



**Minutes of the Planning/General Purposes and Finance Committee meeting held 10 October 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

351-2019 – 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 G White – Clerk to the Council
Mrs V Fear - Assistant Clerk.

Members of the Public

Two members of the public were also in attendance for part of the meeting.

352-2019 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.

None received.

353-2019 - Declaration of Disclosable Pecuniary Interests by Councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

Cllr A Creese declared an interest in planning application no: [19/P/01666](#) - 7 Douglas Close, Jacobs Well. Cllr Creese left the room whilst this application was discussed.

354-2019 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

355-2019 - Declarations of gifts or hospitality over £25

No declarations were made.

356-2019 - Public participation session – 10 minutes

One member of the public addressed the Committee regarding planning application 19/P/01479. The Chairman thanked the resident for addressing the Committee and advised that their comments would be taken into account when the planning application is discussed.

357-2019 - Minutes of the previous Planning/General Purposes and Finance Committee meeting

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 29 August 2019 be agreed and signed by the Chairman as a true record.

358-2019 - Planning applications for consideration:

Planning application no: [19/P/01479](#) - Rudge Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RE - Erection of a new detached house and car port in garden area of Rudge Cottage.

It was **RESOLVED** that Worplesdon Parish Council object to this planning application in the strongest possible terms on the following grounds:

1. Worplesdon village has not been inset from the Green Belt due to its open nature and the importance of this historic village.
2. This site was not identified within the Local Plan for development.
3. The proposed development, being a large two storey four-bedroom house with detached car port, cannot be considered an 'entry level' home and therefore fails to comply with paragraph 71 of the NPPF 2019.
4. By virtue of its scale, bulk and mass, elevated height and proximity to Rudge Cottage and Lavender Cottage, the proposed property would result in a detrimental impact on the openness of the Green Belt and, due to the plot size, would result in a cramped form of development.
5. Due to the higher positioning of the proposed development, the ridge line would be higher than the existing properties. Additionally, due to the distance between the two existing properties and the proposed positioning of the fenestration, would result in overlooking, loss of light, loss of privacy and loss of amenity to the neighbouring dwellings.
6. No very special circumstances have been demonstrated to outweigh the harm to the Green Belt by virtue of its inappropriateness or the harm caused to the openness. The proposed development would therefore fail to comply with paragraphs 133, 134(d) and 144 of the NPPF 2019. Worplesdon Parish Council is of the opinion that very special circumstances have not been proven in this case, and unmet housing is unlikely to outweigh the harm to the Green Belt and other harm to constitute very special circumstances justifying inappropriate development on a site within the Green Belt.
7. Whilst there appears to be independent vehicle access to the site, the plan is not complete as it does not show the entire length of the access or whether or not there would be acceptable visibility splays.
8. This site is situated 520m metres from Whitmoor Common part of the TBHSPA/SSSI. Worplesdon Parish Council is not satisfied that there will be no likely significant effect on the SPA and, in the absence of an appropriate assessment, cannot be satisfied that this proposal, either alone or in combination with other development, would not have an adverse effect on the integrity of the Special Protection Area/ SSSI. The development would fail to meet the requirements of Regulations 63 and 64 of the Conservation of Habitats and Species Regulations 2017.
9. The village is classed as semi-rural and, as already stated, is in close proximity to the SPA/SSSI. Paragraph 177 of the NPPF states that the presumption in favour of sustainable development (para 14) does not apply where development requiring appropriate assessment under the Birds and Habitats Directives is being considered planned or determined.

10. The proposed dwelling due to its size, scale and bulk would result in over-development, which in turn would fail to preserve or enhance the character and appearance of the Conservation Area and would therefore have an adverse and overbearing impact on St. Marys Gardens.

11. There is a history of drainage and flooding issues in this area. There is currently only one road gulley which takes water from St Marys Church, St Mary's Gardens and Perry Orchard. Any increase in surface water emanating from the proposed development would be totally unacceptable.

12. The proposed property is to be situated close to St Mary's Church, Worplesdon. This is the only Grade 1 listed building within the parish. The proposed dwelling would be a prominent feature visible immediately upon approaching and leaving the main entrance to this Grade 1 listed Church. Critically it will also block views of the church from Perry Hill itself. The development would therefore result in an adverse and overbearing impact on the Conservation Area and this extremely important heritage site.

13. Saved policy H7 states the need to protect trees which contribute to the character and appearance of the Conservation Area: there is a beech tree that would be severely compromised by the proposed development.

14. There is no ecological survey despite the known presence of bats and badgers.

For the reasons stated above the Parish Council recommended refusal of this planning application.

Planning application no: [19/P/01568](#) - 65 Queenhythe Road, Jacobs Well, Guildford, GU4 7NU - Single storey rear infill extension.

RESOLVED: Leave to planners.

Planning application no: [19/P/01600](#) - 73 Brocks Drive, Fairlands, Guildford, GU3 3NQ - Single storey rear/side wrap around extension. Side garage store.

RESOLVED: Leave to planners.

It was agreed the Parish Council raise concern with the Planning Authority about the quality of the hand-drawing submitted with this application, which were pallid and hard to understand.

Planning application no: [19/P/01558](#) - Dunmore Farm, Broad Street Common, Guildford, GU3 3BL - Replacement of existing pool store/shed and replacement of existing boundary fencing.

RESOLVED: Leave to planners.

Planning application no: [19/P/01601](#) - 39 The Oval, Wood Street Village, Guildford, GU3 3DL - Erection of an end of terrace house.

RESOLVED: That the Parish Council object to this planning application on the grounds that the creation of the proposed end of terrace dwelling will exacerbate existing parking in The Oval. If approved, a Construction Management Plan should be implemented to address the difficulties of delivering materials to the site, given there is no vehicular access.

When the Estate was constructed specific open spaces were designed into the area to provide a sense of openness. The loss of the plot would also have a detrimental impact on the openness of the area.

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: No comment to be made in respect of the planning appeal.

[Cllr Creese left the meeting at 8.11pm.](#)

Planning application no: [19/P/01666](#) - 7 Douglas Close, Jacobs Well, Guildford, GU4 7PB - Erection of a single storey side extension with a flat roof.

RESOLVED: Leave to planners.

[Cllr Creese returned to the meeting at 8.13pm.](#)

Planning application no: [19/T/00259](#) - Brook House, White Hart Lane, Wood Street Village, Guildford, GU3 3DZ - T1 Magnolia - reduce by up to 2m as sympathetically as possible to leave a balanced even crown.
T2 Blue Fir - fell to stump.

RESOLVED: Leave to tree officer.

The Chairman of the Committee advised that an application had apparently been submitted in respect of Rokers, however, the Parish Council had not been consulted. It was agreed that the Parish Council write to Guildford Borough Council asking (a) why the Parish Council had not been consulted and (b) for an extension to the deadline to enable the application to be considered at the Full Council meeting on 31 October 2019.

[The residents left the meeting at 8.20pm.](#)

359-2019 - Invoices for payment

It was proposed Cllr A Creese, seconded Cllr G Adam and unanimously **RESOLVED** that payments to the value of £21,348.77 be approved and signed. The payments were signed by Cllr P Cragg and Cllr G Adam.

Payment list for approval - 10 October 2019								
Date of invoice	Date paid	Payment type	Payee:	Details:	Net	VAT	GROSS	Budget heading
24/09/2019	24/09/2019	Online	The Poppy Shop	2 x wreaths	£30.83	£6.17	£37.00	Chairman's Allowance
06/09/2019	06/09/2019	Online	Amazon	Research book	£33.04	£0.00	£33.04	Est. chgs
02/09/2019	18/09/2019	Online	Came and Company	Insurance premium	£3,580.49	£0.00	£3,580.49	Est. chgs
25/09/2019	18/09/2019	Online	SSALC Ltd	Legal and Finance training day	£120.00	£24.00	£144.00	Training
25/09/2019	19/09/2019	Online	SSALC Ltd	Legal and Finance training day	£240.00	£48.00	£288.00	Training
04/10/2019	02/09/2019 & 01/10/2018	Online	Barrelfield	Deliver parish newsletter (less credit note)	£325.00	£65.00	£390.00	Parish newsletter
17/09/2019	17/09/2019	DD	Adobe	Adobe Pro DC	£12.64	£2.53	£15.17	Est. chgs
24/09/2019	15/08/2019	Online	Second Life Products Wales Ltd	20 x recycled posts	£1,338.70	£267.74	£1,606.44	Contingency Fund
N/A	24/09/2019	Online	Staff costs	Ee's & Er's pension conts/PAYE/NIC/Salary/Mileage	£8,065.88	£0.00	£8,065.88	Staff costs

12/09/2019	04/10/2019	Online	JDS Decorations Ltd	Xmas tree WSV Green	£1,900.00	£380.00	£2,280.00	Xmas lights/trees
12/09/2019	24/10/2019	Online	JDS Decorations Ltd	Xmas tree St Mary's Church	£1,900.00	£380.00	£2,280.00	Xmas lights/trees
12/09/2019	24/10/2019	Online	JDS Decorations Ltd	Christmas lights Perry Hill Green	£800.00	£160.00	£960.00	Xmas lights/trees
24/09/2019	24/09/2019	Online	Printerland	Toner cartridge	£641.88	£128.38	£770.26	Est. chgs
26/09/2019	04/10/2019	Online	WYG	Post submission fees (WPC planning application - additional work required).	£357.50	£71.50	£429.00	Professional fees
30/09/2019	04/10/2019	Online	Maltaward	Temporary concrete blocks - Harry's Meadow	£150.00	£30.00	£180.00	Contingency Fund
26/09/2019	04/10/2019	Online	Homebase	PPE for Assistant Groundsman	£8.99	£0.00	£8.99	Land Management
24/09/2019	04/10/2019	Online	Mr P J Trevena	Brush	£5.97	£0.00	£5.97	Land Management
02/10/2019	04/10/2019	Online	Trevor Porter Window Cleaning Services	Window cleaning in & out	£20.00	£4.00	£24.00	Parish office
01/10/2019	01/10/2019	Online	PIK Trailers	Reflectors for Community Car Park	£5.99	£0.00	£5.99	Community Car Park
07/10/2019	07/10/2019	Online	Mr J N White	PPE for Assistant Groundsman	66.69	13.34	80.03	Contingency Fund
30/09/2019	10/10/2019	Online	Mulberry & Co	Payroll services	105.00	21.00	126.00	Professional fees
16/09/2019	25/09/2019	Online	RISC IT	RISC IT Solutions Ltd	32.09	6.42	38.51	Est. chgs
Total					£19,740.69	£1,608.08	£21,348.77	

360-2019 - 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 Clerk advised that, in future, the Land Management/Health and Safety Inspection Reports will be issued the week before the Committee meeting.

The Assistant Clerk advised that the blocked drains in Sandpit Heath are still being investigated by Thames Water and Surrey County Council. This matter will be raised at the Flood Forum meeting in November.

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

Appendix 1 – Land Management/Health and Safety Inspection Report.

361-2019 - Draft precept 2020/2021

The Clerk had issued to the draft budget (precept) to all members in advance of the meeting, however, councillors had not had sufficient time to examine the document thoroughly in time for the meeting. It was, therefore, proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that this item be deferred. The Clerk recommended establishing a working party to enable members to consider the document in detail. The working party to make a recommendation to the Full Council. This proposal was agreed and a working party meeting was scheduled for 14 November 2019. This would also enable councillors to benefit from the finance training scheduled for 17 October 2019.

Councillors were asked to email any comments they had about the document to the Clerk at the earliest opportunity.

The timetable for approval of the budget and precept to be as follows:

- The General Purposes and Finance Committee to consider the working party's recommendations at the next Committee meeting on 21 November 2019.
- The Council to consider/approve the budget (precept) at the Full Council meeting on 12 December 2019.

362-2019 - SLCC Practitioner's Conference (Coventry) – 26 and 27 February 2020

It was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that the cost of £577 & VAT be approved.

Power to spend: LGA 1972 s111.

363-2019 - Surface repairs Wood Street Village Community Car Park

Three quotations had been sought. The Clerk advised the works need to be carried out during half-term to avoid disruption to the school.

Only one of the contractors had confirmed they would be able to carry the work out during half-term. It was, therefore, proposed Cllr N Mitchell, seconded Cllr T O'Toole and unanimously **RESOLVED** that the quotation from Duncan James Landscapes Ltd be approved. Total cost £15,000 & VAT.

Power to spend: Road Traffic Regulation Act 1984, s.57(1)(b)

364-2019 - GDPR

The Council's Data Protection Advisor (DPA) had provided a series of recommendations, including the introduction of an email disclaimer for use by all members, annual attestations to confirm that councillors are complying with GDPR legislation; councillors were also required to undertake online training. The Clerk confirmed that details of the training had been issued to members on 20 September 2019, however, members asked that the details be re-issued.

It was proposed Cllr N Mitchell, seconded Cllr D Bird and unanimously **RESOLVED** that a working party be set up to consider the other recommendations made by the DPA regarding general compliance. The working party to comprise Cllr P Cragg, Cllr N Mitchell and Cllr D Snipp. A working party meeting to be arranged as soon as practicable.

365-2019 - Bank accounts

Details of the Church Charity and Local Authority investment funds (CCLA) comprising The Public Sector Deposit Fund and The Local Authorities' Property Fund were issued to all members in advance of the meeting. A link to the CCLA's website had also been issued.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr S Fisk that the Parish Council would not consider investing in the CCLA as it is not protected by the Financial Services Compensation Scheme (FSCS).

It was subsequently proposed Cllr N Mitchell, seconded Cllr S Fisk that the Co-operative current account be closed, and new accounts be opened with Lloyds Bank and the Nat West. The Metro, Nationwide and Skipton accounts to be maintained. The Clerk advised that she would deal with this request as soon as practicable.

366-2019 - VE Day 8 May 2020 – Event on Wood Street Village Green

Following discussion, it was proposed Cllr D Bird, seconded Cllr J Messinger and unanimously **RESOLVED** that in principle permission be granted. The Council require full details of the proposed event three months in advance.

367-2019 - Replacement panes – Bus shelter Oak Tree Close

The Clerk advised that the current polycarbonate panes are now an eyesore. A quotation to replace the polycarbonate panels with perforated metal panes had been obtained from Externiture (the company who had repaired the Fairlands bus shelter). The cost for the remedial work being £1,827.47 & VAT. Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the quotation be approved.

Power to spend: Local Government (Misc. Prov.) Act 1953, s4

368-2019 - For information only:

Procurement of a works van

Quotations have been sought for both petrol and hybrid vans. Demonstration vehicles are being tested. All quotations received fall within the budget allocated by the Parish Council towards the purchase of the new vehicle. The choice of vehicle is to be made at the earliest opportunity and will be decided on the following criteria: purchase price, impact on pollution/climate change, running costs.

369-2019 - Date of next meeting: Full Council Thursday 31 October 2019

Signed

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Chairman of the Planning/General Purposes and Finance Committee
31 October 2019