



**Minutes of the Planning/General Purposes and Finance Committee meeting held  
virtually 4 February 2021 at 7.30pm**

**24-2021 - Present**

**Councillors:**

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

**Officers of the Council:**

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

**25-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

There were no apologies.

**26-2021 - Minute's silence – Captain Sir Tom Moore**

A minute's silence was held in memory of Captain Sir Tom Moore, whose fund-raising efforts to support the NHS during the global pandemic, raising approximately £33m, in addition to his positive mental attitude, during a time of national crisis, had been an inspiration to the entire nation.

**27-2021 - 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.

**28-2021 - Amendments to the Register of Interests**

No declarations were made.

**29-2021 - To receive and consider written requests for new DPI dispensations**

No dispensation requests were received.

**30-2021 - Declaration of Non-pecuniary interests**

Cllr A Creese declared a non-pecuniary interest in planning application no: 21/P/00077 – 4 Douglas Close.

### 31-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

### 32-2021 - Minutes of the previous meetings:

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 19 November 2020 be approved and signed by the Chairman.

### 33-2021 - Planning Applications for consideration:

**Planning Application No: 20/P/02167 - 50 Fairlands Ave, Fairlands, Guildford, GU3 3NB** - Proposed new three-bedroom house together with a single storey rear extension to the existing house.

The committee was informed that removal of the trees at this location did not require planning permission, the enforcement notice has therefore been closed.

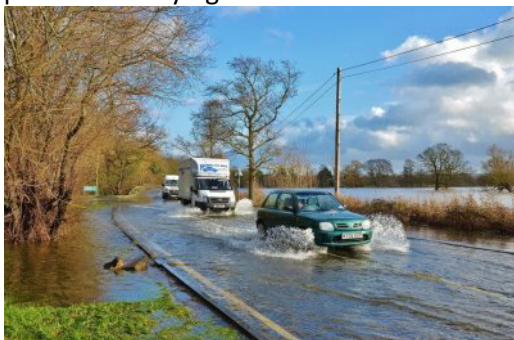
It was **RESOLVED**: that the Parish Council object to this planning application on the following grounds:

- a) The proposal represents overdevelopment of the site.
- b) A terrace row is out of keeping with the neighbouring semi-detached properties and the wider street scene.
- c) The proposed vehicular access is unsafe due to its proximity to the blind bend in the road and access to the busy Medical Centre/Community Centre.
- d) Surface water flooding is a severe issue at this location and has, historically, resulted in the Medical Centre and Community Centre being internally flooded on several occasions. Any additional hardstanding at this location will exacerbate this issue.

**Planning Application No: 20/P/02173 - Land at Burpham Court Farm Clay Lane, Guildford, GU4 7NA** – The change of use of the site to 45.9 hectares of land to publicly accessible open space and Nature Reserve to facilitate a Suitable Alternative Natural Greenspace (SANG).

It was **RESOLVED**: that the Parish Council object on the following grounds:

- a) Lack of information regarding the proposed SANG parking facilities at Burpham Court Farm.
- b) Inadequate parking provision. There should be a minimum of 32 parking spaces, or one parking space per hectare of SANG land, whichever is the greater (as per Natural England's advice).
- c) The proposed pedestrian crossing for Clay Lane should be included within the planning application.
- d) If a crossing is required at this location, it would need to be a bridge for pedestrian safety. Due to the regular, severe flooding at this location (see photograph below): there is often fog across the road at this location, which can make crossing the road treacherous. Additionally, Clay Lane now carries a significant volume of traffic between the A3 and M3. Due to the traffic levels, it would be dangerous for any pedestrians trying to cross the road at this location, which currently has a 40mph speed limit.



- e) Insufficient information has been provided about the measures that will be required to ensure year-round access, given the propensity for these fields to flood throughout the year.
- f) Splitting the SANG into two separate sections is unacceptable. There should be a minimum circular route of 2.3km within the main body of the SANG.
- g) Insufficient information has been provided about the SANG Exclusion Area for Biodiversity Enhancement and how this will impact use of the SANG.

**Planning Application No: 21/P/00014 - 10 Brocks Drive, Fairlands, Guildford, GU3 3NE** - Erection of front porch and single storey side extension, following demolition of existing garage.

It was **RESOLVED**: that the Parish Council object due to the lack of off-street parking.

**Planning Application No: 20/P/02161 - Hertford Park, Burdenshott Road, Worplesdon, Guildford, GU3 3RN** - Extensions to the rear (north-west) elevations at ground, first floor and part second floor levels extensions to the south-west (flank) elevation at ground and first floor levels together with changes to the fenestration.

It was **RESOLVED**: leave to planners.

**Planning Application No: 20/P/02155 - Weyside Urban Village, (Slyfield regeneration Programme), Slyfield Green, Guildford, GU1 - Hybrid planning application for the redevelopment of part of the allocated site for the Slyfield Area Regeneration Project for a mixed-use development (known as Weyside Urban Village) comprising:**

A. Outline planning approval for the demolition of existing buildings and infrastructure and outline planning permission for up to 1550 dwellings; local centre comprising up to 1800 sqm of retail (inc. convenience store), healthcare, community, nursery and flexible employment uses (Use Class E); up to 500 sqm of flexible community facilities (Use Classes E/F1/F2); up to 6,600 sqm of flexible employment space (Use Classes E/B2/B8); up to 30,000 sqm for new Council Depot Site (Use Classes E/B8); 6 Gypsy and Traveller pitches (Use Class C3); and associated road infrastructure, landscaping (including Sustainable Drainage Systems) and amenity space.

B. Full planning permission for the development of primary and secondary site accesses, internal access roads and associated landscaping.

C. Full planning permission for engineering operations associated with remediation and infrastructure, including primary and secondary sub-stations; utilities and drainage (including Sustainable Drainage Systems). Weyside Urban Village (Slyfield regeneration Programme), Slyfield Green, Guildford, GU1.

It was **RESOLVED**: that given there are 253 documents to read through, Cllr G Adam and Cllr N Mitchell would work together to produce a draft response for consideration at the next Planning/General Purposes and Finance Committee meeting, which is due to be held on 18 March 2021.

Initial concerns included:

- a) Inequality between the level of parking provision for the Traveller pitches and the bricks and mortar dwellings.
- b) Access to and from the site.
- c) The impact of traffic from the development on the wider community.
- d) Smells from the abattoir.

If necessary, an extension to the response deadline will be sought.

At 8.10pm Cllr J Messenger left and re-joined the meeting, briefly, due to connection issues.

**Planning Application No: 21/P/00047 – Roundoak, White Hart Lane, Wood Street Village, Guildford, GU3 3EA** - Retention of brick piers and gates (retrospective application).

It was **RESOLVED**: leave to planners.

**Planning Application No: 21/P/00077 - 4 Douglas Close, Jacobs Well, Guildford, GU4 7PB** - Single storey front/side/rear self-contained ancillary accommodation.

It was **RESOLVED**: leave to planners.

**Planning Application No: 21/P/00074 - 7 Brookside, Jacobs Well, Guildford, GU4 7NS** - Proposed erection of a single storey rear extension.

It was **RESOLVED**: leave to planners.

### **34-2021 - Gift from the United Reformed Church (URC)**

The Parish Council had thanked the Elders of the church for their generous gift of £2,000 and had asked whether the Elders would support the gift being used to provide a hexagonal seat around the oak tree in the middle of Perry Hill Green with a plaque commemorating the church and its former congregation (including Stella Harris, who was born and raised in the village of Worplesdon). For many years, Stella was the Honorary Secretary to the Worplesdon Memorial Trustees, a member of the URC and a former parish councillor.

The Elders were delighted with, and fully supported, the suggestion.

The Clerk to seek quotations for an appropriate bench at the earliest opportunity.

### **35-2021 - Resident request for the lay-by near the entrance to Russell Place Farm, Frog Grove Lane to be decommissioned and planters to be installed to prevent parking and other anti-social behaviour at this location.**

Following a request from a local resident to restrict access at the lay-by near the entrance to Russell Place Farm, the Parish Council had consulted the local landowner, Wood Street Village Association (WSVA), Access4Equestrians, Wood Street Village Cricket Club (WSVCC), the borough and county councillors and 140 properties close to the lay-by.

All responses are to be considered at the Full Council meeting on 25 February 2021, after which the Parish Council will consider what action, if any to take.

### **36-2021 - Potential S106 monies – Proposed development in School Lane, Worplesdon**

Guildford Borough Council's Parks and Countryside Department had advised that, for a development of this size, open space provision should be provided. However, due to the size of the site, it will not be physically possible to provide onsite open space provision. Guildford Borough Council are, therefore, seeking a S106 contribution towards offsite open space provision and enquired whether the Parish Council had any projects that would benefit from S106 monies.

Following discussion, it was agreed that any S106 monies obtained, as a result of this development being approved by the local planning authority, be used towards the projects specified below:

- a) Towards the provision, and installation, of a hexagonal seat around the oak tree in the centre of Perry Hill Green (enhancing the gift received from the URC)
- b) Replace the current worn thermoplastic line markings on the MUGA tarmac (Worplesdon Memorial Ground)
- c) Replace the current worn backboards on the MUGA (Worplesdon Memorial Ground)

**37-2021 - Mayor's Award to Honour Coronavirus Community Action 2021 – Deadline for nominations 5 February 2021.**

Nominations were being invited to recognise the contribution of people who have gone out of their way to improve the lives of others, foster good relationships and encourage positive community spirit. There will be a new 'Community Heroes Award' this year to celebrate groups whose activities have supported residents affected by the pandemic.

If you know someone, or a group who fits this description, you can nominate them by completing an [online form](#). Alternatively, you can email [CivicSecretary@guildford.gov.uk](mailto:CivicSecretary@guildford.gov.uk) or call 01483 444031.

All nominations must be submitted by Friday 5 February 2021.

**38-2021 - Fire alarm system, Unit 2 Saxton**

Both an intruder alarm and fire alarm were already installed in Unit 2 Saxton. A budget of £1,413 had been set aside to cover the annual maintenance and monitoring costs of both alarm systems, the provision of which are included within the lease of the property. Quotations for maintenance and monitoring had been obtained from both the providers who served the previous tenants and a local contractor. The local contractor advised that, in his opinion, it isn't necessary to connect the fire alarm to the central system of the Surrey Fire and Rescue Service (SFRS).

If the Council were to use the previous service providers, the costs would be over budget. The local contractor's costs offered a budget saving of £445. When compared to the previous service providers, the quotations to maintain and monitor the intruder alarm and to maintain the fire alarm system represented a saving of £1,069.74.

Following discussion, it was proposed Cllr G Adam, seconded Cllr T O'Toole and **RESOLVED** that the quotations from Surrey Security Systems and DGCS.io (key holder and site attendance) be accepted, total cost £768.80 & VAT and that it was not necessary to connect the fire alarm system to SFRS's central station.

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

*Power to spend: LGA 1972 s111.*

**39-2021 - The Local Government Boundary Commission for England - Ward Boundary Review for Guildford Borough Council – Deadline for comments 5 April 2021**

A ward boundary review is being undertaken of Guildford Borough Council, the first to be undertaken since 1998. The aim of the review is to ensure that all councillors represent a similar number of electors and that the boundaries accurately reflect the current communities.

Members had read the documentation and it currently appeared there unlikely to be any changes to the number of councillors representing Worplesdon.

The Clerk is attending a Teams meeting on 8 February 2021.

It was agreed that, at this point in the public consultation, the Parish Council had no comments to make.

**40-2021 - Surrey County Council 'Your Fund Surrey' £100,000,000 towards capital community projects over the next five years**

Bids are being invited by Surrey County Council for capital community projects. Funding of £100,000,000 has been set aside over the next five years.

The officers had proposed the following suggestions:

- a) Community orchard, Harry's Meadow
- b) Worplesdon Heritage Trail and associated walking maps and potentially associated artwork
- c) Adult exercise equipment/play equipment, Wildfield Close kickabout area
- d) All year-round footpath across Broad Street Common (Wood Street Infant School to Fairlands Primary School)
- e) Cycle track across Broad Street Common (to provide a safer route for cyclist heading to Fairlands/Merrist Wood College.
- f) Parish office? This would be dependent on appropriate land being secured on which to build the office.
- g) Heritage fruit trees to improve biodiversity - triangular section of Wood Street Village Green.
- h) Improved disabled access – SANG Frog Grove Lane, Wood Street Village?

Following discussion, it was agreed that the Parish Council seek the views of the local community for items (a) – (g) above as the SANG should come with its own funding stream.

#### 41-2021 - Finance:

##### a) Payments tabled for approval

The payments list had been issued to the Committee Members by email shortly before the meeting. It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments of £12,306.56 be approved. The payments list to be signed by Cllr P Cragg and Cllr N Mitchell as soon as practicable.

**Table 1: Finalised payment list**

Date	Code	Description	Supplier	Net	VAT	Total
01/12/2021	Revenue Costs - Van	Service plan - December 2020 instalment	PlanMyService LLP	27.55	0.00	27.55
15/12/2021	M'nance Bus Shelters/Seats Etc.	Materials	Magnor Fastners	7.59	1.52	9.11
31/12/2021	Establishment Charges	Deposit - Removal costs	AIM Removals & Storage Ltd	300.00	60.00	360.00
31/12/2020	Establishment Charges	PPE	Screwfix	18.33	3.66	21.99
04/01/2021	Establishment Charges	PPE	Trusted PPE	28.99	5.81	34.80
06/01/2021	Establishment Charges	Removal costs	AIM Removals & Storage Ltd	650.00	130.00	780.00
12/01/2021	Revenue Costs - Van	Car wash	MFG Woodbridge Hill	4.00	0.00	4.00
13/01/2021	Establishment Charges	Office supplies	Amazon	3.42	0.68	4.10
15/01/2021	Establishment Charges	Office supplies	Amazon	5.73	1.15	6.88
15/01/2021	Establishment Charges	Office supplies	Amazon	13.31	2.68	15.99
18/01/2021	Christmas trees/lights WS, Perry Hill	Electricity bill - Perry Hill Green	British Gas	81.71	4.08	85.79
18/01/2021	Establishment Charges	Evo Stik ( for parking signs)	Screwfix	4.99	0.99	5.98
18/01/2021	Training	Virtual Practitioners Conference	SLCC Enterprises Ltd	130.00	26.00	156.00
19/01/2021	Playground Repairs	Bolts and washers for bench Worp. play area	Magnor Fastners	1.85	0.37	2.22
19/01/2021	M'nance Bus Shelters/Seats Etc.	Materials	Wickes	2.92	0.58	3.50
20/01/2021	Contingency Fund	Non slip heavy duty door mats	Express Matting Services Ltd	86.44	17.29	103.73
20/01/2021	Establishment Charges	Shipping costs	Express Matting Services Ltd	8.99	1.80	10.79
21/01/2021	Land Management	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	120.00	24.00	144.00
21/01/2021	Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	40.50	8.10	48.60
21/01/2021	Contingency Fund	2nd hand office furniture for Unit 2 Saxton	Surrey Office Supplies	750.00	150.00	900.00
21/01/2021	M'nance Bus Shelters/Seats Etc.	Hardwood for WSV bus shelter (beside pond)	A W Champion Ltd	37.39	7.48	44.87

Approved by the Planning/General Purposes and Finance Committee 18 March 2021

Date	Code	Description	Supplier	Net	VAT	Total
22/01/2021	Parish Office	Emergency lights remedial work - 2 Beaufort	W J Fire Ltd	61.25	12.25	73.50
23/01/2021	Establishment Charges	Office supplies	Sainsburys	1.50	0.30	1.80
23/01/2021	Establishment Charges	Office supplies	Aldi	11.63	2.32	13.95
23/01/2021	Establishment Charges	Office supplies	Aldi	2.68	0.00	2.68
25/01/2021	Establishment Charges	Stationery	Caboodle	20.73	4.14	24.87
25/01/2021	Establishment Charges	Postage	Caboodle	66.00	0.00	66.00
25/01/2021	M'nance Bus Shelters/Seats Etc.	Timber for bus shelter repairs WSV (beside pond)	Wickes	1.57	0.31	1.88
26/01/2021	IT budget	Collection of old printers (hazardous waste) from office	IWaste	95.00	19.00	114.00
26/01/2021	M'nance Bus Shelters/Seats Etc.	Timber for bus shelter repairs WSV (beside pond)	Wickes	4.70	0.94	5.64
26/01/2021	Salaries	Salary/Mileage/PAYE/NIC/Pension conts Ee's and Er's	Staff costs	8340.96	0.00	8340.96
27/01/2021	Donations	Donation 2020/2021	Crimestoppers	50.00	0.00	50.00
27/01/2021	Donations	Donation 2020/2021	Kent Surrey Sussex Air Ambulance	150.00	0.00	150.00
28/01/2021	Land Management	Materials	B&Q	11.25	2.25	13.50
02/02/2021	M'nance Bus Shelters/Seats Etc.	Materials	Wickes	9.72	1.94	11.66
03/02/2021	Revenue Costs Works Vehicle	Fuel and service charge	Allstar Fuel	49.86	9.97	59.83
03/02/2021	Establishment Charges	Office supplies	Amazon	8.99	0.00	8.99
04/02/2021	Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	27.00	5.40	32.40
04/02/2021	Land Management	Shipping container hire - Feb 2021	Activate Learning	65.00	0.00	65.00
04/02/2021	Donations	Donation 2020/2021	Surrey County Council	500.00	0.00	500.00
Total				11801.55	505.01	12306.56

- b) **Scribe pricing update** - Due to a number of improvements the cost of using Scribe has increased, however, the cost still represents value for money and is significantly cheaper than the leading provider.

It was proposed Cllr D Bird, seconded Cllr P Cragg and unanimously **RESOLVED** that the additional costs be approved.

**42-2021 - Date of next Planning/General Purposes and Finance Committee meeting – 18 March 2021.**

Meeting closed 8.44pm

Signed

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Chairman Planning/General Purposes and Finance Committee  
Date: 18 March 2021