



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 29 August 2024

2024-277 - Present

Councillors:

Cllr G Adam (Chairman), Cllr B Ahier, Cllr D Bird, Cllr N Crampin, Cllr N Mitchell, Cllr M Price, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

Mrs V Fear - Assistant Clerk

Members of the public:

Two members of the public were present.

2024-278 - 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 M Fance. Apologies and reason for absence were accepted.

Cllr P Cragg was absent from the meeting due to exceptional circumstances.

2024-279 - Public Participation

No questions were put to the Council.

2024-280 - 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.

2024-281 - Amendments to the Register of Interests

No amendments were made.

2024-282 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-283 - Declaration of non-pecuniary Interests

No declarations were made.

2024-284 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-285 - [Pass Wide and Slow campaign](#) - Worplesdon - 15 September 2024

Nicola King addressed the Parish Council. Nicola advised that she is arranging a Pass Wide and Slow campaign for Sunday 15 September 2024 commencing at 11am to raise awareness of the dangers that inconsiderate motorists pose not only to the horses and riders but also to themselves and the need to pass horses (either being ridden or carriage driven) slowly and to give at least 2m space. Horses are prey animals and can easily spook, which can result in catastrophic consequences.

The event is to commence in Holly Lane at 11am on Sunday 15 September 2024. It is aimed to be a fun family day. Anyone is welcome to participate and are welcome to bring well behaved dogs on leads. The six-mile route will go from Holly Lane along the Aldershot Road out to Frog Grove Lane, with a break being taken at the White Hart Pub and back again.

Nicola asked whether the Parish Council would be willing to support this event by sponsoring a couple of banners (without dates) that can be used on numerous occasions and also asked whether any volunteers would be available to assist on the day.

At present equestrians are not protected by law in the same way that cyclists are. Equestrians are now using camera footage to send to Surrey Police to alert the police to irresponsible behaviour by motorists.

Nicola was advised to contact Zöe Franklin MP with regards to requesting a change in the law to ensure that equestrians are treated with the same degree of protection as cyclists are.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that a grant of £100 be awarded to cover the purchase of two to three banners. A copy of the invoice to be provided to the Parish Council prior to the grant being awarded.

Power to spend: General Power of Competence 2011

It was also agreed that the Parish Council would pass this information onto Normandy Parish Council and Pirbright Parish Council requesting they also raise awareness of this event and that it would be added to the Parish Council's website and Facebook page.

a) Wildflower meadow - Harry's Meadow

Surrey Wildlife Trust has advised that it would be willing to provide grant funding towards the provision of an expanded wildflower area in Harry's Meadow but would not support the current decision to plough and harrow part of the site. Surrey Wildlife Trust would support leaving the existing trial areas in situ, and lightly harrowing curved areas within the existing meadow to be sown with Yellow Rattle.

The Parish Council's application for funding towards this project from Your Fund Surrey has been declined.

Following discussion, it was proposed by Cllr J Snowball, seconded by Cllr M Price and unanimously **RESOLVED** that the Parish Council would accept and adopt Surrey Wildlife Trust's proposed

recommendations for this project, subject to a grant being provided by the Wildlife Trust and that the work can be carried out in September 2024, as planned.

The sowing of the seed to potentially become a community exercise, subject to sufficient support being forthcoming from the local community.

Power to spend: OSA 1906, ss 9 and 10

b) Hedgehog Awareness

Unfortunately, a number of hedgehogs have been killed in road traffic accidents across the Parish over recent months (particularly in Fairlands).

The Clerk had contacted Surrey County Council for permission to install two highway warning signs (which can be purchased for £18 & VAT each) onto low recycled plastic posts, to be supplied by the Parish Council. Surrey County Council had advised that only highway approved posts can be used, checks have to be carried out to ensure no utility services would be affected. The cost to install two highway approved posts and two hedgehog warning signs (which have to comply with the Traffic Signs Manual 2018) would cost approximately £1,000.

It was therefore suggested that temporary laminated signs be erected at appropriate locations within Fairlands and that the Parish Council purchase three x school kits from the Amazing Grace Hedgehog Project to gift to the three primary schools within the Parish in the hopes of raising awareness amongst the local community.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that up to a maximum of £200 be spent on providing laminated signs and three x school kits.

Power to spend: General Power of Competence 2011

Cllr M Price advised that Elizabeth Lee – Hedgehogs of Burpham and Merrow may be able to assist with raising awareness of hedgehogs and may also be willing to attend the Annual Parish Assembly next year. It was agreed that Cllr M Price would make direct contact with Elizabeth Lee.

[At 20:15 both members of the public left the meeting.](#)

2024-286 - Planning Applications for consideration:

Planning Application No: [24/P/01144](#) - Grass verge near 45, St Michael's Avenue, Guildford, GU3 3LY - Construction and operation of a micro energy storage unit.

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

Whilst Worplesdon Parish Council has no objection, in principle, to the provision of micro energy storage unit, the Parish Council does question whether this is the most suitable location for such a facility.

If the Planning Authority is minded to approve the application, the Parish Council would suggest that heavier duty paladin fencing should be used.

Planning Application No: [24/P/00830](#) - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU - Proposed erection of single storey extensions (side and rear) and alterations to dwelling following demolition of existing conservatory. Alteration to roof to form roof terrace. Construction of outdoor swimming pool (amended drawings received 10/06/2024).

This application had already been approved by the Planning Authority.

Planning Application No: [21/D/00144/10](#) - Land North of Keens Lane and Tangley Lane, Worplesdon, Guildford - Discharge of Condition 28 (Public art) of planning permission 20/P/01934 approved 30/10/2021.

To consider Taylor's Wimpey's offer to provide a separate bench in the play area.

It was **RESOLVED**: that the Parish Council accept Taylor Wimpey's offer to provide a separate recycled plastic bench to be installed within the play area.

In addition, the Parish Council wished to ask Taylor Wimpey, as a gesture of goodwill, to provide a second recycled plastic bench to be installed on Pitch Place Green, being the nearest public open space to the new development. Pitch Place Green is being frequently used by residents of Montague Place.

Planning Application No: [24/P/01161](#) - 76 Frog Grove Lane, Guildford, GU3 3HA - Erection of single-storey rear extension with green roof following demolition of existing single-storey element and stable block.

It was **RESOLVED**: that the Parish Council object to this planning application on the grounds that it is not clear from the plans whether the applicant has met one of the reasons for the appeal decision and that the roof plans and elevation plans are not consistent with the proposed floor plans.

Planning Application No: [23/P/00452](#) - White Lyon House, Perry Hill, Worplesdon, Guildford, GU3 3RE - Change of use of public house and conversion to form an office (Use Class E(g)(i)) and 5 no. apartments (3 x 1 bed, 1 x 2 bed and 1 x 3 bed) (Class C3), erection of first floor rear extension and bin store following demolition of existing detached double garage, removal of existing extraction system, and associated works (amended plans received 08/08/2024; description of development amended 08/08/2024).

It was **RESOLVED**: that the Parish Council support this application as the proposed renovation works will be of benefit to the local area.

Planning Application No: [24/P/01183](#) - Syringa, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ - Single storey rear extension and existing side utility room to be re-roofed together with a small overhang to create a traditional-style storm porch, following removal of the existing adjacent garage.

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

Planning Application No: [24/P/01127](#) and [24/P/01128](#) - 112 Frog Grove Lane, Guildford, GU3 3HA - Planning and Listed Building Consent for the erection of a two-storey side extension together with new roof and alterations to existing single storey rear extensions, following demolition of the existing single storey side extension.

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

Planning Application No: [24/T/00198](#) - Worplesdon Rifle Range, Worplesdon Road, Guildford - T1- Medium sized Ash, remove due to ash die back, T2- Smaller sized ash, remove due to ash die back (TPO P1/201/202).

It was **RESOLVED**: leave to tree officer.

For information only

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 habitual accommodation and change of use of agricultural land to residential garden.

Following the receipt of additional information from the applicant, on 13.8.2024 Worplesdon Parish Council withdrew its objection to this planning application.

2024-287 - 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 N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that payments to the value of £ 23,623.04 be approved.

The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

Table 1: Payment list 29.8.2024

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	31/07/2024	Repayment card used in error	Mr A Connor	-8.60	0.00	-8.60
Land Management	07/08/2024	Paper Sacks - Refund	Gardening Naturally Limited	-24.98	-5.00	-29.98
IT budget	08/08/2024	External back-up - August 2024	RISC IT	42.00	8.40	50.40
Land Management	12/08/2024	Materials	Cluskeys CCP Ltd	10.00	2.00	12.00
Land Management	12/08/2024	Materials	Margnor Fastners	0.48	0.10	0.58
Revenue Costs Works Vehicle	12/08/2024	Fuel for works van	Waitrose Shell	42.09	8.42	50.51
Land Management	13/08/2024	Materials	Wickes	30.00	6.00	36.00
Land Management	13/08/2024	Materials	Wickes	20.00	4.00	24.00
Land Management	13/08/2024	Materials	B&Q	19.37	3.88	23.25
Parish Office	14/08/2024	Gas & Electricity - Unit 2 Saxton - 01.07.24 - 31.07.24	Octopus Energy Limited	171.54	8.58	180.12
Section 137	14/08/2024	Grant - 2024/25	Kent, Surrey & Sussex Air Ambulance	300.00	0.00	300.00
Donations	14/08/2024	Grant - 2024/25	Crimestoppers	100.00	0.00	100.00
Professional Advice	19/08/2024	Specialist HR advice	Global Occupational Health Solutions	275.00	0.00	275.00
IT budget	16/08/2024	OnePhone - phone charges - including mobile data	BT PLC	213.12	42.62	255.74
Parish office - Unit 2 Saxton	20/08/2024	Water and sewerage charge - Unit 2 Saxton - 01.07.24 - 31.07.24	Castle Water	18.66	0.00	18.66
IT budget	19/08/2024	Subscription - 17.08.24 - 16.09.24	Adobe	16.64	3.33	19.97
Tree Surgery	21/08/2024	Removal of fallen tree at Queenhythe Road	Lumber-Jacks Tree Services Ltd	600.00	120.00	720.00
Audit Fees	21/08/2024	External audit fee - 2023/24	PKF Littlejohn	840.00	168.00	1,008.00
Establishment Charges	20/08/2024	Office supplies	Tesco	3.90	0.00	3.90
Playground Repairs	21/08/2024	Replacement playground fixings	Hags-SMP Ltd	40.75	8.15	48.90
Grants - Charitable purposes	21/08/2024	Grant - 2024/25	Fairlands Practice Patient Participation Group	300.00	0.00	300.00
Tree Surgery	21/08/2024	Remove fallen bay tree limb	Lumber-Jacks Tree Services Ltd	300.00	60.00	360.00
PC Grant Aid to Wards	21/08/2024	Grant - 2024/25	Wood Street Infant School	500.00	0.00	500.00
PC Grant Aid to Wards	21/08/2024	Grant - 2024/25	Worplesdon Primary School	500.00	0.00	500.00
Safe Drive Stay Alive	21/08/2024	Safe Drive Stay Alive - Donation 2024/2025	Surrey County Council	583.00	0.00	583.00

Code	Date	Description	Supplier	Net	VAT	Total
Perry Hill Environmental Improvements	21/08/2024	3 x 1.8m brown engraved Longwood Planters	TDP Ltd	770.73	154.15	924.88
Playground Repairs	21/08/2024	Replacement playground fixings	Hags-SMP Ltd	1,567.52	313.50	1,881.02
Land Management	21/08/2024	Materials	B&Q	5.81	1.16	6.97
Staff Costs	22/08/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	13,353.22	0.00	13,353.22
Staff mileage	22/08/2024	Mileage	Mrs H R Lawrence	18.20	0.00	18.20
Staff mileage	22/08/2024	Mileage	Mrs V C Fear	22.75	0.00	22.75
Staff mileage	22/08/2024	Mileage	Mrs G F White	17.55	0.00	17.55
Land Management	22/08/2024	Materials	B&Q	6.17	1.23	7.40
Land Management	27/08/2024	Materials	Tesco	10.00	0.00	10.00
IT budget	27/08/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Grass Cutting	28/08/2024	Grass cutting - Month 7 2024	Holly Landscape and Training	1,630.02	326.00	1,956.02
Establishment Charges	28/08/2024	Diaries	Mrs V C Fear - Card Factory	5.37	0.00	5.37
Land Management	28/08/2024	Fuel for tools	Waitrose Shell	7.21	1.44	8.65
Total				22,373.82	1,249.22	23,623.04

b) Authorisation of additional days' overtime pay for both members of the Groundstaff

Following a lengthy discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that a total of 22 days' overtime be approved – subject to a maximum cost of £5,129.14.

Power to spend: LGA 1972 s111

c) Tree surgery - Tree surgery is required across the Parish (sites for which Worpleston Parish Council is responsible)

Four quotations had been received and, for health and safety reasons, were presented to the Committee for their consideration.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the Committee would approve quotations from Dave Ford Tree Care be approved. Total cost £7,130 & VAT.

The works to be undertaken at the end of the bird nesting season.

Power to spend: OSA 1906, ss 9 and 10

d) Ditch clearance - Coombe Lane

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the cost of up to £1,800 (VAT not applicable) be approved, the cost to be shared jointly with the owners of Perry Hill Farm being joint riparian owners of this ditch.

Power to spend: PHA 1936, s260

Draft minutes – Planning/General Purposes and Finance Committee 29 August 2024

2024-288 - Date of next Planning/General Purposes and Finance Committee meeting – 10 October 2024

Meeting closed 21:30

Signed:

Chairman of the Council
Date: 19 September 2024