



**Minutes of the Full Council meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 29 June 2023**

234-2023 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr N Crampin, Cllr M Fance, Cllr B McShee, Cllr J Messinger, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr C Riley, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

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

Members of the public:

Mr P Trevena, Cllr H Brooker and Cllr P Brooker were present. No members of the public were present.

235-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were received from Mrs Saffina Ellahi, Cllr Bill Akhtar, and Cllr K Witham.

236-2023 - Co-option of new councillor – Two vacancies remain following the local elections – To consider an application from Mrs Saffina Ellahi for the Fairlands Ward vacancy

This item was deferred as Mrs Ellahi was unable to attend the meeting.

237-2023 - Public participation session – 10 minutes

No questions were posed.

238-2023 - 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.

239-2023 - Amendments to the Register of Interests

No declarations were made.

240-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

241-2023 - Declaration of Non-pecuniary Interests

Cllr T Wright declared a non-pecuniary interest in item 16 on the agenda as he is a member of the Wood Street Village Show Committee.

242-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

243-2023 - Borough Councillor's report

Cllr P Brooker provided the following verbal report.

Guildford issues

a) North Street redevelopment – St Edward Homes

The developers, St Edward Homes, have informed Guildford Borough Council of their intention to lodge an appeal with the Planning Inspectorate, following the borough council's refusal of their planning application.

Alongside the appeal, St Edward Homes will also be submitting a revised planning application to address the reasons for refusal, which will be held towards the end of this year. Should the committee vote in favour of the revised scheme, St Edward has committed to withdrawing the appeal before an inquiry.

b) Guildford Plaza site – Portsmouth Road

Henry Construction Projects, the contractor responsible for the Guildford Plaza redevelopment, has gone into administration. All work at this site is now at a standstill.

c) The Casino Nightclub, Guildford

The owners of the Casino Nightclub have announced they venue will be closing with effect from 8 July 2023.

d) Guildford Park Road car park redevelopment

The borough council will soon be going out to tender.

e) Guildford's Weyside Urban Village (WUV)

Guildford's (WUV) project has won the: "Best use of publicly owned land and, or property placemaking" category in the Planning Awards 2023.

Worplesdon issues

a) Tour of the Parish

The Clerk kindly took us on a part tour of the parish on 4 June 2023. The second half of the tour to be undertaken on 4 July 2023.

b) Wood Street Knoll – Site of Alternative Natural Greenspace (SANG), Frog Grove Lane

The legal issue remains unresolved. An internal meeting of the borough council is to be held and we will keep reminding the officers about this matter.

c) Wood Street Village Association (WSVA) meeting

Cllr H Brooker, Cllr Bill Akhtar and I attended the WSVA meeting on 12 June 2023 to introduce ourselves.

d) Wood Street Village Summer Show – 15 July 2023

Cllr H Brooker, Cllr Bill Akhtar and I will be attending the Wood Street Village Summer Show on 15 July 2023.

e) Merrist Wood College Community Event

Cllr Bill Akhtar attended this event, which he found to be most informative.

f) Wildfield Close kickabout area – motorcycles being ridden on Broad Street Common

The debacle about ownership is ongoing. We will continue to press for a resolution to this matter.

A short Q&A session then took place.

The Chairman thanked Cllr P Brooker for his report.

244-2023 - County Councillor's report

Cllr K Witham had provided a written report, which had been circulated to the Members via email in advance of the meeting.

The topics covered included:

- URGENT - SCC Grants available for local groups and organisations - does YOUR local group have a project that could qualify for a grant?
- Your new Worplesdon Guildford Borough Councillors - Update and their contact details
- Community Speedwatch Campaign - tackling local speeding
- Cost of Living, health and welfare support available from Surrey County Council
- From our Surrey Police and Crime Commissioner, Lisa Townsend
- More support to encourage cycling and walking
- Installation of on-street electric charging points
- Greener Matters
- Bus fare cap extended
- Surrey Fire and Rescue Survey
- The Surrey Police Band
- The Therapy Garden Charity

245-2023 - Minutes of the previous meetings:

It was proposed by Cllr D Bird, seconded by Cllr M Fance, and **RESOLVED** that the minutes of the Annual Meeting held 18 May 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr P Cragg, seconded by Cllr G Adam, and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 8.6.2023 be approved and signed by the Chairman as a true record.

246-2023 - 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 D Bird, seconded by Cllr N Crampin, and unanimously **RESOLVED** that payments to the value of £29,487.58 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 29.6.2023

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	07/06/2023	Office materials	Tesco	2.90	0.00	2.90
Establishment Charges	08/06/2023	100 x counters for community event	Mrs V Fear - Random Empire (Amazon)	3.30	0.00	3.30
Establishment Charges	08/06/2023	Paper Shredder Lubricant Sheets	Mrs V C Fear - Amazon Services Europe S.a.r.L.	10.82	2.17	12.99
Playground Repairs	08/06/2023	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Land Management	08/06/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	31.84	6.37	38.21
Training	08/06/2023	Training - Various	Mulberry & Co	180.00	36.00	216.00
Land Management	08/06/2023	Maintenance - Flower border - Fairlands	Nigel Jefferies Landscapes Ltd	138.00	27.60	165.60
Parish Newsletter	08/06/2023	3,600 newsletters and Annual Reports	Knaphill Print Co Ltd	870.00	0.00	870.00
Land Management	08/06/2023	Materials	Magnor Fastners	4.62	0.92	5.54
Chairman's Allowance	09/06/2023	Refreshments for Meeting	Tesco	10.45	0.00	10.45
Chairman's Allowance	10/06/2023	Refreshments - Training	Sainsburys	5.10	0.00	5.10
Land Management	13/06/2023	Materials	Wickes	5.17	1.03	6.20
Land Management	13/06/2023	Materials	B&Q	12.08	2.42	14.50
Land Management	13/06/2023	Materials	B&Q	-12.08	-2.42	-14.50
Land Management	13/06/2023	Materials	B&Q	12.92	2.58	15.50
Land Management	14/06/2023	New padlocks for Pitch Place Green	B&Q	27.50	5.50	33.00
Land Management	14/06/2023	PPE for Groundsman	Cluskeys CCP Ltd	3.50	0.70	4.20
PC Grant Aid to Wards	15/06/2023	Sign for Sime Gallery	Sime Gallery CIO	125.00	0.00	125.00
Parish office - Unit 2 Saxton	15/06/2023	Rent Unit 2 Saxton - 24.06.23 - 28.09.23	TL Fund	6,750.00	1,350.00	8,100.00
Parish office - Unit 2 Saxton	15/06/2023	Quarterly service charge 01.04.23 -30.06.23	TL Fund	172.68	34.54	207.22
Tree Surgery	15/06/2023	Tree works at Perry Hill, Jacobs Well Rec, Nevins Copse & Wood Street Green	Forest and Garden Timber Services	3,580.00	716.00	4,296.00
Parish office - Unit 2 Saxton	15/06/2023	Window cleaning - parish office - outside only	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Playground Repairs	15/06/2023	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Christmas trees/lights WS, Perry Hill	16/06/2023	Electrical supply Perry Hill Green - 02.05.23 - 01.06.23	British Gas	12.06	0.60	12.66
Parish Office	16/06/2023	Gas - Unit 2 Saxton - 29.04.23 - 27.05.23	British Gas	75.98	3.80	79.78
IT budget	16/06/2023	OnePhone - phone charges - including mobile data	BT PLC	163.05	32.61	195.66
IT budget	19/06/2023	Subscription - June 2023	Adobe	12.64	2.53	15.17
Revenue Costs Works Vehicle	19/06/2023	Fuel for works van	Waitrose Shell	42.29	8.46	50.75
Playground Repairs	19/06/2023	Materials	Magnor Fastners	6.77	1.35	8.12
Land Management	21/06/2023	Materials	Halfords	6.91	1.38	8.29
Staff Costs	22/06/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,385.00	0.00	11,385.00
Staff mileage	22/06/2023	Mileage	Mrs G F White	30.55	0.00	30.55
Staff mileage	22/06/2023	Mileage	Mrs V C Fear	16.25	0.00	16.25
PC Grant Aid to Wards	22/06/2023	Grant - Jazz Festival 2023	Challengers	500.00	0.00	500.00
Establishment Charges	22/06/2023	Portable Megaphone for Flood Forum meetings	Mrs V F Fear - Amazon EU S.a.r.l. UK	11.67	2.34	14.01
IT budget	23/06/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Land Management	23/06/2023	PPE for Groundsman	Costco	19.98	4.00	23.98

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	26/06/2023	Refreshments for Meeting	Tesco	1.65	0.00	1.65
Parish Office	28/06/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Community Car Park	28/06/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Parish Office	28/06/2023	Water and sewerage charge - Unit 2 Saxton - July 2023	Castle Water	22.63	1.13	23.76
Establishment Charges	28/06/2023	2nd class stamps	Post Office Ltd	86.00	0.00	86.00
Parish Newsletter	28/06/2023	Distribution parish newsletters	Colne Distribution Ltd	350.00	70.00	420.00
Christmas trees/lights WS, Perry Hill	28/06/2023	Remove Christmas Lights from 3 Trees	JDS Decorations Ltd	740.00	148.00	888.00
Total				26,924.18	2,563.40	29,487.58

b) Bank reconciliation for May 2023

The Finance Officer (FO) had prepared the bank reconciliation for May 2023 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr T Wright, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 – May 2023 bank reconciliation

c) Monthly budget reports for May 2023

The FO had prepared the budget reports for May 2023 in accordance with the Accounts and Audit Regulations, a copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr M Fance, seconded by Cllr G Adam, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2 – May 2023 budget reports

d) To review the Council's insurance policy

The Finance Officer is currently reviewing the sums insured to ensure they are accurate prior to seeking quotations for a new 3-year contract. BHIB, Came and Company, and Zurich will be approached for quotations.

The unique asset reference number is being included within the insurance schedule, which links this document with the Asset Register and the information being created on Parish Online.

e) Concurrent Functions Grant Aid 2024/2025

Parish Councils are invited to apply for grant funding for up to two projects. The following projects were suggested for consideration:

- i) Replacement swing bay unit, to include repairing the wetpour and possibly relocating the fencing to accommodate a new unit.
- ii) Replacing the ageing bench on Perry Hill Green (beside the bus shelter and notice board).
- iii) To replace the bus shelter on the Worplesdon St Mary side of Worplesdon Road.

Detailed estimates have to be provided with the grant aid application forms. As the situation regarding the bus shelter is currently unclear, it was agreed that this item would be deferred until the next Full Council meeting on 10 August 2023.

f) Replacement bench – shopping parade Fairlands (outside the Co-op)

Estimates had been received from three contractors, the details of which had been issued to all Members in advance of the meeting. The minimum cost of a 2m bench, including the ground fixings, but excluding a concrete base and installation costs, was £569.95. The maximum cost was £686.00.

Following discussion, it was proposed by Cllr M Fance, seconded by Cllr B McShee, and **RESOLVED** that the Park seat with back from NBB Outdoors be approved.

Power to spend: PCA 1957, s1

g) Concurrent Functions Grant Aid 2023/2024

A grant of £2,554.48 has been received from Guildford Borough Council towards the provision of three replacement noticeboards.

Unfortunately, on installation, the legs of the new noticeboards appear to have a greater degree of flexibility, which is causing the noticeboards to wobble in the wind. The installation contractor was asked to take measures to lower the legs of the noticeboards into the ground and concerns were raised with the manufacturer. Following a site inspection, the manufacturer advised that the legs of the noticeboards should have been installed into 2ft of concrete. Nevertheless, investigations will be taking place to ensure the product is fit for purpose.

The noticeboards will, unfortunately, need to be refitted.

h) Wetpour Repairs – Worplesdon Play Area

Three quotations were sought, however, one company failed to quote.

Details of the quotations had been circulated to all Members by email in advance of the meeting.

Following discussion it was proposed by Cllr G Adam, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the quotation from Safeplay Playground Services Ltd be approved and accepted.

Total cost £4,816.64 & VAT

Power to spend: LG (Misc. Prov.) Act 1976, s19

247-2023 - Land Management/H&S Report

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 17.04.23, 24.04.23, 02.05.23, 09.05.23, 16.05.23, 22.05.23, 30.05.23, 01.06.23, 05.06.23, 12.06.23, 13.06.23, 19.06.23, 20.06.23, 26.06.23 and 27.06.23.

Monthly Health and Safety Reports

The monthly inspections took place on 25.04.23, 22.05.23, and 23.05.23.

Completion of works:

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

- Re-fitted the duck sign at Wood Street Village Pond.
- Filed, sanded, and re-stained an area of wood on the multiplay unit at Jacobs Well play area.
- Tidied up debris after vandals lit a fire underneath the Typhoon play equipment at Worplesdon Memorial play area (reported to Surrey Police by Assistant Clerk).
- Cut and strimmed the grass at Jacob's Well war memorial, the memorial bench at Harry's Meadow (Jacobs Well), and Derek Slaymaker's bench (Harry's Meadow, Jacobs Well) and taken the arisings to Nevins Copse.
- Cut and strimmed the grass around the three play areas.
- Strimmed around the Wood Street Village Community Car Park.
- Delivered and collected multiple items to the FLGCA to facilitate their Coronation celebration.
- Removed a tree branch from across Pound Lane grille.
- Re-fitted a 'No horse riding' sign onto the back of the Wood Street Village Green noticeboard, along with the Byelaws information relating to the Green.
- Repaired Wood Street Village Green following a vehicle being driven over it. (Report to Surrey Police by the Assistant Clerk)
- Installed three commemorative plaques – two at Perry Hill Green for Her Late Majesty Queen Elizabeth II, and one at Pitch Place to commemorate the Coronation of King Charles III.
- Attended NRWSA training at Brinsbury Campus of Chichester College.
- Re-righted a post at Perry Hill Antiques.
- Removed graffiti from play equipment at Worplesdon Memorial Hall. (Reported to Surrey Police by the Assistant Clerk)
- Cleaned the Perry Hill 'fridge magnet' village sign and cut back encroaching vegetation.
- Resecured the gate and dropdown posts at Pitch Place Green.
- Erected posters at the Wood Street Village Community Car Park explaining about the works that were to be undertaken during w/c 17.04.23.
- Repaired a horizontal panel on the wooden multiplay unit at Jacobs Well play area by removing the rot and filing down the raw edges.
- Obtained additional keys for the existing padlock on the White House Lane gate.
- Collected a new high-vis jacket.
- Asked people found exercising a horse on the recreation ground at Jacobs Well to move on.
- Erected Summer parking signage at Jacobs Well Recreation Ground.
- Removed the vegetation which was growing around the new kissing gate at Harry's Meadow, Jacobs Well.
- Removed branches overhanging the footpath and highway near Littlefield Manor.
- Cut back the vegetation to improve sightlines at Gravetts Lane.
- Replaced a bolt in the side support of the swing frame at Worplesdon play area and resecured the side brace.
- Removed the remaining Covid signage from Worplesdon play area.
- Relocated one of the two goalposts at Jacobs Well Recreation Ground after the two goalposts have been realigned by persons unknown.
- Cut the hedge which was encroaching on the play area at Worplesdon Memorial Hall.
- Reported that the padlock to the maypole is missing. The Assistant Clerk has emailed a relevant person locally but if the padlock is not returned, and base resecured imminently, the parish council will have to secure the base due the inherent risk of injury by the unsecured heavy lid.

The Clerk has:

- Reported the blocked road gulley on Holly Lane to SCC.
- Had a site visit with Rydes Hill residents who were concerned about both flooding and illegal dumping of waste on Rydes Hill Common.

The Assistant Clerk has:

- Reported to the BT Openreach concerns highlighted by a resident relating to a hazard around a manhole cover on Wood Street Village Green. This was fenced off immediately by Openreach and has

subsequently been replaced and repaired.

- Met with the Typhoon play equipment inspector onsite at Worplesdon Memorial Hall play area.
- Reported to Surrey Police the vandalism of the poppy wreaths at Harry's Meadow.
- Created Summer parking signage at Jacobs Well Recreation Ground.
- Reported the lack of functioning temporary traffic lights at the Frog Grove Lane roadworks on numerous occasions to SCC.

Contractors have:

- Installed new kerb edging in Wood Street Village Community Car Park to remove the health and safety hazard caused by deteriorating railway sleepers.
- Installed a replacement gate at White House Lane, Jacobs Well.
- Rolled Wood Street Village Green.
- Commenced tree works on dead, diseased, and/or dangerous trees.
- Desilted the Broad Street grille (GBC's contractors).
- Installed three replacement noticeboards.

Work agreed with contractors/volunteers:

- Commemorative bench for Wood Street Village Green.
- Base for commemorative bench for Wood Street Village Green.
- Electricity supply to be installed across Perry Hill Green (subject to permission from SCC and the DigDat data being obtained) for the provision of Christmas lights.

Quotations obtained for:

- Replacement bench at Fairlands shops.
- Repairs to wet pour at Worplesdon Memorial play area [highlighted as a trip hazard].
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well [postponed until Winter 2023/24].

Quotations required for:

- Replacement basket swing seat.
- Plaque for Derek Slaymaker's bench to commemorate Cynthia Slaymaker.
- Specialist paint to touch up the Perry Hill 'fridge magnet' village sign.

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 – ageing bench: consider replacing due to concrete supports deteriorating.
- Damaged bench slat at Fairlands shops requires replacement (due to repeated damage, consider replacement of bench – see above).
- Assistant Clerk and Head Groundsman to create an inventory of items stored in the shipping container.
- Height signage to be affixed to the height barrier at Jacobs Well Recreation Ground.

Groundsman's/Clerk's Observations:

- Groundsman has noted that the cul-de-sac sign opposite Coombe Lane had fallen over. This has been reported to SCC by the Clerk.
- Groundsman has observed that the silt has been cleared from the Broad Street grille.
- Second signpost at Perry Hill (no sign affixed for over a decade) has been reported to SCC by the Clk.
- Identifying disc tokens are still being affixed to Parish Council owned and maintained assets.
- The Groundsman has created a temporary cover to obscure the exposed plumbing following necessary remedial plumbing works in the council offices.
- The noticeboard stays to be refitted to the replacement noticeboards.

It was proposed by Cllr T Wright, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Land Management Report be approved and accepted.

248-2023 - Planning Applications for consideration

Planning Application No: 23/P/00790 - Land east of Tangle Lane, Worplesdon, Guildford - Erection of 2 storey 4-bedroom dwelling with vehicular access.

It was **RESOLVED**: that the Parish Council object to this planning application due to a lack of technical information:

- There appears to be ample space for parking, however, no information has been submitted showing that vehicles can enter or leave in forward gear.
- No visibility splays (2.4m x 43m) have been submitted to ensure that the access would have no safety impact.
- It is proposed that the access would be gated. Whilst this is acceptable, it should be set back 5m from the carriageway edge to ensure no cars are waiting on the highway for the gate to open.
- No cycle parking or electric vehicle charging provision has been proposed. These are required.
- The site drawing is not very clear for assessment.
- This appears to be a deviation from Guildford Borough Council's self-build policy.
- This location is at a known 'wet spot' – insufficient information about the proposals for surface water drainage.
- The height of the proposed dwelling may also have a negative impact on the existing dwelling known as Timbers.
- The proposed use of black bricks is out of keeping with the local street scene.

Planning Application No: 23/P/00913 - 16 Treebys Avenue, Jacobs Well, Guildford, GU4 7NT - Single storey rear extension following demolition of conservatory.

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

Planning Application No: 23/P/00888 - 98 Broad Street, Guildford, GU3 3BE - First floor rear extension.

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

Planning Application No: 23/P/00975 - Temporary Building, The Kepler Building, 10 Surrey Research Park, Guildford, GU2 7YE - Application to vary condition 2 (temporary use of building) of planning permission 20/P/00766, approved on 23/06/2020, to extend the siting and use of the temporary building for research and development use for a further period of 3 years to 21 May 2026.

This application had been approved by Guildford Borough Council prior to the Parish Council's Full Council meeting.

Planning Application No: 23/T/00138 - St Marys Garden, Perry Hill, Worplesdon, Guildford, GU3 3RE - T1 to T4 Conifer trees - reduce height by 1.5m leaving a height of 1.5m (Worplesdon Conservation area).

It was **RESOLVED**: leave to tree officer.

Planning applications for information only:

Approved by the Full Council – 10 August 2023

Planning Application No: 23/P/00914 - 176 Frog Grove Lane, Guildford, GU3 3HD - Certification of lawfulness to establish whether the proposed single storey replacement outbuilding for office/games room would be lawful.

Planning Application No: 23/P/00954 - 50A, Fairlands Avenue, Fairlands, Guildford, GU3 3NB - Certificate of Lawfulness for an existing development to establish whether a loft conversion was lawful.

249-2023 - Co-option of three Parish members to the Borough Council's on the Council's Corporate Governance and Standards Committee for the period 2023-2027

Following the 2023 elections, it had been necessary to reappoint the Members of the Borough Council's Corporate Governance and Standards Committee. Four nominations have been received by from interested parish councillors. A ballot was therefore required to be held. Each of the parish councils were asked to choose their three preferred candidates.

The Chairman asked for volunteers to read out the personal statements from each of the nominees. The four personal statements were read out by:

- Cllr J Messinger
- Cllr J Snowball
- Cllr D Bird
- Cllr B Ahier

Each member was asked to cast their three votes. The total number of votes for each candidate was then counted.

The three candidates that received the greatest number of votes were:

- Julia Osborne
- Penny Tompkins
- Tim Wolfenden.

The Parish Council's completed ballot paper to be returned to Guildford Borough Council by 21 July 2023 at the latest.

250-2023 - Surrey Flood Action Group Forum – Meeting held 14 June 2023

The Assistant Clerk advised that she had attended the Surrey Flood Action Group Forum on 14 June 2023 on behalf of the Parish Council.

Surrey County Council is seeking to create a county wide Action Group Forum, as has been created in West Sussex, with a similar scheme being established in Kent.

The idea is to bring all the active Flood Forums across the County together in a bid to add weight to the work of the individual Flood Forums, by lobbying Government to change legislation. If a County wide Flood Action Group can be achieved, this would be representative of the 1.2m people who live in the County.

The Assistant Clerk had agreed to assist with the admin of the group but had declined to accept the Chairman or Vice-Chairman roles. Representatives from Surrey Prepared (Surrey County Council), Surrey County Council's Flooding Team, the National Flood Forum, three representatives from the Environment Agency, and a number of representatives from various Surrey Flood Forum groups had been present.

The issues being experienced by Worplesdon are not as severe as some of the issues being experienced across Surrey.

The main concern was sewage flooding, in one property to windowsill height repeatedly over 23 years.

Notes of the meeting:

- Julie Blackburn (Caterham Flood Action Group) and Simeon Milton (Nork and Tattenham Flood Action Group) agreed to lead the formation of the Flood Forum. Simeon suggested the combined experience of both urban and rural flooding would be beneficial for the Chair and Co-Chair roles with a maximum term of 2 years. The agreement of the Chair and Co-Chair will be agreed formally at the next meeting.
- The actions of the group will be led by group members with officer support where needed booking venues / training and communications.
- The first action of the group will be to develop Terms of Reference.
- A WhatsApp group has been created to allow members to keep in touch. A contact sheet containing email addresses is being compiled and will be circulated.
- Katia Sanhueza-Pino (National Flood Forum) will look if there are any existing ToR to consider. Emma Crofts (Environment Agency) has agreed to look if there are case studies of other Flood Action Groups who have been working together for a while.
- Those present were keen to deepen their understanding of the three topics below. The Surrey CC Flooding Team and Surrey Prepared will facilitate this happening via information sharing and helping to organise training sessions where appropriate.
 - Planning
 - Highways
 - Riparian Responsibilities

251-2023 - Request for an inflatable slide at the Wood Street Village Summer Show – A copy of the public liability certificate confirming £10m of public liability cover is required

Confirmation that public liability insurance to the value of £10m had been received from Terry Wright (in his capacity as a member of the Show Committee). A copy of the WSVA's public liability certificate had also been received.

Cllr T Wright confirmed that the owner of the ride would be present throughout the show and would be monitoring the inflatable.

[Cllr H Brooker and Cllr P Brooker left the meeting at 20:55.](#)

Previously the Parish Council had resolved not to permit any sort of inflatable ride, however, the Parish Council's insurer's stance on inflatable rides had softened, providing that the:

- ADIPS (Amusement Device Inspection Procedures Scheme) certificate had been received
- Ride owner holds £10m of public liability cover
- Ride owner will be present and supervising the inflatable
- Inflatable slide would not be used during windy weather
- All HSE guidance is followed
- Adequate first aid cover is provided during the show

The fire alarm sounded at 21:10. A fire drill of the building duly took place. It took 90 seconds for all present to assemble at the fire assembly point.

Approved by the Full Council – 10 August 2023

Mr Trevena left the meeting at this point.

The Members and officers reassembled. A short comfort break took place and the meeting reconvened at 21:15.

Following discussion, it was proposed by Cllr D Bird, seconded by Cllr N Crampin and **RESOLVED** that permission for an inflatable slide be granted.

A vote took place. Result of the vote: 9 in favour. Cllr C Riley, Cllr J Messinger, Cllr B Nagle, Cllr G Adam, and Cllr N Mitchell abstained from the vote. The motion was carried.

Members raised concerns that so much of the planning appeared to be last minute.

Following discussion, it was agreed that in preparation for the 2024 Show, as soon as the Show Committee is formed, a meeting be called between the Show Committee and the Parish Council in a bid to improve communication between the two organisations and to avoid putting last minute pressure on the Council's officers.

It was proposed by Cllr G Adam, seconded by Cllr D Bird, and unanimously **RESOLVED** that Cllr T Wright be appointed to the Show Committee as the Parish Council's representative (assuming the Show Committee had no objection). The idea being that Cllr T Wright would report to and from the Show Committee and the Parish Council.

Cllr B McShee kindly agreed to carry out site inspections (as required by the Parish Council's insurance company), before, during, and after the Summer Show. A copy of the template provided by Zurich (the Parish Council's current insurer) to be provided to Cllr B McShee ASAP.

It was agreed that the Clerk would prepare a checklist, to be issued to the Show Committee to ensure that all documentation is received by the Parish Council in good time in 2024.

Copies of the Risk Assessment, Event Site Plan, and electrical safety certificate were still awaited.

252-2023 - Guildford Borough Council's Register of Community Interest

To consider registering the Fairlands, Liddington Hall & Gravetts Lane Community Association Community Centre and Jacobs Well Village Hall as buildings of community interest (Localism Act 2011).

It was agreed that this item be deferred until the level of paperwork involved with such a proposal could be assessed.

This item to be further considered at the Full Council meeting to be held 10 August 2023.

253-2023 - Bus shelter Jacobs Well Road

The Chairman had inspected the bus shelter, as agreed (minute 225-2023(b) refers). Cllr N Mitchell advised that there is a manhole cover beside the bus shelter. It appeared that the bus shelter is suffering from rotational heave.

The Clerk had contacted Jason Lewis (Surrey County Council's Highway Maintenance Officer) for advice, as a result of which the Head Groundsman and Mr Lewis had met on site on 29 June 2023 and lifted the manhole cover situated adjacent to the bus shelter. This revealed that when the bus shelter was installed, the legs of the bus shelter were concreted into the ceiling of the adjacent drainage chamber (the drain which takes surface water run-off from Britten's Pond through to the River Wey). Bricks from the ceiling of the drainage chamber, which had been knocked out during the installation process, could be seen within the bottom of the drainage chamber.

The drain cover clearly shows this to be an asset from pre-1974 (as it shows the initials GRDC – standing for Guildford Rural District Council).

Following discussion, it was agreed that a further email, together with photos showing the problem, would be submitted to Alison Houghton at Surrey County Council, as the Council feel that given the bus shelter was commissioned by the County Council and installed by Littlethorpe of Leicester on behalf of the County Council in 2015, (at which point Worplesdon Parish Council agreed to take on maintenance of the bus shelter - minute number 142-15 (March 2015) refers)), this is a problem which the County Council should resolve.

It would be for the County Council to close the bus stop, if deemed necessary.

254-2023 - Overgrown alleyways – Fairlands and Jacobs Well

The alleyways within Fairlands and Jacobs Well are unadopted highway. Historically, the alleyways were maintained, as a gesture of goodwill, by Surrey County Council. Due to funding restrictions, the alleyways have not been regularly maintained for many years.

Previously, the Parish Council's ground staff had cleared the alleyways - following complaints from elderly ladies about the brambles and nettles.

The Clerk enquired whether the Members would be willing to help with a working party to clear the alleyways, following a complaint from a resident of Fairlands.

Cllr J Snowball advised that he had walked the alleyways in Jacobs Well and that, at present, they did not seem to be particularly badly affected by brambles or nettles. He also knows some of the homeowners that live beside the alleyways and would be happy to speak with them about cutting back their hedges.

Cllr M Price advised that the cycle barriers had been removed from the alleyway between Treebys Ave and Queenhythe Road.

Cllr B McShee advised that the Fairlands, Liddington Hall and Gravetts Lane Community Association is organising a litter pick in conjunction with the school and suggested that at their next meeting he could enquire whether the Fairlands, Liddington Hall and Gravetts Lane Community Association (FLCGA) would be willing to assist with the task of clearing the alleyways.

255-2023 - Clerk's Report

a) Proposed redevelopment of Hesters Yard, Wood Street Village

Bewley Homes are to give a presentation about the proposed redevelopment of Hesters Yard at the next WSVa meeting to be held on Monday 10 July 2023 at 8pm in St Alban's Village Hall. The Clerk had informed interested residents and details of the meeting had been posted on the WSVa and Parish Council Facebook pages.

It was agreed that a poster would be displayed on the parish noticeboards informing residents without access to mobile phones or computers that this presentation will be taking place.

b) Merrist Wood College Community Engagement Morning – 16 June 2023

The Assistant Clerk had attended this event on behalf of the Parish Council and had made some useful contacts during the event.

256-2023 - Chairman's Report

This report covers the period from 18 May to 28 June.

a) Community Speed Watch (CSW)

CSW continues to be carried out across the Parish with the aid of Volunteers and Councillors. Four deployments occurred during the period, none had to be cancelled due to weather or other circumstances.

b) 18 May – Election of Chairman

I thank my fellow councillors for electing me to the position of Chairman for the municipal year 23/24.

I welcome back Cllr McShee to the council and hope that he enjoys his return to the parish council.

c) 5 June – FLGCA Community Centre, Fairlands

In conjunction with the Clerk, and as agreed by the Full Council, we held a meeting with FLGCA to discuss the possibilities of a replacement community building in Fairlands. Discussions included the possibility of applying to Your Fund Surrey for the costs of the new building. The FLGCA are going to propose this to their members at their AGM in July.

d) 7 June – Chairman’s training

I attended Chairman training, via Zoom, led by Andy Beams of Mulberry & Co.

Key issues that were pointed out were:

- The Chairman’s role is to encourage debate.
- Whoever is in the Chair of a meeting is the Chairman of that meeting.
- The Chairman has a casting vote and can only use it when there is a tied vote. The Chairman can decide to vote as at the end of the first vote or change their vote.
- The Chairman needs to identify, with the Clerk, when a vote is required.
- The Chairman is the figurehead of the Council.
- The Chairman needs to confirm that the votes tally with those recorded by the Clerk.
- Signed minutes are admissible in Court.
- Minutes records the agreements in the Council meeting.

e) 8 June – Planning/General Purposes and Finance Committee meeting

Cllr G Adam was elected as the Chairman for the Planning/General Purposes and Finance Committee for the Municipal Year 2023/2024.

f) 9 June – Proposed redevelopment of Hesters Yard

Attended a briefing by Bewley Homes on their updated proposals for Hester’s Yard.

g) 13 June – Littlethorpe bus shelter – Jacobs Well Road

After the CSW deployment I visited Littlethorpe bus shelter and check the movement of the structure. There is a surface water manhole adjacent to the leg of the bus shelter that shows the greatest amount of incline. The tarmac also shows signs of heave, suggesting that the structure has been lifted or rotated due to ground water leaking from the manhole.

In the evening I attended training on What’s New in Planning with the Clerk and Cllr Brigitte Ahier. The training was delivered by Stephen Tilbury.

The NPPF is material in Planning Decisions, it is a government document but is not subject to Parliamentary Review. Key Issues within it are:

- Nature Recovery.
- Climate Change – Carbon Net Zero.
- Infrastructure delivery.
- Biodiversity Net Gain is important to meet Carbon Net Zero.
- 300,000 dwellings per annum, this has only been achieved once in the last 10 years for a number of reasons. Calculating the number of houses will change in 2024.

Planning Appeals 30% of appeals are successful, 60% of major applications are successful.

If a Council enters Special Measures all applications would be determined by the Planning Inspectorate.

There are several changes that will be filtering through during the remaining period of this government, such as a change to the NPPF, the Levelling Up Government Bill, and a possible national design guide. However, it is likely that after the next general election there will be further changes to the planning process.

CIL is likely to replace Section 106 but is a very complex process to be implemented and is based on the final development value.

Data on sustainability is not being gathered across the planning process, so there is no best practice on which to base applications or decisions.

I strongly advise all members New and Old to attend training on Planning so that they understand the drivers of Planning Law and can contribute fully to the discussions on Planning Applications.

h) 15 June – The late Cynthia Slaymaker

I, the Clerk and Cllrs Cragg and Messinger attended Cynthia Slaymaker's funeral at Guildford Crematorium, which I found to be both peaceful and respectful of all the good deeds that Cynthia carried out during her life. We shall not see her like again, and it will be a fitting tribute to her to have a plaque on the Derek's bench in Harry's Meadow. Long may they rest in peace.

i) 16 June – New councillor training

Attended new councillor training at Worplesdon Parish Council chamber with Cllr Crampin. The training was led by Andy Beams of Mulberry & Co. Points of note:

- Andy Beams considered that WPC must be a good place to work because of the small number of Clerks (7) that have been employed by the Parish Council since 1894.
- There were 10 attendees from across Surrey.
- Data Protection Act – Parish Council's may be excluded from the act.
- There was praise for our asset register which was put forward as an example to follow.
- Normandy used PWLB to match fund the Your Fund Surrey monies for the Community Café.
- We do not have to take over a churchyard if the Church closes.
- The discussion before a meeting between the Chair and Clerk is a useful meeting to assess the forthcoming meeting, it is not a predetermination of the outcome of the meeting or item.
- All meetings should be managed in a civil and respectful manner.
- It was stressed that it is important to inform the Clerk before the meeting of absence. The reason for this is if the meeting is not to be quorate it can be rescheduled and not waste time for the residents, Officers, and Members. Post meeting apologies are not accepted.

j) 21 June – SALC – Chairman's Forum

I attempted to attend the Chairman's Forum on Zoom but kept on dropping out because of poor internet connection. Key items that I did glean were:

- Anne Bott is stepping down from the role of Chief Executive of SALC and is in the process of handing over to her successor Sally Harmon.
- The AGM will be an all-day event at Dorking Halls on 19th October with both presentations and workshops.
- Do not align your Parish Council with a Campaign Group examples CPRE, Farnborough Airport Action Group.
- SALC are looking for examples of environmental projects that Parish Councils are involved with. WPC could suggest our Flood Forum which is both engagement with residents and environmental in its scope.
- David Preddy of Hedley PC suggested that traffic projects should consider pedestrians and cyclists as a high priority, because of Carbon Net Zero considerations.
- Since the elections on May 5 Clerks have already resigned due to bullying. There is a limited pool of qualified Clerks so be respectful to our Officers.
- Training for Councillors is important, and I stress that ALL Councillors should take advantage of the training available for Planning and Finance because they are different to the commercial world.

k) 27 June - Community Speed Watch Forum

Attended the Community Speed Watch Forum at the University of Surrey with Cllr Brigitte Ahier.

The Forum was chaired by Dr Melissa Pepper of University of Greenwich and Dr Karen Bullock of University of Surrey.

The key-note address was by Chief Constable Jo Shiner of Sussex Police and National Police Chief's Council Roads Policing lead.

Chief Constable Shiner pointed out that 5 people are currently dying on the roads in the UK each day. To date this year that amounts to 900 people. It does not include the effect that a road traffic accident has on a family, the emergency service personal that attend or the cost to the economy both locally and nationally.

Community Speed Watch (CSW) is seen by the Police and other emergency services as an education tool in preventing harm and saving lives.

Anti-social driving is dangerous.

There were two workshops during the forum and these highlighted that the members of CSW groups felt that the Police did not interact with them sufficiently and would like to see more police attending CSW sessions. Both feedback from the police and visibility of the police is important to CSW groups.

From a presentation by Dr Leanne Savigar-Shaw of Staffordshire University who had contacted CSW offenders the feedback was that they considered the volunteering carried out by CSW Groups to be a positive method of tackling speeding.

Society is fragmented by social media which is impacting on volunteering and recruitment throughout society, and example of the RNLI was given as an example, they are finding it difficult to recruit volunteers.

It was suggested that the Media Companies should be used to promote the work carried out by CSW Volunteers in helping the Police in reducing speeding and anti-social driving.

There was a Q&A session where a number of points about the website were raised, although answers and immediate actions were not possible because of financial and time constraints.

It was pointed out that there is no National approach to the delivery of CSW.

Generally, the Forum was considered to be a positive event and it should be repeated at least annually.

I was able to speak to PC Munn who attended our deployment during Project EDWARD (Every Day Without a Road Death) in May about the Police car that passed through our deployment on Holly Lane at 55mph. All Police cars have a black box in them and if the officer was not instructed to attend an incident without using his warning lights, then he will be given points on his Police Driving Licence and his personal licence.

In the evening attended Ethics training at the Parish Office on Teams (so avoiding internet drop out).

The training was delivered by Susan Sales the Monitoring Officer for Waverley and Guildford.

The training session was attended by the Clerk, Cllrs Ahier, Crampin, Price, Snowball and myself.

The session was based on the LGA model that was adopted in 2021, however GBC still uses its own model, so parts of the training were inappropriate.

Key items were:

- Nolan Principals (as detailed in the welcome pack all councillors receive)
- DPIs are on both the Parish and Borough websites.
- All non-pecuniary DPI's need to be declared this includes membership of professional bodies, the National Trust, Railway societies, generally anything that could be seen as an influence on your ability to make a fair and reasoned decision.
- Pre-determination is unlawful.
- Predisposition is acceptable and includes a stance on local issues, but you must remain open minded and express your position in the meeting.
- There are methods of dealing with complaints about councillors to the local borough council. If the complaint is held up, the Monitoring Officer will make a recommendation to the Parish Council, but it is up to Parish Council to consider if the sanctions are appropriate.

Approved by the Full Council – 10 August 2023

Slides from the training will be circulated and I strongly suggest that all Councillors look at them and raise any queries with the Clerk.

257-2023 - Items for inclusion on future agendas

Cllr M Price requested that the location of the goal post in Jacobs Well Recreation Ground be added to the agenda of the next Planning/General Purposes and Finance Committee meeting.

Cllr P Cragg left the room at 22:20, returning to the room at 10:22.

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a, it was proposed by Cllr N Mitchell, seconded by Cllr M Fance, and unanimously resolved that in view of the confidential nature of the following business members of the public and press were excluded from the meeting.

258-2023 - Negotiation of a further lease on Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX

At 22:28 it was proposed by Cllr B McShee, seconded by Cllr D Bird, and unanimously **RESOLVED** that the meeting be extended until 22:35 to enable discussion about the renegotiation of Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX lease to conclude.

Following the discussion, it was proposed by Cllr B McShee, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Parish Council would renegotiate the lease at Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX until 2028, with a break clause in 2027.

259-2023 - Date of next Full Council meeting – Thursday 10 August 2023 - 19:30.

Meeting closed 10:30pm.

Signed:

Chairman of the Council
Date: 10.8.2023