



Minutes of the Planning/General Purposes and Finance Committee meeting
held 18 July 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm

232-2019 – Present

Councillors:

Chairman Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr S Fisk, Cllr J Messinger and Cllr T O'Toole.

Officers of the Council:

Mrs V Fear - Assistant Clerk
Mrs G White – Clerk to the Council

Members of the Public:

None present.

233-2019 - Apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40

There were none.

234-2019 - Declaration of Disclosable Pecuniary Interests by Councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

235-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

236-2019 - Declarations of gifts or hospitality over £25

Cllr Messinger declared that she had received a gift worth over £25 from the Worplesdon Memorial Trustees in recognition of the additional work she undertook whilst the Hall Manager was on annual leave/paternity leave.

237-2019 - Public participation

No members of the public were present.

238-2019 - Minutes of the previous Planning/General Purposes and Finance Committee meeting

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 6 June 2019 be agreed and signed by the Chairman as a true record.

239-2019 - Planning applications for consideration:

[Planning application no: 19/P/00905 - 49 St Michaels Avenue, Fairlands, Guildford, GU3 3LY](#) - Single story side and rear extension.

RESOLVED: Leave to planners.

[Planning application no: 19/P/00984 - 51 Keens Lane, Guildford, GU3 3HS](#) - Front and rear garage extension together with partial conversion of garage to single story living space.

RESOLVED: Worplesdon Parish Council considers the proposed front extension, which would extend beyond the existing building line, is out of character with the existing street scene and should not therefore be permitted. However, to alleviate this decrease in area, the rear of the extension could be increased by equal measure.

[Planning application no: 19/P/00906 - Dunmore Farm, Broad Street Common, Guildford, GU3 3BL](#) - Replacement of existing wooden boundary fencing to the north & north east boundary. Replace existing dilapidated pool store shed with smaller shed; erection of a wooden log cabin adjacent to the north boundary.

RESOLVED: Leave to planners.

[Planning application no: 19/P/01080 - 52 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA](#) - Demolition of a two-bedroom bungalow and replacement with a four-bedroom dwelling.

RESOLVED: That the Parish Council write to Tracey Coleman, Head of Planning, and Planning Enforcement expressing the Council's objection to the approval of this application. The bungalow was demolished prior to planning permission being granted. It appears that this application was treated more favourably because the existing building, which is located in the Green Belt, had already been demolished. This is unfair to those residents who follow the proper planning application process. The Parish Council is also concerned about the inconsistent approach being taken by the Borough Council to planning applications within the same road.

[Planning application no: 19/P/01085 - The Bungalow, Perry Hill, Worplesdon, Guildford, GU3 3RB](#) - Erection of a single storey side extension.

RESOLVED: Object on the grounds that the proposed increase in the dwelling represents overdevelopment of the property.

[Planning application no: 19/P/00574 - Burpham Court Farmhouse, Clay Lane, Jacobs Well, Guildford, GU4 7NA](#) - Proposed subdivision of existing detached dwelling to create an additional dwelling to form a pair of semi-detached dwellings, along with a single storey side extension, infill rear extension and associated parking (amended plans received on 21/06/2019).

RESOLVED: Leave to planners.

[Planning application no: 19/P/01136 - Four Acre Stables, Aldershot Road, Guildford, GU3 3HF](#) - Removal of conditions 1, 2 and 4 of planning application 16/P/01667 approved 08/06/2017.

RESOLVED: Leave to planners.

For information only: Planning application for proposed parish office

[Planning application no: 19/P/01133 - Gravetts Lane Farm, Gravetts Lane, Guildford, GU3 3JR](#) - Single storey office building with ancillary storage with access, parking and associated works.

240-2019 - Invoices for payment

It was proposed Cllr T O'Toole, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £4,754.85 be approved and signed.

Payment list for approval - 18 July 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
30.6.2019	18.7.2019	Online	Nurture Landscapes	Grass cutting June 2019	2457.75	491.55	2949.30	Parish office
15.7.2019	15.7.2019	DD	RISC IT Solutions	External back-up	30.89	6.18	37.07	Est. chgs.
16.7.2019	30.7.2019	DD	BT	Broadband/landline/calls/Office 365 licences	812.00	162.40	974.40	Est. chgs.
16.7.2019	18.7.2019	Online	Tennis Court Services Ltd	Tennis court repairs/weed spraying	400.00	80.00	480.00	Tennis courts
18.7.2019	18.7.2019	Dcard	DSC	Research book CIO	28.70	0.00	28.70	Est. chgs.
7.7.2019	21.7.2019	DD	O2	SIM card - GW	25.61	5.12	30.73	Est. chgs.
6.7.2109	20.7.2019	DD	O2	SIM card - VF	16.39	3.28	19.67	Est. chgs.
4.7.2019	18.7.2019	Online	Trevor Porter Window Cleaning Services	Window cleaning 2 Beaufort	20.00	4.00	24.00	Parish office
30.6.2019	18.7.2019	Online	Mulberry & Co	Payroll services	105.00	21.00	126.00	Professional advice
2.7.2019	2.7.2019	Dcard	Uttings Ltd	PPE for Groundsman	70.82	14.16	84.98	Est. chgs.
Total					£3,967.16	£787.69	£4,754.85	

241-2019 - Land Management/Health and Safety Inspection Report

A copy of the report had been issued to all members, via email, in advance of the meeting.

The following items were raised for discussion:

- The purchase of a further 20 recycled plastic posts for ongoing use around the Parish (the Clerk was instructed to purchase the posts using delegated powers).
- Consider replacing the polycarbonate panels in the bus shelter near Oak Tree Close, Jacobs Well with perforated metal panels (the existing panels have become extremely unsightly following the attempted removal of graffiti/posters). It was agreed that a quotation be obtained from Externiture (the company who refurbished the bus shelter at the entrance to Fairlands).
- Further work parties need to be planned.
- Advice is being sought from Surrey Wildlife Trust with regards to the potential provision of wildflower meadows around the Parish.

- The deteriorating condition of the log-bench near the small pond. A quotation is being sought for a replacement log. The Clerk to chase up the contractor for a quotation.

It was proposed Cllr S Fisk, seconded Cllr J Messinger and unanimously **RESOLVED** that the report be approved and accepted.

Appendix 1 – Land Management/Health and Safety Inspection Report

A resident of White House Lane, Jacobs Well had advised that the wooden logs, which act as barriers to prevent vehicles driving over the Recreation Ground are rotten. These will be replaced at the earliest opportunity.

242-2019 - Replacement bins – Worplesdon Play Area

The Clerk advised that:

- Crows and magpies keep pulling litter from the bins in the play area leaving the area unsightly and potentially hazardous to users of the play area
- The existing red bins, which have been in situ for a decade, have no lids: this means that rainwater infiltrates the rubbish making it harder to dispose of

Cllr Messinger stated that, additionally, due to the number of users now benefitting from the improved play area, the current bin provision is no longer adequate.

A choice of bins was put to the members for their consideration. Following discussion, it was proposed Cllr J Messinger, seconded Cllr D Bird and unanimously **RESOLVED** that the two existing red recycling bins be replaced with:

- 1 x Topsy 2000 Billy Bin and
- 1 x Middlesbrough Dual Litter & Recycling Bin – 224L.

This will increase capacity and should hopefully encourage recycling. The dual colours to be used (blue and green being two of the Council's corporate colours). Total anticipated cost, including installation £1,200 & VAT.

243-2019 - Concrete balls - Queenhythe Road (beside the war memorial)

One of the reclaimed concrete balls had been struck by a vehicle within a week of installation and had been completely broken off. Surrey County Council has advised to replace the concrete ball with another concrete ball and to monitor the situation. If the ball gets repeatedly damaged, the highways engineer verbally consented to the Parish Council installing a tall recycled plastic post. The Groundsman had duly replaced the concrete ball with a further reclaimed concrete ball prior to the meeting. A further six reclaimed concrete balls remain in stock.

244-2019 - S106 wish list

Whilst Guildford Borough Council maintains its 123 Infrastructure list, Parish Councils are still being encouraged to put forward suggestions for use of S106 monies, should development come forward.

The Clerk had prepared the following list for the members' consideration:

S106 wish list - 2019	
Ref no.	Suggested project
1	Additional noticeboards for new communities
2	All year access footpath from Wood Street Village School to Worplesdon Primary School
3	Cycle track Aldershot Road to Holly Lane
4	Car park for Harry's Meadow
5	Fitness equipment/teen equipment x 2 (Harry's Meadow and Wildfield Close kickabout area)
6	Hoggin footpath along edge of Salt Box Road
7	Link up all cycle paths across the Parish
8	Parking passes for WSV Community Car Park
9	Pedestrian refuge Aldershot Road - consider upgrading to a pedestrian crossing
10	Pedestrian refuge Holly Lane
11	Pegasus bus (yellow school bus)
12	Salt Box Road - safe crossing points and pedestrian lights at railway bridge

It was agreed that the criteria for S106 projects be raised at the September borough/parish liaison meeting.

245-2019 - Various highway projects

Following a meeting with Bahram Assadi and his colleague on 27 June 2019 the Clerk provided the following Highway update:

1. **Pedestrian refuge, Aldershot Road** – Kier have provided a quotation, however, there is an issue with fibre optic cables, which were not installed at the correct depth. Bahram Assadi will be taking this matter back to the Joint Committee's Task Group in October 2019.
2. **Pedestrian refuge Holly Lane** – The Local Enterprise Partnership will not provide funding for this. Remove action from the Clerk's list of outstanding work.
3. **Aldershot Road (A323) – safety scheme** – Rumble strips are to be introduced between the roundabout and Littlefield Common. This work is to be carried out this financial year. Once installed the temporary soil placed on the grass verge by a local resident will be removed by Surrey County Council.
4. **Footway to be extended Littlefield Common to Fairlands** – The pavement is to be linked up to enable residents to walk from Wood Street Village to Fairlands along a fully made-up surface. Works anticipated to be carried out this financial year.
5. **Reduction in the speed limit Aldershot Road (A323)** – It is being proposed that the current 50mph stretch of road will be reduced to 40mph, due to the number of speed related incidents along this section of the A323. Works anticipated to be carried out this financial year – subject to the approval of Surrey Police.
6. **New "Worplesdon" sign near Tangle Lane** – This is currently being fabricated and will be installed in a new location so that the sightlines are no longer obscured.
7. **Current de-restricted section of A322 (between Holly Lane and Pitch Place/Salt Box Road)** – The Parish Council's request for the speed limit along this section of the A322 has dropped off the Task Group's list. This request is to be re-submitted to the County Council.

8. [New direction sign to the Worplesdon Memorial Hall](#) – Surrey County Council will be installing a new, brown directional sign to the village hall in the near future.

246-2019 - Church bus (Assistance for areas of deprivation within the Parish)

This item was deferred as the anticipated application form had not been received.

247-2019 - Young Carers Event – Sunday 22 September 2019

A request had been received from the [Guildford Young Carers](#) who are hosting a Family Fun Day in Stoke Park on 22 September 2019 for a donation of £50 from each Parish Council towards the cost of the event.

Following discussion, it was proposed Cllr J Messinger, seconded Cllr S Fisk and unanimously approved that the Parish Council give a donation of £50 towards this event.

248-2019 - Wood Street Village Jazz Festival 20 July 2019

The event application form and risk assessment had been received and circulated to members, via email, in advance of the meeting. Fee for the event £100.

Following discussion, it was proposed Cllr G Adam, seconded Cllr S Fisk and **RESOLVED** that the application form and risk assessment be approved.

A vote took place. Result of vote: 7 in favour, 1 abstention. Motion carried.

249-2019 - Dog Show – Harry's Meadow – September 2019

The event application form and risk assessment had been received and circulated to members, via email, in advance of the meeting.

Following discussion, it was proposed Cllr S Fisk, seconded Cllr P Cragg and **RESOLVED** that the application form and risk assessment be approved. As this is a community event, there will be no fee for the use of Harry's Meadow.

250-2019 - Tree Inspections

It was proposed Cllr J Messinger, seconded Cllr D Bird and unanimously **RESOLVED** that the quotation received from Nigel Fagg – To carry out a walkover survey of the following sites be approved.

1. Perry Hill Green, Worplesdon
2. Pitch Place Green
3. Wood Street Village Green
4. Jacobs Well Recreation Ground
5. Nevins Copse, Pinks Hill, Wood Street Village
6. Harrys Meadow, Jacobs Well
7. Toby's Oak, Backside Common.

Total cost £855 (VAT not applicable)

Power to spend OSA 1906, ss 9 and 10

251-2019 - For information:

- a) Waste Exemption Licences, Jacobs Well Recreation Ground and Nevins Copse, Pinks Hill, Wood Street Village

The waste exemption licences for Nevins Copse and Jacobs Well Recreation Ground have been renewed. This enables the Parish Council to legitimately burn arisings, resulting from work parties, on site.

- b) Whitmoor Common Association meeting – 3 July 2019

This meeting was attended by the Clerk, Cllr P Cragg and Cllr J Messinger.

- c) Grass cutting grant from Guildford Borough Council 2019/2020

A BACS remittance of £5,632 has been received from Guildford Borough Council.

- d) Removal of dead tree – White Hart Lane (Conservation Area)

Three quotations were obtained – Maximum cost £1,450 & VAT. Minimum cost £480 & VAT. The lowest quotation was accepted. The arisings will be chipped back into the vegetation as much as possible. The remaining wood will be stacked onsite to provide habitat piles.

Power to spend OSA 1906, ss 9 and 10

- e) Replacement bee friendly flowers, Harry's Meadow

Nurture Landscapes will be planting some replacement flowers owing to the recent erroneous mowing of the bee friendly corner.

- f) Hedge Jacobs Well Road (between the wooden gate into Harry's Meadow and the Millennium Well)

To be cut back by the Parish Council's grass cutting contractors under devolved services.

Power to spend OSA 1906, ss 9 and 10

- g) Surrey Hills Rural Conference – 12 July 2019

This was attended by the Chairman and Assistant Clerk, who gave a précis to the meeting.

252-2019 - Date of next Planning/General Purposes and Finance Committee meeting: 29 August 2019

Meeting closed 9.12pm

Signed:

Chairman.....

Date: 29 August 2019