



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 18 July 2024

2024-229 - Present

Councillors:

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

Officers of the Council:

Mrs V Fear - Assistant Clerk

Members of the public:

No members of the public were present.

2024-230 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were received from Mrs G White - Clerk to the Council.

2024-231 - Public Participation

No members of the public were present.

2024-232 - 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.

2024-233 - Amendments to the Register of Interests

No amendments were made.

2024-234 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-235 - Declaration of non-pecuniary Interests

No declarations were made.

2024-236 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-237 - Planning Applications for consideration:

Planning Application No: [24/P/00917](#) – 19 Dorrit Crescent, Guildford, GU3 3AL Single storey rear extension with roof lantern.

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

Planning Application No: [24/P/01007](#) – Worplesdon Primary School, Envis Way, Fairlands, Guildford, GU3 3NL - Creation of outdoor synthetic pitches and walk path for all year around usage of the sport fields.

It was **RESOLVED**: that Worplesdon Parish Council supports this planning application, recognising the significant benefits the Multi-Use Games Area (MUGA) will provide for the physical and mental wellbeing of local children.

Should the planning authority decide to approve this application, the Parish Council recommends that the hours of operation be restricted to 8pm in recognition of the close proximity of the proposed MUGA to a number of local residential properties.

Planning Application No: [24/P/00987](#) – Hook Farm, Broad Street Common, Guildford, GU3 3BL - Conversion of existing outbuildings and infill extension to create a single-storey dwelling with the conversion of loft into habitable accommodation and change of use of agricultural land to residential garden.

It was **RESOLVED**: that whilst the Parish Council had no concerns about the conversion of the barn, the Parish Council object regarding the peculiar red boundary line the application relates to, in that the shape suggests an alternate access route (to include maps in the response to Guildford Borough Council). No S38 application has been applied for from the Secretary of State for the Environment, nor has a Deed of Easement been referred to within the planning documents. Similarly, there are no assurances that at least two bat boxes (as recommended in the bat survey report at 5.2.5) will be installed on appropriate trees prior to works commencing.

Appendix 1: Copy of letter sent to GBC in response to Application No. 24/P/00987

Planning Application No: [24/P/01012](#) – 22 Gravetts Lane, Guildford, GU3 3JR - Conversion of existing garage into a utility room.

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

Planning Application No: [24/P/00938](#) and [18/P/01839](#) – 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX - Minor alterations to planning permission 18/P/01839.

It was **RESOLVED**: that Worplesdon Parish Council objects to the window on the single-storey extension due to concerns regarding overlooking of the neighbouring bungalow - as this would be contrary to Policy H4 (b) of the Local Plan.

There is significant inaccuracy in the plans regarding the proposed front gable, which does not match the side elevation drawings.

Worplesdon Parish Council would, however, like to see the works on this property completed as soon as possible.

Planning Appeals for information only:

Planning Inspectorate’s Ref: APP/Y3615/W/24/3346337 – Hester’s Yard, 116 Oak Hill, Wood Street Village, Guildford, GU3 3ES - The erection of 50 residential dwellings and parish office and hall, 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.

The Assistant Clerk read out the four Section 106 Agreement requests emailed to Guildford Borough Council by the Clerk (and copied to Neame Sutton):

- 1) Bewley Homes to build and fit out to second fix status the Parish building - the freehold of the property to be granted to the Parish Council in perpetuity for the sum of £1.
- 2) Bewley Homes to construct the parking areas associated with the Parish building - the freehold of the car parking areas to be gifted to the Parish Council in perpetuity - included in the sum of £1.
- 3) Five-acre meadow to be gifted to the Parish Council in perpetuity, included in the sum of £1.
- 4) Two covenants to be applied - the first to state that: “in the event the Parish Council is disbanded, for whatever reason, the building must remain for community use in perpetuity”. The second covenant to state that: “the adjacent meadow land must remain as open space, in perpetuity”.

The appeal inquiry is likely to be held locally with a decision before Christmas 2024.

This item to be added to the next full council agenda for the meeting to be held on 8 August 2024.

2024-238 - Quarterly Playground Inspections

The summary of the Quarterly Play Inspections had been circulated to all councillors prior to the meeting. It was proposed by Cllr P Cragg, seconded by Cllr D Bird, and unanimously **RESOLVED** that the report be accepted.

Appendix 2 – Quarterly Play Inspections Report

2024-239 - HAGS high-level inspection of the Typhoon

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that the report be accepted and the subsequent required remedial expenditure in the amount of £1,567.52 (excl VAT) be retrospectively approved.

2024-240 - 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 D Bird, and unanimously **RESOLVED** that payments to the value of £5,155.29 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

Table 1: Payment list 18.7.2024

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	21/06/2024	Gas & Electricity - Unit 2 Saxton - 01.04.24 - 31.05.24	Octopus Energy Limited	79.72	3.99	83.71
IT budget	24/06/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Establishment Charges	24/06/2024	Printer paper	Sounds Wholesale Ltd (Amazon)	23.22	4.65	27.87
Land Management	25/06/2024	Materials	Screwfix Direct Ltd	2.91	0.58	3.49
Land Management	25/06/2024	Materials	B&Q	9.12	1.82	10.94

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	27/06/2024	Reinforced PVC Water Hose	Toolstation	20.82	4.16	24.98
Bank Interest/Charges	30/06/2024	Bank charges	Unity Trust Bank	18.00	0.00	18.00
Land Management	01/07/2024	Standpipe Key	Wolseley UK Limited	23.10	4.62	27.72
Parish Office	01/07/2024	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Community Car Park	01/07/2024	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Establishment Charges	01/07/2024	Printer paper - refund	Sounds Wholesale Ltd (Amazon)	-23.23	-4.64	-27.87
Land Management	01/07/2024	Materials	B&Q	13.83	2.77	16.60
Revenue Costs Works Vehicle	01/07/2024	Service plan - 6th instalment of 45	PlanMyService LLP	48.38	9.68	58.06
Revenue Costs Works Vehicle	01/07/2024	MOT Service plan - 6th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
IT budget	02/07/2024	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Revenue Costs Works Vehicle	25/06/2024	Number Plate for works van	Halfords	15.00	3.00	18.00
Revenue Costs Works Vehicle	02/07/2024	Fuel for works van and water bowser	Waitrose Shell	42.70	8.54	51.24
Land Management	03/07/2024	Hire of storage container MW - June 2024	Activate Learning	81.00	0.00	81.00
Parish Office	03/07/2024	Replacement lock for Office door	Fidelis Security	550.00	110.00	660.00
Land Management	04/07/2024	Materials	B&Q	3.06	0.00	3.06
Land Management	04/07/2024	Materials	Halfords	5.48	1.10	6.58
IT budget	08/07/2024	External back-up - July 2024	RISC IT	42.00	8.40	50.40
Land Management	24/06/2024	Materials	Esso Bellfields	4.10	0.00	4.10
Chairman's Allowance	27/06/2024	Refreshments for Meeting	Christmas Bakery	10.10	0.00	10.10
Training	26/06/2024	Insect Societies Training Course	Eventbrite	42.77	0.00	42.77
Training	26/06/2024	Bats for Beginners Training Course	Eventbrite	48.07	0.00	48.07
Playground Repairs	10/07/2024	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Land Management	10/07/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	32.78	6.56	39.34
Grass Cutting	10/07/2024	Grass cutting - Month 5 2024	Holly Landscape and Training	1,630.02	326.00	1,956.02
Land Management	10/07/2024	Degreaser x 3	Mrs V F Fear - Amazon EU S.a.r.l. UK	7.63	1.53	9.16
Land Management	11/07/2024	Various tools and materials	Toolstation	43.67	8.73	52.40
Parish Newsletter	11/07/2024	Distribution parish newsletters	Colne Distribution Ltd	400.00	80.00	480.00
Total				4,556.84	598.45	5,155.29

b) Grant aid request of £350 received from the Kent, Surrey and Sussex Air Ambulance

The grant aid application had been circulated to all members prior to the meeting. It was proposed by Cllr G Adam, seconded by Cllr M Fance, and unanimously **RESOLVED** that the payment of £350 be granted.

Approved by the Full Council – 8 August 2024

For information only:

2024-241 - Gas main repairs scheduled for Whitmoor Common

Cllr B Ahier confirmed that all questions raised with the land agent by the local walking group had been satisfactorily answered. The group were reassured that due to excellent communication between the land agent and the parish council they would be notified of the expected work dates well in advance that they could rearrange their route accordingly.

2024-242 - Date of next Planning/General Purposes and Finance Committee meeting – 29 August 2024

Meeting closed 20:21

Signed:

Chairman of the Council

Date: 8 August 2024

Appendix 1



Worplesdon Parish Council

Est. 1894

*Serving the communities of
Broadacres, Fairlands, Jacobs Well, Perry Hill and Wood Street Village*
www.worplesdon-pc.gov.uk

2024-243 -
2024-244 - MRS G F WHITE
Clerk to the Council

Email: clerk@worplesdon-pc.gov.uk

UNIT 2 SAXTON
PARKLANDS
RAILTON ROAD
GUILDFORD
SURREY
GU2 9JX

Ms S Khanbhai
Guildford Borough Council
Millmead House
Guildford
Surrey
GU2 4BB

25.7.2024

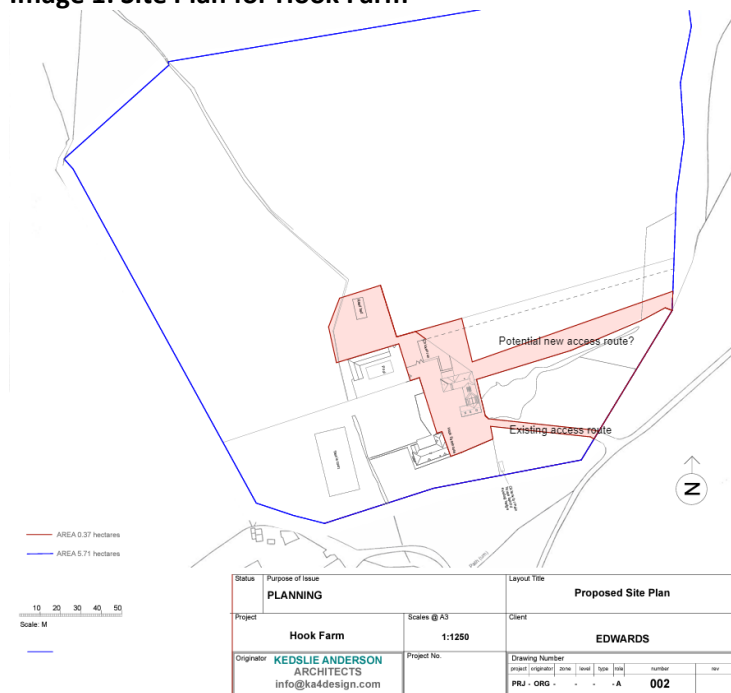
Dear Ms Khanbhai

Planning Application No: 24/P/00987 – Hook Farm, Broad Street Common, Guildford, GU3 3BL

Worplesdon Parish Council wishes to raise numerous concerns about the Hook Farm planning application.

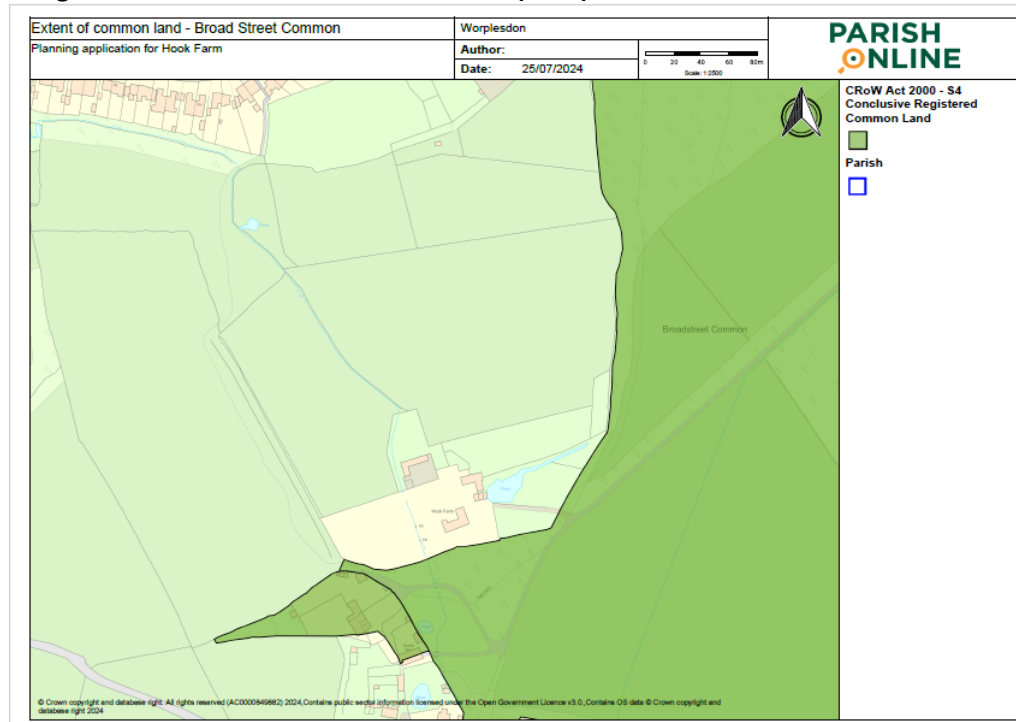
The Parish Council’s first concern relates to the peculiar shape of the boundary line, which suggests an alternate access route is being proposed.

Image 1: Site Plan for Hook Farm



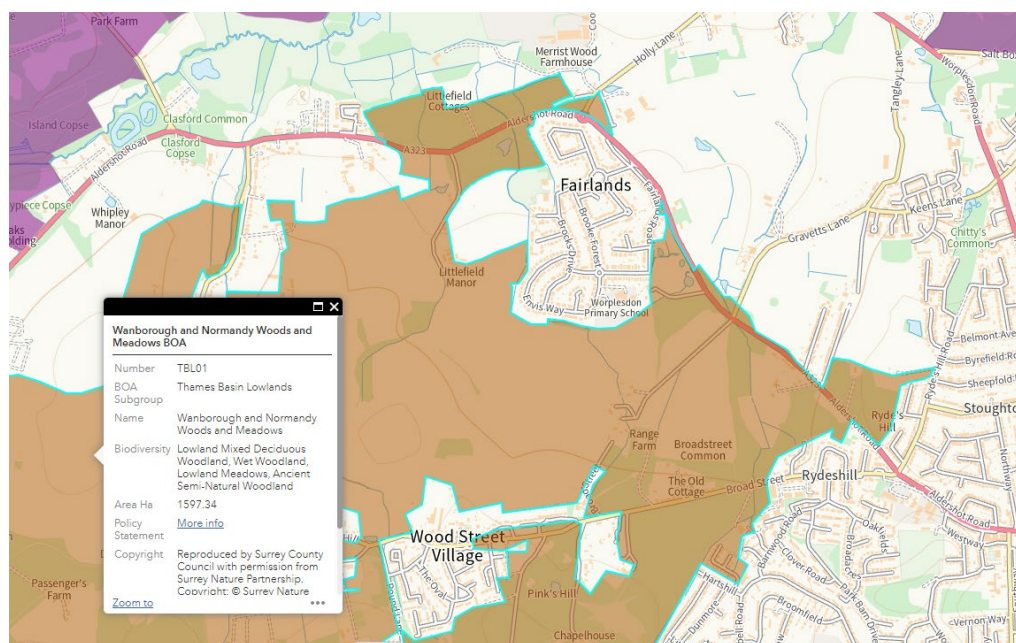
Hook Farm abuts Broad Street Common (SNCI) – See image 2 below.

Image 2: Extent of Broad Street Common (SNCI)



Broad Street Common also comprises part of the newly allocated Thames Basin Lowlands Biodiversity Opportunity Area (BOA) for the Wanborough and Normandy Woods and Meadows BOA – therefore any potential disruption across Broad Street Common could detrimentally impact the Local Nature Recovery Strategy currently being implemented by Surrey County Council.

Image 3: Thames Basin Lowlands Biodiversity Opportunity Area



Worplesdon Parish Council understands that Miller Developments is currently promoting the field adjacent to Hook Farm for residential development: <https://millerdevelopments.co.uk/project/guildford-fairlands/>

As this site is currently land-locked, and a previous attempt by Miller Developments tried to secure a new access into the proposed development site via the track leading to Hook Farm, the Parish Council's assumption that a new access track is being formed is a credible assumption.

Image 4: Proposed redevelopment of the land behind Hook Farm in 2016

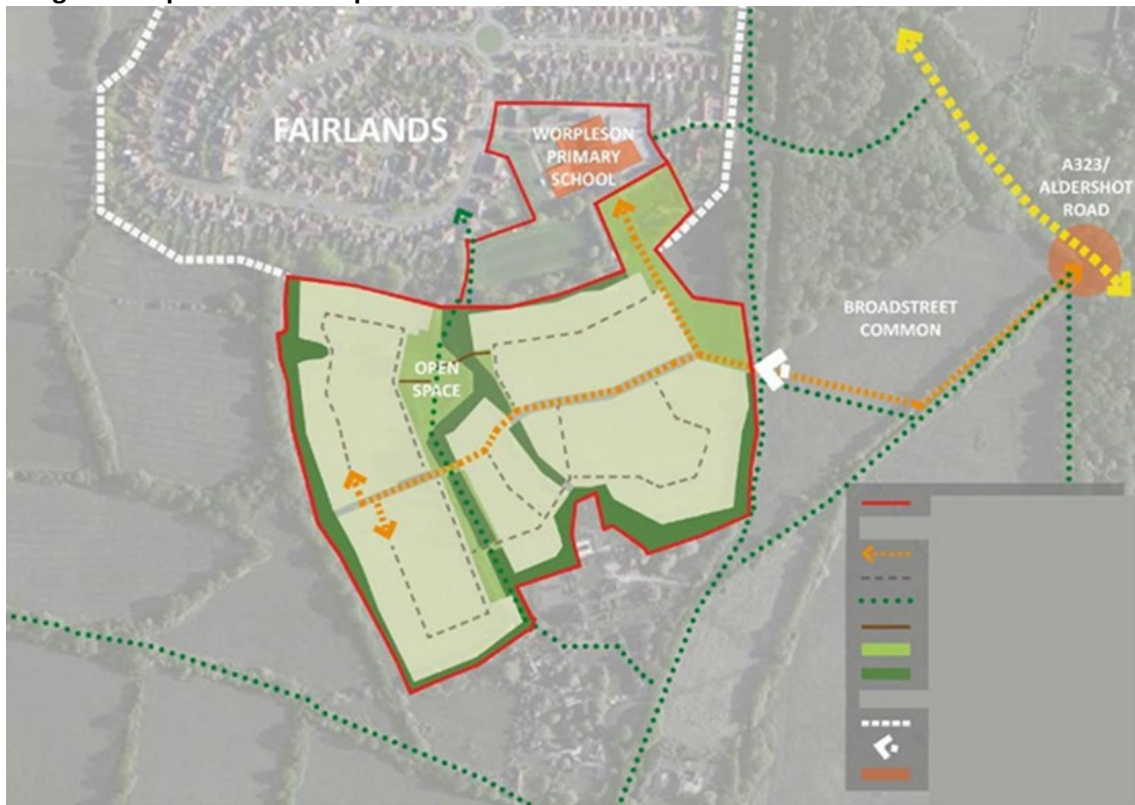


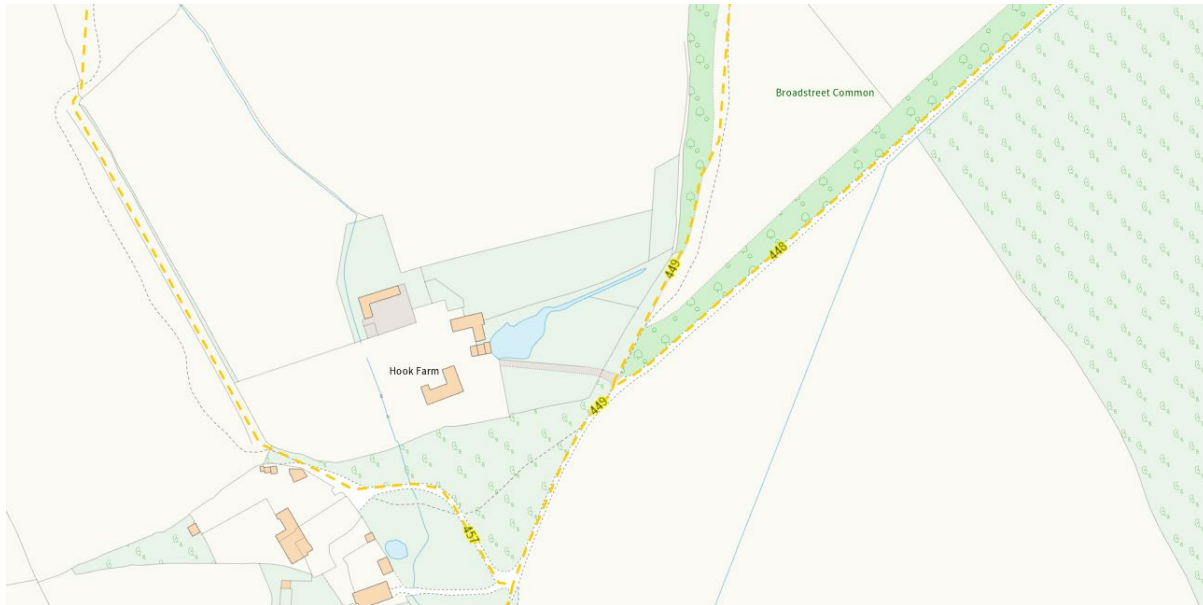
Image 5: Photo of the unmade track leading to Hook Farm over Broad Street Common



The entrance into Hook Farm crosses Broad Street Common, which is not only registered common land, but is also designated as a SNCI (Site of Nature Conservation Importance) and is situated within the Metropolitan Green Belt.

The current single track, with passing places, is also a public right of way no. FP448. Any new access road would not only impact right of way no FP448, it would also cross footpath FP449, which would have a detrimental impact on pedestrians and wildlife, and would significantly disrupt the local public right of way network in the area.

Image 6: Public Rights of Way



Additionally, there are two permissive horse rides at either end of this track (FP448) both of which would be affected by the proposals.

Any new access road would dissect the SNCI and the existing wildlife corridors creating small pockets of common land. This would have a detrimental impact on the currently open nature of the common, and would affect wildlife, pedestrians, and equestrians.

It is illegal to drive over common land without consent. We understand that the County Council would be required to grant a Deed of Easement to enable the householders to drive over the common land to access their properties. Worplesdon Parish Council considers that the granting of such permission would result in a dangerous precedent. The Parish Council would therefore lodge a strenuous objection to the Planning Inspectorate should an application for consent to construct a new access track, either by virtue of a S16 or S38 application (Commons Act 2006) be submitted to the Planning Inspectorate.

If an Exchange of Common Land were to take place, a greater amount of land is required in exchange for the loss of current common land.

As there are two drainage ditches either side of the current track, consent would also be required from the County Council for permission to alter a water course.

There appears to be no assurances that at least two bat boxes (as recommended in the bat survey report at 5.2.5) will be installed on appropriate trees prior to works commencing.

Whilst the Parish Council has no objection to the proposed conversion of the barn to a residential property, the Council does strenuously object to the creation of a new access track to this proposed

Approved by the Full Council – 8 August 2024

dwelling.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G F White', with a small flourish at the end.

Mrs G F White PSLCC
Clerk to the Council
01483 300094