



**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 6 February 2025**

**2025-31 - 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.

**2025-32 - 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.

**2025-33 - Public Participation**

A member of the public arrived at 19:33.

**2025-34 - 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.

**2025-35 - Amendments to the Register of Interests**

No amendments were made.

**2025-36 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2025-37 - Declaration of non-pecuniary Interests**

Cllr N Crampin and Cllr T Wright both stated non-pecuniary interests re the Wood Street Village Association's VE Day 80 request.

### **2025-38 - Declaration of gifts or hospitality over £50**

No declarations were made.

### **2025-39 - Worplesdon United Charities (WUC) transfer to the Worplesdon Parochial Church Council (WPCC)**

The following report had been received from the Chairman of the WPCC Finance Committee and was read to the meeting.

#### **1. Future of the Charities**

- a. It was agreed that in line with the wishes of the previous Trustees of the two Charities the New Trustees will manage an orderly winding up of the Charities and will hand over all the remaining assets and any liabilities to the Worplesdon Parochial Church Council who will undertake to manage the assets within a restricted fund of the Church in line with the original aims and objectives of both Charities.
- b. The accounts to 31<sup>st</sup> October 2024 would be completed as soon as possible and submitted to the Charity Commission before the Charities are closed.
- c. The Charities would then be wound up in accordance with Charity Commission Guidelines.
- d. Monies invested in the CCLA have been withdrawn and paid to the Worplesdon PCC (WPCC). These funds will now be reinvested in the CCLA in the name of the WPCC.
- e. All Funds will be held in a restricted fund of the WPCC

#### **2. WUC grants for 2024**

It was agreed that following discussions with the North Guildford Food Bank (NGFB) the WUC would purchase £50 Tesco vouchers to be distributed by the NGFB to poor and needy referees to the Food Bank from postal codes within the Parochial Church boundaries of the parish. Five vouchers would be purchased in the first instance and then more according to demand and available funds.

The Parish Administrator would produce cards from the WPCC to be sent with the Tesco vouchers. The wording would indicate where the vouchers had come from and how recipients could approach the WPCC in cases of further need.

WPCC to attend the Annual Parish Assembly where any queries can be raised with the Chairman of the WPCC Finance Committee.

### **2025-40 - Jacobs Well Social Club - Summer Fair**

A request for permission to use Harry's Meadow for parking to support this community event had been received from the Jacobs Well Social Club.

It was proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** that permission be granted, subject to the receipt of a fully completed application form and risk assessment.

### **2025-41 - Wood Street Village Association - VE Day 80**

The WSVA has requested permission to hold a beacon lighting event on Wood Street Village Green to commemorate VE Day 80.

It was proposed by Cllr D Bird, seconded by Cllr S Ellahi and unanimously **RESOLVED** that permission be granted, subject to the receipt of a fully completed application form and risk assessment.

**2025-42 - Flood Awareness and Resilience Event - Tuesday 25 February 2025 (Fairlands Community Centre)**

The following organisations have confirmed their attendance at this important community event, which is being facilitated by the Parish Council:

- Surrey County Council (various departments)
- Guildford Borough Council (Engineers Team and Emergency Planning Team)
- The Environment Agency
- The National Flood Forum
- Flood Re
- Surrey Fire and Rescue Service

Thames Water have not yet confirmed their attendance.

All councillors are encouraged to attend this drop-in event.

**2025-43 - Planning Applications for consideration:**

**Planning Application No: [24/P/00987](#) - Hook Farm, Broad Street Common, Guildford, GU3 3BL** - Self build 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 (additional information and description changed 08/01/25).

It was **RESOLVED:** that Worplesdon Parish Council had no objection to this application in principle, however, the Members requested a Construction Management Plan, secured by condition, specifically relating to the single-track access, which will be problematic for large construction vehicles and contractors. This is due to the lack of any passing places and the exceptionally poor track surfacing.

**Planning Application No: [25/CON/00005](#) - Worplesdon Primary School, Envis Way, Fairlands, Guildford, GU3 3NL** - Installation of 88KWP (222 panels) solar photovoltaic system on the roof (this application is determined by Surrey County Council under their ref SCC\_Ref\_2024-0173).

It was **RESOLVED:** Worplesdon Parish Council wishes to support this planning application.

The Councillors suggested the inclusion of a guardrail for health and safety purposes would be prudent. The Construction Management Plan should ensure that works are segregated from normal school operating hours.

Councillors also sought confirmation that glint and glare from the panels would not be an issue for any neighbouring residential properties.

The member of the public left the room at 19:59.

**Planning Application No: [25/P/00026](#) - 48 Stringers Avenue, Jacobs Well, Guildford, GU4 7NN** - Single storey rear extension.

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

At 20:05 the member of the public returned to the meeting. At 20:09 the member of the public left the meeting.

Planning Application No: [24/P/01734](#) - **The Bungalow, Clay Lane, Jacobs Well Guildford GU4 7NA** - Erection of a 3-bedroom self-build dwelling following demolition of existing bungalow. [N.B. Please be aware that the information on the Planning Application Form refers to a different property than the address given above].

It was **RESOLVED**: that the Parish Council object to this planning application for a number of reasons including:

- Significant errors within the planning application form
- Sightline issues - visibility at this location would be extremely poor in both directions
- Local Plan Policy - D8 - No site plan has been submitted to indicate the proposed onsite parking
- Local Plan Policy - D8 - No footpaths exist on either side of Clay Lane to provide safe pedestrian access - nor is there room to provide footpaths
- Loss of trees - contrary to the planning application form
- No foul sewage drainage layout plans submitted
- No dimensions provided for the existing structure, which is incorrectly depicted as brick in the submitted plans
- Local Plan Policy P2 & NPPF (National Planning Policy Framework) para 154 (c), (d), and (g) - The site is located within the Green Belt; however, no special circumstances have been put forward to justify the proposed development
- Local Plan Policy No P7 - No ecological report has been submitted for the proposed dwelling. The existing wood structure is likely to support bats and other important wildlife
- Local Plan Policy P5 - This existing property does not appear on the Valuation Office website as an existing residential property. The proposed property would therefore be a new home within the 400m Thames Basin Heath Special Protection Area (TBHSPA), contrary to TBHSPA planning policy - the site is less than 250m from Whitmoor Common (Special Protection Area, Site of Special Scientific Interest, Local Nature Reserve, Biodiversity Opportunity Area)
- Planning Policy D15 - As the current property is vacant, there would be an increased demand for water contrary to the planning application form.

Appendix 1 - Worplesdon Parish Council’s objection in full.

**2025-44 - 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 Crampin, seconded Cllr T Wright, and unanimously **RESOLVED** that payments to the value of £19,986.88 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

**Table 1: Payment list 6 February 2025**

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	09/01/2025	Wipers for Works Van	Halfords	26.23	5.25	31.48
IT budget	16/01/2025	OnePhone - phone charges - including mobile data	BT PLC	212.20	42.44	254.64
Land Management	16/01/2025	Wildlife Cameras	Wild View Cameras (Colour Idea Ltd)	798.81	159.76	958.57
Cost of hiring meeting rooms	16/01/2025	Booking for Annual Parish Assembly 2025	Worplesdon Memorial Trustees	90.00	0.00	90.00
Parish Office	17/01/2025	Gas & Electricity - Unit 2 Saxton - 01.12.24 - 31.12.24	Octopus Energy Limited	176.78	8.84	185.62
Establishment Charges	18/01/2025	Office supplies	Lidl	0.97	0.19	1.16
IT budget	20/01/2025	Subscription - 17.01.25 - 16.02.25	Adobe	16.64	3.33	19.97
IT budget	21/01/2025	Yealink SIP-T33G Entry Level IP Phone	Comms Express	57.11	11.42	68.53

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Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	22/01/2025	Greetings card	Mrs G F White - Cardsdirect	1.49	0.00	1.49
Establishment Charges	22/01/2025	Office materials	Mrs V F Fear - Amazon EU S.a.r.l. UK	4.54	0.91	5.45
Land Management	22/01/2025	Printing - 350 Leaflets	Knaphill Print Co Ltd	175.00	0.00	175.00
Parish Office	22/01/2025	Water and sewerage charge - Unit 2 Saxton - 01.12.24 - 31.12.24	Castle Water	18.66	0.00	18.66
Revenue Costs Works Vehicle	22/01/2025	Fuel for works van	Shell Stoughton	40.86	8.17	49.03
Land Management	23/01/2025	Tin Snips	B&Q	11.66	2.33	13.99
IT budget	23/01/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	32.75	6.55	39.30
Land Management	24/01/2025	Materials	B&Q	7.29	1.46	8.75
Land Management	26/01/2025	Wet and forget	Costco	29.97	6.00	35.97
Staff Costs	27/01/2025	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	13,722.58	0.00	13,722.58
Staff mileage	27/01/2025	Mileage	Mrs G F White	39.00	0.00	39.00
Staff mileage	27/01/2025	Mileage	Mrs V C Fear	16.25	0.00	16.25
IT budget	28/01/2025	Engineer visit for VersaLink printer	Maine Business Systems PLC	95.00	19.00	114.00
Land Management	28/01/2025	Materials	Wickes	6.25	1.25	7.50
Establishment Charges	28/01/2025	Office materials	Amazon EU S.a.r.L.	4.15	0.83	4.98
Establishment Charges	28/01/2025	Office materials	Amazon EU S.a.r.L.	46.65	9.33	55.98
Land Management	28/01/2025	6 x Round stakes for WSV Car Park retaining posts	AVS Fencing Supplies Ltd	64.26	12.85	77.11
Playground Repairs	30/01/2025	Servicing of gates at Fairlands Play Area	MJR Services	215.00	0.00	215.00
IT budget	30/01/2025	Office 365 charges	BT PLC	401.37	80.27	481.64
Land Management	30/01/2025	Hire of storage container MW - January 2025	Activate Learning	81.00	0.00	81.00
Land Management	30/01/2025	Hire of storage container MW - December 2024	Activate Learning	81.00	0.00	81.00
Land Management	30/01/2025	Materials	B&Q	14.92	2.98	17.90
Parish Office	30/01/2025	External window cleaning	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Revenue Costs Works Vehicle	03/02/2025	Service plan - 13th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	03/02/2025	MOT Service plan - 13th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Revenue Costs Works Vehicle	04/02/2025	Fuel for works van	Waitrose Shell	40.87	8.18	49.05
Bank Interest/Charges	06/02/2025	Bank charges	Unity Trust Bank	6.00	0.00	6.00
<b>Total</b>				<b>16,586.12</b>	<b>400.76</b>	<b>16,986.88</b>

**2025-45 - Date of next Planning/General Purposes and Finance Committee meeting - 20 March 2025**

Meeting closed 20:52

Signed:

Chairman of the Council  
Date: 27 February 2025