



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 1 February 2024

2024-25 - Present

Councillors:

Cllr G Adam (Chairman), Cllr B Ahier, Cllr P Cragg, Cllr N Mitchell, Cllr M Price, and Cllr T Wright.

Officers of the Council:

Mrs G White - Clerk to the Council

Mrs V Fear - Assistant Clerk

Members of the public:

No members of the public were present.

2024-26 - Chairman's Announcements

The Chairman gave a number of announcements, including the H&S requirements.

2024-27 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence were received from Cllr D Bird and Cllr J Messinger. Apologies and reason for absence duly accepted.

2024-28 - Public Participation

No members of the public were present.

2024-29 - Declaration of Non-pecuniary Interests

No declarations were made.

2024-30 - 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.

2024-31 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-32 - Amendments to the Register of Interests

No declarations were made.

2024-33 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-34 - Planning Applications for consideration:

Planning Application No: 23/P/02114 - 3 Hilltop Close, Guildford, GU3 3HR - Proposed rear conservatory following demolition of existing.

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

Planning Application No: 23/P/02121 - 14 Dorrit Crescent, Guildford, GU3 3AL - Proposed front entrance porch and new bi-folding doors to the rear.

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

Planning Application No: 24/P/00003 - 25 Frog Grove Lane, Guildford, GU3 3EY - Proposed single storey rear extension and proposed rear second storey Juliet balcony and the addition of X2 roof lights, following the removal of side garage, chimney, and conservatory.

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

Planning Application No: 24/P/00025 - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU - Erection of replacement front porch.

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

Planning Application No: 24/P/00015 - 54 Stringers Avenue, Jacobs Well, Guildford, GU4 7NN - Single storey rear extension.

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

Planning Application No: 24/P/00004 - 32 Frog Grove Lane, Guildford, GU3 3EX - Proposed single storey rear extension, garage conversion into habitable accommodation and erection of front porch following the demolition of existing conservatory.

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

Planning Application No: 22/P/01757 - Gravetts Lane Stables, Tangle Lane, Worplesdon, Guildford, GU3 3JY - Demolition and replacement of Gravetts Lane Stables with ten residential units with associated parking and amenity space.

It was **RESOLVED** that the Parish Council would object to the proposed development within the Green Belt, as detailed in planning application no: 22/P/01757 on the following grounds:

Policy P2 - Harm to the Green Belt: The construction of properties within the Green Belt would result in unrestricted urban sprawl. This would create harm by significantly detracting from the openness of the countryside at this location. These proposed dwellings would be prominently visible from the A322, which would have an adverse impact on the rural character of the area, contrary to paragraphs 143 a), b), c) and d) of the NPPF 2023 and policies 5.68 and 5.69 of the Local Plan. Situated outside the urban boundary, the proposed development threatens to encroach upon the open countryside, undermining the separation between the urban and rural areas.

There is now only a small area of land preventing the coalescence of the town with the Conservation Area of Worplesdon. The village of Worplesdon was not inset from the Green Belt within the Local Plan 2019. During the Local Plan process, the urban boundary was extended and further development at this location would erode the newly created urban boundary, which would have an adverse impact on this locality.

Policy H2 - Affordable Housing - Inappropriate Land Use: The proposed site consists of agricultural land rather than Previously Developed Land. The agricultural buildings are not located on a designated brownfield site, as per Guildford Borough Council's Brownfield Register. Inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances. The Parish Council does not believe that very special circumstances have been demonstrated in this case. No affordable housing is being proposed contrary to policy 154 (g) of the NPPF.

Policies ID10, ID6, P6 and P7 - Environmental Deficiencies: The application lacks essential environmental provisions, including sufficient Electric Vehicle (EV) charging points, wildflower meadow, and a Local Equipped Area for Play (LEAP) and a recognition of the existing biodiversity at this site. Failure to incorporate these features within the proposed scheme demonstrates a disregard for environmental sustainability as well as compliance with the EV Charging Regulations 2022. The Parish Council is concerned about how the Biodiversity Net Gain will be provided given the lack of information provided within the application pack.

Article 4 Direction - Ownership and Land Division: Guildford Borough Council applied an Article 4 Direction to this site. The fragmentation of the land into multiple plots, as evidenced by HM Land Registry's cadastral parcels information, raises concerns about land ownership at this location.

Para 114 – NPPF - Access and Traffic Hazards: The Parish Council considers the narrow access track and poor sightlines at the entrance to the proposed development site, which is situated on a bend in the road, (categorised as a rural 'c' road), poses a significant traffic safety risk, particularly when vegetation grows rapidly during the growing season.

Policy P4 - Flooding - The entrance to the proposed development site is close to a known flooding location (recognised by Surrey County Council as a 'wet spot'). The Parish Council seeks assurances that the proposed drainage scheme would adequately protect existing properties as well as the proposed properties from flooding, should the Local Planning Authority be minded to approve the application.

Policy ID10: The allocation of the parking spaces where some residential spaces are remote from the properties but visitor spaces, available directly in front of plots 4 and 7, are likely to result in misuse of the visitor parking arrangements. There is no alternative on street parking in Tangley Lane.

Policy P5 - Ecological Impact: The proposed development's proximity to Whitmoor Common Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI) poses a threat to valuable ecological habitats and biodiversity, including for bats and great crested newts. No S106 Agreement appears to have been put forward to offset any harm that would be caused to Whitmoor Common as a result of the proposed development. The edge of the proposed development sits just beyond the 400m SPA threshold.

In light of these objections, the Parish Council believes that the proposed development fails to demonstrate the "Very Special Circumstances" required to justify building within the Green Belt. The Parish Council urges

the Planning Authority to reject the application and uphold the principles of sustainable development and countryside protection outlined in Guildford Borough Council's planning policies and the NPPF.

Planning Application No: 23/T/00308 - 10 St Mary's Way, Guildford, GU2 8JY - T1 oak: reduce height by 2m to suitable growth points and shape sides 2-2.5m to suitable growth points to maintain tree (TPO P1/201/406).

It was **RESOLVED**: leave to Guildford Borough Council's tree officer.

Planning Application No: 24/P/00031 and 23/P/01229 - 4 Gumbrells Close, Fairlands, Guildford, GU3 3NG
- Application under section 73 of the Town and Country Planning Act 1990 (as amended) for the variation to condition 2 (Drawing Numbers) to reduce the approved scheme in size of planning permission 23/P/01229 approved 05/09/2023 for the erection of single storey front and two storey side extension.

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

Planning Application No: 24/P/00067 - Five Acres Kennels and Cattery, 98 Frog Grove Lane, Guildford, GU3 3HA - Proposed demolition of former dog kennel building and isolation unit and hard standing and erection of 1 single storey unit with associated parking, cycle store and bin store landscaping.

It was **RESOLVED** that the Parish Council would object to the proposed development within the Green Belt, as detailed in planning application no: 24/P/00067 on the following grounds:

Policy P1 - Green Belt Development without Very Special Circumstances: The proposed development lies outside the Settlement Boundary within the Green Belt, raising concerns about compliance with Policy P1 of the Guildford Borough Local Plan and the NPPF, which restricts development in the Green Belt unless "Very Special Circumstances" are demonstrated. No very special circumstances appear to have been put forward within the planning application.

Policy P5 – Thames Basin Heath Protection Area - Lack of S106 Contribution towards Whitmoor Common SPA/SSSI: The proposed development falls within the 400m to 5km protection zone of Whitmoor Common Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI). Policy P5 of the Guildford Borough Local Plan stipulate that developments within this zone should provide contributions towards the protection and enhancement of these designated sites through Section 106 Agreements. The absence of such a contribution raises concerns about the potential negative impact on Whitmoor Common.

Policy P4 - Environmental Impact on Wood Street "Brook": The proposed development raises concerns regarding its impact on the 'Wood Street Brook', which is designated by the Environment Agency as a main river. Significant flooding was experienced in Wood Street Village as a result of Storm Henk (4 January 2024) when 90 properties in Fairoaks, Pine Park, Aldershot Road and Halifax Close experienced internal property flooding and eight vehicles were written off. Anything that could negatively impact the watercourse would need appropriate attenuation measures. Access to these properties will be over the main river and therefore a site-specific flood risk assessment, including access and egress will be required taking into account the impact on Climate Change. As per policy P4 (2) of the Local Plan.

Policy P4 - Drainage: Policy P4 (5) of the Guildford Borough Local Plan emphasises the importance of sustainable drainage systems to manage surface water runoff. The proposed development's location, in a wet area, necessitates robust drainage measures to prevent flooding and protect water quality.

Guildford Borough Council Waste Service Collection Guidelines 2023 - Wheelie Bin Collection Distance: The considerable distance of more than 350m from the roadside to the property raises questions about the practicality and fairness of refuse collection access for both the property owners and the Council's refuse collection staff. The absence of a turning head would make it extremely difficult for a refuse collection truck

to access the property without the need to reverse a significant distance. Additionally, the width of the driveway beside the existing bungalow is too narrow to accommodate refuse trucks.

Access for Delivery and Emergency Vehicles: The absence of a turning head for this property raises concerns about appropriate access for fire tenders, additionally the minimum width for required for a fire tender is 3.7m (bearing in mind the guttering of the existing bungalow overhangs the drive). The current driveway measures 3.1m in width and therefore is inappropriate to accommodate emergency service vehicles, large construction lorries and removal lorries that would be required to reach the proposed new dwelling.

Lack of Essential Infrastructure: The apparent absence of Electric Vehicle (EV) charging points contradicts the EV Charging Regulations 2022.

Policy ID10 - Parking Provision: Policy ID10 of the Guildford Borough Local Plan and the NPPF emphasise the need for adequate parking provision to minimise on-street parking and congestion. The absence of designated visitor parking spaces raises concerns about potential congestion and inadequate parking facilities within the site.

Policy H4 - Design Aesthetics: The proposed design of the property fails to respect the existing context, scale, design, appearance and character of the surrounding area contrary to policies H4 (a) and (c) of the Local Plan.

Policy P7: Biodiversity in New Developments: The absence of an arboricultural survey raises concerns about the loss of trees and the adequacy of root protection areas.

Planning Application No: [24/P/00072](#) - Five Acres Kennels and Cattery, 98 Frog Grove Lane, Guildford, GU3 3HA - Outline application for the proposed demolition of all cattery buildings and various associated sheds and large metal clad maintenance building as well as removal of areas of hardstanding and erection of 2 residential units with associated parking, cycle store and bin stores (access and layout only; all other matters reserved).

It was **RESOLVED** that the Parish Council would object to the proposed development within the Green Belt, as detailed in planning application no: 24/P/00072 on the following grounds:

Policy P1: Green Belt Development without Very Special Circumstances: The proposed development lies outside the Settlement Boundary within the Green Belt, raising concerns about compliance with Policy P1 of the Guildford Borough Local Plan and the NPPF, which restricts development in the Green Belt unless "Very Special Circumstances" are demonstrated. No very special circumstances appear to have been put forward within the planning application.

Policy P5: Thames Basin Heath Protection Area - Lack of S106 Contribution towards Whitmoor Common SPA/SSSI: The proposed development falls within the 400m to 5km protection zone of Whitmoor Common Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI). Policy P5 of the Guildford Borough Local Plan stipulate that developments within this zone should provide contributions towards the protection and enhancement of these designated sites through Section 106 Agreements. The absence of such a contribution raises concerns about the potential negative impact on Whitmoor Common.

Policy P4 - Environmental Impact on Wood Street "Brook": The proposed development raises concerns regarding its impact on the 'Wood Street Brook', which is designated by the Environment Agency as a main river. Significant flooding was experienced in Wood Street Village as a result of Storm Henk (4 January 2024) when 90 properties in Fairoaks, Pine Park, Aldershot Road and Halifax Close experienced internal property flooding and eight vehicles were written off. Anything that could negatively impact the watercourse would need appropriate attenuation measures. Access to these properties will be over the main river and therefore a site-specific flood risk assessment, including access and egress will be required taking into account the impact on Climate Change. As per policy P4 (2) of the Local Plan.

Policy P4: Drainage: Policy P4 (5) of the Guildford Borough Local Plan emphasises the importance of sustainable drainage systems to manage surface water runoff. The proposed development's location, in a wet area, necessitates robust drainage measures to prevent flooding and protect water quality.

Guildford Borough Council Waste Service Collection Guidelines 2023 - Wheelie Bin Collection Distance: The considerable distance of more than 350m from the roadside to the property raises questions about the practicality and fairness of refuse collection access for both the property owners and the Council's refuse collection staff. The absence of a turning head would make it extremely difficult for a refuse collection truck to access the property without the need to reverse a significant distance. Additionally, the width of the driveway beside the existing bungalow is too narrow to accommodate refuse trucks.

Access for Delivery and Emergency Vehicles: The absence of a turning head for this property raises concerns about appropriate access for fire tenders, additionally the minimum width for required for a fire tender is 3.7m (bearing in mind the guttering of the existing bungalow overhangs the drive). The current driveway measures 3.1m in width and therefore is inappropriate to accommodate emergency service vehicles, large construction lorries and removal lorries that would be required to reach the proposed new dwelling.

Lack of Essential Infrastructure: The apparent absence of Electric Vehicle (EV) charging points contradicts the EV Charging Regulations 2022.

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Policy H4 - Design Aesthetics: The proposed design of the properties fails to respect the existing context, scale, design, appearance and character of the surrounding area contrary to policies H4 (a) and (c) of the Local Plan.

Policy P7: Biodiversity in New Developments: The absence of an arboricultural survey raises concerns about the loss of trees and the adequacy of root protection areas.

Planning Application No: 24/P/00091 - Five Acres Kennels and Cattery, 98 Frog Grove Lane, Guildford, GU3 3HA - Proposed demolition of former dog kennel building and isolation unit and hard standing and erection of 1 two storey unit with associated parking, cycle store and bin store landscaping.

It was **RESOLVED** that the Parish Council would object to the proposed development within the Green Belt, as detailed in planning application no: 24/P/00091 on the following grounds:

Policy P1: Green Belt Development without Very Special Circumstances: The proposed development lies outside the Settlement Boundary within the Green Belt, raising concerns about compliance with Policy P1 of the Guildford Borough Local Plan and the NPPF, which restricts development in the Green Belt unless "Very Special Circumstances" are demonstrated. No very special circumstances appear to have been put forward within the planning application.

Policy P5 – Thames Basin Heath Protection Area - Lack of S106 Contribution towards Whitmoor Common SPA/SSSI: The proposed development falls within the 400m to 5km protection zone of Whitmoor Common Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI). Policy P5 of the Guildford Borough Local Plan stipulate that developments within this zone should provide contributions towards the protection and enhancement of these designated sites through Section 106 Agreements. The absence of such a contribution raises concerns about the potential negative impact on Whitmoor Common.

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river. Significant flooding was experienced in Wood Street Village as a result of Storm Henk (4 January 2024) when 90 properties in Fair Oaks, Pine Park, Aldershot Road and Halifax Close experienced internal property flooding and eight vehicles were written off. Anything that could negatively impact the watercourse would need appropriate attenuation measures. Access to these properties will be over the main river and therefore a site-specific flood risk assessment, including access and egress will be required taking into account the impact on Climate Change. As per policy P4 (2) of the Local Plan.

Policy P4 - Drainage: Policy P4 (5) of the Guildford Borough Local Plan emphasises the importance of sustainable drainage systems to manage surface water runoff. The proposed development's location, in a wet area, necessitates robust drainage measures to prevent flooding and protect water quality.

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Lack of Essential Infrastructure: The apparent absence of Electric Vehicle (EV) charging points contradicts the EV Charging Regulations 2022.

Policy ID10: Parking Provision: Policy ID10 of the Guildford Borough Local Plan and the NPPF emphasise the need for adequate parking provision to minimise on-street parking and congestion. The absence of designated visitor parking spaces raises concerns about potential congestion and inadequate parking facilities within the site.

Policy H4: Design Aesthetics: The proposed design of the properties fails to respect the existing context, scale, design, appearance and character of the surrounding area contrary to policies H4 (a) and (c) of the Local Plan.

Policy P7: Biodiversity in New Developments - The absence of an arboricultural survey raises concerns about the loss of trees and the adequacy of root protection areas.

Policy H4 (2) Subterranean house: The proposal for a subterranean house at this location appears that it may have an adverse impact on the existing trees, and tree roots. Whilst the proposed location for the house is topographically higher within the plot, this area of land is still very wet and would require tanking, three walls and a sump to ensure the property didn't suffer from internal flooding or damp issues contrary to policies H4 (2) (a) and (c).

Policy P7: Biodiversity in New Developments - The absence of an arboricultural survey raises concerns about the loss of trees and the adequacy of root protection areas.

2024-35 - Finance:

a) Proposed list of payments to be tabled at the meeting for approval

The payment list was presented to the meeting. It was proposed by Cllr M Price, seconded by Cllr N Mitchell, and unanimously **RESOLVED** that payments to the value of £14,828.35 be approved. The payment list was then signed by the Chairman of the meeting.

Table 1: Payment list – 1 February 2024

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	08/12/2023	Tv Licence	TV Licensing	159.00	0.00	159.00
IT budget	05/01/2024	External back-up - January 2024	RISC IT	64.79	0.00	64.79
IT budget	09/01/2024	Spare batteries for headsets	One Direct	23.74	4.75	28.49
Establishment Charges	04/12/2023	Application fee - HM Land Reg	HM Land Registry	6.00	0.00	6.00
Land Management	11/01/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	31.84	6.37	38.21
Chairman's Allowance	11/01/2024	Civic event	Mrs V Fear - Redfit Ltd (Amazon)	10.82	2.17	12.99
Establishment Charges	11/01/2024	Office materials	Mrs G F White - Tesco	1.10	0.00	1.10
Revenue Costs Works Vehicle	02/01/2024	Fuel for works van	Waitrose Shell	36.89	7.38	44.27
Land Management	11/01/2024	Maintenance - Flower border and Planters - Fairlands	Nigel Jefferies Landscapes Ltd	152.00	30.40	182.40
Professional Advice	17/01/2024	Payroll services - qtr to 31/12/2023	Mulberry & Co	140.00	28.00	168.00
Land Management	17/01/2024	40 x Round Reflectors	Mrs V C Fear - P.I.K Trailer Spares (Ebay)	33.08	6.62	39.70
Parish Office	17/01/2024	Window cleaning - parish office inside/out	Trevor Porter Window Cleaning Service	30.00	6.00	36.00
Parish Office	16/01/2024	Gas & Electricity - Unit 2 Saxton - 01.12.23 - 03.01.24	Octopus Energy Limited	243.57	12.18	255.75
IT budget	17/01/2024	OnePhone - phone charges - including mobile data	BT PLC	197.72	39.54	237.26
IT budget	18/01/2024	Subscription - January 2024	Adobe	16.64	3.33	19.97
Land Management	18/01/2024	Materials	B&Q	4.48	0.90	5.38
Parish Office	19/01/2024	Water and sewerage charge - Unit 2 Saxton - 01.12.23 - 31.12.23	Castle Water	7.12	1.42	8.54
Parish Office	19/01/2024	Water and sewerage charge - Unit 2 Saxton - 01.12.23 - 31.12.23	Castle Water	10.06	0.00	10.06
Revenue Costs Works Vehicle	23/01/2024	Fuel for works van	Waitrose Shell	37.98	7.60	45.58
Establishment Charges	23/01/2024	Office supplies	Tesco	3.75	0.00	3.75
IT budget	23/01/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Training	24/01/2024	Training - Various	Mulberry & Co	145.00	29.00	174.00
Land Management	23/01/2024	Graffiti Wipes	Graffiti Removal Limited	69.75	13.95	83.70
Staff Costs	25/01/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	13,095.92	0.00	13,095.92
Staff mileage	25/01/2024	Mileage	Mrs G F White	35.10	0.00	35.10
Staff mileage	25/01/2024	Mileage	Mrs V C Fear	13.65	0.00	13.65
Total				14,618.95	209.40	14,828.35

b) VAT refund 3rd quarter (1.10.2023 – 31.12.2023) - A s126 for a VAT refund of £10,247.43 was submitted to the HMRC on 24.1.2024.

c) A large tree fell in Jacobs Well Rec during Storm Henk - This had been removed by a qualified tree surgeon (Lumber-Jacks Tree Services Ltd). For H&S purposes the remaining poplar tree is also to be felled. Total cost £2,700 & VAT. Everyone agreed the tree surgeon had done an excellent job of initially clearing the path and secondly of removing the fallen tree.

Draft minutes – 11 January 2024 – Full Council meeting

Meeting closed 20:22

Signed:

Chairman of the Council

Date: 22 February 2024