



**Minutes of the Planning/General Purposes and Finance Committee meeting held
Unit 2 Saxton, Parklands, Railton Road, Guildford, GU2 9JX
on Thursday 22 July 2021 at 7.30pm**

235-2021 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr J Messinger, Cllr N Mitchell (Chairman of the meeting).

Officers of the Council:

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

Public:

One member of the public was present for part of the meeting via Zoom.

236-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence had been received from Cllr M Fance. These were duly accepted.

237-2021 - Public participation session

The member of the public addressed the meeting about climate change, the current grass cutting arrangements, and the County Council's [Blue campaign](#) – which he hoped the Parish Council would embrace, moving forward.

238-2021 - 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.

239-2021 - Amendments to the Register of Interests

No declarations were made.

240-2021 - To receive and consider written requests for new DPI dispensations, if any

No dispensation requests were received.

241-2021 - Declaration of Non-pecuniary interests

Cllr J Messinger declared an interest in planning application no: [21/P/01402](#)

242-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

243-2021 - Planning Applications for consideration:

Cllr N Mitchell then presented the planning applications to the meeting for discussion.

Planning Application No: [21/P/01338](#) - 17 Louis Fields, Fairlands, Guildford, GU3 3JQ - New garage/workshop following demolition of existing garage and outbuilding.

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

Planning Application No: [21/P/01363](#) - Oak House, 39 Wood Street Green, Wood Street Village, Guildford, GU3 3DU - Loft conversion with two pitched roof rear dormers and conservation roof lights to front.

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

Planning Application No: [21/P/01402](#) - Place Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RD - Proposed two storey front/side extension following demolition of the existing single storey extension, front dormer window and changes to fenestration: addition of a 2-vehicle car port to the front and alterations to the gated entrance.

It was noted that existing extensions have not been noted on the plans.

It was **RESOLVED**: that the Parish Council seek clarification from the Local Planning Authority (LPA) as to whether a car port can be built in front of the existing building line.

Planning Application No: [21/P/01439](#) - Liddington Hall Farm, Gravetts Lane, Guildford, GU3 3AR - New outbuilding following demolition of existing outbuilding.

It was **RESOLVED**: that, should planning permission be granted, a condition be applied requiring the office building to remain ancillary to the main college building.

Planning Application No: [21/P/01454](#) - Land to the east of Stephenson Road, Surrey Research Park, Guildford, GU2 7YE - Erection of single storey PET-CT scan facility (for medical diagnostic imaging) with associated parking and landscaping.

It was **RESOLVED**: that the Parish Council:

- (a) Request the reduction of surface water run-off (potentially via a green roof)
- (b) That a condition be requested requiring details of the electric vehicle charging points to be submitted to the LPA prior to commencement of the works.
- (c) Confirmation that the practical findings of the ecological report be clearly shown within the plans. i.e. provision of bird boxes, bat boxes, and protection of the badger sett recognised within the ecological report.

244-2021 - Finance**a) Invoices for payment**

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £16,440.15 be approved and signed off. Cllr P Cragg and Cllr N Mitchell to sign the payment list.

Table 1: Payment list 1 July 2021

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	30/06/2021	Heavy duty bin bags for public litter bins	Amazon - Just Bin Bags Ltd	73.86	14.79	88.65
Grass cutting	01/07/2021	Grass cutting month 5	Holly Landscape and Training	2,591.26	518.25	3,109.51
Establishment Charges	01/07/2021	Stationery	Caboodle	163.18	6.23	169.41
Establishment Charges	01/07/2021	Application fee - HM Land Reg	Land Registry	4.00	0.00	4.00
Parish Office	02/07/2021	Business rates - Unit 2 Saxton July 2021	Guildford Borough Council	847.95	0.00	847.95
Community Car Park	02/07/2021	Business rates - Community Car Park	Guildford Borough Council	101.05	0.00	101.05
Parish Office	13/07/2021	Electricity bill - 12 July 2021 - Unit 2 Saxton	EDF Energy Ltd	94.29	4.71	99.00
Parish Office	13/07/2021	Emergency lock repairs - Unit 2 Saxton	Guildford Lock and Safe	68.00	13.60	81.60
IT budget	13/07/2021	External backup - July 2021	RISC Group	32.09	6.42	38.51
Community Car Park	13/07/2021	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	27.00	5.40	32.40
Professional Advice	13/07/2021	Professional fee - payroll - June 2021	Mulberry & Co	105.00	21.00	126.00
Revenue Costs Works Vehicle	13/07/2021	Fuel for works van	Waitrose Shell	37.04	7.41	44.45
Contingency Fund	13/07/2021	Reimbursement - litter pickers - clerk used own card in error	Mrs G F White	185.42	37.08	222.50
IT budget	13/07/2021	Resolve Microsoft email issue on Clerk's PC	1st Class Computer Services Ltd	50.00	0.00	50.00
IT budget	14/07/2021	SIM card bill	Three	32.32	6.46	38.78
Chairman's Allowance	19/07/2021	Bottled water for Afternoon Tea Event	Staples.co.uk	18.70	3.74	22.44
Professional Advice	20/07/2021	Legal fees - Advice re proposed app for JR - Rudge Cottage	Surrey Hill Solicitors	625.00	125.00	750.00
Land Management	20/07/2021	Replacement maypole (prep and erection) roll village green 4 tonne roller	Gunner Agriculture	1,180.00	236.00	1,416.00
IT budget	20/07/2021	Black drum cartridge - Xerox	Printerland Ltd	44.08	8.82	52.90
Chairman's Allowance	20/07/2021	Visitor badge holders - Afternoon Tea	Amazon EU - UK Branch	17.93	3.60	21.53
Chairman's Allowance	20/07/2021	Napkins, paper plates and bowls for Afternoon Tea event	Amazon EU - UK Branch	17.23	3.42	20.65
Chairman's Allowance	20/07/2021	Lanyards - Afternoon Tea	Amazon - EU	26.66	5.33	31.99
Chairman's Allowance	20/07/2021	Cake stands - Afternoon Tea	Amazon - Cake stands	124.90	25.00	149.90
Chairman's Allowance	20/07/2021	Vintage bunting - For Afternoon Tea	Amazon - EU	69.93	14.00	83.93
Land Management	20/07/2021	Maintenance flower border Fairlands - June 2021	Nigel Jefferies Landscapes Ltd	123.00	24.60	147.60
Chairman's Allowance	20/07/2021	Deposit for band - Afternoon Tea	Mr A J Gigg	250.00	0.00	250.00
Land Management	20/07/2021	Hire of storage container MW - June 2021	Activate Learning	65.00	0.00	65.00
Establishment Charges	20/07/2021	Office supplies	Tesco	5.45	0.00	5.45
Chairman's Allowance	21/07/2021	Place cards for Afternoon Tea Event	Vistaprint	14.88	2.98	17.86
Chairman's Allowance	21/07/2021	Satin table runners - Afternoon Tea	Amazon - EU	9.32	1.88	11.20
Salaries	21/07/2021	Salary and mileage	Mrs V C Fear	8,339.89	0.00	8,339.89
Total				15,344.43	1,095.72	16,440.15

Councillors were pleased to support the endeavours of the local schools to litter pick and to make the parish a better place to be.

b) Covid Thank You tea party

The Clerk advised that preparation is progressing, however, due to the event having to be re-scheduled, far fewer volunteers can attend the event, however, the costs are higher than originally anticipated.

The proposal to consider issuing a £10 book token to those who cannot attend the Thank You Afternoon Tea event, to reflect the Parish Council's appreciation for all the volunteers did during the pandemic, was not considered at the meeting.

245-2021 - Grass cutting

a) Surrey County Council's blue heart scheme (Blue campaign)

The Committee considered, at length, the suggestion of participating in the County Council's Blue campaign. In principle, the Members supported enhancing biodiversity, whilst recognising the need to maintain adequate sightlines and the potential impact of additional litter.

It was agreed that a question about the County Council's Blue campaign be included in the 2021 Residents' Survey to raise awareness of the campaign.

It was then proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the Parish Council would use the 2021 Residents' Survey to assess ward desire for the Blue campaign, subject to the Parish Council retaining its current Agency status in respect of the grass cutting.

[At 20:17 the Chairman declared a short comfort break. The meeting reconvened at 20:20.](#)

b) Funding of Blue Hearts which can be ceramic, wooden etc.

It was agreed that consideration of this issue be deferred until the results of the Residents' Survey are known.

c) Verge cutting – impact of Surrey County Council planting trees (without reference to the Parish Council)

The Clerk advised that inclusion of trees in verges has created additional obstacles for the grass cutters to have to work around. There is a risk the trimmers/mower can cause damage to the saplings or the accompanying watering pipe. Given the Parish Council acts as an Agent in respect of the grass cutting within Worplesdon, it would have seemed courteous for the County Council to at least inform the Parish Council the tree planting would be taking place. The cost of the additional work required has currently been absorbed by the contractors.

It was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that the Parish Council write to the Head of Highways expressing the Council's concerns about the perceived unwillingness of the County Council to work co-operative with the Parish Council in terms of the tree planting and verge cutting.

d) creating a wildflower meadow in Coombe Lane with support from the local residents.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr J Messinger and unanimously **RESOLVED** that a site meeting be called with the residents of Coombe Lane, as soon as practicable, to discuss the possibility of planting wildflowers in the verge, rather than a wildflower meadow, which predominantly comprises various species of grasses.

It has been observed that the area of common land to the south of Coombe Lane is being regularly cut without the consent of the Parish Council.

246-2021 - Grass cutting contract 2022/2023

It was agreed that further information be obtained from Surrey County Council to enable the Parish Council to make an informed decision.

This item is to be on the agenda of the next Full Council meeting.

[The member of the public left the meeting at this point.](#)

247-2021 - Councillor assistance required with the following items:

The Clerk advised that due to the workload, assistance was required from councillors with regard to the following tasks/projects:

Task/project	Councillors able to assist
Creation of a Heritage Trail – to include QR codes and YouTube videos	Cllr B Ahier, Cllr A Creese, and Cllr J Messinger
The establishment of a Business Forum	Worplesdon Parish Council to seek assistance from Chris Stanton, Guildford Borough Council
The 2022 Networking Event	All parish councillors to provide details of organisations/businesses within their wards. Information to be collated by the admin staff
Designing of a bespoke hexagonal bench to go beneath the oak tree in the middle of Perry Hill Green	Cllr J Messinger (with the assistance of a local resident and the elders of the former United Reformed Church (URC))
Creation of the Residents' Survey (and choice of incentive for completing the survey for lucky winner) and corresponding communications policy	Cllr G Adam, Cllr B Ahier, Cllr A Creese, and Cllr J Messinger Communications policy to be considered once 8 September training undertaken by Cllr B Ahier and Cllr A Creese
Strategic Plan and Business Plan Review	Cllr G Adam
Provision of Instagram worthy photographs	All councillors
Work parties to clear alleyways	Head Groundsman to undertake
Afternoon tea (set up and clear away)	Cllr B Ahier, Cllr P Cragg, Cllr N Mitchell, and Cllr J Messinger
Fold the Autumn newsletters and put into envelopes	Cllr G Adam, Cllr A Creese
Meeting with tree surgeon and Christmas light contractors to discuss the removal of the existing diseased horse chestnut trees and replacement with other appropriate trees	Cllr P Cragg, Cllr J Messinger, and Cllr N Mitchell

It was proposed Cllr G Adam, seconded Cllr D Bird and unanimously **RESOLVED** that the Head Groundsman be paid up to a maximum of ten days to carry out this work.

Power to spend: LGA 1972 s112.

248-2021 - Request from the FLGCA (Fairlands, Liddington Hall, and Gravetts Lane Community Association) for additional litter bins to be installed on Fairlands sports field

A request had been received from the FLGCA for the installation of two further litter bins on the Fairlands Sports field.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr B Ahier and **RESOLVED** that the Parish Council gift two litter bins to the FLGCA on the strict understanding that they will be responsible for emptying the litter bins in perpetuity.

A vote took place. Result of the vote:

In favour: Five

Against: Cllr G Adam

Abstain: Cllr J Messinger

Motion carried.

249-2021 - Bird seed dispenser and interpretation board for Jacobs Well Recreation Ground

Cllr A Creese advised that she had contacted a local fabricator, who had advised a dispenser would cost in the region of £600, plus the cost of the housing, which was unknown at the time of the meeting.

A J Signs Ltd had been unavailable to provide a quotation, however, Cllr Creese advised that she would follow this matter up.

It was anticipated that the total cost of the project would be in the region of £1,500 & VAT, albeit any income from the sale of the bird pellets would be minimal.

The Clerk suggested the local Post Office may be willing to sell individual portions of bird pellets in paper bags.

Cllr A Creese advised it may be a compromise just to provide the interpretation board, to educate visitors to the pond about the birds and the most appropriate type of food to feed them.

Surrey Wildlife Trust have offered to assist with the wording of the interpretation board.

This item is to be on the agenda of the Full Council meeting to be held 12 August 2021.

250-2021 - Commons Act 2006 – Section 38 – Application to lay 47m of underground power cable across Broad Street Common to connect a property known as Willow Brook Cottage to the mains electricity

Details of the s38 application had been received. The Parish Council had no objection to the application.

251-2021 - Diversion of public right of way over the North Moors Allotments

Guildford Borough Council had further advised of its intention to make a diversion order provided the re-routed footpath (as shown in Appendix 1) is as convenient as the existing path.

It was agreed the Parish Council supports the proposed diversion of the footpath, together with a replacement bridge, as previously promised by the Borough Council.

Appendix 1 – Map showing proposed location of re-routed path.

252-2021 - For information only:

- a) **A short meeting is to be held with Lady Toulson in the Parish Council Chamber on 16 September 2021 to learn about the Surrey Lieutenancy** and to receive the Lord Lieutenant's thanks for the Parish Council's work during the global pandemic.
- b) **Boundary Review – Surrey Hill Area of Outstanding Natural Beauty (AONB)** – Worplesdon Parish Council has asked to be consulted about the AONB boundary review.

253-2021 - Date of next Planning/General Purposes and Finance Committee meeting – 2 September 2021

Meeting closed 22:02.

Signed:

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Chairman of the Council
Date: 12 August 2021