



**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 10 August 2023**

287-2023 - 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

Members of the public:

Mr and Mrs Ellahi, Mrs Mandy Renshaw, Mr Ian Renshaw, Mr Nick Sherwin, borough councillors Honor Brooker, Philip Brooker, and county councillor Keith Witham were present.

288-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were received from Cllr Bill Akhtar and the Assistant Clerk.

289-2023 - 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

Mrs Ellahi's application form had been circulated to all members via email in advance of the meeting.

Mrs Ellahi gave a short presentation, which was followed by a short Q&A session.

At 19:38 all eight members of the public left the room whilst the Members considered Mrs Ellahi's application. All members of the public returned to the room at 19:42. A vote was then taken. It was unanimously **RESOLVED** that Mrs Ellahi be co-opted with immediate effect. Mrs Ellahi immediately signed a Declaration of Acceptance of Office form and then joined the meeting. Induction training to be delivered by the Clerk as soon as possible.

290-2023 - Public participation session – 10 minutes

No questions were posed.

291-2023 - Declaration of Non-pecuniary Interests

Cllr J Messinger and Cllr G Adam declared they are Trustees of another hall within the Parish.

Cllr D Bird, Cllr B Ahier and Cllr B McShee declared they are all associate members of the Fairlands, Liddington Hall and Gravetts Lane Community Association.

292-2023 - 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.

293-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

294-2023 - Amendments to the Register of Interests

No declarations were made.

295-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

296-2023 - Borough Councillor's report

Cllr P Brooker provided the following verbal report.

Guildford issues

a) Guildford Borough Council finances

The financial situation of the Council was discussed at the Full Council meeting held 25 July 2023. Whilst savings have been found and a S114 notice (a declaration of bankruptcy) has been narrowly avoided for this financial year, that cannot be guaranteed moving forward. Saving of £3.1m still need to be found in the financial year 2024/2025. A further £18m of savings has to be found over the next four years.

The Chief Finance (Section 151) Officer informed the Council of its S114(3) duty and recommended immediate actions, including a range of expenditure controls, which will be managed through a Financial Control Panel consisting of Senior Officers and chaired by the Section 151 Officer.

A financial recovery plan is being developed by the Chief Finance Officer in liaison with the Joint Management Team, together with milestones and delivery targets, to be reported to October Full Council for approval. This includes potential cuts in services and the selling of assets.

b) Conservative motions put forward at the Full Council meeting held 25 July 2023

Two motions were put forward:

- (1) **Planning process** - To improve planning process by restoring the seven-day councillor notification process, a process that required the officer report to be referred to all ward councillors in the event of a single objection being received or if they are looking to refuse a planning application.
- (2) **North Street redevelopment** -To appoint Create Street to act as a 'critical friend' to review and make recommendations on the new North Street application submitted by St Edwards to the Council; add their comments to the appealed scheme which could be used in the Council's evidence to defend the appeal; ask the Executive to endorse Surrey County Council's Healthy Streets for Surrey Guide.

Both motions were defeated.

Worplesdon issues

c) **Wood Street Village SANG (Site of Alternative Natural Green Space)**

Cllr Bill Akhtar had written to the Leader of Guildford Borough Council asking why there has been a three-year delay in the SANG being opened. The car park and fencing has been in place for two years now. It is understood there is a delay in resolving an agreement with the landowner and the council.

The following response had been received:

This land is currently private land with permission to become a public open space.

The owner has not yet met the financial and legal conditions for the land to be SANG; this is a matter for the landowner alone to resolve.

The landowner had approached officers to see if the Council is interested in purchasing some or all of the land. Investigations are being carried out, but any such purchase would have to be affordable and represent best value for the council.

Cllr Akhtar advised that he will keep pushing to get this matter resolved.

d) **Wood Street Village Summer Show**

All three borough councillors attended this show and hoped that, despite the yellow weather warning, lots of funding was raised for good causes.

The Chairman thanked Cllr P Brooker for his report.

297-2023 - 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:

- New "[Surrey Connect](#)" bus service for Wood Street Village and Fairlands, which is a demand responsive bus service
- Reminder - New Surrey Discount Travel Card for the under 20's
- Surrey County Council - Full Council report
- Update Reports from your Borough Councillors
- Rokers new store
- Schools - walking and the school run
- Trading Standards useful advice
- Surrey Fire and Rescue update
- More Police Officers for Surrey
- New SCC support for adults with learning disabilities or autism
- Insulation and heating grants for residents

In addition, Cllr K Witham raised the following matters:

a) **Proposed change to the Electoral Arrangements for Surrey County Council**

There is a proposal, within the [New Electoral Arrangements for Surrey County Council Draft Recommendations August 2023](#), to separate Jacobs Well in its entirety from the Worplesdon division to the Guildford North division. A matter Cllr K Witham will raise with the residents of Jacobs Well.

Any changes will not be implemented until the next County Council elections.

This item is to be on the agenda of the next Planning/General Purposes and Finance Committee meeting - other changes are also proposed which would result in three county councillors covering the parish of Worplesdon. (Guildford West, Worplesdon, and Guildford North).

b) Replacement Community Centre for Fairlands

Cllr K Witham also expressed his support for a new Community Centre at Fairlands advising that he has been assisting the Fairlands, Liddington Hall and Gravetts Lane Community Association to get to a point where they are able to make a Your Fund Surrey application. Several other such projects are being supported by Surrey County Council.

The FLGCA will require to submit a Business Plan, etc.

c) Resurfacing of Keens Lane – Taylor Wimpey

The Chairman had raised concerns with Cllr K Witham regarding the dangerous condition in which Taylor Wimpey have left Keens Lane during construction, including the road being dug up with no plates over the open trenches.

Cllr K Witham advised that he had already raised this with the relevant departments. In principle, this may be carried out by Taylor Wimpey albeit they are only required to reinstate the road to its pre-development condition.

Worplesdon Parish Council to write again to Cllr K Witham who will raise this matter with the relevant departments once more.

298-2023 - Minutes of the previous meetings:

It was proposed by Cllr D Bird, seconded by Cllr G Adam, and **RESOLVED** that the minutes of the Full Council meeting held 29 June 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Fance, seconded by Cllr Nuala Crampin, and **RESOLVED** that the minutes of the Staffing Committee meeting held 10 July 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr P Cragg, seconded by Cllr T Wright, and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 20 July 2023 be approved and signed by the Chairman as a true record.

[Cllr K Witham gave his apologies and left the meeting at 20:05.](#)

299-2023 - Replacement Community Centre at Fairlands – Your Fund Surrey Project

Mrs Mandy Renshaw, Vice-President of the Fairlands, Liddington Hall and Gravetts Lane Community Association and a member of the committee for over 25 years gave a comprehensive PowerPoint presentation setting out why a replacement Community Centre is required:

Building

- Precast concrete = 50 to 100 years (we might have 40, we might have less than 10)
- Plumbing, drains, electrics all failing more frequently
- Impossible to achieve net Zero carbon
- Not meeting wider community needs

A growing community

- FLGC = 702 houses
- + New (within a mile or so)
- 900 magazines = 780 (including Keens Lane, 70 Perry Hill, 50 via retail outlets)
- Ageing demographic

- The centre of the parish

A new building

- Two storeys/low profile (think medical centre)
- Flexible for multi-use
- Community café
- Bar positioned for social, family, sporting use
- Energy efficient
- Built for the future

To make it happen

- Funding – Your Fund Surrey (best guess is £2 ½ m)
- Retain use of existing while new being built
- Community support – Your support
 - Words and actions
- Work with Worplesdon Parish Council
 - Playground
 - Grant to support design and bid for funds
- A resolution for pavilion facilities during build.

Following Mrs Renshaw’s presentation, an extensive Q&A session took place.

300-2023 - Finance:

a) Grant to the Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA) – replacement of the Fairlands Community Centre via a Your Fund Surrey grant

Following a lengthy discussion, it was proposed by Cllr G Adam, seconded by Cllr B McShee, and unanimously **RESOLVED** that the Parish Council award a grant of £10,000 to the FLGCA to cover the initial design works.

[Mandy Renshaw, Ian Renshaw, and Nick Sherwin thanked the Parish Council for the grant and left the meeting at 20:42.](#)

b) 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 B Ahier, seconded by Cllr J Snowball, and unanimously **RESOLVED** that payments to the value of £17,671.20 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 10.8.2023

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	28/07/2023	Water and sewerage charge - Unit 2 - July 2023	Castle Water	22.63	1.13	23.76
Professional Advice	07/07/2023	Payroll services - qtr to 30/06/2023	Mulberry & Co	105.00	21.00	126.00
Establishment Charges	11/07/2023	Place Name Holders	Amazon EU S.a.r.L.	32.89	6.58	39.47
Establishment Charges	11/07/2023	Office materials	Amazon EU S.a.r.L.	19.53	3.91	23.44
Establishment Charges	11/07/2023	Office materials	Amazon - Shenzhenshi Sanjia Trade Co Ltd	37.47	7.50	44.97
Establishment Charges	11/07/2023	Office materials	Amazon- Mymart Ltd	27.04	5.41	32.45
Revenue Costs Works Vehicle	17/07/2023	Fuel for works van	EG Euro Garages	41.48	8.30	49.78
IT budget	19/07/2023	Subscription - July 2023	Adobe	12.64	2.53	15.17

Minutes approved by the Full Council – 21 September 2023

Code	Date	Description	Supplier	Net	VAT	Total
Christmas trees/lights WS, Perry Hill	18/07/2023	Electrical supply Perry Hill Green - 02.06.23 - 01.07.23	British Gas	11.68	0.58	12.26
Land Management	18/07/2023	Materials	B&Q	13.60	2.72	16.32
Staff Costs	20/07/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,385.00	0.00	11,385.00
Staff mileage	20/07/2023	Mileage	Mrs G F White	9.75	0.00	9.75
Staff mileage	20/07/2023	Mileage	Mrs V C Fear	27.30	0.00	27.30
IT budget	23/07/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Land Management	25/07/2023	Materials	Wickes	47.50	9.50	57.00
Tree Inspections	26/07/2023	Walk-over Tree Survey of 7 sites	Dryad Tree Services Ltd	1,800.00	360.00	2,160.00
Election Fees	26/07/2023	Election costs 2023	Guildford Borough Council	800.00	0.00	800.00
Parish Office	26/07/2023	Fitting new light panel in office	Pirbright Electrical Contractors Ltd	144.51	28.90	173.41
Parish Office	26/07/2023	Replacing tubes in bank of lights	Pirbright Electrical Contractors Ltd	133.40	26.68	160.08
Land Management	26/07/2023	Hire of storage container MW - August 2023	Activate Learning	75.00	0.00	75.00
Land Management	27/07/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	47.76	9.55	57.31
Land Management	26/07/2023	Materials	Mrs V C Fear - Screwfix	15.75	3.15	18.90
Councillor's Allowance	26/07/2023	Milk for Flood Forum meeting	Cllr N Mitchell - Tesco	1.30	0.00	1.30
Land Management	28/07/2023	Materials	B&Q	7.79	1.56	9.35
M'nance Bus Shelters/Seats Etc.	28/07/2023	Flap stay for Noticeboards	T&S Architectural	18.16	3.63	21.79
IT budget	31/07/2023	Annual subscription	Zoom Video Communications Inc	119.90	23.98	143.88
IT budget	31/07/2023	Office 365 chgs - Feb - July 2023	BT PLC	148.50	29.70	178.20
Community Car Park	31/07/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Parish Office	31/07/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Revenue Costs Works Vehicle	01/08/2023	Service plan - 34th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
IT budget	01/08/2023	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Land Management	02/08/2023	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	138.00	27.60	165.60
Land Management	02/08/2023	Hand tools for PC land management	Mrs V C Fear - Amazon Services Europe S.a.r.L.	23.32	4.67	27.99
URC bench Perry Hill Green	02/08/2023	Perry Hill Green - Acrylic QR Code discs	Guildford Signs	20.00	4.00	24.00
Land Management	01/08/2023	Top dressing for Jacobs Well Recreation Ground	Spooners Turf	287.50	57.50	345.00
Establishment Charges	03/08/2023	Office supplies	Tesco	5.08	1.02	6.10
Establishment Charges	03/08/2023	Office supplies	Tesco	8.65	0.00	8.65
IT budget	04/08/2023	External back-up - August 2023	RISC IT	38.00	7.60	45.60
Parish Office	07/08/2023	Electricity - 2 Saxton - August 2023	EDF Energy Ltd	224.76	11.24	236.00
Land Management	09/08/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	36.24	7.25	43.49

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	09/08/2023	External window cleaning	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Total				16,978.79	692.41	17,671.20

The Clerk thanked Cllr N Mitchell and Cllr J Snowball for their assistance with spreading three tonnes of top dressing at Jacobs Well Recreation Ground.

c) Bank reconciliations for June and July 2023

The Finance Officer (FO) had prepared the bank reconciliations for June and July 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 M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 – June and July 2023 bank reconciliation

d) Monthly budget reports for June and July 2023

The FO had prepared the budget reports for June and July 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 Price, 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.

Appendices 3 and 4 – June and July 2023 budget reports

e) Concurrent Functions Grant Aid 2024/2025

Guildford Borough Council has confirmed that owing to financial restraints Concurrent Functions Grant Aid will not be available for the financial year 2024/2025.

The Clerk advised that it will, however, be possible to apply to SUEZ (Recycling and Waste Management Services) owing to the proximity of the Parish to the Slyfield Recycling Centre. The Parish Council has previously been successful in obtaining a grant for playground equipment from SUEZ. A contribution of 11% of the cost would be required by the Parish Council. The Assistant Clerk will be dealing with this project at the earliest possibility. Initial indications are that the project to replace the existing swing bay unit (which is over 40 years old) and associated works is likely to cost in the region of £15,000 & VAT.

The Members agreed to proceed with a grant application to SUEZ at the earliest opportunity.

f) Quarterly financial check

The quarterly financial check was undertaken by Cllr M Price and Cllr G Adam on 21 July 2023. Cllr M Price advised that he had thoroughly checked the Council's accounts, and everything is in good order.

g) To review the Council's insurance policy

The Clerk advised that Came and Company had declined to comment. A quotation had been received from Zurich with a small increase in the fee. BHIB had not yet provided a quotation.

This item is to be further considered at the Full Council meeting to be held 21 September 2023.

h) Stella Hancock Riding Association – Grant aid application request

A grant application had been received for a grant of £480 towards the hire of Merrist Wood College's dressage rings.

A lengthy discussion took place following which it was agreed that the Stella Hancock Riding Association be invited to give a presentation at the next Full Council meeting as there were some points the Members wanted to clarify.

i) Boom Community Bank

A round robin letter had been received from the Boom Community Bank asking the Parish Council to consider investing in the Surrey/Sussex Credit Union.

After discussion, it was agreed that the Parish Council seek advice from Mulberry & Co before making any decisions.

The Clerk advised that should it be the Council's wish to invest in the Boom Community Bank, the Parish Council's Investment Policy would need to be updated.

301-2023 - Land Management/H&S Report

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

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 17.07.23, 24.07.23, and 01.08.23.

Monthly Health and Safety Reports

The monthly inspections for July took place on 27.07.23.

Completion of works:

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

- Attended a First Aid at Work Course in Guildford (31.07.23).
- Attached two noticeboard stays to each of the new noticeboards.
- Attached the new plaque for Cynthia Slaymaker to the Slaymaker bench in Harry's Meadow, Jacobs Well.
- Removed the branches which were obstructing the security gate and height barrier at Harry's Meadow.
- Undertaken multiple minor tree works across the parish to reduce the amount of arb work to be tendered for by arb specialists.
- Inspected the seesaw at Jacobs Well following a report from a resident (no issue with the equipment – equipment was deliberately designed that way).
- Facilitated access for contractors working on behalf of Thames Water to Broad Street Common.
- Notified the officers of damage to the multiplay equipment at Jacobs Well play area.
- Reported to the FLGCA that the shipping container at the Fairlands Hall is either in poor condition or has been damaged.
- Notified officers that yellow lines had been painted on the highway at Wood Street Village Green and that the tree trunks had not been replaced following the Wood Street Show and Jazz Festival, as well as litter picking the 'triangle' after the Village Show.
- Cleared blocked gullies at Broad Street.
- Removed willow which was blocking a repeater sign at Broad Street.
- Notified residents of Bilhurst Farm about a tree overhanging the Surrey County Council (SCC) verge which requires attention.
- Measured the 'Worplesdon Pie Seat' opposite Worplesdon Memorial Hall.

The Clerk has:

- Attended a First Aid at Work Course in Guildford (31.07.23).
- Notified the WSVA of the requirement to return the logs at Wood Street Village Green to their original location ASAP.
- Successfully applied for 420 more whips from the Woodland Trust for Nevins Copse, and SCC have agreed to provide ten feathered trees, 420 canes, and 420 spiral tree guards.
- Coordinated the work party to level the Walking Football pitch at Jacobs Well Recreation Ground.
- Taped off and erected notices at the bus shelter near Watts Cottage which is now visibly leaning.
- Obtained a grant from SCC to repair the broken fencing in the layby outside Worplesdon Memorial Hall.

The Assistant Clerk has:

- Reported the vandalism at Jacobs Well play area to Surrey Police.
- Collected a QR coded disc to be affixed to the commemorative United Reformed Church bench on Perry Hill Green. The QR code links to a specific history section on our website.
- Ordered 3 x tonne bags of top dressing from Spooners to be delivered to Jacobs Well Recreation Ground to level trip hazards for the newly formed Walking Football group.
- 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 dispatched 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].
- Three replacement decks for the Jacobs Well multiplay from HAGS following vandalism.

Quotations required for:

- Replacement basket swing seat.
- Base for replacement bench outside Fairlands shops.

Outstanding works:

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- 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.

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

302-2023 - Planning Applications for consideration

Cllr G Adam presented the planning applications

Planning Application No: [23/P/01062](#) - 69 Fairlands Avenue, Fairlands, Guildford, GU3 3NB - Proposed construction of a two-storey linked dwelling with attached garage, off road parking spaces, together with a new garage serving no.69 Fairlands Avenue and associated external landscaping alterations.

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

Planning Application No: [23/P/01004](#) - 69 Fairlands Avenue, Fairlands, Guildford, GU3 3NB - proposed construction of a pair of terraced dwellings together with a reconstructed garage serving no. 69 Fairlands Avenue; associated dropped kerbs and landscaping.

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

1. The proposal represents over development of the site.
2. The proposed access would create a highway safety issue.
3. Lack of amenity space.

Contrary to policies: D5(b), D8 (1a) (1b), (1d), 3(a) 3(b) and 3(c) of the Local Plan.

Planning Application No: [23/P/01096](#) - 2 Farm Close, Worplesdon, Guildford, GU3 3QQ - Conversion of garage to habitable accommodation together with replacement of flat roof with pitched roof.

It was **RESOLVED**: that the Parish Council request that if planning approval is granted a condition be applied ensuring that the converted garage remains ancillary to the main dwelling.

Planning Application No: [23/T/00193](#) - 8 St Mary's Way, Guildford, GU2 8JY-T1 - To reduce the Oak tree in the front garden by 1.5m and crown balance T2 - To reduce the Oak tree in the front garden by 1.5m and crown balance Trees covered by TPO P1/201/406.

It was **RESOLVED**: leave to specialist Tree Officer.

Planning Application No: [23/P/01156](#) - Little Tangley, Salt Box Road, Guildford, GU3 3LH - Erection of a detached summerhouse (retrospective application).

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

Planning Application No: [23/P/01153](#) - 43 Liddington New Road, Guildford, GU3 3AH - Part single and part two storey side extension following demolition of existing garage.

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

Planning Application No: [23/P/01109](#) - 25 Frog Grove Lane, Guildford, GU3 3EY - Proposed part single, part two storey rear extension with flat roof, wood burner flue, Velux windows and skylights following demolition of existing garage and conservatory.

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

Planning Application No: [23/W/00055](#) - Thrombrook Barn, Frog Grove Lane, Guildford, GU3 3HB - Prior notification under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for a proposed change of use from Agricultural Buildings to Dwellinghouse (Class C3) comprising 1 dwellinghouse.

It was **RESOLVED**: that the Parish Council express concerns about the proposed conversion on the following grounds:

1. The proposed driveway is adjacent to a water course which is classified by the Environment Agency as a main river, which takes large volumes of surface water run-off from Blackwell Farm, on the Hogs Back.
2. The plans are incorrect; the alleged site access is not accurately reflected on the plans. A tree is currently located in the verge where the proposed access is to be located.
3. There are no dropped kerbs to the proposed access and the pavement along this stretch of Frog Grove Lane has only just been comprehensively reinstated by the County Council.

Planning applications for information only:

Planning Application No: [23/P/00968](#) - Greenways, Fox Corner, Worplesdon, Guildford, GU3 3PP- Certificate of Lawfulness for a proposed use to establish whether the use of the main house and annexe as a single dwelling would be lawful.

303-2023 - Maypole Dancing – Request for permission to hold a small Maypole Dancing event on Wood Street Village Green on 30 September 2023

A request had been received from Janet Sutton (organiser of the Maypole Dancing group) requesting permission to hold a special event on Wood Street Village Green on 30 September 2023.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr P Cragg, and unanimously **RESOLVED** that subject to a satisfactory completed application form and risk assessment being received by 14 September, permission be duly granted.

304-2023 - Renovation of the ‘Rural Pie Seat’ – The Rural Pie scheme started in 1942 organised by the Ministry of Food to provide pies for labourers in the countryside who did not have access to a works canteen or British Restaurant¹

A local resident had contacted the Parish Council about the poor condition of the ‘Rural Pie Seat’ on the Worplesdon Road which had been renovated by the Parish Council in 1997.

The Head Groundsman had advised that the seat is in a poor state of repair. The concrete supports are starting to fail, and the slats are also in poor condition.

Cllr J Messinger advised that the slats have since been removed by persons unknown.

Following discussion, it was agreed that the Parish Council would write to Surrey County Council asking whether there would be any objection to the Parish Council replacing this seat on a like for like basis given its historical relevance.

305-2023 - Right of Way – North Moors Allotment – The Planning Inspector has granted an Interim Order Decision as a modification to the route has been proposed.

Details of the Planning Inspector’s Interim Order Decision had been circulated to all Members in advance of the meeting.

It was agreed that the Parish Council would submit a letter of support in respect of the proposed route modification.

¹ Source Wikipedia

306-2023 - Clerk's Report

- a) **Visit to the Mosque at Rickford Hill – 1 August 2023** – Arranged by Cllr Bill Akhtar.
- b) **Woodland Trust tree application successful** – 420 whips to be delivered in November 2023. Surrey County Council are also providing ten feathered trees, 420 canes and spiral tree guards.
- c) **Community grant awarded by Surrey County Council** – Grant obtained to enable the repair of the fence outside the layby at the Worplesdon Memorial Hall.
- d) **VAT refund – Quarter 1 – 1.4.2023 – 30.6.2023** – A refund of £ 6,494.35 is due.

307-2023 - Chairman's Report

This report covers the period from 29 June to 9 August 2023:

Community Speed Watch. There have been five deployments during the period. There have been some disappointing results indicating that our education is not working. Overall though the figures suggest that there is a general reduction in speeding across the parish.

29 June - Chaired the Full Council Meeting.

6 July - I and Cllr Messenger attended the Whitmoor Common Association AGM.

After the formal part of the meeting there was discussion on the conversion of agricultural building to residential dwellings at Burdenshott Road. The location crosses the boundary between Guildford and Woking and the Association's concern was that the applicant was using the boundary as an opportunity. There was complaint that the applications had not been issued specifically to residents, this is a misunderstanding as only one notice must be posted at a locally accessible point. In addition, a lack knowledge of the NPPF was evident as conversion of agricultural buildings to residential is acceptable.

The condition of Footpath 421 was raised, and the association pointed out that they could not conduct repairs due to possible legal actions due to incidents. There is a need for action by SCC to take on the repairs and responsibility.

Adam Bolton of SWT gave a presentation on the life of the commons and in particular the loss of 18% of the heathland due to fire last year. Fire is inevitable and not necessarily by human action, naturally there will be lightning strikes and dry undergrowth will burn. SWT are looking at building resilience into the heathland, and they have a hierarchy of management namely Life, Property and finally Environment. SWT must maintain access to the commons and heaths for Surrey Fire and Rescue and work in close collaboration with them.

Finally, as part of the works at M25 Junction 10 there is a proposal for a green bridge to allow wildlife to cross from Wisley Common to Cobham, this will be a first in Surrey.

12 July - I remotely engaged with the LCWIP (Local Cycle and Walking Infrastructure Plans). This is a long term (10 year) investment plan to create a modal shift from cars to cycling and walking.

This was a first briefing to elected members, although the invitation was sent to the clerk of councils.

There are twenty-eight walking zones in Guildford that lead to the town centre. Routes need to be safe. Detailed design work will be conducted after the initial identification is approved. Feedback, to demonstrate public engagement will be through "CommonPlace" a website forum.

There will be public engagement through webinars in August and October, leading to a final report as the start of looking for funding from DTp, Highways England and SCC. Initially its likely to be three walking routes and five cycle paths. The lack of footpaths in rural areas is a restriction to the introduction of cycle and walking routes.

Little work on rural transport needs is being carried out.

The London Road scheme is not integrated into this process.

A conclusion from the online seminar was that Worplesdon is unlikely to benefit from this initiative.

LTN (Low Traffic Networks) were discussed but this has been a slow process to date and is outside of the remit of the LCWIP.

14 July - Assisted in the opening of the office, as the Clerk and Assistant Clerk were unavailable, for the SALC meeting that was being held that day.

I did not attend the Flood Forum walkabout because of the weather conditions.

17 July - Submitted a report to FLGCA on the work of the parish council both locally within Fairlands and across the parish. My position is that we need to keep our residents aware of issues that they are contributing towards across the parish such as the wildflower areas in Harry's Meadow.

I attended a cluster meeting with Pirbright and Normandy Parish Councils. The meeting was not minuted as its purpose was to discuss how work within the parishes could be enhanced by working together. Although no projects were identified it was obvious that all three parishes have similar issues, speeding, lack of volunteers, member vacancies.

20 July - Attended the General Purposes Meeting.

24 July - I attended the FLGCA AGM with Cllrs Ahier, Bird and McShee and noted that the great and good of Worplesdon were present. The meeting was well attended by residents. FLGCA currently has 522 members.

WPC received thanks for the funds that we granted FLGCA for the Platinum Jubilee and Coronation events.

FLGCA are building relations with Worplesdon Primary School in particular litter picking.

FLGCA have problems with their auditors and were unable to present their accounts for 2022 but proposed to present them at the bar AGM on 23 September. To meet increased costs FLGCA proposed to increase annual subscriptions by £2, which was agreed by the voting audience.

After the AGM Mick Bruder (Secretary of FLGCA) gave a presentation on the future of the current building. It was built in 1964 and opened in June of that year. The proposals for a new building were well received and request for regular updates on progress was requested by the audience. The initial suggestion is that there would be a 2-storey building with office provision on the first floor and the current FLGCA set up on the ground floor. Integration of the changing room into the new building was suggested.

FLGCA consider that funds could be sought from Your Fund Surrey which is a once in a lifetime opportunity.

27 July - Helped the Clerk, Assistant Clerk and her son, Finance Officer, and Cllr Messenger with the working party at Worplesdon Memorial Hall playground to clear the wetpour of weeds and grass ready for repair work to be conducted.

Cleaned three road signs of moss and lichen growth.

31 July - Met the Mosque Committee with the Clerk and Assistant Clerk at the Mosque at Rickford. The purpose of the meeting was to introduce ourselves to the Mosque Committee and understand their work with the local community. The location is on a main highway and traffic movements are constant, we shared with the committee the Speed Data Recorder information for Worplesdon Road and explained that the issue was not speeding but volume of traffic both into and out of Guildford.

The Mosque Committee outlined the work that they are doing to integrate with the local community including agreeing parking at Worplesdon Memorial Hall and providing marshalling at prayers on Fridays.

Also in attendance were Guildford Mayor Cllr Masuk Miah, who attends the Mosque and Cllr Bilal Akhtar.

All attendees appreciated the meeting.

3 August - Helped the Clerk, Finance Officer, Head Groundsman and Cllr Snowball with the top dressing works at Jacobs Well Recreation Ground.

308-2023 - Items for inclusion on future agendas

a) Wood Street Summer Show

Cllr T Wright requested the Parish Council considers issuing outline permission to enable the Wood Street Village Summer Show to take place for the next five years – Full Council meeting 21 September 2023

b) Wood Street SANG – Frog Grove Lane

Cllr J Messenger requested the Council considers the future of the Wood Street Village SANG – Full Council meeting 21 September 2023.

c) Renaming of the Parish Council

Cllr B Nagle requested the Council consider carrying out a Community Governance Review to consider renaming the Parish Council to either Worplesdon Community Council or Worplesdon Neighbourhood Council – Full Council meeting 21 September 2023

At 22:03 Mr Ellahi, and Cllrs Honor and Philip Brooker left the meeting.

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.

309-2023 - Appointment of a part-time Assistant Groundsperson (16 hours per week)

Following discussion, it was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the appointment of a part-time Groundsperson be approved as per the Staffing Committee's recommendation.

The revised application pack was also approved.

Appendix 5 – August 2023 application pack

310-2023 - Negotiation of a further lease on Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that the Parish Council proceed with a new 5-year lease on Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX to commence w.e.f. 16 December 2023. The dilapidations would be pushed back until December 2028.

The draft Heads of Terms had been circulated to all Members via email in advance of the meeting.

311-2023 - Date of next Full Council meeting – Thursday 21 September 2023 - 19:30.

Meeting closed 10:15pm.

Signed:

Chairman of the Council

Date: 21.9.2023