



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 16 March 2023

104-2023 - Present

Councillors:

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

Officers of the Council:

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

Members of the public:

None were present.

105-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

None received.

106-2023 - Public participation session – 10 minutes

No members of the public were present.

107-2023 - 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.

108-2023 - Amendments to the Register of Interests

No declarations were made.

109-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

110-2023 - Declaration of Non-pecuniary Interests

No declarations were made.

111-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

112-2023 - Minutes of the previous meetings:

It was proposed by Cllr D Bird, seconded by Cllr M Price, and **RESOLVED** that the minutes of the Full Council meeting held 12 January 2023 be approved and signed by the Chairman of the Council as a true record.

It was proposed by Cllr D Bird, seconded by Cllr M Price, and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 2 February 2023 be approved and signed by the Chairman of the Council as a true record.

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and **RESOLVED** that the minutes of the Full Council meeting held 23 February 2023 be approved and signed by the Chairman of the Council as a true record.

It was proposed by Cllr G Adam, seconded by Cllr D Bird, and **RESOLVED** that the minutes of the Staffing Committee meeting held 27 February 2023 be approved and signed by the Chairman of the Council as a true record.

113-2023 - Planning Applications for consideration:

Planning Application No: 23/P/00131 - Hertford Park, Burdenshott Road, Worplesdon, Guildford, GU3 3RN - Conversion of agricultural buildings to six residential dwellings.

It was **RESOLVED**: that the Parish Council support the County Council's request for the submission of visibility splays for the junction on Goose Rye Road.

Planning Application No: 22/P/02169 - 128 Oak Hill, Wood Street Village, Guildford, GU3 3ES - Single storey rear extension including alterations to existing conservatory roof to be replaced with solid roof.

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

Planning Application No: 23/P/00216 - 17 Clayton Drive, Guildford, GU2 9TZ - Proposed front porch alterations and ground floor single storey rear extension with roof lights.

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

Planning Application No: 23/P/00115 - 1 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE - Construction of a new dwelling and car port.

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

1. This location is within the Green Belt. Worplesdon village was not inset from the Green Belt within the Local Plan and no very special circumstances have been put forward for yet another 3-bedroom property at this location, which is also located within the Perry Hill Conservation Area.
2. The map provided with the submission is out of date. There is a newly constructed property, which is not shown on the site plan. The submission does not, therefore, accurately reflect the existing property density.
3. The design and bulk of the property, particularly the proposed cladding, is out of keeping with the Conservation Area.
4. There is an existing flooding issue in the service road at the bottom of St Mary's Church, which will be exacerbated if this property is built, unless adequate attenuation measures are put in place. The proposed property will cover 96sqm of land, which would result in an additional cubic metre of surface water

discharging onto the service road. Should planning permission be granted, a condition must be applied ensuring adequate attenuation of storm water.

5. Given the location 500m from Whitmoor Common SPA/SSSI/LNR, we would expect provision to be made for the local ecology.
6. The changes made to the original application do not outweigh the Parish Council's ongoing objections to this proposal.
7. The car port, as indicated on the plans, appears to have been designed as a single garage.
8. It appears the applicant is trying to create a new access point into the property, although this has not been stipulated within the planning application. Two other properties use the existing track to access the main road, what implications does this hold for those properties? Worplesdon Parish Council would object to a new gated access at this location.
9. Surrey County Council must be consulted about the new gated access.
10. There are a number of utilities in the vicinity of this property, which need to be taken into account, particularly with regard to the proposed new access.

Planning Application No: 23/P/00068 - Clasford Farm House, Aldershot Road, Guildford, GU3 3HQ - Listed Building Consent to remove existing roof tiles, replace felt and battens and retile with an alternative comparable colour tile.

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

Planning Application No: 23/P/00197 - Whites Farmhouse, Aldershot Road, Worplesdon, Guildford, GU3 3HY - Listed Building Consent to repaint all windows in one colour.

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

Planning Application No: 23/P/00275 - 11 Thatchers Lane, Worplesdon, Guildford, GU3 3RT - Two storey rear extension following removal of conservatory

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

Planning Application No: 23/P/00289 - 16 Sutherland Avenue, Jacobs Well, Guildford, GU4 7QX - Garage conversion to replace current flat roof garage with pitched roof equivalent, change of use of garage to habitable space, creation of link between existing house and newly converted garage, amendments to front (South) elevation of property and installation of solar panels on existing house roof.

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

Planning application no: 23/P/00299 - Sarum, Church Lane, Worplesdon, Guildford, GU3 3RU - New double garage.

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

114-2023 - Bus shelter – Worplesdon St Mary's Perry Hill

The pavement in front of this bus shelter is narrow, being 1.2m; which is the same width as the roof of the bus shelter. Bus shelters are supposed to be set back 500mm from the edge of the kerb to prevent vehicles striking the roof of the shelter.

Unfortunately, over the past year, the roof of this bus shelter has been repeatedly struck by HGVs, which pull into the lay-by. Some of the roof tiles on this ageing bus shelter have been damaged, however, due to the positioning

of the bus shelter and that the Head Groundsman’s NRSWA (New Roads and Street Works Act) certification has expired (further qualification to be obtained in May 2023), it is not considered appropriate for the Head Groundsman to attempt to repair the roof of this bus shelter whilst lone working.

A number of options are available:

1. Remove the loose tiles and hope that the structural integrity of the bus shelter has not been compromised.
2. Attempt to relocate the bus shelter 500mm back from the kerb edge, bearing in mind there is a Virgin Media cable running behind the bus shelter and a water main running beneath it. The pavement would need to be widened to facilitate this.
3. Remove and replace the bus shelter bearing in mind the requirements as stated in point 2 above.
4. Remove the bus shelter and do not replace it.

Traffic management would be required whether the bus shelter were to be relocated or a new bus shelter were to be installed, the cost of which runs into thousands of pounds.

The Clerk had some preliminary costs available:

Table 1: Anticipated cost of a new bus shelter for this location:

Delivery – 132 miles fully constructed and craned into place	“Eatons” style bus shelter	Install costs – includes removal, disposal, and installation of new	Widened pavement - 20m ² assumed @£100 per square meter	Traffic Management – Assumed cost based on previous quotations	Road Opening Licence	Guesstimated total
£669	£6,045	£2,025	£2,000	£2K - £5K	£780	£15,809

Costs relating to the relocation of, or to potential damage to, the fibre optic cables are excluded from the initial estimate – as shown above.

The Clerk’s recommendation was that the Parish Council seek details of the number of passengers using this bus stop from Surrey County Council, prior to any decisions being taken.

Two local households had lodged objections to the potential removal of this bus shelter.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr J Messinger, and unanimously **RESOLVED** that the passenger numbers be obtained from Surrey County Council, as per the Clerk’s recommendation. Once the usage details are known, the Parish Council will further consider what action to take.

115-2023 - Provision of a green salt bin at the junction of Coombe Lane and Worplesdon Road (minute number 47-2023 refers)

A public consultation had been carried out covering 28 local households. Eight households responded representing a 29% return rate.

Of those responses, seven households were in favour and one household was against. Four of those households had suggested that the salt bin should be located on the verge side of Coombe Lane, and one household was concerned about the urbanisation of the Conservation Area due to the style of, and proposed location for the salt bin.

The detailed responses had been collated and circulated to all Members via email in advance of the meeting.

The Committee considered the suggestions made by the respondents as well as considering the potential issues for locating a salt bin:

1. **Road Safety** – the salt bin needs to be located close to the bell mouth of the lane, as that is the most treacherous part of the road when icy. If the salt bin were to be located on the verge side of the lane, there would be a risk of collision between vehicles entering the lane and pedestrians using the salt bin, additionally, there is a drop on the verge side of the lane into the adjacent ditch.
2. **Utilities** – the gas main, which runs along the edge of the verge side of the lane.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr N Mitchell and **RESOLVED** that, for safety reasons, a salt bin should be located on the north side of Coombe Lane, close to the post box, as originally proposed; this would be green in colour to blend in with the Conservation Area.

Worplesdon Parish Council will be responsible for installing, maintaining and filling the salt bin.

A vote took place: Cllr J Messinger voted against the proposal - Cllr B Nagle abstained. Motion carried.

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

116-2023 - WSVVA – King Charles III's Coronation Event

The WSVVA (Wood Street Village Association) has requested permission to have an inflatable ride at their event in order to provide free children's entertainment.

The Parish Council had previously refused permission to have a bouncy castle or an inflatable ride on the Green as part of the WSVVA's event (minute number 50-2023 refers), however, the Council's insurers had subsequently confirmed, in writing, that events being planned to celebrate the Coronation of King Charles III (provided there will be less than 2,000 attendees at any one time) will be covered by the Parish Council's public liability insurance, provided:

1. A thorough risk assessment is carried out.
2. HSE guidance for bonfires, beacons, fireworks, or inflatables is followed.
3. Event volunteers and staff are trained.
4. Third-party suppliers have their own public liability insurance.

The WSVVA had confirmed that their own public liability insurance does not exclude inflatables, however, the following restrictions apply:

Play inflatables must:

1. Have a current PIPA certificate, and
2. Be used in accordance with the manufacturers'/suppliers' recommendations, and
3. Be supervised by a responsible adult when in use.

The owner of the inflatable ride that is being hired by the WSVVA has £5m of public liability insurance and has confirmed the inflatable ride will be supervised at all times.

The Hire Agreement, including the Terms and Conditions of Hire, clearly sets out the safety instructions for using the inflatable.

Approved by the Full Council 6.4.2023

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

The Clerk noted that a number of minor corrections are required to the risk assessment and would contact the organiser accordingly.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that permission for an inflatable ride be granted. This permission relates specifically to the King's Coronation event.

117-2023 - Guildford Borough Council consultation - Draft Green Belt Supplementary Planning Document (SPD) – Deadline noon 22 March 2023 - <https://www.guildford.gov.uk/article/26703/Draft-Green-Belt-Supplementary-Planning-Document-SPD>

It was agreed the Parish Council would make no comment in respect of this consultation.

118-2023 - Quarterly playground inspections

On 3 March 2023 Inspector Richard Randall from Dick Randall Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

No areas of concern – all in good order.

White House Lane, Jacobs Well Play Area

Rubber mulch – This has a problem of weeds growing through the surfacing beneath the basket swing, seesaw, toddler swing, and multi-play unit. The advice of the inspector is that a weed killer is applied to the affected surfaces and the play area closed off for the 2 days. Failure to utilise weedkiller could lead to the rubber breaking up by it being forced apart. **(Low Risk)**

Rubber mulch – A distinct dip has appeared beneath the cradle seat. This is most likely due to the proximity to the pond and the stone/soil sub-base being washed away. **(Low Risk – Monitor for further subsidence)**

Wood Street Green Play Seat Area

No areas of concern – all in good order.

Worplesdon Play Area

Worplesdon Junior/Teen Area

The bearings on the yellow whizzer have worn to the point that they need replacing. **(Medium Risk)**

The bearings on the green whizzer have worn to the point that they need replacing. **(Medium Risk)**

The typhoon was unable to be inspected because it was marked 'Out of order' and chained off for safety reasons. [This item is awaiting spare parts and specialist fitting by the manufacturer]

The edges of the wet pour underneath both whizzers (spinney poles) have shrunk further. **(Monitor - Low Risk)**

Wet pour rubber around the centre pole of the Typhoon has split apart on the graphics. **(Monitor - Low Risk)**

Wet pour rubber around edge of the basket seat swing has shrunk back to the point of causing a trip hazard.

Weeds are now forcing the wet pour further apart. **(Consider repairing to seal the edges – Medium Risk)**

Worplesdon Toddler Area

The 21-metre-long edge of the wet pour around the roundabout has shrunk. **(Low Risk)**

[Remedial works to wetpour at Worplesdon Play Area to be undertaken when weather conditions permit]

It was proposed by Cllr N Mitchell, seconded by Cllr M Price, and unanimously approved **RESOLVED** that the report be approved and accepted.

119-2023 - Surrey Hills AONB Boundary Review – Second phase of the public consultation – Deadline 13 June 2023

<https://consult.defra.gov.uk/ne-landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation/>

Details of the second phase of the consultation had been circulated to all Members via email in advance of the meeting.

The Clerk had contacted Mr Houlston of LDA Design who advised that, realistically, there is no further evidence, or photographic evidence which could be submitted, that is likely to change Natural England’s decision, following their very thorough review of the submissions made by the Parish Council, and residents. Worplesdon Parish Council, Normandy Parish Council and Pirbright Parish Council had submitted a joint response to the first phase of the consultation (the evidence gathering stage) in the hope of persuading Natural England to extend the AONB boundary beyond the railway line into Worplesdon and up to Pirbright Ranges.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the Parish Council write in support of Natural England’s proposed boundary change as shown in map ref: Fig 14 (the Hogs Back) – as attached.

Appendix 1 – Map ref: Fig 14 - Surrey Hills AONB Boundary Variation Project Statutory Consultation 2023

120-2023 - 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 D Bird, and unanimously **RESOLVED** that payments to the value of £15,778.77 be approved. The payment list was then signed by the Chairman of the meeting.

Table 1: Payment list 2 February 2023

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	23/02/2023	Car wash	Guildford Car Wash	28.00	0.00	28.00
Land Management	23/02/2023	Materials	B&Q	13.66	2.73	16.39
Land Management	23/02/2023	Materials	B&Q	17.50	0.00	17.50
Land Management	23/02/2023	Materials	B&Q	2.42	0.48	2.90
Chairman's Allowance	24/02/2023	Refreshments - Flood Forum	Tesco	12.25	0.00	12.25
Staff Costs	27/02/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,195.86	0.00	11,195.86
Revenue Costs Works Vehicle	27/02/2023	Fuel for works van	MFG Woodbridge Hill	43.43	8.69	52.12
Parish Office	28/02/2023	Water and sewerage charge - Unit 2 Saxton - Feb 2023	Castle Water	22.63	1.13	23.76
Land Management	01/03/2023	Soil pH Tester for Wildflower Meadow at Harry's Meadow	Mrs V C Fear - Amazon Services Europe S.a.r.L.	10.82	0.00	10.82
IT budget	01/03/2023	Anker 4 Port USB Data Hub for Finance Officer	Mrs V C Fear - Anker Technology (UK) Ltd (Amazon)	8.25	1.65	9.90
IT budget	01/03/2023	Webcam with Microphone for Finance Officer	Mrs V C Fear - Amazon Services Europe S.a.r.L.	14.16	2.83	16.99
Revenue Costs Works Vehicle	01/03/2023	Service plan - 29th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
IT budget	03/02/2023	Cloud Phone - Phone services & Office 365 1 Nov 2023 - 31 Jan 2023	BT PLC	336.50	67.30	403.80

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	02/03/2023	New Tyres for Works Van x 4	Fuller Tyre Limited	370.00	74.00	444.00
Land Management	08/03/2023	Height Restriction Sign - Jacobs Well Rec	Start Safety UK	40.18	8.04	48.22
IT budget	04/03/2023	BT Business Mobile Broadband	BT PLC	5.00	1.00	6.00
Parish Office	06/03/2023	Electricity - 2 Saxton - March 2023	EDF Energy Ltd	224.76	11.24	236.00
Land Management	08/03/2023	Hire of storage container MW - March 2023	Activate Learning	75.00	0.00	75.00
Land Management	08/03/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	30.92	6.18	37.10
Playground Repairs	08/03/2023	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Grass Cutting	08/03/2023	Grass cutting - Month 1 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
Establishment Charges	08/03/2023	850 x Coronation Bookmarks	Insignia Ltd	629.00	125.80	754.80
Parish Office	25/02/2023	Cleaning materials for office	Sainsburys	3.20	0.00	3.20
Establishment Charges	04/03/2023	Office supplies	Sainsburys	13.00	0.00	13.00
Parish Office	09/03/2023	Cutlery Set - 48 x Table Knives, 48 x Forks, 24 x Teaspoons	Cluskeys CCP Ltd	121.34	24.27	145.61
Establishment Charges	09/03/2023	PPE for Groundsman	Cluskeys CCP Ltd	34.00	6.80	40.80
IT budget	06/03/2023	External back-up - March 2023	RISC IT	36.00	7.20	43.20
Establishment Charges	10/03/2023	Wine for APM	Majestic Wine	91.57	18.31	109.88
Establishment Charges	10/03/2023	Hire of wine glasses for APM	Mrs G F White - Majestic Wine	50.00	10.00	60.00
Establishment Charges	11/03/2023	Greetings cards	Card Factory	6.50	1.30	7.80
Land Management	14/03/2023	2 x Tree Ties 60cm & 2 x Tree Ties 40cm	Edwins Garden Centre	11.67	2.33	14.00
Total				15077.10	701.67	15778.77

b) Grant aid request - Wood Street Village Cricket Club - Application for a new net for the Colts cricket practice

A copy of the grant aid application form and attachments were circulated to the Members via email in advance of the meeting.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr B Nagle, and unanimously **RESOLVED** that a grant of £500 be awarded to the Cricket Club on receipt of the final invoice.

c) Grant aid request - Wood Street Village Association (WSVA) - Application for a grant towards the King's Coronation Event

A copy of the grant aid application form and attachments were circulated to the Members via email in advance of the meeting.

Following discussion, it was proposed by Cllr D Bird, seconded by Cllr J Messenger and unanimously **RESOLVED** that a grant of £400 be awarded on receipt of the final invoice.

d) KSS Air Ambulance - request for a £300 grant

A request for a donation of £300 had been received from the Kent, Surrey, and Sussex Air Ambulance.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr J Messenger and unanimously **RESOLVED** that a grant of £300 be awarded with immediate effect.

Approved by the Full Council 6.4.2023

121-2023 - Date of next Full Council meeting – 27 April 2023

Meeting closed 20:33

Signed

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Chairman of the Council
6.4.2023