

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 12th December 2024 at 7:00 p.m. in Chilworth C of E Infant School

24/181 Present:

Councillors:

Cllr Mrs. P Allen (Chair), Cllr Mrs. Osman, Cllr J. Peake, Cllr Mrs. Tantram and Cllr Miss Toynbee
Surrey County Councillor and Guildford Borough Councillor Robert Hughes
Three members of the public

In attendance: Parish Clerk - Anne Tait

24/182 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Parish Councillor G. Brown (Vice-Chair), Shalford Community Councillor A. Cansell and Guildford
Borough Councillor Danielle Newson.

24/183 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)

No declarations were made.

24/184 Declaration of Non-Pecuniary Interests

Parish Councillors Peake and Mrs Osman both live in Halfpenny Close.

24/185 Register of Interests

No updates were declared.

24/186 Minutes of the previous meetings:

RESOLVED: That the minutes of the meetings held on 10th October 2024 (revised at 24/152 (h) and
on 11th November 2024, be approved and signed by the Chairman as correct records.

24/187 Co-option of a new Parish Councillor

Guildford Borough Council have advised that as they have not received a call for an election for the
vacancy at St Martha Parish Council, the Council may now co-opt a new member.

On the proposition of Cllr Peake, seconded by Cllr Mrs Allen, it was **RESOLVED** that Raymond Young
be co-opted onto the Council. Mr Young signed his Declaration of Acceptance of Office and the
confirmation to Receive Summons by email.

24/188 Policies, Financial and Regulation Approvals

(a) **Proposed list of payments and transfers to be tabled at the meeting for approval:**

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The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr Peake, seconded by Cllr Mrs Tantram and unanimously **RESOLVED** that the payments to the value of £420.23 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Allen, during the meeting.

Table 1: Proposed list of payments 12th December 2024

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	12/12/24	Staff mileage	Shell	8.10	0	8.10
IT expenses	30/11/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3661	57.36	11.47	68.83
Zoom	12/12/24	Facility to hold meetings on line 17/11/24 -16/21/24	Zoom	12.99	2.60	15.59
Postage	12/12/24	Nat West adding Cllr Brown as a signatory	Royal Mail	0.85		0.85
IT Exps	12/12/24	1 x HP 302XL Black Ink cartridge. 1 x HP 302XL Cyan, Magenta Yellow Ink cartridge	Viking	64.05	12.81	76.86
Website	10/12/24	Migrate website structure and content to stmartha-pc.gov.uk	Cowshed Business Services	250.00	0	250.00
Totals				£393.35	£26.88	£420.23

- (b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 30/11/24 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Peake, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.

24/189 Public Participation Session – no points were raised.

24/190 Reports, Communications and Updates:

Parish Clerk:

The Clerk's report had previously been circulated with the following topics:

Dates of meetings in 2025

RESOLVED: Parish Council Meeting dates in 2025 to be held in Chilworth C of E Infant School at 7 p.m. are as follows:

- 9th January 2025
- 6th February 2025
- 13th March 2025
- 10th April 2025
- 22nd May 2025 (The Annual Meeting of St Martha Parish Council)
- 12th June 2025

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- 17th July 2025
- 11th September 2025
- 16th October 2025
- 13th November 2025
- 11th December 2025

Registration of the Defibrillator at the Percy Arms.

The Clerk reported that the defibrillator at the Percy Arms has been registered with 'The Circuit'. Messages have also been left for Stephen Pidgeon – our Emergency Rapid Response Officer and are still awaiting a reply.

RESOLVED: Cllr Miss Toynbee will enquire from the Chilworth Hall Committee about alternative methods of contacting S. Pidgeon.

Parish Councillors:

(a) Councillors discussed the letter written by Cllr Peake regarding the 'status' of the path up to St Martha's Church.

RESOLVED: The wording was AGREED and the Clerk asked for agreement from Members as to which Officers of Surrey County Council and Guildford Borough Council that it should be sent to:
Surrey County Council Rights of Way Officer
Hendryk Jurk - Parks and Countryside Development Lead GBC Environmental Services
Cllr Robert Hughes Surrey County and Guildford Borough Councillor
Nuala Livesey Clerk to Shalford Community Council
Sir Graham and Lady Wrigley, Chilworth Manor, Chilworth

(b) Cllr Mrs Allen's report had previously been circulated to Members giving an update on:

1. Chilworth Station/Gunpowder Mills Site signage

- A meeting took place on Tuesday 12 November between Sara Grisewood, Community Rail Partnership, Parish Councillors Patricia Allen and Debbie Toynbee and Sam Jones, Surrey Hills Access Lead, to discuss creating an attractive information/map board at Chilworth Station, or just outside it, and signage to the Gunpowder Mills Site.
- The question of a map or poster outside the Station is still under consideration and some ideas have been shared.
- The group considered the signpost at the Station Bus Stop and where the responsibility lies for what, is a bit of a grey area. The wooden post on which the directional fingers are attached is clearly one provided by Surrey Hills as it has its logo on it. They paid for it and installed it. Sticky vinyl letter have been used so could easily be added to.
- Sam Jones, Surrey Hills Access, agreed, if this sounded a reasonable solution, to see if they could adjust the direction finger to include the 'Gunpowder Mills', or whether it is possible to mortice it on beneath.
- Cllr Mrs Allen has since highlighted that there is no sign to the Gunpowder Mills at the directional sign opposite the entrance to Blacksmith Lane. It would make sense to have signage there for anyone coming in either direction along the main road. Sam Jones said he would take a look when passing and thought covering all entrances to the Site was a good idea. Does the PC agree?

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- Signage at Vera's Path was considered and the Rights of Way Team since have been consulted. The group was in agreement that a Gunpowder Mills directional signage was needed. The Rights of Way team has since said they would be happy for the Parish Council to put up another post and sign which would direct people to the Site. It would need to be put in a place which didn't block the view of the existing sign. The group recognised that the post would need to be tall in order to be seen at a distance by those approaching Vera's Path in either direction. The Rights of Way team has also suggested that the PC consider removing the Vera's Path finger and attach it to the new post. The reason they gave was that in future when they have to replace their post there would be no risk of the replacement not returning with a Vera's Path direction finger.

RESOLVED: The Parish Council to consider and decide whether they wish to take this forward and to budget for a new signpost.

2. Public Telephone Box at Chilworth Station

32 calls were made from this phone box in the last 12 months. Below the requirement of 52 per year.

OFCOM don't need to consult with the Parish Council as the phone box is on private land – land leased to GWR by Network Rail.

OFCOM are upgrading public phone boxes that are staying. This will be a very costly exercise.

OFCOM has offered GWR a contract to take over working boxes and have them upgraded at their expense, but GWR are not taking this up due to lack of funds. GWR are currently in the process of having 12 removed along lines in the area.

Is the Parish Council interested in signing a contract with OFCOM to take over the maintenance and upkeep of the phone box, once it has been de-commissioned? OFCOM would need to know quickly if we are to avoid removal of the box. (Cllr Mrs Allen is trying to find out details about a contract at the time of writing this report.)

Would the PC wish to have a purpose for the box, or just use it as a heritage asset?

3. Other Station Matters

There are Help Points on both platforms but no notices at the barriers directing people to these.

Notices would make sense for driver, pedestrians and cyclist etc. not using the platforms, who might be unaware of the Help Points. PA has raised this with Verity Rolfe, Project Interface Manager, on 2 December at a site meeting at the Station. There used to be yellow phones at both barriers.

On Platform 2 there is a grey box with a phone which connects to the rail operator and could probably be used in an emergency but there is no notice to say so. GWR agreed to look into this. There is only one of these phones – not one on each Platform.

Cllr Mrs Allen raised several other matters with GWR at the site meeting, including the condition of the Gatekeeper's Hut/Signal Box. Verity will look into whether this would be of interest to the Heritage Railway Association. The box is showing signs of deterioration.

It had been pointed out that two of the overhead lights at the Station weren't working properly. GWR will action.

The School Artwork in the two platform shelters was also discussed by way of updating and the possible use of a GWR noticeboard on Platform 1 to promote the Gunpowder Mills Site was also discussed.

Cllr Mrs Allen has raised with GWR and the new North Downs Line Manager the graffiti that has been painted on equipment boxes by the line.

4. SALC Planning Webinar Tuesday 12 November 2024

Cllr Mrs Allen had previously circulated the notes from this important webinar on Planning.

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5. Surrey Hills Association of Local Councils AGM and Conference

Cllr Mrs Allen attended the AGM and Conference on 19th November 2024. Copies of the presentations have been circulated to Councillors.

Cllr Mrs Allen spoke to Rob Fairbanks, Surrey Hills Director and SCC Head of Highways about proposed 20mph signs in the Surrey Hills lanes and in particular repeater signs and the proliferation of Highways signage. SCC Highways did say they might consider only putting repeater signs where the lanes are straight and people were likely to speed. Wood posts are being considered, instead of metal ones, and the question of the height of signs was mentioned. There are concerns about tall vegetation obscuring them. Cllr Mrs Allen raised the question of cost to SCC of extra signage as SCC spends a very large amount of money each year on Highways signs. Average speed cameras at entry and exits points were also mentioned. Surrey Hills have concerns about anything that might change the nature of the rural Surrey Hills lanes and signage that is inappropriate to the National Landscape. Nothing is decided yet and changes to 20mph requires consultation.

6. Surrey Hills Management Plan Workshop – 22 November 2024

Cllr Mrs Allen attended this Workshop, which included:

- 75-year vision for National Landscapes
- Surrey Hills existing Plan
- Sharing findings from its recent Survey and discussing the pressures, threats, vision and priorities
- Reviewing Surrey Hills Policies
- ‘Big ideas’ session

7. The Parish Council’s Mission Statement – published on the website:

Cllr Mrs Allen suggested revising the wording on our Mission Statement.

*To promote a sense of community by consultation and aiming to **secure and maintain** the best possible services and environment within the Parish*

24/191 Chilworth Village

RESOLVED: that the following Councillors would write the editorial in 2025 for the Chilworth Village Magazine:

Feb/March	Debbie Toynbee
April/May	Graham Brown
June/July	Patricia Allen – Chairman’s report
Aug/Sept	Julia Tantram
Oct/Nov	John Peake
Dec/Jan 2026	Maureen Osman

24/192 Planning

- (a) **To discuss and agree** the recommendation to Guildford Borough Council on the following application(s):

Planning Application: 24/W/00113 - LDC, The Charcoal House, Blacksmith Lane, Chilworth, GU4 8NQ

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Application to determine if prior approval is required for a proposed:

Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA for the change of use of Class E space to form 1 dwelling.

The Parish Council made no recommendation for GBC Planning Officers.

(b) **To receive and note any outcomes from GBC on applications previously reported:**

• **Planning Application: 24/P/01216 Pilar Lodge, Sample Oak Lane, Chilworth GU4 8RE**

Application under section 73 of the Town and Country Planning Act 1990 (as amended) for variation of condition 2 (approved plans) and condition 4 (demolition of existing outbuildings on site) to withdraw consent for the construction of the guest house, replace the existing pool house with a new pool house and retain/refurbish the existing swimming pool, in relation to application **24/P/00521** approved 05/06/2024 under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) to make changes to the approved greenhouse size and location, of planning permission **23/P/00307** approved **23/06/2023** for the demolition and replacement of the outdoor swimming pool to the main dwelling house, demolition and replacement of guest dwelling house, demolition of detached residential outbuildings and replacement with a detached garage block and greenhouse together with the associated access arrangements, landscaping and planting.

GBC APPROVED 19/11/24

a) **Planning Application: 24/P/01280 Chilworth Manor, Halfpenny Lane, Chilworth, GU4 8NN**

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.

GBC APPROVED 29/11/24

b) **Planning Application: 24/P/01403 Postford Mill Cottages, Mill Lane, Chilworth GU4 8RP**

Erection of a ground floor garden room extension with an open porch with alterations following demolition of existing porch/ entrance hall.

GBC APPROVED 29/11/24

24/193 Highways, Footpaths and Rights of Way

Guildford Borough Council - "Help us shape a Greener, Fairer, Thriving Guildford". GBC's Corporate Strategy is a ten-year strategy detailing the outcomes the Council wants to achieve.

Cllr Miss Toynee attended a meeting on 02/12/24 and reported:

This was one of four meetings on different subjects which are all part of Guildford Borough Council's (GBC) new Corporate Strategy – [A Greener, Fairer, Thriving Guildford](#).

The meeting was more an information gathering event. The attendees were split into groups with topics to discuss and thoughts were fed back to the room after discussions.

The first session was entitled:

1. What local needs and challenges has your organisation come across in your work

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2. What are the strengths and opportunities that exist within GBC that we could all look to harness?

I was in quite a diverse group which included, amongst others, Carlos, who runs Riverside - a home in York Road that helps Guildford's homeless, and also a woman that dealt with enforcement of housing regulations.

I highlighted the problem of developers building large houses in groups of 9 or under to avoid building affordable homes. Those houses were often large and did not address the problem of young people trying to buy their first home. I also discussed the problem with balancing our rural countryside alongside building affordable small homes.

Carlos said that not only were affordable homes needed, but that most of the people housed in York Road had other issues such as mental health problems, learning difficulties etc. He said that even if they were to be housed, they didn't have the life skills live unaided. He would like to see more closer working with other areas of GBC to provide a more holistic approach to the homeless, alongside affordable housing.

The lady concerned with enforcement said her challenges were problems with landlords, unlicensed HMOs (Houses of Multiple Occupancy) and also that a lot of the current housing stock was old, in need of repair and had bad mould problems.

Part 2 of the meeting asked these questions:

1. What can we do together?
2. What can we do to achieve our outcome?

The recurring point that came out of these discussions involved communication.

There were many different areas where communication was identified as key. Firstly, between the various departments at GBC, and across the numerous charities that work in the housing arena, but also communication to the wider public. It was felt that most people wanted to there to be more affordable housing, but that the default reply, particularly in rural areas, was a 'NO' to building. It was thought that early engagement, early sharing and education were important with good communication with the public, prior to plans being drawn up and presented as a fait accompli. Various ways to achieve this were discussed.

In addition, it was highlighted that if you needed housing, it was very complex to navigate how and where to get help, and this should be made more easily accessible to all.

As with all these types of meetings it was good to meet people from various areas and there were very lively discussions amongst the groups. As a Parish Council covering such a green rural area, I think we will always be walking the line between resisting over development and allowing some housing. Unfortunately, most of the planning requests we see are for large 3-to-4-bedroom houses which are completely unaffordable to most people – especially the younger generation.

24/194 Correspondence

a) Renovation of the Bus Shelter opposite Lockner Farm on the A248

An appointment has been made with Keith Dodd (reference email on 08/12/24 at Chilworth Station on 16/12/24). The purpose is to advise on the repairs needed to the bus shelter roof. A visit is then planned at the Lockner Farm bus shelter to assess the work needed to renovate.

An estimate has also been requested from a local (Peasmarsh) builder to assess the work needed at both bus shelters.

b) Trees on the Green at Halfpenny Close

Mrs Davey reported on the questionnaires sent to neighbours of numbers 12 to 29 (19) and have received 16 replies.

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Our questionnaire asked -

Now the dead trees have been removed from the green and looking at the green as it is now - would you prefer.

1. The number of trees to stay as they are now? 4
2. The number of trees to be reduced? 7
3. The number of trees to be increased? 5.

Of which 4 overlook the far end where the dead trees were removed and would like something SUITABLE (small and flowering) to go back there. The one other asked that any new trees should always keep the view over the green.

The majority wanted small flowering trees on the green not the apparent forestry type trees that have been planted there! Other comments are - inappropriate trees now, too close together, proper maintenance of the green (trees and grass) rather than the untidy mess now. Requests that the oak be removed or maybe at least the persons responsible for planting trees, in memorial, pay for their pruning. There are quite a number of unhappy residents about all this with many genuine concerns and relevant points.

To summarise, we would like the inappropriate trees removed as well as those too close together. Hopefully to replace them with small flowering trees that bloom at different times.

RESOLVED: Mr & Mrs Davey would report on the results of the questionnaires to Robbie Stewart (SCC Highways Environmental Officer) and arrange another site meeting. The Clerk AGREED to also write to Mr Stewart confirming that the Parish Council is willing to support his recommendations for going forward.

24/195 Chilworth War Memorial

The Clerk reminded Members that the Maintenance Specification needs to be revised for the grass cutting contract.

RESOLVED: The Clerk to circulate the current Maintenance Specification for Members to update.

24/196 The Parish Website

The Clerk reported that the new Parish Council website was now live.

- c) It was AGREED that the news items carried over from the previous website were relevant (following the corrected appointment date of the new Joint Chief Executive at Waverley and Guildford Borough Councils – Pedro Wrobel).
- d) The Clerk thanked Cllr Miss Toynbee for the re-written entry for the Gunpowder Mills.
- e) Cllr Mrs Allen queried if we do still have any Dormice at the Site.
- f) Cllr Mrs Allen asked the wording of the Mission Statement be altered to read:
To promote a sense of community by consultation and aiming to **secure and maintain** the best possible services and environment within the Parish.

RESOLVED: Cllr Miss Toynbee would check with John Andrews – the GBC Countryside Warden re the dormice.

24/197 Items for the next meeting

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- The speed of vehicles travelling along the A248 near to Roseacre Gardens and a discussion on Cllr Mrs Tantram's Risk Assessment.
- An update on the draft budget and precept for 2025/2026

24/198 Date of the next meeting: 6th February 2025