



Minutes of the Planning/General Purposes and Finance Committee meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 7.30pm on Thursday 25 November 2021

381-2021 - Present

Councillors:

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

Officers of the Council:

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

Members of the public

Ms J Ashton was present.

382-2021 - Apologies and reason for absence

Apologies were received from:

Cllr D Bird.

Apologies accepted.

383-2021 - Public participation session

Ms Ashton addressed the Committee about the forthcoming review of the Surrey Hills AONB. She advised that, having discussed the AONB (Area of Outstanding Natural Beauty) Review with Normandy Parish Council, Pirbright Parish Council, the University of Surrey, local borough councillors, the county councillor, Surrey Wildlife Trust and the Normandy Action Group, it appears there is general support for a joint proposal to be submitted to Natural England, which would represent the interests of the north-west of the borough, as well as protecting the bird habitats (Ash Ranges, Pirbright Ranges, and Whitmoor Common).

Inclusion of the Ranges would strengthen the proposal. The MOD (Ministry of Defence) is currently considering the proposal and will advise their views in due course.

If the MOD choose not to be involved with the proposal, it would be necessary to reconsider submitting a proposal to Natural England, due to the fragmented nature of the land, considered by the working party to be worthy of inclusion within the Surrey Hills AONB.

It will be necessary to employ suitable landscape architects to put a proposal together. At present, the cost of hiring a consultant to put the proposal together is unknown. Sufficient evidence needs to be gathered to support the

proposal.

A copy of the Suffolk AONB Review submission has been obtained and is available to the working party via the SharePoint folder that has been created.

384-2021 - Review of the Surrey Hills AONB boundary by Natural England

Ms Ashton advised that she needed to attend another meeting. It was, therefore, proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that item 11 on the agenda be moved forward for earlier consideration.

The members discussed the pros and cons of being within an AONB. Concern was expressed about the potential impact on housing costs and whether that would further drive young people out of the housing market. The definition of affordable housing is that it costs 80% of the market value, however, if the market value increases, so does the cost of the affordable housing.

At 19:42 the Chairman waived Standing Orders to enable Ms Ashton to address the Council. Ms Ashton advised that the Surrey Hills AONB Management Plan includes provision for affordable housing. The Management Plan has to be taken into account by the local planning authority as a material planning consideration.

At 19:45 Standing Orders were reinstated.

Other issues that arise within the AONB are the conflict between users, particularly cyclists, equestrians, off road vehicles and pedestrians. These are issues that may need to be managed if the AONB is extended across Worplesdon.

Increased, litter and crime and the lack of toilets were also discussed. However, the benefits of protecting the environment to enhance biodiversity were considered to outweigh the negatives.

At 19:49 the Chairman again waived Standing Orders to enable Ms Ashton to speak.

Ms Ashton reiterated that the Local Plan allows for building within the Green Belt and having the designation of AONB does not prevent development taking place.

Standing Orders were reinstated at 19:51.

It was agreed that this is a large and complex issue, however, bearing in mind the recommendation of the working party to appoint a specialist planner to prepare a submission on behalf of the Parish Council, it was proposed by Cllr P Cragg, seconded by Cllr G Adam and unanimously **RESOLVED** that the Parish Council earmark up to £5,000 - being a contribution towards the cost of appointing a consultant to produce a submission proposal on behalf of the Parish Council; with a caveat that if other Parish Councils wish to be involved in a joint submission, they would also be required to make a financial contribution towards the costs.

Ms Ashton left the meeting at 19:55.

385-2021 - 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.

386-2021 - Amendments to the Register of Interests

No declarations were made.

387-2021 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

388-2021 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

389-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

390-2021 - Minutes of the previous meetings

It was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 14 October 2021 be approved and signed by the Chairman as a true record.

The minutes of the AONB Working Party meeting held 15 November 2021 were duly noted by the Committee.

391-2021 - Planning Applications for consideration:

Planning Application No: 21/P/02036 - Land adjacent to 12, Oak Hill, Wood Street Village, GU3 3ER - Outline application for the erection of a 4-bedroom detached house on land adjacent to 12 Oak Hill to assess the access, appearance, layout, and scale.

It was **RESOLVED**: that the Parish Council object due to a lack of information to determine whether the access is safe, as no visibility splays have been provided.

Planning Application No: 21/P/02045 - 53 St Michaels Avenue, Fairlands, Guildford, GU3 3LY - Single storey side extension, single storey rear extension, construction of a new detached garage and loft conversion with rear dormer window following demolition of detached garage and rear porch.

It was **RESOLVED**: that the Parish Council comment that access to the garage would appear to be insufficient to permit vehicular access.

Planning Application No: 21/P/02044 - 189 Applegarth Avenue, Guildford, GU2 8LP - Change of use of property from a residential dwelling (C3) to a 7-bedroom HMO (sui generis)

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

1. There are insufficient parking spaces for the number of bedrooms: this will result in on-street parking, exacerbating existing on-street parking issues.
2. Insufficient cycle storage has been proposed.
3. The conversion of this property to an HMO (House of Multiple Occupancy) would result in the loss of a family dwelling.

Planning Application No: 21/P/01926 - Seagry, White Hart Lane, Wood Street Village, GU3 3DZ - Proposed extension to existing front dormer window. Extension to roof including a proposed side dormer window to provide an en-suite.

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

Planning Application No: 21/P/01655 - The Forge, 77 Wood Street Green, Wood Street Village, Guildford, GU3 3DY
- Retrospective application for an acoustic insulation enclosure for a pump.

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

Planning Application No: 21/P/02040 - 4 Wallace Close, Fairlands, Guildford, GU3 3NP – Provision of first floor accommodation by re-configuration of roof to change hip to gable end, provision of one new dormer to rear and one new dormer to front, single storey rear extension and addition of front porch along with changes to fenestration.

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

1. It will result in the loss of yet another small dwelling from the existing stock of small dwellings within the parish.
2. No information has been provided as to whether there are sufficient off street parking spaces for a four bed-roomed dwelling.

Planning Application No: 21/P/02097 - 66 Oak Hill, Wood Street Village, Guildford, GU3 3ES - Erection of a single storey side extension and cycle shelter following demolition of existing attached car port.

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

Planning Application No: 2021/0166/GU/21/CON/00044/ (Surrey County Council application) 21-23 (Rear Part) Westfield Road, Slyfield Industrial Estate, Guildford, Surrey GU1 1RR - Erection of an open fronted storage building, the installation of wood shredding plant and the storage of aggregated wood product as part of a wood shredding operation, together with the storage of skips and vehicle parking.

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

Planning Application No: 21/P/01882 - North Moors Allotment Site, North Moors, Worplesdon, Guildford, GU1 1SE
- Change of use of amenity land to deliver seventy-eight allotment plots, bee keeping facilities, composting areas, community buildings, landscaping and associated cycle storage and car parking. (Revision of Location Plan to Application 20/P/00197).

It was **RESOLVED**: that the Parish Council support the application, subject to inclusion of the conditions recommended by Surrey County Council, as well as the imposition of conditions to secure details of the proposed gate, and the provision of a Construction Management Plan. It should be noted that the Jacobs Well Village Hall (JWVH) car park is private and not available for the use of allotment holders without prior consent from the JWVH Trustees.

Planning Application No: 21/P/02172 - 18 Queenhythe Road, Jacobs Well, Guildford, GU4 7NX - Proposed enclosed front porch.

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

392-2021 - Town and Country Planning (Local Planning) England Regulations 2012 – Issues and Options Consultation Minerals and Waste Local Plan - The Issues and Options public consultation will be open for a period of 16-weeks, from 15 November 2021 to 7 March 2022.

The Clerk had printed off a copy of the extensive consultation documents and had commenced reading them.

Cllr G Adam kindly offered to read, and comment upon, the documents in the first instance.

393-2021 - Finance

a) Proposed list of cheques/online payments to be tabled at the meeting for approval

The payments list was presented to the meeting. It was proposed by Cllr G Adam, seconded by Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £16,293.81 be approved. The payments list to be signed by Cllr P Cragg, and Cllr N Mitchell at the end of the meeting.

Table 1: Payments list 4 November 2021

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	04/11/2021	Projector - Epson	Av Partsmaster Ltd	£570.00	£114.00	£684.00
Equipment Maintenance	04/11/2021	Service - Stihl brush cutter	Honey Bros Ltd	£116.18	£23.24	£139.42
Code	Date	Description	Supplier	Net	VAT	Total
Land Management	09/11/2021	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£28.36	£5.67	£34.03
Grass Cutting	09/11/2021	Grass cutting - October 2021	Holly Landscape and Training	£2,591.26	£518.25	£3,109.51
Land Management	09/11/2021	Hire of container - November 2021	Activate Learning	£65.00	£0.00	£65.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	09/11/2021	Scanning invoices into Scribe - week 7	C & D Electrical Services	£195.00	£0.00	£195.00
Establishment Charges	09/11/2021	Office supplies	C & D Electrical Services	£110.00	£0.00	£110.00
IT budget	15/11/2021	SIM card bill - October 2021	Three	£22.50	£4.50	£27.00
Land Management	16/11/2021	Maintenance flower border Fairlands - October 2021	Nigel Jefferies Landscapes Ltd	£123.00	£24.60	£147.60
Professional Advice	16/11/2021	Professional services - Internal Audit - 15.11.2021	Mulberry & Co	£182.85	£36.57	£219.42
Parish Office	16/11/2021	Supply and replace light fittings at Unit 2 Saxton - 1st floor office/landing	C&D Electrical Services	£190.00	£0.00	£190.00
Parish Office	16/11/2021	Business rates - Unit 2 Saxton November 2021	Guildford Borough Council	£949.00	£0.00	£949.00
Revenue Costs Works Vehicle	22/11/2021	Insurance premium van renewal date 27.11.2021	Zurich Management Services	£745.19	£0.00	£745.19
Establishment Charges	23/11/2021	Fixings for honour board and other items for office	B&Q	£15.40	£3.08	£18.48
Establishment Charges	23/11/2021	Additional keys - locks in Jacobs Well (JW Rec and Harry's Meadow)	Guildford Lock and Safe	£79.20	£0.00	£79.20
Establishment Charges	23/11/2021	Honour board - Freedom of the parish	Surey signs	£250.00	£0.00	£250.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	23/11/2021	Scanning invoices into Scribe - week 8	C & D Electrical Services	£195.00	£0.00	£195.00
Chairman's Allowance/Est chgs	25/11/2021	Reimbursement - Deposit SM food and bleach	Mrs G F White	£122.15	£0.00	£122.15
Staff costs	25/11/2021	Er's and Er's pension conts, salaries, mileage, PAYE/NIC/Er's NI	Staff costs	£8,818.81	£0.00	£8,818.81
Scanning invs into Scribe - 2015/2016 - 2021/2022	25/11/2021	Scanning invoices into Scribe - week 9	C & D Electrical Services	£195.00	£0.00	£195.00
Total				£15,563.90	£729.91	£16,293.81

b) Draft budget 2022/2023

The draft budget, as tabled to and recommended by the Members at the Extra-ordinary meeting held 9 November 2021, was further tabled to the meeting. Following which it was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that the Clerk's overtime rate be set at time and a half, and that the budget for two additional day's pay per month (subject to the additional hours being worked) be increased by £900 to £2,700 per annum.

It was further proposed by Cllr N Mitchell, seconded by Cllr A Creese, and unanimously **RESOLVED** that the Committee recommend to the Full Council the acceptance of the revised draft budget – total value £276,900 – which equates to a Band D rating of £79.05 per Band D property, representing an increase of 46p per month [the tax base for 2022/2023 has been confirmed by Guildford Borough Council as being 3502.81].

- The following documentation relating to the setting of the annual budget had been circulated to the Planning/General Purposes and Finance Committee in advance of the meeting: Band D rating (precept), Use of Reserves Policy, Financial Risk Assessment, Explanation of what a precept is, Financial Regulations, and the Business Plan.

Cllr N Mitchell advised that he had been present during the Internal Audit, which had been highly informative, and wished to suggest some changes to the Financial Regulations to stream-line signing off the payments.

The Clerk has delegated powers for all expenditure up to £3,000 and has the power, in the event of an emergency, to spend up to £5,000.

It therefore seems unduly bureaucratic for Members to countersign every payment, particularly for exceedingly small sums of money.

It was agreed that Cllr G Adam, Cllr N Mitchell, and the Clerk would meet on 10 December 2021 to run through the Financial Regulations in order to suggest changes for consideration/approval at the next Full Council meeting.

It was then proposed by Cllr N Mitchell, seconded by Cllr J Messinger, and unanimously **RESOLVED** that the documents issued with the draft budget were taken as read and accepted.

c) Replacement trees – Perry Hill Green (to replace two diseased horse chestnut trees)

Quotations had been sought to plant two new Liquidambar ‘Worplesdon’ trees on Perry Hill Green, as two of the existing horse chestnut trees are diseased and dying.

Details had been circulated to all Members in advance of the meeting, and the Clerk had recommended accepting Dryad Tree Specialists Ltd’s quotation, cost £3,600 & VAT. The cost includes a two-year watering programme. If either, or both trees fail within the two-year period, they will be replaced by Dryad Tree Specialists Ltd free of charge.

It was proposed by Cllr J Messinger, seconded by Cllr G Adam, and unanimously **RESOLVED** that the Clerk’s recommendation be approved. Total cost £3,600 & VAT.

d) Platinum Jubilee beacon and gas cylinder for the FLGCA

The FLGCA had considered the Parish Council’s offer and had requested a Jubilee beacon and gas cylinder. Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr P Cragg, and unanimously **RESOLVED** that £600 & VAT be set aside to purchase either a temporary or permanent beacon for use by the FLGCA (quotations had been sought from Burrows Lea Forge, but had not been received in time for the meeting).

394-2021 - Date of next Planning/General Purposes and Finance Committee meeting – Thursday 3 February 2022

Meeting closed 21:15

Approved by the Full Council 16 December 2021

Signed:

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Chairman, Worplesdon Parish Council
Date: 16 December 2021