



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 31 August 2023

312-2023 - Present

Councillors:

Cllr G Adam (Chairman), Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr N Mitchell, Cllr B Nagle, 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:

Dean Weston and Steve Gunner were present, as was Cllr S Ellahi.

313-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Cllr M Price and Cllr J Messinger gave their apologies and reason for absence, which were duly accepted by the Committee.

Cllr J Snowball substituted for Cllr M Price
Cllr B Nagle substituted for Cllr J Messinger.

314-2023 - Public participation session – 10 minutes

Mr Weston and Mr Gunner addressed the Committee regarding their concerns about the potential loss of their livelihoods should planning permission be granted for the Hesters Yard development.

315-2023 - 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.

316-2023 - Amendments to the Register of Interests

No declarations were made.

317-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

318-2023 - Declaration of Non-pecuniary interests

Cllr J Snowball declared that by coincidence he knows the solicitor involved in the planning application for 116 Oak Hill.

319-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

320-2023 - Memorial bench – John Gunner

John's daughter, Kelly, had advised that she did not like version 3 of the bench, stating that her father would have liked the original design, as did she, albeit with some minor modifications to the panel containing the tractor. She was, however, happy for a smaller 'Bespoke Country Dedication Bench Seat' of 3.9m in length; which is 1.1m shorter than originally intended, to be commissioned.

It was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Parish Council would order a 3.9m Bespoke Country Dedication Bench Seat subject to some minor tweaks being made, to the design of the tractor panel, as agreed by the family.

Power to spend: PCA 1957, s1

321-2023 - Planning Applications for consideration:

Planning Application No: [22/P/01371](#) - 116 Oak Hill, Wood Street Village, Guildford, GU3 3ES - The erection of 50 residential dwellings and parish office and council chamber, including vehicular and pedestrian access, landscaping, car parking, play area, and community open space with youth and adult play, on land at Hester's Yard, Wood Street Village.

It was proposed by Cllr P Cragg, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Parish Council comment as follows:

Worplesdon Parish Council is extremely disappointed at the loss of the current employment on this site and believes a mixed-use development, protecting the current businesses, should have been incorporated within the proposed scheme.

Should the Borough Council be mindful to approve this application, the Parish Council wishes to request the following:

That the Heads of Terms for the Section 106 Agreement include:

- A. The granting of the freehold of the office building and associated 5-acres of meadow land to the Parish Council for the sum of £1.
- B. The provision of external adult exercise equipment (Policy E7)
- C. Improved LEAP provision from that proposed. (Policy E7)
- D. The guarantee that the secured affordable housing (*22 affordable units – 44% of the development*) will remain as such in perpetuity.
- E. The provision of a safe crossing point at the brow of Oak Hill to facilitate access to Wood Street Infant School.

The Parish Council also wishes to request the following conditions be applied:

1. Any street lighting should be low level, and downward facing to minimise the impact on nocturnal local wildlife.
2. Worplesdon Parish Council Supports Surrey County Council Highway's conditions and demand contributions.

The Chairman declared a comfort break at 20:35.

Mr Weston and Mr Gunner left the meeting at 20:35.

The meeting reconvened at 20:45.

Planning Application No: 23/P/01191 - Cranmere, The Avenue, Worplesdon, Guildford, GU3 3RA - Proposed replacement gate and widening of the current access; reduction of the incline from the road to the gate.

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

Planning Application No: 23/P/01229 - 4 Gumbrells Close, Fairlands, Guildford, GU3 3NG - Erection of single storey front and two storey side extension.

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

Planning Application No: 23/P/01206 and 22/P/01379 - Hertford Park, Burdenshott Road, Worplesdon, Guildford, GU3 3RN - Variation of condition 2 (Drawings) of planning application 22/P/01379 approved 20/06/23 for a proposed dwelling including new detached garage and landscaping works following demolition of existing dwelling.

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

Planning Application No: 23/P/01152 - High View, 194 Frog Grove Lane, Guildford, GU3 3HD - Proposed rear extension following demolition of existing conservatory with new roof, additional skylights, and a rear dormer with changes to fenestration.

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

- The bulk, scale, and mass of the proposed extension represents overdevelopment.
- The design is a poor design, as there are no windows in bedroom 1, which is a fire hazard
- The dwelling will be out of keeping.

Planning Application No: 23/P/01323 - 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX - Variation of condition 2 of planning permission 18/P/01839 for part single storey rear extension, two storey side extension, loft conversion including three rear dormers and raising of existing rear external wall and ridge, single storey side extension incorporating shower room, additional dropped kerb and extended driveway following demolition of existing garage (amended plans received on 14/11/2018 showing a reduction in size and width to the dormer windows. In addition, all references to the proposed brick piers and front boundary wall/railings have been omitted from the scheme). Amendments to reword the condition to read 'The development hereby permitted shall be carried out in accordance with the following approved plans: 7128/05, 7128/02, 7128/01 received on 20/09/2018 and amended drawing numbers 7128/04 Rev B, 7128/03 Rev C received on 01/08/2023' to allow for amendments to fenestration and roof.

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

Planning Application No: 23/P/01318 - 36 Envis Way, Fairlands, Guildford, GU3 3NH - Two storey side/front/rear extensions, together with new porch and new raised rear patio.

It was **RESOLVED**: that the Parish Council object on the grounds that:

1. The proposed design is poor and makes the extension look bulky, particularly the roofline.
2. The extension looks out of keeping with the existing street scene.
3. The large window in the stairwell is also out of keeping with the street scheme.

The Parish Council would suggest that the roofline should be extended continuously across the full width the proposed extension.

Planning Application No: 23/P/01341 - 32 Brooke Forest, Fairlands, Guildford, GU3 3JJ - Front porch extension.

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

Planning Application No: 23/P/01351 - Colinbrook, 22 Liddington Hall Drive, Guildford, GU3 3AE - Front porch, single storey rear extension and changes to fenestration following demolition of conservatory.

It was **RESOLVED**: that the Parish Council support this application due to the excellent design of the proposed extension and front porch.

Planning Application No: 23/P/01366 - Longlac, White House Lane, Jacobs Well, Guildford, GU4 7PT New open porch following removal of existing porch, conversion of integral garage to habitable accommodation with a covered car port to front, partial demolition of rear extension and changes to doors and fenestration.

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

Planning Application No: 23/P/01275 - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU - Removal of condition 3 (removal of permitted development rights) of planning application 10/P/00851 approved 06/07/2010 for a rear conservatory. To reinstate permitted development rights to protect from overdevelopment.

It was **RESOLVED**: that the Parish Council object to the proposed removal of the permitted development rights to prevent overdevelopment.

For information only

Planning Application No: 23/P/01260 - 12 Dorrit Crescent, Guildford, GU3 3AL - Certificate of lawfulness for a proposed development to establish whether the erection of a single storey rear extension following demolition of existing conservatory with conversion of loft space to habitable accommodation, changes to fenestration, roof dormer and roof light would be lawful.

322-2023 - Pavement improvement works – Frog Grove Lane, Wood Street Village

The Parish Council was pleased that the pavement works in Frog Grove Lane have been carried out, by the contractors, to a very high standard.

The Assistant Clerk, who lives in the village, advised that she has observed far more people walking and running along Frog Grove Lane since the pavement works have been completed.

It was agreed that a letter of appreciation of the contractors' work be sent to Surrey County Council.

Cllr T Wright stated that other pavements within the village require the same attention.

323-2023 - Local Government Boundary Commission Review – New electoral arrangements for Surrey County Council – Draft recommendations

The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament, which is not part of government or any political party.

Their main role is to carry out electoral reviews of local authorities throughout England.

The review examines and proposes new electoral arrangements for a local authority. The local authority's electoral arrangements decide:

- How many councillors are needed
- How many county council electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each division.

When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

The last review of the electoral arrangements for Surrey County Council were undertaken in 2012. The Commission is required to carry out a review of the electoral arrangements of every council in England from 'time to time'.

This electoral review is being carried out to ensure that:

- The divisions in Surrey are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of electors represented by each councillor is approximately the same across the county.

The Boundary Commission is proposing that:

- Surrey County Council should be represented by 81 councillors, the same number as there are now.
- Surrey should have 81 divisions, the same number as there are now.
- The boundaries of most divisions should change; 24 will stay the same.

The recommendations will determine how many councillors will serve on the Council. They will also decide which division residents vote in, which other communities are in that division, and, in some cases, which parish council ward you vote in. The division name may also change.

The Commission's recommendations cannot affect the external boundaries of the county or result in changes to postcodes. They do not take into account parliamentary constituency boundaries.

A public consultation on the draft recommendations will take place between 8 August to 16 October 2023.

Proposed changes have been recommended for the County division of Worplesdon including proposed changes to the electoral arrangements for the Parish Council, as follows:

Para 61: *“The Council proposed placing the southern section of Ash parish, including Ash Green in Shalford division, mirroring the current arrangements her, while placing Wanborough parish in Worplesdon division. No evidence of community identity regarding Wanborough was provided, nor was there any evidence that the southern section of Ash shares any particular community identity with the remainder of Shalford division. In order to propose what we consider to be a better pattern of divisions across the west of Guildford Borough, we propose to place the southern section of Ash within the Worplesdon division”*.

Para 63: *“With electors from the southern section of Ash placed in Worplesdon division, this division would have 15% more electors than average without any further changes. We proposed to place the settlement of Jacobs Well into Guildford North division, with a boundary tunnning along the Portsmouth railway line”*.

Para 66: *“The Council proposed a boundary between Guildford West and Worplesdon divisions that follows the parish boundary for the most part, apart from the Rydeshill (sic) area where the proposed boundary ran along Broad Street. We visited this area on our tour of Surrey but did not consider that Broad Street offered a particularly strong boundary, or that there was an obvious difference of community identity between the areas to the north and south of this road. We therefore propose to include the entire Rydeshill (sic) area in a Guildford West division, with the boundary running behind Bramble Close and Dorrit Crescent”*.

Para 153 *“We are providing revised parish electoral arrangements for Worplesdon parish”*.

“Draft recommendations:

“That Worplesdon Parish Council should comprise of 16 councillors, as at present, representing three wards”:

Table 1: Proposed Parish Ward changes – as per para 153 above

Parish ward	Number of parish councillors
Jacobs Well	2
Rydes Hill	3
Villages	11

Proposed parish ward changes:

Following consideration, it was proposed by Cllr G Adam, seconded by Cllr N Mitchell, and unanimously **RESOLVED** that the Parish Council object in the strongest possible terms to the proposed parish ward changes as they completely fail to accurately reflect the existing, separate, and quite distinct communities of Broadacres, Fairlands, Jacobs Well, Perry Hill and Wood Street Village, which the Parish Council represents.

The Clerk advised that it was not clear from the documentation when these changes were to be applied to the Parish Council, as the Parish Council elections are held at the same time as the borough elections, which won't take place until 2027, whereas the next County Council elections are due to be held in 2025.

It was agreed that two councillors was insufficient to represent the ward of Jacobs Well and that three councillors should continue to be required to represent this village.

The Parish Council felt that the most defensible boundary for Jacobs Well is the River Wey and that Jacobs Well should be retained within the Worplesdon ward given the impact the Weyside Urban Village is likely to have on the number of electors within the Guildford North ward moving forward.

Currently only a few roads within the Rydes Hill area are included within the parish of Worplesdon – none of the current communities (Broadacres, Fairlands, Jacobs Well, Perry Hill, Pitch Place, Rickford, or Wood Street Village) would directly associate themselves with Rydes Hill.

Lumping the remainder of the parish into one ward called ‘villages’ would fail to respect the uniqueness of each village/community, two of which (Wood Street Village and Perry Hill) have Conservation Areas.

Proposed county ward changes:

It was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and **RESOLVED** that the Parish Council object to the proposed County division changes on the basis that the proposals have not been well thought through, and fail to take into account the existing arrangements and individual communities within the parish.

The proposals would result in the parish of Worplesdon represented by three separate county councillors:

Table 2: Proposed County Divisions – as per para 153 above

Proposed County Division	Parish area being represented
Guildford West	Park Barn/Broadacres/Broad Street/Dorrit Crescent/Bramble Close
Worplesdon	Fairlands, Perry Hill, Wood Street Village
Guildford North	Jacobs Well

Cllr B Ahier abstained from the vote.

324-2023 - 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 T Wright, seconded by Cllr B Ahier, and unanimously **RESOLVED** that payments to the value of £30,249.47 be approved. The payment list was then signed by the Chairman of the meeting.

Table 3: Payment list – 31 August 2023

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	10/08/2023	Office supplies	Tesco	2.90	0.00	2.90
IT budget	14/08/2023	Replacement Laptop Adapter and Power cord	Repairtech Limited	35.13	7.03	42.16
Establishment Charges	16/08/2023	Office supplies	Tesco	2.20	0.00	2.20
IT budget	16/08/2023	OnePhone - phone charges - including mobile data	BT PLC	162.59	32.52	195.11
Grass Cutting	16/08/2023	Grass cutting - Month 5 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
Grass Cutting	16/08/2023	Grass cutting - Month 6 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
PC Grant Aid to Wards	16/08/2023	Grant - FLGCA New Community Centre	Fairlands, Liddington Hall and Gravetts Lane Community Association	10,000.00	0.00	10,000.00
Land Management	17/08/2023	Materials	Tesco	10.75	0.00	10.75
Land Management	17/08/2023	Materials	Welcome Fairlands	4.78	0.00	4.78
Land Management	17/08/2023	Compost and landscape bark for Fairlands planters	Rokers	62.50	12.50	75.00
IT budget	18/08/2023	Subscription - August 2023	Adobe	16.64	3.33	19.97
Parish Office	17/08/2023	Electrical supply Perry Hill Green - 02.07.23 -02.08.23	British Gas	12.45	0.62	13.07
Parish Office	17/08/2023	Gas - Unit 2 Saxton - 21.06.23 - 28.07.23	British Gas	28.98	1.45	30.43

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	22/08/2023	Rotavator Hire (Deposit) for Harry's Meadow wildflower area	Hire Services (Southern) Ltd	83.33	16.67	100.00
Land Management	22/08/2023	OX Standard Ear Defenders	Hire Services (Southern) Ltd	5.34	1.07	6.41
IT budget	23/08/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Donations	23/08/2023	Grant - 2023/24	Crimestoppers	100.00	0.00	100.00
Tree Surgery	23/08/2023	Removal of 6 oak processionary moth nests from 3 trees on Perry Hill Green & 1 tree on WSV Green	Dryad Tree Services Ltd	640.00	128.00	768.00
Land Management	23/08/2023	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	138.00	27.60	165.60
Playground Repairs	23/08/2023	Replacement 1m sq. Barkbrown floor and fixings for Jacobs Well Playground x 3	Hags-SMP Ltd	1,035.00	207.00	1,242.00
Parish Newsletter	23/08/2023	3,600 newsletters	Knaphill Print Co Ltd	435.00	0.00	435.00
Establishment Charges	23/08/2023	USB C Charging Cables	Mrs V C Fear - Amazon Services Europe S.a.r.L.	7.49	1.50	8.99
Staff Costs	23/08/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,385.00	0.00	11,385.00
Staff mileage	23/08/2023	Mileage	Mrs V C Fear	14.95	0.00	14.95
Safe Drive Stay Alive	23/08/2023	Safe Drive Stay Alive - Donation 2023/2024	Surrey County Council	550.00	0.00	550.00
Staff mileage	23/08/2023	Mileage	Mrs G F White	60.13	0.00	60.13
Parish Office	24/08/2023	Gas & Electricity - Unit 2 Saxton - Business Advance Payment (Refundable)	Octopus Energy Limited	407.07	81.41	488.48
Land Management	25/08/2023	Rotavator Hire - Refund of Difference	Hire Services (Southern) Ltd	-46.33	-9.27	-55.60
Establishment Charges	29/08/2023	Facebook Job Advert 24 to 26 August 2023	Meta Platforms Ireland Limited	17.00	0.00	17.00
Establishment Charges	29/08/2023	Facebook Job Advert 26 to 28 August 2023	Meta Platforms Ireland Limited	17.00	0.00	17.00
Parish Office	30/08/2023	Water and sewerage charge - Unit 2 Saxton - Sept 2023	Castle Water	22.63	1.13	23.76
Parish Office	30/08/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Community Car Park	30/08/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Donations	31/08/2023	Donation 2023/2024	Citizens Advice Bureau	175.00	0.00	175.00
Total				29,176.34	1,073.13	30,249.47

b) Former Jacobs Well Residents Association

Cllr J Snowball advised that the JWRA has now been formally dissolved and proposed the following motion: That Worplesdon Parish Council temporarily looks after the £4,828 residual funds of the dissolved Jacobs Well Residents Association until such time as a properly constituted successor organisation is established. The funds will be held in a restricted account for 2 years; If no successor organisation is established within that time, the funds will be released into an unrestricted Worplesdon Parish Council account for use by the Parish Council.

Following discussion, it was proposed by Cllr J Snowball, seconded by Cllr T Wright that the above motion be approved subject to the new Committee taking advice from Surrey Community Action to ensure that all the correct formalities are followed and a new bank account in the name of the JWRA is created.

A vote took place. Motion unanimously carried.

The money being handed over is to be counted in the presence of Mr Nick Collett, Cllr J Snowball, the Assistant Clerk, and the Finance Officer. A letter confirming the value received and to be banked to be

signed by those present. The monies will be banked and placed into an Earmarked Reserve (JWRA monies) – the interest gained on that deposit whilst held by the Parish Council will be added to the JWRA funds to be handed back in due course.

It was agreed that, should it prove necessary, the 2-year deadline could be extended.

c) Removal and replacement of the bench outside the Co-op Fairlands Ave

Following discussion, it was agreed that the maximum cost of £751.09 & VAT for removing and disposing of the old bench and installing the new bench be approved.

Power to spend: PCA 1957, s1

325-2023 - Date of next Planning/General Purposes and Finance Committee meeting – 12 October 2023.

Meeting closed 22:03

Signed:
Chairman of the Council
Date: 21.9.2023