



**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 3 February 2022**

**24-2022 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr A Creese, Cllr M Fance, Cllr J Messinger, and Cllr N Mitchell (Chairman of the meeting), and Cllr C Riley.

**Officers of the Council:**

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

**Members of the public**

No members of the public were present.

**25-2022 - Chairman's Announcement**

Cllr N Mitchell announced the sad news that Mr Tony O'Toole, former councillor for the Fairlands Ward, had recently passed away.

As a mark of respect, those present stood to observe a minute's silence.

**26-2022 - Apologies and reason for absence**

Apologies and reason for absence were received from:

Cllr D Bird and Cllr P Cragg – Substitute members Cllr C Riley and Cllr Martin Fance.

Apologies and reason for absence accepted.

**27-2022 - Public participation**

No members of the public were present.

**28-2022 - Declaration of Disclosable Pecuniary Interests (DPIs)** in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).

No declarations were made.

### **29-2022 - Amendments to the Register of Interests**

No declarations were made.

### **30-2022 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

### **31-2022 - Declaration of Non-pecuniary interests**

No declarations were made.

### **32-2022 - Declaration of gifts or hospitality over £50**

No declarations were made.

### **33-2022 - Minutes of the previous meeting:**

The minutes of the 21 November 2021 meeting had been approved at the 16 December 2021 Full Council meeting.

### **34-2022 - Planning Applications for consideration:**

**Planning Application No: [21/P/02579](#) - Tanglewoods, 12 Oak Hill, Wood Street Village, Guildford, GU3 3ER** - Single storey front extension and changes to appearance including rendered walls and new windows.

This application had already been decided by Guildford Borough Council.

**Planning Application No: [21/P/01655](#) - The Forge, 77 Wood Street Green, Wood Street Village, Guildford, GU3 3DY** - Retrospective application for the installation of a swimming pool heat pump and acoustic insulation enclosure (description amended 20/01/2022).

It was **RESOLVED**: that the Parish Council comment to this application as follows:

- The lack of an ambient 24-hour noise survey before the equipment was installed (or switched off), and a similar survey after the installation of the equipment has made it impossible to assess the impact of the heat pump on the local residents.

**Planning Application No: [21/P/02656](#) - 9 Grangefields Road, Jacobs Well, Guildford, GU4 7NR** - Proposed single storey rear and side extensions following demolition of existing glasshouse and lobby.

It was **RESOLVED**: that the Parish Council comment to this application as follows:

- The proposed elevations have not been uploaded to the planning portal, therefore, the Parish Council has been unable to comment on suitability and design proposals.

**Planning Application No: [21/P/02696](#) - Land at, School Lane, Worplesdon, GU3** - Variation of Condition 2 of planning application 20/P/00924 approved 20/09/2021, to allow for redesign of plots.

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

Approved by the Full Council 24 February 2022

**Planning Application No: 22/P/00022 - Grandview House, 94 Broad Street, Guildford, GU3 3BE** - Minor Material Amendment of planning application 20/P/00702 approved 09/06/2021 to allow for changes to fenestration and increase of length by 50cm (part retrospective).

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

**Planning Application No: 22/P/00017 - 10 Tynley Grove, Jacobs Well, Guildford, GU4 7PE** - Roof conversion to include rear dormer with Juliet balcony and insertion of rooflight to front elevation following removal of chimney.

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

- That the proposed extension is still out of keeping with the existing street scene.

**Planning Application No: 22/P/00026 - St Clere, Broomfield Close, Guildford, GU3 3AW** - Proposed hip to gable end roof alteration with rear dormer together with raising the ridge height and changes to fenestration on rear elevation.

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

- The bulk and scale of the proposed extension represents overdevelopment of the site.
- The proposed extension is out of keeping with the existing street scene.
- Lack of off-street parking for a five-bedroomed house.

**Planning Application No: 22/S/00001 - Merrist Wood Golf Club - Merrist Wood Golf Club, Holly Lane, Worplesdon, Guildford, GU3 3PB** - Request for an EIA Scoping Opinion under Regulation 15 of the EIA Regulations in respect of Merrist Wood Golf Club.

It was **RESOLVED**: that the Parish Council comment as follows:

Whilst this application is merely seeking an EIA Scoping Opinion, the Parish Council wishes to query the lack of reference to the Halifax bomber war memorial, which is located near Green no 14, as this has neither been mentioned in section 8.2 of the report or item 14 of the Scoping of Potential Environmental Effect – Historical Environment.

Worplesdon Parish Council wishes to request that the proposals should retain the Halifax Bomber War Memorial in remembrance of the Airman killed in the crash.

**Planning Application No: 22/S/00002 - Merrist Wood Golf Club, Holly Lane, Worplesdon, Guildford, GU3 3PB** - Proposed importation and deposit of inert recycled materials and soils to remodel the existing 18-hole golf course [SCC ref. 2021/0198].

Whilst this application is merely seeking an EIA Scoping Opinion, the Parish Council wishes to query the lack of reference to the Halifax bomber war memorial, which is located near Green no 14, as this has neither been mentioned in section 8.2 of the report or item 14 of the Scoping of Potential Environmental Effect – Historical Environment.

Worplesdon Parish Council wishes to request that the proposals should retain the Halifax Bomber War Memorial in remembrance of the Airman killed in the crash.

### **35-2022 - Damage to the edge of Perry Hill Green running down the edge of Coombe Lane**

A site meeting was held Thursday 20 January 2022 at which a number of parish councillors, parish council staff, and residents were in attendance.

The committee considered the proposed remedial actions being:

- (a) To repair the damaged verges – re-soil/seed
- (b) To create two permanent parking bays on the Green (near the Huguenot Houses) to include posts around the parking bays – this will require s38 Consent (Commons Act 2006)
- (c) repair damaged tarmac roadway (financial contribution towards the costs requested from the developer of Jack's Place).

It was proposed by Cllr G Adam, seconded by Cllr M Fance and unanimously **RESOLVED** that quotations be sought to re-soil and re-seed the Green at the top end of the lane, to seek s38 Consent to create two parking spaces in the historic pull-in (near the dog poo bin), to re-soil and re-seed the recently created 'parking space' between Rosendene and the White House and to repair the damaged tarmac. The cost of the requisite advertising costs (Public Notices section of the Surrey Ad) were also approved – anticipated maximum cost £650 & VAT.

A copy of the meeting notes to be issued to all interested parties as soon as practicable.

### 36-2022 - Platinum Jubilee celebrations

The Clerk advised that a number of events are planned across the parish to commemorate Her Majesty The Queen's Platinum Jubilee in June 2022. The FLGCA, Sime Gallery, Worplesdon Memorial Hall and Ground CIO, St Mary's Church, WSVa (Wood Street Village Association), JWRA (Jacobs Well Residents' Association) and Worplesdon Parish Council are all planning events. See table below.

The three beacons will be simultaneously lit at 9.45am on 2nd June 2022.

**Table 1: Initial Jubilee proposals (to be confirmed)**

| <u>Fairlands</u>   | <u>Jacobs Well</u>  | <u>Perry Hill</u>  | <u>Wood Street Village</u>   |
|--|---|--|--|
| <b>Thursday 2 June</b> – Family Community Day – to include traditional children's races – culminating in the lighting of a beacon. |   | <b>Thursday 2 June</b> – Beacon Lighting at St Mary's Church. Sime Gallery display (in church) together with the winner of the Children's Art Competition lighting the beacon. Associated activities to be centred around the Church.  | <b>Thursday 2 June</b> – Beacon lighting ceremony – trumpet fanfare and bagpipes.                          |
|  | <b>Sunday 5 June</b> – Family picnic – Details to be confirmed. | <b>Sunday 5 June</b> – Street Party at the Worplesdon Memorial Hall grounds (bring your own picnic), fancy dress with 'Best Crown' competition, 1952 Simple Games and races, background music, best Jubilee Pudding competition, Guess the Brand logos from 1952, musical entertainment with songs from the 50's, Sime Gallery open to visitors. | <b>Sunday 5 June</b> – Family picnic with traditional children's races, children's cricket match and more. |

Approved by the Full Council 24 February 2022

A children's funfair provider had contacted the Parish Council to enquire whether he could hold a fun fair in the parish this year. Following communication with the WSVa it was agreed that the offer of holding a funfair on 5 June 2022 be made to enhance the free event being organised by the WSVa. A site meeting to be held at the earliest opportunity with the funfair provider, Worplesdon Parish Council and the WSVa.

It was agreed that the fun fair charge be set at £100 - £150 per day as the site is located off the main thoroughfare.

The Clerk advised that three beacons have been purchased. Delivery is anticipated in April or May. Six gas cylinders have also been purchased and are being appropriately stored prior to the event.

### **37-2022 - Request for permission to hold a Jazz Festival on Wood Street Village Green -**

A copy of the Event Application pack was belatedly sent to Challengers on 28 January 2022, however, the completed application form had not been received in time for the meeting. Nevertheless, following discussion, it was proposed by Cllr M Fance, seconded by Cllr C Riley and unanimously **RESOLVED** that, in principle, subject to receipt of the application form and risk assessment, the Parish Council approves the use of Wood Street Village Green to facilitate the annual Challengers Jazz Festival and that the hire fee be waived in recognition of the benefits offered by Challengers to a number of disabled children living within the parish.

### **38-2022 - Requests to hold the following events on Wood Street Village Green – Maypole Dancing and Plant Sale on 7 May 2022**

Copies of the event application for the Maypole Dancing and Plant Sale had been circulated to all Members in advance of the meeting.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr B Ahier and unanimously **RESOLVED** that both events be approved, subject to receipt of the appropriate risk assessments.

### **39-2022 - Finance**

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

The payments list was presented to the meeting. It was proposed by Cllr M Fance, seconded by Cllr A Creese and unanimously **RESOLVED** that payments to the value of £23,696.45 be approved. The payments list was duly signed by the Chairman, Cllr N Mitchell.

**Table 2: Payment list – 3 February 2022**

| Code                           | Date       | Description                               | Supplier                     | Net       | VAT     | Total     |
|--------------------------------|------------|---|------------------------------|-----------|---------|-----------|
| Revenue Costs<br>Works Vehicle | 01/01/2022 | Service plan - 15th instalment of 36      | PlanMyService LLP            | £27.55    | £0.00   | £27.55    |
| Land<br>Management             | 11/01/2022 | Materials                                 | B&Q                          | £17.87    | £3.57   | £21.44    |
| IT budget                      | 13/01/2022 | SIM card - December 2021                  | Three                        | £22.50    | £4.50   | £27.00    |
| Establishment<br>Charges       | 13/01/2022 | Refuse sacks for public bins              | Lidl                         | £2.49     | £0.50   | £2.99     |
| Land<br>Management             | 13/01/2022 | Materials                                 | B&Q                          | £10.60    | £2.12   | £12.72    |
| Establishment<br>Charges       | 17/01/2022 | Office workstation chairs                 | Ergonomic Office Imports Ltd | £1,085.33 | £217.07 | £1,302.40 |
| Establishment<br>Charges       | 17/01/2022 | 3 x Platinum Jubilee Beacons              | 21cc Group Ltd               | £1,470.00 | £294.00 | £1,764.00 |
| Traffic calming -<br>SDR/VAS   | 17/01/2022 | SDR                                       | Traffic Technology Ltd       | £2,610.00 | £522.00 | £3,132.00 |
| Parish<br>Newsletter           | 17/01/2022 | Distribution - parish newsletter Dec 2021 | Barrelfield Distribution Ltd | £375.00   | £75.00  | £450.00   |
| Land<br>Management             | 18/01/2022 | Materials                                 | B&Q                          | £28.03    | £5.61   | £33.64    |
| Land<br>Management             | 20/01/2022 | Hire of container - January 2022          | Activate Learning            | £70.00    | £0.00   | £70.00    |

| Code  | Date       | Description  | Supplier                              | Net               | VAT              | Total             |
|---|------------|--|---------------------------------------|-------------------|------------------|-------------------|
| Scanning invs into Scribe - 2015/2016 - 2021/2022 | 20/01/2022 | Scanning invoices into Scribe - week 12                        | C & D Electrical Services             | £195.00           | £0.00            | £195.00           |
| Contingency Fund                                  | 21/01/2022 | Gas cylinders for Platinum Jubilee beacons                     | The BBQ Shop                          | £529.95           | £105.99          | £635.94           |
| Parish Office                                     | 22/01/2022 | Winter Wizard rock salt for office use                         | Mrs V C Fear                          | £2.99             | £0.00            | £2.99             |
| IT budget   | 23/01/2022 | External audit - January 2022                                  | RISC Group                            | £22.50            | £4.50            | £27.00            |
| Establishment Charges                             | 24/01/2022 | Scribe - 2022-2023   | Starboard Systems Ltd                 | £675.00           | £135.00          | £810.00           |
| Parish Office                                     | 24/01/2022 | Window cleaning - parish office - outside only                 | Trevor Porter Window Cleaning Service | £20.00            | £4.00            | £24.00            |
| Revenue Costs Works Vehicle                       | 24/01/2022 | Fuel for works van   | MFG Woodbridge Hill                   | £38.51            | £7.70            | £46.21            |
| Staff costs                                       | 24/01/2022 | Salaries/mileage/PAYE/NIC/Er's NI/pension conts. Ee's and Er's | Staff costs                           | £8,822.51         | £0.00            | £8,822.51         |
| Land Management                                   | 27/01/2022 | Materials  | B&Q                                   | £16.68            | £3.34            | £20.02            |
| Establishment Charges                             | 29/01/2022 | Office supplies  | Lidl                                  | £3.32             | £0.67            | £3.99             |
| Land Management                                   | 31/01/2022 | Tamper for WSVG  | Toolstation                           | £34.98            | £7.00            | £41.98            |
| Revenue Costs Works Vehicle                       | 01/02/2022 | Service plan - 16th instalment of 36                           | PlanMyService LLP                     | £27.55            | £0.00            | £27.55            |
| Tree Surgery                                      | 02/02/2022 | Tree surgery - Across parish                                   | Dryad Tree Services Ltd               | £3,605.00         | £721.00          | £4,326.00         |
| Establishment Charges                             | 02/02/2022 | Annual fire extinguisher service                               | W J Fire Ltd                          | £40.80            | £8.16            | £48.96            |
| Professional Advice                               | 02/02/2022 | Legal fees - JW pond licence                                   | Surrey County Council                 | £750.00           | £150.00          | £900.00           |
| Contingency Fund                                  | 02/02/2022 | Litter bin   | Glasdon UK Ltd                        | £327.13           | £65.43           | £392.56           |
| IT budget   | 02/02/2022 | Website hosting and technical support                          | Welland Creative                      | £440.00           | £88.00           | £528.00           |
| <b>Total</b>                                      |            |  |                                       | <b>£21,279.29</b> | <b>£2,425.16</b> | <b>£23,696.45</b> |

#### b) S126 VAT refund for the quarter 1.10.2021 – 31.12.2021

The Clerk/RFO advised that, due to the number of payments now being made, VAT refund requests will be made on a quarterly basis.

#### 40-2022 - To prepare the annual Health and Safety report for the full council

The Committee discussed the frequency and adequacy of the monthly and weekly inspections etc.

The Clerk stated that:

- The frequency and adequacy of the weekly/monthly inspections was accepted as being sufficient
- Risk Assessments are undertaken for all activities, and these are updated annually
- The organisers of all events undertaken on land for which Worplesdon Parish Council is responsible are also required to carry out risk assessments
- The fire alarm is checked on a regular basis
- Legionella testing is taking place
- Weekly/quarterly/annual inspections of the playground equipment are carried out
- A rubber safety mat is to be purchased to lay over the trailing wires in the Council Chamber and wires beneath the desks to be checked for compliance
- All contractors are asked for either a Method Statement or Risk Assessment for works undertaken.

#### 41-2022 - To review all risk assessments and to make a recommendation to the full council

The Assistant Clerk had updated the risk assessments and had produced a Schedule of Changes, all of which had been forwarded to the Members in advance of the meeting.

All Risk Assessments have been updated to include references to Groundstaff instead of Groundsman, in addition to revised dates of review and approval.

**Table 2: Revisions to Risk Assessments**

| <b>Risk Assessment</b>                               | <b>Updates/Amendments in addition to those noted above</b>   |
|--|--|
| <b>Armistice Service - Harry's Meadow</b>            | None   |
| <b>Armistice Service - War Memorial, Jacobs Well</b> | Amendments reflect the change in location of the main Armistice Day service to Harry's Meadow. Date change.  |
| <b>Brushcutter</b>                                   | Cells G10 and H10 have been populated to reflect the Groundsman taking the Brushcutter for service/repair as soon as it requires it, rather than waiting for a service to fall due. Change date. |
| <b>Chainsaw</b>                                      | Updated with reference to when chainsaw hasn't been used for a significant period of time. Date change.  |
| <b>Common land - A323 Aldershot Road</b>             | Change date.   |
| <b>Community Car Park, Wood Street Village</b>       | Change date.   |
| <b>CSW/VAS/SDR</b>                                   | Change date.   |
| <b>Covid-19 Pandemic</b>                             | Updates dated 17/6/20, 06/1/21 and 20/1/22 are included in separate columns within the document for ease of reference.   |
| <b>Covid-19 Playarea Re-opening</b>                  | Update added regarding retention of Covid specific signage and Groundstaff to monitor effect, if any, of hand sanitiser on play equipment.   |
| <b>Council Chambers</b>                              | The location of Council Chambers has been altered to reflect the premises at Saxton.   |
| <b>Display Screen Equipment - Gaynor White</b>       | Change date.   |
| <b>Display Screen Equipment - Victoria Fear</b>      | Change date.   |
| <b>Financial</b>                                     | Updated to reflect storage of records, meeting location, Parish office, Assistant Clerk's CILCA qualification, etc.  |
| <b>Fire - Council Chambers et al</b>                 | No alterations to text. Change date.   |
| <b>Generic Land and Asset Management</b>             | No alterations to text. Change date.   |
| <b>Governance/Management</b>                         | Change date.   |
| <b>Groundstaff</b>                                   | Change date.   |

| Risk Assessment                   | Updates/Amendments in addition to those noted above   |
|-----------------------------------|---|
| Harry's Meadow, Jacobs Well       | Additional hazards relating to the benches and Oak Processionary Moth nests. Change date.   |
| HSE Manual Handling Guide         | Change Date   |
| Leafblower                        | Change Date   |
| Lone Worker                       | Change Date   |
| Maypole, Wood Street Village      | A date has been included to note when the maypole was replaced. Date change.  |
| Nevins Copse, Wood Street Village | Change date.  |
| Office                            | Change date.  |
| Playgrounds - Weekly Inspections  | Under 'HIV/Hepatitis/Other diseases', within the 'Is the risk controlled?' box, 'Groundstaff have been offered appropriate vaccinations' has been added.<br><br>A minor reference to acorns has been included.<br><br>Change date.  |
| Recreation Ground, Jacobs Well    | A date has been included regarding the goalposts. A reference to Oak Processionary Moths has also been included.  |
| Street Sign Cleaning              | Change date.  |
| Work Related Stress               | Under 'Ensuring that the Council complies with the law', within the 'Is the risk controlled?' section, Clerk's qualification has been updated, as has Assistant Clerk's completion of CILCA. Under 'Unforeseen Circumstances', 'Lack of 'business' continuity' added to 'Impact', '1 x part-time Groundsman employed, a x part-time Admin Assistant and 1 x fulltime Clerk/RFO' added to 'Is the risk controlled?', and '/Groundstaff' added to 'Action to be taken by' column. |

Following discussion, it was proposed by Cllr M Fance, seconded Cllr G Adam and unanimously **RESOLVED** that the recommendation to the Council be to accept the revisions as detailed in the table above.

#### 42-2022 - For information only:

- a) **Guildford Borough Council Draft Parking Supplementary Planning Document** – Guildford Borough Council is carrying out a [public consultation on its Draft Parking SPD](#) – 21 January 2022 until midday on Friday 18 February 2022.

Cllr G Adam advised that he had looked at this document, and made the following comments:

- This is a well set out document with acceptable parking standards for cars, motorcycles and bicycles.
- The dimensions of garages and spaces are all acceptable.

- a) **Mayor's Award to Honour Coronavirus Community Action 2022 – Deadline for nominations 4 February 2022.**

Nominations are now 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.

Approved by the Full Council 24 February 2022

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.

**43-2022 - Date of next Planning/General Purposes and Finance Committee meeting – 17 March 2022.**

Meeting closed 20:45

Signed:

.....  
Chairman, Worplesdon Parish Council  
Date: 24 February 2022