



**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 20 March 2025**

**2025-76 - Present**

**Councillors:**

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

**Officers of the Council:**

Gaynor White - Clerk to the Council  
Mrs V Fear - Assistant Clerk

**Members of the public:**

Mrs J Smith, Mr D Smith, Mr L Rose, and Mrs J Wang public were present for part of the meeting.

**2025-77 - 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 D Bird and Cllr M Fance. Cllr J Snowball substituted for Cllr M Fance.

**2025-78 - Public Participation**

Mrs Smith read the Clerk's email dated 27 February 2025 and the residents' letter of complaint dated 12 March 2025 to the Members. Three photographs taken by the residents were also circulated to the Members at the start of the meeting.

The Chairman thanked Mrs Smith.

At 19:34 Standing Orders were waived to enable Cllr J Snowball to ask where one of the photos was taken.

The meeting was reconvened at 19:36

**2025-79 - 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.

#### **2025-80 - Amendments to the Register of Interests**

No amendments were made.

#### **2025-81 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

#### **2025-82 - Declaration of non-pecuniary Interests**

Cllr N Crampin and Cllr T Wright both stated non-pecuniary interests in the village Maypole Dancing request being members of the WSV (Wood Street Village Association).

#### **2025-83 - Declaration of gifts or hospitality over £50**

No declarations were made.

Mr Rose and Mrs Wang arrived at 19:38.

#### **2025-84 - Grasscrete surfacing – Jacobs Well Recreation Ground**

It was proposed by Cllr B Ahier, seconded by Cllr J Snowball, and unanimously **RESOLVED** that item 14 on the agenda be brought forward for the convenience of the residents.

The Clerk explained that both cost and vehicle weight had been taken into consideration when the Council **RESOLVED** to accept T J Hunt (Contracting) Ltd's quotation for the provision of grasscrete. The chosen specification was Grasscrete GC3, a 76mm thick cellular concrete paving reinforced with BS4483 reference A193 steel mesh reinforcement.

GC3 grasscrete can support vehicles weighing up to 4.4 tonnes. As a point of reference, a Tesla SUV weighs approximately 2.2 tonnes. Given that:

- A height restriction barrier prevents vehicles over 2.2m from entering the Recreation Ground
- The need for heavy vehicle access from Jacobs Well Road to the bungalows is expected to be minimal

it was considered that the additional cost of upgrading to GC2 grasscrete could not be justified.

Cllr M Price noted that Jacobs Well Road has a 7.5-tonne weight restriction.

Cllr N Mitchell added that Jacobs Well Road is classified as a rural D road (D51). Given this classification, and the vehicle weight restriction, HGVs would not be expected to use this road regularly, apart from refuse collection vehicles. Additionally, Cllr Mitchell highlighted the potential safety risks of vehicles reversing near the play area without the aid of a banksman.

Cllr G Adam stated that occasional use by heavier vehicles driving forward over the grasscrete is unlikely to cause significant damage. However, he emphasised that damage occurs when the wheels of heavier vehicles are turned on grasscrete.

At 19:52, Standing Orders were suspended to allow residents to comment. The meeting was reconvened at 19:54.

It was then proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that occasional use of the grasscrete by vehicles exceeding 4.4 tonnes (e.g., ambulances, fire engines, and

occasional delivery lorries) would be acceptable, provided that these vehicles exit via Woking Road. No heavy vehicles are to use the grasscrete for turning.

All four members of the public left the meeting at 19:55.

#### **2025-86 - Planning Applications for consideration:**

**Planning Application No: 25/P/00190 - 108 Envis Way, Fairlands, Guildford, GU3 3NL** - Erection of single storey front and side extension with new front bay window.

It was **RESOLVED** that, should the Planning Authority be minded to approve this planning application, the Parish Council requests that a condition be applied requiring all delivery lorries to avoid deliveries during school drop-off and collection times, in order to minimise traffic disruption and ensure the safety of children.

**Planning Application No: 25/P/00257 - Muslim Education and Cultural Association, Worplesdon United Reformed Church, Rickford, Worplesdon, Guildford, GU3 3PH** - Single storey side extension.

It was **RESOLVED**: that the Parish Council supports this application.

**Planning Application No: 25/P/00186 - The Kepler Building, 10 Surrey Research Park, Guildford, GU2 7YE** - Full planning application for the erection of a temporary building for research and development purposes for a temporary period.

**It was RESOLVED** that, should the Planning Authority be minded to approve this planning application, the Parish Council wishes to request that, in order to mitigate visual harm from Right of Way number 446, a condition requiring additional screening along the western boundary of the site should be applied. This screening to extend from the most northerly corner of the site for a length of 44 metres.

#### **2025-87 - Blackwell Farm Solar Farm**

A request had been received from Compton Parish Council asking Worplesdon Parish Council to consider contributing a sum of money towards a Judicial Review of the Borough Council's decision to approve planning application no: 24/P/00441.

A subsequent communication received on 20 March 2025, advised that on 19 March, Compton Parish Council voted to instruct a barrister (Andrew Parkinson of Landmark Chambers) to provide advice regarding the prospects of success in challenging Guildford Borough Council's approval of the solar farm. If the barrister believes that the prospects of success are very good, Compton Parish Council will proceed to a pre-action protocol letter/judicial review.

The Committee debated the request at length, following which it was proposed by Cllr G Adam, seconded by Cllr B Ahier and **RESOLVED** that the Parish Council would contribute £400 towards the barrister's costs to seek a legal opinion regarding a potential Judicial Review but would not commit to any further expenditure on this matter.

A vote took place: Result of the vote – five in favour. Cllr M Price and Cllr N Mitchell voted against the motion. Motion carried.

#### **2025-89 - Guildford Borough Council's Corporate Strategy**

The Clerk of Pirbright Parish Council raised two questions regarding Guildford Borough Council's Corporate Strategy. Firstly, the Clerk queried how the figure of "2p in every £1" going to Parish Councils was calculated. Secondly, the Clerk suggested the document should include more detail about the role of Parish Councils, highlighting their significant contributions to the community, as many residents are still unaware of their work.

It was agreed that the feedback provided by the Clerk of Pirbright Parish Council reflected the views of Worplesdon Parish Council. No further action to be taken.

#### **2025-91 - Surrey County Council Highway Guide for Town and Parish Councils**

It was agreed that the Parish Council submit the following feedback:

The document, in its current form, is not particularly user-friendly. Its usefulness could be significantly improved by adding hyperlinks to each heading within the Contents page, allowing for quick and easy navigation. Furthermore, the inclusion of an alphabetical index page containing all links would greatly enhance ease of reference.

#### **2025-93 - Wood Street Village Cricket Club**

The Cricket Club wishes to apply for Surrey County Council funding towards the installation of 32 solar panels on the cricket pavilion but requires the consent of the Parish Council as lessor.

The Cricket Club's request and associated back-up documentation had been circulated to the Members via email in advance of the meeting.

It was proposed by Cllr N Mitchell, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the Parish Council grants its consent and fully supports the Wood Street Village Cricket Club's (WSVCC) grant application.

The Committee recognised the environmental benefits of this project, which fully align with the Council's sustainability objectives.

#### **2025-95 - Summer Fair – Jacobs Well 29 June 2025**

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Price, and unanimously **RESOLVED** that permission be granted to use part of Harry's Meadow to provide a parking area for the Summer Fair on 29 June 2025, subject to the following conditions:

1. In the event of wet ground conditions, boards must be placed around the entrance to the meadow to prevent vehicles from becoming stuck in the mud.
2. Due to sightline concerns, at least one steward must be on duty at the height barrier throughout the period the meadow is used for parking, to ensure safe ingress and egress.
3. The meadow must be inspected prior to the event, and any potential trip hazards should be marked off with cones. A written record of the inspection to be retained by the organisers.
4. The meadow must be inspected following the event, and any damage caused to the field must be repaired at the organiser's expense. A written record of the inspection to be retained by the organisers.
5. Confirmation of public liability insurance for the Jacobs Well Social Club to be submitted to the Parish Council in advance of the event.

#### **2025-97 - Maypole – Practice and Events Wood Street Village Green**

An event application and risk assessment had been received from the Wood Street Village Maypole Dancers requesting permission to use the Green by the Maypole Dancing Group for practice sessions and events on Wood Street Village Green during 2025.

The Assistant Clerk advised that, at present, only seven little girls have registered to dance this year. More dancers are required.

Cllr T Wright stated that every encouragement should be provided to Janet Sutton to ensure this quintessentially English past time can be continued for future generations to enjoy.

It was then proposed by Cllr N Crampin, seconded by Cllr T Wright and unanimously **RESOLVED** that permission be duly granted.

## 2025-99 - 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 J Snowball, and unanimously **RESOLVED** that payments to the value of £15,400.07 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

**Table 1: Proposed list of payments 16 January 2025**

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	28/02/2025	Refreshments - APA	Majestic Wine	105.78	21.16	126.94
Chairman's Allowance	28/02/2025	Refreshments - APA	Majestic Wine	0.06	0.00	0.06
Bank Interest/Charges	28/02/2025	Bank charges	Unity Trust Bank	6.00	0.00	6.00
Chairman's Allowance	01/03/2025	Refreshments - APA	Sainsburys	5.20	0.00	5.20
Revenue Costs Works Vehicle	03/03/2025	Service plan - 14th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	03/03/2025	MOT Service plan - 14th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Chairman's Allowance	06/03/2025	Refund - Hire of Glasses for APA	Majestic Wine	-58.33	-11.67	-70.00
Accrual towards noticeboards	06/03/2025	Noticeboard for Jacobs Well	Greenbarnes Ltd	1,280.43	256.09	1,536.52
IT budget	06/03/2025	Xerox VersaLink C600dn Printer and Ink	Cosmos Solutions	797.50	159.50	957.00
Accrual towards bus shelters/seats/benches etc	06/03/2025	Install bench at WSV Green, move bench by pond & remove tree stump	Stephen Gunner	500.00	0.00	500.00
Land Management	06/03/2025	Emptying - Dump Bin - WSV Community Car Park	Chambers Waste Management	32.78	6.56	39.34
Contingency Fund	06/03/2025	Exhibition at and Mileage to Flood Awareness and Resilience Event	The National Flood Forum	969.70	193.94	1,163.64
Revenue Costs Works Vehicle	06/03/2025	Fuel for works van	Waitrose Shell	40.44	8.09	48.53
Harry's Meadow Biodiversity Improvements	06/03/2025	Harry's Meadow Interpretation Board New Signage	Guildford Signs	135.00	27.00	162.00
IT budget	10/03/2025	External back-up - March 2025	RISC IT	42.00	8.40	50.40
Parish Newsletter	12/03/2025	Delivery of parish newsletters	Colne Distribution Ltd	360.00	72.00	432.00
Playground Repairs	12/03/2025	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Establishment Charges	13/03/2025	Book for office use	The Bard of Henley Company Limited	25.00	0.00	25.00
Christmas trees/lights WS, Perry Hill	13/03/2025	Electrical supply Perry Hill Green - 01.02.25 -28.02.25	Octopus Energy Limited	80.48	4.02	84.50

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	14/03/2025	Gas & Electricity - Unit 2 Saxton - 01.02.25 - 28.02.25	Octopus Energy Limited	183.14	9.16	192.30
IT budget	17/03/2025	OnePhone - phone charges - including mobile data	BT PLC	214.82	42.96	257.78
IT budget	18/03/2025	Subscription - 17.03.25 - 16.04.25	Adobe	16.64	3.33	19.97
Parish Office	19/03/2025	Water and sewerage charge - Unit 2 Saxton - 01.02.25 -28.02.25	Castle Water	17.16	0.00	17.16
Parish Office	19/03/2025	Rent Unit 2 Saxton 25.03.25 - 23.06.25	TL Fund	7,000.00	1,400.00	8,400.00
Parish Office	19/03/2025	Quarterly service charge 01.01.25 - 31.03.25	TL Fund	177.08	35.42	212.50
Parish Office	19/03/2025	Quarterly service charge 01.04.25 - 30.06.25	TL Fund	177.08	35.42	212.50
Parish Office	19/03/2025	Half yearly service charge 01.01.25 - 30.06.25	TL Fund	209.54	41.91	251.45
Training	19/03/2025	Routine Playground Inspection Course & Exam fee - AC	Playsafety Ltd	315.00	63.00	378.00
Training	19/03/2025	Routine Playground Inspection Course & Exam fee - AC	Playsafety Ltd	130.00	0.00	130.00
<b>Total</b>				<b>13,018.36</b>	<b>2,381.71</b>	<b>15,400.07</b>

## 2025-100 - For information

### b) Tree Inspections

The quotation from TGB Tree Consulting has been accepted under delegated authority (specialist services) £1,700 – the Tree inspections to be carried out end of May/early June 2025.

## 2025-101 - Date of next Planning/General Purposes and Finance Committee meeting – 1 May 2025

Meeting closed 20:47

Signed:

Chairman of the Council

Date: 10 April 2025