



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 2 February 2023

36-2023 - Present

Councillors:

Cllr B Ahier, Cllr J Messinger, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, and Cllr J Snowball.

Officers of the Council:

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

Members of the public:

Mr G Burch and Mrs L Wright were present.

37-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reasons for absence were received from Cllr G Adam and Cllr D Bird. Apologies accepted.

Cllr B Ahier and Cllr J Snowball duly substituted at the meeting.

38-2023 - Public participation session – 10 minutes

Mrs Wright addressed the Parish Council highlighting her concerns about the proposed solar farm at Blackwell Farm.

Mr Burch addressed the Council about his concerns regarding the proposed gift of the chainsaw and pole saw.

The Chairman thanked both members of the public for addressing the Council.

39-2023 - 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.

40-2023 - Amendments to the Register of Interests

No declarations were made.

41-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

42-2023 - Declaration of Non-pecuniary Interests

Cllr J Messinger declared she is a Trustee of the Sime Gallery – item 22 of the agenda.

43-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

44-2023 - Planning Applications for consideration:

Planning Application No: 23/T/00001 - 10 Cater Gardens, Guildford, GU3 3BY - T1 - Horse Chestnut Tree - Crown reduce by approximately 3 metres leaving a finished height of 16 metres and a crown spread of 4 metres TPO 1993 no. 7.

RESOLVED: leave to tree officer.

Planning Application No: 22/T/00324 - Whites Farmhouse, Aldershot Road, Worplesdon, Guildford, GU3 3HY - Proposed works to Oak Tree by reducing the crown by 2 - 3 metres and by reducing the height to 6 metres (TPO 20 of 1990).

RESOLVED: leave to tree officer.

Planning Application No: 22/P/02178 - Land west of Blackwell Farm, Hogs Back, Guildford, GU3 1DG - The installation of a solar facility comprising ground mounted solar photovoltaic panels and associated infrastructure including inverters, transformers, a GRP switchgear enclosure, fencing, infrared cameras, motion detection system, underground cable connections, access works including new tracks, and landscape planting.

RESOLVED: that due to the number of documents associated with this planning application, further time was required to study them in greater detail.

It was agreed that a site meeting be carried out at the earliest opportunity to enable all Members to get a better understanding of the potential implications of this planning application.

A full response to be agreed at the next Full Council meeting.

Mr Burch left the meeting at 19:58.

Planning Application No: 22/P/01940 - Land adjacent to Stephenson Road, Surrey Research Park, Guildford, GU2 - Temporary erection of a tower with satellite dish, control room, compound with security fencing and ancillary works.

RESOLVED: leave to planners.

Planning Application No: 22/P/02009 - The Haven, Blanchards Hill, Jacobs Well, Guildford, GU4 7QR - Erection of two storey rear extension.

RESOLVED: leave to planners.

Planning Application No: 22/P/02104 - St Clere, Broomfield Close, Guildford, GU3 3AW - Conversion of roof space to habitable accommodation including raising of the roof height and a rear dormer window. Changes to fenestration.

RESOLVED: that the Parish Council object to this planning application on the grounds that the design would be out of keeping with the existing bungalows (street scene).

Planning Application No: 22/P/02028 - The Folly, Backside Common, Wood Street Village, Guildford, GU3 3EB - Application to remove condition no 10 (Permitted Development rights) of application 21/P/01585, approved on 06/06/2022.

RESOLVED: that the Parish Council object to the proposed removal of Condition 10 due to the negative impact this could have on the Green Belt.

Planning Application No: 22/P/01756 – Norton Farm, Rickford, Worplesdon, Guildford, GU3 3PJ

- Listed Building Consent to carry out pointing/repair/replacement to some roof tiles, re-pointing three chimneys, repair front porch, add missing gutter and hedgehog brushes, remove vegetation and moss from gutters and roof, replace rotting timber, replace cement mortar with lime mortar, treat outside wood for wood worm and add one cowl to chimney.

RESOLVED: leave to planners.

[Mrs Wright left the meeting at 20:08](#)

45-2023 - Land Management Report- February 2023

Land Management and Health & Safety Inspection Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze, and community car park at Wood Street were checked on 16.01.23 and 23.01.23.

Monthly Health and Safety Reports

The monthly inspection took place on 26.01.23.

Completion of works:

The Head Groundsman has, in addition to his regular inspections, litter picks, and grille clearance:

- Taken the parish van to have the damaged sign-writing replaced.
- Taken photos showing the garden shed which has been erected at Wood Street Village Cricket Club by the pre-school without prior permission from WPC or SCC [Meeting being held on 17.02.23 – attendees: WPC, Wood Street Cricket Club, and Wood Street Nursery & Forest Pre-School].
- Felled small trees, highlighted as requiring removal in the 2022 annual tree report, using a handsaw.
- Reported that a blockage under Keens Lane is causing water to flow across the road – freezing in sub-zero temperatures. This item has been added to the upcoming Flood Forum Meeting Agenda.
- Taken photos at the locations of different flooding incidents for the Flood Forum.
- Attempted to collect the items loaned to Wood Street Village Association for their Christmas Carol singing event on two occasions.
- Returned the loaned items to the shipping container when they were delivered to the office.
- Confirmed that the dead deer has been removed from the ditch adjacent to Jacobs Well Recreation Ground.

- Removed a net from the basketball net at Worplesdon Memorial play area.
- Removed weeds from the sides of the wetpour at Worplesdon play area.
- Cut the grass at Worplesdon play area.
- Noted industrial sized NOX cannisters adjacent to the WPC office car parking space.
- Measured the height barrier at Jacobs Well Recreation Ground for the purposes of a height notification sign to be attached.
- Replaced the tape and signage on the area of new and young grass seed at Coombe Lane.
- Filled in multiple animal scrapes at Jacobs Well play area.
- Collected 7 bags of rubbish from a residential property, after a resident kindly litter picked around his village.
- Replaced the damaged catch on the kissing gate into Harry's Meadow, Jacobs Well.
- Taped off the Typhoon play equipment at Worplesdon Memorial play area after a bolt sheared during maintenance.

The Clerk has:

- Removed the memorial bench (overlooking the tennis courts at Worplesdon Memorial Grounds) from our asset register and insurance schedule. Following a decision by Full Council (12.01.2023) the bench has been gifted to the Trustees of the Memorial Ground.
- Notified SCC (in addition to the Trustees of Worplesdon Memorial Hall and Grounds CIO) about concerns relating to Ash Die Back affecting a tree which overhangs Worplesdon Memorial Play Area. (Full Council Agenda 12.01.2023)

The Assistant Clerk has:

- Reported a fence-mounted electricity cable to Surrey County Council.
- Ordered a Health and Safety sign for the MUGA at Worplesdon Memorial Hall (as per the recommendations in the annual play area inspection report).
- Provided revised checklists (weekly and monthly) to the Head Groundsman.
- Taken delivery of the items returned from WSVA.
- Reported the NOX cannisters at the parish office to Surrey Police.
- Notified Merrist Wood that one of their fields off Gravetts Lane was unsecured.

Contractors have:

- Removed the dead deer which was in the ditch adjacent to Jacobs Well Recreation Ground.

Work agreed with contractors/volunteers:

- Repairs to the Typhoon (at Worplesdon Play Area) to be undertaken [estimate for February 2023 from manufacturer].
- Commemorative bench for Wood Street Village Green.
- Base for commemorative bench for Wood Street Village Green.

Quotations obtained for:

- Replacement posts to be installed at Perry Hill Green [awaiting DigDat utilities data].
- Replacement barrier ('white gate') for White House Lane.
- Repairs to wet pour at Worplesdon Memorial play area [highlighted as a trip hazard].
- Height signage for the height barrier at Jacobs Well Recreation Ground.
- Replacement bench for Aldershot Road, near Gravetts Lane.
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well.
- Installation of replacement barrier ('white gate') at White House Lane.

Quotations required for:

- Replacement post installation at Perry Hill Green.

- Replacement of railway sleeper at Wood Street Community Car Park.

Outstanding works:

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Village sign to be touched up at Rickford.
- Damaged bench slat at Perry Hill Green requires replacement.
- Assistant Clerk and Head Groundsman to create an inventory of items stored in the shipping container.
- Second coat of white paint to be applied to the space markers at Wood Street Village Community Car Park.

Groundsman's/Clerk's Observations:

- The Head Groundsman continues to monitor the ground levels adjacent to the dipping platform and swim at Wood Street Village pond.

It was proposed by Cllr B Ahier, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the report be approved and accepted.

46-2023 - Professional dog walking - use of Harry's Meadow

Following the recent fatal accident in which a 28-year-old dog walker was tragically killed whilst walking eight dogs at a beauty spot in Caterham, Surrey, the Head Groundsman had asked whether the Parish Council would consider:

- a) Introducing a limit on the number of dogs that can be walked in Harry's Meadow; and
- b) Whether it would be possible to insist that all dogs are walked on leads around the Meadow.

A lengthy discussion took place, following which it was agreed the Parish Council would ask the Borough Council for advice. At present, there are insufficient staff to be able to continuously monitor the Meadow for compliance. Previous attempts to erect notices asking dog walkers to dispose of their dog's waste in the appropriate litter bin, have simply been torn off and thrown in the bin.

Despite previous removal of notices, it was agreed that some temporary notices giving out a positive message would be displayed, and Cllr M Price would replace these as and when they are removed.

47-2023 - Installation of a Parish Council owned salt bin – junction of Coombe Lane and Worplesdon Road

In December 2022, a severe water leak during a cold snap had resulted in black ice forming on the A322 close to the junction of Coombe Lane. A motorcyclist had fallen from his motorbike but was assisted by a local resident and, luckily, was unhurt. The Clerk and Assistant Clerk spent an entire morning attempting to get either Affinity Water, Surrey County Council Highways, or Surrey Police to attend the site to (a) fix the water leak and (b) to put out warning signs in a bid to prevent further accidents as a result of the black ice.

A resident of Coombe Lane had asked whether the Parish Council had any grit that could be placed at the top of the lane, which had become hazardous as a result of frozen water from the water leak.

The Clerk had therefore suggested that the Parish Council consider installing a green grit bin on Perry Hill Green (Conservation Area) to assist residents during any future cold snaps when black ice can become problematical at this location. Total cost £255 & VAT - Head Groundsman to install.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr J Snowball, and unanimously **RESOLVED** that in principle the Parish Council was willing to provide a salt bin, subject to obtaining the views of all the Coombe Lane/Perry Hill Green residents in the first instance.

48-2023 - Parish Councillor Surgeries

The Clerk advised that, historically, the Parish Council used to hold monthly surgeries in conjunction with Surrey Police. It was a way of highlighting the work of the Parish Council, as well as giving residents a further opportunity to engage with the Council, as well as Surrey Police.

In a bid to further raise the profile of the Parish Council the Clerk suggested reinstating the surgeries, although Surrey Police are unlikely to be able to attend, as they no longer have the same community policing approach.

Discussion took place. In principle, the Committee were in agreement with the suggestion but felt that rather than holding surgeries at the parish office, it would be better to hold quarterly surgeries to be moved around the parish. This would mean that only one surgery would be held per ward per year.

The Committee recommended that the Full Council should reinstate quarterly surgeries to be moved around the parish.

This item to be added to the agenda of the April 2023 Full Council meeting.

49-2023 - Parish Council chain saw and pole saw

The Chairman advised that in 2015, Worplesdon Parish Council paid for a chainsaw and a pole saw for use by trained members of the Parish Council, at various working parties across the parish. At that time, a significant amount of work was required at Nevins Copse, Jacobs Well Recreation Ground, and Harry's Meadow. Working parties had been proposed as a realistic means of offsetting the contractual cost of work being undertaken at those sites.

Cllr P Cragg has calculated that a saving of approximately £6,700 had been made over the period 2015 - 2020, despite the initial cost of the equipment and training. It is HSE recommended that training is carried out every five years to ensure the continued capability of all chainsaw users, consequently the Parish Council's insurance company wish to have proof of all current LANTRA training certificates.

The Clerk had suggested that as the equipment is reaching the end of its life expectancy, there are currently no trained councillors or members of staff, and no-one willing to undertake the requisite training, and as Cllr P Cragg had carried out all of the tree felling work, unpaid, it may be appropriate to gift the equipment to Cllr Cragg with the caveat that the equipment would be for personal use only i.e. it could no longer be used at parish council sites unless the appropriate training unless the appropriate training has been undertaken.

The cost of a further tree felling qualification would be £907.25 & VAT. As Cllr P Cragg had purchased his own chainsaw PPE (Personal Protective Equipment), PPE would also have to be purchased for the Parish Council, and an appropriate chainsaw first aid course would have to be undertaken. These additional costs seemed disproportionate, given the age of the equipment.

Volunteers of the Whitmoor Common Association had recently been unable to obtain their chainsaw felling qualification, though they did gain their cross-cutting qualification. It was, therefore, debateable that further training to enable this equipment to be used to fell trees on Parish Council owned sites would represent value for money.

Following a lengthy discussion, it was proposed by Cllr B Ahier, seconded by Cllr J Snowball, and unanimously **RESOLVED** that, in light of no-one being trained to use the chain saw equipment it should be sold for its depreciated value.

Councillors acknowledged Cllr Cragg's considerable efforts over a number of years. A letter of thanks to be sent to Cllr Cragg at the earliest opportunity.

50-2023 - Application from the WSVa to hold a Coronation Event on Sunday 7 May 2023 on Wood Street Village Green to commemorate the Coronation of King Charles III

An application had been received from the WSVa for permission to hold a community event on Wood Street Village Green to commemorate the Coronation of King Charles III.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr M Price and unanimously **RESOLVED** that permission for the event be granted, however, no bouncy castles or other inflatable children's 'rides' would be permitted.

51-2023 - Fun Fair Wood Street Village Green – An enquiry has been received for permission to hold a Children's Fun Fair on Wood Street Village Green

The operators of the fun fair that visited in 2022 had again requested permission to hold a Children's Fun Fair on Wood Street Village Green.

The Clerk confirmed that there had been no complaints last year, no damage to the Green and the fun fair had raised rental income of £600.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr B Ahier and unanimously **RESOLVED** that permission for a Children's Fun Fair be granted, with the suggestion that the event be held over a bank holiday weekend. The fee being £600 for a 3-day event.

The Clerk had enquired whether the WSVa wished the Fun Fair to be incorporated with the King's Coronation event but had not yet heard back.

If the WSVa do not want the funfair to be run during the King's Coronation weekend, it was agreed the August Bank Holiday weekend would be an acceptable alternative for a Children's fun fair to be run on the triangular section of Wood Street Village Green.

The Clerk to liaise with the WSVa and the Fun Fair Operator.

[The Chairman suspended the meeting at 21:20 to enable the Clerk and Admin Assistant to briefly leave the room. Meeting reconvened 21:22.](#)

52-2023 - Distribution of the Parish Newsletter

The Clerk advised that, regrettably, there remain issues with the distribution of the parish newsletter to properties across the parish.

Cllr N Mitchell advised that, in principle, the FLGCA may be willing to assist with the parish deliveries, subject to the frequency, weight of the newsletter etc.

Following a lengthy discussion, it was proposed by Cllr N Mitchell, seconded by Cllr M Price, and unanimously **RESOLVED** that the parish council trial delivering the Spring 2023 newsletter in house, with potential assistance from the FLGCA and WSVa for which a financial contribution of £100 per organisation would be paid.

[The Chairman called a five-minute comfort break at 21:35. Meeting reconvened 21:40.](#)

53-2023 - Application from Challengers to hold the Jazz Festival on Wood Street Village Green Sunday 16 July 2023

The application form had been circulated to all Members via email in advance of the meeting.

It was proposed by Cllr J Snowball, seconded by Cllr M Price and unanimously **RESOLVED** that:

1. The event application be approved subject to the use of the Parish Council logo on all promotional material.
2. The organisers must ensure that other users can still access the areas around the edge of the Green to facilitate dog walking, picnics etc.
3. The usual hire fee be waived to support the charity's fund raising efforts.

54-2023 - WSVA request for permission to use the village car park as over-flow car parking on Sunday 16 July 2023 for the Jazz Festival

The WSVA (Wood Street Village Association) had requested permission to use the Wood Street Village Community Car Park as an overflow parking facility on Sunday 16 July 2023.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr J Messinger and unanimously **RESOLVED** that permission be granted, albeit, the car park will remain open for public use, therefore, parking is to be allocated on a first come, first served basis.

55-2023 - Working parties

Following discussion, it was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that working parties to carry out practical works, where required, at various sites across the parish be reinstated commencing with the trial flower meadow works in Harry's Meadow.

56-2023 - Surrey Half Marathon – 12 March 2023

It was agreed that whilst there will be an impact on the residents of Jacobs Well and Worplesdon due to the road closures, this is offset by the enjoyment the race brings to the thousands of participants and the positive impact of those running for various charities.

It was agreed that, to raise the profile of the event to both alert those caring for residents in need of personal support (e.g. carers, meals on wheels) so that alternative arrangements can be made, as well as assisting those who wish to take part, details would be added to the Parish Council's website and social media platforms.

<https://worplesdon-pc.gov.uk/surrey-half-marathon-sunday-12-march-2023/>

57-2023 - Request for a further 'Worplesdon' tree to be planted at Pitch Place Green

A local resident had thanked the Parish Council for planting the new 'Worplesdon' tree and had requested that a further tree be planted on the Green to replace a horse chestnut tree that had to be felled several years ago.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr J Snowball and unanimously **RESOLVED** that in principle the Parish Council is willing to plant a further Worplesdon tree at the location requested, but this would not be carried out until Autumn 2023 (being the optimum time to plant trees).

Power to spend: HA 1980, s142

58-2023 - Sime Gallery – Request received for permission to display a small cortex sign on the play area fencing (Worplesdon) when the Sime café is serving tea and homemade cake on Wednesdays and Sundays 2-4pm

Following discussion, it was proposed by Cllr B Ahier, seconded by Cllr B Nagle and unanimously **RESOLVED** that permission for a sign be granted but no signs are to be attached to the bow top fencing. The sign could, instead be

attached to the existing post on which one of the play area signs is displayed. The sign will need to have rounded corners and will need to comply with the BS EN 7766 playground sign requirements.

As a gesture of goodwill, it was agreed that the Parish Council contribute up to £125 towards the cost of a permanent sign.

Power to spend: General Power of Competence - Localism Act 2011

59-2023 - Maypole Dancing – Request to use the village green for practice and formal events (risk assessment included)

Following discussion, it was proposed by Cllr J Messinger, seconded by Cllr J Snowball, and unanimously **RESOLVED** that permission for maypole dancing practice sessions and for maypole dancing at formal events throughout 2023 be duly granted.

60-2023 - Proposed Base Station Upgrade at Cell Site Ref: 12926921 Rydes Hill at pavement and grassed verge opposite garage/parking site 167-177 Park Barn Drive, Guildford, Surrey, GU2 8EX

Following discussion, it was proposed that the Parish Council make the following comments:

The Parish Council considered this application at last night's meeting and had the following comments:

1. Given its size, will the street pole be visible from the Hogs Back AONB?
2. Could the antennas be covered in a shroud to make them less visible?
3. To what extent has local public consultation been carried out?
4. What benefits will the new street pole bring?

61-2023 - 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 M Price, seconded by Cllr B Ahier, and unanimously **RESOLVED** that payments to the value of £13,327.82 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Payment list 2 February 2023

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	16/01/2023	BT Business Mobile Broadband	BT PLC	146.56	29.31	175.87
IT budget	17/01/2023	Subscription - January 2023	Adobe	12.64	2.53	15.17
Revenue Costs Works Vehicle	18/01/2023	New rear wiper blade for works van	Halfords	7.74	1.55	9.29
Parish Office	20/01/2023	Gas - Unit 2 Saxton - 11.11.22 - 22.12.22	British Gas	113.95	5.70	119.65
IT budget	23/01/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Christmas trees/lights WS, Perry Hill	23/01/2023	Electrical supply Perry Hill Green - 02.10.22 - 01.01.23	British Gas	180.59	9.03	189.62
Land Management	24/01/2023	Materials	B&Q	15.00	3.00	18.00
Revenue Costs Works Vehicle	26/01/2023	Fuel for works van	Sainsburys	41.53	8.31	49.84
Staff Costs	26/01/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,154.26	0.00	11,154.26
Training	26/01/2023	RPII Training	Normandy Parish Council	75.00	0.00	75.00

Code	Date	Description	Supplier	Net	VAT	Total
Parish office - Unit 2 Saxton	28/01/2023	Water and sewerage charge - Unit 2 Saxton - Jan 2023	Castle Water	22.63	1.13	23.76
IT budget	01/02/2023	BT Business Mobile Broadband	BT PLC	5.00	1.00	6.00
Revenue Costs Works Vehicle	01/02/2023	Service plan - 28th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Ditch Maintenance	17/01/2023	Removal of dead deer - Jacobs Well Recreation Ground	Higgs Holdings Ltd	500.00	100.00	600.00
Accrual towards tree succession planting	26/01/2023	Liquid amber tree - Pitch Place Green	Dryad Tree Services Ltd	820.00	164.00	984.00
Parish Office	30/01/2023	Refund - electricity - Unit 2 Saxton	EDF Energy Ltd	-212.89	-10.64	-223.53
Establishment Charges	31/01/2023	Office supplies	Tesco	1.40	0.00	1.40
IT budget	10/02/2023	External back-up - February 2023	RISC IT	36.00	7.20	43.20
Total				12,995.91	331.91	13,327.82

- b) **Quotation for replacement bench and concrete base – Aldershot Road near the junction with Gravetts Lane** - Following discussion, it was **RESOLVED** that this bench would not be replaced.

For information only:

62-2023 - White House Pond – weed clearance - Due to an unforeseen delay in being able to obtain quotations, this work will need to be delayed until November 2023.

63-2023 - Footpath at North Moors Public Path Diversion Order 2022

Guildford Borough Council and Worplesdon Parish Council have previously agreed to dedicate a new right of way across Harry's Meadow and the North Moors Allotment site. The section through Guildford Borough Council's land to be diverted around the newly created allotments. [Notice has now been given that an application has been submitted to the Secretary of State for DEFRA to determine the order.](#)

64-2023 - Date of next Full Council meeting – 16 March 2023

Meeting closed 22:33

Signed

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Chairman of the Council
16.3.2023