



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 21 November 2024

2024-366 - Present

Councillors:

Cllr G Adam (Chairman), Cllr B Ahier, Cllr D Bird, Cllr N Crampin, Cllr S Ellahi, 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.

2024-367 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were received from Cllr M Fance (Cllr S Ellahi substituted) and Mrs G White - Clerk to the Council.

Cllr N Crampin substituted for Cllr P Cragg.

2024-368 - Public Participation

No members of the public were present.

2024-369 - 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.

2024-370 - Amendments to the Register of Interests

No amendments were made.

2024-371 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-372 - Declaration of non-pecuniary Interests

No declarations were made.

2024-373 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-374 - Planning Applications for consideration:

Planning Application No: [24/P/01561](#) - 7 St Michaels Avenue, Fairlands, Guildford, GU3 3LY - Single storey rear extension, hip to gable roof enlargement, rear flat roof enlargement and front porch.

It was **RESOLVED**: that Worplesdon Parish Council object on the grounds of loss of light to the neighbouring property, and additionally, the bulk of the design is out of keeping with the local area contrary to Policy H4 1 (a), (b) and (c) of the Local Plan.

Planning Application No: [24/P/01498](#) – Grandview House, 94 Broad Street, Guildford, GU3 3BE - Proposed extension to driveway to serve Grandview House.

It was **RESOLVED**: that Worplesdon Parish Council comment on the application, requesting a Landscape Master Plan (to include reference to the species to be planted in the hedgerow and ongoing maintenance), an archaeological survey (due to the proximity to the Roman burial ground which served the nearby Roman farm and villa), a drainage survey (to ensure that the proposed surface dressing does not increase surface water run-off at this location), a biodiversity impact assessment (due to the loss of over 300 sq m of grassland), and a detailed construction plan and statement for the driveway. This property is situated within the Thames Basin Heath BOA (Biodiversity Opportunity Area), adjacent to Broad Street Common SNCI (Site of Nature Conservation Interest).

If Guildford Borough Council is minded to approve the application, the Parish Council would suggest the following conditions be applied:

1. There to be no lighting to the driveway, as this would have a negative impact on fauna
2. Provision of a Landscape Masterplan
3. Archaeological Survey
4. Biodiversity Impact Assessment
5. Drainage Survey
6. Construction details of the driveway

Planning Application No: [24/P/00938 and 18/P/01839](#) – 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX- Part single storey rear extension, two storey side extension, loft conversion including three rear dormers and raising of existing rear external wall and ridge, single storey side extension incorporating shower room, additional dropped kerb and extended driveway following demolition of existing garage (revision to permission 18/P/01839 for retention of extensions as built) (Amended description and elevation plan received 11/08/24).

It was **RESOLVED**: that Worplesdon Parish Council object 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.

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

2024-375 - 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 Cllr N Mitchell, seconded Cllr M Price, and unanimously **RESOLVED** that payments to the value of £11,849.62 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

Table 1: Payment list 21.11.2024

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	29/10/2024	External window cleaning	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Land Management	29/10/2024	Telescopic hedge shears and gloves	B&Q	22.50	4.50	27.00
IT budget	30/10/2024	Office 365 charges	BT PLC	384.30	76.86	461.16
Land Management	30/10/2024	Weed wand and gas	Squires Garden Centres	44.12	8.83	52.95
Bank Interest/Charges	31/10/2024	Bank charges	Unity Trust Bank	5.40	0.00	5.40
IT budget	01/11/2024	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Revenue Costs Works Vehicle	01/11/2024	Vehicle tax - WR69 VAM	DVLA	335.00	0.00	335.00
Revenue Costs Works Vehicle	01/11/2024	Service plan - 10th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	01/11/2024	MOT Service plan - 10th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Parish Office	01/11/2024	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Community Car Park	01/11/2024	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Establishment Charges	04/11/2024	Groundsman - Work Boots	Costco	34.99	0.00	34.99
Land Management	05/11/2024	Materials	Tesco	2.10	0.00	2.10
Land Management	05/11/2024	Dutch hoe	Wickes	9.37	1.88	11.25
Revenue Costs Works Vehicle	05/11/2024	Fuel for works van	Waitrose Shell	45.01	9.00	54.01
Chairman's Allowance	05/11/2024	Large Poppy - pack of 20	Royal British Legion	80.75	0.00	80.75
Chairman's Allowance	06/11/2024	Chairman's Allowance	Mr N Mitchell	250.00	0.00	250.00
Parish Office	06/11/2024	Annual gas safety check and boiler service	TA Pearson Plumbing & Heating	120.00	24.00	144.00
Provision of new parking spaces JW	06/11/2024	Recycled plastic bollards	Second Life Products Wales Ltd	880.80	176.16	1056.96
Land Management	06/11/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	68.07	13.61	81.68
Tree Surgery	06/11/2024	WSVCC - Tree Works	Dave Ford Tree Care	375.00	75.00	450.00
Tree Surgery	06/11/2024	WSVCC - Tree Works	Dave Ford Tree Care	140.00	28.00	168.00
Tree Surgery	06/11/2024	Jacobs Well Recreation Ground - Tree Works	Dave Ford Tree Care	150.00	30.00	180.00
Tree Surgery	06/11/2024	Jacobs Well Recreation Ground - Tree Works	Dave Ford Tree Care	1225.00	245.00	1470.00
Land Management	06/11/2024	Hire of storage container MW - October 2024	Activate Learning	81.00	0.00	81.00
Tree Surgery	06/11/2024	Perry Hill Green - Tree Works	Dave Ford Tree Care	380.00	76.00	456.00
Grass Cutting	06/11/2024	Grass cutting - Month 9 2024	Holly Landscape and Training	1630.02	326.00	1956.02
IT budget	06/11/2024	External back-up - November 2024	RISC IT	42.00	8.40	50.40
Community Car Park	07/11/2024	Machined Round Stake Chamfered & Pointed	AVS Fencing Supplies Ltd	21.42	4.28	25.70
Equipment Maintenance	08/11/2024	Postage - Return of headset	Post Office Ltd	10.35	0.00	10.35
Establishment Charges	11/11/2024	Office supplies	Famica Ltd (Amazon)	10.33	2.07	12.40
Land Management	11/11/2024	Materials	Amazon EU S.a.r.L.	12.31	2.46	14.77
Donations	11/11/2024	Donation from Collection at Armistice Day 2024	Various	-28.00	0.00	-28.00
Land Management	13/11/2024	Materials	Mrs V C Fear - Screwfix	4.39	0.00	4.39
Establishment Charges	13/11/2024	Mouse for Council Chamber Laptop	Mrs V F Fear - Amazon EU S.a.r.l. UK	5.32	1.07	6.39
Land Management	13/11/2024	Materials	Mrs V C Fear - Screwfix	15.99	0.00	15.99
Establishment Charges	13/11/2024	Branding of Hi Vis Jacket	Guildford Signs	15.00	3.00	18.00
Land Management	13/11/2024	A4 Magnetic Signs for Vehicles	Guildford Signs	70.00	14.00	84.00
Land Management	13/11/2024	Hazardous waste removal	CLD Services Ltd	124.15	24.83	148.98

Code	Date	Description	Supplier	Net	VAT	Total
Accrual towards bus shelters/seats/benches etc	13/11/2024	Replacement bench - Wood Street Village Green	TDP Ltd	490.01	98.00	588.01
Tree Surgery	13/11/2024	Perry Hill Green - Tree Works	Dave Ford Tree Care	770.00	154.00	924.00
Donations	13/11/2024	Donation from Collection at Armistice Day 2024	SSAFA	28.00	0.00	28.00
Tree Surgery	15/11/2024	Pitch Place Green - Tree Works	Dave Ford Tree Care	950.00	190.00	1140.00
IT budget	18/11/2024	Subscription - 17.11.24 - 16.12.24	Adobe	16.64	3.33	19.97
IT budget	18/11/2024	OnePhone - phone charges - including mobile data	BT PLC	212.20	42.44	254.64
Parish Office	19/11/2024	Water and sewerage charge - Unit 2 Saxton - 01.10.24 - 31.10.24	Castle Water	21.87	0.00	21.87
Total				10,193.78	1,655.84	11,849.62

b) Ditch clearance work and remedial repairs required in Frog Grove Lane (along the boundary of the SANG – Suitable Alternative Natural Greenspace)

The councillors considered the drainage issues at this location, and the impasse between Surrey County Council (SCC), the owners of the second-phase SANG field, and the owners of the Phase 1 SANG field regarding adequate maintenance of the watercourse at this location.

Cllr G Adam proposed that the Parish Council agree to assist with remedial ditch drainage works at this location, in principle, prioritising the wetspots on the cricket club bend and towards the wet corner near Sandy Lane, subject to a site visit with contractors and reporting back to the Council to confirm the extent of the works that can be undertaken within the budget confines (£4,000 maximum excluding VAT). It was proposed Cllr G Adam, seconded Cllr D Bird, and unanimously **RESOLVED** that the motion be carried.

2024-376 - Public consultation – Remote Meetings and Proxy Voting

Cllr G Adam read each of the questions, together with the Officer Recommendations, to inform a response which, it was proposed, would be submitted on behalf of the Parish Council. A link to the consultation had previously been circulated to all councillors by email. It was discussed that consultation responses can be submitted by members of the public, members, officers, or councils.

Cllr B Ahier proposed a motion that the Parish Council should recommend all councillors respond to the consultation. This motion was not seconded as councillors felt it was up to each individual member to respond if they saw fit. Motion failed.

It was proposed Cllr N Mitchell, seconded Cllr D Bird, and unanimously **RESOLVED** that Worplesdon Parish Council should respond to the consultation on behalf of the Parish Council in line with the Clerk's recommendations.

2024-377 - Lack of pavement between Littlefield Common and the entrance to Fairlands

Councillors discussed safety concerns relating to the area of verge used by pedestrians on the roundabout periphery. The Assistant Clerk explained that the man-made embankment neighbouring the boundary fences is restricting safe passage for pedestrians – particularly wheelchair/mobility-scooter users and pushchairs.

It was proposed Cllr G Adam, seconded Cllr S Ellahi, and unanimously **RESOLVED** that Worplesdon Parish Council should lobby Surrey County Council to provide a footpath or otherwise make safe this location for pedestrians.

Approved by the Full Council 12 December 2024

2024-378 - Compliance with Health and Safety Law

Cllr G Adam read the contents of the Health and Safety Report 21.11.2024 [Appendix 1].

It was proposed Cllr N Mitchell, seconded Cllr G Adam, and unanimously **RESOLVED** to accept the report.

Appendix 1: Health and Safety Report 21.11.2024

2024-379 - Date of next Planning/General Purposes and Finance Committee meeting – 6 February 2025

Meeting closed 20:46

Signed:

Chairman of the Council
Date: 12 December 2024