



**Minutes of the Planning/General Purposes and Finance Committee meeting  
held virtually on Thursday 16 July 2020 at 7.42pm**

**202-2020 - 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.

**Officers of the Council:**

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

**203-2020 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40**

None received.

**204-2020 - 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.

**205-2020 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct**

No declarations were made.

**206-2020 - Declarations of gifts or hospitality over £25**

No declarations were made.

**207-2020 - Minutes of the previous Planning/General Purposes and Finance Committee meeting**

It was proposed Cllr G Adam, Cllr D Bird seconded and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 4 June 2020 be agreed and signed by the Chairman as a true record.

The Chairman showed the signed minutes to the meeting.

## 208-2020 - Planning applications for consideration

### Planning Application No: 20/T/00178 – 1 Stream Banks, Wood Street Village, Guildford, GU3 3BT

- THVA000507 Goat Willow - Crown Reduce by 30% and Shape, crown diameter by 5 metres.

**RESOLVED:** Leave to tree officer.

### Planning Application No: 20/P/01068 - 11 Liddington Hall Drive, Guildford, GU3 3AE

Erection of a single storey side extension following demolition of existing garage.

**RESOLVED:** Request the following condition be applied if planning permission is granted:

- Prior to construction, a plan showing at least two off-street parking spaces needs to be submitted to and approved, in writing, by Guildford Borough Council and the parking spaces are to be provided as approved.

## 209-2020 - Invoices for payment

It was proposed Cllr D Bird, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £4,382.69 be approved and signed. Cllr N Mitchell signed the payments and Cllr G Adam will sign the payments when he comes to the office on 27 July 2020.

Date	Code	Description	Supplier	VAT Type	Net	VAT	Total
29/05/2020	Establishment Charges	Hand Sanitiser Station for office	Yellow Shield	S	£ 211.00	£ 42.20	£ 253.20
02/06/2020	Establishment Charges	Hand sanitiser solution 80% alcohol	Buzz Catering	S	£ 63.28	£ 12.66	£ 75.94
28/06/2020	IT budget	Subscription	Zoom Pro	S	£ 11.99	£ 2.40	£ 14.39
28/06/2020	IT budget	Duplicate entry	Zoom Pro	Z	£ -	£ -	£ -
06/07/2020	IT budget	Groundstaff mobile phone repair	Mrs G F White	Z	£ 75.00	£ -	£ 75.00
06/07/2020	Land Management	Litter bin for Harry's Meadow	Glasdon UK Ltd	S	£ 230.99	£ 46.20	£ 277.19
07/07/2020	Establishment Charges	Application fee - DBS check Clerk	Notifications.service.gov.uk	Z	£ 23.00	£ -	£ 23.00
08/07/2020	Land Management	Materials	Screwfix	S	£ 8.03	£ 1.56	£ 9.59
08/07/2020	Revenue Costs Works Vehicle	Service charge	Allstar Fuel	S	£ 4.80	£ 0.96	£ 5.76
13/07/2020	Land Management	Hire of storage container MW	Activate Learning	Z	£ 130.00	£ -	£ 130.00
13/07/2020	Establishment Charges	Stationery	Caboodle	S	£ 13.74	£ 2.74	£ 16.48
13/07/2020	Establishment Charges	Stamps	Caboodle	Z	£ 109.00	£ -	£ 109.00
13/07/2020	Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	S	£ 27.00	£ 5.40	£ 32.40
13/07/2020	Land Management	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	S	£ 120.00	£ 24.00	£ 144.00
13/07/2020	Grass Cutting	Grass cutting	Holly Landscape and Training	S	£ 2,541.26	£ 508.25	£ 3,049.51
13/07/2020	Professional Advice	Professional charges - Payroll	Mulberry & Co	S	£ 105.00	£ 21.00	£ 126.00
14/07/2020	Establishment Charges	SIM card bill	Three	S	£ 34.36	£ 6.87	£ 41.23
Total					£ 3,708.45	£ 674.24	£ 4,382.69

## **210-2020 - 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 in advance of the meeting.

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

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

## **211-2020 - Guildford Local Plan: Development Management Policies - Issues and Preferred Options Consultation – Deadline 12:00 midday Wednesday 3 June to 12:00 midday Wednesday 22 July 2020**

Cllr G Adam had kindly reviewed the consultation documents and made the following comments:

“This document puts further information onto the policies set out in the Local Plan, without which would need to rely on national planning policies and guidance which may not be particularly designed for Guildford.

This document will be used to ascertain planning applications alongside the National Planning Policy Framework (NPPF), planning guidance and the local plan: it runs to 219 pages.

In the document there are areas covering housing, economy, protecting the green belt and countryside, air quality and water, design, infrastructure.

The consultation asked 39 questions whether or not there was agreement with the proposed policies.

I have reviewed them and the supporting background information, and the bulk of them I agreed with. However, whilst agreeing with the policy, I thought there were additions required, namely:

1. Question 1 on housing density – need to include size of houses.
2. Question 3 on housing conversion and sub-division – need for sufficient parking, or in certain areas in the town centre or by rail stations, car free.
3. Question 17 on shopfront design – need to include lighting and control of lighting.
4. Question 25 on climate change – as there was no policy until the outcome of the Future Homes Consultation, then this policy would need to be consulted upon.
5. Question 37 on GBC cycle network – need to add without out an adverse impact on the safe operation of the pedestrian and bus networks.
6. Question 38 on parking standards -
  - a. It is welcome that visitor parking is included but what about unallocated parking to stop inconsiderate parking on streets.
  - b. Car parking management plans need to be included.
  - c. Car free developments in appropriate places need to be included.
  - d. Table 5 – Land use A2 missing. What about B1 development above 2500sqm? Hotels and residential institution – what about staff parking?
  - e. Table 6 – no differentiation between long term and short-term cycle parking standards.
  - f. Table 7 – electric vehicle charging spaces need passive spaces as well.

It was proposed Cllr G Adam, seconded Cllr T O'Toole and **RESOLVED** that the above comments be formally submitted to Guildford Borough Council on behalf of Worplesdon Parish Council.

### **212-2020 - Play Area Risk Assessment – post lockdown**

The Assistant Clerk had prepared a Risk Assessment which had been circulated via email to all members in advance of the meeting.

It was proposed Cllr N Mitchell, seconded Cllr P Cragg and unanimously **RESOLVED** that the risk assessment be approved.

Cllr G Adam advised that the wooden gate at the Memorial Hall is now open and the car park is now fully accessible.

### **213-2020 - Purchasing of materials – For efficiency purposes to consider/approve the issuing of a debit card to the Head Groundsman**

Currently, the Groundsman will either have to source the materials required and pay for them himself (contrary to the Financial Regulations), or the Clerk has to make a separate trip to purchase the goods using the existing debit card. Whilst online click and collect arrangements can be made, the person named on the card has to be the person to collect the goods. This is not an effective use of staff time.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr G Adam that a debit card be obtained in the Groundsman's name, which will be kept securely locked in the office when not in use. A daily spending limit to be set at £300.

A vote took place: 6 in favour, Cllr J Messinger abstained. Motion carried.

### **214-2020 - Proposed flood mitigation measures A320 (Salt Box Road roundabout/Woking Road)**

Severe flooding has been an issue at this location for over twenty years. Thanks to the support of local residents, and the repeated submission of additional photographic evidence of the severity of the flooding, Surrey County Council has designated this location as a 'wet spot' which has been added to the 'wet spot' list, as a result of which funding is being allocated towards a 'rain garden', subject to the design specification being approved. The 'rain garden' would be situated on land to the east of the A320, Jacobs Well. This Sustainable Urban Drainage System (SUDS) is intended to alleviate the severe highway flooding being experienced at this location, by essentially providing a soakaway adjacent to the main road/pavement.

Surrey County Council would install the scheme but have asked whether the Parish Council consider taking on the low maintenance requirements – i.e. weeding the rain garden on an annual basis.

Examples of 'rain gardens' were shown to the Committee. The Assistant Clerk recommended seeking a sponsor (local supplier of garden plants) and erecting signage to say, "Facility supplied by Surrey County Council in partnership with Worplesdon Parish Council – sponsored by (the appropriate organisation)", or similar.

Following discussion, it was proposed Cllr A Creese, seconded Cllr J Messinger and unanimously **RESOLVED** that the Parish Council agree to take on the maintenance arrangements, subject to full details of the specification being provided, together with the anticipated maintenance costs, timescale for construction and confirmation that the County Council will remain responsible for the structure.

### **215-2020 - Use of Harry's Meadow for a private event**

The applicant has requested a further change of date to Sunday 2 May 2021. The request was duly approved by the Committee.

Approved by the Planning/General Purposes and Finance Committee 27 August 2020

**216-2020 - Date of next Planning/General Purposes and Finance Committee meeting: 27 August 2020.**

Meeting closed 8.23pm

Signed:

.....  
Chairman of the Planning/General Purposes and Finance Committee  
Date: 27 August 2020