



**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 24 November 2022**

377-2022 - Present

Councillors:

Cllr G Adam (Chairman), Cllr D Bird, Cllr J Messinger, Cllr N Mitchell, and Cllr M Price.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

Three members of the public were present.

378-2022 - Apologies and reason for absence

Apologies were received from Cllr C Riley.

Cllr B Nagle was absent from the meeting.

Apologies were also received from the Assistant Clerk.

379-2022 - Change to the order of the agenda

By resolution of the Council, it was agreed that the public participation session of the meeting be moved down to 7(a) and planning application no: 22/P/01757 – Gravetts Lane Stables be moved to the top of the planning applications to be considered.

380-2022 - 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.

381-2022 - Amendments to the Register of Interests

No declarations were made.

382-2022 - To receive and consider written requests for new DPI dispensations if any

No requests were received.

383-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

384-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

385-2022 - Public participation session

All three members of the public addressed the Committee regarding planning application no:

386-2022 - Planning Applications for consideration

The following planning application were considered by the Members:

Planning Application No: [22/P/01757](#) - Gravetts Lane Stables, Tangle Lane, Worplesdon, Guildford, GU3 3JY - Demolition and replacement of Gravetts Lane Stables with ten residential units with associated parking and amenity space.

General discussion about the site took place - during which it was reported that Taylor Wimpey removed trees from the Montague Place development (allegedly without consent) whilst construction took place. Additionally, the site SUDS do not appear to be working correctly, although surface water run-off on Tangle Lane has worsened since construction of the new development off Keens Lane.

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

- This site is located within the Green Belt. The proposed development of ten houses would have a significant impact on the openness of the Green Belt at this location, contrary to paragraphs 138 and 149 (g) of the NPPF¹ 2021. Any development at this location would result in the erosion of the newly defined urban boundary.
- No very special circumstances for building within the Green Belt have been put forward by the developer.
- This site has not been included within Guildford Borough Council's Brownfield Register, nor was it included within the Local Plan.
- The site is outside of the Settlement Boundary for Perry Hill and is beyond the built-up area of Perry Hill, which is a Conservation Area; so, any infilling at this location would also be contrary to policy P2 of the Local Plan 2019.
- The site, in its entirety, is covered by an Article 4 Direction – no change of use has been proposed for this site. The attached map shows the various Cadastral parcels (land parcels with separate land titles) at this location. Are all these parcels of land within the Developer's control?
- Access to this site is via a narrow track. At both sides of the track are ecologically important trees categorised as A1. These trees have a defined root protection area. Construction vehicles using the current access point would cause damage to the root protection areas of both trees, that will cause significant harm to these high-quality trees. Loss of these trees, for any reason, will further negatively impact the ecology of the area, which is only 430 metres from Whitmoor Common SPA/SSSI.
- No turning space has been proposed for the top of the cul-de-sac. There would be a long distance for delivery vehicles and the bin lorry to have to be reversed into the only proposed turning space.
- It is approximately a 2km walk from the proposed development site to the Dr's Surgery, Post Office, primary school, and local Co-op – this is considered to be too far and would therefore promote reliance upon the car.
- The bus stop for the regular (20-minute bus service – the no. 20 Kite service) is also 500 metres from the proposed development.

¹ National Planning and Policy Framework

- No visitor parking has been proposed.
- The road within the development is too narrow for two vehicles to pass each other.
- The visibility splay shown is 2.4m back – the speed of the road has not been included in the submission documents.
- Whilst a pavement has been proposed, no pedestrian visibility splays have been provided for the driveways.
- The access is not wide enough to accommodate simultaneous ingress and egress, therefore any vehicles wishing to access the site may have to wait in Tangley Lane on a sharp bend. Tangley Lane is a narrow country lane, any stationary vehicles waiting to access the site at this location would be extremely hazardous.
- A critical watercourse passes to the east of the site - repeated flooding at this location has been exacerbated by the recent development at Montague Place. See attached photographs.
- The proposed development is likely to have a detrimental impact on the wildlife corridor between Whitmoor Common SPA/SSSI and the Hogs Back.
- No Net Biodiversity Gain has been proposed.
- Lack of formal notification of this planning application is also of concern. The notice advising of this development was displayed at the far end of Gravetts Lane – a considerable distance from the proposed development site. Local residents were not consulted either.

All three residents left the meeting at 20:05.

Planning Application No: 22/P/01666 - 6 Wildfield Close, Wood Street Village, Guildford, GU3 3EQ - Proposed single storey front extension.

RESOLVED: leave to planners.

Planning Application No: 22/P/01677 - 20 Envis Way, Fairlands, Guildford, GU3 3NH - Proposed single storey side, rear and front extensions and changes to fenestration following demolition of existing garage and rear extension.

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

- The proposed design of the extension is out of keeping with the neighbouring properties/existing street scene.
- The proposed extension would result in a lack of off-street parking.
- The overall footprint of the property would be much larger than the existing property.
- Any paved areas should be permeable to avoid the increase in surface water run-off.

Planning Application No: 22/P/01696 - Deepdene, Rickford, Worplesdon, Guildford, GU3 3PQ - Erection of a single storey side and rear extension following demolition of existing conservatory.

RESOLVED: leave to planners.

Planning Application No: 22/P/01685 - The Retreat, 38 Wood Street Green, Wood Street Village, Guildford, GU3 3EU - Extension to Outbuilding 'B' following removal of Outbuilding 'A'.

RESOLVED: leave to planners.

Planning Application No: : 22/P/01721 - The Bungalow, Russell Place Farm, Frog Grove Lane, Guildford, GU3 3EZ - Installation of dormers to front and rear elevation and two roof lights to side elevation.

RESOLVED: leave to planners.

Planning Application No: 22/P/01726 - 57 Queenhythe Road, Jacobs Well, Guildford, GU4 7NU - Erection of front porch and rear dormer.

RESOLVED: leave to planners.

Planning Application No: 22/P/01601 - 36 Gumbrells Close, Fairlands, Guildford, GU3 3NG - Part two storey /part single storey rear extension following demolition of rear conservatory.

RESOLVED: leave to planners.

Planning Application No: 22/P/01737 - 10 Tynley Grove, Jacobs Well, Guildford, GU4 7PE - Conversion of loft space to habitable accommodation following roof conversion to include removal of chimney, side dormer and erection of gable end at rear and installation of roof lights.

RESOLVED: that the Parish Council object to this planning application on the grounds that the proposed roof conversion is still out of keeping with the existing street scene and the Juliet balcony would result in the overlooking of 30 Sutherland Avenue.

Planning Application No: 22/P/01760 - 33 Fairlands Road, Fairlands, Guildford, GU3 3JA - Erection of single storey side and rear extension and 2 storey side and rear extension including roof alterations following removal of detached garage.

RESOLVED: leave to planners.

Planning Application No: 22/P/01519 - Orchard View, White Hart Lane, Wood Street Village, Guildford, GU3 2EZ - Proposed first floor side extension.

RESOLVED: leave to planners.

For information only:

Planning Application No: 22/W/00083 - Hertford Park, Burdeshott Road, Worplesdon, Guildford, GU3 3RN - Prior notification under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) to determine if prior approval is required for a proposed change of use of agricultural building to a dwellinghouse (Use Class C3) together with building operations reasonably necessary to convert the building to a dwellinghouse.

Planning Application No: 22/W/00084 - Hertford Park, Burdeshott Road, Worplesdon, Guildford, GU3 3RN - Prior notification under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) to determine if prior approval is required for a proposed change of use of agricultural building to four dwellinghouses (Use Class C3) together with building operations reasonably necessary to convert the building to four dwellinghouses.

387-2022 - Land Management Report

Due to ill health, the Assistant Clerk had been unable to prepare the Land Management report in time for the meeting.

388-2022 - Application to hold Christmas Carols on Wood Street Village Green plus a request to borrow the beacon used to celebrate the Queen's Platinum Jubilee

The Wood Street Village Association (WSVA) had submitted an application form for permission to hold Christmas Carols on Wood Street Village Green on Saturday 17 December 2022.

Following discussion, it was proposed Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that permission be duly granted.

It was also agreed that the Parish Council would lend one of the braziers and a gas cannister to the WSVa for the event. To be collected from the Parish Council offices by Ali Johnson on 13 December 2022.

389-2022 - Compliance with Health and Safety Law

The Committee considered the work of the Parish Council also considered whether the Council is fulfilling its duties with regard to Health and Safety legislation:

Risk	Requirements
Playground equipment	Weekly, quarterly, and annual inspections undertaken
Trees	Monthly and annual tree inspections carried out and associated works undertaken as and when required
Chainsaw use	All users to undertake appropriate training before use in public places
Works vehicle	Annual insurance policy in place and service plan held
Community Car Park/public open spaces/assets of the Council	Weekly and monthly inspections – repairs carried out as and when required
Work parties/office staff	First aid training/refresher chainsaw first aid training required (to be undertaken 2021 once Covid restrictions are lifted)

It was recommended that:

- As Cllr Cragg has been unable to retake his Chainsaw felling certificate due to Covid and subsequent ill health (and as the volunteers of the Whitmoor Common Association were unable to successfully achieve their felling licences) the Parish Council chainsaw/s currently being kept securely by Cllr P Cragg should be returned to the Parish Council to be kept in the Council's tool store.
- All staff to undertake appropriate first aid training at the earliest opportunity.
- Salt levels for the grit bin in the Community Car Park to be checked, and, if necessary, further supplies of salt to be obtained.
- COSHH regulations – a full risk assessment to be undertaken at the earliest opportunity.

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that taking into account the recommendations of the Committee - the Parish Council is complying appropriately with Health and Safety legislation.

391-2022 - Finance:

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

The payment list was presented to the meeting. It was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that payments to the value of £6,412.52 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

Table 1: Proposed list of payments 3.11.2022

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	07/10/2022	Window cleaning - parish office - outside only (Oct)	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Parish Office	09/10/2022	Window cleaning - parish office - outside only (Nov)	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
IT budget	16/10/2022	OnePhone - phone charges - including mobile data	BT PLC	165.14	33.03	198.17
IT budget	24/10/2022	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	30/10/2022	Office 365 charges	BT PLC	273.60	54.72	328.32
IT budget	30/10/2022	Phone service chgs to be refunded - 23.11.2022	BT PLC	137.76	27.55	165.31
IT budget	02/11/2022	PC for Finance Officer	Ebuyer.com	688.70	137.74	826.44
URC bench - Perry Hill Green	03/11/2022	Treegator	Landscape Supply Company	37.85	7.57	45.42
Land Management	08/11/2022	Lawnmower	B&Q	281.67	56.33	338.00
Land Management	08/11/2022	Fuel for tools	MFG Woodbridge Hill	6.12	1.23	7.35
Revenue Costs Works Vehicle	08/11/2022	Car wash	Guildford Car Wash	28.00	0.00	28.00
Grass Cutting	09/11/2022	Grass cutting	Holly Landscape and Training	1,376.93	275.39	1,652.32
Land Management	09/11/2022	Tools for Groundstaff	Toolstation	4.98	1.00	5.98
Parish Office	09/11/2022	Intruder alarm service Unit 2 Saxton	Surrey Security Systems Ltd	360.00	72.00	432.00
Land Management	10/11/2022	Fuel for lawnmower	B&Q	11.67	2.33	14.00
IT budget	16/11/2022	OnePhone - phone charges - including mobile data	BT PLC	250.15	50.03	300.18
IT budget	19/11/2022	External back-up - November 2022	RISC IT	32.00	6.40	38.40
Establishment Charges	22/11/2022	Hazard tape	Cluskeys CCP Ltd	9.98	2.00	11.98
Land Management	22/11/2022	Materials	Wickes	42.33	8.47	50.80
Land Management	24/11/2022	Grass cutting bags	Mrs V C Fear	18.99	3.80	22.79
Establishment Charges	24/11/2022	Newsletter December 2022	Knaphill Print Co Ltd	420.00	0.00	420.00
Land Management	24/11/2022	Maintenance - Flower border - Fairlands	Nigel Jefferies Landscapes Ltd	130.00	26.00	156.00
Land Management	24/11/2022	Materials	Wickes	8.33	1.67	10.00
Chairman's Allowance	24/11/2022	Civic Function	Mrs G F White	2.88	0.58	3.46
Chairman's Allowance	24/11/2022	Civic Function	Mrs G F White	14.27	0.00	14.27
Maintenance of car park	24/11/2022	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	30.92	6.18	37.10
Audit Fees	24/11/2022	Internal Audit 2022-23	Mulberry & Co Ltd	228.00	45.60	273.60
Establishment Charges	24/11/2022	Stationery	Cosmos Solutions	62.07	12.41	74.48
IT budget	24/11/2022	Scanner for Finance Officer	Argos Ltd	65.78	13.16	78.94
Revenue Costs Works Vehicle	24/11/2022	Insurance premium for van insurance 27.11.2022	Zurich Insurance	772.47	0.00	772.47
Total				5549.54	862.98	6412.52

b) Draft budget for 2023/2024

Cllr N Mitchell advised that during the initial Internal Audit for 2022/2023 the Internal Auditor, Andy Beams, had stated that in East and West Sussex councillors are paid a councillor's allowance to encourage more people to stand for election.

Following a survey of parish councils following the 2019 elections, Guildford Borough Council's Remuneration Panel had confirmed that there was insufficient case work to warrant parish councillors in Guildford borough to paid a flat allowance, fee; however, it may be worth considering whether or not to set aside a budget to enable councillors to receive an annual allowance following the elections in May 2023.

If the Parish Council decides not to provide an allowance, this should be mentioned within the Parish Council's Financial Regulations.

Following a request from a resident of Wood Street Village, consideration had been made to build up the large depression near the village sign with soil – so that the Green is completely level. A contractor had previously advised that approximately 60 tonnes of soil would be required, however it should be borne in mind that this is the area of the Green through which a number of drainage pipes run.

If a budget were to be set aside for this project, it would push the budget up beyond the Parish Council's intended 5.68% target increase.

The Parish Council had already increased the number of cuts for Wood Street Village Green to 30 per year. It was concluded that, at this moment in time, given the current cost of living crisis and the potential impact on the existing drainage system, it would be inappropriate to carry out this project at the current point in time. A budget would not therefore be included in the 2023/2024 budget.

If the Parish Council's total income were to exceed £400,000 annually, the Parish Council would no longer be covered by the FSCS² scheme. This should be borne in mind when setting future precepts.

Currently, provided the Parish Council has no more than £85,000 per bank/building society, taxpayers' money is guaranteed.

Meeting closed 21:17

Signed:

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Chairman, Worplesdon Parish Council

Date: 15 December 2022

² Financial Services Compensation Scheme