



**Minutes of the Planning/General Purposes and Finance Committee meeting held virtually on  
Thursday 29 April 2021 at 7.30pm**

**125-2021 - Present**

**Councillors:**

Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr J Messenger and Cllr N Mitchell (Chairman of the meeting) and Cllr T O'Toole (arrived 19:38)

Cllr M Fance had stood in as a potential substitute until Cllr T O'Toole's arrival. Cllr M Fance left the meeting at 19:39.

**Officers of the Council:**

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

**Public:**

None present.

**126-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40.**

No apologies were received.

**127-2021 - Paying of respect – In memory of HRH Prince Philip Duke of Edinburgh.**

A minute's silence was held in remembrance of HRH Prince Philip Duke of Edinburgh who passed away on 9 April 2021.

**128-2021 - Public participation session**

No members of the public were present.

**129-2021 - Declaration of Disclosable Pecuniary Interests (DPIs) – by councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**

No declarations were made.

**130-2021 - Amendments to the Register of Interests**

No declarations were made.

**131-2021 - To receive and consider written requests for new DPI dispensations, if any**

No dispensation requests were received.

**132-2021 - Declaration of Non-pecuniary interests**

No declarations were made.

**133-2021 - Declaration of gifts or hospitality over £50**

No declarations were made.

**134-2021 - Minutes of the previous meeting:**

It was proposed Cllr D Bird, seconded Cllr P Cragg and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 18 March 2021 be agreed and signed by the Chairman as a true record.

**135-2021 - Planning Applications for consideration:**

**Planning Application No: 21/P/00577 - 25 Thatchers Lane, Worplesdon, Guildford, GU3 3RF** – Two storey side and rear extension following demolition of existing conservatory and utility room.

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

**Planning Application No: 21/P/00579 - Rye House, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ** - Proposed reconstruction of the existing single storey north-west extensions and the proposed in-fill between garage 2 and the existing dining room together with a new front doorway.

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

**Planning Application No: 21/P/00620 - Land North of Keens Lane and Tangle Lane, Guildford** - Variation of conditions 23 and 30 of planning application 18/P/01014 approved 28/11/18 to amend plans and for submission of a Secured by Design certificate.

It was **RESOLVED**: that Worplesdon Parish Council wishes to future proof this development. To achieve this, every property should have a rapid Electric Vehicle (EV) charging point. In addition, the disabled and visitor parking spaces should also be provided with rapid charging points. The care home should have a mix of EV trickle charge and EV rapid charging points. The Electrical Infrastructure will need to be assessed, and, if necessary, upgraded to ensure it can cope with the requisite EV charging points. Approval of this application should be dependent on these charging points being provided. If the charging points, as requested, by the Parish Council are not provided the Council wishes to register its objection to this planning application.

**Planning Application No: 21/P/00594 - Land to the west of Wildfields Farm, Pinks Hill, Wood Street Village, GU3 3BP** - Erection of one new dwelling house with detached garage and associated landscape works.

It was **RESOLVED**: Worplesdon Parish Council objects to this planning application on the grounds the property would be visible from the adjacent AONB.

Approved by the Full Council – 20 May 2021

It should be noted that Blackwell Farm including Wildfield Farm have been removed from the Green Belt and this site has been included as a strategic site within the Local Plan.

**Planning Application No: 21/P/00664 - 31 Grangefields Road, Jacobs Well, Guildford, GU4 7NR** - Single storey rear extension, shingle drive and dropped kerb.

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

**Planning Application No: 21/P/00715 - 2 Envis Way, Fairlands, Guildford, GU3 3NH** - Variation of Condition 2 (drawing numbers) of planning application 21/P/01848 approved 01/03/2021.

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

**Planning Application No: 21/P/00758 - Nightingale Cottage, 35 Wood Street Green, Wood Street Village, Guildford, GU3 3DU** - Proposed side and rear extension, two front dormers and roof light and changes to fenestration following demolition of existing rear extension.

It was **RESOLVED**: Leave to planners and Conservation Officer.

**Planning Application No: 21/P/00775 - Briar Cottage, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ** – Proposed ground floor rear extension.

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

**Planning Application No: 21/P/00660 - 2 St Mary's Cottages, Perry Hill, Worplesdon, Guildford, GU3 3RB** - Single storey side/rear extension including changes to fenestration.

It was **RESOLVED**: that the Parish Council object to this planning application on the grounds that the scale and bulk of the proposed extension is out of keeping with the adjoining properties and is of a poor design, which would have a detrimental impact on the adjacent cottages within the Conservation Area.

**Planning Application No: 20/P/00541 - Oak End, Oak Tree Close, Jacobs Well, Guildford, GU4 7PU** - Erection of three dwellings following demolition of existing dwelling and outbuildings.

An appeal has been lodged against Guildford Borough Council's refusal of this planning application.

**Planning Application No: 21/P/00780 - Rydes Hill Preparatory, Aldershot Road, Guildford, GU2 8BP** - Alterations to an existing school building (Lodge). Addition of a new nursery classroom building. External landscaping and canopy structure associated with the nursery.

It was **RESOLVED**: that the Parish Council support this application.

**Planning Application No: 21/P/00764 - Paddock Cottage, Tangle Lane, Guildford, GU3 3JX** - Proposed single storey rear extension and loft conversion with rear dormer window.

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

**Planning Application No: 21/P/00783 - 112 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA** - Removal of condition 3 (window spacer and sealant finish) of planning application 20/P/02037 approved 21/01/2021.

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

**Planning Application No: 21/P/00802 - 189 Applegarth Avenue, Guildford, GU2 8LP** - Erection of a front porch and conversion of garage into habitable space including replacement of garage door with a window.

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

1. There are insufficient parking spaces for the number of bedrooms.
2. No cycle storage has been proposed.
3. The conversion of this property to a HMO (House of Multiple Occupancy) would result in the loss of a family dwelling.
4. The description of the planning application is inaccurate and is, therefore, misleading.
5. No obscured glass has been proposed for the first-floor shower rooms. As the showers are situated directly in front of the split window. If planning permission is granted, a condition should be included for the installation of obscured glass for privacy purposes.

**Planning Application No: 21/C/00001 - JCN Stringers Ave & PC01 Treebys Avenue Jacobs Well Guildford GU4 7NT** - Consultation from British Telecommunications for removal of public phone kiosk.

It was **RESOLVED**: that Cllr A Creese ask the JWRA their view on the potential removal of this phone box.

### **136-2021 - White House Pond – Heads of Terms for ten-year maintenance licence of the pond**

A copy of the draft Heads of Terms had been received from Surrey County Council, which include a proposal to charge Worplesdon Parish Council an annual £100 fee – representing a charge of £1,000 over the term of the lease.

Following discussion, it was agreed that the Parish Council respond to Surrey County Council as follows:

- The inclusion of a £100 annual fee does not mirror the previous licence and is not acceptable to the Parish Council given the anticipated cost of maintaining the pond, which is expected to be at least £20,000 & VAT over the next ten years.

### **137-2021 - Work parties required – Junction of Gravetts Lane and Service bank Frog Grove Lane**

It was agreed that, subject to the weather conditions, a work party be held on Thursday 13 May at 11am. Cllr J Messinger, Cllr G Adam, Cllr M Fance and Cllr P Cragg had kindly offered to assist. The Head Groundsman also to be present.

### **138-2021 - Wood Street Village SANG (Site of Natural Green Space)**

It had been understood that an interpretation board was to be installed in the SANG. The current noticeboard, located at the top of the site, on the brow of the hill, is an eye sore. The noticeboard also contains a growing amount of graffiti requesting its removal.

It was agreed the Parish Council write to The Land Trust asking that the notice board be removed, and an interpretation board be placed in a more aesthetically pleasing position within the SANG.

### **139-2021 - Finance:**

#### **a) Proposed list of payments to be tabled at the meeting for approval**

The payments list had been issued to all Members by email prior to the meeting. It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments of £17,596.25 be approved. The payments list to be signed by Cllr G Adam and Cllr N Mitchell as soon as practicable.

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	01/04/2021	Service plan - 6th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Parish Office	12/04/2021	Electricity bill - 12 March 2021 - Unit 2 Saxton	EDF Energy Ltd	192.38	9.62	202.00
IT budget	13/04/2021	External back-up	RISC IT	32.09	6.42	38.51
IT budget	13/04/2021	SIM card bill	Three	32.32	6.46	38.78
Parish Office	13/04/2021	Electricity bill - 13 April 2021 - Unit 2 Saxton	EDF Energy Ltd	82.50	16.50	99.00
Establishment Charges	14/04/2021	Special delivery post	Post Office Ltd	7.65	0.00	7.65
IT budget	17/04/2021	Subscription	Adobe	12.64	2.53	15.17
Parish Office	20/04/2021	2nd hand office furniture for Unit 2 Saxton	Surrey Office Supplies	150.00	30.00	180.00
Tree Surgery	20/04/2021	Tree surgery - Nevins Copse, JW Rec and WSV cricket ground	Forest and Garden Timber Services	3,100.00	620.00	3,720.00
M'nance Bus Shelters/Seats Etc.	20/04/2021	Materials	B&Q	15.98	3.20	19.18
Grass Cutting	20/04/2021	Grass cutting - April 2021	Holly Landscape and Training	2,541.26	508.25	3,049.51
Parish Office	21/04/2021	Surface door repair - Unit 2 Beaufort	Surface Magic Ltd	350.00	70.00	420.00
Chairman's Allowance	21/04/2021	Civic gift - CW	National Garden Voucher Scheme	52.00	0.00	52.00
Land Management	21/04/2021	Drill bit set	B&Q	4.98	0.99	5.97
Establishment Charges	21/04/2021	Reference book for office use	Amazon	7.73	0.00	7.73
Revenue Costs Works Vehicle	21/04/2021	Fuel and service charge	Allstar Fuel	13.96	2.79	16.75
Contingency Fund	21/04/2021	Deposit - Unity Trust Bank	Worplesdon Parish Council	500.00	0.00	500.00
Contingency Fund	21/04/2021	Deposit - Unity Trust Bank	Worplesdon Parish Council	-500.00	0.00	-500.00
M'nance Bus Shelters/Seats Etc.	22/04/2021	Materials and PPE	B&Q	20.83	4.17	25.00
M'nance Bus Shelters/Seats Etc.	22/04/2021	Materials	Magnor Fastners	0.92	0.18	1.10
Establishment Charges	24/04/2021	Office materials	Sainsburys	43.33	0.00	43.33
Parish Office	26/04/2021	Water and sewerage charges	Castle Water	6.00	0.00	6.00
Employer's NI	26/04/2021	Ers NI/PAYE/NIC	HMRC	1,709.92	0.00	1,709.92
Salaries	26/04/2021	Pension Conts Ee's & Ers	The Surrey Pension Fund	1,610.53	0.00	1,610.53
Salaries	26/04/2021	Salary & mileage	Mrs V C Fear	1,510.54	0.00	1,510.54
Salaries	26/04/2021	Salary & mileage	Mrs G F White	2,306.68	0.00	2,306.68
Salaries	26/04/2021	Salary	Mr P J Trevena	1,205.27	0.00	1,205.27
Establishment Charges	27/04/2021	7 x aluminium signs	A J Signs	296.94	59.39	356.33
Establishment Charges	27/04/2021	Parking signs	A J Signs	110.08	22.02	132.10
Establishment Charges	28/04/2021	Subscription - ICO	ICO	35.00	0.00	35.00
Parish Office	28/04/2021	Security alarm response service	DGCS.io	17.00	3.40	20.40
Revenue Costs Works Vehicle	28/04/2021	Fuel and service charge	Allstar Fuel	38.88	7.77	46.65
Replacement goal posts, JW Rec	28/04/2021	Installation of new goal posts - Jacobs Well	Gunner Agriculture	450.00	90.00	540.00
Land Management	28/04/2021	Maintenance flower border Fairlands - April 2021	Nigel Jefferies Landscapes Ltd	123.00	24.60	147.60
<b>Total</b>				<b>16,107.96</b>	<b>1,488.29</b>	<b>17,596.25</b>

**b) 1<sup>st</sup> instalment Precept 2021/2022**

A BACS payment of £133,140 has been received from Guildford Borough Council.

**c) Decorating of the BT phone box in Wood Street Village**

Mrs Lewis had asked whether the Parish Council would consider making a small financial contribution towards the ongoing cost of decorating the former BT phone kiosk in Frog Grove Lane.

The Clerk had recommended that, subject to the Parish Council's financial assistance being mentioned on all relevant social media posts and in accordance with the Council's Strategic Plan, to further raise the profile of the Parish Council, the Council should consider making a small grant – subject to a maximum cost of £50 for each time the BT kiosk is decorated.

The Committee considered the request and the Clerk's recommendation, following which a vote took place:

Result of the vote. Those in favour of the Clerk's suggestion - Cllr N Mitchell, Cllr T O'Toole, Cllr P Cragg. Those against – Cllr J Messinger, Cllr G Adam, Cllr A Creese, Cllr D Bird. Motion rejected.

It was agreed that the Parish Council ask the WSVa whether it would be willing to financially support decoration of the phone kiosk.

#### **140-2021 - FOR INFORMATION ONLY**

- a) **Fire Hydrant – Whitmoor Common** – Due to leaks and low water pressure, this fire hydrant is not fully functioning, which is putting residents and property at risk – The Clerk to arrange a meeting with Affinity Water, Surrey Fire & Rescue Service and Surrey Wildlife Trust as soon as practicable.
- b) **Future of Merrist Wood College** – Meeting to be held at Merrist Wood on 22 June 2021.
- c) **Replacement trees – Perry Hill Green** – A site meeting to be held with Chris Edge Tree Care Limited as soon as practicable.
- d) **Slitting and rolling of Wood Street Village Green** - To be arranged and paid for by the Wood Street Village Association (WSVA).

#### **141-2021 - Date of next Planning/General Purposes and Finance Committee meeting – 10 June 2021.**

Meeting closed at 8.56pm.

Signed: .....

Chairman of Council

Date: 20 May 2021