



**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 10 October 2024**

**2024-312 - Present**

**Councillors:**

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

(Substitute members: Cllr N Crampin, Cllr J Snowball, Cllr B McShee)

**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.

**2024-313 - 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 and Cllr N Mitchell.

Cllr M Fance – Reason for absence approved and accepted.

Cllr N Mitchell asked the Committee not to accept his reason for absence as it does not meet the 'statutory excuse' as per Section 85 (3) of the Local Government Act 1972.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and **RESOLVED** that Cllr N Mitchell's apologies and reason for absence were deemed acceptable by the Committee and would therefore be accepted and approved (Section 85 (1) of the Local Government Act 1972).

A vote took place – six in favour – Cllr B Ahier and Cllr T Wright abstained from the vote. Motion carried.

**2024-314 - Public Participation**

No members of the public were present.

**2024-315 - 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.

**2024-316 - Amendments to the Register of Interests**

No amendments were made.

**2024-317 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2024-318 - Declaration of non-pecuniary Interests**

Cllr N Crampin, Cllr B McShee, and Cllr T Wright declared that they are members of the Wood Street Village Association (WSVA). Agenda item 8 - Permission to hold Christmas Carols on Wood Street Village Green.

**2024-319 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2024-320 - Christmas carols – Wood Street Village Green – Request for permission to hold Christmas carols on Wood Street Village Green on 14 December 2024 received from the Wood Street Village Association (WSVA)**

The WSVA's event application had been circulated to all members via email in advance of the meeting.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr G Adam unanimously **RESOLVED** that permission be granted for a Christmas Carol singing event to be held on Wood Street Village Green on 14 December 2024, subject to the receipt of an appropriate Risk Assessment at least two weeks prior to the event.

**2024-321 - Merger of the Worplesdon United Charities (WUC) and The Frederick Lewis Philps and Amelia Philps Bequest & Worplesdon War Relief Fund charities with the Worplesdon Parochial Church Council (WPCC)**

The Clerk gave a brief summary of the meeting held on 30 September 2024.

The Clerk also advised that, having obtained copies of the constitutions for the WUC and The Frederick Lewis Philps and Amelia Philps Bequest and Worplesdon War Relief Fund from the Charities Commission, it had come to light that Worplesdon Parish Council is supposed to appoint three Trustees to the WUC on a four-yearly basis.

There is no requirement for the Parish Council to appoint any Trustees for either The Frederick Lewis Philps and Amelia Philps Bequest or the Worplesdon War Memorial Fund.

It was agreed that any requests for changes to the WUC constitution would be deferred until the formal consultations have been carried out by the WPCC (as the recipient organisation) and the merger is complete.

**2024-322 - Notification of Premises Variation - ShyneFest (Application reference: GUPLA0770)**

An application has been made to Guildford Borough Council by the event organisers for permission to extend ShyneFest by one day to include Friday, in addition to Saturday and Sunday.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr D Bird and unanimously **RESOLVED** that the Parish Council comment as follows:

1. The current hours of opening should remain the same for all three days.
2. The same level of security should be provided on all three days.
3. Appropriate signage should be provided to direct all vehicles to the main College entrance.
4. ShyneFest must ensure that no heavy vehicles attempt to access the College grounds via Coombe Lane (off Worplesdon Road). All Sat Nav directions must be via Merrist Wood College's Holly Lane entrance.

**2024-323 - Planning Applications for consideration:**

**Planning Application No: 24/P/01341 - 1 Holly Cottages, Wood Street Green, Wood Street Village, Guildford, GU3 3DX** - Erection of double garage following demolition of existing garage.

It was **RESOLVED** that the Parish Council reiterate its previous request for conditions to be applied, should the borough council be mindful to approve this planning application:

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/01353 - 62 Envis Way, Fairlands, Guildford, GU3 3NJ** - Proposed side and rear extension, hip to gable roof extension to include two front dormers and rear dormer following demolition of garage.

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

1. The planning description is misleading as it refers to the demolition of the garage but fails to mention the new 'garage' in the garden. As the proposed 'garage' does not have vehicular access, the Parish Council believes it should be referred to as a shed.
2. The description should be amended to include the construction of a new garden shed.
3. If the borough council is mindful to approve this planning application, the Parish Council wishes to request a condition be applied stating that the new garage/shed must remain ancillary to the main dwelling in perpetuity.

**Planning Application No: 24/P/01404 - 32 Frog Grove Lane, Guildford, GU3 3EX** - Proposed single storey ground floor rear extension following demolition of existing conservatory. Conversion of garage. Insertion of 2 no. roof lights in existing roof and new front porch.

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

**Planning Application No: 24/P/01417 - 170 Frog Grove Lane, Guildford, GU3 3HD** - Single storey rear extension with modest roof extension.

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

1. The description of a 'modest' roof extension is misleading. The proposed extension would double the living space.
2. The design of the extension by virtue of its bulk, size and massing is out of character with the host dwelling. Additionally, the design is poor contrary to policies H4 1(c) and D4 1, 2, and 4 of the Local Plan.

**Planning Application No: 24/T/00217 - 1 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE**  
Conifer (1) fell tree (Worplesdon Conservation Area).

It was **RESOLVED**: leave to specialist tree officer, whilst commenting that documents relating to other planning applications have been erroneously uploaded with this planning application.

**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 reiterate its previous objections to this planning application being:

**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. There is reference to 'Wood Street Brook', this is however recognised by the Environment Agency as a main river.

**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: 23/P/00790 - Land east of Tangle Lane, Worplesdon** - Erection of 2 storey 4-bedroom dwelling with vehicular access.

It was **RESOLVED** that the Parish Council would object to this application on the following grounds:

1. A lack of technical information, including the impact on highway safety due to the proposed boundary treatment.
2. The proposed relocation of the boundary fence would result in a lack of clear sightlines at this busy roundabout.
3. There appears to be ample space for parking, however, no information has been submitted showing that vehicles can enter or leave in forward gear.
4. No visibility splays (2.4m x 43m) have been submitted to ensure that the access would not have a negative impact on safety.
5. It is proposed that the access would be gated. Whilst this is acceptable, it should be set back 5m from the carriageway edge to ensure no cars are waiting on the highway for the gate to open.
6. No cycle parking or electric vehicle charging provision has been proposed. These are required.
7. The site drawing is not very clear for assessment.
8. This appears to be a deviation from Guildford Borough Council's self-build policy.
9. Insufficient information provided about the proposals for surface water drainage.
10. The height of the proposed dwelling may have a negative impact on the existing dwelling known as Timbers.
11. The proposed use of black bricks is out of keeping with the local street scene.

**Planning Application No: 24/P/00779 - Weyside Urban Village (Slyfield Regeneration Programme), Slyfield Green, Guildford, GU1** - Reserved Matters Approval pursuant to outline consent 20/P/02155 (siting, design and external appearance, access and landscaping) for the erection of 187 dwellings and associated infrastructure, parking and landscaping on the southern part (Phase 3) of Weyside Urban Village (Slyfield Regeneration Programme), Slyfield Green, Guildford, GU1 with access from Woking Road.

It was **RESOLVED** the Parish Council request that, in accordance with the Environment Act 2021, all planting associated with this development should be UK native, with no hybrid or double plants to improve the habitat for the benefit of all pollinators and other wildlife.

Hedgehog highways should also be provided as should bird boxes, particularly swift bricks, bat boxes and insect boxes to increase Biodiversity Net Gain.

**Planning Application No: 24/P/01007 - Worplesdon Primary School, Envis Way, Fairlands, Guildford, GU3 3NL**- Creation of outdoor floodlit synthetic pitches, associated fencing and walkpath for all year-round usage of the sports fields - additional plans and information have been submitted to Guildford Borough Council.

It was **RESOLVED** that the Parish Council would reiterate its previous support for 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 and that sufficient parking is provided within the school grounds.

**For information only**

**Planning Application No: 24/P/01360 - 142 Envis Way, Fairlands, Guildford, GU3 3NL** - Certificate of Lawfulness for a proposed development to establish whether a single storey side extension, single storey rear extension and hip to gable roof extension with three front rooflights and rear dormer would be lawful.

**Planning Application No: 24/T/00227 - Land at Perry Hill, Worplesdon, Guildford, GU3 3RD** - T138 Horse Chestnut - Crown Lift to provide 5 metres clearance over road. T141 Red Chestnut – Prune back low branch over road by 1.5 metres to reduce weight. T169 Goat Willow - Pollard at 2 metres. (Worplesdon Conservation Area). [Application submitted by Worplesdon Parish Council].

**Planning Appeals for information only**

None.

**2024-324 - 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 D Bird, and unanimously **RESOLVED** that payments to the value of £23,545.71 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

**Table 1: Payment list 10.10.2024**

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	18/09/2024	Subscription - 17.09.24 - 16.10.24	Adobe	16.64	3.33	19.97
Parish Office	18/09/2024	Window cleaning - parish office inside/out	Trevor Porter Window Cleaning Service	30.00	6.00	36.00

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	18/09/2024	Civic gift	Aldi	8.32	1.67	9.99
Revenue Costs Works Vehicle	19/09/2024	Fuel for works van	Waitrose Shell	39.76	7.95	47.71
Establishment Charges	23/09/2024	PPE for Groundsman	Screwfix Direct Ltd	13.32	2.67	15.99
Land Management	24/09/2024	Materials	B&Q	23.33	4.67	28.00
Land Management	24/09/2024	Materials	B&Q	7.00	0.00	7.00
IT budget	24/09/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Land Management	25/09/2024	Hire of storage container MW - September 2024	Activate Learning	81.00	0.00	81.00
Playground Repairs	25/09/2024	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Harry's Meadow Biodiversity Improvements	25/09/2024	Materials	Mrs V C Fear - B&Q	24.44	0.00	24.44
General Power of Competence 2011	26/09/2024	Grant - 2024/25	Pass Wide and Slow	100.00	0.00	100.00
Training	26/09/2024	ROLO Operative Training (Register of Land Based Operations)	Holly Landscape and Training	435.00	87.00	522.00
Staff Costs	26/09/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	14,505.40	0.00	14,505.40
Staff mileage	26/09/2024	Mileage	Mr A Connor	44.72	0.00	44.72
Staff mileage	26/09/2024	Mileage	Mrs V C Fear	89.05	0.00	89.05
Establishment Charges	26/09/2024	Insurance premium - year 2 of 3	Zurich Town and Parish Insurer Trust	2,688.50	0.00	2,688.50
Staff mileage	26/09/2024	Mileage	Mrs G F White	52.65	0.00	52.65
Establishment Charges	30/09/2024	Cleaning materials for office	Sainsburys	5.60	0.00	5.60
Chairman's Allowance	01/10/2024	Refreshments for Meeting	Tesco	2.50	0.00	2.50
Establishment Charges	01/10/2024	Office materials	DLM Direct Ltd (Amazon)	10.73	2.15	12.88
Establishment Charges	01/10/2024	Printer paper	Triton Media Ltd	28.49	0.00	28.49
Parish Office	01/10/2024	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Community Car Park	01/10/2024	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Revenue Costs Works Vehicle	01/10/2024	Service plan - 9th instalment of 45	PlanMyService LLP	48.38	9.68	58.06
Revenue Costs Works Vehicle	01/10/2024	MOT Service plan - 9th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
IT budget	02/10/2024	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Bank Interest/Charges	30/09/2024	Bank interest	Unity Trust Bank	18.00	0.00	18.00
Grass Cutting	02/10/2024	Grass cutting - Month 8 2024	Holly Landscape and Training	1,630.02	326.00	1,956.02
Harry's Meadow Biodiversity Improvements	02/10/2024	Power harrow of Harry's Meadow	Stephen Gunner	400.00	0.00	400.00

Code	Date	Description	Supplier	Net	VAT	Total
M'nance Bus Shelters/Seats Etc.	02/10/2024	Flap stay for Noticeboards	Swansea Timber & Plywood Co. Ltd	15.67	3.13	18.80
Establishment Charges	03/10/2024	Office supplies	Galaxy Wholesalers Limited (Amazon)	24.49	4.90	29.39
Land Management	02/10/2024	Topsoil	Wickes	25.83	5.17	31.00
Land Management	03/10/2024	Topsoil	Wickes	25.00	5.00	30.00
Establishment Charges	03/10/2024	Office materials	Amazon EU S.a.r.L.	45.19	9.04	54.23
Establishment Charges	05/10/2024	Office materials	Sainsburys	2.70	0.00	2.70
Establishment Charges	04/10/2024	Ink cartridges	DGAP UK Limited	275.56	0.00	275.56
Training	07/10/2024	NRSWA Training Unit S1 - Partial Refund	Project Skills Solutions	-25.00	0.00	-25.00
Revenue Costs Works Vehicle	07/10/2024	Fuel for works van	Waitrose Shell	38.23	7.65	45.88
IT budget	08/10/2024	External back-up - October 2024	RISC IT	42.00	8.40	50.40
Land Management	09/10/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	32.78	6.56	39.34
Revenue Costs Works Vehicle	09/10/2024	Vehicle insurance	Zurich Town and Parish Insurer Trust	839.89	0.00	839.89
<b>Total</b>				<b>23,027.78</b>	<b>517.93</b>	<b>23,545.71</b>

**b) Replacement memorial bench Wood Street Village Green (destroyed by a hit and run motor vehicle accident)**

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that financial regulations be waived to enable one quotation for a replacement bench to be obtained from TDP Ltd. The TDP Ltd benches offer value for money, are durable, and are of pleasing appearance. TDP Ltd had offered a discount due to the Parish Council being a regular purchaser of their goods.

It was then proposed by Cllr D Bird, seconded by Cllr N Crampin and unanimously **RESOLVED** that the cost of purchasing a new bench, together with the installation costs amounting to a total of £850 & VAT be approved.

*Power to spend: General Power of Competence 2011*

**c) Replacement logs junction of The Avenue and Worplesdon Road**

The Clerk advised that two quotations had been obtained. The first amounted to £1,005 & VAT to cut up tree trunks at Merrist Wood College and to transport them to site as well as removing and disposing of the old, rotten logs.

The second quote was to provide and site like-for-like logs as well as the removal and disposal of the old logs at a suitable waste facility. £600 & VAT.

The logs are located on Surrey County Council owned highway verge.



Cllr K Witham had advised that he would support a grant aid request to Your Fund Surrey for these works.

The Clerk advised that Your Fund Surrey only supports capital projects, and this replacement of the existing logs is unlikely to be considered a capital project.

It was, nevertheless, agreed that a Your Fund Surrey application would be submitted. If the grant application is unsuccessful, the Parish Council will then consider what action, if any, it will take regarding this matter.

**d) Jacobs Well Newsletter - Printer replacement required**

The editor of the Jacobs Well newsletter had advised that the former JWRA (Jacobs Well Residents Association) printer now no longer functions and asked whether it would be possible for funds to be released from the JWRA ringfenced monies to enable a new printer to be purchased.

The Committee considered the request, which was declined due to the resolution made by the Parish Council in August 2023 [Minute number 324-202].

**Prior resolution:** *That Worplesdon Parish Council temporarily looks after the £4,828 residual funds of the dissolved Jacobs Well Residents Association until such time as a properly constituted successor organisation is established. The funds will be held in a restricted account for 2 years; If no successor organisation is established within that time, the funds will be released into an unrestricted Worplesdon Parish Council account for use by the Parish Council.*

It was suggested that the editor contact both the JWVHT (Jacobs Well Village Hall Trust) and the Jacobs Well Social Club to see whether they would be able to offer any assistance and that awareness of the need for a new Residents' Association be highlighted to the local community.

**e) Draft budget 2025/2026**

The first draft budget for the financial year 2025/2026 had been prepared and circulated to the Members via email in advance of the meeting.

The RFO (Responsible Financial Officer) provided an explanation of the major changes to the budget, which were discussed by the Committee.

As part of the budget setting a number of documents must also be reviewed:

1. Use of Reserves Policy
2. Financial Risk Assessment
3. Explanation about the Precept (Council Tax)
4. Financial Regulations (based on the model regulations issued by the National Association of Local Councils – NALC)
5. Business Plan

Additionally, all fees and charges of the Council must be reviewed.

Discussion regarding the current charges of the Council took place.

The RFO advised that, at present, the only income opportunities available to the Parish Council relate to Wood Street Village cricket pavilion [the costs of which are set within the existing 25-year lease and cannot be changed by the Parish Council], and the use of Wood Street Village Green for community events.

Suggestions were then made that the Parish Council should consider charging Challengers to use Wood Street Village Green for the annual Jazz Festival, though this proposal did not have the support of the entire committee.

It should be noted that Guildford Borough Council did not adopt CIL (the Community Infrastructure Levy). Additionally, the Parish Council has no facilities such as a leisure centre, village hall, or arts centre, which can be rented out. The Parish Council is, therefore, heavily dependent on the Council Tax (precept) for its income.

Whilst interest rates have been better recently, this form of income cannot be guaranteed.

It was agreed that grant funding and sponsorship would be sought wherever possible.

It was also agreed that an explanation of the proposed increase should be included in the Winter newsletter.

It was then proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that an Extra-Ordinary Budget Meeting be called for Tuesday 12 November 2024 commencing at 19:30.

**2024-325 - Date of next Planning/General Purposes and Finance Committee meeting - 21 November 2024**

Meeting closed 21:32

Signed:

Chairman of the Council  
Date: 31 October 2024