

## **NOTICE OF MEETING**

5<sup>th</sup> October 2024

**To: All Members of the Council**

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **Chilworth C of E Infant Schol** on **Thursday 10<sup>th</sup> October 2024 at 7.00 pm** for the purpose of transacting the following business.

Signed: *Anne Tait*  
Clerk to the Council

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**Members of the public and press have a right and are cordially invited to be present at the meeting. 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.**

### **AGENDA**

- 1. To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40. Simon Harrold
- 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. Co-option of a new Parish Councillor**  
Guildford Borough Council have advised that they have not received a call for an election for the vacancies. The Council may now co-opt a new member.
- 6. Minutes of the previous meeting:**  
The following Council minutes are to be agreed and signed by the Chairman as a true record:  
3<sup>rd</sup> September 2024.
- 7. Public participation session (see above).**
- 8. Reports:**  
**To receive Reports, Communications and Updates from:**
  - **Parish Clerk** report attached
  - **Parish Councillors:** Cllr Mrs Allen to report on planting another tree at Chilworth Station.
  - **Guildford Borough Councillors' Report (5 Minutes)**
  - **Surrey County Councillor's Report (5 Minutes)** –
  - **Shalford Community Councillor's Report (5 minutes)**
  - **St Martha Parish Council's Tree Warden (5 minutes)**

## 9. Chilworth Village

To **receive and discuss** any topics of interest from Shalford Community Council meeting on 16/09/24.

## 10. Climate Change

To **receive** any updates from Cllr Mrs Allen.

## 11 Policies, Financial and Regulation Approvals

- a) To **receive and approve** the schedule of payments presented by the Clerk.
- b) To **receive acceptance** of the grant from GBC for the new Noticeboard at the end of Old Manor Lane.
- c) To **receive approve and sign** the bank reconciliation for period ended 30<sup>th</sup> September 2024.
- d) To **receive and discuss** the Notification of New Premises Licence Application from Chilworth C of E Infant School for a licence to supply alcohol for one event on 05/11/2024.
- e) To **receive and approve** the Sexual Harassment in the workplace Policy, which is a new statutory duty for all employers from October 2024.
- f) To **receive and discuss** the purchase of a Public Access Trauma (PACT) Kits for our meetings in Chilworth C of E infant School.
- g) To **receive and discuss** Surrey Hills National Landscape (AONB) Boundary Variation Project (reference email dated 17/09/240

## 12. Planning

- To discuss and agree the recommendation to Guildford Borough Council on the following application(s):
  - a) **Planning Application 24/P/01380 – Lake House, Mill Lane, Chilworth, GU4 8RP**  
**Proposal:** Padel Court and associated change of use of land to residential.
  - b) **Planning Application 24/P/01280 – Chilworth Manor, Halfpenny Lane, Chilworth, GU4 8NN**  
**Proposal:** Variation of Condition 2 (approved plans) to allow for the intermittent use of the roof of the building for events alongside the retrospective introduction of a guard rail around the roof of the building (as required by Building Regulations) and minor alterations to approved scheme including partial change to the roofing material of planning permission 21/P/02415 approved 07/07/2022 proposed construction of new detached building comprising of wine cellar and tasting room with associated landscaping and car parking.
  - c) The Permissive Right of Way through Peter Burt's Field – letter to Graham Wrigley from Cllr John Peake.
- To receive and note any outcomes from GBC on applications previously reported:

## 13. Highways, Footpaths and Rights of Way

(a) To discuss the Footpath alongside The Lake House, Mill Lane, Chilworth GU4 8RP

(b) **To receive and discuss** the report from the Roseacre Garden's AGM with regard to traffic along the stretch of the A248. (As shown in the Clerk's notes).

#### **14. Correspondence**

To receive and note any correspondence.

#### **15. The Gunpowder Mills**

#### **16. Chilworth War Memorial**

- An update from Paul Evans from Stone Edge Conservation regarding re-pointing
- An update from the Clerk on grass cutting
- David Oakden re the Remembrance Service at the War Memorial in Dorking Road at 3pm.

#### **17. Items for the next meeting**

To receive any suggestions from Members for items for inclusion on future agendas.

#### **18. Next Meeting: Tuesday 14<sup>th</sup> November 2024 at 7 p.m.**

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business, it was RESOLVED that the public and press be excluded from the remainder of the meeting.**

**19. To discuss** the proposal from Cllr Peake regarding the offer to purchase 'Peter Burt's Field'.

## Clerk's Report for the Parish Council Meeting on 10<sup>th</sup> October 2024

### **1. Dates of Parish Council Meetings**

Members to discuss and agree dates of meetings from January 2025 – December 2025.

- 16<sup>th</sup> January 2025
- 27<sup>th</sup> February 2025
- 20<sup>th</sup> March 2025
- 17<sup>th</sup> April 2025 - **Maundy Thursday**
- 22<sup>nd</sup> May 2025 – The Annual Parish Council Meeting
- 19<sup>th</sup> June 2025
- 17<sup>th</sup> July 2025
- 11<sup>th</sup> September 2025
- 16<sup>th</sup> October 2025
- 13<sup>th</sup> November 2025
- **11<sup>th</sup> December 2025 - typo**

The Annual Assembly of St Martha Parish is to be factored into the above dates – which must be held between 1<sup>st</sup> March and 1<sup>st</sup> June 2025.

### **2. Halfpenny Green**

One of the almost dead mature ivy clad trees at the far end of the Green has split in half, lying down and only very slightly obstructing the road. It has been felled and cleared by SCC.

### **3. Concurrent Functions Grant Aid 2023/24**

Following numerous emails and telephone messages to GBC, and thanks to the intervention of two members of the GBC Finance Specialist Team, the agreed grant of £1,298.50 has been received for the noticeboard at the end of Old Manor Lane.

### **4. Roseacre Gardens AGM – Feedback regarding Dorking Road A248 deferred from the meeting on 03/09/24. This item was deferred from the meeting on 03/09/24**

An update from Cllr Mrs Tantram on 27/08/24

*“What I feel would be particularly useful is if we could develop a basic risk assessment of the issues identified and who is responsible for them, e.g. residents hedges, farm land ‘hedges’, Highways lack of signs etc.. In addition, we could identify how we can potentially help to resolve them (such as the VAS or contributing towards some clearance if we have the correct powers/enough money and agree to do to do so) and which issues can only be resolved solely by Highways, due to cost or powers for example?”*

*Hopefully you understand the sort of document I mean - I am very open to how we go about articulating the issues, but I do think getting them down in black and white with potential resolutions/ways we can help would really benefit our future conversations with Highways.”*

Many residents attending spoke about their issues regarding the speed of the traffic travelling along the A248, its narrowness, and the impact on them and/or their children. This included trying to safely enter or exit RAG in a vehicle and especially for pedestrians (both adults walking to the station each day and children walking to the bus stops to get to school etc.).

There was some discussion about which direction cars tended to speed the most (i.e. either towards Chilworth from Albury, or the other way round).

One resident stated that for a planning application he was required to commission a speed survey. This showed unequivocally that, not only was there speeding (regular speeds in the 40s and 50s were recorded, with one outlying speed in the 80s recorded after 1am), but the worst speeding was recorded by cars travelling towards Chilworth from Albury.

This is important to note because, due to the road layout, currently the plans are to install a VAS to alert cars travelling in the opposite direction.

It is also important to note that although the speeding report itself was not shared with the Guildford Borough Council (instead some information from the report was shared), the planning application was refused because any increase in traffic leaving RAG is considered inappropriate as the RAG road exit does not meet sightline requirements for the current road layout, so additional traffic only adds to the danger.

For pedestrians in particular the issues are as follows:

- The ‘hedge’ next to the railings that are located by the footpath opposite RAG (consisting primarily of brambles and nettles) stops pedestrians (and all other vehicles exiting RAG) being able to see vehicles just before they appear round the bend as you look left. When combined with speeding this is particularly dangerous. If the ‘hedge’ were not there the blind spot would be removed and the sightline would extend fully to the bend in the road due to the road gradient.
- The hedges that line the properties to the left and right of the RAG exit, also cause some obstruction. To the left this creates a blind spot that particularly affects vehicles because traffic coming from the right means it is not possible to pull out far enough (without encroaching on the A248) to avoid this blind spot entirely. Pedestrians are able to move forward to look around more easily, but sometimes have to quickly retreat back as a vehicle speeds around the bend from the right.
- The hedges/trees to the left and the right also cause significant road issues for large vehicles, causing them to have to cross well over the white line in the middle of the road. This is because even when the hedges/trees are cut back enough for cars, higher up (in line with large vehicle cabins and wing mirrors) they tend to curve back out towards the road rather than being aligned with their boundaries.
- There were discussions regarding how the footpath opposite RAG is also dangerous due to the following reasons:
  - It is already a narrow pavement – any vegetational encroachment quickly causes pedestrians to have to move in single file, which is especially dangerous for young toddlers. The alternative is to be stung/scratched by nettles/brambles etc.
  - Due to the road being so narrow and the encroachment of hedges and trees higher up, when a large vehicle swings out over the white line, cars sometimes mount the curb (sometimes intentionally to get free from a gridlock situation and sometimes accidentally). There have been incidents of wingmirrors hitting pedestrians and causing injuries.
- There is a mirror situated in a position to allow people to view traffic coming from the right (as you leave RAG). This too has a significant blind spot at a point where cars are very close to RAG. When a

vehicle is spotted in the mirror there is only a few seconds to pull out. There was some discussion about whether the mirror could be better positioned.

- There was discussion regarding the position of the VAS and whether or not they are effective enough. Given the evidence from the speeding report some people thought there should either be two VAS or, if only one was available, it should be positioned to alert traffic coming from Albury driving towards Chilworth. As stated, Highways previously discounted a VAS in this position due to the curve in the road.
- The other issue with the current suggested position (opposite the bus shelter by Lockner Farm) is that it may be too far from the pinch point so that cars will already be speeding up again just as they reach RAG.
- There was a further discussion about what options might work, including the idea of:
  - Physical traffic calming measures, such as a pinch-point so that traffic needs to give way, rumble strips or humps as the latter, in particular, would force traffic to slow down;
  - Additional signage (there is only one narrow road warning sign for the Chilworth to Albury direction); and
  - Road markings warning of the narrowness and the need to reduce speed – particularly for traffic driving from Albury towards Chilworth.
- Residents were open to being included in further discussions (or being part of a temporary working group).