



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 7.28pm on Thursday 20 July 2023

270-2023 - Present

Councillors:

Cllr G Adam (Chairman), Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr J Messinger, Cllr N Mitchell, Cllr M Price, and Cllr T Wright (arrived 19:50)

Officers of the Council:

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

Members of the public:

271-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Cllr T Wright tendered his apologies for his late arrival.

272-2023 - Public participation session – 10 minutes

Four members of the public were present (one arrived at 19:37). No members of the public wished to address the Council.

273-2023 - 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.

274-2023 - Amendments to the Register of Interests

No declarations were made.

275-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

276-2023 - Declaration of Non-pecuniary interests

No declarations were made.

277-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

278-2023 - Planning Applications for consideration:

Planning Application No: 23/T/00174 - 9 Broomfield Close, Guildford, GU3 3AW - TPO 5476 1993 No.7:

1. Elm Tree. Located in rear garden on rear boundary. Customer would like this tree to be removed as they already have one dead Elm tree along the rear fence line. This tree will succumb to Dutch Elm disease which will then become a hazard.
2. Maple. Located in rear garden on rear boundary. Customer has requested a 2mtr reduction cutting back to suitable growth points and reshape.
3. Elm Tree. Located in rear garden on rear boundary. Customer would like this tree to be removed as it has succumbed to Dutch Elm disease and is now dead.
4. Maple. Located in rear garden on rear boundary. Customer would like a 1.5mtr-2mtrs reduction carried out and reshape.

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

Planning Application No: 23/P/00858 - Orchard View, White Hart Lane, Wood Street Village, Guildford, GU3 3DZ - Erection of first floor side extension with dormer window together with 12 no solar panels on south side of roof.

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

279-2023 - Land Management 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 03.07.23 and 10.07.23.

Monthly Health and Safety Reports

The monthly inspections took place on 26.06.23, 27.06.23, and 29.06.23.

Completion of works:

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

- Relocated and secured into position one of the goalposts at Jacobs Well Recreation Ground following it being moved.
- Cut back the overhanging hedge overhanging the play area at Worplesdon Memorial Hall.
- Met with SCC Highways engineer to assess the various issues affecting the bus shelter in Jacobs Well (Jacobs Well Road rear Queen Anne).
- Re-secured the padlock on the maypole base due to Health and Safety concerns.
- Strimmed the footpath and bridleway at Pitch Place to facilitate safer access.
- Taken photos of the items stored by SCC contractors on the edge of Pitch Place Green, which had spilled onto the Green.
- Brought items for loan to the WSVA/Hort Soc/Show Committee/Jazz Festival to the parish office.
- Re-fitted a bolt which was missing on the Husson Breeze seat (Wood Street Village).
- Took the maypole padlock key to a resident's home to facilitate access.
- Removed a fallen branch which was causing a road traffic hazard on Salt Box Road.

- Strimmed at Nevins Copse.
- Strimmed sightlines at Fairlands and around an adopted bench.
- Strimmed the Holly Lane cycle path.
- Reported a broken branch on a willow next to Wood Street Village Pond to the Assistant Clerk.
- Erected OPM signage when multiple nests were highlighted in the annual tree report (Perry Hill Green and Wood Street Village Green).
- Cleared a safe path (by strimming) for the flood forum attendees to inspect the blocked watercourse on Frog Grove Lane (the blockage contributes to severe flooding at this location).
- Strimmed White Hart Lane verge.
- Removed branches which were leaning on a property on Coombe Lane.

The Clerk has:

- Booked herself and the Head Groundsman on a First Aid Course in Guildford (31.07.23).

The Assistant Clerk has:

- Instructed local specialist tree specialists to remove OPM nests highlighted during the annual tree inspection report.
- Instructed tree surgeons to urgently remove the fallen willow tree branch from Wood Street Village Pond given the forecast high winds and the village show weekend.

Contractors have:

- Removed a fallen tree branch at Wood Street Village Pond.

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.
- Repairs to wet pour at Worplesdon Memorial play area [highlighted as a trip hazard] (est. to be undertaken in September to avoid the school holidays).
- Plaque for Derek Slaymaker's bench to commemorate Cynthia Slaymaker. [Plaque despatched 19.07.23 – to be fitted by the Head Groundsman]

Quotations obtained for:

- Replacement bench at Fairlands shops.
- 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.
- 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.
- Wildflower areas to be identified and fenced off at Harry's Meadow, Jacobs Well.

Approved by the Full Council – 10 August 2023

- Noticeboard stays to be affixed to three replacement noticeboards.

Cllr N Mitchell sought updates on several items, which were duly provided.

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

280-2023 - Goal posts – Jacobs Well Recreation Ground

Cllr M Price advised that he had observed youngsters were moving the goal posts to create a football pitch within the Recreation Ground.

Historically, when the goal posts were positioned to face each other, it created a variety of problems, including inconsiderate parking, foul language, and residents not being able to use the Recreation Ground during organised matches for which permission had not been granted.

The goal posts are heavy. If the pins that secure them continue to be removed, and a goal post were to topple onto a child, it could have serious consequences; hence the Parish Council's previous decision to remove one of the goal posts if it continues to be repositioned by members of the public.

Cllr M Price kindly offered to keep an eye on this situation, especially as a Walking Football group is currently being established by a resident of Jacobs Well.

The Members felt there were many benefits to a Walking Football group, including being:

- A healthy activity for older people
- A form of combatting loneliness
- A free activity for local residents
- Utilising the Recreation Ground for its intended purpose i.e. for air and exercise.

It was agreed that the Clerk approach the organiser to advise that, whilst the Parish Council fully supports the initiative, if this is to be a regular, organised activity, the Parish Council will require the organiser to carry out a risk assessment for submission to the Parish Council.

The Parish Council was willing to provide the team with numbered/coloured tabard tops, if that would be of assistance.

281-2023 - Area in front of White House Pond (access from White Hart Lane)

Cllr M Price advised that this area of land has not been cut by the Parish Council's contractors this year, as a result of which brambles and nettles have taken over. However, this area does now host a wide variety of wildlife.

Cllr T Wright arrived at 19:50.

Photos of the area in question, both in its current condition and when the area was just grass, were shown to the Committee.

Following discussion, it was agreed that the Parish Council would ask its grass cutting contractors to trim this area, after the bird nesting season, and to ensure that five cuts per season are carried out in future.

Cllr M Price to visit the complainant this weekend to advise them of the Council's decision.

282-2023 - To receive and approve the annual Tree Inspection Report – prepared by Dryad Tree Specialists Ltd

A copy of the comprehensive tree inspection report had been circulated by the Assistant Clerk to all Members via email in advance of the meeting.

The Head Groundsman is carrying out minor tree works to reduce the overall costs of the associated tree surgery that is required.

A number of off-site trees have been highlighted as requiring attention. These are included in the report wherever they pose a risk of falling onto Parish Council owned/leased land. Letters will be sent to the respective landowners advising of their liabilities.

Oak Processionary Moth (OPM) nests have been observed in oak trees in Wood Street Village and Perry Hill Green. It is believed there are four to six nests at both sites, however, if more are found during removal the additional nests will also be removed, however, this will incur an additional cost. In the meantime, OPM information posters have been erected by the Head Groundsman.

Tree surgery will only be carried out where required. Items that have been highlighted for review will simply be reviewed during the next tree inspection.

The Assistant Clerk to seek quotations for the various tree surgery as soon as practicable.

It was proposed by Cllr D Bird, seconded by Cllr B Ahier and unanimously **RESOLVED** that the tree inspection report be approved and accepted, albeit clarification to be sought regarding the group of five trees located at Site 7: Nevins Copse.

283-2023 - Christmas Illuminations – Perry Hill Green

Unfortunately, further tree surgery to the horse chestnut trees along the roadside at Perry Hill Green is required. This will necessitate the lights from two further trees being unwrapped, which will cost a minimum of £600 & VAT.

The Council is currently in year three of a four-year contract, however, the Clerk had spoken with the contractor to ascertain what could be done, within the current contracted budget, to still provide Christmas decorations at Perry Hill Green – given the health of the horse chestnut trees means their long-term viability is questionable.

Various options were considered, including:

Table 1: Options for Christmas illuminations – Perry Hill Green

Option	Style	Pros	Cons
1	Streetlamp motifs	Would eliminate the need for a trench across the Green	Requires permission from Skanska and streetlamps not automatically wired up for streetlamp motifs. Costs of seeking permission and costs to modify the streetlamps unknown at the present time.
2	Creating a design of lights that would look like an illuminated tree	Would eliminate the need to unwrap and rewrap lights from the horse chestnut trees on the Green.	Perry Hill Green is often affected by the prevailing wind. A large artificial light display would, therefore, need to be well

Option	Style	Pros	Cons
			secured to the ground to ensure it didn't blow into the main road. This could create unintended trips hazards.
3	Relocating the Christmas tree onto Perry Hill Green instead of in front of St Mary's Church	Would eliminate the need to unwrap and rewrap lights from the horse chestnut trees on the Green.	St Mary's would lose their tree. A suitable position on the Green would have to be found, steel armoured cable would need to be run under the Green to the permanent ground anchor fixing that would be required.
4	Use the current supply of tree lights to illuminate the oak tree instead of illuminating the roadside trees	Would eliminate the need to continuously wrap and unwrap lights from the horse chestnut trees on the Green. More environmentally friendly to use a living tree rather than felling a spruce tree every year. Would enable the existing lights to be utilised.	St Mary's would lose their tree. Steel armoured cable would need to be run under the Green. The oak tree may need tree surgery moving forward. No surgery is required following this year's tree inspection.

The Clerk advised that Surrey County Council's charge for a licence to dig trenches across Perry Hill Green is £900 & VAT.

Unfortunately, Mr Weston is currently on holiday and could not produce prices for the above options.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr N Mitchell and unanimously **RESOLVED** that the Clerk apply to Surrey County Council for the licence for trenches across the Green at the earliest opportunity.

A decision about the alternative options would be made once the costs of each option are known. This item is to be reconsidered at the next Full Council meeting on 10 August 2023.

284-2023 - 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 P Cragg, and unanimously **RESOLVED** that payments to the value of £1,667.34 be approved. The payment list was then signed by the Chairman of the meeting.

Table 2: Payment list of approval 20 July 2023

Code	Date	Description	Supplier	Net	VAT	Total
Bank Interest/Charges	30/06/2023	Bank charges	Unity Trust Bank	£18.00	£0.00	£18.00
Revenue Costs Works Vehicle	01/07/2023	Service plan - 33rd instalment of 36	PlanMyService LLP	£27.55	£0.00	£27.55

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	02/07/2023	BT Business Mobile Broadband	BT PLC	£7.16	£1.43	£8.59
Parish Office	05/07/2023	Electricity - 2 Saxton - July 2023	EDF Energy Ltd	£224.76	£11.24	£236.00
IT budget	06/07/2023	External back-up - July 2023	RISC IT	£38.00	£7.60	£45.60
Land Management	10/07/2023	Materials	B&Q	£21.44	£4.29	£25.73
Training	11/07/2023	First Aid at Work training PT GW	St John Ambulance	£330.00	£66.00	£396.00
Parish Office	13/07/2023	Office supplies	Amazon - Avica UK Ltd	£16.58	£3.32	£19.90
Parish Office	14/07/2023	Office supplies	Mrs V C Fear - Amazon Services Europe S.a.r.L.	£8.59	£1.72	£10.31
IT budget	16/07/2023	OnePhone - phone charges - including mobile data	BT PLC	£162.59	£32.52	£195.11
Tree Surgery	17/07/2023	Tree surgery - WSV Green	Dryad Tree Services Ltd	£180.00	£36.00	£216.00
Establishment Charges	17/07/2023	Memorial plaque - Cynthia Slaymaker	TDP Ltd	£42.96	£8.59	£51.55
Land Management	17/07/2023	Shipping container hire - July 2023	Activate Learning	£75.00	£0.00	£75.00
Parish Office	17/07/2023	Services of the air con units in Unit 2 Saxton	Absolute Climate Ltd	£175.00	£35.00	£210.00
Parish Office	17/07/2023	Repairs to cistern - downstairs WC	CJB Plumbing & Heating (Cranleigh) Ltd	£110.00	£22.00	£132.00
Total				£1,437.63	£229.71	£1,667.34

b) Littlethorpe bus shelter - Jacobs Well Road

Surrey County Council advised they would raise this matter with Littlethorpe of Leicester, who installed the bus shelter. No further information had been provided.

It was agreed that, as the bus shelter is noticeably leaning more every day, the Parish Council would again request the bus shelter be closed by the County Council until appropriate remedial action has been undertaken.

Date of next Planning/General Purposes and Finance Committee meeting – 31 August 2023.

Meeting closed 20:17

Signed:
Chairman of the Council
Date: 10.8.2023