

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 18th April 2023 at 7:00 p.m. in Chilworth Village Hall

23/61 Present:

Councillors:

Cllr Mrs. C Price (Vice-Chairman), Cllr J Peake, Cllr J-P Pugh (Chairman) and Cllr Mrs. Tantram
Surrey County Cllr Bob Hughes – until 7:45.
Guildford Borough Cllr Richard Morris
Shalford Peasmarsh and Chilworth Community Council Cllr Adrian Cansell

Two members of the Public

In attendance: Parish Clerk - Anne Tait

23/62 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Diana Jones and Parish Councillor Mrs. Patricia Allen.

23/63 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.

23/64 Declaration of Non-Pecuniary Interests

None were given.

23/65 Register of Interests – a declaration from Members on amendments.

No declarations were made.

23/66 Minutes of the Meeting held on 28/03/23

It was brought to the attention of Councillors that there were comments included in the Lockner Farm planning applications that were not applicable to the applications reference numbers: 23/P/00286 and 23/P/00287. The Clerk apologised and confirmed that this was a typographical error in the Minutes and that the corporate response agreed by Members had been sent to Guildford Borough Council was correct. The Minutes will be amended, re-issued and agreed at the Extra-Ordinary Meeting on 2nd May 2023.

23/67 Public Participation Session

Rosemary Lemon reported that the tree on the grass triangle in front of Chilworth Station is doing well. Rosemary has cleared the vegetation around the surrounding base and buds are now showing.

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Congratulations and thanks are extended to the young people on a Duke of Edinburgh Silver Award Scheme currently clearing and thus extending the foot path from Chilworth Station along the Dorking Road towards the War Memorial.

Concern was again raised regarding the number of potholes at the Chilworth Station end of Sample Oak Lane. The potholes have now extended across the carriageway. Cllr Hughes reported that the temporary

23/68 Reports Communications and Updates:

Parish Clerk:

The Clerk reported that a letter had been sent to the owner (Richard Parker) with regard to the condition of the tree with Ash-die back on the land to the east of the Chilworth War Memorial.

The Clerk reported on the on-going outstanding maintenance/repairs and confirmed that a list was kept showing the details to track with Surrey County Council.

The Clerk reported that the lists for Councillors responsible for monitoring the condition of Parish Council assets was nearing completion.

Guildford Borough Councillors' Report

Cllr Richard Morris reported that the Council was in pre-election mode and there are no scheduled meetings until after the election. Cllr Morris confirmed that neither he nor Cllr Diana Jones are standing again as Candidates. There are seven candidates nominated for two seats in Tillingbourne.

The Planning Development Service has been struggling to meet the Government's Planning performance target for speed of determination for non-major applications (70% of applications in time or an extension of time over a two-year period). The performance tables were published in December which illustrated that Guildford Borough Council (GBC) had only achieved 45.6 % of application in time or extensions of time. The Director of Planning at the Department for Levelling Up, Housing & Communities confirmed that they are considering designating GBC for failure to meet the non-major speed performance threshold. It has been agreed not to apply the designation.

Surrey County Councillor's (SCC) Report:

Cllr Hughes has requested SCC to conduct a traffic speed survey in both parts of Chilworth, so that Shalford and Chilworth could be assessed on the same basis and lower speed limits considered. Although Cllr Hughes considers that in the case of Dorking Road, additional traffic calming measures will be required.

However, this has been overtaken by a comprehensive speed survey being carried out across Guildford during April and May. This will result in a report and recommendations for speed limit changes. Mole Valley has already carried out a survey with some useful outcomes. Cllr Hughes believes that this is really the only way we may be able to achieve the changes needed.

Cllr Hughes reported that the comments received so far for Proposed Extension to the Surrey Hills Area of Outstanding Natural Beauty (AONB) are not strong enough to oppose. It was noted that the deadline for comments is 13th June 2023.

RESOLVED: Councillors to draft a comment at the meeting to be held on 16th May 2023.

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Cllr Hughes requested that this Council records a thanks to the two Borough Councillors – Richard Morris and Diana Jones. He stated that it was regrettable that they had both decided not to stand again for election on 4th May 2023. Both Borough Councillors had supported the local Parishes very well in their short time at Guildford.

Shalford Peasmarsh and Chilworth Community Council:

Cllr Cansell report that there was no update and the next meeting of the Community Council is on Thursday 27/04/23, Cllr Mrs Tantram will attend on behalf of St Martha Parish Council.

23/69 Chilworth

RESOLVED: That the Clerk liaise with Shalford Community Council Clerk on a plan to distribute the 20s Plenty stickers. It was felt important to co-ordinate with Shalford and to both have the same procedure on distribution.

23/70 Policies and Regulation Approval

- a) **RESOLVED:** It was proposed by Cllr Mrs Price and seconded by Cllr Mrs Tantram to approve the schedule of payments as presented by the Clerk. (Shown as Appendix One to these Minutes).
- b) **RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Pugh to approve the bank reconciliation for period ended 31/03/23.
- c) **RESOLVED:** It was proposed by Cllr Mrs Tantram and seconded by Cllr Pugh to approve Year End Accounts for year ended 31/03/23.
- d) **RESOLVED:** It was proposed by Cllr Mrs Price and seconded by Cllr Pugh to approve the AGAR **Section 1 Annual Governance Statement** for 2022/2023. The Chairman to sign.
- e) **RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Pugh to approve the **Section 2 Accounting Statement** for 2022/2023. The Chairman to sign.
- f) **RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Pugh to approve the Clerk submitting a Certificate of Exemption for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman to sign.
- g) **RESOLVED:** To await another planning application being received from GBC and trial the Cllrs Planning Comments Sheet before adopting the process.
- h) **RESOLVED:** To approve the Habitual and Vexatious Policy. The Clerk to upload this onto the Website.
- i) **RESOLVED:** To purchase the latest (13th) edition of the Arnold Baker on Local Council Administration. The Clerk to contact SLCC.
- j) **RESOLVED:** following a discussion it was **AGREED** to offer the contract to Barry Wakeford for the maintenance and grass cutting at the Chilworth War Memorial for the financial year ending 31/03/2024.

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23/71 Planning

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

- **23/P/00307 Pilar Lodge, Sample Oak Lane, Chilworth GU4 8RE.** Demolition and replacement of the swimming pool and pool house to the main dwelling house, the demolition of the guest dwelling house, the demolition of all of the other detached residential outbuildings and their replacement with a detached garage block, a detached tractor and equip barn, greenhouse and potting shed within the walled garden area and a gate and fruit store with associated access arrangements.

RESOLVED:

The application seems to have paid close attention to the reason for refusal last time and worked to ensure there is a significant reduction in size and bulk of the replacement developments.

Concerns:

The application form states that there are no protected or priority species on or near the site (bats are roosting in the roof of the main house). The application form states that there are no designated sites, important habitats or other biodiversity features nearby when the property abuts the Blackheath SSSI with its Priority Habitat Inventory designation of lowland heathland.

The ecology report was conducted a year ago and as stated this site not only abuts the Blackheath SSSI and Priority Habitat (lowland heathland) but also has further designations within the site itself (Woodland Priority Habitat Network – High Spatial Priority).

The development requires the felling of between 6 – 12 trees that contribute to the Woodland Priority Habitat.

The ecology report states that there are schedule 9 plants close to the development site:

Rhododendron ponticum is abundant, yellow azalea and Himalayan cotoneaster also occur. Given the very close proximity to the Blackheath SSSI a condition to ensure that these must not be allowed to spread onto the SSSI would be prudent, along with conditions to protect trees as per the Tree Protection Plan.

With regards to the ecology report itself we would suggest that at the very least all of the recommended mitigations are added as conditions and should be put in place before development occurs (rather than only if protected species are discovered because this approach risks disturbance or harm).

Alternatively, a more up to date biodiversity assessment could take place to identify more recent evidence (or not) of protected species with any consequent mitigation measures included as conditions for development.

The Parish Council also recommend that it be a requirement that the natural screening is retained in future to screen it from Blackheath Common and the Natural Trust land that abuts the site.

Both of which have bridleways and footpaths running through them and are in the AONB.

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

- **23/P/00340 - Location: Pine View House, 4 Pine View Close, Chilworth, GU4 8RS**
Proposal: Certificate of lawfulness for a proposed development to establish whether a detached garden room / office would be lawful.
GBC APPROVED – 13/04/23
- **EN/21/00029 - Oak House, Sample Oak Lane, Chilworth, GU4 8QW** - Without planning permission alleged development consisting of the erection of three buildings.

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A message had been received from Peter Muir GBC Planning Enforcement Officer:

*I am writing with reference to the above matter, following a review of the site history. The site was last visited in January 2023, and based on the available evidence at that time, all the buildings on site at the time of the visit had been in place for over four years. Under section 171B of the Town and Country Planning Act 1990 (as amended) (the Act), no enforcement action can be taken after the end of a period of four years after any operational development is substantially complete. As all the buildings on site either have express planning permission for the Council or are now immune from enforcement action under section 171B of the Act, there is no planning enforcement action that can be taken in this regard. As no planning enforcement action can be taken this case will be **CLOSED on 11/04/23.***

23/72 Highways and Rights of Way – no matters were raised.

23/73 Correspondence

The Clerk reported on a request from Trainline to advertise on the Parish Councils website.

RESOLVED: The Clerk to confirm with “ that we do not advertise on our website and to forward the request to the Editor of the Chilworth Village Magazine for possible inclusion in the next edition.

The Clerk reported on a letter from Peter Eckhardt re speeding along the A248, to which Cllr Bob Hughes has replied.

The Clerk reported on a message received about ragwort growing in a field below St Martha Church which is causing problems for horses.

RESOLVED: The Clerk to reply confirming that “*The family of the Owners of the field will be notified of this problem.*”

23/74 Gunpowder Mills and West Lodge

Cllr Mrs Price reported on the latest meeting with Guildford Borough Council (GBC). GBC are still keen to sell West Lodge and the final decision will be made by the property review group on 24th May 2023.

Members discussed the advice given by Roger Taylor of Wellers Law Group.

The Clerk reported that although an Approval Notice had been received by the Parish Council (the applicant) for a ‘Change of Use’ for West Lodge (20/P/00793), GBC have reported that the Change of Use has not yet been processed.

RESOLVED: The Clerk to arrange an Extra-Ordinary Meeting on 02/05/23 to discuss further the proposal for West Lodge.

23/75 Items for the next meeting

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

- Cycling events on Blackheath
- Notice Board at the end of Old Manor Lane

Date of next full Council meeting: Tuesday 16th May 2023 - The Annual Meeting of the Parish Council