

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 28th March 2023 at 7:00 p.m. in Chilworth Village Hall

23/43 Present:

Councillors:

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

Surrey County Cllr Bob Hughes

Guildford Borough Cllr Richard Morris - until 8 p.m.

Shalford Peasmarsh and Chilworth Community Council Cllr Adrian Cansell

Three members of the Public

In attendance: Parish Clerk - Anne Tait

23/44 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Diana Jones.

23/45 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.

23/46 Declaration of Non-Pecuniary Interests

None were given.

23/47 Register of Interests – a declaration from Members on amendments.

No declarations were made.

23/48 Minutes of the Meeting

It was proposed by Cllr Mrs Allen, seconded by Cllr Peake, and unanimously **RESOLVED**, that the following sets of Minutes be approved and signed by the Chairman of the meeting(s) as a true record.

- The Parish Council Meeting held on 21st February 2023
- An Extra-Ordinary Parish Council Meeting held on 28th February 2023

It was noted under Item 23/21, (paragraph four) - 'Trail Breaks', that the reference to blue paint used for marking arrows on the ground does not relate to the cycling event on 7th January 2023, and may have related to a horse-riding event which subsequently took place.

23/49 Public Participation Session

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In reply to a member of the public, the Chairman reported briefly on a proposal that had been received from Mr John Price to re-furbish West Lodge.

23/50 Reports Communications and Updates:

Parish Clerk:

- Surrey County Council Reference number: 2472799

RESOLVED: The Clerk to write to Richard Parker (by the Royal Mail 'signed for' service) advising him that there is an Ash tree with advanced ash dieback on his land to the east of the Chilworth War Memorial. Frank Wright the Surrey County Council Highways Arboriculture Team Manager has visited the site and advised, that the Parish Council should advise the owner of the condition of this tree and request it is removed to safeguard users of the War Memorial.

RESOLVED: The Clerk to send Surrey County Councillor Bob Hughes a copy of the exchange of emails to/from Trail Breaks and the on-going log of requests sent to SCC re matters that need attention in the Parish.

The Clerk reported that she had been unable to complete the individual risk assessment sheets for Cllrs – deferred to next meeting.

Parish Councillors:

RESOLVED: Cllr Mrs Price to submit a proposal to apply for a Grit Bin Licence on Blackheath Lane at the September 2023 meeting.

Guildford Borough Councillors' Report:

Cllr Morris reported that during the GBC Planning Blitz week, 156 applications had been considered.

Surrey County Councillor's (SCC) Report:

Cllr Hughes reported that the SCC 24-hour incident reporting line is now working. There are thirty-seven crews working on filling potholes. There is to be a Traffic survey in Chilworth.

Shalford Peasmarsh and Chilworth Community Council:

- Cllr Adrian Cansell reported that the Brookwood changing rooms are now being repaired and funding had been secured for upgrading the access road and parking area.
- A litter picking session had been undertaken by the Scouts in Shalford and Peasmarsh.
- Shalford Community Council is currently unable to pledge funds to West Lodge as the Council are funding repairs to the Cemetery wall.
- Discussions continue with the GBC Conservation Officer regarding the demolished cross in Shalford. It was confirmed that as the bulk of the work would be replacement rather than repair a full planning application would be needed. It was noted that it had been there for one hundred years. The War Memorial Trust had not offered a grant after their December panel meeting but will reconsider the application if additional information is provided for the next round of allocation in March.

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23/51 Chilworth

- (a) It was suggested that the St Martha Parish Council Agenda headings could be made less specific – so that discussions on the agenda item could be broadened.

RESOLVED: the Clerk to research in the latest edition of the Arnold Baker Local Council Administration book.

(b) The St Martha Annual Assembly

RESOLVED: that in future years the Parish Council will only facilitate a meeting for Parishioners to air their views and take any proposals forward to the next Parish Council meeting for consideration.

23/52 Cross Parish Transport

Councillors discussed the draft letter written by Anthony Shutes to the Chief Executives of Surrey County Council, Waverley Borough Council and Guildford Borough Council regarding a proposal for a co-ordinated public transport strategy for areas and Villages south of Guildford.

RESOLVED: it was unanimously agreed to support this initiative and for St Martha Parish Council to be identified as a supporter. Cllr Mrs Allen will confirm this Parish Council interest with the authors.

23/53 Proposed Extension to the Surrey Hills Area of Outstanding Natural Beauty

Cllr Mrs Allen reported on the public consultation being held from 7 March to 13 June 2023 and asked Members to respond on the consultation to the following questions:

- Agree the natural beauty is sufficient?
- Is it desirable to designate the area of AONB?
- Do you agree to the proposed boundary?

23/54 Policies and Regulation Approval

- a) **RESOLVED:** It was proposed by Cllr Mrs Tantram and seconded by Cllr Pugh to approve the schedule of payments as presented by the Clerk.
- b) **RESOLVED:** It was proposed by Cllr Mrs Allen and seconded by Cllr Pugh to approve and sign the bank reconciliations for period ended 29/02/23.
- c) **RESOLVED:** It was proposed by Cllr Mrs Price and seconded by Cllr Peake to approve the updated St Martha Parish Council Financial Regulations.
- d) **RESOLVED:** The Clerk and Cllrs to trial the Planning Committee's Terms of Reference and the use of the Planning Comments Sheet until the next meeting on 18/12/23 and discuss how is workin
- e) **RESOLVED:** To defer the St Martha Parish Council Communications Policy until the April Meeting.

23/55 Planning

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

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- **23/P/00283 - Lockner Farm, Dorking Road, Chilworth, GU4 8RH. Details:** Conversion of an existing stable building to form a single storey dwelling

RESOLVED: Recommendation from the Parish Councillors is to COMMENT only:

The Application form should be updated as currently states "no" for all of the following:
Altered vehicle access (as per suggested Highway's condition). Trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character significant hedgerows a short distance away used by sparrows.

Protected and priority species both exist on the site as evidenced by the ecological report.
Site being adjacent to a bridleway and highway it is viewable from both.

Councillors specific concerns are as follows:

Very large colony of house sparrows which are both protected (as wild birds) and on the priority and red lists. House sparrows pair for life and nest in the same place year after year. They like to nest in holes and crevices in buildings. (RSPB)

St Martha Parish Council is concerned that there has been no survey specifically for this very large colony, which could be entirely displaced and fragmented. Further bat surveys are required, as per the ecological report. The use of the area and buildings by bats, swallows and the very large sparrow colony is well witnessed by anyone using bridleway 252 when passing Lockner Farm at the relevant times of day/year.

If permission is granted it should be with all of the conditions set out in the:

- Ecologic report
- Bat survey report (including BEMP)
- Highways report

In addition, there is a need to have a condition for when building can take place.

- The bat survey suggests Sept to Nov or March to April, however there are the sparrows and swallows nesting to consider as well, which only leaves September to November, otherwise there is a high-risk nesting birds/eggs/chicks will be disturbed.
- Livery stables need to be able to have safe access during construction.
- Bridleway users need to have safe passage during construction, which should be a specified condition along with making good damage to the surface of the bridleway, not just the highway.
In the ANOB (286/7) or earmarked to be in the ANOB (283)

It was noted that no AONB comment had been received as at 25/03/23, though the AONB Planning Officer has expressed concern to St Martha Parish Council about the conversion of barns and stables across the AONB:

The architects behind the proposal are the same as have been submitting applications for the residential conversion of stables, often temporary timber ones, in the Waverley AONB, some with success.

In addition he has expressed:

Concern to Waverley Planning Department about the undesirable precedent seeing there are hundreds or thousands of stables scattered across the Surrey Hills AONB and the cumulative impact on the AONB for such proposals is serious.

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Uplift in value arising from such permissions encourages other owners to follow suit.'

- **23/P/00286 - Lockner Farm, Dorking Road, Chilworth, GU4 8R.H** Details: Conversion of stable building to form two storey dwellings following the demolition of further stable/storage building

RESOLVED: Recommendation from the Parish Councillors is to COMMENT only

The Application form should be updated as currently states "no" for all of the following:

Altered vehicle access (as per suggested Highway's condition).

Trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character ? significant hedgerows a short distance away used by sparrows.

Protected and priority species ? both exist on the site as evidenced by the ecological report.

Site being adjacent to a bridleway and highway ? it is viewable from both.

Specific concerns:

Very large colony of house sparrows which are both protected (as wild birds) and on the priority and red lists.

House sparrows pair for life and nest in the same place year after year. They like to nest in holes and crevices in buildings. (RSPB)

St Martha Parish Council are concerned that there has been no survey specifically for this very large colony, which could be entirely displaced and fragmented.

Further bat surveys are required, as per the ecological report.

The use of the area and buildings by bats, swallows and the very large sparrow colony is well witnessed by anyone using bridleway 252 when passing Lockner Farm at the relevant times of day/year.

If permission is granted it should be with all of the conditions set out in the:

Ecologic report

Bat survey report (including BEMP)

Highways report

In addition, there is a need to have a condition for when building can take place. The bat survey suggests September to November or March to April, however there are the sparrows and swallows nesting to consider as well, which only leaves Sept to Nov otherwise there is a high-risk nesting birds/eggs/chicks will be disturbed.

Livery stables need to be able to have safe access during construction.

Bridleway users need to have safe passage during construction, which should be a specified condition along with making good damage to the surface of the bridleway, not just the highway.

In the ANOB (286/7) or earmarked to be in the ANOB (283)

No AONB comment received as at 25.03.23 though the AONB Planning Officer has expressed concern to SMPC about the conversion of barns and stables across the AONB:

The architects behind the proposal are the same as have been submitting applications for the residential conversion of stables, often temporary timber ones, in the Waverley AONB, some with success.

In addition, he has expressed:

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for such proposals is serious.

Uplift in value arising from such permissions encourages other owners to follow suit.

- **23/P/00287 Lockner Farm, Dorking Road, Chilworth, GU4 8RH. Details** Conversion of an Existing Stable Building/Barn and Extensions and Alterations to form Two Dwellings following the Demolition of a further Stable/Storage Building.

RESOLVED: Recommend to **COMMENT only**

The Application form should be updated as currently states "no" for all of the following:

Altered vehicle access (as per suggested Highway's condition).

Trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character ? significant hedgerows a short distance away used by sparrows.

Protected and priority species ? both exist on the site as evidenced by the ecological report.

Site being adjacent to a bridleway and highway ? it is viewable from both.

Specific concerns:

Very large colony of house sparrows which are both protected (as wild birds) and on the priority and red lists.

House sparrows pair for life and nest in the same place year after year. They like to nest in holes and crevices in buildings. (RSPB)

St Martha Parish Council are concerned that there has been no survey specifically for this very large colony, which could be entirely displaced and fragmented.

Further bat surveys are required, as per the ecological report.

The use of the area and buildings by bats, swallows and the very large sparrow colony is well witnessed by anyone using bridleway 252 when passing Lockner Farm at the relevant times of day/year.

If permission is granted it should be with all of the conditions set out in the:

Ecologic report

Bat survey report (including BEMP)

Highways report

In addition, there is a need to have a condition for when building can take place. The bat survey suggests September to November or March to April, however there are the sparrows and swallows nesting to consider as well, which only leaves Sept to Nov otherwise there is a high-risk nesting birds/eggs/chicks will be disturbed.

Livery stables need to be able to have safe access during construction.

Bridleway users need to have safe passage during construction, which should be a specified condition along with making good damage to the surface of the bridleway, not just the highway.

In the ANOB (286/7) or earmarked to be in the ANOB (283)

No AONB comment received as at 25.03.23 though the AONB Planning Officer has expressed concern to SMPC about the conversion of barns and stables across the AONB:

The architects behind the proposal are the same as have been submitting applications for the residential conversion of stables, often temporary timber ones, in the Waverley AONB, some with success.

In addition he has expressed:

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or thousands of stables scattered across the Surrey Hills AONB and the cumulative impact on the AONB for such proposals is serious.

Uplift in value arising from such permissions encourages other owners to follow suit.

PLEASE NOTE: From GBC - ***The agent has submitted two identical applications, (00286 AND 00287) known as twin tracking. In the event the applications are not determined within the correct timescale they will then take one of the applications to appeal and allow the other to continue in the system and await determination.***

- **23/P/00341 Retlaws, 15 Roseacre Gardens, Chilworth, GU4 8RQ.** Details: 1.5 storey new build dwelling with integral garage, associated parking and landscaping.

RESOLVED Parish Councillors: Recommend **APPROVE**

- **23/T/00062 Longfrey Cottage, Longfrey Farm, Dorking Road, Chilworth, GU4 8RH.**
Details: T1, English Oak - fell. T2, E Oak with honey fungus- reduce in height by 5m to leave an approx. finished height of 8-9m to lateral growth. T3, E Oak - remove major deadwood from the tree. Reduce back the lateral spread by 3-4m over building to leave a finished radial spread of 7m. T4, E Oak - fell. T5, E Oak - reduce back the lateral spread by 3.5m over building to leave a finished radial spread of 5m. T6, E Oak - reduce back the lateral spread by 2-3m over building to leave a finished radial spread of 5m.

RESOLVED: The above planning application was discussed at a Parish council meeting last evening. Councillors concerns are as follows and we would be grateful that attention are given to the following points:

- Trees and the overall canopy are visible from bridleways and footpaths across the ANOB and the trees on this site are a prominent feature of the landscape.
- The applicant is in a conservation area and has not provided photos of the trees to be cut down as per GBC stating they will "Check the plans do not harm the appearance of the area or pose any risks to the environment. Photos of the tree should be included that clearly shows where it is."

In addition, the following GBC guidelines have not been followed:

- If you are felling a tree, you will need to give details of the replacements you will plant, and that applications are more likely to be accepted if the application includes:
 - Annotated photographs that show the proposed works . A report by a tree professional or other appropriate expert.
 - Details of any assistance or advice sought from GBC.
 - Details of any replacement trees if you want to cut one down.
 - We have grave reservations that reasons are not given on the application for the removal of two apparently healthy mature oak trees.
- We are also concerned that the tree with honey fungus is not being dealt with following best practice guidance and that the disease could easily rapidly pass onto the other oak trees unless dealt with appropriately (i.e. totally removed, including stump and roots, and destroyed in an appropriate manner in order to reduce the chance of spreading the disease).
No were concerns regarding:
 - Ash Die Back trees should be removed, it was agreed that the removal of the proposed coniferous tree wouldn't be a significant loss.

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- **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: Councillors deferred agreement of the corporate response until the next meeting on 18/04/23.

For information:

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

- **22/P/01686 2A Roseacre Gardens, Chilworth GU4 8RQ.** Removal of existing conservatory, construction of a new double storey rear extension, alterations to the fenestration and new raised patio.
GBC APPROVED 13/03/23.
- **23/P/00340 Pine View House, 4 Pine View Close, Chilworth, GU4 8RS.**
Certificate of lawfulness for a proposed development to establish whether a detached garden room / office would be lawful.
GBC APPROVED 13/04/23.

23/56 Climate Change

Cllr Mrs Allen reported that she had previously circulated all the latest information on the Inter-Parish Climate Change Group, the Tillingbourne Parish Council Group and Tillingbourne Earth.

23/57 Highways and Rights of Way

RESOLVED: Defer discussions to the next meeting. It was noted that an HGV Watch would be starting soon in Halfpenny Lane.

23/58 Correspondence

RESOLVED: The Clerk to send an email to Michael Harfleet advising him that Cllr Mrs Price will apply grass seed to the area at the top of Old Manor Lane following the recent works by Thames Water.

RESOLVED: The Clerk and Cllr Peake to complete the on-line form to Historic England – stating the compelling new information that hasn't yet already been considered. Cllr John Peake will draft the wording for the Clerk after reviewing the information already sent.

23/59 Gunpowder Mills and West Lodge

RESOLVED: A vote on the amendment of the proposal (ref Minute number 23/41) was as follows:
"St Martha Parish Council will provide £10,000.00 towards the cost of refurbishment of West Lodge for letting purposes subject to Guildford Borough Councils' agreement to the basic proposal. And, subject, to the condition that St Martha Parish Council is satisfied with any tenancy and/or employment arrangements subject to legal approval."

In favour of amendment: 3 – Cllrs Peake, Mrs Price and Pugh

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Against the amendment – Cllr Mrs Patricia Allen

Abstention – Cllr Tantram

23/60 Items for the next meeting

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

- Installation of ‘Village Gates’
- Public Footpath
- New Notice Board
- One year Plan
- General Communications Policy
- Planning Policy
- Pilar Lodge

Date of the Next Full Council Meeting 18th April 2023 in Chilworth Village Hall at 7 p.m.