

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 21 February 2023 at 7:00 p.m. in Chilworth Village Hall

### 23/15 Present:

#### Councillors:

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

Surrey County Cllr Bob Hughes

Guildford Borough Cllr Richard Morris

Shalford Peasmarsh and Chilworth Community Council Cllr Adrian Cansell

#### Three members of the Public

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

### 23/16 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Diana Jones.

### 23/17 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.

### 23/18 Declaration of Non-Pecuniary Interests

None were given.

### 23/19 Register of Interests – a declaration from Members on amendments.

### 23/20 Minutes of the Meeting

It was proposed by Cllr Mrs Tantram, seconded by Cllr Peake, and unanimously **RESOLVED**, that the Minutes of the Full Council Meeting held on 17th January 2023, be approved and signed by the Chairman as a true record.

### 23/21 Public Participation Session

It was reported that there are two faulty lights flickering on each platform at Chilworth Station, Cllr Mrs Allen AGREED to report this to Network Rail.

The Clerk was asked to inform Guildford Borough Council (GBC) that there should be notices at each of the five entrances to the Gunpowder Mills site, informing visitors that 'You are entering a Heritage Site and evidence of criminal damage will be reported'.

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Helen McIntyre asked for an additional statement to be recorded on the Parish Council reserves list, noting that £6,000 had been pledged in the Parish Improvements budget head for the financial year ending 31/03/24.

The Clerk was asked to write again to 'Trail Breaks' – an organisation that arrange local cycle events. It was reported that during an event on 07/01/23 there were speeding vehicles hurtling around corners and putting pedestrians and horse riders at risk of injury and accident. Additionally, noting that blue paint had been used for marking arrows on the ground on Blackheath Common and riders were on a footpath in Blackheath which is trespass.

### **23/22 Reports Communications and Updates:**

#### **Parish Clerk:**

The Clerk reported that there was no news on a date to repair the rotten fence posts around the Chilworth War Memorial.

The Clerk reported there was no update re the pavement at the entrance to the staff car park at Chilworth Infant School. SCC reference: 2432602.

The Clerk reported there was no update from Surrey County Council (SCC) on the creation of an authorised footpath from Footpath 257 adjacent to Chilworth Manor land, to Footpath 258 (part of the Downs Link).

The Clerk reported there was no update on the SCC reference 2418379 re the poor repairs to the footpath around the raised iron works on pavement near Lockner Farm bus shelter.

The Clerk reported there was no update from SCC reference 2433390 repairs to the pavement opposite entrance to Pine View Close.

The Clerk reported on a reply from Penny Ward the Zurich Customer Account Manager regarding insurance cover for volunteers undertaking the D of E Scheme. The confirmation was based on the information provided that this would be covered under the Parish Council's Public Liability cover. Zurich will expect that risk assessments are carried out and take all reasonable actions to mitigate these risks.

Cllr Mrs Allen has drafted a Risk Assessment based on the version from the Woodland Trust and will circulate this when the parents have agreed. Cllr Mrs Allen will be the Assessor for the young people undertaking their D of E Silver Award. Councillors to send Cllr Mrs Allen tasks in the Parish that need attention.

**RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Ms Tantram to take £100 from budget head 'Parish improvements' to purchase spring bulbs for planting in the Parish.

#### **Parish Councillors:**

Cllr Mrs Allen reported that the Jessie's Seat Plaque is now in place at the Station, this commemorates the installation of Jessie's Seat (otherwise known as the Chilworth Chicken), installed over 130 years ago to mark the death of Railway Guard Henry Wicks from a rail accident. Network Rail has agreed to continue to maintain the topiary alongside the track and a new wooden replacement planter will shortly be installed on one of the platforms.

At a recent Climate Change meeting it was noted that Wonersh and Shalford signed up to the 20s Plenty campaign. St Martha and Albury Parish Councils have not yet signed up to the campaign.

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Wonersh Parish Council are expecting the developers of St John's Seminary to propose options for three new pedestrian crossings in the centre of Wonersh in relation to accessing key services. At present the effective design of these is challenged by current vehicle speeds and the desire for a new crossing. The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development(s) in their area.

### **Guildford Borough Councillors' Report:**

Cllr Morris confirmed that the merge between Guildford and Waverley Councils applies to senior Officers only.

Cllr Morris reported on the following messages received from Cllr Diana Jones:

- Anyone who wishes to hold a street party for the Coronation should apply to Guildford Borough Council as soon as possible.
- Cllr Jones intends to respond to the AONB extension statutory consultation (from 7 March to 13 June 2023) and would be happy to reflect parish views.

### **Surrey County Councillor's (SCC) Report:**

- Cllr Bob Hughes reported that he had accompanied Stuart Copping the Highways Engineer on a tour of the Shere Division to look at several issues including:
- The pavement opposite Roseacre Gardens is now in use but the vegetation clearing needs to be more frequent in the growing season.
- There are several potholes that stretch across the road at the Chilworth Railway Station end of Sample Oak Lane, which are impossible to avoid.
- Iron works protruding from pavements near Bus Shelter opposite Lockner Farm is a safety hazard.
- Cllr Hughes reported that he attended a meeting 09/02/23 re Yodel sirens at both Tanglely and Brook Crossing. Network Rail intend to reduce the decibels at night.
- The undulations on the A25 (near to Silent Pool) will be worked on, decisions have yet to be agreed on any road closure.
- A new scheme 'Your Fund Surrey' is now open for small projects up to £50,000.

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

Cllr Adrian Cansell outlined the plans that Shalford have for a '20s plenty' speed restriction campaign.

**RESOLVED:** The Clerk was asked to liaise with the Shalford Clerk Nuala to coordinate and possibly save on purchase.

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

The Chairman reported on his recent correspondence with Tim Anderson of Guildford Borough Council (GBC). It was noted that a discussion by GBC Members on assets is due to take place on 23/02/23. It was noted that a proposal for refurbishing West Lodge had been received from Mr John Price. The Chairman stated that time was not allowed for at this meeting to consider the matter fully. It was AGREED to set up a working party, chaired by Cllr Mrs Price, to study the feasibility of the project. And eventually it would lead to that working party making a report of its findings to the Parish Council.

### **23/24 Planning**

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

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- **23/P/00046 - Tangley House, Postford Mill, Mill Lane, Chilworth GU4 8RT.**

**Proposal:** Change of use of existing Class E Business unit to four 2-bedroom Class C3 residential units.

St Martha Parish Councillors have identified two planning issues that need careful consideration. Firstly, on the GBC planning application documents webpage for 23/P/00046, the document titled: Floodline Consulting - Flood Risk Assessment Report -revision a - issue 2 appears to be a Preliminary Flood Risk Assessment and not the Flood Risk Assessment that the title suggests. This is confirmed in two ways, firstly, once you open the document the title is Preliminary Flood Risk Assessment Report rather than Flood Risk Assessment Report and, secondly, in the conclusion of the document it states: A site-specific flood risk assessment will be required to support a formal planning application. This seems to support the idea that the planning application documentation is either titled incorrectly and the document sent by the developer is a preliminary report only, or, the preliminary report has been attached in error and a site-specific flood risk assessment has been completed by the developer but has not been attached as a planning application document. Secondly, when completing the Climate Change, Energy and Sustainable Development Questionnaire, the applicant does not seem to have viewed or considered Policy D2, with many instances of N/A being used. There is no way to tell how well insulated or not the building is currently and there is no suggestion of taking the opportunity that the change in use provides to improve the building with respect to energy efficiency or in any other way suggested by policy D2. The issue of parking is not considered (so that the residents parking spaces are furthest from their homes and the visitors are nearest, despite the fact that there are 8 nearer spaces available). This needs consideration to ensure that when the 4 new electric meters are installed, they are located in a way that enables easy installation for electric charging points (even if by subsequent residents). The distance from the flats to the parking spaces and the placement of the electricity meters could make the installation easy or impossible. Rather than engaging with policy D2, the developer has repeated messages that because the building already exists no consideration to climate change, energy or sustainable development needs to occur. St Martha Parish Council consider that by not completing the Climate Change, Energy and Sustainable Development Questionnaire correctly an opportunity to ensure that this building is refurbished in a way that creates sustainable and energy efficient flats, has been missed.

- **23/P/00128 - 7 Dorking Road, Chilworth, GU4 8NW**

**Proposal:** 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.

St Martha Parish Councillors consider that this application does not appear to align with GBC Supplementary Planning Document Residential Extensions and Alterations section 3.3 Roof and Basement Conversions because: the form of the roof is changing significantly, including a large (50%) increase in the total area of flat roof The dormer window extension is flat rather than pitched and not in sympathy with the existing and neighbouring properties These issues seem to be as a consequence of the large (over 50%) increase in roof space being proposed.

**(b) To receive and note the outcome of applications previously reported:**

- **22/P/01570:** Brantyngheshay Lodge, Sample Oak Lane, Chilworth GU4 8RE. Proposed two storey side extension following demolition of existing single storey side element (north elevation) and addition of replacement tiled hipped roof on south elevation; proposed new gated vehicular access off Sample Oak Lane following demolition of the existing garage and shed, the existing vehicular access to be blocked up and pedestrian access provided. **GBC APPROVED 24/01/23**
- **To review and agree the Terms of Reference for the Planning Committee**

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**RESOLVED:** - This item was deferred until the next meeting.

### 23/25 Highways and Rights of Way

Cllr Mrs. Price reported on a meeting with Soe Hein of Surrey County Council on the condition of the road surface and erosion on the side of the road in both Halfpenny and Blacksmith Lane.

### 23/26 Climate Change

Cllr Mrs. Allen reported on the following meetings:

- Inter-Parish Climate Change Group - the group is growing in the number of Parishes taking part.
- Tillingbourne Parishes Group – Inter Parish Committee - Roads and Transport. A request for St Martha to be part of a joint letter to the Chief Executives of Surrey County Council, Waverley Borough Council and Guildford Borough Council regarding local issues relating to roads and traffic.

**RESOLVED:** To be discussed at the next meeting.

- Tillingbourne Earth – Andi McCann (Albury Parish Council) has formed a community group living and working in the Tillingbourne Valley, that are taking action to tackle climate change and biodiversity loss through local initiatives. Website: [hello@tillingbourne.earth](mailto:hello@tillingbourne.earth)

### 23/27 Correspondence

**RESOLVED:** The Clerk to write to Ashville Investments Ltd (cc to Hendryk Jurk) raising their awareness of items of historic interest on the track from Dorking Road to the bridge in the Gunpowder Mills Estate.

### 23/28 Parish Council Grit Bin Licence Application

**RESOLVED:** Cllr Mrs Price to draw up a proposal for installing a Grit Bin in Halfpenny Lane at the next meeting.

### 23/29 Financial Matters

a) The schedule of payments were presented by the Clerk.

**RESOLVED:** It was proposed by Cllr Pugh, seconded by Cllr Mrs Allen that the schedule of payments be APPROVED. Shown as Appendix One of these Minutes.

b) **RESOLVED:** It was proposed by Cllr Peake, seconded by Cllr Mrs Price that the bank reconciliation and statements for the period ended 31/01/23 be APPROVED.

c) **St Martha Parish Council Financial Regulations** - Cllrs to approve the updated version. This item was deferred until the next meeting.

### 23/30 Items for the next meeting

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

- Installation of 'Village Gates'

**Date of the Next Council Meeting:** An Extra-Ordinary Parish Council meeting on 28/02/23 at 7 p.m.

**Date of the Next Full Council Meeting** 28<sup>th</sup> March 2023 in Chilworth Village Hall at 7 p.m.