.

### **23/134 Gunpowder Mills and West Lodge**

Cllr Mrs Price reported that notification had been received from Ms Jacqueline Stewart, Guildford Borough Council’s Asset & Property Manager, that the Property Review Group would soon be discussing the business plan drawn up by the Working Party to renovate and re-purpose West Lodge.

**RESOLVED:** The following letter drafted by Cllr Pugh to the Property Review Group (PRG) was AGREED to be sent to Ms. Stewart for the attention of Members of the PRG and the Guildford Borough Executive - prior to the meeting. The purpose of the letter was to clarify matters with Guildford Borough Council Officers.

The Clerk was asked to request from Ms Stewart confirmation that the letter had been forwarded to those Members – s stated above.

*“St Martha Parish Council (SMPC) has long believed that West Lodge, the former gate house and only remaining intact building in the Gunpowder Mills (GM), is an integral part of the Gunpowder Mills (GM). This Council has always believed that the sale of WL would leave it vulnerable to it being demolished resulting in the loss of an important heritage asset which would compromise the integrity of the GM site.*

*SMPC has received a proposal from one of our parishioners that sought to retain the building and to put it to use in a way that would benefit the local community. The proposal is for WL to be made habitable and to be let out with ensuing rental profit to be used to benefit the community.*

*SMPC has set up a” working party "to examine the proposals in more detail with a view to helping the Council decide whether or not the proposal was feasible.*

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*The working party has identified several key elements that need to be in place in order that SMPC might approve the scheme. The working party has indicated that:*

- 1. Adequate funding to refurbish the building to an acceptable standard, needs to be obtained.*
- 2. Planning needs to be put in place to manage the refurbishment.*
- 3. A plan to manage the use of the building going forward has been drawn up*
- 4. Support is required from GBC, who own WL and the GM*

*Work is in progress on the first three elements but the fourth element, support from GBC, is critical to the feasibility of the proposal because it requires GBC to allow the use of the building as proposed and to contribute funding towards its refurbishment.*

*SMPC understands that the matter is to be considered by GBC in the coming months. We would therefore urge GBC to seize this opportunity to work with SMPC to finally resolve the issue of WL, in a way that the needs of GBC and SMPC are met”.*

### **23/135 Items for the next meeting**

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

- West Lodge
- Climate Change

**Date of next full Council meeting:** Tuesday 5 September 2023