



**Minutes of the Planning/General Purposes and Finance Committee meeting held virtually
19 November 2020 at 7.30pm**

333-2020 - 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

334-2020 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

There were none.

335-2020 - Declaration of Disclosable Pecuniary Interests (DPIs) – by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

336-2020 - Amendments to the Register of Interests

No declarations were made.

337-2020 - To receive and consider written requests for new DPI dispensations, if any

No declarations were made.

338-2020 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

339-2020 - Declaration of gifts or hospitality over £50

No declarations were made.

340-2020 - 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 8 October 2020 be agreed and signed by the Chairman as a true record.

341-2020 - Planning Applications for consideration:

Planning Application No: [20/P/01798](#) - **2 Wallace Close, Fairlands, Guildford, GU3 3NP** - Single storey rear extension.

RESOLVED: That the Parish Council object to this planning application on the grounds that the extension will result in the loss of yet another two-bedroom dwelling from the current housing stock.

Planning Application No: [20/P/01848](#) - **2 Envis Way, Fairlands, Guildford, GU3 3NH** - Erection of a part two storey, part single storey side and rear extension following demolition of existing detached garage.

RESOLVED: Leave to planners.

Planning Application No: [20/T/00334](#) - **23 Oakfields, Guildford, GU3 3AS** - Remove Silver Birch tree to ground level and replace with a suitable tree adjacent to previous tree (TPO P1/201/106).

RESOLVED: Leave to tree officer.

Planning Application No: [20/T/00336](#) - **Birchwood, Perry Hill, Worplesdon, Guildford, GU3 3RE** - To remove a spruce tree (Worplesdon Conservation Area).

RESOLVED: Leave to tree officer.

Planning Application No: [20/P/01875](#) - **5 Keens Park Road, Guildford, GU3 3HN** - Single storey rear extension.

RESOLVED: Leave to planners.

Planning Application No: [20/P/01809](#) - **43 Wood Street Green, Wood Street Village, Guildford, GU3 3DU** – Proposed two storey side extension, single storey rear extension and loft conversion with addition of a dormer window to the rear following demolition of the existing attached garage; changes to fenestration and addition of rooflights to the front and rear roof slopes; single storey outbuilding in rear garden and felling of one dead tree and pruning of one apple tree in the rear garden.

RESOLVED: That the Parish Council object on the following grounds:

- The side extension, by virtue of its gable end wall, represents overdevelopment and would be out of keeping with the existing street scene, within the Conservation Area. The Parish Council would prefer to see a hip to ridge, to mirror the adjacent properties.
- The proposed dormer, in the existing roof, is an odd shape and should be reconsidered, so that it is more in keeping with the style of the dwelling.

342-2020 - Payments for approval

The payments list was circulated to the members via email in advance of the meeting. It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £7,908.72 be approved. The payments list was signed by Cllr N Mitchell and would be counter signed by Cllr G Adam as soon as practicable.

Table 1: Payments for approval 19 November 2020

Date	Code	Description	Supplier	Net	VAT	Total
26/10/2020	M'nance Bus Shelters/Seats Etc.	Sanding sponge and caprine - bench/bus shelter repairs	B&Q	14.00	0.00	14.00
27/10/2020	Salaries	October salary - underpaid	Mrs G F White	0.20	0.00	0.20
30/10/2020	Training	SLCC Practitioner's Conference Feb 2021 - Cancelled and fee returned	SLCC	-612.00	-77.60	-689.60
04/11/2020	Revenue Costs Works Vehicle	Service charge	Allstar Fuel	4.80	0.96	5.76
04/11/2020	Establishment Charges	Ink cartridges	Printerland Ltd	778.64	155.73	934.37
07/11/2020	Land Management	Bin bags for public litter bins (Large)	Aldi	5.23	1.04	6.27
10/11/2020	Land Management	Materials	B&Q	17.57	0.00	17.57
11/11/2020	Revenue Costs Works Vehicle	Fuel and service charge	Allstar Fuel	33.01	6.60	39.61
13/11/2020	Parish Office	Window cleaning - parish office - outside only	Trevor Porter Window Cleaning Service	12.00	2.40	14.40
13/11/2020	Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	13.50	2.70	16.20
13/11/2020	Land Management	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	120.00	24.00	144.00
13/11/2020	Grass Cutting	Grass cutting - November 2020	Holly Landscape and Training	2,541.26	508.25	3,049.51
13/11/2020	Grass Cutting	Grass cutting - October 2020	Holly Landscape and Training	2,541.26	508.25	3,049.51
13/11/2020	Revenue Costs Works Vehicle	Insurance premium	Zurich Management Services	756.01	0.00	756.01
14/11/2020	Chairman's Allowance	Civic gift - BN	Sainsburys	8.33	1.67	10.00
18/11/2020	Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	27.00	5.40	32.40
18/11/2020	IT budget	External back-up	RISC Group	32.09	6.42	38.51
18/11/2020	Playground Repairs	Annual playground inspections	The Play Inspection Company	337.50	67.50	405.00
18/11/2020	Land Management	Shipping container hire - November 2020	Activate Learning	65.00	0.00	65.00
Total				6,695.40	1,213.32	7,908.72

343-2020 - Annual playground inspections

The Annual Playground Inspection reports, together with a précis of the five reports, had been circulated to all members via email in advance of the meeting.

Cllr N Mitchell explained that whilst numerous items of equipment do not meet the current BSEN (British standard kite mark), the BSEN standards were met at the time of manufacturing, therefore, there is no need for concern about this issue.

All items highlighted within the reports were either low, or very low risk.

It was proposed Cllr D Bird, seconded Cllr T O'Toole and unanimously **RESOLVED** that the reports be approved and accepted.

Appendices 1, 2, 3, 4 and 5 – Annual playground reports

[Cllr A Creese's internet connection failed at 19:46.](#)

344-2020 - Land Management Report

The Land Management report had been circulated to all members via email in advance of the meeting. Members noted the significant amount of work that had been completed since the previous report.

Discussion also took place regarding the Environment Agency's requirement for all fishermen require to hold a [rod licence](#) and that fishing should not take place during the closed season (15 March – 15 June).

It was proposed Cllr D Bird, seconded Cllr T O'Toole and unanimously **RESOLVED** that the reports be approved and accepted.

Appendix 6 – Land Management Report

345-2020 - Flood Forum 6 November 2020

Cllr N Mitchell gave the following report:

A virtual Flood Forum, chaired by Mrs Angela Richardson MP, was held on 6 November 2020. The meeting was a success, and a number of priorities were agreed, being:

1. **Flooding of the service road beside the White Lyon and Dragon, Worplesdon** – **Action:** Site meeting to be held ASAP.
2. **Flooding at the Holly Lane roundabout (Worplesdon Road)** – **Action:** Surrey County Council to ensure the various blocked gullies are cleared, ASAP.
3. **Fairlands Ave – flooded pavement, near the shops** – **Action:** Worplesdon Parish Council to obtain details of flooding issue from a local resident. Information to be passed to Surrey County Council.
4. **Field 0475, Goose Rye Road** – Loss of flood plain due to disposal of waste material – **Action:** Site meeting to be held (with Mrs A Richardson MP and Mr Jonathon Lord MP in attendance) in December 2020 – Covid restrictions permitting.
5. **Flooding Aldershot Road (between Gravetts Lane and the entrance to Hook Farm)** – Diana Brown, Mrs Richardson's Senior Caseworker, to write to Cllr Matt Furniss raising concerns about the numerous issues at this location.

[Cllr A Creese re-joined the meeting 19:52.](#)

The Clerk advised that she has made contact with Mr Alan Jones from Activate Learning (Merrist Wood College) who has confirmed that the ditches in Gravetts Lane will be dug out as soon as practicable.

346-2020 - Compliance with Health and Safety Law

The Committee considered the work of the Parish Council to ensure that the Parish Council is fulfilling its duties with regard to Health and Safety legislation:

Table 2: Assessment of the risks facing the Parish Council and the requirements undertaken to limit those risks.

Risk	Requirements
Playground equipment	Weekly, quarterly and annual inspections undertaken and works carried out as and when required
Trees	Monthly and annual tree inspections carried out and associated works undertaken as and when required

Risk	Requirement Requirements
Chainsaw use	Refresher training required by the Chairman of the Council (to be undertaken 2021, once Covid restrictions are lifted)
Works vehicle	Annual insurance policy in place and service plan held
Community Car Park/public open spaces/assets of the Council	Weekly and monthly inspections – repairs carried out as and when required
Work parties/office staff	First aid training/refresher chainsaw first aid training required (to be undertaken 2021 once Covid restrictions are lifted)
Parish office	Risk assessments in place and fire extinguishers serviced annually

The Clerk confirmed that contractors are always asked to provide copies of their public liability certificates, risk assessments and method statements and contractors' work is monitored to ensure compliance with health and safety regulations.

The Members acknowledged that health and safety is taken very seriously, and all requirements are adhered to.

It was proposed Cllr N Mitchell, seconded Cllr D Bird and unanimously **RESOLVED** that subject to inclusion of the Parish Office, Table 2 be approved.

347-2020 - Muddy Boots Walking Group – Request for additional safety measures to be introduced on Salt Box Road

The Committee considered the request for additional safety measures to be introduced in Salt Box Road to facilitate safe crossing points for residents wishing to use Whitmoor Common, especially when having to cross near Mount Pleasant.

It was **RESOLVED** that a site meeting be called with Mr B Assadi, Surrey County Council's Highways Engineer, to establish, what, if anything, can be done to further improve road safety for pedestrian, equestrians and cyclists wishing to cross Salt Box Road. Worplesdon Parish Council to inform the Muddy Boots Walking Group of the action being proposed.

348-2020 - For information only:

- a) **Temporary Prohibition of Traffic Order 2020 – Surrey County Council - Notice Road Traffic Regulation Act 1984, Section 14(1) & (2) Public Bridleway No. 444 (Worplesdon) - Bridleway 444 Keens Lane to Pitch Place Green** - Surrey County Council has made a temporary closure order on Public Bridleway No. 444 (Worplesdon) by reason of danger to the public due to development works taking place adjacent to the footpath anticipated to be from 30 October 2020 until 24 December 2020.
- b) **Guildford Borough Council to renew its Public Spaces Protection Order (PSPO) for Dog Fouling, using the 'Antisocial Behaviour, Crime and Policing Act 2014' before the 11 December 2020 expiry deadline. The current PSPO can be viewed at: www.guildford.gov.uk/pspo** Guildford Borough Council is not running a formal consultation but has invited comments.

349-2020 - Date of next Planning/General Purposes and Finance Committee meeting – 4 February 2021.

Meeting closed 20:19

Approved by the Planning/General Purposes and Finance Committee 4 February 2021

Signed:

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Chairman of the Planning/General Purposes and Finance Committee
Date: 4 February 2021