

NOTICE OF A MEETING OF THE PARISH COUNCIL

To all Members of the Council, you are hereby respectfully summoned to attend the Full Council meeting of St Martha Parish Council to be held on
Tuesday 20 June 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
14/06/23

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. **Consent to receive the meeting summons by email** – Councillors to sign a form.
6. **Minutes of the previous meetings:** The following Council Minutes are to be agreed and signed by the Chairman as a true record:
 - The Extra-Ordinary Meeting held on 02 May 2023
 - The Parish Council Meeting held on 16 May 2023
7. **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, but not comment during the rest of the meeting without the consent of the Chairman.
8. **Reports:**

To receive Reports, Communications and Updates from:

Parish Clerk: Report attached.

Guildford Borough Councillors' Reports (5 Minutes)

Surrey County Councillor's Report (5 Minutes)

Shalford Community Councillor's Report (5 minutes)

Parish Councillors: Cllr Mrs Allen's report attached.

 - Cllr Mrs Price to report on the meeting with Joanne Porter of SCC re the footpath dedication between Footpaths 257 and 258.

9. Chilworth

To **receive and discuss** topics from both Shalford and St Martha Council meetings.

- Delivery of the 20s Plenty Stickers and letters

10. Policies, Financial and Regulation Approvals

- a) To **discuss and approve** the 'Terms of Reference' for the Finance and Personnel Committees.
- b) To **discuss and approve** the Terms of Reference and Roles and Responsibilities of the Planning Committee
- c) To **discuss and approve** the schedule of payments presented by the Clerk.
- d) To **receive, approve and sign** the bank reconciliation for period ended 30/05/23.
- e) To **discuss and approve** Dual authentication – payments by Members. Following the resignation of a Member, new dual authentication is required on both the Unity and Nat West Bank Accounts.

11. Planning

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

- **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.
- **23/P/00698 - 4 Powder Mills Place, Blacksmith Lane, Chilworth GU4 8BF.** Erection of a garden room/office
- **23/P/00866 Lockner Holt House, Lockner Holt, Chilworth GU4 8RG.** Proposed new Swimming Pool
- **23/P00873 - Lockner Holt House, Lockner Holt, Chilworth GU4 8RG.** Erection of a new Pool Building
- **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.
- **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.
- **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.

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

- **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
- **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.

11. Climate Change

- Cllr Mrs Tantram's notes from the Interparish Climate Change Meeting 18/04/23
- 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 no later than Monday, 26 June 2023 - To consider the Parish Council's response, if any. Ref Cllr Mrs Allen's email dated 05/06/23.

12. Highways and Rights of Way

13. Correspondence

14. The Gunpowder Mills and West Lodge

To receive any update from the working party on the West Lodge Business Proposal submitted to GBC

15. Items for the next meeting

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

Date of next full Council meeting: Tuesday 25 July 2023

Clerk's Notes for the meeting to be held on 20 June 2023

- **War Memorial** fencing now complete – 5 additional posts were ordered and replaced. The additional posts had deteriorated since the inspection and estimate 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 9a.m. on Wednesday 21st June at 9 a.m.
 - **08/06/23 – 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. Debbie strapped some gaffa tape round it to hold it on, but I think we will need a whole new box as all the plastic fastening bits have broken
12/06/23 - John Andrews: I'll have a look to see if we have a replacement and order a new one if needed.
 - **Peter Burt's Field** - Amanda Mills **30/05/23** – *"I have just this morning obtained a contact number for the owner's grandson so I can now make contact with them."*
 - Notice Board at the end of Old Manor Lane – awaiting 3rd quote from Harry Stebbing.
 - **Terms of reference for The Finance and Personnel Committees:**
 1. Financial DRAFT attached.
 2. Personnel to be drafted
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Meeting Notes from Cllr Mrs Patricia Allen

Agenda Item 8: Chilworth War Memorial and Garden

PA 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. PA will replace some of their stakes in due course. PA 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.

PA 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.

Agenda Item 8: Chilworth Station

PA has had a station 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.

PA 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 good and directing 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. PA will keep the Parish Council up dated on all station matters.

Agenda Item 9: 20's Plenty

The Clerk, Clare and PA met via Zoom to discuss the distribution of the 20's Plenty bin stickers and accompanying PC letter. It was decided to cover the section of Dorking Road from the Tangley Level Crossing to Pine View Close, or there abouts, and Blacksmith Lane houses immediately on the 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.

Agenda Item 12: Climate Change – Tillingbourne Valley Group

PA will be attending a meeting at Zero Carbon Guildford on Thursday 22 June which will be introducing the playbook* for local Parish Councils. It will be an overview of what PCs might do and the necessary steps to do so. It is being organized by Andi McCann from Albury PC and invited are: Shere, Albury, St Marthas and Shalford Parish Councils and a few additional groups such as the eco group in Shalford and Tillingbourne.earth. Andi and PA will then follow up with a phone call the next day to help clarify what is a complex matter. Andi is aware that we currently only have 4 Parish Councillors and are under pressure to cover our existing work!

Andi has got Michael Baxter from the Albury Estate involved with the climate change agenda and has raised the question about landowners within the St Martha area.

PA will feed back after the meeting and discussion with Andi.

AOB for information: DoE Volunteers

The DoE 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 PA with the suggestion and we will see what can be done.

*For clarification: a playbook is an overview of the organization's strategy that can also include details of how to carry out specific tasks, or give information etc.

DRAFT Terms of Reference for the Finance Committee from The Clerk

Constitution of the Committee

The financial affairs of the Parish Council must be conducted in accordance with all relevant Statutory Regulations, in particular the Accounts and Audit Regulations, the Ministry of Housing, Communities and Local Government, NALC Guidance, the Council's Standing Orders, and the Council's Financial Regulations.

Under the Regulations, the Council as a whole is responsible for its financial affairs, including decisions on funding and expenditure. With respect to the Precept, approval of the Precept is the responsibility of the Council as a whole.

The Parish Council will, at all times, aim to ensure that the conduct of its financial management is carried out in a prudent manner, so as to provide high value for the element of council tax paid by residents of the Parish and to make optimum use of Parish Council assets.

The Committee shall comprise of all members. The Chairman of the Committee to be appointed by Members of the Committee annually at the June meeting. The term of office of Members shall be for twelve months expiring on the day of the Annual Meeting of the Council in May.

Function of the Committee

- To take decisions on behalf of the Full Council. The spending limit for each item shall have been already agreed within the Precept, or that sufficient funds are available within the appropriate budget to cover the relevant expenditure.
- To draw up the annual budget for submission to the Council having given full consideration to the recommendations of the Responsible Financial Officer. In carrying out this function, the Committee will ensure that all proposals accord with the relevant legislation and fully reflect the policies of the Parish Council.
- Based on the prepared budget, to submit a proposal to the Council for the amount of the annual precept (Band D rating).
- To review the system of internal control as per the Accounts and Audit Regulations.
- Whilst the Committee can consider Internal and External reports, these must be put before, and approved by, the Full Council.
- To review the effectiveness of the system of internal audit as per the Accounts and Audit Regulations. The review must be approved by the Full Council.
- To keep under regular review the Council's financial risk assessment, internal controls and the financial implications of all other risk assessments. Risk assessment must be approved by the Full Council within the relevant financial year.
- To regularly review and assess all insurance policies held by the Council.

Created on 20 June 2023

Interparish Climate Change Meeting 18/04/23 from Julia Tantram

Farnborough Airport Expansion:

Affecting: Chiddingfold, Churt, Thursley?

Flight paths are narrow and therefore affecting some residents far more than others. Some parishes have commented, Thursley affected however apathy led to no comments. David Munro and Jeremy Hunt have

been supportive (against the expansion). One issue is that the expansion is to increase the air traffic of mostly private flights. There is a national consultation re increasing air traffic. The comments submitted to the Post Information Review pushed Waverley to comment, esp re private aircraft.

Water pollution from dumping sewage etc in rivers:

Affecting: Chiddingfold, Tilford, Churt, Shalford, Bramley, Cranleigh and Elstead.

SWT advised there had been a Cat 1/2 pollution incident at the pumping station from Thames Water.

There is no obligation for water companies to notify when there have been incidents. Tilford extraction application to draw water but no notification. They met with Jeremy Hunt and discussed Tilford beach, surfers against sewage and identifying wild swimming areas.

Churt are writing to Thames water and the environment agency re how they can be notified. This links to a national campaign for cleaning up rivers.

In Shalford the parish climate action group are testing water themselves. Jeremy Hunt very active re pollution occurring in Bramley. Cranleigh waters are also being tested (previous pollution incident was not caused by the petrol station).

There is a live map for river pollution, both the environment agency and Thames Water – although these are somewhat delayed.

Angling Group and SWT are also helping with water testing.

ANOB Consultation:

Affecting: All

Chiddingfold are requesting that they move the boundary up to Cranleigh Waters to include important habitats – all parishes making their own submissions.

Hambledon – odd anomalies, mostly all included except the 16th century pub is excluded so they are commenting.

SCC verge cutting:

Affecting: All

SCC open to being told if particular areas need protection and should be told if a parish wants a low herbicide policy.

Some parishes have changed their mowing regime to support biodiversity (both plants and insects benefit from this).

SCC running a blue heart scheme [The Blue Campaign - increasing biodiversity in grass verges - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/your-council/the-blue-campaign) residents can be involved – something to add to our climate change webpage and mention in the parish magazine?

Traffic/Roads:

Hambledon have issues with traffic using cut throughs and the Dunsfold aerodrome (housing project). Also concerns regarding the traffic and parking at the stations. There is a single bus, once a day on 3 days of the week only.

Tilford: Bus services are active travel vs individual travel so should be being increased not decreased.

Twenty's plenty:

Shalford have distributed 20's plenty to the main A roads and given the poster with an accompanying letter.

Surrey's Highways are not supporting 20's plenty and therefore technically we should not be doing it. Also bins are not owned by residents. Blackheath had big signs and was made to take one down?

Wonersh: low take up of stickers (residents can request them).

It is not a blanket ban, more like zones – SCC are taking this up and may agree to 20mpg zones.

May work better in towns where speeds are already low.

Thursley: passed the motion, put up signs in and around Bowlhead Green. Found out the 18/19 year old son of a resident was removing them so they confronted the parents and one sign was put back.

What about A roads? Cornwall Council A39 and other areas are getting 20s plenty.

Pollution decreases not increases with 20's plenty, but the main issue is safety.

EV chargers:

Witley - did get anywhere with an EV charger because of the cost when there are no streetlights.

Considered the village pub but the electricians were a bit dodgy.

SCC have one supplier for EV charging throughout Surrey, therefore worth contacting them.

Instabot build strong relationships with electricity suppliers, and they can put in rapid chargers, however, they would need to be accessible to a lot of people for them to consider installation.

Climate Change Emergency:

Which parish councils have passed a climate change emergency motion?

Shalford – over a year ago. They set up a resident's group which is independent from the parish and reports back every six months or so. This is split into areas: solar, transport, finance, food, water and recycling. No comms set up yet, so they have no direct communication with the community. Particular issues are roads, amount of traffic and parking.

Sustainable Development:

Hambledon: almost entirely in the ANOB so how to get affordable housing - most properties get bought and then get made larger, comments to this effect to planning are ignored.

Tilford: Always make environmental comments.

Womersley: Waverley came out with their new SPD on the environment, which includes a checklist.

Applicants, however, lie or just think it is enough to say they are putting in a smart meter. Clare Upton Brown is the new head of planning and they have requested a meeting with her. No one applies for a logging license either, people are cutting down trees before putting in planning applications so that they do not have to protect them – there is no legislation to stop this occurring. As a consequence of this, storm damage, lack of watering and Ash die back there is a net loss of trees.

Solar panels are not a reason to take down trees.

Re the new climate change form, talk to your borough councillor, they do not have to be on the planning committee to speak with planning officers.

Re trees, report issues to the tree officer.

Action – considering writing a collective letter to the head of planning and also to borough councillors (individually).

Communication:

Hambledon: don't have a parish website, instead have a community website along with a good parish magazine. Other parishes praised Hambledon's community website and direct email communication with parishioners.

Residents do not dictate a parishes strategy although if they do not like it, they can vote you out.

Individual Projects:

Chiddingfold –

Earth Day – theme is '*invest in the planet*', less is more so use and do less to benefit the planet. Their weekly theme has been about food waste. They are working on Wicket Wood, scouts and cubs mostly, trying to improve the biodiversity of the area (Scott's pine) – have planted Liquid Amber (not native but developed in the UK. There is a need to start to plant trees that will be able to survive in the future (look at Northern France & Ginko) to allow animals and insects to get used to the new flora over the coming years.

Shalford:

Changed their name to community council and received no negative comments – too many people think the parish council is something to do with the church – it is easy to change your name and Wales only has community councils.

82 streetlights in Shalford. Zero interest loans available to replace them so that they can be turned off between 12 am – 6am but it costs £80 each.

Litter collection/picking to be taken over by the resident run planet action group. Along with Wonersh the ditches are full of rubbish.

Would like to have 3 water bottle refilling taps cost £1200

Are plotting all the solar panels in the villages to use them as examples and to identify which other houses might benefit – can get 12/18% out of solar panels.

Looking into solar for the village hall – packages are available (discussion about infrared heating panels and associated technology).

Witley

Feel they have stagnated. Golden thread for planning means everyone should be involved.

Didn't get anywhere with their teracycle project but soft plastics can be recycled by supermarkets.

Unsure which parish this was:

Wanted to start a community farm. Identified a piece of land (David Munro) – public land. Struggled to gain any volunteers – way to start it was to identify funds. Couldn't get the money as they weren't a charity, charities can get gift aid and make donations to the parish council. Creating a charity of CIC. Not all councillors want the responsibility of a community farm. (Hambledon have a community fund – it needs 2-3 people to be trustees). Funds are needed for tools, stock etc.. The school are starting a community garden. Although there were 10-11 people identified and some pledges there were not enough of either.

Wonersh:

All bulbs and trees have been donated, so no buying of bulbs.

Interparish Climate Change Group – moving forward:

In future there will be separate more localised zoom groups and then a less frequent in person meeting for all to attend.

