



**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 25 April 2024**

**2024-133 - Present**

**Councillors:**

Cllr G Adam (Chairman), Cllr B Ahier, Cllr D Bird, 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:**

Shyne Abbot and a member of the public were present.

**2024-134 - Chairman's Announcements**

The Chairman gave the H&S announcement.

**2024-135 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

No apologies were received.

**2024-136 - Public Participation**

A resident addressed the Members regarding the draft Biodiversity Policy and Biodiversity Action Plan.

Shyne Abbot (Festival Organiser) addressed the Parish Council regarding this year's ShyneFest event, which is to be held once again at Merrist Wood College (31 May to 1 June). Shyne asked the Parish Council whether they would like to have a stall at this family orientated event, to promote the work of the Council.

The Chairman thanked Shyne and the resident for addressing the Council.

**2024-137 - 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.

Approved by the Full Council – 16 May 2024

**2024-138 - Amendments to the Register of Interests**

No declarations were made.

**2024-139 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2024-140 - Declaration of Non-pecuniary Interests**

No declarations were made.

**2024-141 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2024-142 - ShyneFest – Merrist Wood College – 31 May and 1 June 2024**

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the Parish Council would have a stall at the event on Saturday 1 June 2024, as this would give an ideal opportunity for the Council to raise awareness of the new biodiversity requirements - subject to sufficient councillor assistance being available.

The stall contents to be prepared by the Members and the stall to be manned by the Members.

Members to be asked to volunteer ASAP. Confirmation of whether or not a stall would be required to be provided to Shyne Abbot by 30 May 2024 at the latest.

**2024-143 - Merrist Wood College - Taste of The Caribbean Food and Drink Festival - Notification of New Premises Licence Event being held 27 July 2024 10am until 8pm and annually thereafter for one weekend each year between May – September between 10am until 8pm**

Members considered the proposed hours of the event to be reasonable, it was not anticipated that there would be a noise issue from this type of event.

No comment to be submitted to Guildford Borough Council.

**2024-144 - Regulatory licence application – Challengers Jazz Festival – To be held Sunday 21<sup>st</sup> July 2024 between 12.30pm and 5.30pm**

No comment to be submitted to Guildford Borough Council.

The application fee for the use of the Green to be waived for the benefit of local families who use the services of this local charity.

**2024-145 - Challengers' Jazz Festival – request to place a banner on the Green**

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg and unanimously **RESOLVED** that the Parish Council had no objection to an event banner (to advertise the Jazz Festival) being displayed, provided the banner is not placed where it would block sightlines, that the Parish Council's logo is added to the banner, and that the charity contacts Guildford Borough Council's Development Group to ascertain whether Advertisement Consent is required, before displaying the banner. Assuming planning consent is not

required, the banner must not be displayed more than four weeks before the event and must be removed promptly following the event.

[Shyne Abbot left the meeting at 19:51.](#)

#### **2024-146 - Planning Applications for consideration:**

**Planning Application No: [24/P/00441](#) - Land west of Blackwell Farm, Hogs Back, Guildford, GU3** - The installation of a solar facility comprising ground mounted infrastructure including inverters, transformers, a GRP switchgear enclosure, fencing, infrared cameras, motion detection system, underground cable connections, export cable, access works including new tracks, landscape planting and other ancillary development.

It was **RESOLVED**: Whilst the Parish Council has no objection, in principle, to a solar farm it does have a number of concerns about this specific location being:

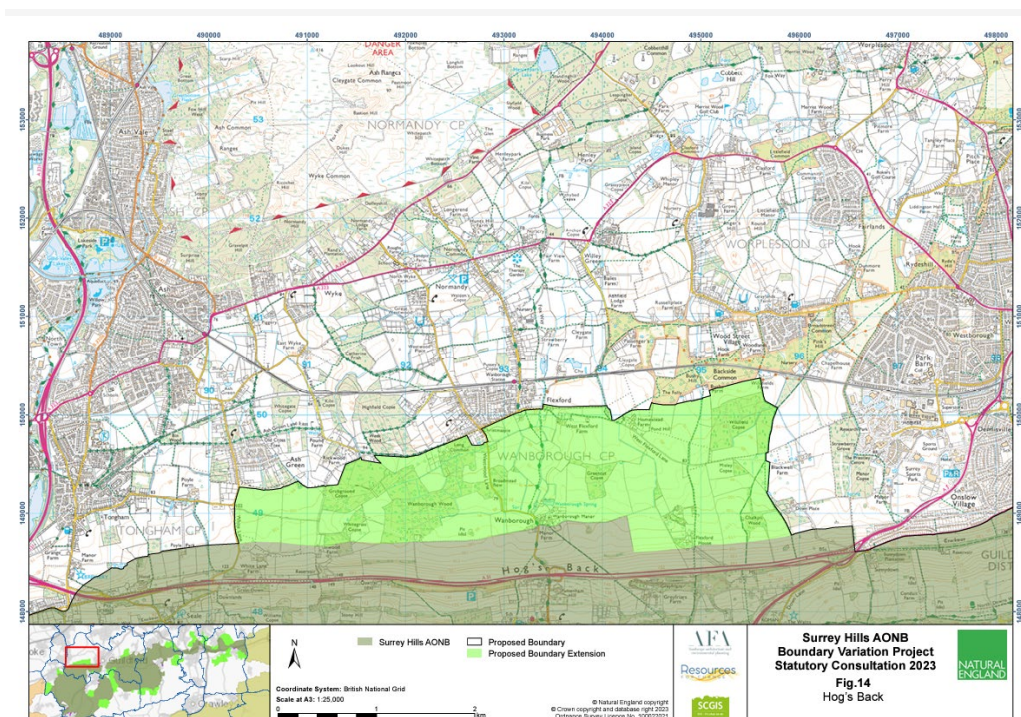
- Loss of Grade II arable farmland (see DEFRA's magic map) to confirm the land designation.
- As part of the Surrey Hills AONB Boundary Review undertaken by DEFRA in 2023, it was acknowledged that the area north of the Hog's Back does meet the natural beauty criterion, however, land allocated for development has to be excluded (i.e. The Blackwell Farm Strategic Site). The proposal to install solar panels, would therefore preclude the National Landscape (previously AONB) designation being extended to cover these fields, as proposed within map reference **Fig.14 – Hogs Back – Surrey Hills AONB Boundary Variation Project Statutory Consultation 2023**. See Figure 14 (included overleaf).
- The impact on the openness of the Green Belt.
- The impact of the proposed maintenance track on use of the existing public right of way network.
- The potential impact on views into and out of the AONB/AGLV.
- How the enforcement of increased biodiversity will take place, as it was not clear from the submitted documents.
- Impact on the existing Red List bird species.
- Whether there will be any impact on the Victorian well, which is located in the vicinity.
- The Parish Council considers the scheme could have been more sympathetically designed with greater use of brownfield land within the University's existing land holding.

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

1. The fencing, gates, posts and solar panel leg supports should be powder coated in dark green (RAL 6009) to minimise the visual impact of the solar farm.
2. That evidence of the Net Biodiversity Gain for the site be provided. If this cannot be provided, the solar farm should be located elsewhere.
3. The inverter units should be either screened or painted dark green (RAL 6009) to minimise visibility.
4. Provision of three Environmental Management Plans for the following elements of the project:
  - i. During the period of the construction
  - ii. During the operational duration of the facility
  - iii. The decommissioning phase
5. Provision of a Traffic Management Plan.
6. During the construction phase, a Banksman and gates would be required to ensure the safety of all users of the ROW (Rights of Way) network.

7. That the haul track for maintenance vehicles be reduced to a minimal width once the construction phase has been completed.

**Fig.14 – Hogs Back – Surrey Hills AONB Boundary Variation Project Statutory Consultation 2023**



**Planning Application No: [24/P/00559](#) - Merrist Wood College, Coombe Lane, Worplesdon, Guildford, GU3 3PE** - Proposed erection of a substation.

It was **RESOLVED**: that the Parish Council supports this planning application on the grounds that an additional substation will reinforce the entire local network, which should help reduce the significant number of power outages currently experienced in Fairlands, Perry Hill and Wood Street Village.

**Planning Application No: [24/P/00331](#) - Weyside Urban Village (Slyfield Regeneration Programme), Slyfield Green, Guildford, GU1** - Reserved matters application pursuant to outline permission 20/P/02155 permitted on 30/03/2022, to consider appearance, means of access, landscaping, layout and scale in respect of the erection of a new GBC Depot, Multi-Storey Car Park, MOT Test Centre, storage buildings and workshops, with associated external areas of hard and soft landscaping, parking and storage. (EIA Development).

It was **RESOLVED**: that the Parish Council comment on this planning application as follows:

There appears to be a disparity within the Land Designation and Ownership Map. The concerns to be highlighted on an annotated map and submitted with the Parish Council's comments.

#### Appendix 1 – Annotated map

The Parish Council wishes to request that in accordance with the Biodiversity Act 2021, all planting should be UK native, with no hybrid or double plants to improve the habitat for the benefit of all pollinators and other wildlife.

All staff using the new council facility should be encouraged to car share to reduce pollution and to reduce pressure on the local highway network.

**Planning Application No: [24/W/00029](#) - Pavement Verge, Park Barn Drive, Guildford, Surrey, GU2 8EX - Prior notification under Schedule 2, Part 16, Class A of the Town & Country - Planning (General Permitted Development) (England) Order 2015 (as amended) for the proposed installation of 1no. 20m tower to host 6no. antennas, 1no. transmission dish alongside ancillary works including, but not limited to, 3no. equipment cabinets.**

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

**Planning Application No: [24/P/00466](#) - Land rear of Worplesdon View Care Home, Worplesdon Road, Guildford, GU3 3LQ - Erection of a detached, three storey building to form a care home (use class C2) with associated car/cycle parking, amenity space and landscaping.**

This planning application is currently invalid and therefore the documents were not available to view or comment upon.

**Planning Application No: [24/P/00431](#) - 1 Holly Cottages, Wood Street Green, Wood Street Village, Guildford, GU3 3DX - Erection of new double garage following demolition of existing garage/workshop.**

It was **RESOLVED**: that the Parish Council comment as follows:

Worplesdon Parish Council has concerns about the size, scale, bulk, and height of the proposed replacement garage, which is significantly larger than the existing garage, and is also proposed to be set back from the site of the existing garage.

Whilst Surrey County Council's Archaeological Team have commented as follows: "Although the site of the proposed new garage is within the area identified as being of High Archaeological Potential, the new build is largely within the footprint of the structure that is to be demolished and so as it is unlikely that archaeological remains will be present I have no archaeological concerns in this case". This is a misleading statement as the footprint of the replacement garage only partially overlaps the footprint of the existing garage.

If the Borough Council is minded to approve this planning application, the Parish Council wishes to request the following conditions be applied:

1. That this building must remain ancillary to the main dwelling in perpetuity.
2. That the garage must only be used for the parking of cars.

**Planning Application No: [24/P/00472](#) - 129 Applegarth Avenue, Guildford, GU2 8LT - Change of use of an existing dwelling (Use Class C3) to a 7-bedroom house in multiple occupation (HMO) (Use Class C4).**

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

**Policy H1(8)** - The proposed change of use of three former family dwellings to three seven-bedroom Houses of Multiple Occupancy (HMO) within the same street would adversely affect the character of the area, contrary to the Local Plan.

**Policy H1(8)** – There appears to be insufficient amenity space provided within the HMO.

**Car parking** – The Parish Council believes that insufficient off-street parking spaces have been provided, which is likely to result in additional on-street parking at this location: given the existing parking issues, further on-street parking pressures would be inappropriate.

**Policy P6 (2) - Impact on the Thames Basin Heaths Special Protection Area (TBHSPA)** – This property is located within the 400m to 5km zone of the TBHSPA. The Parish Council feels the conversion of this property to an HMO is likely to have a negative impact on the SPA due to increased recreational activity. No S106 Agreement has been proposed to offset the damage likely to be caused to the SPA.

**Planning Application No: [24/P/00471](#) - 137 Applegarth Avenue, Guildford, GU2 8LP** - Change of use of an existing dwelling (Use Class C3) to a 7-bedroom house in multiple occupation (HMO) (Use Class C4).

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

**Policy H1(8)** - The proposed change of use of three former family dwellings to three seven-bedroom Houses of Multiple Occupancy (HMO) within the same street would adversely affect the character of the area, contrary to the Local Plan.

**Policy H1(8)** – There appears to be insufficient amenity space provided within the HMO.

**Car parking** – The Parish Council believes that insufficient off-street parking spaces have been provided, which is likely to result in additional on-street parking at this location: given the existing parking issues, further on-street parking pressures would be inappropriate.

**Policy P6 (2) - Impact on the Thames Basin Heaths Special Protection Area (TBHSPA)** – This property is located within the 400m to 5km zone of the TBHSPA. The Parish Council feels the conversion of this property to an HMO is likely to have a negative impact on the SPA due to increased recreational activity. No S106 Agreement has been proposed to offset the damage likely to be caused to the SPA.

**Planning Application No: [24/P/00465](#) - 189 Applegarth Avenue, Guildford, GU2 8LP** - Change of use of property from a residential dwelling (C3) to a 7-bedroom HMO (sui generis).

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

**Policy H1(8)** - The proposed change of use of three former family dwellings to three seven-bedroom Houses of Multiple Occupancy (HMO) within the same street would adversely affect the character of the area, contrary to the Local Plan.

**Policy H1(8)** – There appears to be insufficient amenity space provided within the HMO.

**Car parking** – The Parish Council believes that insufficient off-street parking spaces have been provided, which is likely to result in additional on-street parking at this location: given the existing parking issues, further on-street parking pressures would be inappropriate.

**Policy P6 (2) - Impact on the Thames Basin Heaths Special Protection Area (TBHSPA)** – This property is located within the 400m to 5km zone of the TBHSPA. The Parish Council feels the conversion of this property to an HMO is likely to have a negative impact on the SPA due to increased recreational activity. No S106 Agreement has been proposed to offset the damage likely to be caused to the SPA.

This is a retrospective planning application, which should be subject to planning enforcement action.

#### **2024-147 - 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 P Cragg, seconded by Cllr B Ahier, and unanimously **RESOLVED** that payments to the value of £8,853.75 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.



**Table 1: Payment list 25.4.2024**

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	05/04/2024	External back-up - March 2024	RISC IT	42.00	8.40	50.40
Establishment Charges	10/04/2024	Stationery	Morgan's Direct Limited (Amazon)	13.73	2.75	16.48
Establishment Charges	07/04/2024	Stationery	Amazon EU S.a.r.L.	14.17	2.83	17.00
Establishment Charges	10/04/2024	Stationery	Amazon Services Europe S.a.r.L	6.66	1.33	7.99
Establishment Charges	10/04/2024	Stationery	HSK Enterprise Trading Ltd (Amazon)	8.32	1.67	9.99
Establishment Charges	10/04/2024	Office supplies	Amazon EU S.a.r.L.	16.41	3.28	19.69
Establishment Charges	10/04/2024	Stationery	Sounds Wholesale Ltd (Amazon)	26.85	5.37	32.22
Chairman's Allowance	11/04/2024	Refreshments for Meeting	NR & PM Mitchell (Tesco)	1.30	0.00	1.30
Staff mileage	11/04/2024	Mileage - April 2023	Mrs V C Fear	39.65	0.00	39.65
Land Management	11/04/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	36.24	7.25	43.49
PC Grant Aid to Wards	11/04/2024	Grant - St Mary's Church "Double Flush"	Worplesdon PCC	600.00	0.00	600.00
Establishment Charges	11/04/2024	NALC Subscription 2024/25	Surrey ALC Ltd	521.82	0.00	521.82
Establishment Charges	11/04/2024	SCAPTC Subscription 2024/25	Surrey ALC Ltd	1,800.00	0.00	1,800.00
Establishment Charges	13/04/2024	Office supplies	Sainsburys	13.59	0.00	13.59
Establishment Charges	15/04/2024	De Raat Protector 2 Drawer Fire File Safe - Refund for 1 key	The Safe Shop Ltd	-16.25	-3.25	-19.50
Establishment Charges	16/04/2024	Greetings cards	Card Factory	6.23	0.00	6.23
Establishment Charges	16/04/2024	Greetings cards	Tesco	4.00	0.00	4.00
Parish office - Unit 2 Saxton	16/04/2024	Gas & Electricity - Unit 2 Saxton - 01.03.24 - 31.03.24	Octopus Energy Limited	184.04	9.20	193.24
IT budget	16/04/2024	OnePhone - phone charges - including mobile data	BT PLC	197.37	39.47	236.84
Grass Cutting	17/04/2024	Grass cutting - Month 1 2024	Holly Landscape and Training	1,630.02	326.00	1,956.02
Grass Cutting	17/04/2024	Grass cutting - Month 2 2024	Holly Landscape and Training	1,630.02	326.00	1,956.02
Chairman's Allowance	17/04/2024	Civic Gift	Worplesdon PCC	50.00	0.00	50.00
Professional Advice	17/04/2024	SCC Legal fees - Licence for alterations Perry Hill Green	Wellers Hedleys	900.00	0.00	900.00
Parish office - Unit 2 Saxton	18/04/2024	Water and sewerage charge - Unit 2 Saxton - 01.03.24 - 31.03.24	Castle Water	23.03	0.00	23.03
IT budget	18/04/2024	Subscription - 17.04.24 - 16.05.24	Adobe	16.64	3.33	19.97
Revenue Costs Works Vehicle	22/04/2024	Fuel for works van	Waitrose Shell	41.43	8.29	49.72
IT budget	24/04/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Playground Repairs	24/04/2024	Quarterly Playground Inspections	MJR Services	225.00	0.00	225.00
<b>Total</b>				<b>8,098.57</b>	<b>755.18</b>	<b>8,853.75</b>

- b) Environmental Improvements Perry Hill Green comprising five new trees with full size tree guards, one replacement bench, one additional bench (to match the existing URC bench), five recycled plastic planters, improvements to the historic 'pull in' along Coombe Lane, and wildflower turf for a section of the verge in Coombe Lane**

Section 106 monies of £7,217.05 were negotiated with the developer to cover the cost of the environmental improvements at Perry Hill Green as a result of the new development named Bluebell Rise, off School Lane, Perry Hill.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the cost of the following improvements (currently anticipated to be £7,020) be approved:

1. Planting of five new trees with metal tree guards to protect them from deer
2. The ageing bench beside the bus shelter to be replaced with a recycled plastic bench
3. A new recycled plastic bench to be purchased and installed at the northern end of the Green (design to match the existing 'United Reformed Church' commemorative bench)
4. Five recycled plastic planters to be purchased – Four to be located along on the eastern edge of the Green – the other to be located on the southern edge of the Green near the historic 'pull-in' in a bid to discourage motorists from driving over the Green
5. Soil, compost, bulbs and plants to be purchased to fill the planters
6. Improve the surface of the historic 'pull-in'
7. Wildflower turf to be provided in Coombe Lane on the southern side of the lane (between Malyans End and The Ridings)

The costs of the above improvements to be covered by the Section 106 monies negotiated via Guildford Borough Council.

*Power to Spend: General Power of Competence*

**c) Grant Aid request received from Challengers**

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr B Ahier and unanimously **RESOLVED** that the Parish Council award a grant of £500, with the caveat that Challengers must acknowledge the Parish Council's financial contribution and must use our logo on all of their publicity material.

**2024-148 - Farewell to Rev Alex Russell – for information only**

Rev Russell's final service is being held on Sunday 12 May 2024 (St Mary's Church, Worplesdon). The Chairman and Clerk to attend.

**2024-149 - Draft Biodiversity Policy and Action Plans**

The Clerk had prepared a draft Biodiversity Policy (based on the template provided by the Society of Local Council Clerks (SLCC) and a draft Biodiversity Plan (based on a template based on an example provided by [South Gloucestershire Council](#)).

No guidance has yet been provided by Surrey County Council.

The Clerk had submitted copies of both documents to Surrey County Council's new Biodiversity Team for feedback, but none had been received to date.

The Clerk advised that a number of biodiversity improvements have already been carried out across the Parish and a number of improvements are in the process of being carried out.

The main thrust of the draft action plan is for a reduction in the use of pesticides, the provision of bird and bat boxes, as well as habitat improvements for hedgehogs and the provision of hedgehog homes.



Approved by the Full Council – 16 May 2024

The Clerk advised that the Parish Council has planted approximately 1,000 trees and hedgerow shrubs over the past ten years (2014 – 2024). There are additional costs associated with the provision and maintenance of biodiversity projects, predominantly the costs and staff time associated with watering new trees, hedgerows and planters as well as fencing and tree guards. A water bowser is required to ensure that the newly planted trees can receive sufficient water. The anticipated cost of a suitable bowser is approximately £4,600. Trailer training will also be required for the Council's ground staff – those costs anticipated to be £480.

It was agreed that as the Parish Council has already planted 1,000 trees, which in time will need to be inspected and maintained, it is not Parish Council's intention to plant any further trees or hedgerow plants due to the impact on staff resources and the future costs associated with tree inspections and tree surgery.

Cllr B Ahier recommended working closely with [Zero Carbon Guildford](#) who may be able to offer discounts on items such as bird boxes (including swift towers), bat boxes and hedgehog homes.

The Clerk advised that Ben McCallan of Zero Carbon Guildford is also a Senior Climate Officer for Surrey County Council and is involved with the County Council's Natural Environment Team who are now responsible for the [County Council's Local Nature Recovery Strategy](#).

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the draft Biodiversity Policy be approved and adopted and that the Interim Action Plan also be approved – bearing in mind that this is a working document that will be subject to change.

The resident left the meeting at 21:55.

**2024-150 - Date of next Planning/General Purposes and Finance Committee meeting – 6 June 2024**

Meeting closed 21:57

Signed:

Chairman of the Council  
Date: 16 May 2024