



Minutes of the Planning/General Purposes and Finance Committee meeting  
held 12 March 2020 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm

**78-2020 - Present**

**Councillors:**

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

**79-2020 - Officers of the Council:**

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

**80-2020 - Members of the public:**

None present.

**81-2020 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.**

None received.

**82-2020 - 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.

**83-2020 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct**

Cllr J Messinger declared a non-pecuniary interest in planning application no: [20/P/00306](#) as she is a close neighbour to the property.

**84-2020 - Declarations of gifts or hospitality over £25**

No declarations were made.

**85-2020 - Minutes of the previous Planning/General Purposes and Finance Committee meeting**

It was proposed Cllr G Adam, seconded Cllr T O'Toole and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 30 January 2020 be agreed and signed by the Chairman as a true record.

**86-2020 - Planning applications for consideration:**

**Planning application no: [20/T/00048](#) - Worplesdon Rifle Range, Worplesdon Road, Worplesdon** - For proposed tree works details, refer to item 5 on the application form (Tree Preservation Order P1/201/222).

**RESOLVED:** Leave to specialist tree officer.

**Planning application no:** [20/P/00237](#) - **56 Oak Hill, Wood Street Village, Guildford, GU3 3ER** - Proposed change of use of unadopted land at the front of the property to create a new front driveway and creation of hard standing in front garden.

**RESOLVED:** That the Parish Council object to this planning application on the grounds that it would result in a loss of registered common land without the landowners' consent.

**Planning application no:** [20/P/00278](#) - **1 Burpham Court Farm Cottages, Clay Lane, Jacobs Well, Guildford, GU4 7NA** - Erection of a single storey rear extension following demolition of existing outbuilding.

**RESOLVED:** Leave to planners.

**Planning application no:** [20/P/00288](#) - **2 Burpham Court Farm Cottages, Clay Lane, Jacobs Well, Guildford, GU4 7NA** - Erection of a single storey rear extension following demolition of existing outbuildings.

**RESOLVED:** Leave to planners.

**Planning application no:** [20/P/00177](#) - **112 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA** - Listed Building Consent for the replacement of doors and windows.

**RESOLVED:** Leave to Conservation Officer.

**Planning application no:** [20/P/00197](#) - **North Moors Allotment Site, North Moors, Worplesdon, Guildford, GU1 1SE** - Change of use of amenity land to deliver 78 allotment plots, bee keeping facilities, composting areas, community buildings, landscaping and associated cycle storage and car parking.

**RESOLVED:** That the Parish Council:

- Support conditions 1 – 3 as submitted by Surrey County Council
- Request implementation of the following conditions:
  - The development hereby proposed shall not be first opened to the public unless and until details of the gate has been submitted and approved in writing by the Local Planning Authority.
  - Prior to commencement on site, a construction management plan would need to be submitted and approved in writing by the Local Planning Authority.
- Make the comment that the Jacobs Well Village Hall is a privately owned car park, that is not available for use by allotment holders, without the prior consent of the JVVHT (Jacobs Well Village Hall Trust).

**Planning application no:** [20/P/00306](#) - **4 Thatchers Lane, Worplesdon, Guildford, GU3 3RT** - Single storey rear extension following demolition of existing conservatory.

**RESOLVED:** Leave to planners.

**Planning application no:** [20/P/00303](#) - **Pinks Hill Cottage, Pinks Hill, Wood Street Village, Guildford, GU3 3BP** - Erection of a single storey side/rear extension including insertion of four roof lights, following demolition of existing garage.

**RESOLVED:** Leave to planners.

**Planning application no:** [20/P/00330](#) - **33 Queenhythe Road, Jacobs Well, Guildford, GU4 7NU** - Erection of a single storey front extension including porch and single storey rear extension.

**RESOLVED:** Leave to planners.

**Planning application no: [20/P/00321](#) - Rose Cottage, Broad Street Common, Guildford, GU3 3BN** - Erection of a single storey rear extension.

**RESOLVED:** Leave to planners.

**Planning application no: [20/P/00301](#) - Watts Cottage, Jacobs Well Road, Jacobs Well, Guildford, GU4 7PP** - Single storey rear extension following demolition of existing rear conservatory (retrospective application).

**RESOLVED:** Leave to planners.

**Planning application no: [20/P/00302](#) - Watts Cottage, Jacobs Well Road, Jacobs Well, Guildford, GU4 7PP** - Listed Building Consent for a single storey rear extension following demolition of existing rear conservatory (retrospective application).

**RESOLVED:** Leave to planners.

**Planning application no: [20/P/00359](#) - Whites Farmhouse, Aldershot Road, Worplesdon, Guildford, GU3 3HY** - Listed Building Consent for the replacement of five windows on the front elevation (retrospective application).

**RESOLVED:** Leave to planners.

## 87-2020 - Invoices for payment

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that payments to the value of £14,164.66 be approved and signed off by Cllr T O'Toole and Cllr P Cragg.

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Works vehicle	05/02/2020	Fuel for works van	Allstar Fuel	37.36	7.47	44.83
Revenue Works vehicle	05/02/2020	Car wash/fuel/fees	Allstar Fuel	1.90	0.38	2.28
Establishment Charges	06/02/2020	PPE - Assistant Groundsman	Cluskeys CCP Ltd	70.00	0.00	70.00
Training	07/02/2020	CILCA training - Assistant Clerk	SLCC	350.00	0.00	350.00
Training	08/02/2020	Training - Excel clerk	UDEMY	12.99	0.00	12.99
IT budget	17/02/2020	Software licence	Adobe	12.64	2.53	15.17
Christmas trees/lights WS, Perry Hill	21/02/2020	Electricity bill - Perry Hill Green	British Gas	18.74	0.93	19.67
Establishment Charges	24/02/2020	Room hire	Activate Learning	95.00	0.00	95.00
Playground Repairs	24/02/2020	Pest control	Surrey Wildlife Control	50.00	0.00	50.00
Professional Advice	24/02/2020	Legal advice - revoking of tennis court licence	Surrey Hill Solicitors	225.00	45.00	270.00
Salaries	24/02/2020	Staff costs	Salary, mileage, PAYE/NIC & Er's Ee's pension conts	966.88	0.00	9286.85
Land Management	25/02/2020	Yellow marker paint	B&Q	7.08	1.42	8.50
Playground Repairs	25/02/2020	Materials	Cluskeys CCP Ltd	9.44	1.89	11.33
Revenue Works vehicle	26/02/2020	Car wash	Allstar Fuel	3.33	0.67	4.00
Establishment Charges	27/02/2020	Reference books for office	SLCC Enterprises Ltd	25.18	0.00	25.18
Establishment Charges	01/03/2020	Membership	EGRA	15.00	0.00	15.00
Establishment Charges	01/03/2020	Subsistence allowance	Mrs G F White	33.91	6.79	40.70
Establishment Charges	01/03/2020	Parking fees	Mrs G F White	1.30	0.00	1.30

Approved by the Planning/General Purposes and Finance Committee – 4 June 2020

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	01/03/2020	ALCC - Membership - VF	SLCC	40.00	0.00	40.00
Establishment Charges	01/03/2020	SIM card bill	O2	-10.52	-2.10	-12.62
Establishment Charges	01/03/2020	SIM card bill	O2	-9.99	-2.00	-11.99
Land Management	01/03/2020	Rope for land management	Mr J N White	4.15	0.83	4.98
Establishment Charges	02/03/2020	Membership - ALCC - GW	SLCC	40.00	0.00	40.00
Land Management	02/03/2020	Harry's Meadow Security Gates, Pound Lane Posts, WS. Post Off. posts	Gunner Agriculture	1,800.00	360.00	2,160.00
Land Management	02/03/2020	Remove broken branches from horse chestnut tree Perry Hill Green	Gunner Agriculture	100.00	20.00	120.00
Parish Newsletter	02/03/2020	Distribution parish newsletters	Barrelfield Distribution Ltd	375.00	75.00	450.00
Tree Surgery	02/03/2020	Fell willow tree - Pitch Place Green	Dryad Tree Services Ltd	420.00	84.00	504.00
Chairman's Allowance	03/03/2020	Refreshments	Costco	7.28	0.00	7.28
Land Management	03/03/2020	Wet and forget	Costco	29.98	5.99	35.97
Revenue Works vehicle	04/03/2020	Fuel for works van	Allstar Fuel	37.17	7.43	44.60
	04/03/2020	Car wash	Allstar Fuel	6.70	1.34	8.04
PC Grant Aid to Wards	06/03/2020	Grant	FMPPPG	400.00	0.00	400.00
Establishment Charges	10/03/2020	Coronavirus protection measures	Woodbridge Pharmacy	14.16	2.84	17.00
Parish Office	12/03/2020	Office supplies	Mrs G F White	34.60	0.00	34.60
<b>Total</b>				<b>£ 13,544.25</b>	<b>£ 620.41</b>	<b>£ 14,164.66</b>

## 88-2020 - Land Management/Health and Safety Inspection Report

The Assistant Clerk had prepared the Land Management/Health and Safety Inspection Report, which had been emailed to all members via email a week before the meeting.

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the report be approved and accepted.

## Appendix 1 - Land Management and Health and Safety Report

## 89-2020 - Jacobs Well May Day Fayre (Parish Council stall)

It was agreed that Cllr D Snipp should be the lead Member for this project. Cllr J Messinger, Cllr P Cragg, Cllr T O'Toole offered to assist Cllr Snipp.

## 90-2020 - Guildford Residents' Association Meeting – 27 February 2020

Cllr J Messinger gave the following report:

- Cllr A Creese, Cllr D Bird, Cllr B McShee and I were present at the meeting.
- This was an informal meeting to establish the GRA's priorities moving forward.
- Discussion took place regarding the possibility of the Surrey Hills Area of Outstanding Natural Beauty (AONB) being designated as a National Park.
- Angela Richardson MP was present and listened carefully to what was being said. Her advice to residents was "if you want to make a difference, become a Parish or Borough Councillor."
- The meeting, which was chaired by Amanda Mullarkey lasted approximately 2 hours.

**91-2020 - Event Application – Summer Show Registration Event Wednesday 15 July 2020**

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that approval of the event application be ratified.

**92-2020 - WalkFest 2020**

Lionel Smith (one of the organisers of WalkFest) had enquired whether Worplesdon Parish Council would like to participate in WalkFest 2020. Following discussion, it was agreed that due to the current workload and as there are several walking groups within the Parish who already contribute to the festival, there is currently adequate provision: the Parish Council would not, therefore, be participating on this occasion.

**93-2020 - 93-2020 - Date of next Planning/General Purposes and Finance Committee meeting: 23 April 2020.**

Meeting closed: 8.29pm

Signed:

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Chairman of the Planning/General Purposes and Finance Committee  
Date: 4 June 2020